



# Overview of the initial thesis submission process through myThesis

## NOTIFICATION OF INTENT TO SUBMIT

The **Supervisor(s)** are notified that their graduate student completed the 'Intent to Submit Thesis' page on myThesis.

## APPROVAL OF EXAMINER(S)

The **primary supervisor** receives a notification to access their student's 'Nomination of Examiners' page on myThesis and to indicate their preferred nominee(s). Once the page is approved by the primary supervisor, the **Unit head** receives a notification to approve the nominated examiner(s).

The **supervisor** or **Unit head** can request changes through myThesis during this process.

## INVITING THE EXAMINER(S)

After the **supervisor** and **Unit head** approve the nominated examiner(s), the Unit head sends the invitation(s) through myThesis. The **examiner(s)** can accept or refuse the invitation through a link. The student, supervisor(s), and Unit head are informed when all required examiners have accepted their invitations.

When an examiner declines, the **Unit head** is invited to select another choice through myThesis.

## APPROVAL OF THESIS SUBMISSION

The **supervisor(s)** are notified of their student's initial thesis submission. Upon their approval, the **Unit head** is notified to accept the submission. When the supervisor(s) and Unit Head approve, **GPS** is notified to review and approve the thesis submission.

The student, supervisor(s), and Unit head are informed of approvals or requests for changes throughout this process.

## INTENT TO SUBMIT THESIS

The **Graduate Student** completes their 'Intent to Submit Thesis' page on myThesis approximately **2 months prior** to their expected initial thesis submission date.

## NOMINATION OF EXAMINER(S)

At any point after completing their 'Intent to Submit Thesis' page, the **student** can complete and submit their list of potential examiners. The student should discuss potential nominees with the supervisor(s) before completing the submission.

The deadline for **students** to submit a list potential examiners is indicated on the 'Intent to Submit Thesis' page.

## SUBMITTING THE INITIAL THESIS

After the examiner(s) accept(s) their invitation, the **student** can submit their initial thesis through the 'Thesis Submission' page on myThesis.

**Students** should aim to submit their thesis by the expected submission date in their 'Intent to Submit Thesis' page.

## WHEN THE THESIS SUBMISSION PACKAGE IS APPROVED, THE THESIS IS OFFICIALLY READY FOR EXAMINATION!

See next step : Evaluation Process

# Overview of the evaluation process through myThesis

## MASTER'S STUDENTS

When the successful evaluation report has been received and processed, the status on myThesis changes to **Pass Awaiting Final**. The student receives a myThesis notification indicating that they can access their evaluation report in myThesis and submit their final thesis in Minerva. No action other than viewing the report is required in myThesis. The student, supervisor (s), GPC, and GPD will be able to view the report in myThesis.

If there is an issue with the evaluation, the student will be communicated with outside myThesis, then the status will reflect **Reports Received**.

## EVALUATION IN PROGRESS

This status will show in myThesis once the **Thesis Office** has sent the thesis package to the examiner(s) via myThesis. The evaluation process is ongoing. No action is required in myThesis.

## DOCTORAL STUDENTS

When both successful evaluation reports are received and processed, the status on myThesis changes to **Pass Awaiting Oral**. The student receives a myThesis notification indicating that they can proceed with the defence. The reports are not visible in myThesis to the student, supervisor, or Unit. No action is required in myThesis.

If there is an issue with the evaluation, the student will be communicated with outside myThesis, then the status will reflect **Reports Received**.

## THE ORAL DEFENCE

After a successful oral defence, the myThesis record will be updated by the Thesis Office to **Pass Awaiting Final**. The student will receive an email from the Thesis Office advising them to access myThesis to view the feedback. The student, supervisor (s), GPC, and GPD will be able to view the report in myThesis. No action other than viewing the report is required in myThesis.

## SUBMITTING THE FINAL THESIS

**Students** should submit their final thesis following the regular process outside myThesis outlined on the GPS website.