myThesis Guidelines

for Units
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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: 
Overview of the thesis submission process through myThesis

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.

NOTIFICATION OF INTENT TO SUBMIT
The Supervisor(s) are notified that their graduate student completed the 'Intent to Submit Thesis' page on myThesis.

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 of potential examiners is indicated on the 'Intent to Submit Thesis' page.

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.

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.

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.

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.
Accessing the platform

Unit heads 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, GPCs and Unit heads can log into myThesis through the myProgress Hub.

Tabs

There are four tabs in myThesis:
➢ **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 (Unit head)

The following guidelines are for Unit heads (e.g., department chairs, graduate program directors). Unit heads are expected to approve the examiner nominations, send invitations to desired examiners, and approve the 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.
**Approving and Inviting Examiners**

The Unit Head receives their first notification when a student in their department submits their *Nomination of Examiners* page and it is approved by their primary supervisor.

At this stage, the role of the Unit Head is as follows:

- **Step 1:** Prior to approving the examiners, access the student’s record on myThesis and **review** the information on the *Intent to Submit Thesis* page.
- **Step 2:** Approve the *Nomination of Examiners* page, or request changes.
- **Step 3:** After the page is approved, select and invite the desired examiner(s) from the approved *Nomination of Examiners* page.

Each step is explained here.

**Step 1: Steps for reviewing the Intent to Submit Thesis page**

The student and primary supervisor should have already reviewed the information on the *Intent to Submit Thesis* page. We recommend that the Unit also view this page and review the student’s myProgress degree audit (for those students admitted as of Fall 2019) to ensure that the student’s file is complete and that they are ready to move forward with the thesis submission process.

Any missing or incorrect information should be updated by the Unit prior to the thesis submission on myThesis.

1- **To access the page, click** through the link in your notification email. It will bring you to your student’s file. Go to the *Intent to Submit Thesis* page.

   Alternatively, you can log into myThesis through the myProgress Hub, and select your student’s record.

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

   The information to review includes:
• Student: This section relates to the student’s records. The student’s transcript and degree audit on myProgress can be accessed by selecting the blue links. Unit Heads should check that the 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.

Units should also ensure that the student has met the degree and program requirements at this point. If there is an issue, please communicate with the student and supervisor prior to approving examiners.

• Supervisors: This section features the information on supervisors and committee members.

• Intent to Submit Thesis: This section features information about the thesis.
  
  o **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. The student may update their intended submission date up until the time they submit their thesis for evaluation.

  **Please note: revisions to the expected submission date after the examiner(s) has/have been secured is not advised, as it may impact their availability.**

  o **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).**
Step 2: Steps for reviewing and approving the Nomination of Examiners page

1- Once the information on the Intent to Submit Thesis page has been reviewed, go to the student’s Nomination of Examiners page.

2- The page will feature the student’s nominations for examiners and the primary supervisor’s preferred nominee(s). As Unit Head, you can check that the nominee(s) are appropriate. Importantly, 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, hold a doctorate or equivalent.
*Unit refers to a department, a division, a school, an institute, or a Faculty/University-wide graduate program.

| 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 on either page, click on ‘Request Changes’ to provide feedback. The student will receive an email notification from myThesis with your feedback and will be prompted to make the changes and resubmit for approvals. |
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.

If you approve the examiners, please see next step: Inviting the nominees.

If you request changes, the student will be notified.

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

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**Step 3: Steps for inviting the examiner(s)**

1- After submitting the approval for the examiners, return to the *Nomination of Examiners* page and select the envelope under ‘Invitation’, in the row belonging to the examiner(s) you have selected to evaluate the student’s thesis.
2- You will be asked if you want to continue sending the email invitation to the selected examiner.

3- A notification will pop up confirming the invitation has been sent. You can return to this page for updates on the status of the invitation. You can resend the invitation at any point.
EXAMINER INVITATION

The examiner will receive an email invitation from myThesis that provides some details about the student (name, degree, major, concentration, department, and supervisor). The email asks them to select one of two links: to accept or to decline the invitation.

The link to **accept the invitation** brings the examiner to this page. No login is required. They can opt to accept or decline the invitation at this point.

The link to decline the invitation brings them to this popup. Examiners can write comments, which will be included in the email notification sent to the Unit head advising them of the declined invitation.

The Unit head will receive a notification if there is no response after 7 days and the nominee status will be updated to No Response. The GPD should then decide to re-send the invitation or select another examiner.
Reviewing and Approving the Thesis Submission page

The student 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* (if there is one) will receive a notification once the page is submitted. The supervisor(s) are expected to review the thesis submission package and to approve the submission. The Unit Head receives a notification following the supervisor(s) approval.

Steps for reviewing and approving the Thesis Submission page

1- Click on the link in your notification email to access the student’s record. Go to their Thesis Submission page.

2- You can access the file on this page. Please open and review the file.
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. The student will receive an email notification from myThesis with your feedback and will be prompted to make the changes and resubmit for approvals.

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.

  - **If you approve**, 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 GPS requests 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.