

# **Final thesis Submission Guidelines for Graduate Students And Supervisors**



**McGill**

Graduate and  
Postdoctoral Studies

**myProgress**



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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 CO<sub>2</sub>).
- ☐ 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: <https://mythesis.mcgill.ca/> . 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 CO<sub>2</sub>).
- ☐ 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

Thesis Submission

Evaluation

Final Thesis Submission

Student

Name ID 2 Degree Master of Science Degree Status Applying to Graduate Department Chemistry

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 ⓘ 120

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

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	Type	Upload Date	Delete
No records found.			

Upload files

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

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 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 McGill license permits McGill University to make your thesis available in electronic form through McGill's repository. The McGill 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 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

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.

**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](mailto: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).



**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 be 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 (<https://www.mcgill.ca/graduation/convocation>) or contact the convocation office at [convocation@mcgill.ca](mailto:convocation@mcgill.ca)

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 [thesis.gps@mcgill.ca](mailto:thesis.gps@mcgill.ca) so that we can do this on your behalf.

**Step 1:** Access myThesis: <https://mythesis.mcgill.ca/> . 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.

Progress bar: Intent to Submit (✓), Nomination of Examiners (✓), Nomination Approvals (✓), Examinee Initiations (✓), Thesis Submission (✓), Supervisor Approvals (✓), Evaluation (✓), Results (✓), Final Thesis Submission (●)

Instructions ?

**Student**

Name	ID	Degree	Degree Status	Department
		Master of Science	Applying to Graduate	Chemistry

**Thesis Status**

Final Thesis Submitted

**Final Thesis Details**

Expected Graduation Term	Language thesis is written in	Number of pages
Fall 2023	English	120

**Thesis Title**

R3.1 Testing only May 2023

**English Abstract**

R3.1 Testing only May 2023  
Note: Primary supervisor requested change in submission date; pages changed 100->120; language: french->english

**French Abstract**

R3.1 Testing only May 2023

**Final Thesis Files**

File Name	Type	Upload Date
<a href="#">GARCIA_Chloe_DISE_Thesis.pdf</a>	Final Thesis	9/28/2023 4:23:25 PM

**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**

Sat Sep 30 2023

**Justification**

fff

**Approve** **Request Changes**