Graduate and Postdoctoral Studies
Roadmap to a Successful Thesis Submission

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Agenda

1. Resources
2. Thesis format – Manuscript and Traditional
3. Thesis Checklist
4. Starters
5. myThesis portal
6. Thesis deadlines
7. Thesis Examination process
The Thesis – Start anytime

Make an outline (make it flexible)
Get the tools (Word/Libre,
   Endnote/Zotero,
   Open source Stats PSPP, R, Rstudio, SPSS
   Adobe/Inkscape, GraphPad (student rate)
   Photoshop/GIMP, etc)
Do the easy stuff first (Methods, Results)
Make it a living document, (Write often)
• Courses: 1-credit offerings that complement your degree program.
• Workshops: focused events on key writing strategies, conventions, topics, and genres.
• Peer Writing Groups: small clusters of advanced graduate students who meet regularly to share and improve works-in-progress.
• Tutorial Service: one-on-one sessions to improve your writing skills. (Offered by the McGill Writing Centre)
• Writing Commons: a space in which we create conditions for you to write productively in the company of others during thesis retreats and related events.
The McGill Writing Centre’s Graphos Thesis Writing program, with support from Graduate and Postdoctoral Studies

**Updated! Before Winter Break**, we offer you “Thesis Plus” (daily from December 4 – 8)
Discover these features of our thesis writing program!

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**New!** Graphos Information Session and Q & A on December 8
- Information session with GPS’s Thesis Submission Team – Heh, that’s today!
- Roundtable of thesis writers sharing their tips and strategies on December 6
- Goal-setting and check-in meetings on December 4 and 8
- Structured writing sessions on December 4, 5, 6, 7
- Mindful writing practice on December 4 and 6
- Revision workshop on December 8

**New!** Finishing and Transitioning to post-thesis on December 7

Register today and experience this sampling of our thesis writing support!

For extended thesis-writing support, structure, and space from January 8-April 5, apply for our Winter 2024 “Three Months to Advance Your Thesis” (3MAYT). Offers daily and weekly structure, support, and space to advance your thesis writing; helps you set attainable goals within a motivating and lively community; entails the ongoing expectation to attend weekly Monday and Friday morning small group meetings with a Thesis Writing facilitator and 2-4 structured writing sessions each week. Offered online, with in-person options. Spaces limited. Submit your application today. Deadline December 1.

To register for our 1-credit course “Thesis Writing Lab” (WCOM 676-701, Wednesdays, 10:05 – 11:25, January 17 – March 24), involving readings, assignments and feedback to foster accountability and revision; should have strong draft of chapter ready for review by early/mid February. Email graphos.thesis@mcgill.ca for departmental permission.
Thesis Purpose

• Partial fulfilment of requirements for the degree i.e. you need this to graduate
  – Coherent body of work
  – Ability to carry out research
  – Understanding of background
  – Analysis of results
  – Communication of results

• PhD Only
  – Original thinking, original contribution
Standard vs. Manuscript

- Title
- Abstract
- Introduction
- Literature Review
- Chapters – you write vs paper format
- Discussion

Standard vs Manuscript - things to consider

• Masters – need one paper
• Doctoral – need at least 2 papers
• **Cannot** have a hybrid theses i.e. 1 paper and 2 non-paper chapters
• You need to be the first author or co-first author
• If co-first author only 1 of you can put the paper in their thesis
Standard vs Manuscript - things to consider

• Only use manuscript style if you meet **ALL** the requirements
• Manuscripts must be identical to the entire published work, you may change the font and formatting so everything in the thesis is the same style
• If you ask if you can include additional information in a manuscript style thesis – use the standard format
• If you ask “how can I do this!!!!” with a manuscript style thesis – use the standard format
• Sometimes a detour is a short cut to success
Standard vs Manuscript - things to consider

• A manuscript intentionally hides your original contribution – a PhD criterion
• A manuscript includes work done by others for which you get no credit, why confuse the Examiner?
• You must detail exactly what you contributed AND what others contributed. Why dilute your effort?
• Long view - How will you answer questions about work you did not do when you get to your oral defense?
Standard vs Manuscript - things to consider

• The entire thesis must be one cohesive story. Bridging pages must show how each manuscript contributes to the big picture.

• One sentence statements like “chapter two discussed X, chapter three will discuss Y”, are not sufficient

• Introduction and Discussion are for the whole thesis

• You must do everything you can to convince the Examiners that you meet all the degree requirements
The Thesis Checklist

Students must upload a completed checklist as a supplemental document when submitting their initial thesis.

Which checklist?

There are two checklists that describe what to put in and where to put your sections. Find them on our website (https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation) for:

1. Manuscript-based thesis
2. Traditional or monograph-based thesis

→ Only fill out the checklist that applies to you!
→ Read and check off the relevant boxes – use it to chart your progress!
Initial thesis submission checklist

This checklist must be completed and uploaded as a supplemental document on myThesis at the time of initial thesis submission.

Student name: ____________________________
Student ID: ______________________________
Thesis title: ____________________________________________

If you are submitting a manuscript-based thesis, please complete Section 1 below.
If you are submitting a traditional thesis, please complete Section 2 below.

Section 1: Manuscript-based thesis

A manuscript-based thesis involves the presentation of a collection of scholarly papers of which the student is the first author or co-first author. The manuscript(s) alone do not constitute the thesis; the thesis should contain a substantive introduction and discussion section as well as additional text that connects the manuscript(s) in a logical progression from one chapter to the next, producing a cohesive, unitary focus, and documenting a single program of research.

A manuscript-based thesis will be evaluated by the examiners as a unified, logically coherent document in the same way a traditional thesis is evaluated. The General Requirements for Master’s and Doctoral Theses are set out under Thesis Guidelines. For more specific information on the requirements and preparation guidelines for a manuscript-based thesis, you should also consult the Manuscript-Based (Article-Based) Theses webpage and the FAQs on manuscript-based theses.

All theses must include the components listed below. Please check each box (left hand side) to confirm your thesis contains the required sections.

<table>
<thead>
<tr>
<th>Thesis Components (Each required section is further explained here)</th>
<th>Important considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Detailed table of contents</td>
<td></td>
</tr>
<tr>
<td>☑ Brief abstract in English</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: subsequent pages detail requirements in other sections!
The Thesis Checklist

Pay attention to the important considerations

Table of contents:
• Follow the order - your reviewers’ expectations are important

Number of pages / section
• The literature review section must consist of approx. 20 pages. It must pertain to the entirety of the thesis. (For manuscript, can include review across manuscripts, but MUST UPDATE)
• The Discussion section must be at least 10 pages. It must pertain to the entirety of the thesis.

Bridging text between the manuscripts
• Manuscript-based thesis only; Between manuscripts, you must include a bridging text of 1-3 pages to show how the manuscripts relate to each other and how they fit within the BIG picture.
Thesis length

- MSc – plan for ~100 double-spaced pages (Max. 150 pages) – (BTW this including title page, abstracts, table of contents, contribution of authors/preface, acknowledgements, bibliography/reference list, and appendices)

- PhD – no maximum BUT you should be succinct – there is no advantage in being overly long - one of the expectations of excellent academic scholarship is the ability to concisely and clearly state a complicated argument, i.e. – 800 pages is waaaaaaay too many
Getting started

Introduction: Problem or Question – some helper questions

• What exactly did you want to study?
• What were your research question(s), objectives, hypothesis?
• Why was it worth studying?
• What was the purpose or significance of your study?
• Does the proposed study have practical significance?
• How are you defining your terms?
• What are the limitations of your study?
• What was your perspective or viewpoint?
Helper questions – Lit Review

Literature Review

• What have others said about this topic?
• What theories address it and what do they say?
• What research was done previously?
• Are there consistent findings? Do past studies disagree?
• Are there flaws in the existing research that you sought to remedy?
• Was there knowledge gap your research was designed to fill?
Helper questions - Methods

Methods & Subjects

• What inquiry/approach did you use?
• How did you conduct your experiments/survey?
• Did you undertake field research, or do a reanalysis of data already created by others?
• What was the setting for the research?
• Who or what did you study to collect the data?
• Who were the subjects in general and who was available for study? How did you reach them? How did you ensure that they were not harmed by the research?
• How did you assess gender and sex? How did you ensure you followed EDI guidelines?
• Did you follow ARRIVE guidelines?
Get qualitative/quantitative

Measurements

• What were the key variables in your study?
• How did you define and measure them?
• Did your definitions and measurement methods duplicate or differ from those of previous research on this topic? Why?
• Did you develop your measurement device (e.g. questionnaire) or did you use something previously developed by others?
• How did you determine the validity of the instrument?
• How did you know it was valid and how did you establish reliability?
Data collection and Feasibility

Data Collection
• How did you actually collect the data for your study (observation, interviews, document analysis, focus group, photography and video, etc.)?

Data Analysis
• What kinds of analyses did you conduct?
• What was the purpose and logic of your analytical approach?
• How did you account for variations in some quality?
• What possible explanatory variables did your analysis consider?
• How did you verify and establish the trustworthiness of your study?
Findings and outcomes

Discussion

• What did you learn?
• How does your data answer or inform your research question(s)?
• How does that relate to your Introduction?
• How do your findings relate to the wider research world? Society?
• How can you apply or use what you learned?
• How might others use it?
• What were the limitations of your research?
• What worked and what didn’t?
• What implications are there for further research?
Lean on others

- Get help – writing is a learned skill
- McGill Writing Centre
- Other members of the research team
- Your supervisor and other mentors
- Have friends read your lay abstract
Stay Happy and Healthy

McGill offers a wide range of resources to support your wellbeing during graduate studies and thesis writing. These resources are there for you, don’t hesitate to make use of them!
Scan the QR code below to see a selection of McGill’s best services for graduate student wellbeing:

https://www.mcgill.ca/gps/students/staying-happy-and-healthy-graduate-studies
Anytime is a good time to submit

Red dates are dual deadlines, i.e. for initial submission and final submission

Work backwards
Thesis Submission Deadlines

Your graduation depends on your final submission:

➢ Fall Convocation
   Final thesis approved by supervisor – August 15

➢ February granting of degrees – Spring Convocation
   Final thesis approved by supervisor – December 15

➢ Spring Convocation
   Final thesis approved by supervisor – April 15
How to submit - myThesis

As a student, you use myThesis to:

1. Complete the Intent to Submit Thesis page 4-8 weeks prior to your expected initial thesis submission.

2. Complete the Nomination of Examiners page at the latest 2 weeks before the submission date.

3. Complete your Thesis Submission any time after the Nomination of Examiners page is approved.

Once your successful evaluation reports are received (or if Doctoral, after a successful defence), you can use myThesis to view the reports.
Accessing myThesis


What is myThesis?

Benefits of myThesis | Support Resources

Click the button below to access myThesis:

myThesis

part of the myProgress hub. 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, 3) for initial thesis submission, 4) for examiner evaluation, 5) for oral defence preparation, and 6) for final thesis submission.
You can refer to the website to follow where your thesis is in the pipeline.

<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.</td>
</tr>
<tr>
<td></td>
<td>The supervisor and co-supervisor were notified.</td>
</tr>
<tr>
<td>*For unit: It is advised that the Unit does the degree audit at this time.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
<td></td>
<td>The GPD was notified that their action is required: approving the page and inviting the</td>
</tr>
<tr>
<td></td>
<td>examiner.</td>
</tr>
<tr>
<td>Examiners Approved by GPD</td>
<td>The GPD approved the examiner nominations.</td>
</tr>
<tr>
<td></td>
<td>This status will also show if all examiners have declined and/or failed to respond. The GPD</td>
</tr>
<tr>
<td></td>
<td>sent</td>
</tr>
<tr>
<td></td>
<td>The GPD sent the invitation(s) to the examiner(s).</td>
</tr>
<tr>
<td>Examiners Accepted</td>
<td>The student can now submit their initial thesis when they are ready.</td>
</tr>
<tr>
<td>Invitation (EA)</td>
<td></td>
</tr>
<tr>
<td>Thesis Package Submitted (PS)</td>
<td>The student submitted their initial thesis in PDF format.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>is required.</td>
</tr>
<tr>
<td>Thesis submitted to GPS (SU)</td>
<td>GPS has received and approved thesis package for examination.</td>
</tr>
</tbody>
</table>
How the initial thesis submission process works:


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 examiner(s) 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.

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!
The Intent to Submit Thesis page*top half

- Check your information.
- Report any errors to your graduate unit.
The Intent to Submit Thesis page

*bottom half

- The expected submission date can be changed (not recommended after examiner(s) confirmed)
- The date is flexible – no penalty if submitted late.
- The English abstract should be ready
- The French abstract can be updated later.
Submitting your Intent

- A green pop-up will appear at the top of the page.
- You can return to this page later, to change the information, e.g. the expected submission date.
- Your supervisor(s) is/are notified every time you submit this page.
- No approvals are required at this point.
- You can complete the Nomination of Examiners page now, if ready.
Thesis Examination – Procedures

**Required number of examiners**

- Supervisor and student choose internal and external examiners
- Master’s theses require a single examiner (academic specialist) internal or external examiner (within or outside of McGill)
- PhD theses require two examiners:
  - Internal examiner (within McGill)
  - External examiner (outside McGill)

Thesis Examination - Procedures

myThesis procedure:
• We strongly recommend nominating:
  • For Master’s: submit 2 to 4 potential examiners
  • For Doctoral: submit 2 internals; submit 2 to 4 potential external examiners

*Students cannot add names after submitting their Nominations page. The thesis office must make the adjustments.

HOT TIPS:
- Secure examiners ahead of time, not on day of thesis submission deadline
- Ask your GPC if there is a department process for nominating examiners prior to adding them to myThesis
Nominating Examiners

• Examiners must not be in conflict of interest with student or supervisor
• What is a conflict of interest?

Any circumstance such that a reasonable person would perceive that an examiner could be biased in their evaluation of the thesis.

Example:
➢ Examiner has collaboration(s) in projects related to the thesis
➢ Examiner has read papers and provided feedback to student
➢ Examiner is an author on one of your papers
➢ Examiner has a financial interest in an entity that could benefit from the research
➢ etc
Make sure your English abstract is ready before submitting: your potential examiner will have access.
Supervisor and GPD approvals

- Once you submit, your **supervisor** will receive an email asking for approval.
- Once they approve, the **GPD** will approve and invite the required examiner(s) (1 for Master’s students, and 2 for PhDs).
- Made a mistake?
  - Ask your supervisor or GPD to request changes in myThesis
- **When the examiner accepts, you are notified that you can submit your initial thesis for examination on myThesis.**
Yippee!

The Thesis Submission page
You will be emailed once examiners have accepted. myThesis will notify you to submit your thesis

CLICK TO UPLOAD PDF
After you submit your initial thesis:

- A pop-up will confirm the successful submission.
- Your file will go through the approval process (supervisor, co-supervisor, GPD, GPS). If changes are requested, you will receive an email asking you to resubmit. It will go through the approval process, again.
- Once *Evaluation in Progress* appears, your thesis package is in the hands of the examiner(s).
Thesis Examination Process

- Once the initial thesis is submitted, no one (outside GPS) should attempt to communicate with the examiners.
- Examiners have **4 weeks upon receipt of the thesis** to evaluate the thesis and return the thesis examination report back to GPS.
- GPS is responsible for:
  - obtaining evaluation reports from examiners
  - ensuring objectivity and confidentiality throughout examination process
Thesis Evaluation Status

• You must meet the initial thesis deadlines to be eligible for Thesis Evaluation status in the following term
• You must remain registered until you submit your final thesis (you register normally)
• The thesis evaluation status is updated internally, up to a week after you submit. No action is required from you.
How the examination process works

Masters students have access to the evaluation reports upon receipt, in myThesis

Doctoral students do not see evaluation reports until after the oral defence, in myThesis
Examiner Evaluation

<table>
<thead>
<tr>
<th>Criteria for Evaluation of Thesis</th>
<th>Excellent Top 10%</th>
<th>Very Good</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
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</thead>
<tbody>
<tr>
<td>1. Makes an original contribution to knowledge</td>
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<td>2. Advances knowledge in the field</td>
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<td>3. Is in line with disciplinary norms for research</td>
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<td>4. Is situated in a broader context and appropriately acknowledges the larger field of research (e.g., citations/references)</td>
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<tr>
<td>5. Details methodology and methods</td>
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<td>6. Reports results clearly</td>
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<td>7. Justifies analyses and conclusions</td>
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<td>8. Discusses implications</td>
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<tr>
<td>9. Is presented appropriately for disciplinary norms (grammar, style, coherence, cohesion)</td>
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<tr>
<td>10. Complies with McGill’s guidelines for thesis preparation</td>
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</tbody>
</table>
Masters Thesis Examination Result

- After a positive evaluation, myThesis sends the official notification to the student with supervisor copied
- Supervisor and students review reports
- Final thesis and the library waiver submitted through myThesis
PhD - Oral Defence – Committee

- Graduate Program Coordinator enters info in myThesis
- **GPS requires 4 weeks notice of the defence date**
- Standard committee member
  - Chair or representative
  - Supervisor
  - Internal examiner
  - Internal member (can be co-supervisor)
  - External member
  - External Examiner - can be invited to the defence by zoom
  - Pro-Dean (secured by GPS)
PhD - Oral Defence

What happens

- Students can have an in-person, online, or hybrid defence.
- Pro-Dean (secured by GPS) is Chair of the defence
- Intro meeting – student not present
- Student invited back
- Student – gives ~ 20 min seminar, shared screen PP
- Examiners – question student – 2 rounds
- Decision meeting – student not present
- Student invited back and decision is revealed
PhD - Thesis Examination – Outcomes

- Oral Defence Outcomes
  - Passed: no or minor revisions.
  - Not passed:
    - Thesis not passed
    - Oral defence not passed
    - Thesis and oral defence not passed

- Within 1-2 business days after your oral defence, you will have access to your reports in myThesis.

- 6 months to make changes if not passed
Nothing to do between submission and defense?

The Doctoral Internship Program
When - between submitting initial thesis and defending it.

- Up to $2,000/month for between 1 to 3 months
- Must be PhD 6 or earlier.
- Apply at least 2 months prior to the proposed start date of the internship

How to set up an internship:
- **Find your own internship:** The GPS website provides resources to help doctoral students to find and secure their own internships

- **Or use our database:** Host organizations from all over the world: Hydro-Quebec, Manulife Financial, Apple Inc, Government of Canada, etc.

McGill
internships.gps@mcgill.ca
Doctoral Final thesis

• Supervisor and students review reports
• Final thesis and library waiver submitted through myThesis
  – You may request that the thesis be withheld from publication (BUT you need a very good reason). Max. 1 year.
• Co-supervisor not from McGill? Tell them to email the thesis unit and they will approve on their behalf upon confirmation email
• Final thesis will eventually become available in the library e-scholarship database
Be the driver of your future success

Create your **Individual Development Plan (IDP)**

- **Advantages** – know where you are, where you want to go (AND where you do NOT want to go)
- Online and available 24/7
  https://www.mcgill.ca/mypath/about-idp/what-idp/where-start
- Can be but is not designed to share (with anyone and this includes your supervisor)
- **Disadvantages** – will take about 3 hours of your time
Graduate Departments

• Graduate Program Coordinator (GPC) - first point of contact for supervisors and students on information and advice on thesis examination process

• They can liaison with GPS Thesis unit (how to complete forms, deadline dates, if examiner reports have been submitted... )
Thesis unit contact

thesis.gps@mcgill.ca
Questions? Comments?
Thank you!