Final thesis Submission Guidelines for Graduate Students And Supervisors





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Final Thesis Submission Steps- Student (PhD, master's)

Checklist for prior to the submitting your final thesis

Congratulations on reaching this milestone! Here is a checklist to follow to ensure you are ready to submit your final thesis. All items should be checked off prior to submission:

- □ You have discussed your evaluation report(s) with your supervisor(s) and completed the required revisions.
- □ You are registered for the term in which you submit your final thesis. If you are not registered, you cannot access myThesis. For registration questions, please speak to your graduate program coordinator.
- □ You have saved your thesis in PDF/A format. Instructions on creating PDF/A files can be found at

Microsoft Office or Mac Users and LaTex

- □ Your thesis file is named appropriately: last name_firstname_unitname(canbeabbreviated)_thesis.pdf.
 - Example: SMITH_Joanna_ECE_thesis.pdf
- □ The final version of your thesis title is no more than 240 characters. You have capitalized proper nouns only (e.g., The politics and economics of the Free Trade deal) and used words rather than symbols (e.g., carbon dioxide instead of CO2).
- □ Your English and French abstracts are complete and accurate. There are no longer any length restrictions for abstracts in the final thesis.
- You have removed any certificate of compliance from your thesis submission. Copies of any certificates of compliance must be retained by the supervisor and student in accordance with McGill's policies on research ethics. Supervisors indicate via their approvals in myThesis that the thesis research has complied with all ethical standards.
- □ If needed, you have your supplementary files (audio, video, excel sheets) ready to upload. Accepted files include Word, Excel, PPT, PDF, images, video, and audio.
- If you want McGill to withhold your thesis from publication for a year or less, then please ensure your cover page includes "First published on [include release date]". For more information, see next section.

Ready to submit? myThesis instructions for students

Step 1: Access myThesis: <u>https://mythesis.mcgill.ca/</u>. Enter your McGill credentials. If you receive an error message, ensure that you are registered and not logged into a different email in your browser (opening myThesis in incognito mode is helpful in this case).

Step 2: Go to *Final Thesis Submission*. The first half of the page requires you to verify the pre-filled information and check for typos in the following sections:

- □ Language of the thesis
- □ Title: It is no more than 240 characters. You have capitalized proper nouns only (e.g., The politics and economics of the Free Trade deal) and used words rather than symbols (e.g., carbon dioxide instead of CO2).
- □ Abstracts: Your English and French abstracts are complete and accurate.
- □ Page numbers: add the number of pages in your thesis, but exclude the following:
 - Sections prior to the introduction (title page, abstracts, etc.)
 - Sections after the concluding chapter (bibliography, appendices, etc.)

The blue circles offer instructions.

Intent To Submit Thesis				•
Nomination of Examiners	Student			
Thesis Submission	Name ID 2	Degree Master of Science	Degree Status Applying to Graduate	Department Chemistry
Evaluation				
Final Thesis Submission	Thesis Status			
	Pass Awaiting Finals			
	Final Thesis Details			
	Please read the associated help information.			
	Expected Graduation Term () Fall 2023	Language thesis is written in English	Number of pages ()	
	Thesis Title 🟮	R3.1 Testing only May 2023		
	English Abstract 🜒	R3.1 Testing only May 2023 NoFE Primary supervisor requested change in submission date;	; pages changed 100->120; language french->english	h
	French Abstract ()	R3.1 Testing only May 2023		

Step 3: Submit your final thesis (PDF/A) and additional documents by clicking upload files.

Final Thesis Files							
File Name	Туре	Upload Date	Delete				
No records found.							
		Upload files 👤					
Embargo Request							
Embargo Statement I Yes Yes							
Student Declaration							
McGIII Library and Archives Canada (LAC) consider graduate thesis important sources of original research, and make theses available in electronic form. As a thesis student, you hold the copyright of your thesis. With your final thesis submission, you are required to agree to the non-exclusive license. The McGiII license permits McGiII university to make your thesis available in electronic form through McGiII's repository. The McGiII license with Library and Archives Canada permits your thesis to be visible and accessible by creating bibliographic records available through the Thesis Canada Portal.							
For more information, please consult th Click here to review the non-exclusive	e Library and Archives Canada website.						
I confirm that I have read, consented and agreed to the non-exclusive license agreement.							
		Submit Final Thesis					

A pop-up will appear asking you to drag and drop your thesis, or to choose from your documents. Once you see the thesis document uploaded, select the appropriate file type. A description is not required. Click Submit.Repeat the process with supplementary materials, using the 'Supplementary file' file type.

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Step 4: In some exceptional circumstances, students need to delay the electronic publication of their thesis, for reasons such as a concern about the disclosure of patentable rights. If so, tick off 'Yes", and provide the release date and the justification. Please ensure your cover page includes "First published on [include release date]" (exact location on first page is flexible).

Keep in mind:

- After each graduation, all approved final theses are transferred to the Libraries. The transfer dates are early March (for students who graduated in the Fall term), early June (for students who graduate in the Winter term) and early November (for students who graduate in the Summer term). This means, if you submit your final thesis in July, you graduate in the Summer term and your thesis will be published around November. You can view your final thesis on eScholarship@McGill.
- GPS may permit the thesis to be withheld from electronic publication for a period of up to one year.
- You must provide a solid reason to withhold the thesis (e.g., a patent pending) and your supervisor must be in agreement.
- Your request to withhold the thesis cannot come after your final thesis submission is approved by GPS.
- You will be asked to provide a "release date". The latest date you can indicate is a year from your submission date. Your thesis will be released to the McGill Library shortly afterwards, and your thesis will be published within a couple of months of the release date (based on the McGill final thesis publication timelines). Once a final thesis is released by the McGill Library, it will feature on eScholarship and be available online.

Example: You are submitting your final thesis October 15, 2023. You want your thesis to be withheld a year. Put October 15, 2024 as your release date. This is the earliest date your thesis will be released by the Library. It will be made available in the eScholarship library and online some time after that date (it may take a few months).

Embargo Request		
Embargo Statement () I wish to withhold a thesis from circulation for a period of	up to a year (maximum allowed time).	Yes No
Withheld Thesis release date 🕕		
Justification	Please explain why you believe your thesis should be withheld from public access for the period selected above. Justification	
Student Declaration		

Step 5: You will be asked to review and confirm that you have read the non-exclusive license agreement. You must click and review to be able to check off the box.

Student Declaration							
McGill Library and Archives Canada (LAC) consider graduate thesis important sources of original research, and make theses available in electronic form. As a the submission, you are required to agree to the non-exclusive license. The McGill license permits McGill University to make your thesis available in electronic form in Archives Canada permits your thesis to be visible and accessible by creating bibliographic records available through the Thesis Canada Portal.	is student, you hold the copyright of your thesis. With your final thesis hrough McGill's repository. The McGill license with Library and						
For more information, please consult the Library and Archives Canada website.							
Click here to review the non-exclusive license agreement terms.							
I confirm that I have read, consented and agreed to the non-exclusive license agreement.							
Submit Final Thesis							

Abstract							
	English License	French License					
	I hereby promise th	at I am author of t	he thesis above cited.				
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Step 6: Click on 'Submit Final Thesis'. A pop-up will appear confirming your submission. Your supervisor(s) are required to approve next. Note: it may a good idea to advise your co-supervisor outside McGill (and who is not an adjunct) that they must contact the Thesis office to approve the final submission on their behalf (thesis.gps@mcgill.ca).

When your supervisor has approved, you will see your myThesis status change to *Final Thesis Authorized by Sup*.

At this point, you can produce confirmation letters (see McGill Thesis website: https://www.mcgill.ca/gps/thesis/final-thesis-submission).

GPS approves final theses up until 4-5 weeks after the thesis submission deadline, so there may be delays. Once it is done, the status will change to *Final Thesis Authorized by GPS*.

For information about graduation, please review the Convocation website (<u>https://www.mcgill.ca/graduation/convocation</u>) or contact the convocation office at <u>convocation@mcgill.ca</u>

CONGRATULATIONS!

Ready to approve? myThesis instructions for supervisors

If you are a supervisor or co-supervisor whose student just submitted their final thesis, you will receive a notification via myThesis asking you to log in and approve the thesis.

Note: co-supervisors from outside McGill (without adjunct status) cannot approve in myThesis. Please contact <u>thesis.gps@mcgill.ca</u> so that we can do this on your behalf.

Step 1: Access myThesis: <u>https://mythesis.mcgill.ca/</u>. Enter your McGill credentials. If you receive an error message, ensure that you are not logged into a different email in your browser (opening myThesis in incognito mode is helpful in this case).

Step 2: Go to *Final Thesis Submission* and review the information and thesis files. Instructions are available on the top, right-hand corner. If you determine that everything is accurate, click on approve. If changes are required, click on request changes.

Once approved, the file will go to the co-supervisor or GPS.

Inte	nt to Submit Nomination of Examiners	Nomination Approvals	Examiner Invitations	Thesis Submission	Submission Approvals	Evaluation	Results	Final Thesis Submission	
nesis Records									Instructions 🔗
Intent To Submit Thesis									•
Nomination of Examiners	Student								
Thesis Submission	Name	ID		Degree Master of	f Science	Degree Status Applying to	Graduate	Department Chemistry	
Evaluation									
Final Thesis Submission	Thesis Status								
	Final Thesis Submitted								
	Final Thesis Details								
	Expected Graduation Term Fall 2023		Lang Engl	guage thesis is written in ish		Num 120	ber of pages		
	Thesis Title		R3.1 Testing only May 20)23					
	English Abstract		R3.1 Testing only May 20 NoFE Primary supervisor	123 requested change in submission	date; pages changed 100->120; la	anguage french->english			
	French Abstract		R3.1 Testing only May 20	023					
	Final Thesis Files								
	File Name				Туре		Upload Date		
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	Embargo Request								
	Embargo Statement I wish to withhold a thesis from circulation	n for a period of up to a year (maxim	um allowed time).					Yes No	
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	Justification		fff						
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