

Graduate and Postdoctoral Studies

Roadmap to a Successful Thesis Submission

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Graduate and
Postdoctoral Studies

Études supérieures et
postdoctorales

Agenda

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





<https://www.mcgill.ca/graphos/commons>

- **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.



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Upcoming *Graphos* offerings

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!

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

THesis

For info: <https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation>



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!**



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.

Thesis Components (Each required section is further explained here)		Important considerations
⇒	Title page	Consult https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation for the appropriate format
⇒	Detailed table of contents	
⇒	Brief abstract in English	

VERSION 3 MAY 30, 2022

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 waaaaaay 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 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:

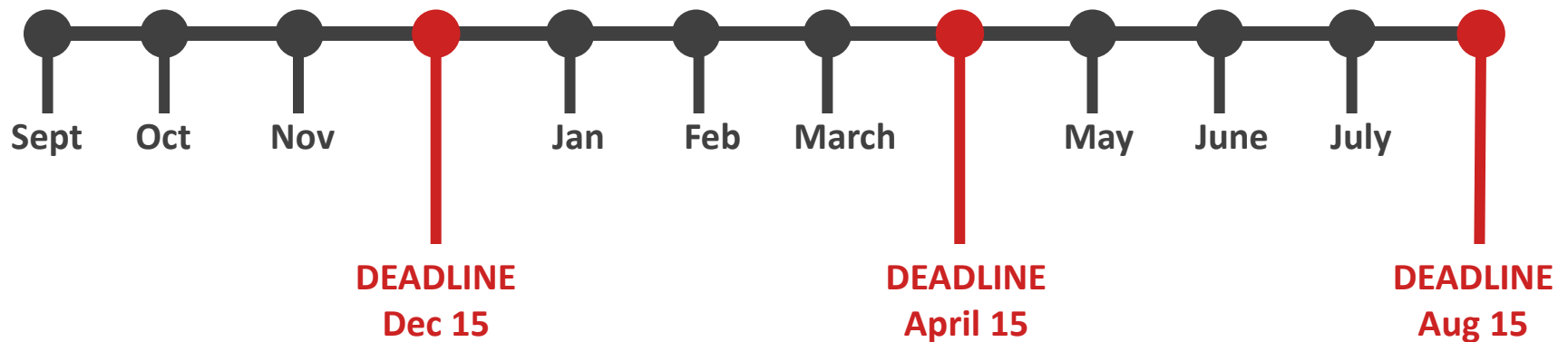


<https://www.mcgill.ca/gps/students/staying-happy-and-healthy-graduate-studies>



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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

Access myThesis through the GPS website:

<https://www.mcgill.ca/gps/thesis/thesis-guidelines/initial-submission>

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.



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You can refer to the website to follow where your thesis is in the pipeline

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



How the initial thesis submission process works:

<https://www.mcgill.ca/gps/thesis/thesis-guidelines/initial-submission/what-mythesis>

Not you

NOTIFICATION OF INTENT TO SUBMIT

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

APPROVAL OF EXAMINER(S)

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

The **supervisor** or **Unit head** can request changes through myThesis during this process.

INVITING THE EXAMINER(S)

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

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

APPROVAL OF THESIS SUBMISSION

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

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

INTENT TO SUBMIT THESIS

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

NOMINATION OF EXAMINER(S)

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

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

You

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!



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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.

Thesis Status

Not Started

Intent to Submit Thesis

Expected Submission Date ⓘ Predicted Graduation Term ⓘ Nomination of Examiners required by ⓘ

Confidentiality Statement ⓘ

There is material in my thesis that should be subject to a confidentiality restriction, beyond a standard embargo. This requires a legal non-disclosure agreement. Yes No

Thesis Title ⓘ

English Abstract ⓘ

French Abstract ⓘ

Estimated number of pages ⓘ 0 Language of thesis

Student Declaration

- I hereby give notice that I intend to submit my thesis for examination on, or before, the expected submission date given above.
- I declare that my supervisor(s) endorse(s) the thesis title given above.

Save draft Submit Cancel



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 Records

Intent To Submit Thesis

Examiners Nomination

Thesis Submission

Instructions ?



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



The submission of the Intent to Submit Thesis page was successful. Your supervisor(s) will be notified. This page can be changed any time up until the thesis is submitted for examination.



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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)

To know more about who can be nominated as an examiner, check out

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



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



The Nomination of Examiners page *Master's



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

Thesis Records
Intent To Submit Thesis
Examiners Nomination
Thesis Submission

Instructions ?

! Please review the details on the Intent to Submit Thesis page prior to nominating your thesis examiners. The deadline to submit the Nomination of Examiners page is indicated in your Intent to Submit Thesis.

Student

Name [redacted] ID [redacted] Degree Master of Science

Thesis Status

Intent Submitted

Proposed Examiners

Master Examiners

Name	Email	Department	Remove
Search / Add			

← TO ADD EXAMINERS

Student Declaration

I hereby certify that:

- I have consulted with my supervisor(s) about the examiners nominated and I agree to their nomination.
- There will be no further contact with the nominated examiners after I submit this form.
- I understand that any contact with the examiners by the supervisor or student after submission of this form constitutes a conflict of interest and the examination process will be cancelled.

Submit for Approval

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.**





The Thesis Submission page

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

McGill myProgress

Intent to Submit ✓ Nomination of Examiners ✓ Nomination Approvals ✓ Examiner Invitations ✓ Thesis Submission (blue circle) Submission Approvals ○

Thesis Records

- Intent To Submit Thesis
- Examiners Nomination
- Thesis Submission

! Please review the details you provided in your intention to Submit before submitting your thesis

Student

Name: [redacted] ID: [redacted] Degree: Doctor of Philosophy

Thesis Status

Examiners Accepted Invitation

Thesis Files

File Name	Type	Upload	Delete
		Upload files	

Declaration of Compliance

I hereby certify that:

- The thesis meets GPD [guidelines for preparation, and initial submission](#)
- If relevant, all ethics and compliance certificates required have been properly obtained and copies are on file with the appropriate offices
- If relevant, appropriate permissions have been obtained to include copyrighted material in the thesis
- If relevant, appropriate permissions have been obtained from co-authors of manuscripts included in the thesis for such inclusion
- In the preface, contributions of student to each chapter are explicitly stated
- In the preface, contribution of any co-authors to each chapter have been explicitly stated
- I acknowledge that there will be no further contact with the examiners after I upload my thesis for examination

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

I hereby submit my thesis for examination in accordance with the [regulations](#) and the declaration above

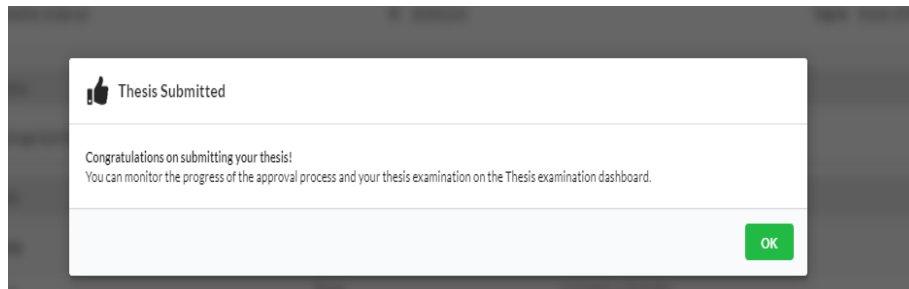
[Submit Thesis for Approval](#)

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**

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**.

EVALUATION IN PROGRESS

This status will show in myThesis once the **Thesis Office** has sent the thesis package to the examiner(s) via myThesis. The evaluation process is ongoing. No action is required in myThesis.

DOCTORAL STUDENTS

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. No action is required 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**.

THE ORAL DEFENCE

After a successful oral defence, the myThesis record will be updated by the Thesis Office to **Pass Awaiting Final**. The student will receive an email from the Thesis Office advising them to access myThesis to view the feedback. The student, supervisor (s), GPC, and GPD will be able to view the report 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.



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Examiner Evaluation

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



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.



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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



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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



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Questions? Comments?



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Thank you!



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