

myThesis Guidelines

for Supervisors



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!

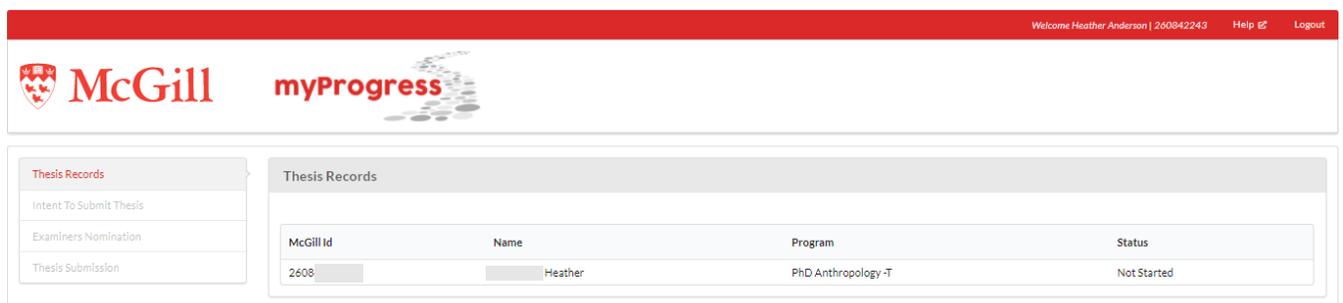
Once the thesis proceeds to the examination stage, no further action will be required on myThesis. myThesis will also not reflect updates on the examination process after the approval of the thesis submission by GPS.

Getting Started

Accessing the platform

Supervisors can access their students' records by clicking on the links in the notifications emails they receive. **These links will bring them directly to their student's record after they are logged into the McGill system.**

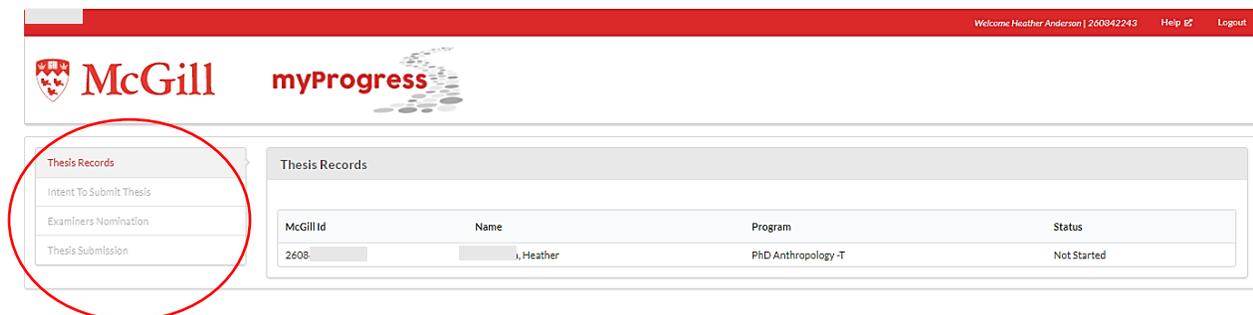
Alternatively, to access the *Thesis Records* page, supervisors can use the link on the GPS thesis website.



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

Tabs

There are four tabs in myThesis:



| 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 (Unit head only).
- **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 (Supervisors)

The following guidelines are for primary and co-supervisors of students who are preparing to submit their thesis for examination. Supervisors are expected to **approve** the examiner nominations and thesis submission on myThesis.

Student Deadlines

- The *Intent to Submit Thesis* page should be completed approximately **2 months** before the student intends to submit their thesis for evaluation. This time is required to prepare for their 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 their thesis evaluation.
- Students must submit their list of potential examiners on the platform by the **required date** that appears on their *Intent to Submit Thesis* page.
- Once the examiner(s) has/have accepted the invitation to evaluate the thesis, the student will be invited to submit their thesis through the *Thesis Submission* page. The deadline is their 'Expected Submission Date' on their *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.

Students may start the process to submit their thesis at any time during the year, but they should 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, students and supervisors should consult the [deadlines](#) page on the GPS website.

Please note: some Units enforce earlier submission deadlines than those listed by GPS, so it is important for the student to check in with the respective Graduate Unit.

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

Reviewing the Intent to Submit Thesis Page

The primary supervisor and co-supervisor receive an email notification from myThesis once a student completes and submits their *Intent to Submit Thesis* page.

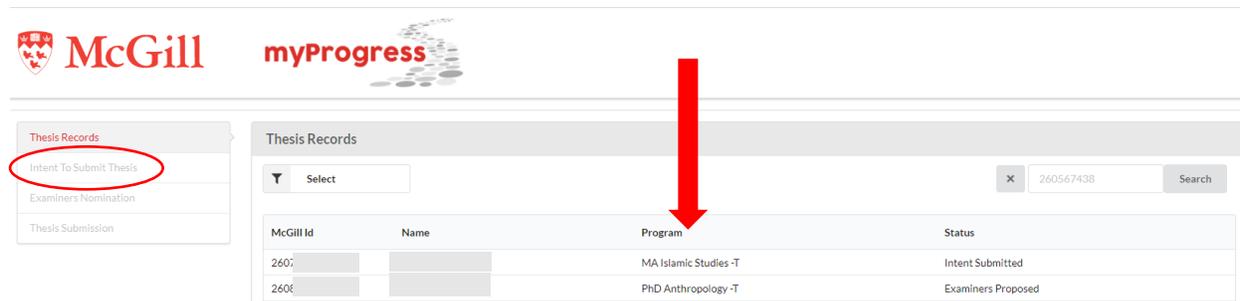
We encourage supervisors to access myThesis as soon as they receive this notification to **verify the information** on the *Intent to Submit Thesis* page. Supervisors can also access and verify their students' myProgress degree audit worksheet (for students admitted as of Fall 2017). If modifications are required, supervisors are invited to immediately advise the student outside the platform: this could help avoid delays at later stages of the thesis submission process.

At this stage, no other action on the platform - i.e., page approval, request for changes - is required.

Steps for reviewing the Intent to Submit Thesis page

1- To access the page, you can log in to the platform through the link in your notification email. This will bring you directly to your student's *Intent to Submit Thesis* page.

Alternatively, you can log into myThesis through the GPS webpage, and select your student's record.



The screenshot shows the myProgress interface. On the left, a sidebar menu has 'Intent To Submit Thesis' circled in red. The main content area is titled 'Thesis Records' and contains a search bar with the value '260567438' and a 'Search' button. Below the search bar is a table with the following data:

| McGill Id | Name | Program | Status |
|-----------|------|-----------------------|--------------------|
| 2600 | | MA Islamic Studies -T | Intent Submitted |
| 2600 | | PhD Anthropology -T | Examiners Proposed |

2- Review the information on the *Intent to Submit Thesis* page.

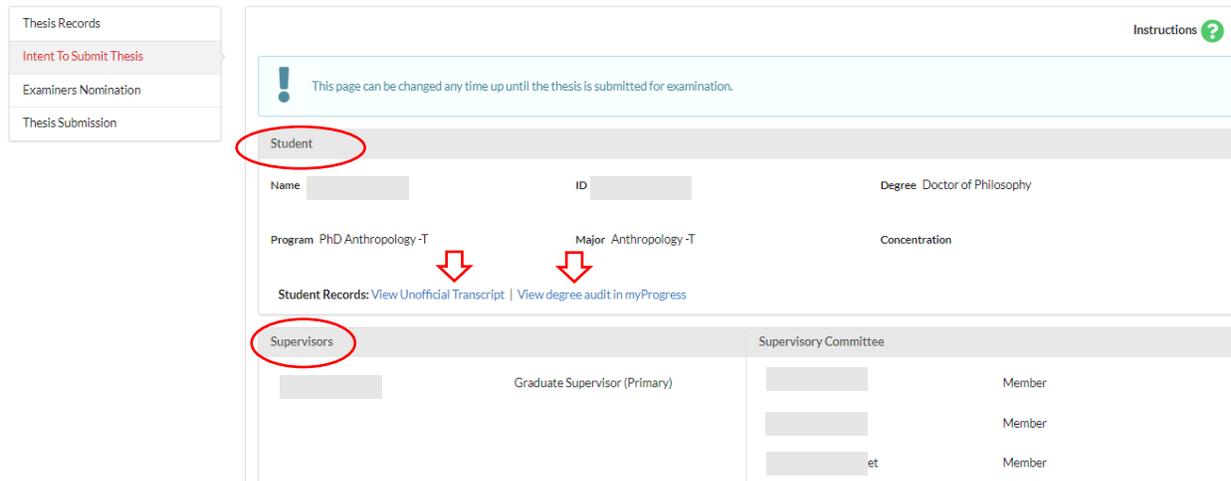
The information to review includes:

- *Student*: This section relates to the student's record. You should review the information on the screen, the student's unofficial transcript (hyperlink is in blue), and their myProgress record (hyperlink is in blue).

You must also ensure that your student is registered in the appropriate degree program at the time of initial thesis submission. Students who are no longer registered at McGill must be readmitted to be eligible for thesis examination. See link for more information on [Residency requirements](#).

- **Supervisors:** This section features information on supervisors and committee members.

If any information is incorrect or incomplete, please advise your student outside of myThesis. They should contact the Unit to ensure these details are updated as soon as possible.



Thesis Records

Intent To Submit Thesis

Examiners Nomination

Thesis Submission

Instructions ?

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

Student

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

Program PhD Anthropology -T Major Anthropology -T Concentration

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

Supervisors

Supervisory Committee

[Redacted] Graduate Supervisor (Primary) [Redacted] Member

[Redacted] Member

[Redacted] et Member

- **Intent to Submit Thesis:** This section features information about the thesis. It is particularly important for you to verify the abstract and thesis title, as this information will be sent to potential examiners.
 - **Expected thesis submission date (1).** The expected submission date is an approximate date, allowing a flexibility of 2 weeks after the date the student indicates to submit their thesis. Your student may update their intended submission date as many times as required up until the time they submit their thesis for evaluation. You will receive notifications when this page is updated. **Please note: revising the expected submission date after the examiner(s) has/have been secured is not advised, as it may impact their availability.**
 - **Deadline to submit the nomination of examiners (2).** To prevent delays in the examination process, the student's *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 they entered.
 - **Confidentiality Statement (3).** The student should indicate if the thesis is subject to a confidentiality restriction. A request for full confidentiality means that examiners are required to sign non-disclosure agreements. All applications for full confidentiality require approval by GPS. The request will

- be reviewed by the Primary Supervisor, the Graduate Program Director, and the Dean of Graduate and Postdoctoral Studies. The student will be notified of the outcome by GPS.
- **Thesis title (4).** The thesis title must be no more than 240 characters. The student should 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 CO₂). **The convocation booklet will display the thesis title in lower case except for proper nouns.**
 - **English abstract (5).** The English abstract will be provided to potential examiners. The student can opt to wait to submit their French abstract until their final thesis submission. Both abstracts can be finalized at that time.
 - **French abstract (6).**
 - **Estimated number of pages (7).**
 - **Language of thesis (8).**

Thesis Status

Intent to Submit Thesis

1 Expected Submission Date

3 Confidentiality Statement Yes No
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

4 Thesis Title

5 English Abstract

6 French Abstract

7 Number of Pages

Predicted Graduation Term

2 Nomination of Examiners required by

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.

The next step is to identify potential examiners who are qualified and willing to evaluate the thesis. Please do so in conjunction with the student. They will then complete and submit the *Nomination of Examiners* page prior to the date indicated on their *Intent to Submit Thesis* page. You will be notified when action is required on your part.

Reviewing and Approving the Nomination of Examiners Page

The primary supervisor will receive a notification once the student has completed and submitted their *Nomination of Examiners* page. They are expected to review the nominees and indicate their preference. They can then either approve the page or request changes.

The deadline to submit nominees for the thesis examination is on the student's *Intent to Submit Thesis* page → 'Nomination of Examiners required by'.

Steps for reviewing and approving the Nomination of Examiners page

- 1- To access the page, click the link in your notification email.
 - If you have not yet reviewed the *Intent to Submit Thesis* page, please refer to the previous section for assistance.
 - If you have reviewed your student's *Intent to Submit Thesis* page, go to their *Nomination of Examiners* page.
- 2- The page will feature the student's nominations for examiners. **Review the list and check** that the nominees are appropriate. Importantly, if you have not already done so, please **ensure that there is no conflict of interest** (for assistance, refer to the [Conflict of Interest](#) checklist) that might prevent any of the nominees from participating in the examination of the thesis.

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 supervisors or student after the nomination process begins constitutes a conflict of interest and the examination process will be cancelled.

- A Master's student 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.
- A Doctoral candidate will submit a list of potential internal and external examiners, who are qualified to examine the Doctoral thesis.
 - Internal Examiner: The student 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:** The student 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.**

Thesis Records

Intent To Submit Thesis

Examiners Nomination

| Student | | | | | |
|---|----------------------|--|---|----------------------------------|----------------------|
| Name | Heather / [redacted] | ID | 2606 [redacted] | Degree | Doctor of Philosophy |
| Thesis Status | | | | | |
| Examiners Proposed | | | | | |
| Proposed Examiners | | | | | |
| Internal Examiners | | | | | |
| Name | Email | Phone Number | Department | Preference | |
| [redacted] | [redacted] | [redacted] | [redacted] | <input checked="" type="radio"/> | |
| External Examiners | | | | | |
| Name | Email | Phone Number | Mailing Address | Preference | |
| [redacted] | [redacted] | [redacted] | 123 street office 4 Montreal AB H4A 1S6 Canada | <input type="radio"/> | |
| [redacted] | [redacted] | [redacted] | | <input type="radio"/> | |
| Declaration | | | | | |
| I hereby certify that: | | | | | |
| <ul style="list-style-type: none"> All other degree requirements have been satisfied. There is no conflict of interest with nominated internal examiner according to McGill's policy - see University Conflict of Interest Regulations There is no conflict of interest with nominated external examiner - see checklist | | | | | |
| Approve <input checked="" type="checkbox"/> | | Request Changes <input type="checkbox"/> | | | |

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

3- Select your preference where appropriate.

| External Examiners | | | | |
|--------------------|------------|--------------|---|-----------------------|
| Name | Email | Phone Number | Mailing Address | Preference |
| [redacted] | [redacted] | [redacted] | 123 street office 4 Montreal AB H4A 1S6 Canada | <input type="radio"/> |
| [redacted] | [redacted] | [redacted] | | <input type="radio"/> |

4- **Approve** or **Request Changes** to the submission by clicking on the appropriate button at the bottom of the page.

Declaration

I hereby certify that:

- All other degree requirements have been satisfied.
- There is no conflict of interest with nominated internal examiner according to McGill's policy - see [University Conflict of Interest Regulations](#)
- There is no conflict of interest with nominated external examiner - see [checklist](#)

Approve
Request Changes

If there are corrections to be made on either page, click on 'Request Changes' to provide feedback. Your student will receive an email notification from myThesis with your feedback and will be prompted to make the changes and resubmit for approvals.

Request Changes

Please enter your comments to the student, detailing the required changes

Request Changes

If the information on both pages – *Intent to Submit Thesis* and *Nomination of Examiners*– is correct, you can click on 'Approve', at the bottom of the *Nomination of Examiners* page. A notification will be sent to the Unit Head.

If the Unit Head approves the selection, they will then send an invitation through myThesis to their selected examiner(s). You will be copied on the myThesis notification that your student will receive once the required examiner(s) has/have accepted their invitation(s).

If the Unit Head requests changes, your student will be notified.

When you select 'Approve', you will see a notification that your approval was successful.

Intent to Submit Nomination of Examiners Nomination Approvals Examiner Invitations Thesis Submission Submission Approvals

✓ ✓ ● ○ ○ ○

Thesis Records

Intent To Submit Thesis

Examiners Nomination

Thesis Submission

✓
Your approval was successful

Student

Name Heather A ID 26084 Degree Doctor of Philosophy

Reviewing and Approving the Thesis Submission page

Students should submit their thesis after the examiner(s) has/have accepted the invitation and prior to the thesis submission deadline in their *Intent to Submit Thesis* page.

The primary supervisor and co-supervisor will receive a notification once the student submits their thesis. The supervisor(s) are expected to review the thesis submission package and approve the thesis submission.

Steps for reviewing and approving the Thesis Submission

- 1- To access the page, click the link in your notification email. Go to the student's *Thesis Submission* page.



Thesis Records

- Intent To Submit Thesis
- Examiners Nomination
- Thesis Submission

Thesis Records

Select x 260567438 Search

| McGill Id | Name | Program | Status |
|-----------|------|----------------------|--------------------------|
| 2607 | | MA Islamic Studies-T | Intent Submitted |
| 260E | | PhD Anthropology-T | Thesis Package Submitted |

- 2- You can access the thesis file on this page. Please **open and review** the file.



Thesis Records

- Intent To Submit Thesis
- Examiners Nomination
- Thesis Submission

Ready to submit your thesis ?
Please review thesis details provided on the Intent to Submit page before approving the thesis

Student

Name ID Degree Doctor of Philosophy

Thesis Status

Thesis Package Submitted

Thesis Files

| File Name | Type | Upload Date |
|-----------|--------|----------------------|
| test.docx | Thesis | 1/13/2021 3:15:58 PM |

Declaration of Compliance

I hereby certify that:

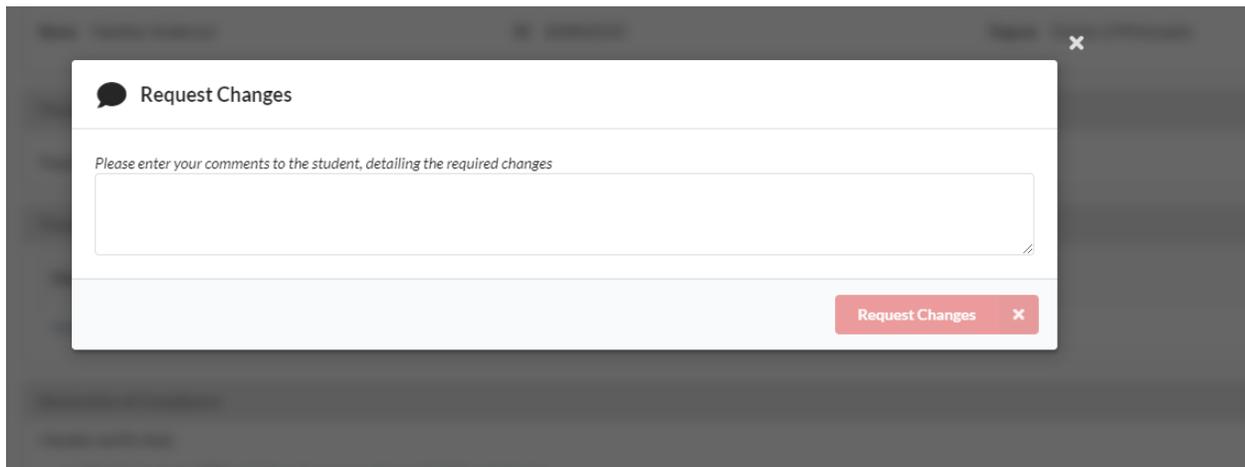
- The thesis meets GPS guidelines for preparation and initial submission
- The thesis meets scholarly standards for partial fulfillment of the degree
- If relevant, all ethics and compliance certificates required have been properly obtained and copies are on file with the appropriate offices
- I acknowledge that there will be no further contact with the examiners after I approve the thesis for examination.

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

Approve
Request Changes

3- Approve or Request Changes to the submission by clicking on the appropriate button at the bottom of the page.

If there are corrections to be made, click on 'Request Changes' to provide feedback. Your student will receive an email notification from myThesis with your feedback and will be prompted to make the changes and resubmit.



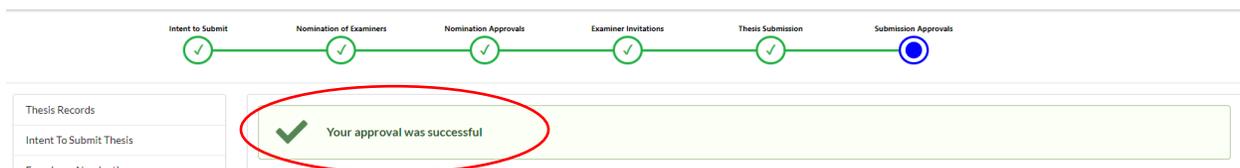
If the information on both pages – *Intent to Submit Thesis* and *Thesis Submission* – is correct, you can click on 'Approve', at the bottom of the *Thesis Submission* page. The notification will be sent to the Unit Head and GPS.

If the supervisor(s) and the Unit Head both approve the submission, myThesis will send a notification to GPS to approve the thesis package.

If GPS approves the submission, the thesis package will be officially ready for thesis examination.

If the Unit Head and/or GPS request changes, the student will be notified.

When you select 'Approve', you will see a notification that your approval was successful.





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.