

Department of Human Genetics, Faculty of Medicine Ph.D. Thesis Submission

Timeline for Smooth Submission:

First, consult the [GPS deadlines](#), if you are attempting to graduate for a certain convocation ceremony.

Step 1 (6-12 months prior to initial submission date):

[Final Supervisory Committee Meeting](#) with approval to write up and submit thesis.

Step 2 (3 months prior to initial submission date):

[Ph.D. Senior Seminar](#) completion.

Step 3 (2 months prior to initial submission date):

Begin initial thesis submission process through [MyThesis](#). An overview may be found [here](#), including the respective deadlines.

Step 4 (1 week prior to initial submission date):

Submit thesis and [thesis checklist](#) for internal department review. This thesis review is separate from your thesis' formal examination; rather, it is to ensure that formatting guidelines have been followed.

Step 5

With departmental approval, proceed with initial thesis submission on [MyThesis](#).

Internal and External Examiners:

Role of the PhD Thesis Internal Examiner

Each PhD thesis is examined by two examiners: one 'internal' and one 'external'.

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. The Internal Examiner also serves to ensure that McGill norms are observed with respect to quality of the thesis.

Normally, the Internal Examiner is a McGill faculty member (but not the Supervisor) affiliated with the Unit in which the thesis originates, but he/she may also be nominated from other Units at McGill. The Doctoral Internal Examiner need not satisfy the arm's length conditions required of the External Examiner (but must not be in conflict of interest according to McGill's [policy on conflicts of interest in academic supervision and evaluation](#)). As such, a member of the student's supervisory committee may be named as the Internal Examiner. However, since the supervisor has already, in effect, "examined" the thesis by guiding the thesis research and approving that the final document has met the requirement for the degree, the supervisor is not permitted to be the internal examiner.

The Internal Examiner must attend the final oral thesis defense.

Role of the PhD Thesis External Examiner

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 and normally must hold a doctorate or equivalent. The external examiner must be at arm's length and have no other conflict of interest (see conflict of [interest checklist on the nomination of examiners](#) and thesis submission form).

Conflict of Interest in Nomination of Examiners

Any potential examiner who responds 'yes' to any of the following questions would be considered to be in conflict of interest:

- Have you co-authored or otherwise carried out research in collaboration with the student or the supervisor (within the last five years)?
- Do you knowingly have a financial interest in an entity that could benefit from the thesis research?
- Have you previously read the thesis, or parts of it, or evaluated the student's thesis research (e.g., as an advisor, as a supervisory committee member, evaluator for progress tracking)?
- Within the last five years, have you examined or been examined by the student's supervisor (e.g., are you a former student or former supervisor of the supervisor)?
- Have you engaged in (or intend to engage in) discussions/ negotiations with the student or supervisor relating to future employment or supervision?
- Do you have a personal or financial relationship to the student or the supervisor?
- Could your relationship with the student or supervisor appear to have a conflict of interest? Such relationships include:
 - A past or present spouse or partner
 - A close family member
 - A past or present business partner
- Have you engaged in other activities that could be interpreted as introducing a conflict of interest? (please specify)
- **Examiners of doctoral theses only:**
 - Have you held an academic appointment at McGill within the last five years?
 - Do you have a former or pending affiliation with the student's academic Unit (within the last five years)? E.g., graduation from the same academic program or have you been offered an academic appointment in the Unit?

[FAQs regarding conflict of interest in the selection of PhD external and Master's examiners](#)

Information for MyThesis:

Student Guidelines

- Students can access step-by-step instructions [here](#).

Supervisor Guidelines

- Supervisors can access step-by-step instructions [here](#).

Initial e-Thesis Submission:

Further information on initial thesis submission can be found here: [Initial e-Thesis Process](#).