

# myThesis Guidelines

## for Graduate Students



**McGill**

Graduate and  
Postdoctoral Studies

**myProgress**





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## Introduction

This document offers simple step-by-step instructions to successfully navigate *myThesis*, a thesis examination management system that is part of myProgress. McGill graduate students are required to use myThesis 1) to notify their supervisors in advance of their intent to submit their thesis, 2) to nominate thesis examiners, and 3) for their initial thesis submission.

For general thesis guidelines, please visit the GPS website:

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

# Overview of the 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!

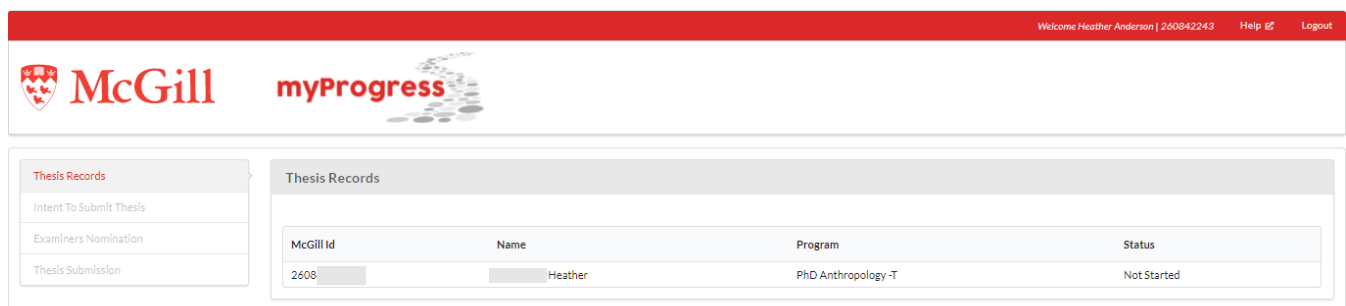
Once the thesis proceeds to the examination stage, no further action will be required on myThesis. myThesis will also not reflect updates on the examination process after the approval of the thesis submission by GPS.

# Getting Started

## Accessing the platform

Students who wish to access myThesis should do so through the GPS website:  
<https://www.mcgill.ca/gps/thesis/thesis-guidelines/initial-submission>.

Once the McGill Username and password are entered, the *Thesis Records* page appears. You will be able to see your dossier and its status, up until the initial thesis submission is approved by GPS.

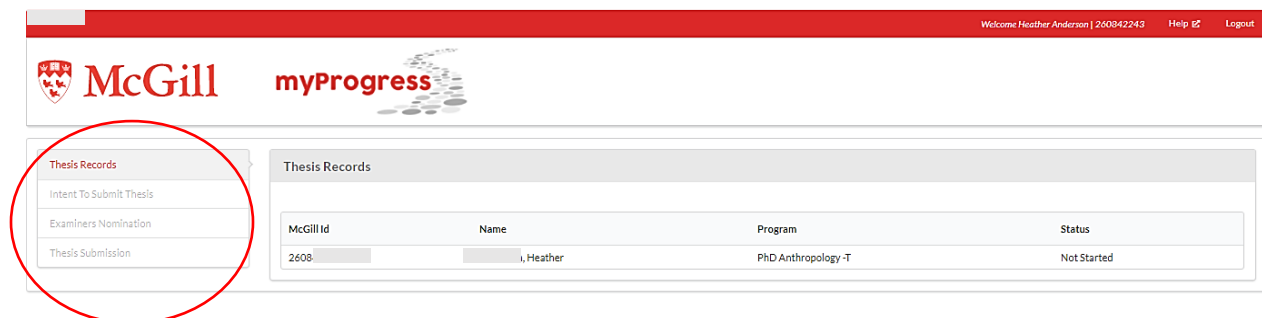


Thesis Records

McGill Id	Name	Program	Status
2608	Heather	PhD Anthropology-T	Not Started

## Tabs

There are four tabs in myThesis:



Thesis Records

McGill Id	Name	Program	Status
2608	Heather	PhD Anthropology-T	Not Started

- **Thesis Records:** Under 'Thesis Records', students can access their thesis submission file and view its status. Supervisors, Unit Heads, and GPS representatives can view multiple student files.
- **Intent to Submit Thesis:** This page features information on the student, their supervisor(s) and supervisory committee, and their thesis. Important deadlines



are included on this page: the expected deadline to submit the thesis and the deadline to nominate the examiner(s).

- **Examiners Nomination:** The student will access this page to nominate potential examiners. This is where the primary supervisor and Unit Head approve examiners and issue invitations.
- **Thesis Submission:** The student will upload their thesis package – thesis + supplemental documents – to this page. It will subsequently be reviewed and approved by the supervisor(s), the Unit Head, and GPS before the official start of the examination process.



## Step-by-step guidelines (Master's/PhD student)

The following guidelines are for students preparing to submit their thesis for examination. Students should become familiar with the deadlines and process at the early stages of their studies.

### Deadlines

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- The Intent to Submit Thesis page should be completed approximately **2 months** before you intend to submit your thesis for evaluation. This time is required to prepare for your thesis submission and very importantly, for selecting, approving, and securing of examiner(s). Providing an expected submission date that is less than 2 months away may result in the delay of your thesis evaluation.
- You must submit your list of potential examiners on the platform by the **required date** that appears on your *Intent to Submit Thesis* page.
- Once your examiner(s) has/have accepted the invitation to evaluate your thesis, you will be invited to submit your thesis through the *Thesis Submission* page. The deadline is your 'Expected Submission Date' on your *Intent to Submit Thesis* page.
- This date can be changed up until the thesis is submitted for examination (see p. 9). Changes to the expected submission date are not advised after the examiner(s) have/have been engaged. A date change may impact their availability.

You may start the process to submit your thesis at any time during the year, but please take the following dates into consideration:

- For each of the three annual dates for conferring degrees/convocation, there are corresponding deadlines for initial submission and for deposition of the final, corrected version of the thesis. For specific dates of initial and final submission, please consult the [deadlines](#) page on the GPS website.

Please note: some Units enforce earlier submission deadlines than those listed by GPS, so always check with your respective Graduate Unit.

- Initial submission by the indicated deadline for a particular granting of degrees does not guarantee graduation, nor does it exempt you from registration fees.

## Completing the Intent to Submit Thesis page

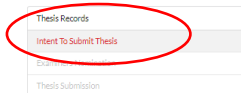


### **Prior to submitting this page:**

- Please ensure that the details on the page are accurate.
  - You must be registered in the appropriate degree program at the time of initial thesis submission. Students who are no longer registered at McGill must be readmitted for their thesis to be eligible for examination.
  - You must have a supervisor on record.
- If you believe any of the details listed below are incorrect or incomplete, you should contact your Unit to ensure the information is updated. This should be done before you submit your *Intent to Submit Thesis* page.
- We advise discussing the following with your supervisor prior to submitting your *Intent to Submit Thesis* page:
  - your expected submission date;
  - your thesis title;
  - the abstract to be provided to potential examiners.
- You can change your thesis title at any time before submitting your thesis for evaluation. You will be required to provide the final version of your abstract when you submit your final thesis for your degree, and deposit to McGill's library repository - eScholarship.

### **Steps for completing the Intent to Submit Thesis page**

- 1- Once you log into your Thesis record, **access** the *Intent to Submit Thesis* page (top, left).



**Thesis Records**

**Intent To Submit Thesis**

Thesis Submission

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**Student**

Name: [redacted] ID: [redacted] Degree: Doctor of Philosophy

Program: PhD Anthropology -T Major: Anthropology -T Concentration: [redacted]

Student Records: [View Unofficial Transcript](#) | [View degree audit in myProgress](#)

By selecting this box, I confirm that the information above is accurate and my Residency requirements have been met. If you believe any of the details are incorrect, or incomplete please contact your Graduate Program Coordinator before submitting this form.

---

**Supervisors**

[redacted] Graduate Supervisor (Primary)

**Supervisory Committee**

[redacted] Member

[redacted] Member

[redacted] Member

By selecting this box, I confirm that my Supervisor(s) and Supervisory Committee information, indicated above, is accurate. If your supervisor information is incorrect, contact your Graduate Unit to correct the information. Please use the Save draft button and continue when this information has been updated in the Student Information System.

---

**Thesis Status**

Not Started



- 2- Begin by **reviewing** the information on record featured in the ‘Student’ and ‘Supervisors’ sections. **Check** off both boxes.
- You should review the featured information on the screen, your unofficial transcript, and your myProgress records. The links are highlighted in blue on the page.
  - You also want to ensure that your residency requirements have been met. The link is highlighted in blue on the page.
  - If the information is correct, please check off the box in both sections (circled in red below).
  - If you believe any of the details listed are incorrect or incomplete, you should contact your Unit to ensure these details are updated prior to submitting your *Intent to Submit Thesis* page.

Student			
Name	Heather, [redacted]	ID	2 [redacted] Degree Doctor of Philosophy
Program	PhD Anthropology -T	Major	Anthropology -T Concentration
Student Records: <a href="#">View Unofficial Transcript</a>   <a href="#">View degree audit in myProgress</a>			
<input type="checkbox"/>	By selecting this box, I confirm that the information above is accurate and my <a href="#">Residency requirements</a> have been met. If you believe any of the details are incorrect, or incomplete please contact your Graduate Program Coordinator before submitting this form.		

Supervisors		Supervisory Committee	
[redacted]	Graduate Supervisor (Primary)	[redacted]	Member
		[redacted]	Member
		[redacted]	Member
<input type="checkbox"/>	By selecting this box, I confirm that my Supervisor(s) and Supervisory Committee information, indicated above, is accurate. If your supervisor information is incorrect, contact your Graduate Unit to correct the information. Please use the Save draft button and continue when this information has been updated in the Student Information System.		

3- **Complete** your ‘Intent to Submit Thesis’ section.

- Enter your expected submission date (1).** The expected submission date is an approximate date, allowing a flexibility of 2 weeks after the date you indicate to submit your thesis. You may update your intended submission date up until the time you submit your thesis for examination. Your supervisor will receive notifications when this page is updated.  
**Please note: revising your expected submission date after the examiner(s) has/have been secured is not advised, as it may impact their availability.**

Once you enter the date, the system will autofill your ‘Predicted Graduation Term’ and it will provide you with a deadline to nominate examiners.

- **About the Nomination of Examiners deadline (2):** To prevent delays in the examination process, your *Nomination of Examiners* page must be submitted by the recommended due date to allow the time necessary to review, approve, and secure examiners. The due date to nominate examiners is calculated based on the expected submission date you entered.
- **About the Predicted Graduation Term (3):** The predicted graduation term is calculated based on the expected submission date you entered. Initial submission by the expected submission date does not guarantee graduation in the predicted graduation term, nor does it exempt you from registration fees. The final thesis deposition approvals signal inclusion on the graduation list. Thesis students do not apply to graduate as a thesis submission is an indication of readiness for evaluation and subsequent completion of degree.

- b. **Confidentiality Statement (4).** Please indicate if your thesis is subject to a confidentiality restriction. A request for full confidentiality means that you require examiners to sign non-disclosure agreements. All applications for full confidentiality require approval by GPS. Your request will be reviewed by your Primary Supervisor, the Graduate Program Director, and the Dean of Graduate and Postdoctoral Studies. You will be notified of the outcome by GPS.

Thesis Status

Not Started

Intent to Submit Thesis

**1**

**2**

**3**

Confidentiality Statement    There is material in my thesis that should be subject to a confidentiality restriction, beyond a standard embargo, which requires a legal non-disclosure agreement:    Yes     No    **4**

Thesis Title

English Abstract

French Abstract

Number of Pages

Language Thesis is Written in

Student Declaration

- I hereby give notice that I intend to submit my thesis for examination on, or before, the expected submission date given above.
- I declare that my supervisor has been consulted and supports submission and endorses the thesis title given above.

Save draft

Submit

Cancel

c. **Add information** about your thesis. You are required to submit the following details:

- Thesis Title (5)
  - Your thesis title must be no more than 240 characters. Capitalize proper nouns only (E.g., The politics and economics of the Free Trade deal) and use words rather than symbols (e.g., carbon dioxide instead of CO<sub>2</sub>). **The convocation booklet will display the thesis title in lower case except for proper nouns.**
- Abstract in English (6)
- Abstract in French (7) (optional for the initial thesis submission; you may wait to include your French abstract until your final thesis submission. Both abstracts can be finalized at that time.)
- Number of pages (8) (estimate)
- Language of thesis (9)

**This information can be updated any time up until your initial thesis submission on myThesis. The platform will send automatic email notifications to your supervisor(s) when this page is updated. However, we recommend that students reach out to their supervisors outside the platform as well to advise of changes that they make.**

Intent to Submit Thesis

Expected Submission Date	Thu Mar 04 2021 <span style="color: red; font-size: 0.8em;">i</span>	Predicted Graduation Term	Winter 2021 <span style="color: red; font-size: 0.8em;">i</span>	Nomination of Examiners required by	Tue Feb 02 2021 <span style="color: red; font-size: 0.8em;">i</span>
Confidentiality Statement	There is material in my thesis that should be subject to a confidentiality restriction, beyond a standard embargo, which requires a legal non-disclosure agreement <span style="float: right;"> <input type="radio"/> Yes <input checked="" type="radio"/> No <span style="color: red; font-size: 0.8em;">i</span> </span>				
Thesis Title	5 A study about dogs <span style="color: red; font-size: 0.8em;">i</span>				
English Abstract	6 In this study, ... <span style="color: red; font-size: 0.8em;">i</span>				
French Abstract	7 Dans cette étude, ... <span style="color: red; font-size: 0.8em;">i</span>				
Number of Pages	8 150	Language Thesis is Written in	9 English <span style="color: red; font-size: 0.8em;">i</span>		

d. **Read** the Student Declaration.

Once the information on this page is verified and completed, you can submit the information or choose to save your draft.

Once you submit, you will see a pop-up at the top of the page indicating that your action was successful. Your thesis status will be updated to 'Intent Submitted'. An e-mail will automatically be sent to your supervisor(s) informing them that you have completed your *Intent to Submit Thesis* page on myThesis.

Student Declaration

- I hereby give notice that I intend to submit my thesis for examination on, or before, the expected submission date given above.
- I declare that my supervisor has been consulted and supports submission and endorses the thesis title given above.

Save draft      **Submit** ↗      Cancel ✕

Thesis Records

**Intent To Submit Thesis**

Examiners Nomination

Thesis Submission

! This page can be changed any time up until the thesis is submitted for examination.

✓ **Submission was successful**

The information on the page can be changed any time up until your thesis submission on myThesis. The platform will send automatic email notifications to your supervisor(s) when this page is updated. However, we recommend that students reach out to their supervisors as well to advise of changes that they make.

## Completing the Nomination of Examiners page



Prior to submitting the form, please ensure the following:

- You must complete and submit the *Intent to Submit Thesis* page before accessing the *Nomination of Examiners* page.
- The deadline to submit this form is on your *Intent to Submit Thesis* page → ‘Nomination of Examiners required by’.
- It is recommended that you discuss your nominations with your supervisor(s) prior to the completion and submission of the *Nomination of Examiners* page.
- You and your supervisor(s) will want to ensure that there is **no conflict of interest** (for assistance, refer to the [Conflict of Interest](#) checklist). Any potential examiner must be able to examine the student’s thesis at arm’s length, free of conflict of interest from any source. Any contact with examiner(s) by the supervisor(s) or student after the nomination process begins constitutes a conflict of interest and the examination process will be cancelled. The nomination process begins when this page is completed and submitted for approval.

**For Master’s students:** You will submit a **minimum of two (2) and a maximum of four (4) potential examiners** who are qualified to examine the Master’s thesis. The examiner can be internal or external to the Unit\* or University.

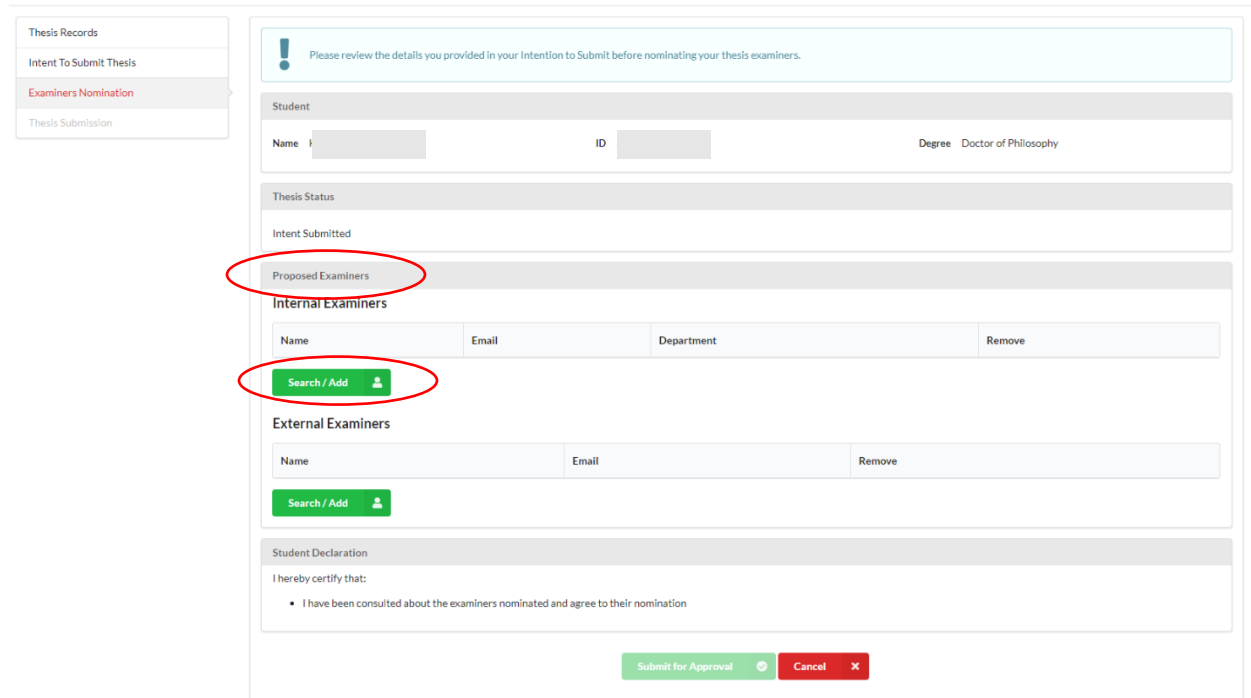
**For doctoral candidates:** You will submit a list of potential internal and external examiners, who are qualified to examine the Doctoral thesis.

- **Internal Examiner:** You will propose **two (2) potential examiners** who are qualified to examine the thesis. The internal examiner is usually a McGill faculty member (but not the supervisor) affiliated with the student’s Unit\*, but they may also be nominated from other Units\* at McGill. The internal examiner is expected to be knowledgeable in the area and topic of the thesis, though not necessarily to the same extent as the external examiner. A member of the student’s supervisory committee may be named as the internal examiner (see [Conflict of Interest regulations](#)).
- **External Examiner:** You will propose **a maximum of four (4), but at least two (2), potential examiners** who are qualified to examine the thesis. The Doctoral external examiner must be a scholar of established reputation and competence in the field of the thesis research. They must be from outside the University and hold a doctorate or equivalent.

*\*\*Unit refers to a department, a division, a school, an institute, or a Faculty/University-wide graduate program*

## Steps for nominating and submitting examiners

- 1- **Access** the 'Proposed Examiners' section. This is where you can enter the information for each proposed examiner (name; email; phone number; department; mailing address to which the thesis would be sent). **Click** on 'Search/Add'.



Thesis Records

Intent To Submit Thesis

**Examiners Nomination**

Thesis Submission

Please review the details you provided in your Intention to Submit before nominating your thesis examiners.

Student

Name [ ] ID [ ] Degree Doctor of Philosophy

Thesis Status

Intent Submitted

**Proposed Examiners**

**Internal Examiners**

Name	Email	Department	Remove
Search / Add [person icon]			

**External Examiners**

Name	Email	Remove
Search / Add [person icon]		

Student Declaration

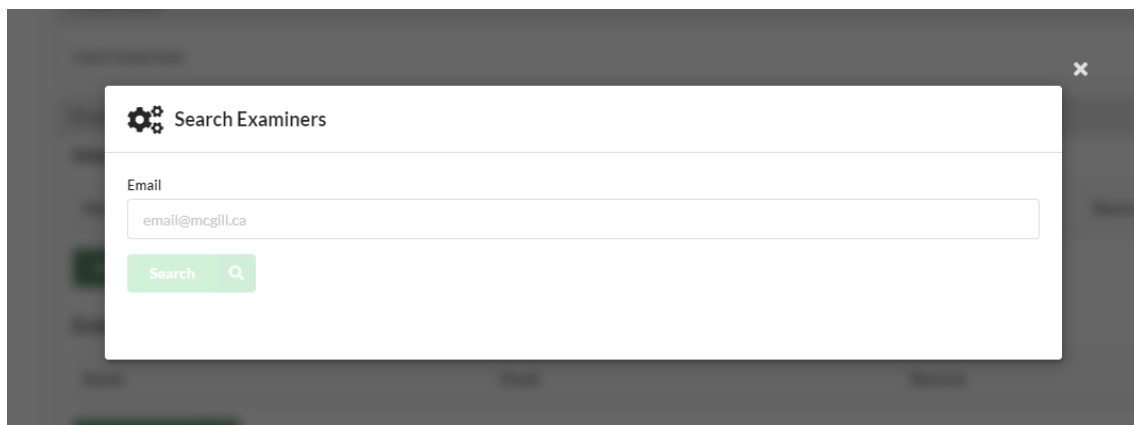
I hereby certify that:

- I have been consulted about the examiners nominated and agree to their nomination

Submit for Approval [checkmark] Cancel [x]

*\*Please note that this screenshot features a doctoral student's page. The interface for Master's students will vary slightly.*

- 2- A pop-up box will appear. **Enter** the email for your first examiner option. **Click** 'Search'.



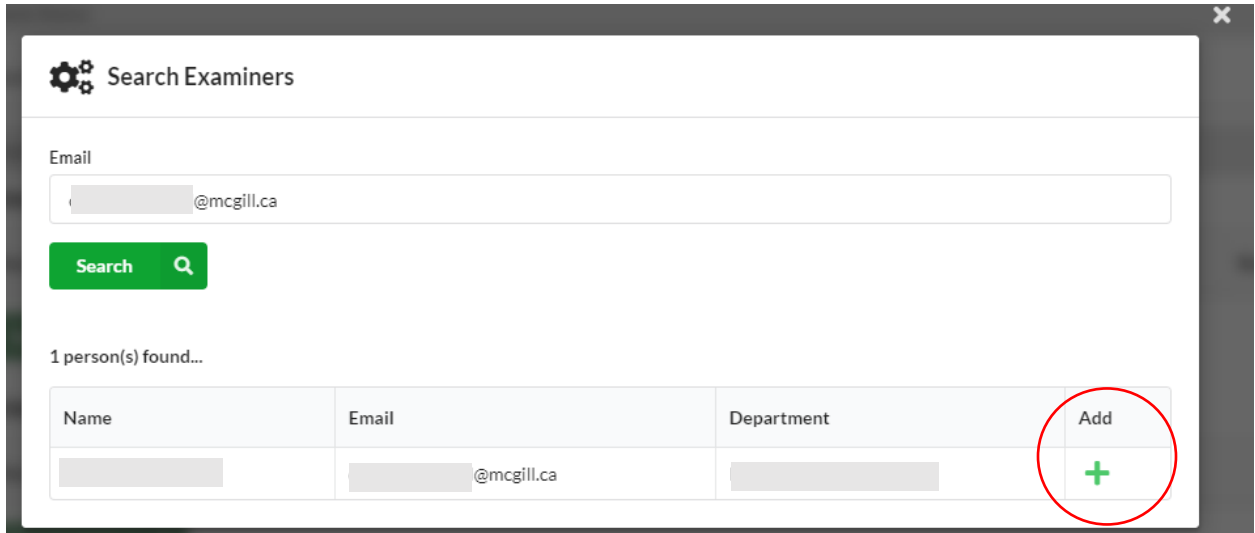
Search Examiners

Email

email@mcgill.ca

Search [magnifying glass icon]

- 3- If the correct name appears, click on the '+' sign under 'Add'. You will see 'Examiner Added' appear in the table. The name will show up on your *Nomination of Examiners* page.



**Search Examiners**

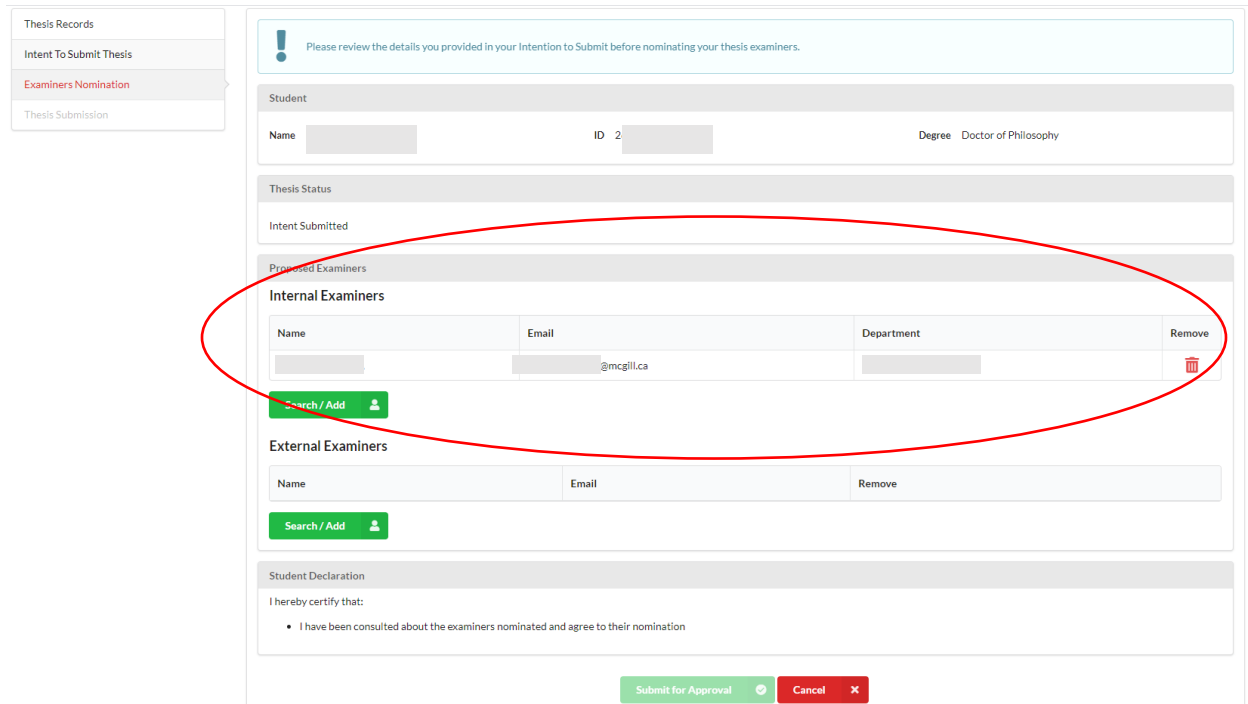
Email

[Redacted]@mcgill.ca

**Search** 🔍

1 person(s) found...

Name	Email	Department	Add
[Redacted]	[Redacted]@mcgill.ca	[Redacted]	<b>+</b>



Thesis Records

- Intent To Submit Thesis
- Examiners Nomination**
- Thesis Submission

! Please review the details you provided in your Intention to Submit before nominating your thesis examiners.

**Student**

Name [Redacted] ID 2 [Redacted] Degree Doctor of Philosophy

**Thesis Status**

Intent Submitted

**Proposed Examiners**

**Internal Examiners**

Name	Email	Department	Remove
[Redacted]	[Redacted]@mcgill.ca	[Redacted]	

**Search / Add**

**External Examiners**

Name	Email	Remove
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**Search / Add**

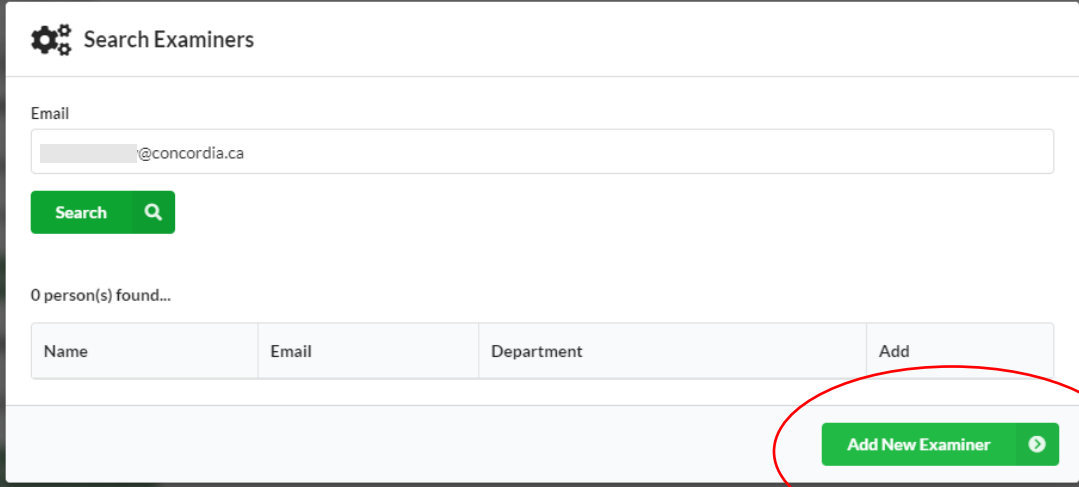
**Student Declaration**

I hereby certify that:

- I have been consulted about the examiners nominated and agree to their nomination

**Submit for Approval** **Cancel**

- 4- If the name does not appear, there will be an option to select 'Add New Examiner'.



**Search Examiners**

Email

@concordia.ca

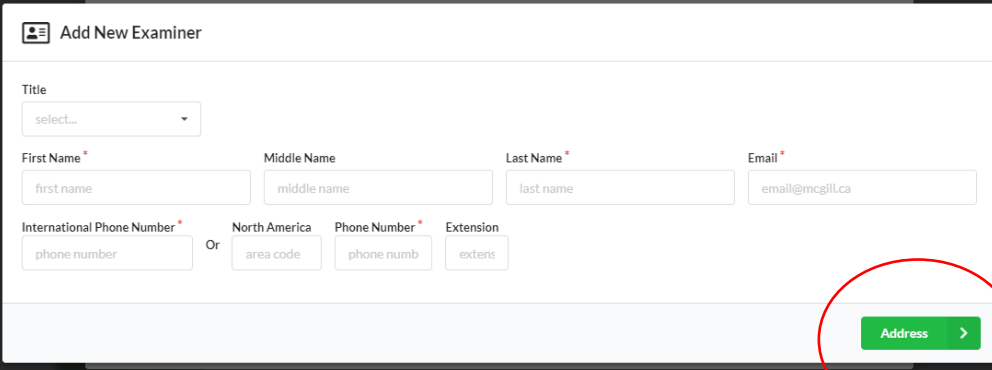
**Search** 🔍

0 person(s) found...

Name	Email	Department	Add
------	-------	------------	-----

**Add New Examiner** ➔

- 5- **Fill** the boxes with the required information (an asterisk \* indicates mandatory fields): Title, First Name, Middle Name, Last Name, Email, Phone Number. Once this is done, **click** on 'Address'.



**Add New Examiner**

Title

select...

First Name \* Middle Name Last Name \* Email \*

first name middle name last name email@mcgill.ca

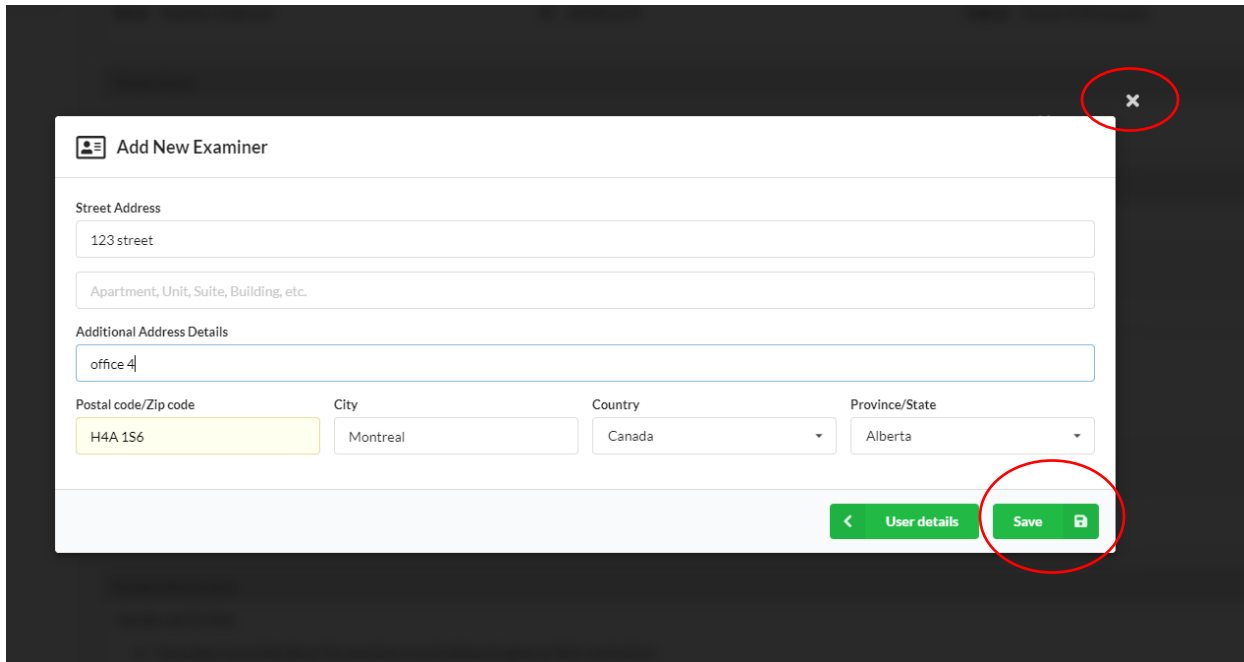
International Phone Number \* Or North America Phone Number \* Extension

phone number area code phone numb extens

**Address** ➔



- 6- You will also be asked to provide an address. You can include their office address at the University, or you can choose to create a contact without an address. Once you 'Save' the information, you will see 'New examiner created'. Click the X to close the box.



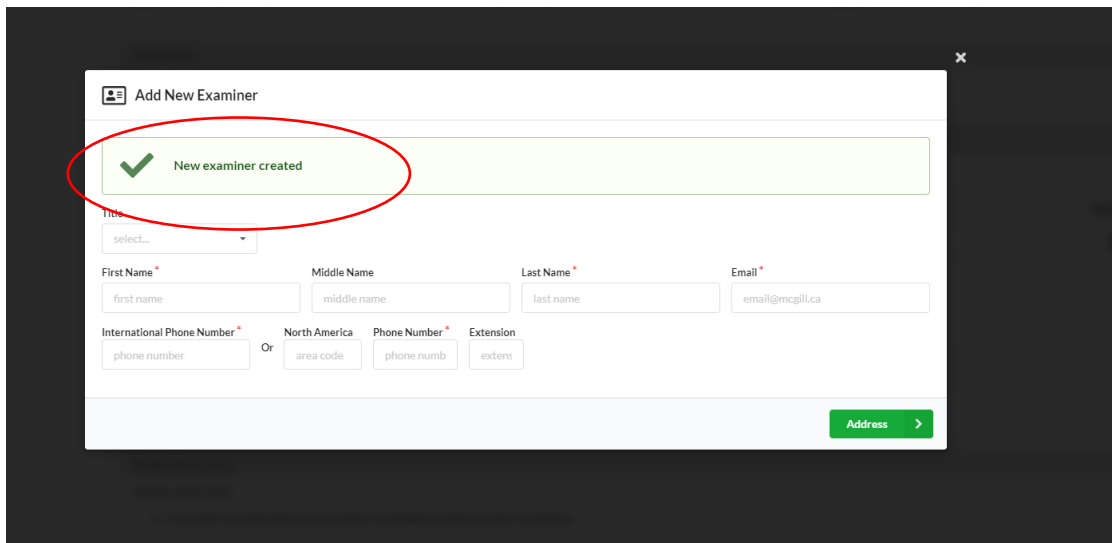
**Add New Examiner**

Street Address  
123 street  
Apartment, Unit, Suite, Building, etc.


Additional Address Details  
office 4

Postal code/Zip code: H4A 1S6  
City: Montreal  
Country: Canada  
Province/State: Alberta

[User details](#) [Save](#)



**Add New Examiner**

 **New examiner created**

Title: select...

First Name \*  
first name

Middle Name  
middle name

Last Name \*  
last name

Email \*  
email@mcgill.ca

International Phone Number \*  
phone number

Or

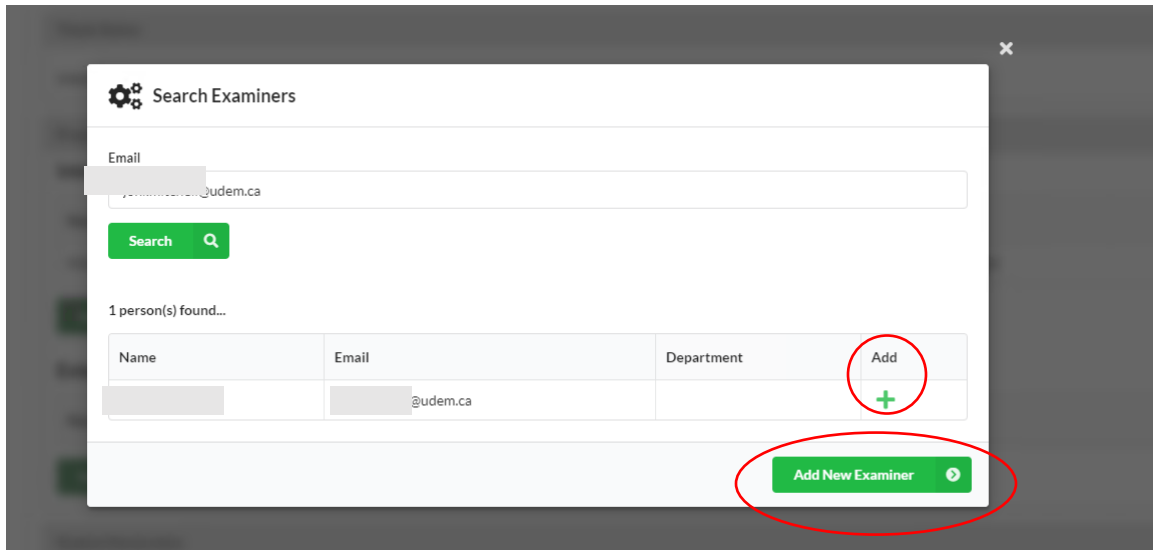
North America  
area code

Phone Number \*  
phone numb

Extension  
extens

[Address](#)

- 7- Click on the '+' sign under 'Add'. You will see 'Examiner Added' appear in the table (not shown in screen shot below). The name will show up on your *Nomination of Examiners* page.



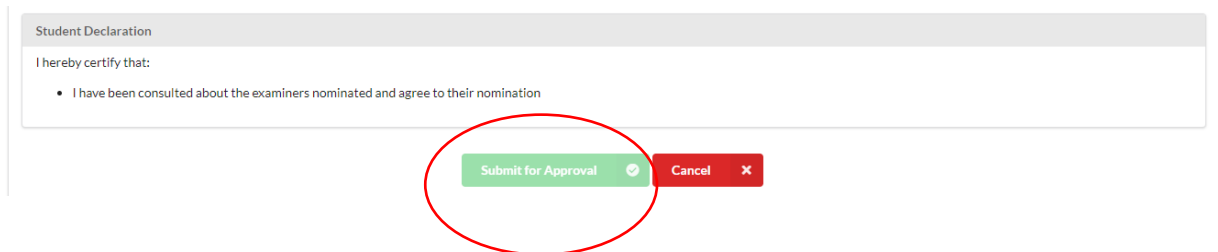
The screenshot shows a 'Search Examiners' window. At the top, there is a search bar with the text 'Email' and a search button. Below the search bar, it says '1 person(s) found...'. A table with the following columns is displayed: Name, Email, Department, and Add. The 'Add' column contains a green plus sign (+) which is circled in red. Below the table, there is a green button labeled 'Add New Examiner' with a right-pointing arrow, also circled in red.

- 8- **Enter** the minimum number of examiners required according to your degree.

- 9- **Read the Student Declaration.**

Once the information is verified and completed, you can select 'Submit for Approval'.

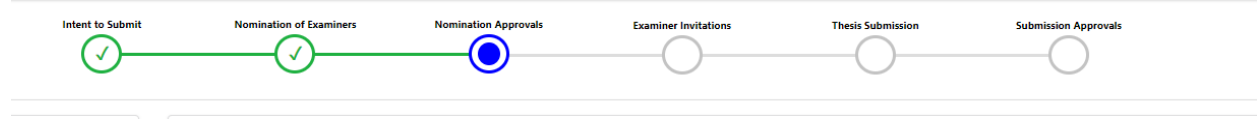
Once you submit, you will see a pop-up at the top of the page indicating that your action was successful (not featured here). Your thesis status will be updated to 'Examiners Proposed'. myThesis will notify your primary supervisor first, followed by your Unit Head, who will approve the list of examiners and invite their selected nominee(s). You will be notified if changes are required at each stage of the process and when all the required examiners have been secured by the Unit.



The screenshot shows a 'Student Declaration' form. It contains a text area with the text 'I hereby certify that:' and a bullet point: 'I have been consulted about the examiners nominated and agree to their nomination'. Below the text area, there are two buttons: 'Submit for Approval' (green) and 'Cancel' (red). The 'Submit for Approval' button is circled in red.

**Your next action is required after your examiner(s) has/have been confirmed. You will be receive an email notification at that time.**

## Nomination Approvals



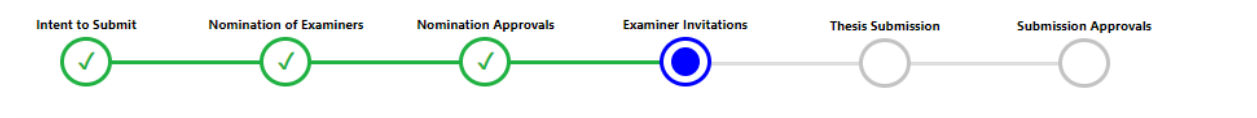
No action is required from you at this point. Your primary supervisor will review the suggested nominees, confirm they comply with Thesis Regulations, and indicate their preference.

When your supervisor submits their approval, a notification will be sent to the Unit Head.

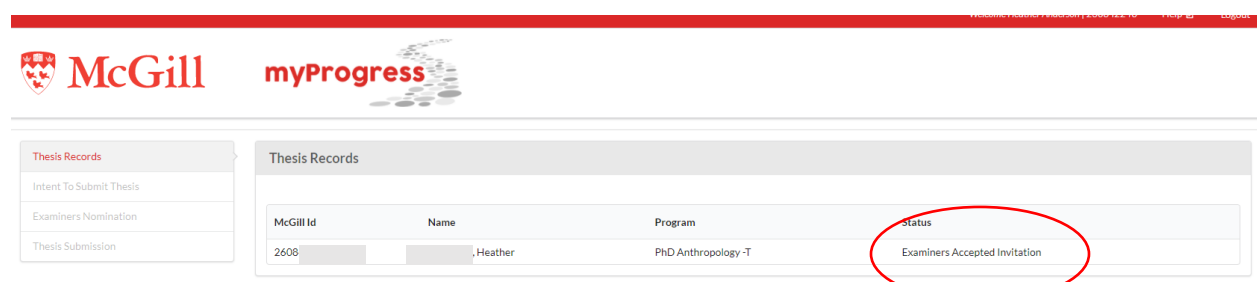
**If your supervisor and Unit Head both approve**, an invitation will be sent by your Unit Head to the preferred nominee(s).

**If your supervisor or Unit Head rejects all nominees**, you will receive a myThesis notification. You will need to make the requested changes and resubmit.

## Examiner Invitations



No action is required from you at this point. You can view the status of the invitations on the platform, under the *Thesis Records* or the *Nomination of Examiners* pages.



McGill Id	Name	Program	Status
2606	.Heather	PhD Anthropology-T	Examiners Accepted Invitation



## **Completing the Thesis Submission page**

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You will receive a notification once your examiner(s) has/have been confirmed. You can submit your thesis at any time after this point, but it must be prior to the expected submission date that you provided on the *Intent to Submit Thesis* page.

If you need more time and this date needs to be changed, you should make the revision on the *Intent to Submit Thesis* page as soon as possible and resubmit. The myThesis platform will send automatic email notifications to your supervisor(s) when this page is updated. However, we recommend that students reach out to their supervisors outside the platform as well to advise of changes to the expected thesis submission date.

**Important: We do not advise changing the expected submission date after the examiner(s) has/have been secured.**

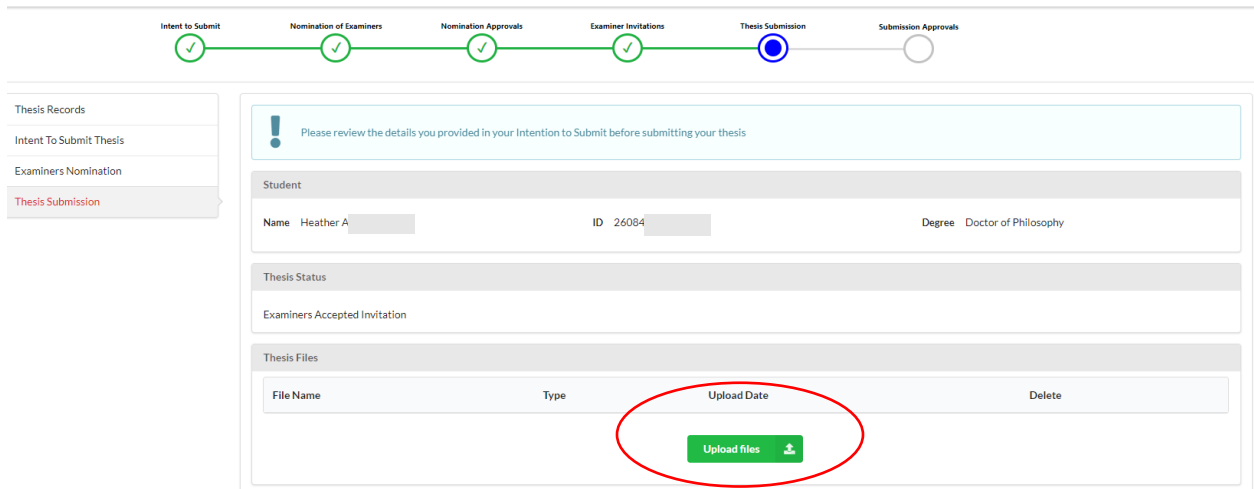
### ***Prior to submitting this page:***

Before completing the Thesis Submission page, you must ensure that you have prepared and confirmed the following:

- Thesis title (Final version).  
You should review the thesis title in the Intent to Submit Thesis tab. If needed, the title can be updated and the Intent to Submit Thesis form resubmitted. You can then return to the Thesis Submission page to continue submitting your thesis for examination.
- Thesis in PDF format  
The naming convention for the thesis file must be as follows:  
lastname\_first name\_unit name(can be abbreviated)\_thesis.pdf  
e.g., LASTNAME\_John\_Electrical&ComputerEng(ECE)\_thesis.pdf
- Supplementary file (if required). Choose the Supplemental option to upload additional materials (such as audio, video and spreadsheets) that are part of your thesis. You can enter a brief description of each file in the 'comments' fields.

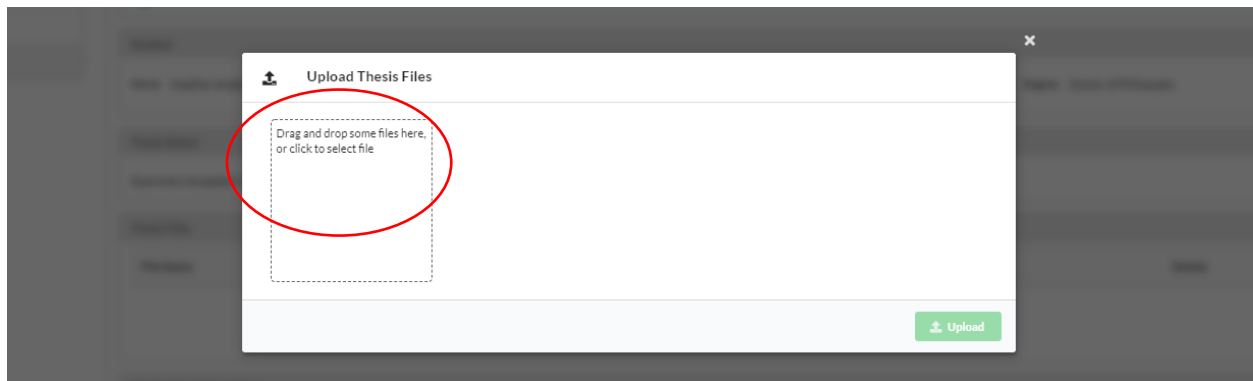
## Steps for submitting your thesis

- 1- Access the *Thesis Submission* page. To upload the thesis and any supplemental file, select the 'Upload Files' button.

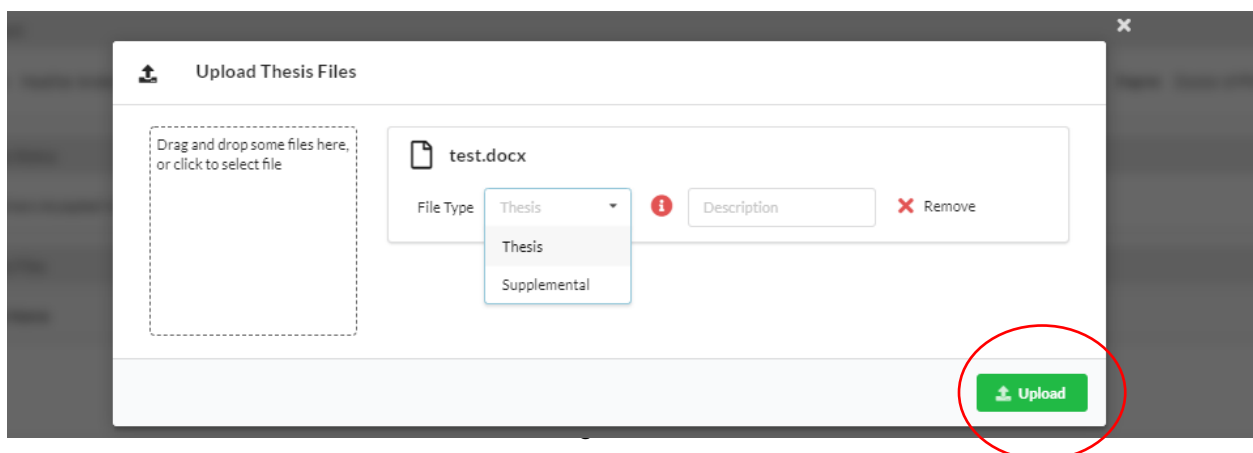


The screenshot shows the 'Thesis Submission' page. At the top, a progress bar indicates the current step: 'Thesis Submission' (highlighted with a blue circle), preceded by 'Intent to Submit', 'Nomination of Examiners', 'Nomination Approvals', and 'Examiner Invitations' (all with green checkmarks), and followed by 'Submission Approvals' (with a grey circle). On the left, a sidebar menu lists 'Thesis Records', 'Intent To Submit Thesis', 'Examiners Nomination', and 'Thesis Submission' (highlighted in red). The main content area features a warning message: 'Please review the details you provided in your intention to Submit before submitting your thesis'. Below this, a 'Student' section displays 'Name: Heather A.', 'ID: 26084', and 'Degree: Doctor of Philosophy'. The 'Thesis Status' section shows 'Examiners Accepted Invitation'. The 'Thesis Files' section contains a table with columns 'File Name', 'Type', 'Upload Date', and 'Delete'. A green 'Upload files' button with a download icon is circled in red at the bottom of the table.

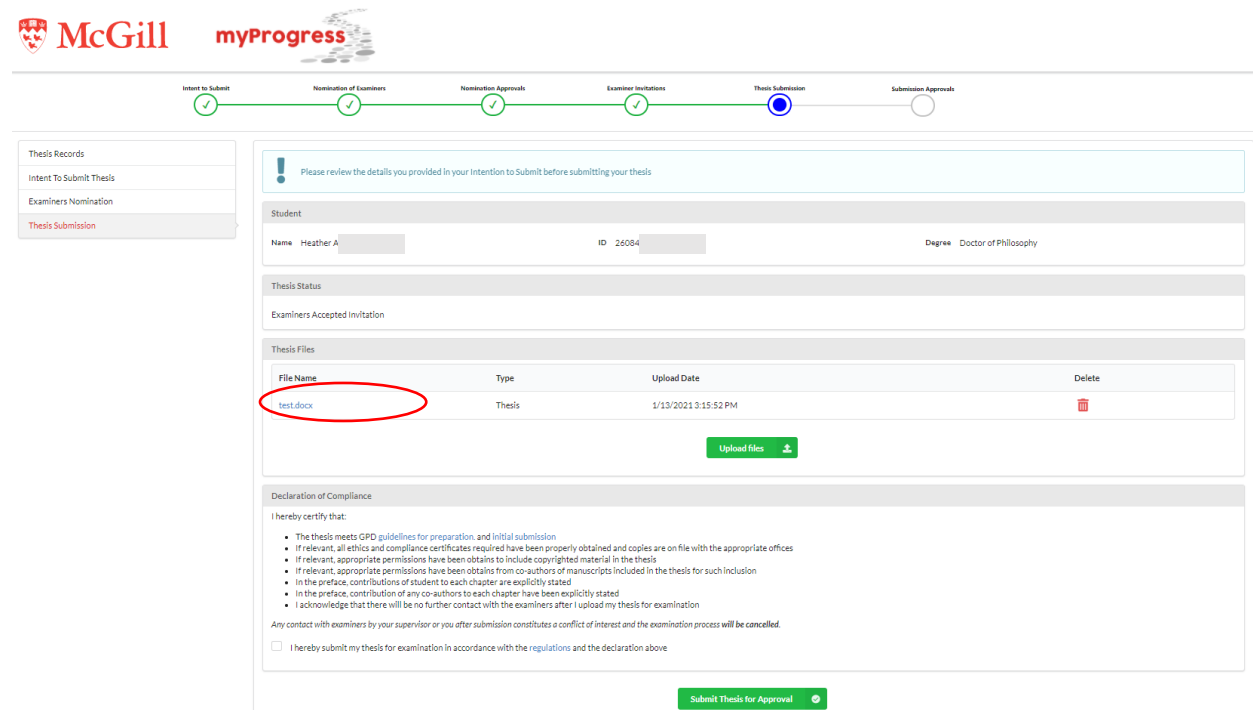
- 2- You will be given the choice to drag and drop a file or to browse your computer. It will appear in the pop-up.



- 3- Once the file is included, you will be asked to select a file type from a dropdown menu. You also have the option to provide an additional description.



4- Once you click 'Upload', you will be able to see your file on the main screen, under the *Thesis Submission* tab.



Thesis Records

Intent To Submit Thesis

Examiners Nomination

Thesis Submission

! Please review the details you provided in your intention to submit before submitting your thesis

Student

Name Heather A. ID 26084 Degree Doctor of Philosophy

Thesis Status

Examiners Accepted Invitation

Thesis Files

File Name	Type	Upload Date	Delete
test.docx	Thesis	1/13/2023 3:15:52 PM	

Upload files

Declaration of Compliance

I hereby certify that:

- The thesis meets GPD guidelines for preparation, and initial submission
- If relevant, all ethics and compliance certificates required have been properly obtained and copies are on file with the appropriate offices
- If relevant, appropriate permissions have been obtained to include copyrighted material in the thesis
- If relevant, appropriate permissions have been obtained from co-authors of manuscripts included in the thesis for such inclusion
- In the preface, contributions of student to each chapter are explicitly stated
- In the preface, contribution of any co-authors to each chapter have been explicitly stated
- I acknowledge that there will be no further contact with the examiners after I upload my thesis for examination

Any contact with examiners by your supervisor or you after submission constitutes a conflict of interest and the examination process will be cancelled.

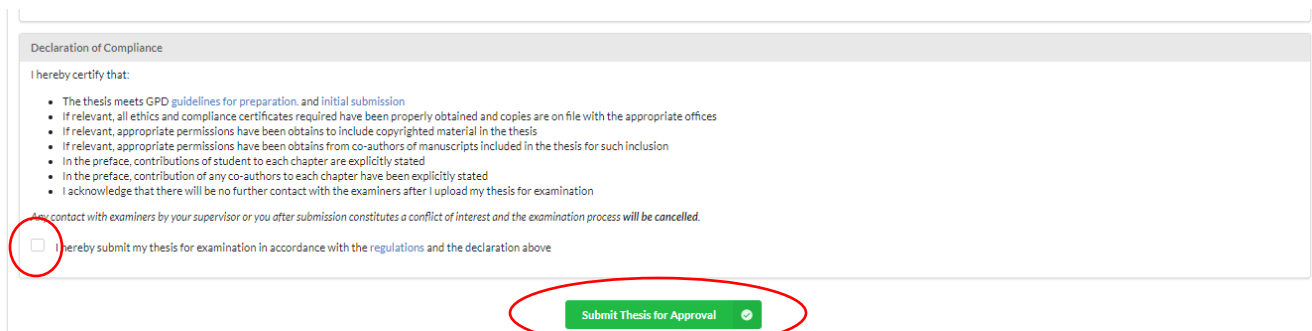
I hereby submit my thesis for examination in accordance with the regulations and the declaration above

Submit Thesis for Approval

5- Before submitting the thesis for approval, review your submission:

- Return to your *Intent to Submit Thesis* page to make sure everything is accurate. You cannot make changes to your *Intent to Submit Thesis* page after you submit your initial thesis for approval and examination.
- Read the 'Declaration of Compliance'. If you can certify that information, enter a checkmark in the box.

When your dossier is ready, click 'Submit Thesis for Approval'.



Declaration of Compliance

I hereby certify that:

- The thesis meets GPD guidelines for preparation, and initial submission
- If relevant, all ethics and compliance certificates required have been properly obtained and copies are on file with the appropriate offices
- If relevant, appropriate permissions have been obtained to include copyrighted material in the thesis
- If relevant, appropriate permissions have been obtained from co-authors of manuscripts included in the thesis for such inclusion
- In the preface, contributions of student to each chapter are explicitly stated
- In the preface, contribution of any co-authors to each chapter have been explicitly stated
- I acknowledge that there will be no further contact with the examiners after I upload my thesis for examination

Any contact with examiners by your supervisor or you after submission constitutes a conflict of interest and the examination process will be cancelled.

I hereby submit my thesis for examination in accordance with the regulations and the declaration above

Submit Thesis for Approval



Once submitted, the system will forward the link to your *Thesis Submission* page to your supervisor(s) first, then to your Unit Head and GPS for approval.

**If all parties approve**, your thesis will proceed to the examination stage. No action is required on your part.

**If there is a request for changes**, you will receive a notification from the myThesis platform. You will need to resubmit after you've made the requested changes.

Once the thesis proceeds to the examination stage, no further action will be required on myThesis.

myThesis will also **not reflect updates** on the examination process after GPS approves the thesis for evaluation.