

## TIMING

Thesis submission takes place in two stages for both M.Sc. and Ph.D. students. Students first prepare and submit their thesis that will be sent out to pre-chosen examiners for a written evaluation. After a favourable evaluation, a final corrected thesis copy is submitted electronically to the university. Ph.D. students must pass an oral defense prior to submitting their final copy.

## PROCEDURE

### 1. SUBMISSION DATES

<https://www.mcgill.ca/gps/thesis/deadlines>

### 2. SELECTION OF EXAMINERS BY THE DEPARTMENT/SUPERVISOR

The choice of any potential thesis examiners should be made in accordance with McGill's conflict of interest policy. Details are available at:

<https://www.mcgill.ca/gps/thesis/thesis-guidelines/oral-defence>

**M.Sc. students:** One external examiner is to be **secured by the student's supervisor**. The examiner's qualifications are that they be a specialist in the field, have no conflict of interest, and not be the supervisor or a member of the supervisory committee. The examiner can be from any Faculty or department from within McGill or external to McGill. This person will be designated "Master's examiner." The supervisor will inform the student who their examiner is. This examiner will be asked to evaluate the thesis and send back a written report.

**Ph.D. students:** Two examiners (internal and external) must be secured **by the supervisor**. The "external examiner" must be a specialist in the field, have no conflict of interest (conflict of interest checklist: [https://www.mcgill.ca/gps/files/gps/procedure\\_for\\_contacting\\_examiner.final\\_1.pdf](https://www.mcgill.ca/gps/files/gps/procedure_for_contacting_examiner.final_1.pdf)), and not have an academic appointment at McGill. The "internal examiner" must be sufficiently knowledgeable in the field to evaluate the thesis (although not necessarily working in the same field) and not be the supervisor or a member of the student's supervisory committee. The internal examiner can be from any Faculty or department within McGill. These examiners will be asked to evaluate the thesis and send back a written report.

The supervisor will inform the student who their external examiner is. See links below for McGill procedures to be followed by the supervisor to secure an external examiner.

Additional members will be chosen for the Ph.D. student's oral defense, which will be scheduled after passing grades are received by both examiners who were asked to provide a written report. The Thesis Office will inform both the supervisor and the graduate coordinator by email when the defense may take place. The graduate coordinator will then send a form to the supervisor, copied to the student, asking the supervisor to provide the names of six potential defense committee members who have not already been asked to examine the thesis. Two of these people will normally participate on the student's defense committee. Extra names are asked for to provide backup in scheduling the defense.

### 3. SUBMISSION OF THESIS AND UNIVERSITY/DEPARTMENT SUBMISSION FORMS

Both M. Sc. and Ph.D. students submit their initial thesis electronically together with the completed "Nomination of Examiners and Thesis Submission Form" to the Thesis Office as well as to the Biology department coordinator. An electronic copy of the thesis should be given to your supervisor.

For the university instructions and forms that must accompany the thesis; see:

<https://www.mcgill.ca/gps/students/thesis>

#### 4. PH.D. ORAL DEFENSE

The defense will be set up by the Biology Department following notice from the Thesis Office of the earliest date the defense may take place. Supervisors and student complete the Thesis Defense Committee: Member Nomination Form listing names of people who may be chosen to participate on the defense committee. The graduate coordinator will set up a date for the defense based on timing information provided by the student/supervisor and the proposed defense committee members.

#### 5. GRADUATION AND DEPARTURE

Degree awarding occurs three times a year: February, spring convocation, and fall convocation. The awarding of your degree will take place at the time of year following your final e-thesis submission. Students receiving their degrees in February will be invited to attend the spring convocation ceremony.

**Keys:** Students must return any department keys to Carole Verdone-Smith, and claim their key deposit, before leaving.

**E-mail:** McGill email accounts can be converted to a lifetime email address after graduation.

At thesis submission time, **return this Departure Form to Ancil Gittens**, by e-mail ([ancil.gittens@mcgill.ca](mailto:ancil.gittens@mcgill.ca)), in person or mail (Department of Biology, Stewart Biology Building, Room N7/18B, 1205 Avenue Dr. Penfield, Montreal, QC, H3A 1B1).

**Name:** \_\_\_\_\_

**E-mail address** at which we can contact you in the future: \_\_\_\_\_

**EMPLOYMENT:** What are your plans post-graduation?

**Ph.D. student, Department/Institute:** \_\_\_\_\_

**Postdoctoral fellow, Department/Institute:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**in Company/Institution/Location:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Not yet known** (please keep in touch with Ancil or your Supervisor and let us know as things develop)

#### **FINAL DETAILS**

I have entered my forwarding address and telephone number on Minerva

Keys have been returned to Carole Verdone-Smith.