myThesis Guidelines

for Units

Revised July 17th 2023
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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.

Overview of myThesis: From initial thesis submission to oral defence

**INTENT TO SUBMIT THESIS**

The Graduate Student completes their 'Intent to Submit Thesis' page on myThesis approximately 2 months prior to their expected initial thesis submission date.

**NOTIFICATION OF INTENT TO SUBMIT**

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

**NOMINATION OF EXAMINER(S)**

At any point after completing their 'Intent to Submit Thesis' page, the student can complete and submit their list of potential examiners. The student should discuss potential nominees with the supervisor(s) before completing the submission.

The deadline for students to submit a list of potential examiners is indicated on the 'Intent to Submit Thesis' page.

**APPROVAL OF EXAMINER(S)**

The primary supervisor receives a notification to access their student's 'Nomination of Examiners' page on myThesis and to indicate their preferred nominee(s). Once the page is approved by the primary supervisor, the Unit head receives a notification to approve the nominated examiner(s). The supervisor or Unit head can request changes through myThesis during this process.

**INVITING THE EXAMINER(S)**

After the supervisor and Unit head approve the nominated examiner(s), the Unit head sends the invitation(s) through myThesis. The examiner(s) can accept or refuse the invitation through a link. The student, supervisor(s), and Unit head are informed when all required examiners have accepted their invitations.

When an examiner declines, the Unit head is invited to select another choice through myThesis.

**SUBMITTING THE INITIAL THESIS**

After the examiner(s) accept(s) their invitation, the student can submit their initial thesis through the 'Thesis Submission' page on myThesis.

Students should aim to submit their thesis by the expected submission date in their 'Intent to Submit Thesis' page.

**APPROVAL OF THESIS SUBMISSION**

The supervisor(s) are notified of their student's initial thesis submission. Upon their approval, the Unit head is notified to accept the submission. When the supervisor(s) and Unit Head approve, the subject is reviewed and approved for the thesis submission.

The student, supervisor(s), and Unit head are informed of approvals or requests for changes throughout this process.

**WHEN THE THESIS SUBMISSION PACKAGE IS APPROVED, THE THESIS IS OFFICIALLY READY FOR EXAMINATION!**

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.

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.

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.

SUBMITTING THE FINAL THESIS

Students should submit their final thesis following the regular process outside myThesis, outlined on the GPS website.
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](https://mythesis.mcgill.ca).
Tabs

There are 5 main tabs in myThesis:

➢ **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.

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 15th, December 15th, April 15th)
Status is at Eval. Authorized by GPD by midnight on the 15th (or following Monday if the 15th 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**

<table>
<thead>
<tr>
<th>Status in myThesis</th>
<th>What does the status mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent Submitted (IS)</td>
<td>The student submitted their intent to submit their thesis. The supervisor and co-supervisor were notified. <em>For unit: It is advised that the Unit does the degree audit at this time.</em></td>
</tr>
<tr>
<td>Examiners Proposed (EP)</td>
<td>The student submitted their Nomination of Examiners page. The supervisor was notified that their approval is required.</td>
</tr>
<tr>
<td>Examiners Approved by Sup. (ES)</td>
<td>The supervisor approved the Notification of Examiners page. The GPD was notified that their action is required: approving the page and inviting the examiner.</td>
</tr>
<tr>
<td>Examiners Approved by GPD</td>
<td>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.</td>
</tr>
<tr>
<td>Examiners Invitation sent</td>
<td>The GPD sent the invitation(s) to the examiner(s).</td>
</tr>
<tr>
<td>Examiners Accepted Invitation (EA)</td>
<td>The student can now submit their initial thesis when they are ready.</td>
</tr>
<tr>
<td>Thesis Package Submitted (PS)</td>
<td>The student submitted their initial thesis in PDF format. Their supervisor and co-supervisor were notified that their approval is required.</td>
</tr>
<tr>
<td>Eval. Authorized by Sup. (AS)</td>
<td>The initial thesis package was approved by the supervisor and co-supervisor. The GPD was notified that their approval is required.</td>
</tr>
<tr>
<td>Eval. Authorized by GPD (AD)</td>
<td>The initial thesis package was approved by the GPD. GPS was notified that their approval is required.</td>
</tr>
<tr>
<td>Thesis submitted to GPS (SU)</td>
<td>GPS has received and approved thesis package for examination</td>
</tr>
<tr>
<td>Evaluation in Progress (SR)</td>
<td>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.</td>
</tr>
</tbody>
</table>

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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/](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.

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 Thesis: This section features information about the thesis.

  o **Expected thesis submission date (1).** The expected submission date is an approximate date, allowing a flexibility of 2 weeks after the date the student indicates to submit their thesis. The student may update their intended submission date up until the time they submit their thesis for evaluation.

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

  o **Deadline to submit the nomination of examiners (2).** To prevent delays in the examination process, the student’s *Nomination of Examiners* page must be submitted by the recommended due date (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.

  o **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 CO2). The **convocation booklet will display the thesis title in lower case except for proper nouns.**
- **English abstract (5).** The English abstract will be provided to potential examiners. The student can opt to wait to submit their French abstract until their final thesis submission. Both abstracts can be finalized at that time.
- **French abstract (6).**
- **Estimated number of pages (7).**
- **Language of thesis (8).**
Step 2: Steps for reviewing and approving the Nomination of Examiners page

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

2- The page will feature the student’s nominations for examiners and the primary supervisor’s preferred nominee(s). As Unit Head, you can check that the nominee(s) are appropriate. Importantly, please ensure that there is no conflict of interest (for assistance, refer to the Conflict of Interest checklist) that might prevent any of the nominees from participating in the examination of the thesis.

Any potential examiner must be able to examine the student’s thesis at arm’s length, free of conflict of interest from any source. Any contact with examiner(s) by the supervisors or student after the nomination process begins constitutes a conflict of interest and the examination process will be cancelled.

- A master’s student will submit a minimum of two (2) and a maximum of four (4) potential examiners who are qualified to examine the master’s thesis. The examiner can be internal or external to the Unit* or University.
- A doctoral candidate will submit a list of potential internal and external examiners, who are qualified to examine the Doctoral thesis.
  - Internal Examiner: The student will propose two (2) potential examiners who are qualified to examine the thesis. The internal examiner is usually a McGill faculty member (but not the supervisor) affiliated with the student’s Unit*, but they may also be nominated from other Units* at McGill. The internal examiner is expected to be knowledgeable in the area and topic of the thesis, though not necessarily to the same extent as the external examiner. A member of the student’s supervisory committee may be named as the internal examiner (see Conflict of Interest regulations).
  - External Examiner: The student will propose a maximum of four (4), but at least two (2), potential examiners who are qualified to examine the thesis. The Doctoral external examiner must be a scholar of established reputation and competence in the field of the thesis research. They must be from outside the University, hold a doctorate or equivalent.
Unit refers to a department, a division, a school, an institute, or a Faculty/University-wide graduate program.

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.

If there are corrections to be made on either page, click on ‘Request Changes’ to provide feedback. The student will receive an email notification from myThesis with your feedback and will be prompted to make the changes and resubmit for approvals.
If the information on both pages – *Intent to Submit Thesis* and *Nomination of Examiners* – is correct, you can click on ‘Approve’, at the bottom of the *Nomination of Examiners* page.

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

If you request changes, the student will be notified.

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

![Notification of Approval]

**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.

![Invitation Process]

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.

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.

EXAMINER INVITATION

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

The link to accept the invitation brings the examiner to this page. No login is required. They can opt to accept or decline the invitation at this point.
The link to decline the invitation brings them to this popup. Examiners can write comments, which will be included in the email notification sent to the Unit head advising them of the declined invitation.

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

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

2- You can access the file on this page. Please open and review the file.
3- **Approve or Request Changes** to the submission by clicking on the appropriate button at the bottom of the page.

**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 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:

<table>
<thead>
<tr>
<th>Status in myThesis</th>
<th>What does the status mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation in Progress (SR)</td>
<td>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.</td>
</tr>
<tr>
<td>Pass awaiting Oral (PO)</td>
<td><strong>Doctoral students:</strong> 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.</td>
</tr>
<tr>
<td>OD Decision Submitted</td>
<td>This status advises the Thesis Office to process the Pro-Dean’s decision in myThesis after the defence.</td>
</tr>
<tr>
<td>OD Decision Processed</td>
<td>This student advises the student that the oral defence results is a “Not Passed”.</td>
</tr>
<tr>
<td>Status in myThesis</td>
<td>What does the status mean?</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------</td>
</tr>
</tbody>
</table>
| Pass awaiting final (PF) | The Evaluation page is visible to the student, supervisor(s), GPD, and GPC.  
**Master’s students**: 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.  
**Doctoral students**: 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. |
| Reports Received (RE) | 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. |
**THESIS 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.

<table>
<thead>
<tr>
<th>myThesis status</th>
<th>What the status means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports Received</td>
<td>The reports have been received by GPS. (Not Passed)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Thesis Requires Revision</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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 <strong>6 weeks</strong> to make the decision in myThesis. The supervisor will be notified of the decision.</td>
</tr>
<tr>
<td></td>
<td>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’.</td>
</tr>
<tr>
<td>R&amp;R Intent Submitted</td>
<td>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.</td>
</tr>
<tr>
<td>R&amp;R Intent Acknowledged</td>
<td>The supervisor(s) has/have responded ‘Yes’ to the student decision to revise &amp; resubmit. The student should proceed to working on the revisions. The revised thesis must be submitted to GPS no later than <strong>1 year</strong> from the student’s decision to revise and resubmit. The due date to submit the revisions is indicated in myThesis.</td>
</tr>
<tr>
<td></td>
<td>Students must remain registered at McGill throughout this time.</td>
</tr>
<tr>
<td></td>
<td>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’.</td>
</tr>
<tr>
<td>myThesis status</td>
<td>What the status means</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>R&amp;R Package Submitted</strong></td>
<td>When it is time to submit the thesis, the student can log into myThesis and upload the following documents:</td>
</tr>
<tr>
<td></td>
<td>• A PDF of the revised thesis</td>
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<td>• Supplementary materials</td>
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<td>• 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.</td>
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<td>The supervisor and GPD will then receive notifications to approve the revised submission in myThesis.</td>
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<td><strong>R&amp;R Thesis Authorized by Sup.</strong></td>
<td>The supervisor(s) has/have approved the revised thesis submission.</td>
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<tr>
<td><strong>R&amp;R Thesis Authorized by GPD</strong></td>
<td>The GPD has approved the revised thesis submission.</td>
</tr>
<tr>
<td><strong>R&amp;R Thesis has been submitted</strong></td>
<td>GPS has received and approved the revised thesis submission.</td>
</tr>
<tr>
<td><strong>R&amp;R Evaluation in Progress</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<td>Once the thesis has passed, the student can submit their final or proceed to an oral defence, depending on their level of study.</td>
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<tr>
<td></td>
<td>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).</td>
</tr>
</tbody>
</table>
**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.**

### 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/](https://mythesis.mcgill.ca/). Click on the row.

**Step 2:** In the “Oral Defence Details” page, enter:
   a. Date & time
   b. Event type (Online, In Person, Hybrid)
      i. Online
         ▪ Include the full meeting link
      o. In Person
         ▪ Include the full name of the building and room number
      o. Hybrid
         ▪ Include both
   c. Additional notes: RECOMMENDED
      o. Meeting ID and password
      o. Exact building address (e.g., 1234 McTavish, 2nd floor, room 213)
      o. Instructions (e.g., enter building from door facing the hospital, go to the end of the hallway and turn left)
      o. 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)
      o. A note highlighting any changes made to the event details (if needed).
a. Date & time

<table>
<thead>
<tr>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Defence Date</td>
</tr>
<tr>
<td>Thu May 25 2023 12:00 a.m.</td>
</tr>
</tbody>
</table>

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

If you click online:

<table>
<thead>
<tr>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Defence Date</td>
</tr>
<tr>
<td>Thu May 25 2023 12:00 a.m.</td>
</tr>
</tbody>
</table>

If you click Hybrid:

<table>
<thead>
<tr>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Defence Date</td>
</tr>
<tr>
<td>Thu May 25 2023 12:00 a.m.</td>
</tr>
</tbody>
</table>

If you click in person:

<table>
<thead>
<tr>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Defence Date</td>
</tr>
<tr>
<td>Thu May 25 2023 12:00 a.m.</td>
</tr>
</tbody>
</table>
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:

- 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.

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.
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.

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.
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/](https://mythesis.mcgill.ca/)
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.


**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](https://www.mcgill.ca/it-support/helpdesk).

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

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

The Pro-Dean must verify that the thesis includes the following components:

a) a table of contents;
b) a brief abstract in both English and French;
c) 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);
d) for manuscript-based theses: transition/connecting texts between chapters;
e) 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;
f) A comprehensive scholarly discussion of all the findings; and
g) 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
Sample certificate
**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, 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:

![myProgress screenshot](image)

**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.
If you encounter issues, please contact 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.

<table>
<thead>
<tr>
<th>Status in myThesis</th>
<th>What does the status mean?</th>
<th>Actions</th>
</tr>
</thead>
</table>
| Intent Submitted (IS)             | The student submitted their intent to submit their thesis. The supervisor and co-supervisor were notified. | 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”  
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. |
| 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.                                                  | 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.  
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                                               |</p>
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<tr>
<td>Thesis Package Submitted (PS)</td>
<td>The student submitted their initial thesis in PDF format.</td>
<td>examiners will need to be recontacted at the time of submission. 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.</td>
</tr>
<tr>
<td></td>
<td>Their supervisor and co-supervisor were notified that their approval is required.</td>
<td>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.</td>
</tr>
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<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Eval. Authorized by Sup. (AS)</td>
<td>The initial thesis package was approved by the supervisor and co-supervisor.</td>
<td>If the status is outstanding for more than a few days, follow up with GPD, or their back up (the chair or Faculty AD).</td>
</tr>
<tr>
<td></td>
<td>The GPD was notified that their approval is required.</td>
<td></td>
</tr>
<tr>
<td>Eval. Authorized by GPD (AD)</td>
<td>The initial thesis package was approved by the GPD. GPS was notified that their approval is required.</td>
<td></td>
</tr>
<tr>
<td>Thesis submitted to GPS (SU)</td>
<td>GPS has received and approved thesis package for examination</td>
<td></td>
</tr>
<tr>
<td>Evaluation in Progress (SR)</td>
<td>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.</td>
<td>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)</td>
</tr>
<tr>
<td>Pass awaiting Oral (PO)</td>
<td>Doctoral students: The successful evaluation reports were received and processed by the Thesis Office. The defence can proceed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please note: Reports may be late. This status may only appear up to 4-5 days before the oral defence.</td>
<td></td>
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<td>Status in myThesis</td>
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</tr>
<tr>
<td>Pass awaiting final (PF)</td>
<td>The Evaluation page is visible to the student, supervisor (s), GPD, and GPC. <strong>Master’s students:</strong> 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. <strong>Doctoral students:</strong> 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.</td>
<td></td>
</tr>
<tr>
<td>OD Decision Submitted</td>
<td>This status advises the Thesis Office to process the Pro-Dean’s decision in myThesis after the defence.</td>
<td></td>
</tr>
<tr>
<td>OD Decision Processed</td>
<td>This status advises the student that the oral defence results is a “Not Passed”.</td>
<td></td>
</tr>
<tr>
<td>Reports Received (RE)</td>
<td>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. 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)</td>
<td></td>
</tr>
<tr>
<td>When an examiner indicates “Not Passed”</td>
<td>When the results are released to the student, it is at this point that the transcript will reflect “Thesis</td>
<td></td>
</tr>
<tr>
<td>Status in myThesis</td>
<td>What does the status mean?</td>
<td>Actions</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Requires Revision” for the current term.</td>
<td>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 6 weeks to make the decision in myThesis. The supervisor will be notified of the decision. 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'.</td>
<td>If the status is outstanding for more than a few days, follow up with supervisor.</td>
</tr>
<tr>
<td>R&amp;R Intent Submitted</td>
<td>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.</td>
<td>If the status is outstanding for more than a few days, follow up with supervisor.</td>
</tr>
<tr>
<td>R&amp;R Intent Acknowledged</td>
<td>The supervisor(s) has/have responded ‘Yes’ to the student decision to revise &amp; resubmit. The student should proceed to working on the revisions. The revised thesis must be submitted to GPS no later than 1 year from the student’s decision to revise and resubmit. The due date to submit the revisions is indicated in myThesis. Students must remain registered at McGill throughout this time. 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'.</td>
<td></td>
</tr>
<tr>
<td>Status in myThesis</td>
<td>What does the status mean?</td>
<td>Actions</td>
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</tr>
<tr>
<td>R&amp;R Package Submitted</td>
<td>When it is time to submit the thesis, the student can log into myThesis and upload the following documents:</td>
<td>If the status is outstanding for more than a few days, follow up with supervisor.</td>
</tr>
<tr>
<td></td>
<td>• A PDF of the revised thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Supplementary materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The supervisor and GPD will then receive notifications to approve the revised submission in myThesis.</td>
<td></td>
</tr>
<tr>
<td>R&amp;R Thesis Authorized by Sup.</td>
<td>The supervisor(s) has/have approved the revised thesis submission.</td>
<td>If the status is outstanding for more than a few days, follow up with GPD, or their back up (the chair or Faculty AD).</td>
</tr>
<tr>
<td>R&amp;R Thesis Authorized by GPD</td>
<td>The GPD has approved the revised thesis submission.</td>
<td></td>
</tr>
<tr>
<td>R&amp;R Thesis has been submitted</td>
<td>GPS has received and approved the revised thesis submission.</td>
<td></td>
</tr>
<tr>
<td>R&amp;R Evaluation in Progress</td>
<td>The revised thesis package is sent to the examiner who failed the original thesis. No contact between the Unit</td>
<td></td>
</tr>
<tr>
<td>Status in myThesis</td>
<td>What does the status mean?</td>
<td>Actions</td>
</tr>
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<tr>
<td></td>
<td>or student and the examiner is permitted.</td>
<td></td>
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<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

Once the thesis has passed, the student can submit their final or proceed to an oral defence, depending on their level of study.

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).
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:

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

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 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.