

# **myThesis Guidelines**

## **for Units**

**Revised July 17<sup>th</sup> 2023**



**McGill**

Graduate and  
Postdoctoral Studies

**myProgress**



**myThesis**



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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.

The platform is also used by the Thesis Office and Units 1) to send the thesis package to examiners for evaluation, 2) to organize oral defences, and 3) to process oral defence certificates.

For general thesis guidelines, please visit the GPS website:  
<https://www.mcgill.ca/gps/thesis/thesis-guidelines>

# Overview of myThesis: From initial thesis submission to oral defence

## 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!

See next step : Evaluation Process

## MASTER'S STUDENTS

When the successful evaluation report has been received and processed, the status on myThesis changes to **Pass Awaiting Final**. The student receives a myThesis notification indicating that they can access their evaluation report in myThesis and submit their final thesis in Minerva. No action other than viewing the report is required in myThesis. The student, supervisor (s), GPC, and GPD will be able to view the report in myThesis.

If there is an issue with the evaluation, the student will be communicated with outside myThesis, then the status will reflect **Reports Received**.

## AFTER THE ORAL DEFENCE

After a successful oral defence, the myThesis record will be updated by the Thesis Office to **Pass Awaiting Final**. The Pro-Dean will upload the Certificate to myThesis, then the student will receive a myThesis notification advising them to access myThesis to view the feedback (within 1-2 business days).

The student, supervisor (s), GPC, and GPD will be able to view the reports in myThesis. No action other than viewing the report is required in myThesis.

## EVALUATION IN PROGRESS

This status will show in myThesis once the **Thesis Office** has sent the thesis package to the examiner(s) via myThesis. The evaluation process is ongoing.

## DOCTORAL STUDENTS- ORAL DEFENCE PREPARATION

GPCs will receive a notification from myThesis once the thesis package is sent to the examiners, advising them to start the oral defence organization process.

After making the arrangements outside myThesis, GPCs must complete the oral defence committee and event details page in myThesis. Once submitted, the student, supervisors, GPD and GPS will receive notifications to approve the page.

After GPS approval, committee members will receive a myThesis notification requesting they access myThesis to view the event details and to download the thesis.

**When both successful evaluation reports are received and processed:**

The status on myThesis changes to **Pass Awaiting Oral**. The student receives a myThesis notification indicating that they can proceed with the defence. The reports are not visible in myThesis to the student, supervisor, or Unit.

Seven to 3 days before the defence, GPS will send a myThesis notifications to committee members informing them that they can now access the reports.

If there is an issue with the evaluation, the student will be communicated with outside myThesis, then the status will reflect **Reports Received**.

## SUBMITTING THE FINAL THESIS

**Students** should submit their final thesis following the regular process outside myThesis, outlined on the GPS website.

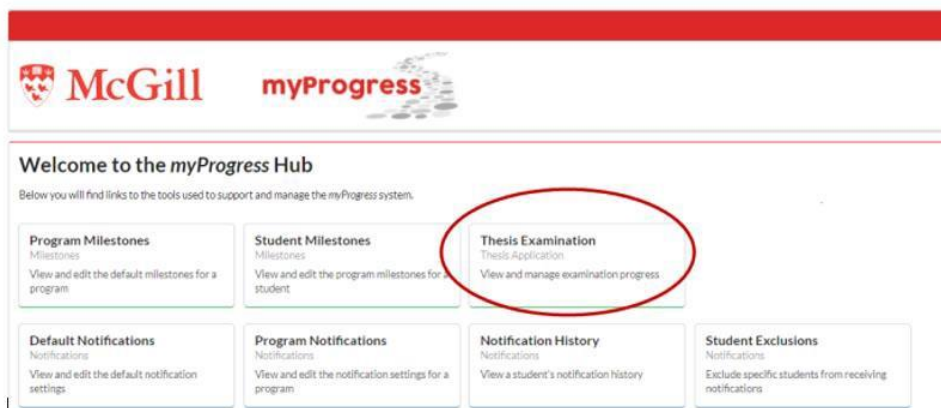
# Getting Started



## 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 or by using the direct link:

<https://mythesis.mcgill.ca>.

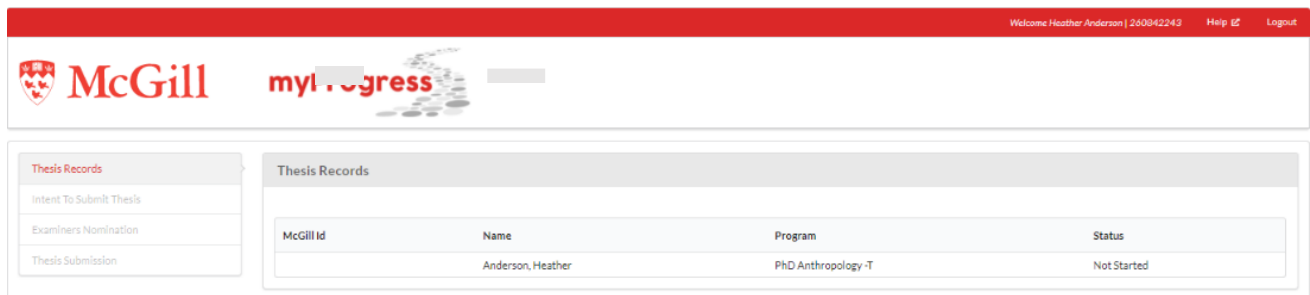





**McGill**



Welcome to the *myProgress* Hub

Below you will find links to the tools used to support and manage the myProgress system.

- Program Milestones**  
Milestones  
View and edit the default milestones for a program
- Student Milestones**  
Milestones  
View and edit the program milestones for a student
- Thesis Examination**  
Thesis Application  
View and manage examination progress
- Default Notifications**  
Notifications  
View and edit the default notification settings
- Program Notifications**  
Notifications  
View and edit the notification settings for a program
- Notification History**  
Notifications  
View a student's notification history
- Student Exclusions**  
Notifications  
Exclude specific students from receiving notifications




**McGill**


Welcome Heather Anderson | 200042243 Help  Logout

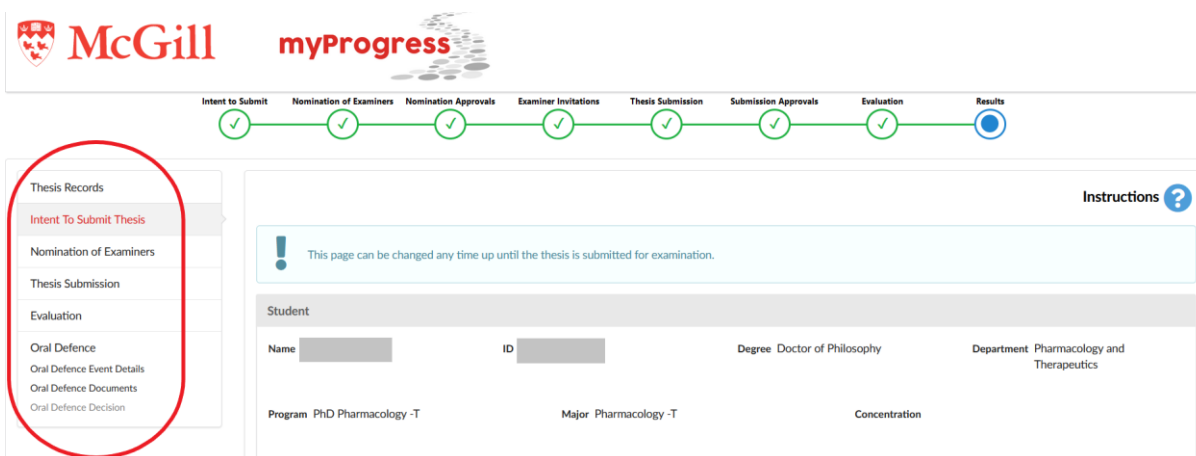
**Thesis Records**

- Intent To Submit Thesis
- Examiners Nomination
- Thesis Submission

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

## Tabs

There are 5 main tabs in myThesis:



The screenshot displays the myProgress interface. At the top, the McGill logo and 'myProgress' branding are visible. Below this is a progress bar with eight steps: 'Intent to Submit', 'Nomination of Examiners', 'Nomination Approvals', 'Examiner Invitations', 'Thesis Submission', 'Submission Approvals', 'Evaluation', and 'Results'. The first seven steps are marked with green checkmarks, while 'Results' is a blue circle. On the left, a sidebar lists various tabs: 'Thesis Records', 'Intent To Submit Thesis' (circled in red), 'Nomination of Examiners', 'Thesis Submission', 'Evaluation', 'Oral Defence', 'Oral Defence Event Details', 'Oral Defence Documents', and 'Oral Defence Decision'. The main content area shows a student profile with fields for Name, ID, Degree (Doctor of Philosophy), Department (Pharmacology and Therapeutics), Program (PhD Pharmacology -T), Major (Pharmacology -T), and Concentration.

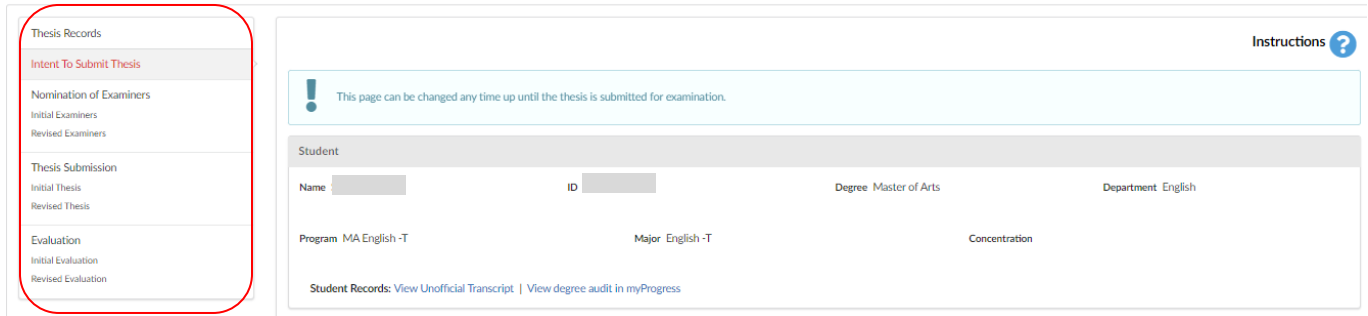
- **Thesis Records:** Under 'Thesis Records', students can access their thesis submission file and view its status. Supervisors, Units and backups, and GPS representatives can view multiple student files.
- **Intent to Submit Thesis:** This page features information on the student, their supervisor(s) and supervisory committee, and their thesis. Important deadlines are included on this page: the expected deadline to submit the thesis and the recommended 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.
- **Evaluation:** Examiners access myThesis to retrieve the initial thesis and submit their evaluation. Once a successful thesis evaluation report has been received and processed by the Thesis Office, master's students will be notified by myThesis to access the examiner report on the platform.

In the case of doctoral students, the following tab will show:

- **Oral Defence:** The Oral Defence is organized through myThesis. Under "Event Details", information about the oral defence and the committee is added by the Unit. "Oral Defence Documents" is the tab in which the committee and Pro-Dean view the thesis and reports, while "Oral Defence Decision" allows the Pro-Dean to download the certificate and upload a signed version.

For theses that require revision, each tab – Nomination of Examiners, Thesis

Submission, and Evaluation – will reflect initial and revised examiners, theses, and evaluations.



The screenshot shows the 'Thesis Records' section of the myThesis system. A red rounded rectangle highlights the left-hand navigation menu, which includes: 'Intent To Submit Thesis', 'Nomination of Examiners' (with sub-items 'Initial Examiners' and 'Revised Examiners'), 'Thesis Submission' (with sub-items 'Initial Thesis' and 'Revised Thesis'), and 'Evaluation' (with sub-items 'Initial Evaluation' and 'Revised Evaluation'). The main content area displays a student profile card for a student named [redacted] with ID [redacted], enrolled in a Master of Arts degree in the Department of English. The student's program is MA English - T and their major is English - T. A message at the top of the main area states: 'This page can be changed any time up until the thesis is submitted for examination.' At the bottom of the card, there are links for 'View Unofficial Transcript' and 'View degree audit in myProgress'.

## 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).
- **It is strongly advised to complete the *Nomination of Examiners* page shortly after the *Intent* page, and at the latest, two weeks prior to the intended submission date, to ensure there are no delays.** Entering examiners in myThesis less than two weeks before their thesis submission may result in the delay of the thesis submission.
- 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).
- **Significant changes to the expected submission date are not advised after the examiner(s) has/have confirmed in myThesis.** A date change may impact their availability. Students should contact the Unit if they are delaying their submission date extensively (e.g., a month), so that the Unit can verify the availability of the examiner(s) for the new date.

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.





## Suggested timeline to make the initial submission deadline



GPS Deadlines (August 15<sup>th</sup>, December 15<sup>th</sup>, April 15<sup>th</sup>)  
Status is at *Eval. Authorized by GPD* by midnight on the 15<sup>th</sup> (or following Monday if the 15<sup>th</sup> falls on a weekend or holiday)

Student submits initial thesis **at least 24 hours prior** to the deadline to ensure the supervisor(s) and GPD have time to approve.

Student discusses examiner nominations with supervisors. Department procedures are followed to secure examiners. Examiners are entered in myThesis **from 2 months up to two weeks before the intended submission date.**

**2 months prior:** Student completes Intent to Submit Thesis page (recommended)

## **myThesis Statuses- Initial thesis submission**

<b>Status in myThesis</b>	<b>What does the status mean?</b>
Intent Submitted (IS)	The student submitted their intent to submit their thesis. The supervisor and co-supervisor were notified. *For unit: It is advised that the Unit does the degree audit at this time.
Examiners Proposed (EP)	The student submitted their Nomination of Examiners page. The supervisor was notified that their approval is required.
Examiners Approved by Sup. (ES)	The supervisor approved the Notification of Examiners page. The GPD was notified that their action is required: approving the page and inviting the examiner.
Examiners Approved by GPD	The GPD approved the examiner nominations. This status will also show if all examiners have declined and/or failed to respond. The GPD can select 'Request Changes' to enable the student to add new names.
Examiners Invitation sent	The GPD sent the invitation(s) to the examiner(s).
Examiners Accepted Invitation (EA)	The student can now submit their initial thesis when they are ready.
Thesis Package Submitted (PS)	The student submitted their initial thesis in PDF format. Their supervisor and co-supervisor were notified that their approval is required.
Eval. Authorized by Sup. (AS)	The initial thesis package was approved by the supervisor and co-supervisor. The GPD was notified that their approval is required.
Eval. Authorized by GPD (AD)	The initial thesis package was approved by the GPD. GPS was notified that their approval is required.
Thesis submitted to GPS (SU)	GPS has received and approved thesis package for examination
Evaluation in Progress (SR)	The Thesis Office sent the thesis package to the examiner(s) via myThesis. The evaluation process is ongoing. For doctoral students: GPC gets notified by myThesis that the Oral Defence tab is open in myThesis.

## Step-by-step guidelines (Unit head)

The following guidelines are for Unit heads (e.g., department chairs, graduate program directors, or Faculty associate deans). Unit heads have GPD security access and are expected to **approve** the examiner nominations, **send invitations** to desired examiners, **approve** the thesis submission on myThesis (or revised thesis submission), and **approve** the oral defence details (for PhDs only).

### **Approving and Inviting Examiners**

#### **Departmental practices related to selecting and inviting examiners**

Units are invited to continue their departmental practices related to nominating/inviting examiners. These may include:

- 1) asking students to submit examiner names outside myThesis to the unit for vetting, and
- 2) reaching out to examiners outside the platform to verify their availability prior to issuing the myThesis invitation.

It is encouraged to advise students to nominate more than one examiner in case their preferred examiner declines or does not respond to the invitation.

#### **myThesis actions to take**

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.

**IMPORTANT NOTE:** If the Unit Head (GPD, Chair) is the student's supervisor or proposed as internal examiner, they will not be capable of acting in the role of Unit Head. Another Unit Head (GPD or Associate Dean) will have to act in this role. The original Unit Head should forward the myThesis notification email to their back up, or ask them to log in via the weblink: <https://mythesis.mcgill.ca/>

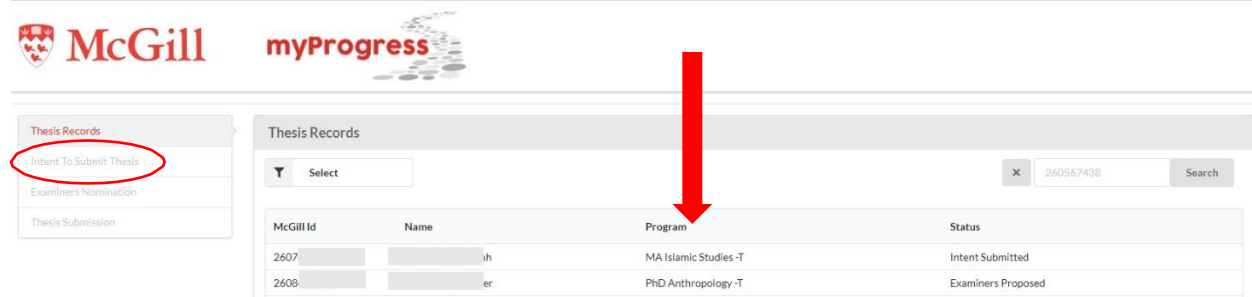
### Step 1: Reviewing the Intent to Submit Thesis page

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 2017) 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.



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 table with the following data:

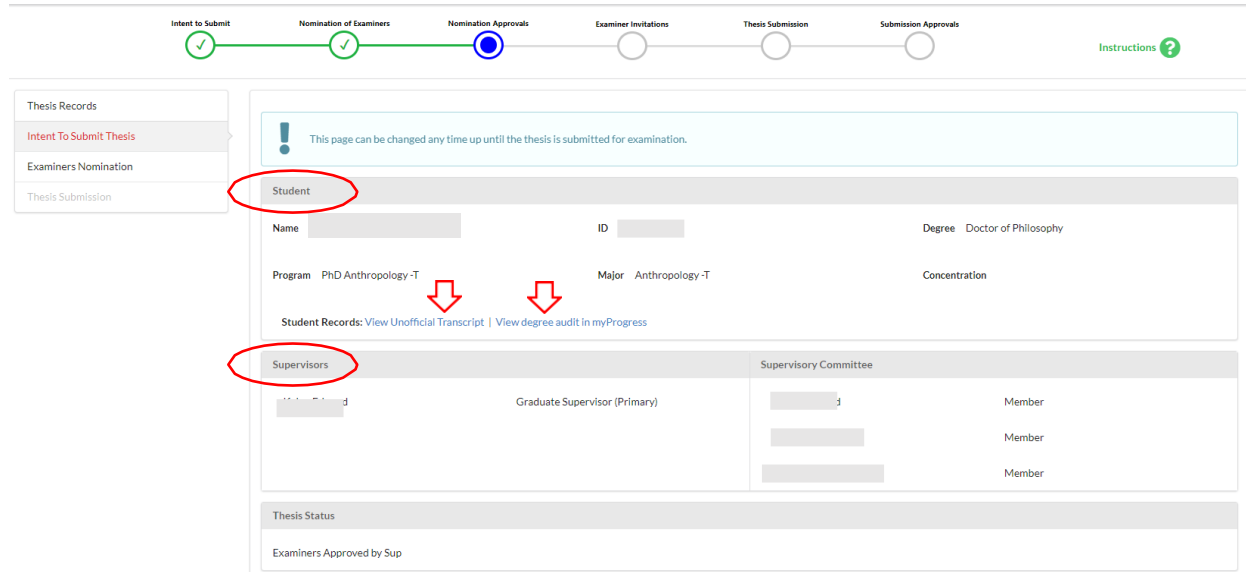
McGill Id	Name	Program	Status
2607	ih	MA Islamic Studies -T	Intent Submitted
2608	er	PhD Anthropology -T	Examiners Proposed

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

- **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 no issue, please add a note (via Notes tab) in myProgress stating the program requirements have been met. 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 ✓ Nomination of Examiners ✓ Nomination Approvals (Active) Examiner Invitations Thesis Submission Submission Approvals Instructions ?

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.

**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**

Supervisors		Supervisory Committee	
[Redacted]	Graduate Supervisor (Primary)	[Redacted]	Member
[Redacted]		[Redacted]	Member
[Redacted]		[Redacted]	Member

**Thesis Status**

Examiners Approved by Sup

- Intent to Submit Thesis: This section features information about the thesis.
  - **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: significant revisions to 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 (or two weeks prior to the intended submission date at the latest) 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 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.

**Please note that this is not the same as a request for withholding a thesis from circulation (see [website](#) for more information).**



- **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 CO<sub>2</sub>). **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).**

The screenshot shows a web form titled "Intent to Submit Thesis" with several fields and sections. Red circles and numbers 1 through 8 highlight specific elements:

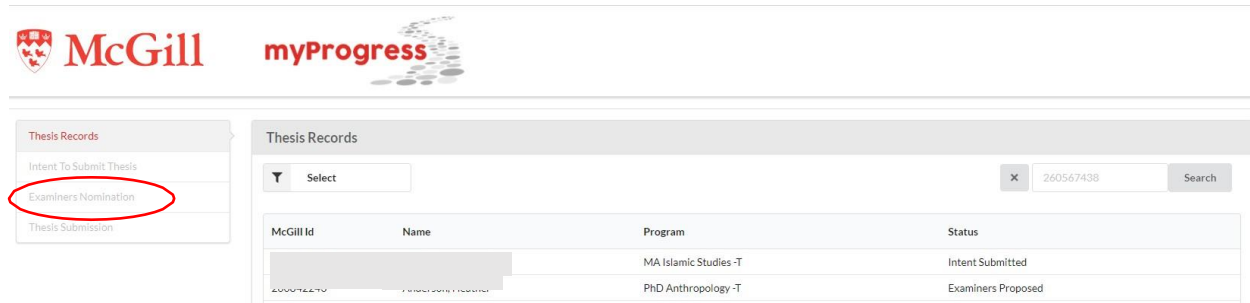
- 1:** Expected Submission Date (Thu Mar 04 2021)
- 2:** Nomination of Examiners required by (Tue Feb 02 2021)
- 3:** Confidentiality Statement (There is material in my thesis that should be subject to a confidentiality restriction, beyond a standard embargo, which requires a legal non-disclosure agreement. Radio buttons for Yes and No, with No selected.)
- 4:** Thesis Title (Text input field)
- 5:** English Abstract (Text area with placeholder "In this study, ...")
- 6:** French Abstract (Text area with placeholder "Dans cette étude, ...")
- 7:** Number of Pages (Text input field with value "150")
- 8:** Language Thesis is Written in (Dropdown menu with "English" selected)

At the bottom, there is a "Declaration" section with two bullet points:

- 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.

## 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.



The screenshot shows the 'myProgress' interface. On the left, a sidebar menu under 'Thesis Records' has 'Examiners Nomination' highlighted with a red circle. The main content area shows a table with the following data:

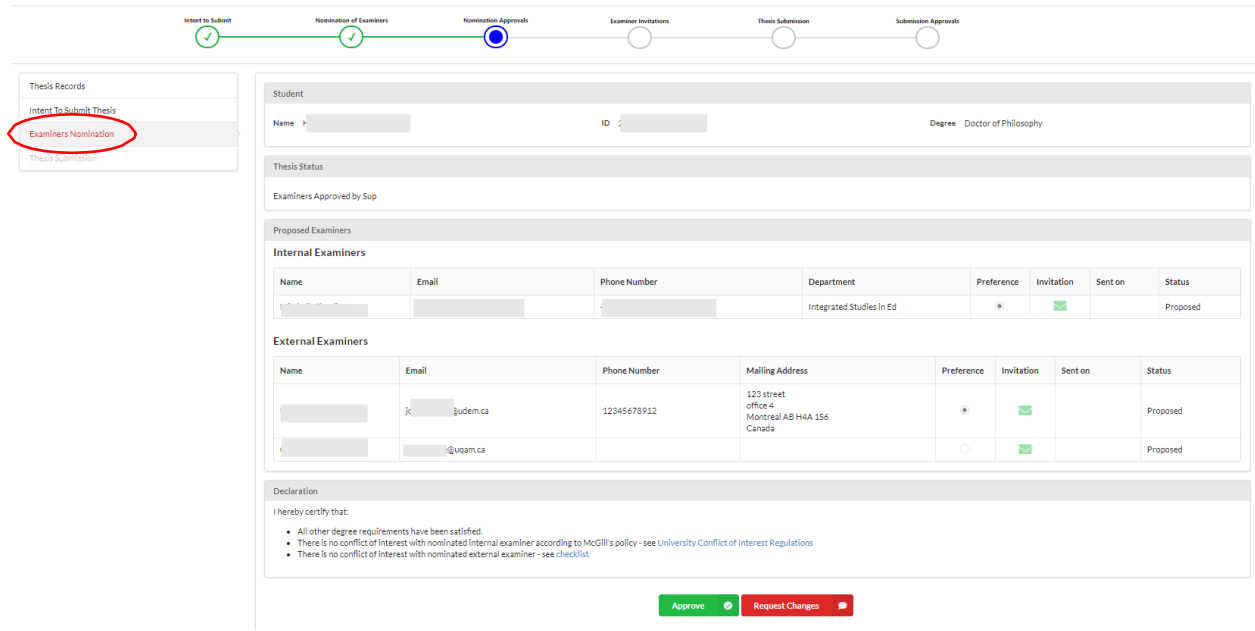
McGill Id	Name	Program	Status
[REDACTED]	[REDACTED]	MA Islamic Studies -T	Intent Submitted
[REDACTED]	[REDACTED]	PhD Anthropology -T	Examiners Proposed

- 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.*



Progress bar: Intend to Submit (✓), Nomination of Examiners (✓), **Nomination Approvals** (●), Examiner Invitations (○), Thesis Submission (○), Submission Approvals (○)

Thesis Records  
Intend To Submit Thesis  
**Examiners Nomination**  
Thesis Approved

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

Thesis Status  
Examiners Approved by Sup

Proposed Examiners

**Internal Examiners**

Name	Email	Phone Number	Department	Preference	Invitation	Sent on	Status
[Redacted]	[Redacted]	[Redacted]	Integrated Studies In Ed	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>		Proposed

**External Examiners**

Name	Email	Phone Number	Mailing Address	Preference	Invitation	Sent on	Status
[Redacted]	[Redacted]@udem.ca	12345678912	123 street office 4 Montreal AB H4A 1S6 Canada	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>		Proposed
[Redacted]	[Redacted]@uqam.ca			<input type="radio"/>	<input checked="" type="checkbox"/>		Proposed

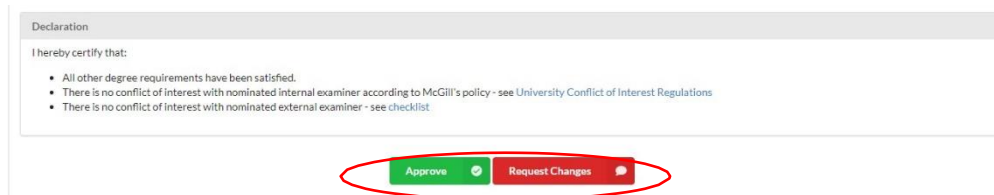
Declaration  
I hereby certify that:

- 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 (✖)

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

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

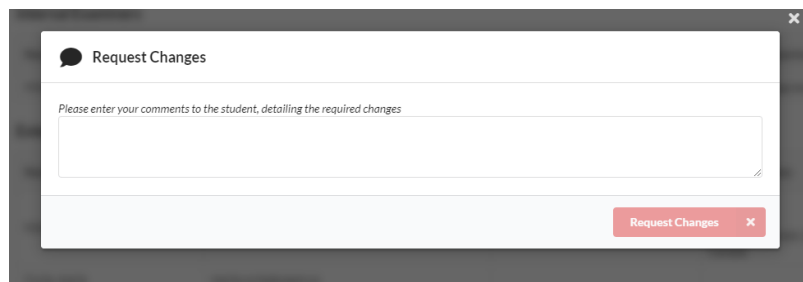


Declaration  
I hereby certify that:

- 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. The 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 ✖

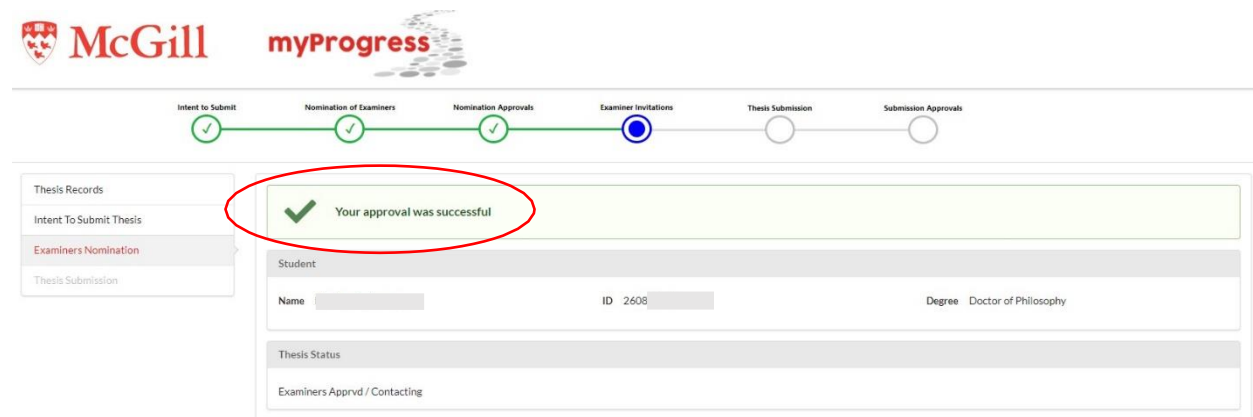


If the information on both pages – *Intent to Submit Thesis* and *Nomination of Examiners*– is correct, you can click on ‘Approve’, at the bottom of the *Nomination of Examiners* page.

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.



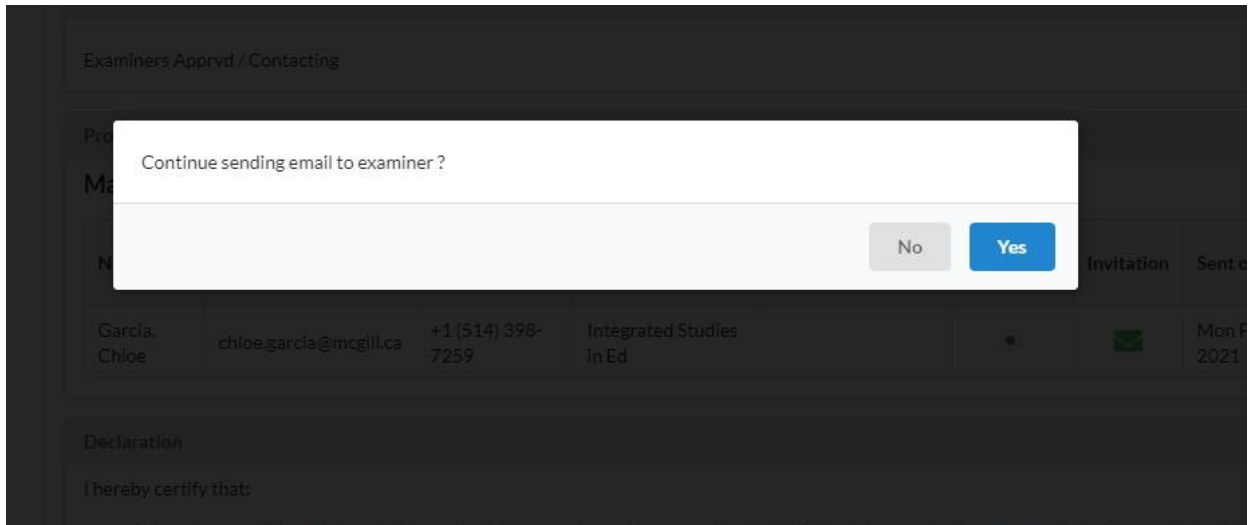
The screenshot shows the myProgress portal interface. At the top, there is a progress bar with six steps: Intent to Submit, Nomination of Examiners, Nomination Approvals, Examiner Invitations, Thesis Submission, and Submission Approvals. The first three steps are marked with green checkmarks, and the fourth step, Examiner Invitations, is marked with a blue circle, indicating the current step. Below the progress bar, a notification box with a green checkmark and the text "Your approval was successful" is highlighted with a red circle. The notification is located in the "Examiners Nomination" section of the left-hand menu. The main content area shows student information: Name, ID (2608), and Degree (Doctor of Philosophy). Below this, the "Thesis Status" section shows "Examiners Apprvd / Contacting".

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

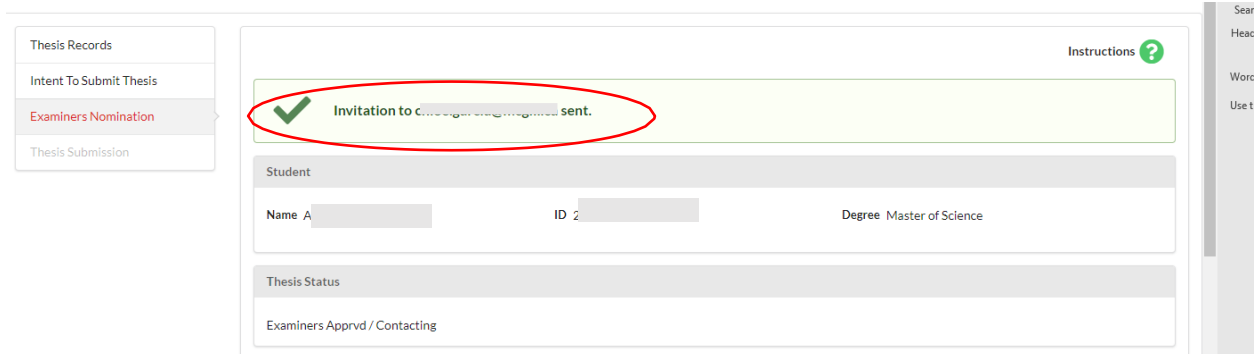
- 1- After approving the examiners, on the *Nomination of Examiners* page, select the envelope under ‘Invitation’, in the row belonging to the examiner(s) you have selected to evaluate the student’s thesis. If there are more than one proposed internal and/or external examiners, please only send the invitation to one internal and one external examiner at a time. This will avoid multiple acceptances.

Proposed Examiners								
Master Examiners								
Name	Email	Phone Number	Department	Thesis Mailing Address	Preference	Invitation	Sent on	Status
[Redacted]	[Redacted]	[Redacted]	Integrated Studies in Ed		<input type="radio"/>		Mon Feb 01 2021	Contacting

- 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.







### Step 4: Adding new examiners or changing an external examiner's email

It is possible to request changes to the Nomination of Examiners page for the student to make when the status is “Examiners Approved by GPD” or “Examiners Approved by Sup.”

Click the red button.





The student will receive a notification inviting them to access myThesis and address the requested changes. Once the student resubmits the examiners, the supervisor must then approve the page again, before it comes back to the GPD.

Proposed Examiners					
Master Examiners					
Name	Email	Preference	Invitation	Sent on	Status of Invitation
Tagalakis, Vicky	vicky.tagalakis@mcgill.ca	✓		Mon Jun 19 2023	Refused
Baltzan, Marcel	marc.baltzan@mcgill.ca				Proposed
Barkun, Alan N G	alan.barkun@mcgill.ca				Proposed
Rahme, Eham	eham.rahme@mcgill.ca				Proposed

[Request Changes](#)

It is also possible to change an external examiner's email when the record shows either the “Examiners Invitation sent” and “Examiners Approved by GPD” statuses.

Click the green pen to adjust the email in myThesis.

Proposed Examiners					
Internal Examiners					
Name	Email	Preference	Invitation	Sent on	Status of Invitation
Elabbagh, Mayada	mayada.elabbagh@mcgill.ca	✓		Tue Jul 04 2023	Contacting
Szekely, Eszter	eszter.szekely@mcgill.ca				Proposed
External Examiners					
Name	Email	Preference	Invitation	Sent on	Status of Invitation
Humphreys, Kathryn	k.humphreys@vanderbilt.edu 	✓		Tue Jul 04 2023	Act/Accept

## **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.

Student		
Name: A[redacted]	Degree: Master of Science	
Program: MSc Chemistry-T	Major: Chemistry-T	Concentration:

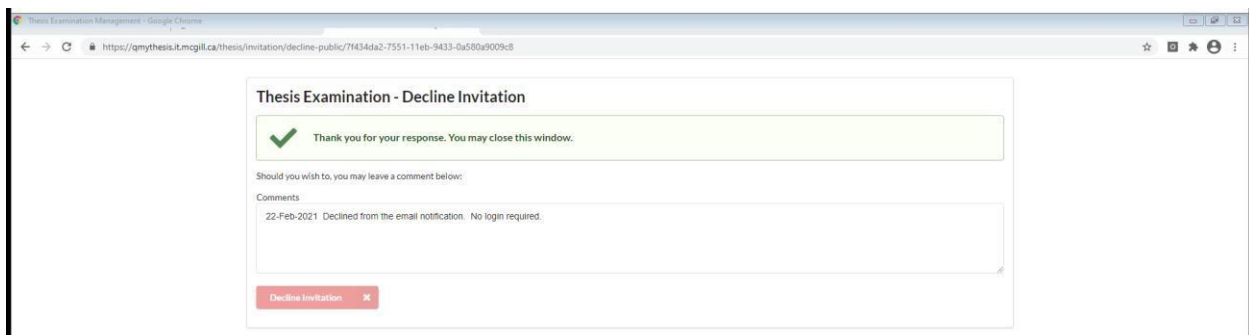
Intent to Submit Thesis	
Expected Submission Date: Fri Jan 29 2021	Predicted Graduation Term: Winter 2021
Thesis Title: ddd	
English Abstract: ddd	
French Abstract: sss	
Number of Pages: 600	Language Thesis is Written In: Afar

Declaration
I hereby certify that: <ul style="list-style-type: none"><li>TBD</li></ul>

[Accept Invitation](#) [Decline Invitation](#)

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.



Thesis Examination - Decline Invitation

✓ Thank you for your response. You may close this window.

Should you wish to, you may leave a comment below:

Comments

22-Feb-2021 Declined from the email notification. No login required.

Decline Invitation

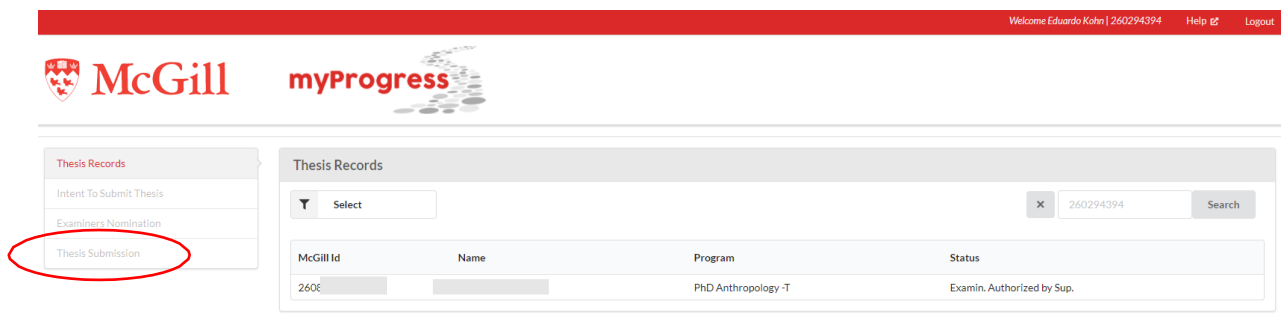
The Unit head will receive a notification if there is no response after 7 days and the nominee status will be updated to No Response. The GPD should then decide to re-send the invitation or select another examiner.

## Reviewing and Approving the Thesis Submission page



The student should submit their thesis after the examiner(s) has/have accepted the invitation and by 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.



Welcome Eduardo Kohn | 260294394 Help Logout

**Thesis Records**

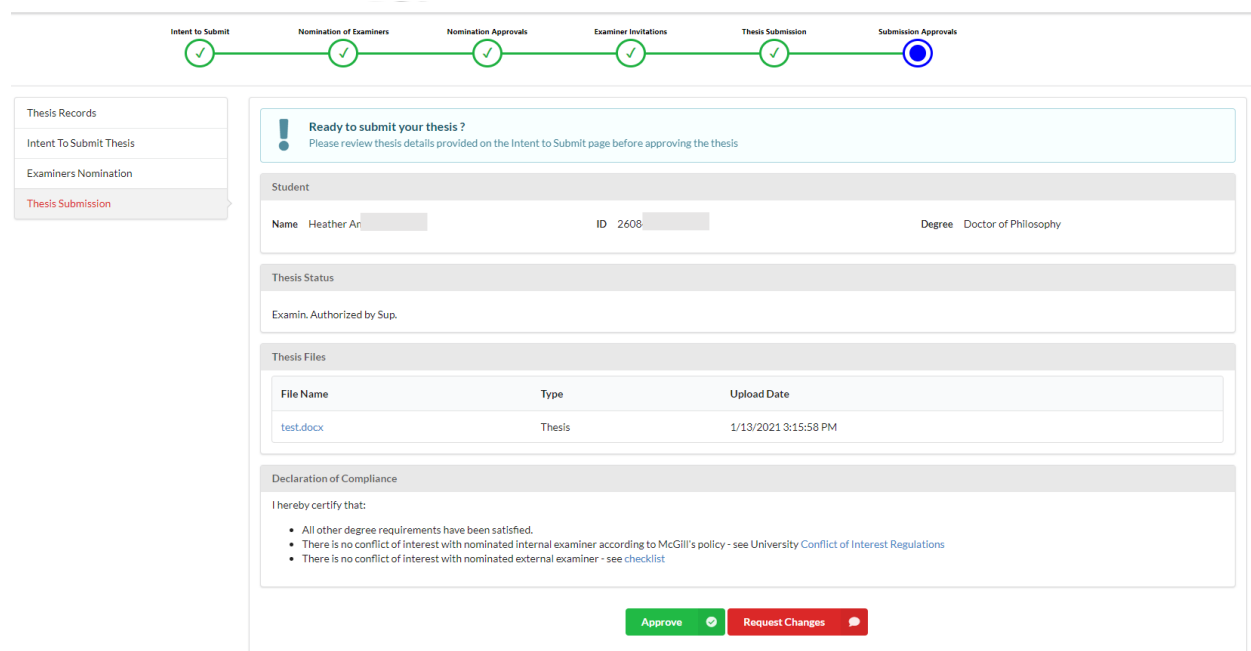
- Intent To Submit Thesis
- Examiners Nomination
- Thesis Submission

**Thesis Records**

Select x 260294394 Search

McGill Id	Name	Program	Status
260		PHD Anthropology-T	Examin. Authorized by Sup.

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



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

- 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: Heather Ari... ID: 2608... Degree: Doctor of Philosophy

**Thesis Status**

Examin. Authorized by Sup.

**Thesis Files**

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

**Declaration of Compliance**

I hereby certify that:

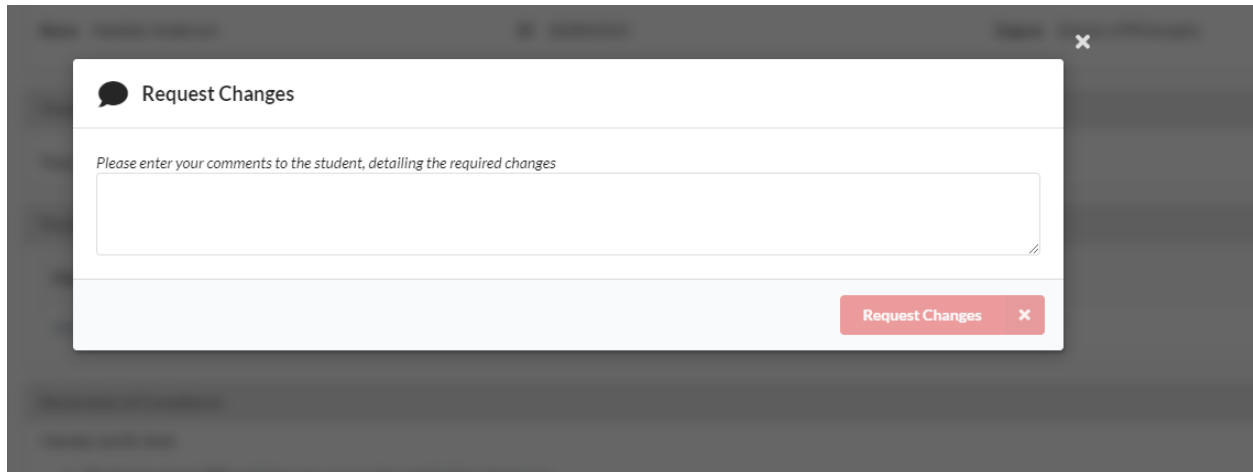
- All other degree requirements have been satisfied.
- There is no conflict of interest with nominated Internal examiner according to McGill's policy - see [University Conflict of Interest Regulations](#)
- There is no conflict of interest with nominated external examiner - see [checklist](#)

Approve
Request Changes

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

**Note:** Co-supervisors who are external to McGill do not have the ability to approve or request changes. The co-supervisor must send an email to GPS [thesis.gps@mcgill.ca](mailto:thesis.gps@mcgill.ca) with their instructions. The GPS office will accept on their behalf.

**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



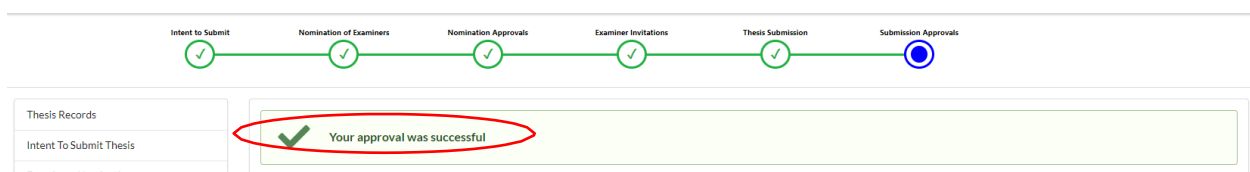
**If the information on both pages – *Intent to Submit Thesis* and *Thesis Submission* – is correct**, you can click on 'Approve', at the bottom of the *Thesis Submission* page.

**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.



# The Evaluation Process

## EVALUATION

Once the GPD approves the thesis submission, GPS will approve and send the thesis to examiners via myThesis. The status will show as “Evaluation in Progress”.

### **Evaluation of a master’s thesis:**

Once a successful thesis evaluation report has been received and processed by the Thesis Office, master’s students will be notified by myThesis to access the examiner report on the platform (GPCs are copied in the notification).

### **Evaluation of a doctoral thesis:**

Once a successful thesis evaluation report has been received and processed by the Thesis Office, doctoral students will be notified by myThesis that reports are received, and they can proceed with the defence. They will not have access to the reports until after the defence.

At the end of the evaluation period, reports are visible to the student, the supervisor(s), GPC, and GPD in myThesis.

Units can use the Evaluation statuses to monitor the progress of the evaluation:

Status in myThesis	What does the status mean?
Evaluation in Progress (SR)	The Thesis Office sent the thesis package to the examiner(s) via myThesis. The evaluation process is ongoing. For doctoral students: GPC gets notified by myThesis that the Oral Defence tab is open in myThesis.
Pass awaiting Oral (PO)	<b>Doctoral students:</b> The successful evaluation reports were received and processed by the Thesis Office. The defence can proceed.  Please note: Reports may be late. This status may only appear up to 4-5 days before the oral defence.
OD Decision Submitted	This status advises the Thesis Office to process the Pro-Dean’s decision in myThesis after the defence.
OD Decision Processed	This student advises the student that the oral defence results is a “Not Passed”.



Status in myThesis	What does the status mean?
Pass awaiting final (PF)	<p>The Evaluation page is visible to the student, supervisor (s), GPD, and GPC.</p> <p><b>Master's students:</b> The successful evaluation report was received and processed by the Thesis Office. The student will receive a myThesis notification once the positive evaluation has been received and processed. They will be able to access myThesis to view the feedback.</p> <p><b>Doctoral students:</b> This status will show in myThesis after the successful defence has been processed by the Thesis Office (can take up to 48 hours). The student will receive an email from the Thesis Office advising them to access myThesis to view the feedback.</p>
Reports Received (RE)	<p>The reports have been received by GPS. (Not Passed) When one or both examiners return an evaluation of "Not Passed", the primary supervisor will receive a notification via myThesis asking them to review the results in myThesis. They are advised to release the results to the student in myThesis within two days.</p>



## THESIS FAILURES

For the complete information on thesis failures, please access the website:  
<https://www.mcgill.ca/gps/thesis/thesis-guidelines/examination/failures>

As of August 2022, the revise and resubmit process for students who have not passed the thesis examination has taken place in myThesis. The process is highlighted in the table below.

Note that GPD action is required only when the status is “R&R Thesis Authorized by Sup.” – the revised thesis package requires GPD approval in myThesis at that point.

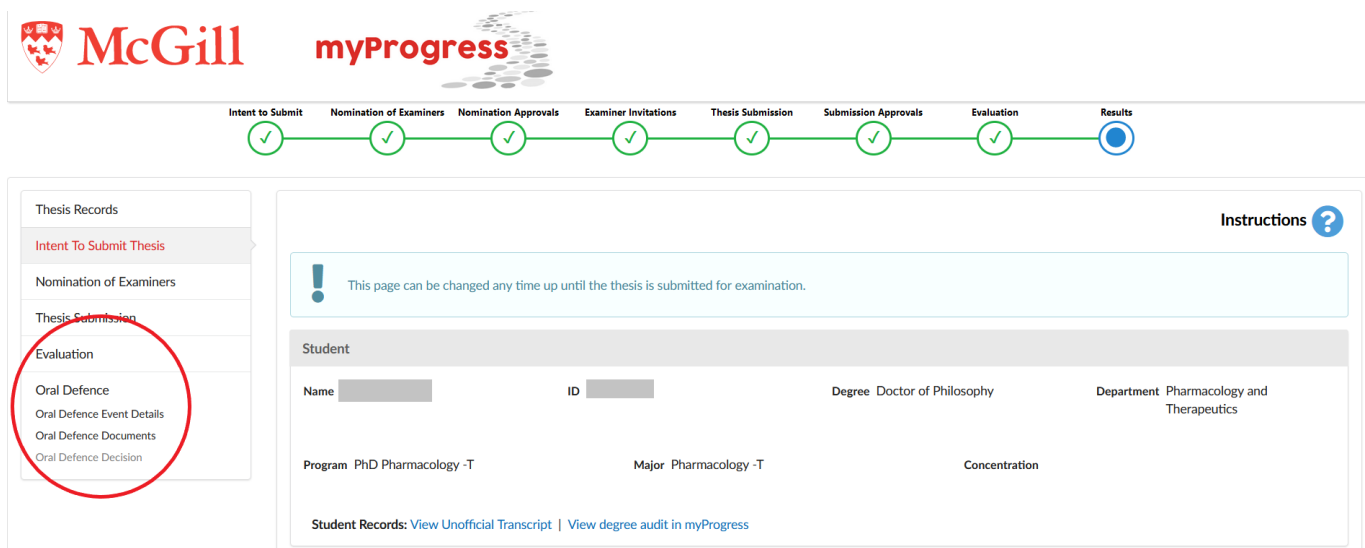
myThesis status	What the status means
<b>Reports Received</b>	<p>The reports have been received by GPS. (Not Passed)</p> <p>When one or both examiners return an evaluation of “Not Passed”, the primary supervisor will receive a notification via myThesis asking them to review the results in myThesis. They are advised to release the results to the student in myThesis within two days.</p>
<b>Thesis Requires Revision</b>	<p>When the results are released to the student, it is at this point that the transcript will reflect “Thesis Requires Revision” for the current term.</p> <p>The student is advised at this point to choose among the following (1) Revise and resubmit; (2) Hearing Committee (for bias, error, or misrepresentation). They have <b>6 weeks</b> to make the decision in myThesis. The supervisor will be notified of the decision.</p> <p>If there is no response from the student within six weeks of the date of the notification, they will be withdrawn from the University. Their transcript will indicate ‘Thesis Revision – Not Passed’.</p>
<b>R&amp;R Intent Submitted</b>	<p>When the student submits their decision to revise their thesis, the supervisor(s) will receive a myThesis notification asking them to confirm that they will maintain supervisory oversight for the revision.</p>
<b>R&amp;R Intent Acknowledged</b>	<p>The supervisor(s) has/have responded ‘Yes’ to the student decision to revise &amp; resubmit.</p> <p>The student should proceed to working on the revisions. The revised thesis must be submitted to GPS no later than <b>1 year</b> from the student’s decision to revise and resubmit. The due date to submit the revisions is indicated in myThesis.</p> <p>Students must remain registered at McGill throughout this time.</p> <p>If the student does not submit the revised thesis by the deadline, the thesis will be deemed to have failed and the student will be withdrawn from the university. Their transcript will indicate ‘Thesis Revision – Not Passed’.</p>

myThesis status	What the status means
<b>R&amp;R Package Submitted</b>	<p>When it is time to submit the thesis, the student can log into myThesis and upload the following documents:</p> <ul style="list-style-type: none"> <li>• A PDF of the revised thesis</li> <li>• Supplementary materials</li> <li>• A letter in PDF format addressed to the Dean of Graduate and Postdoctoral Studies describing the changes that have been made. This letter will be submitted to the examiner as part of the re-examination process.</li> </ul> <p>The supervisor and GPD will then receive notifications to approve the revised submission in myThesis.</p>
<b>R&amp;R Thesis Authorized by Sup.</b>	<p>The supervisor(s) has/have approved the revised thesis submission.</p>
<b>R&amp;R Thesis Authorized by GPD</b>	<p>The GPD has approved the revised thesis submission.</p>
<b>R&amp;R Thesis has been submitted</b>	<p>GPS has received and approved the revised thesis submission.</p>
<b>R&amp;R Evaluation in Progress</b>	<p>The revised thesis package is sent to the examiner who failed the original thesis. No contact between the Unit or student and the examiner is permitted.</p> <p>If the original examiner is not willing or available to serve, GPS will contact the Unit and secure another examiner. This new examiner will be provided with the original thesis and report that did not pass the thesis. They will be asked to determine whether the revised thesis has addressed the issues raised by the original examiner's report and has met the requirements for the degree.</p>
<p>Once the thesis has passed, the student can submit their final or proceed to an oral defence, depending on their level of study.</p> <p>Should the examiner not pass the revised thesis, the student will be withdrawn from the University unless they believe there is bias, error, or serious misrepresentation on the part of the examiner (see below).</p>	

## Step-by-step guidelines (GPCs)

### ORAL DEFENCE ORGANIZATION

Once the thesis is processed by GPS and sent to the examiners, GPCs (or GPDs) are invited to input the confirmed event details and committee into myThesis. **The event details and committee must have been confirmed with the student and committee outside myThesis, before the information is entered on the platform.**



The screenshot displays the myProgress interface. At the top, the McGill logo and 'myProgress' branding are visible. A progress bar shows the following steps: Intent to Submit (checked), Nomination of Examiners (checked), Nomination Approvals (checked), Examiner Invitations (checked), Thesis Submission (checked), Submission Approvals (checked), Evaluation (checked), and Results (active). On the left, a sidebar menu lists 'Thesis Records' with sub-items: 'Intent To Submit Thesis' (highlighted in red), 'Nomination of Examiners', 'Thesis Submission', 'Evaluation', 'Oral Defence', 'Oral Defence Event Details', 'Oral Defence Documents', and 'Oral Defence Decision' (circled in red). The main content area shows a notification: 'This page can be changed any time up until the thesis is submitted for examination.' Below this, student information is displayed: Name (redacted), ID (redacted), Degree Doctor of Philosophy, Department Pharmacology and Therapeutics, Program PhD Pharmacology -T, Major Pharmacology -T, and Concentration. At the bottom, there are links for 'View Unofficial Transcript' and 'View degree audit in myProgress'.

### PRIOR TO ENTERING ORAL DEFENCE INFORMATION IN MYTHESIS

#### Important considerations

The following actions must be considered and completed prior to entering and submitting information in myThesis:

- The date of the oral defence must be at least 6 weeks from the date on the email notification received prompting the GPC to start the organization of the oral defence (this is the same date that is reflected in student's row on the Thesis Records search page, when the student's myThesis status is "Evaluation In Progress").
- The date and time of the oral defence must be booked on the [GPS oral defence calendar](#).  
--If the date is full– please select another date.
- GPCs must have read and followed the [Oral Defence Guidelines](#), including the composition of the Oral Defence Committee.
- The date, time, and location of the oral defence must have already been scheduled and confirmed with the student and all committee members.
- **IMPORTANT:** The oral defence committee members listed must have already been contacted and have confirmed their attendance to the event.

## Steps for completing the Oral Defence Event Details page

Once the oral defence event details and committee attendance is confirmed outside myThesis, please take the following steps:


**Step 1:** Access myThesis through the link in the notification advising you to complete the oral defence form.

You can also use the main link to access the student record (as shown below): <https://mythesis.mcgill.ca/> . Click on the row.

McGill ID	Name	Program	Status	Status Date	My Role	Oral Defence Date
	Stille, Julia	PHD Chemistry - T	Evaluation In Progress	2023-05-05	GPC	

**Step 2:** In the “Oral Defence Details” page, enter:

- a. Date & time
- b. Event type (Online, In Person, Hybrid)
  - Online
    - Include the full meeting link
  - In Person
    - Include the full name of the building and room number
  - Hybrid
    - Include both
- c. Additional notes: RECOMMENDED
  - Meeting ID and password
  - Exact building address (e.g., 1234 McTavish, 2nd floor, room 213)
  - Instructions (e.g., enter building from door facing the hospital, go to the end of the hallway and turn left)
  - Phone number of supervisor or Chair (for Pro-Dean or other members external to the department who need last minute assistance with Zoom or finding the room)
  - A note highlighting any changes made to the event details (if needed).



Thesis Records	Student																																												
<ul style="list-style-type: none"> <li>Intent To Submit Thesis</li> <li>Nomination of Examiners</li> <li>Thesis Submission</li> <li>Evaluation</li> <li>Oral Defence               <ul style="list-style-type: none"> <li>Oral Defence Event Details</li> <li>Oral Defence Documents</li> <li>Oral Defence Decision</li> </ul> </li> </ul>	<table border="1" style="width: 100%;"> <tr> <td>Name J</td> <td>ID</td> <td>Degree Doctor of Philosophy</td> <td>Department Chemistry</td> </tr> <tr> <td colspan="4">Thesis Status</td> </tr> <tr> <td colspan="4">Evaluation In Progress</td> </tr> <tr> <td colspan="4">Event Details</td> </tr> <tr> <td>Oral Defence Date</td> <td colspan="3">Event Type</td> </tr> <tr> <td colspan="4">Additional Notes</td> </tr> <tr> <td colspan="4">Committee Status</td> </tr> <tr> <td colspan="4">Draft</td> </tr> <tr> <td colspan="4">Committee Members</td> </tr> <tr> <td>Name</td> <td>Member Role</td> <td>Email</td> <td>Attendance</td> </tr> <tr> <td>Sparks, Tabitha</td> <td>Internal Examiner</td> <td>tabitha.sparks@mcgill.ca</td> <td>Select...</td> </tr> </table>	Name J	ID	Degree Doctor of Philosophy	Department Chemistry	Thesis Status				Evaluation In Progress				Event Details				Oral Defence Date	Event Type			Additional Notes				Committee Status				Draft				Committee Members				Name	Member Role	Email	Attendance	Sparks, Tabitha	Internal Examiner	tabitha.sparks@mcgill.ca	Select...
Name J	ID	Degree Doctor of Philosophy	Department Chemistry																																										
Thesis Status																																													
Evaluation In Progress																																													
Event Details																																													
Oral Defence Date	Event Type																																												
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Committee Status																																													
Draft																																													
Committee Members																																													
Name	Member Role	Email	Attendance																																										
Sparks, Tabitha	Internal Examiner	tabitha.sparks@mcgill.ca	Select...																																										

### a. Date & time

**Thesis Status**

Evaluation In Progress

---

**Event Details**

**Oral Defence Date**

**Event Type**

May 2023							Time
Su	Mo	Tu	We	Th	Fr	Sa	
30	1	2	3	4	5	6	11:00 a.m.
7	8	9	10	11	12	13	8:30 a.m.
14	15	16	17	18	19	20	9:00 a.m.
21	22	23	24	25	26	27	9:30 a.m.
28	29	30	31	1	2	3	10:00 a.m.

### b. Event type (Online, In Person, Hybrid)

**Event Details**

**Oral Defence Date**

**Event Type**

Online ▾

Online

In Person

Hybrid

**Additional Notes**

If you click online:

**Event Details**

**Oral Defence Date**

**Event Type**

**Online Meeting Link**

**Additional Notes**

If you click Hybrid:

**Event Details**

**Oral Defence Date**

**Event Type**

**Online Meeting Link**

**Building and Room**

**Additional Notes**

If you click in person:

**Event Details**

**Oral Defence Date**

**Event Type**

**Building and Room**

**Additional Notes**

**Step 3:** Enter Oral defence committee members, their roles, and whether they are attending online or in person. The table will already be populated with the examiners and supervisor. If you need to remove a member, click on the red trash can. You might need to refresh the page for the change to reflect.

### Important considerations:

- Please keep in mind committee membership guidelines: <https://www.mcgill.ca/gps/thesis/thesis-guidelines/oral-defence>
- A minimum of 5 committee members must be submitted. At a minimum there needs to be one chair, one internal examiner, the supervisor, internal member (or Co-Supervisor as appropriate) and external member (may be replaced by the external examiner)
- The internal examiner cannot be removed from the table as they are mandatory participants at an oral defence– please contact the thesis office if they are unable to attend the defence.
- Delete the external examiner if they are not attending the oral defence. If the external examiner is attending, please leave their role as external examiner (i.e., do not change it to external member).
- GPCs do NOT enter or modify the Pro-Dean information – GPS will add the Pro-Dean in myThesis once they are secured.

Thesis Records

- Intent To Submit Thesis
- Nomination of Examiners
- Thesis Submission
- Evaluation
- Oral Defence
- Oral Defence Event Details
- Oral Defence Documents
- Oral Defence Decision

Student

Name: [ ] ID #: [ ] Degree: Doctor of Philosophy Department: Chemistry

Thesis Status

Evaluation In Progress

Event Details

Oral Defence Date: [ ] Event Type: [ ]

Additional Notes: [ ]

Committee Status

Draft

Committee Members

Name	Member Role	Email	Attendance	Actions
Sparks, Tabitha	Internal Examiner	tabitha.sparks@mcgill.ca	Select...	
Kossovitch, Martin	External Examiner	martin.kossovitch@mcgill.ca	Select...	
Lurto, Jean-Philip	Supervisor	jean-philip.lurto@mcgill.ca	Select...	

[Search/Add](#)

Declaration of Compliance

I hereby certify that:

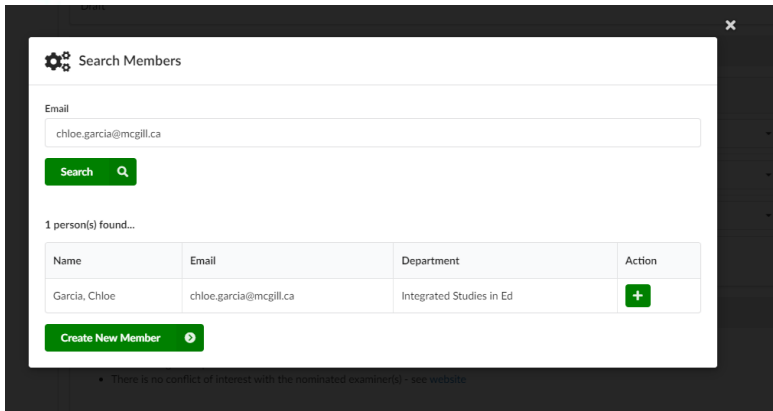
- All other degree requirements have been satisfied.
- There is no conflict of interest with the nominated examiner(s) - see [website](#)

I hereby submit the Oral Defence Committee in accordance with the [guidelines](#) and the declaration above.

[Save Draft](#) [Submit for Approval](#)

### Searching for and adding committee members:

To add new committee members, click Search/Add and enter their email address. By clicking the plus sign, then the X at the top right hand side of the pop-up, they will be added to the list of oral defence committee members.



Search Members

Email  
chloe.garcia@mcgill.ca

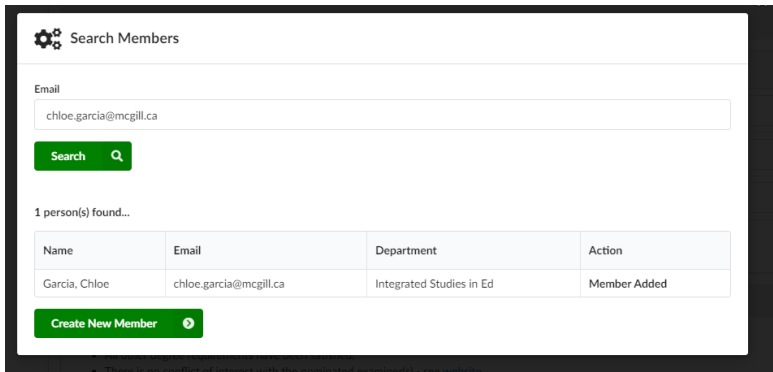
Search

1 person(s) found...

Name	Email	Department	Action
Garcia, Chloe	chloe.garcia@mcgill.ca	Integrated Studies in Ed	+

Create New Member

\* There is no conflict of interest with the nominated examiners? See website



Search Members

Email  
chloe.garcia@mcgill.ca

Search

1 person(s) found...

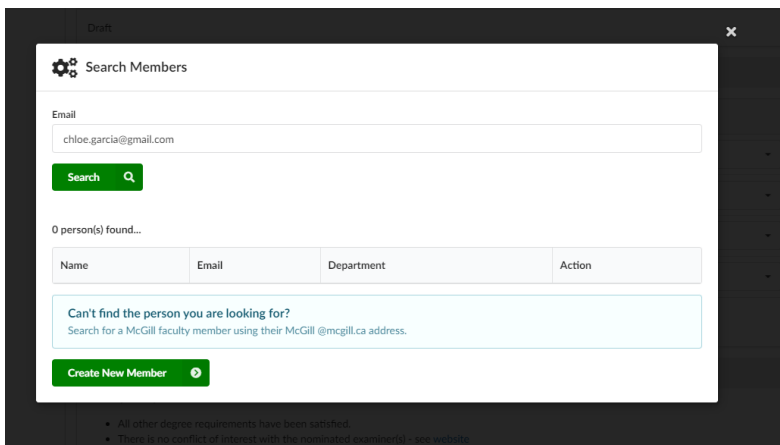
Name	Email	Department	Action
Garcia, Chloe	chloe.garcia@mcgill.ca	Integrated Studies in Ed	Member Added

Create New Member

\* There is no conflict of interest with the nominated examiners? See website

If no name appears, you may want to 1) check for typos, and 2) check for alternative email addresses.

Do not create a new member if they are McGill faculty- use the mcgill.ca email. If no one pops up, contact the thesis office.



Search Members

Email  
chloe.garcia@gmail.com

Search

0 person(s) found...

Name	Email	Department	Action
Can't find the person you are looking for? Search for a McGill faculty member using their McGill @mcgill.ca address.			

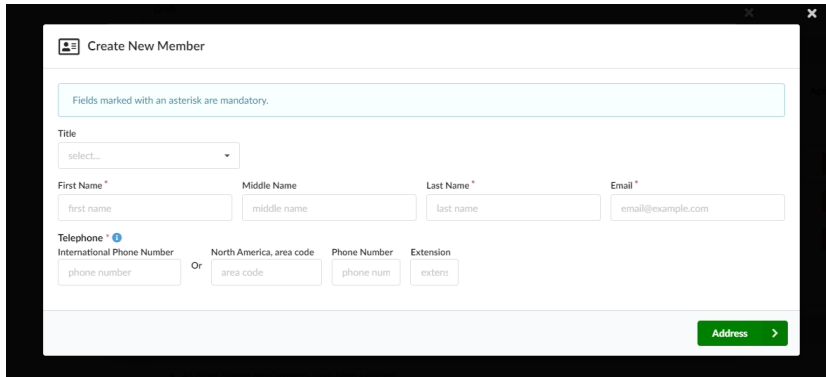
Create New Member

\* All other degree requirements have been satisfied  
\* There is no conflict of interest with the nominated examiners? See website

When creating a member, ensure the fields with a star are completed. If you add their title, please ensure to mark Dr. or Prof. accordingly.

When done, click Address. Enter the University or Institution, and the address A pop up will otherwise appear asking if you want to create the new member without that missing info.

Press Save.



**Create New Member**

Fields marked with an asterisk are mandatory.

Title  
select...

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

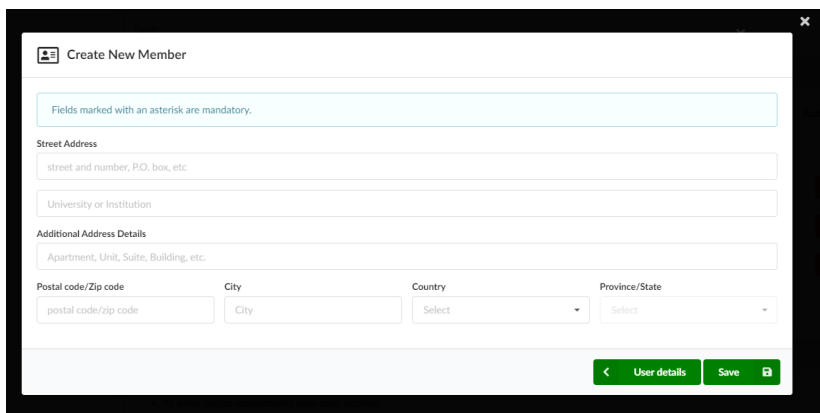
first name middle name last name email@example.com

Telephone \*

International Phone Number Or North America, area code Phone Number Extension

phone number area code phone num extens

Address >



**Create New Member**

Fields marked with an asterisk are mandatory.

Street Address  
street and number, P.O. box, etc

University or Institution

Additional Address Details  
Apartment, Unit, Suite, Building, etc.

Postal code/Zip code City Country Province/State

postal code/zip code City Select Select

< User details Save

**Step 4:** Review the declaration and check off the box. All mandatory fields must be completed before you press Submit for Approval. The student, primary supervisor, GPD and GPS will then approve the oral defence event details and nominations.

If changes need to be made prior to GPS approval, each of these parties can select “Request Changes”. A notification then goes to the GPC with comments on the changes requested. Once the page is resubmitted, the approval process restarts.

#### After GPS approval of the oral defence committee and event details:

- The GPC, student, and all committee members receive a notification from myThesis inviting them to access myThesis to view the committee and details of the event.
- **The committee members will all have access to the thesis**

#### Making modifications

- If the GPC **modifies event details** (date, time, location, zoom link etc), they have to click on “Save Event Changes”. A notification is sent to committee members, student, GPD, GPC, and GPS informing them that the event details have been modified. If any of the users





have issues with the event changes, they must contact the GPC outside myThesis.

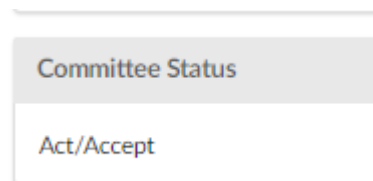
- If the GPC **modifies the committee attendance or member role**, the changes can be saved in myThesis. No notification goes out.
- If **the committee membership is modified before the oral defence package is sent** (for example: a member is removed and another added instead), the GPC presses “Submit for approval” and the approval process restarts.
- If **the committee membership is modified after the oral defence package is sent** (for example: a member is removed and another added instead two days before the defence), the thesis office must be informed of the changes requested (who is being removed or added from the committee). GPS will confirm the new committee in myThesis, then the student and GPC will get notified that a change has been made to the committee membership

### When GPS send the reports to examiners

GPS will send the oral defence documents (which include the thesis reports) to the Pro-Dean and the Committee approximately 5 business days before the oral defence (late reports may cause delays in sending the oral defence documents to the committee).

For now, GPCs are not cc’ed in the notification to the committee that the reports are ready and do not have access to the reports until the defence is done.

- To tell if the package was sent, consult the committee status – if it says “Act/Accept”, then the committee have the reports.
- If a committee member needs the reports notification resent, contact the thesis office to send the notification or, if they are a McGill employee or an examiner, invite them to log in directly to: <https://mythesis.mcgill.ca/>



# Pro-Dean Access and Certificate Upload

Prior to the defence, Pro-Deans will access myThesis to:

- Review the oral defence event details, the thesis documents, and the reports
- Download the oral defence certificate

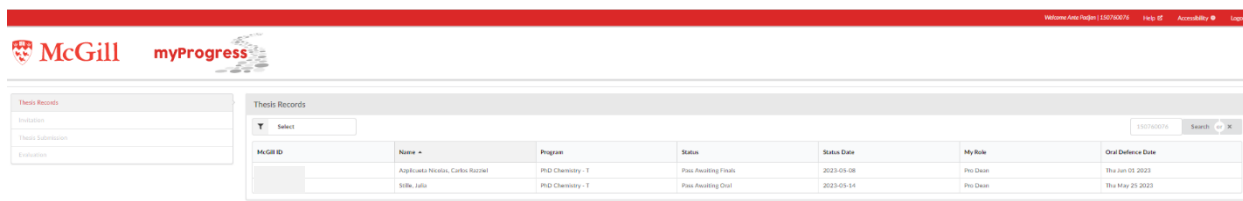
After the defence, Pro-Deans will access myThesis to upload the oral defence certificate, confirm that the oral defence is Passed/Not Passed, and submit the decision

Full Pro-Dean guidelines are here: <https://www.mcgill.ca/gps/thesis/thesis-guidelines/oral-defence/serving-pro-dean-oral-defences> .

## Steps prior to the defence (for Pro-Deans)

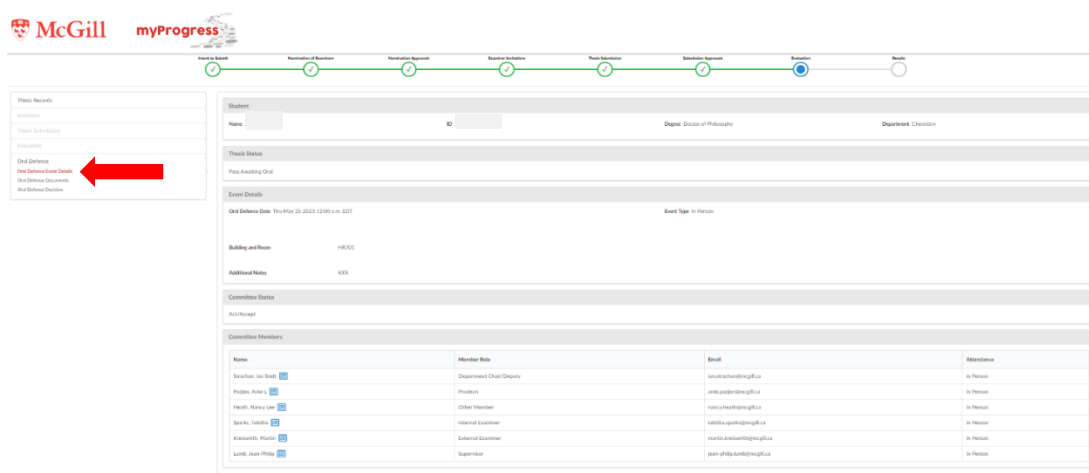
**Step 1:** Access myThesis through the link provided in the myThesis notification you received. Enter your *mcgill.ca* login credentials (email and password). If you encounter issues, see this [IT support page](#) .

When you see the page below, click on the row with the name of the student:



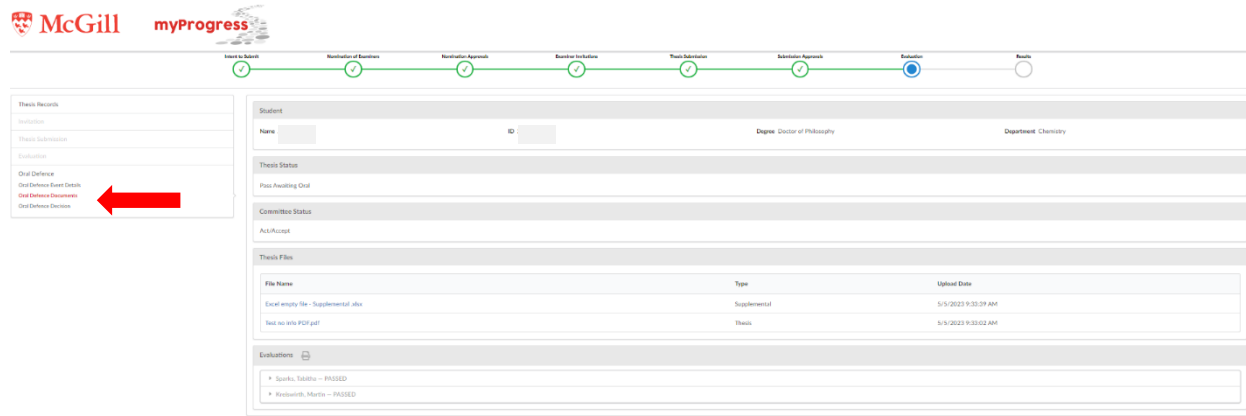
MCG ID	Name	Program	Status	Status Date	My Role	Oral Defence Date
	Angelika Novak, Carlos Ruzicki	PhD Chemistry - 1	Pass Awaiting Finals	2023-05-08	Pro Dean	Thu Jun 01 2023
	Silke Jahn	PhD Chemistry - 1	Pass Awaiting Out	2023-05-14	Pro Dean	Thu May 25 2023

**Step 2:** Once you are in the student's record, access the "Oral Defence Event Details" tab to see information such as oral defence committee members, date of defence, and location and/or Zoom link.



Name	Member Role	Email	Attendance
Shachar, Ian Brent	Department Chair/Deputy	isachar@mcgill.ca	In Person
Prokin, Anna L	Prokin	anna.prokin@mcgill.ca	In Person
Prokin, Anna L	Other Member	anna.prokin@mcgill.ca	In Person
Sparks, Leslie	Internal Examiner	leslie.sparks@mcgill.ca	In Person
Sparks, Leslie	External Examiner	leslie.sparks@mcgill.ca	In Person
Leith, Jean-Philippe	Supervisor	jean.philippe.leith@mcgill.ca	In Person

**Step 3:** Access the “Oral Defence Documents” tab to review and download the thesis, thesis checklist, and reports.



The screenshot shows the myProgress portal interface. At the top, there is a progress bar with seven steps: 1. Search to Submit, 2. Notification of Success, 3. Notification Approval, 4. Examiner Selection, 5. Thesis Submission, 6. Selection Approval, and 7. Evaluation. The 'Evaluation' step is currently active, indicated by a blue circle. On the left sidebar, the 'Oral Defence Documents' tab is highlighted with a red arrow. The main content area displays student information (Name, ID, Degree: Doctor of Philosophy, Department: Chemistry), Thesis Status (Final Awarding Out), Committee Status (Act/Accept), and a list of Thesis Files. The files list includes 'Exam copy file - Supplemental.xlsx' and 'Text to PDF PDF.pdf'. Below the files, there is an 'Evaluations' section showing two entries: 'Sparks, Tabitha - PASSED' and 'Reservoir, Martin - PASSED'.

The Pro-Dean must verify that the thesis includes the following [components](#):

- a table of contents;
- a brief abstract in both English and French;
- a general introduction, including a statement of rationale and objectives of the research, as well as a comprehensive review of the literature (in addition to that covered in the introduction to each paper in the case of a [manuscript-based thesis](#));
- for manuscript-based theses: transition/connecting texts between chapters;
- explicit statements of the contributions (if any) to the research, which must be in the acknowledgments or preface of a standard format thesis, or in a specific section of the preface entitled “Contribution of Authors,” in the case of a manuscript-based thesis, where contributions of others must be acknowledged;
- A comprehensive scholarly discussion of all the findings; and
- A final conclusion and summary.

**Please note:** Formatting criteria should be met for manuscript-based theses, specifically pertaining to the inclusion of bridging text and literature and discussion of findings sections.

Traditional theses must include all thesis components, but their structure may vary based on **disciplinary norms**. If you are not familiar with disciplinary norms for the student's thesis and require clarification, please contact the Chair of the oral defence committee (representative of the Academic Unit).

**Step 4:** Access the “Oral Defence Decision” Tab to view and download the certificate for the defence. The Certificate of Oral Defence is a fillable form. For defences held online, your digital signature is acceptable, in addition to copies of email confirmations from committee members. For defences with full or partial in-person components, please print and ask for committee members’ wet signatures at the

defence.

### Sample certificate

**McGill**  
Graduate and Postdoctoral Studies  
James Administration Building  
845, Sherbrooke Street West, Room 400  
[thesp.gps@mcgill.ca](mailto:thesp.gps@mcgill.ca)

Département des études supérieures et postdoctorales  
Pavillon James de l'Administration  
845, rue Sherbrooke Ouest, bureau 400  
[thesp.gps@mcgill.ca](mailto:thesp.gps@mcgill.ca)

**Oral Defence Certificate**

**Student** J [redacted] **ID** [redacted]

**Program** PHD Chemistry - T

**Date of defence** Thu May 25 2023

The candidate is certified to the Committee as having fulfilled all required courses. The language proficiency test required was NIL.

<b>Committee Members</b>	<b>Signatures</b>
<b>Department Chair/Deputy</b> Ian Brett Strachan	<b>Department Chair/Deputy</b>
<b>Supervisor</b> Jean-Philip Lumb	<b>Supervisor</b>
<b>Internal Examiner</b> Tabitha Sparks	<b>Internal Examiner</b>
<b>Other Member</b> Nancy Lee Heath	<b>Other Member</b>
<b>External Examiner</b> Martin Kreiswirth	<b>External Examiner</b>
<b>Prodean</b> Ante L Padjen	<b>Prodean</b>

**OVERALL DECISION**

The oral defence committee has considered the student's academic record, the examiners' reports, the student's submitted thesis, and the student's oral defence presentation. The overall decision for partial fulfillment of the doctoral degree is indicated below.

PASSED

NOT PASSED (specify below)

Thesis not passed

Oral defence not passed

Thesis and oral defence not passed

## Steps after the defence (for Pro-Deans)

**Pro-Deans** must submit the signed Oral Defence Certificate and confirm the Pass or Not Passed decision via myThesis.

**For in-person defences:** The Oral Defence Certificate should be signed by all members of the Committee at the defence.

**For a fully remote or hybrid defence,** signatures confirming the final Committee decision will be in the form of email confirmation from each Committee member to the Pro-Dean indicating the overall committee decision ("Passed" or one of three "Not Passed" outcomes).

You must sign the Oral Defence Certificate on behalf of the Committee, based on their email confirmations. The Committee email confirmations that you received should be sent to [thesis.gps@mcgill.ca](mailto:thesis.gps@mcgill.ca), or they can be uploaded directly to myThesis.

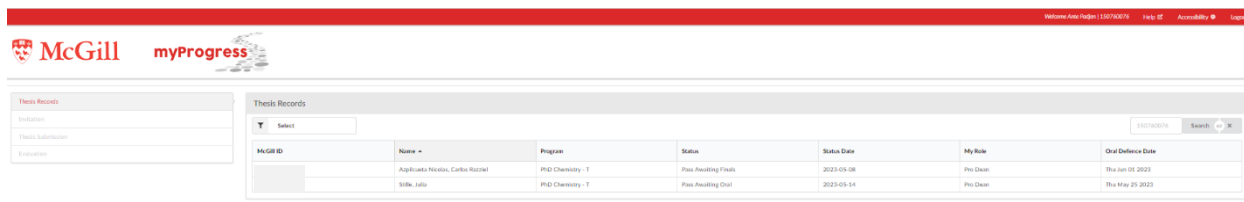
If the decision was "Not Passed":

- The Pro-Dean should send the Certificate of Oral Defence immediately after the defence, informing the Thesis Office of the failure.
- Within a week, the Pro-Dean should submit a report summarizing the committee members' required revisions directly to the student, copying the Thesis Office and the supervisor.

**To submit the Certificate and Decision in myThesis:**

**Step 1:** Access myThesis through the link provided in the myThesis notification you received. Enter your *mcgill.ca* login credentials (email and password). If you encounter issues, see this [IT support page](#).

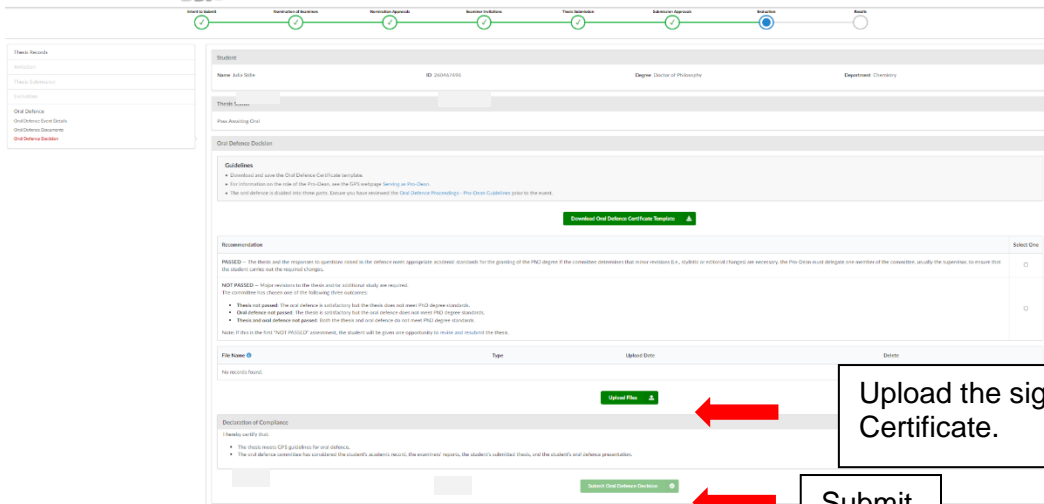
When you see the page below, click on the name of the student:



MCGR ID	Name	Program	Status	Status Date	My Role	Oral Defence Date
	Alpikanta Nandan, Carole Raziel	PhD Chemistry - 1	Pass Resulting From	2023-05-08	Pro Dean	Thu Jun 01 2023
	Silke Julia	PhD Chemistry - 1	Pass Resulting Oral	2023-05-14	Pro Dean	Thu May 25 2023

**Step 2:** Access the "Oral Defence Decision" Tab. Enter the decision. Upload the signed certificate; as the image below reflects, you upload the PDF, select File Type (Oral Defence Certificate), and Submit. You can opt to upload email confirmations here – in this case, select "Supplemental File Type" for any file that is not the Certificate.

Once these steps are taken, click Submit at the bottom of the page.



**Student**

Name: John Doe | ID: 123456789 | Degree: Doctor of Philosophy | Department: Chemistry

**Thesis Details**

Thesis Title: [Redacted]

Thesis Supervisor: [Redacted]

**Oral Defence Decision**

**Guidelines**

- Download and save the Oral Defence Certificate template.
- For information on the oral defence process, see the PDF message template in this document.
- The oral defence is divided into three parts. Ensure you have completed the Oral Defence Process - Pre-Oral Defence prior to the event.

**Recommendation**

**PASSED** - The thesis and the responses to questions raised in the defence were appropriate, acceptable, adequate for the granting of the PhD degree if the committee determines that it may recommend it, suitable or minimal changes are necessary, the Pre-Oral Defence or a member of the committee, usually the supervisor, to ensure that the student carries out the required changes.

**NOT PASSED** - Major revisions to the thesis and/or additional study are required. For consideration for re-examination, the following must be completed:

- Thesis not passed: The oral defence is satisfactory but the thesis does not meet PhD degree standards.
- Oral defence not passed: The thesis is satisfactory but the oral defence does not meet PhD degree standards.
- Thesis and oral defence not passed: Both the thesis and oral defence do not meet PhD degree standards.

Note: If this is the first "NOT PASSED" assessment, the student will be given one opportunity to re-ask and re-take the thesis.

**File Name**

File Name	Type	Upload Date	Delete
[Redacted]	[Redacted]	[Redacted]	[Redacted]

**Description of Compliance**

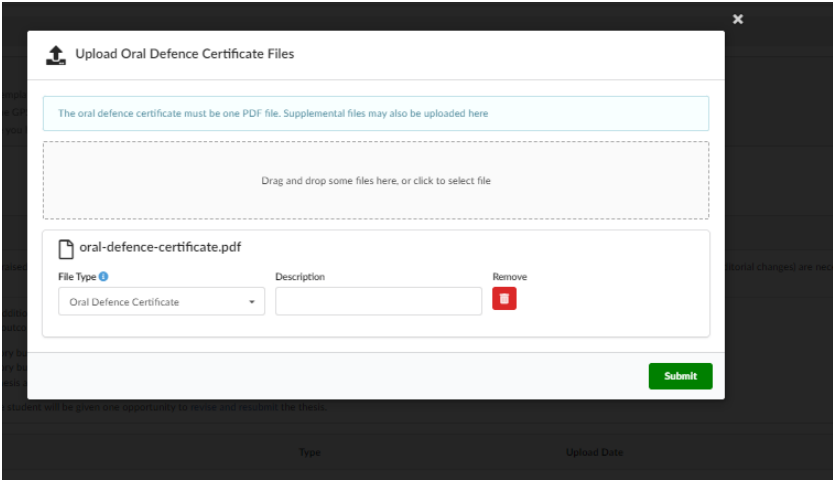
Thesis committee:

- The thesis meets GPE guidelines for oral defence.
- The oral defence assessment has considered the committee's academic record, the examiners' reports, the student's submitted thesis, and the student's oral defence presentation.

Click on the radio button to confirm the decision

Upload the signed Certificate.

Submit



**Upload Oral Defence Certificate Files**

The oral defence certificate must be one PDF file. Supplemental files may also be uploaded here

Drag and drop some files here, or click to select file

oral-defence-certificate.pdf

File Type: Oral Defence Certificate | Description: [Redacted] | Remove

Submit

If you encounter issues, please contact [thesis.gps@mcgill.ca](mailto:thesis.gps@mcgill.ca)

## Annex A: What can Units do at different stages of the approval process?

The actions below are suggestions to ensure smooth approval processes. Please note that myThesis does send reminders but in some cases, additional communication is helpful.

Status in myThesis	What does the status mean?	Actions
Intent Submitted (IS)	The student submitted their intent to submit their thesis. The supervisor and co-supervisor were notified.	<p>It is advised that the Unit does the degree audit at this time (at the latest). Please include a note in myProgress when degree audit is complete: "Program requirements met"</p> <p>As some students will not submit by their expected Intent to Submit date, it is a good idea to review these records once or twice a year, Students must either update their intent date or the thesis office can be asked to delete the thesis record if the student is not ready to submit.</p>
Examiners Proposed (EP)	The student submitted their Nomination of Examiners page. The supervisor was notified that their approval is required.	If the status is outstanding for more than a few days, follow up with supervisor.
Examiners Approved by Sup. (ES)	The supervisor approved the Notification of Examiners page. The GPD was notified that their action is required: approving the page and inviting the examiner.	If the status is outstanding for more than a few days, follow up with GPD, or their back up (the chair or Faculty AD).
Examiners Approved by GPD	The GPD approved the examiner nominations.	<p>This status will also show if all examiners have declined and/or failed to respond. The GPD can select 'Request Changes' to enable the student to add new names.</p> <p>If the status is outstanding for more than a few days, follow up with GPD, or their back up (the chair or Faculty AD).</p>
Examiners Invitation sent	The GPD sent the invitation(s) to the examiner(s).	
Examiners Accepted Invitation (EA)	The student can now submit their initial thesis when they are ready.	It is a good idea to review these records once or twice a year, as some students will not submit by their expected Intent to Submit date. This means that the

Status in myThesis	What does the status mean?	Actions
		<p>examiners will need to be recontacted at the time of submission.</p> <p>Students must either update their intent date and ensure the Unit or supervisor informs the examiner. Or, the thesis office can be asked to delete the thesis record if the student is not ready to submit.</p>
Thesis Package Submitted (PS)	<p>The student submitted their initial thesis in PDF format.</p> <p>Their supervisor and co-supervisor were notified that their approval is required.</p>	<p>If the status is outstanding for more than a few days, follow up with the supervisor(s). Note that the supervisor approves first, then the co-supervisor.</p> <p>If a co-supervisor is external to McGill, they should contact <a href="mailto:thesis.gps@mcgill.ca">thesis.gps@mcgill.ca</a> to approve on their behalf.</p>
Eval. Authorized by Sup. (AS)	<p>The initial thesis package was approved by the supervisor and co-supervisor.</p> <p>The GPD was notified that their approval is required.</p>	<p>If the status is outstanding for more than a few days, follow up with GPD, or their back up (the chair or Faculty AD).</p>
Eval. Authorized by GPD (AD)	<p>The initial thesis package was approved by the GPD. GPS was notified that their approval is required.</p>	
Thesis submitted to GPS (SU)	<p>GPS has received and approved thesis package for examination</p>	
Evaluation in Progress (SR)	<p>The Thesis Office sent the thesis package to the examiner(s) via myThesis. The evaluation process is ongoing.</p> <p>For doctoral students: GPC gets notified by myThesis that the Oral Defence tab is open in myThesis.</p>	<p>GPCs will get a notification to start organizing the defence. The defence information should be entered into myThesis in a timely manner, at least 4 weeks prior to the defence date. The defence data can be scheduled 6 weeks after the date the thesis went to examiners (status date)</p>
Pass awaiting Oral (PO)	<p><b>Doctoral students:</b> The successful evaluation reports were received and processed by the Thesis Office. The defence can proceed.</p> <p>Please note: Reports may be late. This status may only appear up to 4-5 days before the oral defence.</p>	



Status in myThesis	What does the status mean?	Actions
Pass awaiting final (PF)	<p>The Evaluation page is visible to the student, supervisor (s), GPD, and GPC.</p> <p><b>Master’s students:</b> The successful evaluation report was received and processed by the Thesis Office. The student will receive a myThesis notification once the positive evaluation has been received and processed. They will be able to access myThesis to view the feedback.</p> <p><b>Doctoral students:</b> This status will show in myThesis after the successful defence has been processed by the Thesis Office (can take up to 48 hours). The student will receive an email from the Thesis Office advising them to access myThesis to view the feedback.</p>	
OD Decision Submitted	This status advises the Thesis Office to process the Pro-Dean’s decision in myThesis after the defence.	
OD Decision Processed	This status advises the student that the oral defence results is a “Not Passed”.	
Reports Received (RE)	<p>The reports have been received by GPS. (Not Passed)</p> <p>When one or both examiners return an evaluation of “Not Passed”, the primary supervisor will receive a notification via myThesis asking them to review the results in myThesis. They are advised to release the results to the student in myThesis within two days.</p>	If the status is outstanding for more than a few days, follow up with supervisor to 1) release the results, and 2) ask about cancelling a defence (GPS will be aware of the failure, but it is advised to contact them anyways about defence cancellations)
<b>When an examiner indicates “Not Passed”</b>		
<b>Thesis Requires Revision</b>	When the results are released to the student, it is at this point that the transcript will reflect “Thesis	

Status in myThesis	What does the status mean?	Actions
	<p>Requires Revision” for the current term.</p> <p>The student is advised at this point to choose among the following (1) Revise and resubmit; (2) Hearing Committee (for bias, error, or misrepresentation). They have <b>6 weeks</b> to make the decision in myThesis. The supervisor will be notified of the decision.</p> <p>If there is no response from the student within six weeks of the date of the notification, they will be withdrawn from the University. Their transcript will indicate ‘Thesis Revision – Not Passed’.</p>	
<b>R&amp;R Intent Submitted</b>	<p>When the student submits their decision to revise their thesis, the supervisor(s) will receive a myThesis notification asking them to confirm that they will maintain supervisory oversight for the revision.</p>	<p>If the status is outstanding for more than a few days, follow up with supervisor.</p>
<b>R&amp;R Intent Acknowledged</b>	<p>The supervisor(s) has/have responded ‘Yes’ to the student decision to revise &amp; resubmit.</p> <p>The student should proceed to working on the revisions. The revised thesis must be submitted to GPS no later than <b>1 year</b> from the student’s decision to revise and resubmit. The due date to submit the revisions is indicated in myThesis.</p> <p>Students must remain registered at McGill throughout this time.</p> <p>If the student does not submit the revised thesis by the deadline, the thesis will be deemed to have failed and the student will be withdrawn from the university. Their transcript will indicate ‘Thesis Revision – Not Passed’.</p>	

Status in myThesis	What does the status mean?	Actions
<b>R&amp;R Package Submitted</b>	<p>When it is time to submit the thesis, the student can log into myThesis and upload the following documents:</p> <ul style="list-style-type: none"> <li>• A PDF of the revised thesis</li> <li>• Supplementary materials</li> <li>• A letter in PDF format addressed to the Dean of Graduate and Postdoctoral Studies describing the changes that have been made. This letter will be submitted to the examiner as part of the re-examination process.</li> </ul> <p>The supervisor and GPD will then receive notifications to approve the revised submission in myThesis.</p>	If the status is outstanding for more than a few days, follow up with supervisor.
<b>R&amp;R Thesis Authorized by Sup.</b>	The supervisor(s) has/have approved the revised thesis submission.	If the status is outstanding for more than a few days, follow up with GPD, or their back up (the chair or Faculty AD).
<b>R&amp;R Thesis Authorized by GPD</b>	The GPD has approved the revised thesis submission.	
<b>R&amp;R Thesis has been submitted</b>	GPS has received and approved the revised thesis submission.	
<b>R&amp;R Evaluation in Progress</b>	The revised thesis package is sent to the examiner who failed the original thesis. No contact between the Unit	

Status in myThesis	What does the status mean?	Actions
	<p>or student and the examiner is permitted.</p> <p>If the original examiner is not willing or available to serve, GPS will contact the Unit and secure another examiner. This new examiner will be provided with the original thesis and report that did not pass the thesis. They will be asked to determine whether the revised thesis has addressed the issues raised by the original examiner's report and has met the requirements for the degree.</p>	
<p>Once the thesis has passed, the student can submit their final or proceed to an oral defence, depending on their level of study.</p> <p>Should the examiner not pass the revised thesis, the student will be withdrawn from the University unless they believe there is bias, error, or serious misrepresentation on the part of the examiner (see below).</p>		

## Annex B: FAQs

### **Intent to Submit stage**

#### ***I did the degree audit – how do I put the note in myProgress?***

Log into myProgress: <https://www.mcgill.ca/gps/myprogress/gpcs-and-gpds> . In Degree works, enter the Student ID. You will see tabs – one will be “Notes”. Click on the Notes tab to view or add a note. The default view within notes is View Notes. To add a note, click on the Add Note menu item.

Upon completing the degree audit, please indicate “Program requirements met”. If courses or grades are missing, please indicate when they will be updated.

Save the note before leaving the page.

#### ***The student contacted me – the supervisor or committee members are missing or incorrect.***

Please update immediately using the instructions on the GPS website:

<https://www.mcgill.ca/gps/myprogress/gpcs-and-gpds> . The student should not submit their *Intent to Submit Thesis* page until the Unit makes the changes.

If the student submits the *Intent to Submit Thesis* page before the changes are made, inform the thesis office of the changes. GPS will update the Thesis committee in Banner, but the department must also update supervisor(s) on the student’s record as above.

#### ***A student is in time limitation and they are not currently registered at McGill. Can they use myThesis?***

The student must fill out a webform for readmission. Once the department approves this webform, Enrolment Services will process the request for readmission so that the student may register and access myThesis. Students should complete the webform as soon as they are ready to submit their Intent to Submit Thesis page, which is usually done six to eight (6-8) weeks prior to their expected initial thesis submission date.

### **Nomination of Examiners stage**

#### ***Who can be an internal or external examiners?***

Please see our website and in particular, the conflict of interest guidelines:

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

#### ***Examiners were confirmed outside myThesis – does the student have to put in extra names?***

We understand that some examiners may have already been secured outside the myThesis system. If the examiner(s) has/have already confirmed their availability to evaluate the initial thesis by the expected submission date, the student may include their information only.

The suggestion to include additional examiners is useful in cases where the examiner(s) has/have not been secured. Including more than one potential nominee can also help avoid delays should the first invited examiner decline (or if a secured examiner must later decline for exceptional circumstances).

***Can a GPD send an invitation to several examiners at once?***

No. For Masters students, only one examiner should be invited at one time. For Doctoral students, only one internal examiner and one external examiner should be invited at a time.

***I am a GPD and also an invited examiner. What do I do?***

Contact the GPD back up (chair or Associate Dean) to approve the Nomination of Examiners page and to invite the examiner. The back-up will also need to later approve the thesis submission.

***Does the Unit need to adjust practices for securing examiners?***

Continue to follow your departmental practices related to nominating/inviting examiners. These include: 1) asking students to submit examiner names outside myThesis to the unit for vetting, and 2) reaching out to examiners outside the platform to verify their availability prior to issuing the myThesis invitation.

Ensure that there is no [conflict of interest](#) with the examiner(s) prior to approving the Nomination of Examiners page.

Advise your students to nominate more than one examiner in case their preferred examiner declines or does not respond to the invitation.

***What to do when an examiner cannot access myThesis for some reason?***

Please do not try to resolve the issue for them- the IT and thesis team have training in this matter and can see the back end of myThesis. The examiner is provided the IT form and thesis contact information in their notification email. Immediately refer them to the thesis office.

Knowledge Base article: [https://mcgill.service-now.com/itportal?id=kb\\_article\\_view&sysparm\\_article=KB0012223&sys\\_kb\\_id=903b506487d0d510e925fcc7dabb35de&spa=1](https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0012223&sys_kb_id=903b506487d0d510e925fcc7dabb35de&spa=1)

**IT Services just for an external: *For external examiners only:*** After following the instructions, if you are an external examiner still having trouble creating a Microsoft account to access myThesis, fill out the [myThesis support form for external examiners](#) for a support ticket to be created.

***Can a backup receive notifications on myThesis?***

No, backups do not receive notifications from the system. If a backup needs to be used for a student record on myThesis, the backup will have to monitor the record on myThesis to know when action is required from them.

**Thesis submission stage*****A student's co-supervisor is outside of McGill. Can a GPD approve the student's thesis on their behalf?***

If the student's co-supervisor (with no McGill credentials) is outside of McGill, GPS can approve the thesis on their behalf. The Thesis Office must receive an email at [thesis.gps@mcgill.ca](mailto:thesis.gps@mcgill.ca) from the co-supervisor where they state that they approve the thesis.

**GPC and GPD roles**

***What exactly are the roles of GPCs and GPDs in myThesis?*****GPD ROLE**

- Approve the examiner nominations and send invitations to desired examiners
- Approve the initial or revised thesis submission on myThesis (or request changes and edit external examiner emails)
- Approve the oral defence committee and event details

**GPC ROLE**

- Ensuring that approval processes go smoothly (i.e., addressing stalled statuses- see Annex A).
- Completing the degree audit at the Intent stage
- Coordinating the defence and submitting the oral defence form via myThesis
- Ensuring that oral defence event details and committees are accurate and up to date

***Can GPDs enter oral defence information in myThesis?***

Yes.

***Who can approve in myThesis instead of the GPD?***

Chairs and Faculty associate-deans have the same privileges in myThesis as GPDs. The GPD can send them the notifications they received, or the backups can always log in directly through <https://mythesis.mcgill.ca/> to take action in myThesis.

***When are GPCs copied on myThesis notifications?***

*During the examiner invitation process:*

- Examiner Invitation – notification advising there is no response from the examiner
- Examiner Invitation – notification advising the examiner has declined
- Examiner Not Available – notification advising that the examiner has withdrawn prior to the thesis evaluation

*During the evaluation process:*

- Evaluation Passed – notification advising that the student can submit their final thesis
- Thesis Requires Revision – notification advising that the student has one or more evaluation reports that have not passed.

*During the oral defence organization process:*

- Oral Defence Committee Rejected – notification advising that there is a change requested.
- Oral Defence Committee Confirmed – notification advising that the student, supervisor(s), GPD, and GPS have confirmed the committee information.
- Oral Defence Event Changed – notification advising that changes to event details were made

***When can GPCs and GPDs see evaluation reports in myThesis?***

Reports (Pass) are available at the Pass Awaiting Final status, unless the GPD is on the oral defence committee.



Reports (Not Passed) are available after the supervisor releases the results to the student, i.e., Thesis Requires Revision status.