

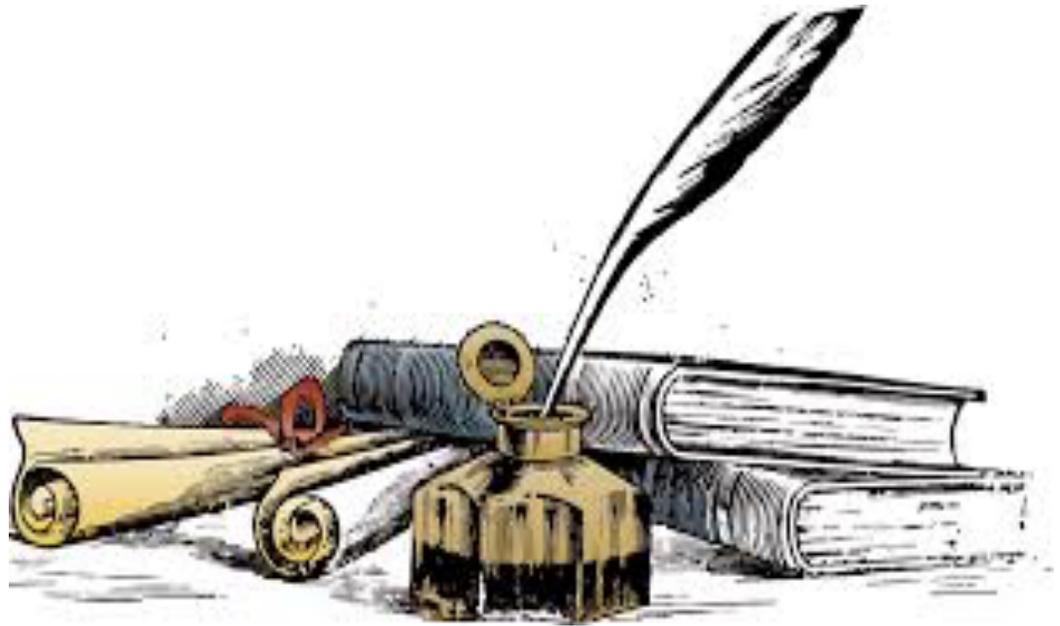
# Thesis Writing and Submission Information Session



- Thesis writing
- Thesis examiners
- Initial thesis submission
- Thesis evaluation process
- Oral defense committee
- Thesis defense
- Final e-thesis submission

Sylvie Fournier  
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# Thesis writing



- Thesis components
- Thesis format
- Notes on manuscript-based (article-based) theses

# Thesis components

A thesis can be written in a traditional style or a manuscript (article)-based style.

It cannot be a mixture of the two.

Order of thesis components (in traditional or manuscript format):

## 1. Title page

The title of the thesis

Your name and department followed by "McGill University, Montreal"

The month and year your thesis is submitted

The following statement: "A thesis submitted to McGill University in partial fulfillment of the requirements of the degree of Doctor of Philosophy"

The universal copyright notice "©" followed by your name and the year your thesis is submitted

## 2. Detailed table of contents

## 3. Abstract in both English and French

# Thesis components

## 4. Acknowledgements

Among other acknowledgements, you have to declare the extent to which assistance (paid or unpaid) has been given by other students, research assistants, technicians, or others in the collection of data, the performance of experiments, the analysis of data, and the preparation of the thesis (including editorial help). It is appropriate to recognize the supervision and advice given by your supervisor.

## 5. Preface (Contribution of Authors)

Your contributions to each chapter must be explicitly stated.

The contributions of any co-authors to each chapter must be explicitly stated.

For a doctoral thesis the preface must also clearly state the elements of the thesis that are considered original scholarship and distinct contributions to knowledge.

## 6. Introduction

A comprehensive review of the relevant literature.

You should clearly state the rationale and objectives of your research.



- Introduction: work on that funnel shape!

# Thesis components

## 7. Material and Methods (traditional format only)



Methods: provide a cookbook with the study's ingredients!

## 8. Research results (manuscript(s) for article-based style)

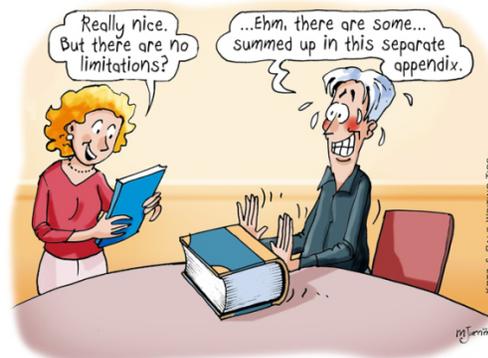
For article-based style: additional text that connects the manuscripts in a logical progression.

Published articles should be reformatted.



Results: present findings without interpretation!

## 9. Discussion (traditional format only)



Discussion: be frank in acknowledging limitations!

# Thesis components

## **10. Final conclusion and summary (for both traditional and article-based format)**

Clearly state how the objectives of your research were met and discuss the implications of your findings.

## **11. References**

Follow disciplinary norms (be consistent).

## **12. Appendices (optional)**

Useful to present supplementary or raw data, details of methodology (particularly for manuscript-based theses) or any information that would detract from the presentation of the research in the main body of the thesis but would assist readers in their review.

All material in appendices is open to examination.

When previously published copyrighted material is presented in your thesis, you must obtain signed permissions/waivers from the publisher and include them in this section.

### **Don't include:**

Permission from co-authors of manuscripts

Ethics and compliance certificates

# Thesis format

## Script and Page Format

A conventional font, size 12-point, 12 characters per inch.

Line spacing : 1.5 or double.

Left and right hand margins: 1 inch.

## Length

There is no page limit, but unnecessarily long theses are viewed negatively since one of the norms of academic scholarship is concision.

GPS considers 150 pages to be the maximum for a Master's thesis (including title page, abstracts, table of contents, preface, acknowledgements, reference list, and appendices).

A Doctoral thesis must be as succinct.

## Pagination

Positioning of page numbers is optional.

Pages with figures may be numbered in sequence or left unnumbered. The chosen procedure must be used consistently throughout the thesis.

Pagination must be carefully checked for correct sequence and completeness.



# Thesis format

## References

Should conform to a scholarly style appropriate to the discipline.  
Consistency of citation and formatting is required throughout the thesis.

## Figures and illustrations

Figures, tables, graphs, etc., should be positioned according to the publication conventions of the discipline. Legends on the same page.

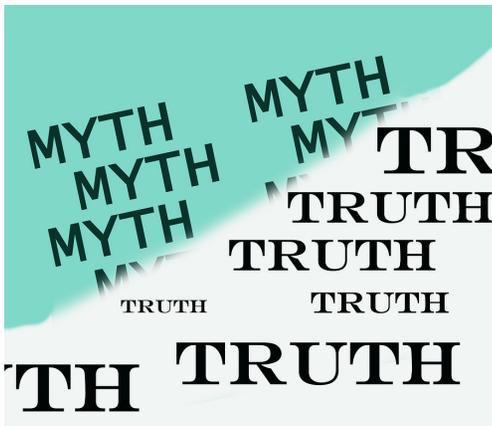


Avoid figures, tables and other illustrations that are larger than a standard page (unless absolutely necessary). Legends of full-page illustrations must be presented on a separate page.

**Good idea to have a look on some theses from your lab.**

# Notes on manuscript-based theses

In manuscript-based theses, the research results are presented as a collection of one or more manuscripts **submitted or to be submitted** for publication, and/or **published articles that are reformatted** according to the thesis format requirements.



- Prior publication or acceptance for publication is NOT required.
- Publication or acceptance for publication of the your research results does not guarantee that your thesis will be found acceptable for the degree.
- No specific number of manuscripts or articles are required for a Doctoral thesis.

# Notes on manuscript-based theses

The thesis is expected to be a more detailed work than manuscripts for publication in journals. The examiners judge a manuscript-based thesis as a unified, logically coherent document in the same way a traditional thesis is judged.

**Thus, a manuscript-based thesis must be presented with uniform font size, line spacing, and margin sizes (see thesis format).**

**Your thesis must contain additional text that connects the manuscripts in a logical progression from one chapter to the next, to produce an integrated whole that is documenting a single program of research - the manuscripts alone do not constitute the thesis.**

# Notes on manuscript-based theses

**In the case of multiple-authored articles**, you must be the primary author.

**In the case of co-first authored articles**, only one student can use the article in a manuscript-based thesis and must have a written agreement from the other co-first author student(s). Thus, in that case it may be preferable for both students to write a traditional format thesis, identifying individual contributions.

Permission must be obtained from co-authors of manuscripts submitted or in preparation for inclusion in the thesis (an email is sufficient, **DO NOT** include in appendices).

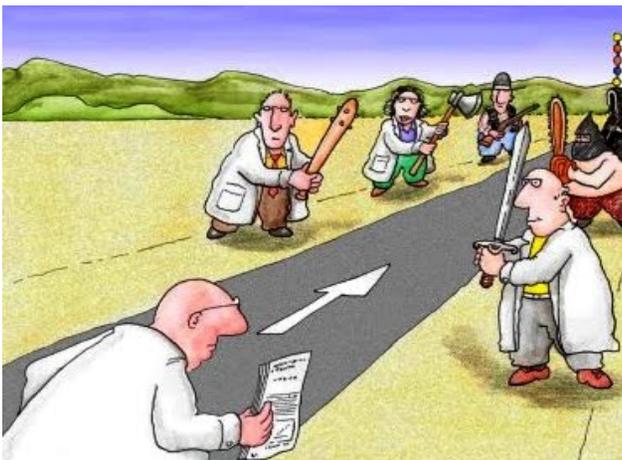
When published papers are used (first author or co-first author), you must obtain waivers from the publishers.

# Thesis examiners



Initial thesis submission requires additional steps.

The most important one is to secure thesis examiners before initial thesis submission.



Well before your thesis is ready for initial submission, (4-6 weeks) you and your supervisor should identify potential examiners who are qualified to examine your thesis (think about Summer, Christmas Holidays.....).

- How to secure thesis examiners
- Tips to your supervisor to secure examiners
- Conflict of Interest Checklist

# Thesis examiners

A Doctoral thesis is evaluated by 2 examiners - **one external and one internal.**

The external examiner must be a scholar of established competence in the field of the thesis research. **He/she must be from outside the University** and hold a doctorate or equivalent. **The external examiner does not attend the final oral thesis defence.**

The **internal examiner** is expected to be knowledgeable in the area of the thesis, but not necessarily to the same extent as the external examiner.

The internal examiner must be a **McGill faculty member** affiliated with the department or from another department. **In the MIMM department, member of the student's advisory committee CANNOT serve as the internal examiner.** The internal examiner must attend the final oral thesis defence.

# How to secure examiners?

Once you and your supervisor have identified potential examiners, **your supervisor (NOT YOU)** must:

- **Contact them to confirm their willingness to serve.**  
Initial contact with a potential examiner is made by **your supervisor (NOT by you)** by phone or email. It is usually best to discuss by phone at some point. Your supervisor should make sure that the potential examiners are able to review the thesis within the required timeline.
- **Ensure that the potential examiners have no conflict of interest**  
Your supervisor must review the **Conflict of Interest checklist** with the potential examiners and ensure that he/she does not answer “Yes” to any of the questions. If the examiner’s answer to any of the questions in the checklist is “Yes,” that person cannot serve as an examiner.

# Tips for your supervisor to secure examiners

## Talking Points when contacting a potential examiner by phone

- Explain that a doctoral student will soon be completing his/her thesis, and that the McGill process requires the thesis to be examined by an external expert in the field.
- Explain that there is a two-tiered thesis examination process: the examination of the written thesis and the oral defence.
- Explain to the external examiner that a written assessment is required but he/she does not need to be present at the oral defence. Once the written assessment is fully completed, the external examiner's work is done.
- Explain to the internal examiner that in addition to providing a written assessment he/she is required to attend the oral defence.
- Specify when the thesis is expected to be ready for examination, and that the examiner is given 4 weeks to submit his/her assessment and that meeting this deadline is critical for the student's progress towards the degree.

# Tips for your supervisor to secure examiners

## Talking Points when contacting the potential examiner by phone

- Ask if he/she would be willing and able to undertake this task within the expected time.
- Review the **Conflict of Interest checklist** with the potential examiner .
- If the person agrees, explain that once the thesis is submitted, Graduate and Postdoctoral Studies will contact him/her to arrange for mailing of the thesis and examination forms.

Throughout the interaction with the potential examiner, your supervisor should not discuss the quality of the thesis, since that could bias the review. It is, however, possible to send the thesis abstract to the potential examiner, so that he/she may better judge his/her ability to undertake the review.

**Share this information with your supervisor when discussing potential examiners. It will make his/her job easier.**

[https://www.mcgill.ca/gps/files/gps/procedure\\_contacting\\_examiner\\_may2017.pdf](https://www.mcgill.ca/gps/files/gps/procedure_contacting_examiner_may2017.pdf)

# Tips for your supervisor to secure external examiners

## Email Template for Contacting an External Examiner

Dear Dr. [name of examiner],

I am contacting you to inquire as to whether you would be willing to act as external examiner for a PhD student I am supervising. Theses submitted for the doctoral degree at McGill University are appraised concurrently by an external authority on the subject of the thesis and by members of the University. I would be most grateful if you could act as that external authority.

The thesis title is given below, and I have attached the abstract to this email, to give you a better idea of the thesis contents. I believe that your expertise in the area would make you ideally suited to examine this thesis. The thesis is approximately [###] pages long.

If you are willing to undertake this, you will be asked to submit written comments and questions (one or two pages) for the oral defence, as well as an overall evaluation of the thesis. If you agree, a thesis evaluation form will be sent to you along with the thesis. I expect that you will receive the thesis in [month] and you will have approximately four weeks for reading and evaluating the thesis. Please note that, at McGill University, external examiners are rarely invited to the oral examination. Unfortunately, we are unable to provide an honorarium for evaluating the thesis.

If you believe that there is a conflict of interest that may prejudice your objective judgement of the thesis (see [checklist](#)), please let me know.

Please note that McGill does not allow contact between the examiners and the student, and that any contact with the supervisor must avoid discussion of the quality of the thesis, or its detailed contents.

Thank you in advance for your consideration. I look forward to hearing from you.

Best regards,

[Name], [Title], [Affiliation]

Thesis Title: [thesis title]

Author: [student's name]

Department: [student's home department]

Degree: Doctor of Philosophy

**Share this information with your supervisor when discussing potential examiners. It will make his/her job easier.**

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

# Conflict of interest checklist

- 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 an advisory committee member, evaluator of progress tracking)?
- Have you previously (within the last five years) examined or been examined by the student's supervisor? This would be the case if you are the former student or former supervisor of the student's supervisor (for external examiner only)
- Have you engaged in (or intend to engage in) discussions/negotiations with student or supervisor relating to future employment or supervision?

# Conflict of interest checklist

- Do you have a personal or financial relationship with the student or the supervisor?  
Relationships that might appear to have a conflict of interest 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 conflict of interest?  
Please specify.
- For external examiners of doctoral theses:
  - Do you have a former (within the last five years) or pending affiliation with the student's department? For example, have you graduated from the same academic program or been offered an academic appointment in the department?
  - Have you held an academic appointment at McGill within the last five years?

**Share this information with your supervisor when discussing potential examiners. It will make his/her job easier.**

**This checklist can be found at:**

[https://www.mcgill.ca/gps/files/gps/conflict\\_of\\_interest\\_checklist\\_2017.pdf](https://www.mcgill.ca/gps/files/gps/conflict_of_interest_checklist_2017.pdf)

# Initial Thesis Submission



- Thesis submission format
- The Nomination of Examiners Form

# Thesis submission format

Your thesis must be submitted as a **single PDF** from your official McGill email address to:

[doctoralthesissubmission.gps@mcgill.ca](mailto:doctoralthesissubmission.gps@mcgill.ca)

**The naming convention of the PDF thesis is:**

**ID#\_last name\_first name\_dept name (can be abbreviated)\_thesis.pdf**

Eg. 260260260\_Mitsopoulos\_Panagiotis\_MIMM\_thesis.pdf

**The subject line of this email must be: Initial thesis submission**

You will receive a confirmation receipt of submission.

**Provide a PDF copy of your thesis to your supervisor and co-supervisor. This is very important because your supervisor is responsible to provide your thesis to your oral defence committee member.**

If you have difficulty emailing your thesis, you should contact the GPS thesis unit at [thesis.gps@mcgill.ca](mailto:thesis.gps@mcgill.ca)

# **Nomination of examiners form**

**At the initial thesis submission, you must also provide the “nomination of examiners form”.**

**There is a nomination of examiners form for Master’s thesis and a different one for Doctoral thesis. Make sure you use the right one!**



**Doctoral Thesis Nomination of Examiners Form**

Submit this completed form to [doctoralthesissubmission.gps@mcgill.ca](mailto:doctoralthesissubmission.gps@mcgill.ca) from your official McGill email address with a single PDF version of your thesis and the two library forms (MNL and LAC) in PDF format. Please verify that all signatures are included on page 3 of this form.

<b>Name:</b> _____	<b>McGill ID:</b> _____
Last	First
<b>Email Address:</b> _____	<b>Degree:</b> <b>Ph.D.</b>
<b>Unit*:</b> <b>Microbiology and Immunology</b>	
<i>*Unit refers to a department, a division, a school, an institute, or a Faculty/University-wide graduate program</i>	

**Exact Thesis Title:** 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).

**Note:** The convocation booklet will display the thesis title in lower case except for proper nouns.

\_\_\_\_\_  
\_\_\_\_\_

**Supervisory Committee (list all members)**

Thesis Supervisor	
<b>Full Name/Title</b>	<b>Mailing Address</b> (Full campus address where applicable)
_____	_____
<b>Tel:</b> (____) _____ - _____ / _____	_____
(extension)	_____
<b>E-mail:</b> _____	_____

Thesis Co-Supervisor (if applicable)	
<b>Full Name/Title</b>	<b>Mailing Address</b> (Full campus address where applicable)
_____	_____
<b>Tel:</b> (____) _____ - _____ / _____	_____
(extension)	_____
<b>E-mail:</b> _____	_____

Other Members	
Full Name/Title	Unit*
<b>Advisory committee members</b>	_____
_____	_____
_____	_____



**Names and addresses** in the following two sections **must be complete** with full names (no initials), and complete Unit\* and non-McGill addresses, including building and room number, street address, city, province, postal code, e-mail address, as well as telephone number(s).

**Internal Examiner**

The Unit\* has established that the internal examiner has agreed to evaluate the thesis. GPS is responsible for sending the internal examiner a copy of the thesis. The internal examiner must not be in conflict of interest according to McGill's policy (see University [conflict of interest regulations](#)).

**Full Name/Title**

\_\_\_\_\_

**Mailing Address** (Full campus address where applicable)

\_\_\_\_\_

Tel: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_  
(extension)

\_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

**External Examiner**

The Unit\* has established that the external examiner has agreed to evaluate the thesis. GPS is responsible for sending the external examiner a copy of the thesis. The external examiner must be able to examine the student and the thesis at arm's length, free of conflict of interest from any source. The test of whether a conflict of interest might exist is whether it could appear to a reasonable outside person that evaluation of the thesis may be affected by anything other than the merits of the thesis document. The candidate's Unit\* must take reasonable steps to avoid recommending an examiner whose relationship with the candidate, the supervisor, or their research could be seen as jeopardizing an impartial judgment on the thesis. Any individual asked to examine a thesis must declare possible sources of conflict (see [checklist](#)).

**Full Name/Title**

\_\_\_\_\_

**Mailing Address** (Full campus address where applicable)

\_\_\_\_\_

Tel: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_  
(extension)

\_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

**Certifications and Signatures**

**The Unit\* head or delegate certifies that**

- All other degree requirements have been met
- The nominated internal examiner is not in conflict of interest according to McGill's policy (see University [conflict of interest regulations](#))
- There is no conflict of interest with nominated external examiner (see [checklist](#))



Supervisor(s) certifies that:

- The thesis meets GPS [guidelines for preparation](#) and [initial submission](#)
- The thesis meets scholarly standards for partial fulfillment of the degree
- If relevant, all ethics and compliance certificates required have been properly obtained and copies are on file with the appropriate offices
- There is no conflict of interest with nominated internal examiner according to McGill’s policy (see University see University [conflict of interest regulations](#))
- There is no conflict of interest with nominated external examiner (see [checklist](#))

The student certifies that:

- Thesis meets GPS guidelines for preparation and 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

The supervisor and student acknowledge that there will be no further contact with the examiners after submission of this form. Any contact with examiners by the supervisor or student after submission of this form constitutes a conflict of interest and the examination process **will be cancelled.**

Date	Student’s Signature	Print Name
Date	Supervisor’s Signature	Print Name
Date	Co-Supervisor’s Signature	Print Name
Date	Unit* Head’s or Delegate** Signature	Print Name



\*Unit refers to a department, a division, a school, an institute, or a Faculty/University-wide graduate program  
 \*\* Please attach a copy of approval granting signing authority if signed by delegate other than the Graduate Program Director

Revised May 2017

**★ Contact the GPD directly**

**The naming convention for the Nomination of Examiners Form is:**

**ID#\_last name\_first name\_unit name\_nomform.pdf**

**E.g. 260260260\_Mitsopoulos\_Panagiotis\_MIMM\_nomform.pdf**

**Please don't forget to submit an electronic copy of your signed Nomination of Examiners Form to the Graduate Program Coordinator (GPC).**

# Successful Initial Thesis Submission

From: [panagiotis.mitsopoulos@mail.mcgill.ca](mailto:panagiotis.mitsopoulos@mail.mcgill.ca)

To: [doctoralthesissubmission.gps@mcgill.ca](mailto:doctoralthesissubmission.gps@mcgill.ca)

Subject: **Initial thesis submission**

Attachments: 260260260\_Mitsopoulos\_Panagiotis\_MIMM\_thesis.pdf  
260260260\_Mitsopoulos\_Panagiotis\_MIMM\_nomform.pdf



**Submission Successful**

# Thesis evaluation

**GPS will send your initial thesis to the examiners.**

**The examiners have 4 weeks to evaluate your thesis according to the criteria of the Thesis Examination Report.**

**McGill University**  
**Graduate and Postdoctoral Studies**  
**Examiner Report – Doctoral Thesis**

**Report Due Date:**  
**Name of Student:**  
**Degree/Unit:**  
**Thesis Title:**

As a thesis examiner, you will complete this form and attach a written report providing a detailed justification of your evaluation. The deadline to send **this form and your written report** to Graduate and Postdoctoral Studies (email: [thesiscoordinator.gps@mcgill.ca](mailto:thesiscoordinator.gps@mcgill.ca)) is \_\_\_\_\_. A late report has serious academic and financial consequences for the student. Thank you for your valuable contribution to this candidate’s examination.

**1. Evaluation of the Thesis:** Complete the evaluation grid below and comment on the criteria in your written report.

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 <a href="#">guidelines for thesis preparation</a>					

**2. Overall Recommendation:** Select one.

Recommendation	Select ONE
<p>PASSED - The thesis is <b>ready to proceed</b> to the Oral Defence.</p> <ul style="list-style-type: none"> <li>Report must include any recommendations for <u>minor</u> revisions to the thesis (i.e., stylistic or editorial changes that can be completed in three weeks or less).</li> <li>Report <b>must include questions</b> to be asked of the candidate at the Oral Defence.</li> </ul>	
<p>NOT PASSED – The thesis needs <b>major revisions before proceeding</b> to the Oral Defence.</p> <ul style="list-style-type: none"> <li>At least one of the Criteria for the Evaluation of the Thesis must be judged as unsatisfactory if the thesis is NOT PASSED.</li> <li>Report must include a detailed description of the shortcomings that have informed your decision, including an itemized list of substantive issues you would expect the student to address in order for the thesis to be given a PASS and proceed to the Oral Defence.</li> <li>If this is the first NOT PASSED assessment, the student will have the option to <a href="#">revise and resubmit</a> the thesis.</li> </ul>	

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

**You do not see the examiner reports until after your oral defence.**

# DO and DO NOT during the evaluation process

## DO NOT:

Do **NOT** communicate with the examiners until the examination process is complete.

*“Any contact with examiners by the supervisor, student or department after the nomination process constitutes a conflict of interest and the examination process will not go forward.”*

## DO:

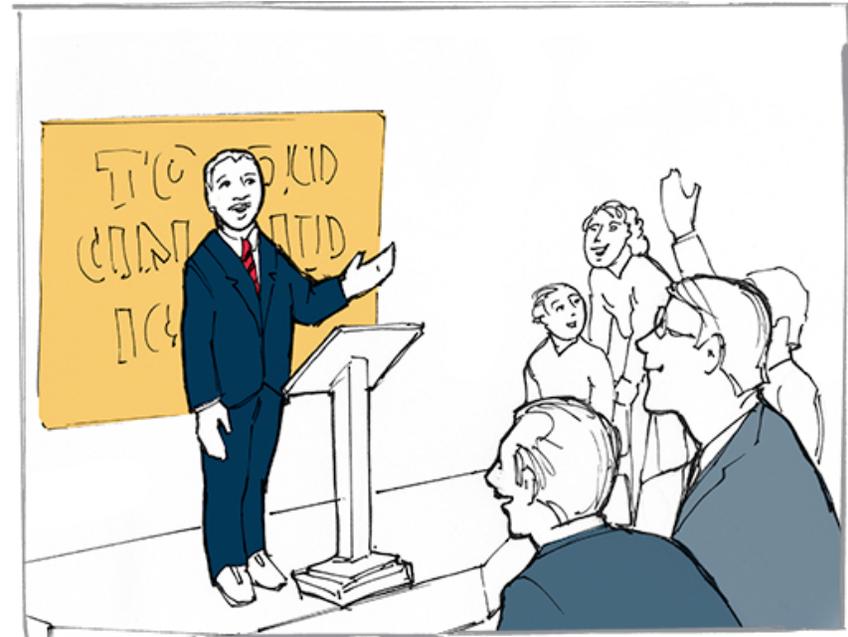
Set up your **oral defence committee**

Prepare your **oral defence pamphlet**

# How to set up an oral defence committee?

Upon your initial submission, GPS send an **Oral Defense Form** to the GPC who forwards the form to you.

On this form, **the earliest date your defence can take place** is indicated (pending on the receipt of the reports).



On this form, you and your supervisor must provide:

**the date of your doctoral oral defence**

**the time of your doctoral oral defence**

**the room of your doctoral oral defence**

**the composition of your oral defence committee**

McGILL UNIVERSITY  
Graduate and Postdoctoral Studies  
**Ph.D. ORAL DEFENCE FORM**

NAME OF CANDIDATE: Panagiotis MITSOPOULOS  
UNIT: Department of Microbiology & Immunology  
LANGUAGE OF ORAL: (if other than English)  
TITLE: Functional characterization of stomatin-like protein 2

DATE:  
TIME:  
PLACE:  
**PRE-DEFENCE:**

→ Forgotten by many students!  
Needed before Chair's signature

**Department's role:**

1. Follow the "Guidelines for Chairs and Directors on Appointment of Thesis Examiners and Oral Defence Committees";
2. Schedule and confirm the date, time and place of the oral with the student and all members of the committee; **submit this form, duly completed, to the Thesis Office as soon as possible and absolutely no later than 4 weeks prior to the scheduled defence date (or the oral defence will be postponed)**. Any requests for exceptions to normal procedures must always be referred to GPS thesis unit prior to making any arrangements.
3. Distribute copies of the thesis to all committee members together with the "Guidelines for Doctoral Oral Examinations";
4. Include below the department or affiliation, address, e-mail, telephone numbers of committee members;
5. List members of the student's Supervisory Committee;
6. Refer the student to the "Guidelines for Doctoral Oral Examinations" on the web - <http://www.mcgill.ca/gps>

**GPS role:**

1. Selects the Pro-Dean and provides that person with a copy of the thesis, official examiners' reports, and the student's advising transcript.
2. Sends the confidential official examiners' reports to the committee members and the Graduate Coordinator. (one-week prior to the defence)

😊 You can defend your thesis in the building where your lab is located.

1. Departmental Chair or deputy:

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy #: \_\_\_\_\_

2. Thesis Supervisor:

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy #: \_\_\_\_\_

3. Thesis Co-Supervisor(if applicable):

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy #: \_\_\_\_\_

4. Internal Examiner:

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy #: \_\_\_\_\_

5. Internal Member (if applicable):

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy #: \_\_\_\_\_

6. External Member:

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy #: \_\_\_\_\_

7. External Member: (if applicable):

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy #: \_\_\_\_\_

**PRO-DEAN:** \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy #: \_\_\_\_\_

**Supervisory Committee Members:**

(It is mandatory to list the names of the members)

The defence may be scheduled (tentatively) as of **July 11, 2017**, to ensure that thesis reports have been received and that the student's Graduate Studies file is complete. **This form, duly completed, must be submitted to the Thesis Office as soon as possible and absolutely no later than 4 weeks prior to the scheduled defence date (or the oral defence will be postponed)**. If examiners' reports are not received by GPS at least **one-week prior to the defence, the defence will be postponed**.

**N.B.** By signing below, I agree to the above and I confirm to the best of my knowledge, there is no conflict of interest between the candidate or the supervisor and the members of the Oral Defence Committee. The student has been informed of the committee membership and has no objection.

\_\_\_\_\_

Chair's Signature

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date notice mailed to Department: May 30, 2017

Contact to: E-mail: [thesis.gps@mcgill.ca](mailto:thesis.gps@mcgill.ca)

★ **Contact the GPD directly**

**You should return this form to the GPC at least 4 weeks prior to your defense.**

**The GPC will forward it to GPS.**

The 4 wks are required to allow time to GPS to arrange for a Pro-Dean, to the GPC to check your file, etc.).

# Who can sit on my oral defence committee?

Your oral defence committee must have 5 voting members:

## **Five-Member Committee**

- The Chair of the department or a delegate
- Your supervisor
- The internal examiner of your written thesis
- An internal member (or your co-Supervisor as appropriate)
- An external member

If 3 members are “*closely involved with the thesis*”, a seven-member committee is required.

## **What does it mean “*closely involved with the thesis*”?**

If a member of the oral defence committee served on your advisory committee or had any meaningful input into the body of work represented in your thesis, the member is considered closely involved with the thesis.

# Who can sit on my oral defence committee?

## **Seven-Member Committee**

- The Chair of the department or delegate Supervisor
- The internal examiner of your written thesis
- 2 x internal members (one can be your Co-Supervisor)
- 2 x external members

## **Internal Member**

Must be a McGill Faculty.

May be associated with the MIMM department.

## **External Member**

Must hold a doctorate or equivalent.

Should not have been involved in your thesis research.

Should have sufficient knowledge of the discipline to read the thesis and question you at the oral defense, but is not required or expected to be expert in the field of your research.

Must be from outside the MIMM department.

May be from outside McGill.

# How to secure my oral defence committee members?

**Your supervisor (NOT YOU)** should contact the members you have agreed upon to ensure their acceptance and availability to serve on a specific day and time (doodle). Thus, your supervisor is responsible for scheduling your thesis defence.

When contacting internal and external members your supervisor should specify that they don't need to provide written reports.

The only thing you can do in this process is to arrange room booking for your defence.

For Duff room booking, contact the GPC.

**You cannot submit your Oral Defence Form if :**  
**Your supervisor has not obtained acceptance to serve from all members**  
**Your supervisor has not obtained a date and time that is agreed by all members**  
**You have not a room booked for your defence**

MCGILL UNIVERSITY  
 Graduate and Professional Studies  
**PH.D. ORAL DEFENCE FORM**

NAME OF CANDIDATE: Panagiotis MITSOPOULOS DATE: \_\_\_\_\_  
 DEPT: Department of Microbiology & Immunology TIME: \_\_\_\_\_  
 LANGUAGE OF ORAL: (Other than English) PLACE: \_\_\_\_\_  
 TITLE: Functional characterization of atoxin-like protein 2 PREDEFENCE: \_\_\_\_\_

**Instructions:**  
 1. Forward this form to Chairs and Directors on Appointment of Thesis Examiners and Oral Defence Committees.  
 2. Candidates must submit the date, time and place of the oral with the student and all members of the committee submit this form, both to the Thesis Office as soon as possible and absolutely no later than 4 weeks prior to the scheduled defence date (or the date to be postponed). Any requests for exceptions to normal procedures must always be referred to GPC Thesis Unit prior to meeting of the committee.  
 3. Distribute copies of the thesis to all committee members together with the "Guidelines for Doctoral Oral Examinations".  
 4. Notify the department of affiliation, address, e-mail, telephone numbers of committee members.  
 5. List members of the student's Supervisory Committee.  
 6. Notify the student to the "Guidelines for Doctoral Oral Examinations" on the web - <http://www.mcgill.ca/gpc>.  
**Guidance:**  
 1. Submit the Pro-Dean and provides that person with a copy of the thesis, official examination reports, or a written transcript.  
 2. Send the guidelines/official examination reports to the committee members and the Graduate Council.

1. Departmental Chair or deputy: \_\_\_\_\_ 5. Internal Chair: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy # \_\_\_\_\_

2. Thesis Supervisor: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy # \_\_\_\_\_

3. Thesis Co-Supervisor (optional): \_\_\_\_\_ 7. Internal Co-Chair: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy # \_\_\_\_\_

4. Internal Examiner: \_\_\_\_\_ 8. DEAN: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy # \_\_\_\_\_

9. Departmental members: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy # \_\_\_\_\_

Approved by the Graduate Council on July 11, 2017, to ensure that thesis reports have been received and that the student's Graduate Committee must be submitted to the Thesis Office as soon as possible and absolutely no later than one week prior to the oral defence will be postponed, if examiners' reports are not received by GPC at least one week prior to the defence will be postponed.

I agree to the above and confirm to the best of my knowledge, there is no conflict of interest between the candidate and the members of the Oral Defence Committee. The student has been informed of the committee membership and has no objection.

Chair's Signature: \_\_\_\_\_  
 Student's Signature: \_\_\_\_\_  
 Supervisor's Signature: \_\_\_\_\_

Date notice mailed to Department: May 30, 2017  
 Return to: E-mail: [thesis.gps@mcgill.ca](mailto:thesis.gps@mcgill.ca)

**As soon as you have submitted your Oral Defence Form to the GPC, your supervisor (NOT YOU) should send a copy of your thesis to all members of the committee. Hard or electronic copies of the thesis are sent depending on the member's preference.**

# PhD oral defence pamphlet

**From:** Grad Microimm

**Sent:** Wednesday, May 10, 2017 3:47:03 PM

**To:** Kristin Van Den Ham

**Subject:** PhD oral defense pamphlet

Hello Kristin,

I am attaching the draft for your PhD oral defense pamphlet. I have entered the information on the first page. Please make sure all the information is correct. Kindly complete the pamphlet using the information you would put on your CV. I am attaching Marianne's pamphlet to use as a reference. You can adjust or add other subtitles as needed but keep it to two pages (abstract and CV info). Once done, please send it back to me.

Thank you!

Best regards,

Monica Toribio

Student Affairs and Graduate Program Coordinator

Department of Microbiology and Immunology

McGill University | 3775 University St., Room 511

Montreal (Quebec) H3A 2B4

Phone: 514-398-3061 | Fax: 514-398-7052

<http://www.mcgill.ca/microimm/student-affairs/graduate>

The GPC will announce your oral defence and circulate your pamphlet in the department one week prior to your defence.

**If you held your thesis defence at the Duff, the GPC will print copies of your pamphlet and make them available in your thesis defence room. Otherwise you will have to do it yourself.**

**McGill University**

**Graduate & Postdoctoral Studies**

**Final Oral Examination  
for the Degree of  
Doctor of Philosophy of**

**Kristin Van Den Ham**

of the Department of Microbiology and Immunology on  
Wednesday, June 14<sup>th</sup>, 2017 at 10:00 am.  
3775 University St., 507/509, 5<sup>th</sup> Floor, Lyman Duff Building

**THESIS TITLE:**

**Protection from experimental cerebral malaria through the attenuation of  
CXCR3-mediated T cell chemotaxis**

**COMMITTEE:**

Dr. G. Matlashewski	(Deputy Chair)
Dr. M. Olivier	(Supervisor)
Dr. J. Fritz	(Internal Member)
Dr. M. Ndao	(Internal Examiner)
Dr. T. Geary	(External Member)
Dr.	(Pro-Dean)

Members of Graduate Studies and Students are invited to be present.

# What else?

**Both examiners must pass your thesis before you can proceed to the oral defence.**

**If the verdict of your internal and/or external examiners is “not passed”  
it is certainly NOT**



**You have the right to revise and resubmit a thesis.**

**Contact the GPC who will assist you with the resubmission process.**

# What else?

If the reports from your external and internal examiners are sent on time then your oral defence is held on the date and time specified on your oral defence form.

In this case, GPS provide the reports of your external and internal examiners to the members of your oral defence committee and the name of the Pro-Dean.

The GPC circulates your oral defence pamphlet in the department one week prior to your defence.

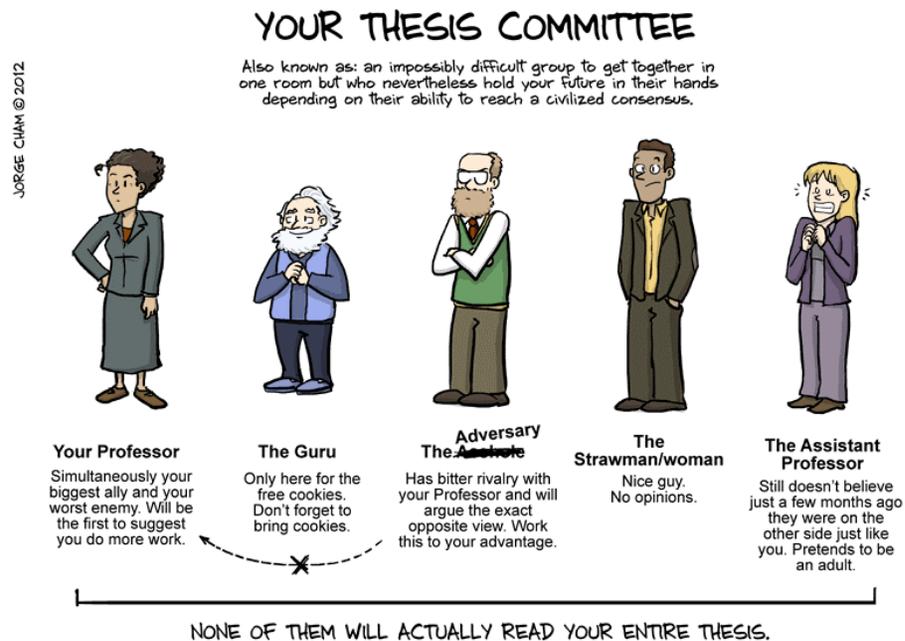
If the reports are not received by GPS at least 1 week prior to the defence then your defence is postponed.

# What happens during a thesis defence?

The oral defence is divided into 3 parts

## Pre-defence meeting:

The oral defence committee meets privately before the defence to verify that all committee members are present, plagiarism and to determine the procedures for the order of questions, time allotted for each question, etc.



# What happens during a thesis defence?

## Defence session:

The Pro-Dean introduces you.

You provide a **20 min** presentation, summarizing your research aims, your results, and your conclusions.



After your presentation, the committee members ask questions.

There are usually 2 rounds of questions (10-15 min per member/round) starting with the external member, the internal examiner, the internal member, the supervisor (who conveys the questions from the external examiner) and the Chair of the department. Overall, the questioning period usually lasts 60-90 min.

The questions are based mainly on the thesis and presentation, but your grasp of related subjects may also be tested.

You should have a copy of the thesis on hand, as questions related to specific points in the thesis may be asked.

At the end of the second round you may have questions from the Pro-Dean and the audience.

# What happens during a thesis defence?



## Judgment session:

The oral defence committee meets privately (for a maximum of 60 minutes) to determine whether:

- Your thesis meets the academic standards necessary for partial fulfillment of the PhD.
- You have effectively communicated a level of knowledge and understanding supporting the thesis and commensurate with that of the PhD degree.

Normally, a consensus is reached. If a consensus is not reached the Pro-Dean calls for a formal vote.

### **The Last Judgement**

48x44 feet, 1536-1541 Fresco, Sistine Chapel, Vatican City

Michelangelo Buonarroti 1475 – 1564

Figure of a damned man who covers one eye in fear of his terrible fate

# Possible doctoral oral defence judgments

There are 5 possible decisions at a doctoral oral defence:

**Decision A (Pass):** The committee feels that your thesis and your responses to the questions raised in the defence meet appropriate academic standards for the granting of the PhD degree and that no revisions are required.



**Decision B (Pass):** The committee determines that minor revisions (i.e., stylistic or editorial changes) are necessary for the thesis to fulfill the academic standards necessary for partial fulfillment of the degree. The Pro-Dean delegates one member of the committee (usually your supervisor) to ensure that you carry out the required changes within the stated time-frame. You have usually 3 weeks to make the changes.

# Possible doctoral oral defence judgments

**LAST CHANCE**



**Decision C (Fail):** You must resubmit a revised version of the thesis within 6 months to your oral defence committee who will then evaluate the revised thesis without another oral defence.

**Decision D (Fail):** You must conduct another defence within 6 months without the submission of a revised thesis.

**Decision E (Fail):** You must resubmit a revised version of the thesis within 6 months to your oral defence committee, who will then evaluate the revised thesis and conduct another oral defence.

If the revised thesis and/or oral defence is failed again, you have to withdraw from the University.

# After the defence

Your supervisor should give you the reports of your internal and external examiners.

You make the corrections and/or minor revisions to your thesis in consultation with your supervisor.

You will receive an email from GPS giving you the instructions for the final submission of your corrected thesis (e-thesis)

Dear student,

Congratulations on the completion of your oral defence.

Please see information below:

**FINAL Supervisor Approved E-thesis Deadline is August 15th, 2017 (TO BE ELIGIBLE FOR Fall 2017 GRANTING OF DEGREES)**

Registration information can be found at: <http://www.mcgill.ca/gps/students/registration>

**FINAL E-THESIS INSTRUCTIONS:**

Student Instructions: <http://www.mcgill.ca/gps/thesis/final-e-thesis/students>

Supervisors Instructions: <http://www.mcgill.ca/gps/thesis/final-e-thesis/staff>

Information concerning convocation can be found here: <http://www.mcgill.ca/students/graduation/convocation>

Copies of any certificates must be retained by the supervisor and student in accordance with McGill's policies on research ethics.

Supervisors indicate on the Nomination of Examiners and Thesis Submission Form that the thesis research has complied with all ethical standards. (See our [Research ethics and safety site](#), including the On-Line Interactive TCPS-Tutorial for students conducting research with human subjects and [Research Grants Office – research ethics and compliance](#)).

**No signed documents can be included within the final e-thesis.**

# Final e-thesis submission

**You should first make a single PDF file of the final version of your thesis and transform it in a PDF/A format.**

Instructions on creating PDF/A files are found at

<http://kb.mcgill.ca/it/easylink/article.html?id=5163> (Microsoft Office 2010 and 2013)

<http://kb.mcgill.ca/it/easylink/article.html?id=5136> (Mac Users and Latex)

When saving your file, do not use spaces in your file name. If necessary, use underscores instead (e.g. Mitsopoulos\_P\_e-thesis.pdf). If you do have spaces in your final e-thesis file name, you will not be able to delete the final e-thesis from the file server if you need to do so.

# The McGill thesis non-exclusive license (MNL) and The library and archives Canada (LAC) forms

McGill Library and Archives Canada consider graduate theses important sources of original research, and make theses available in electronic form.

As a thesis student you hold the copyright of your thesis.

You are required to sign these two non-exclusive licenses, one with McGill (MNL) and one with Library and Archives Canada (LAC).

The MNL license makes your thesis available in electronic form through McGill's repository [eScholarship@McGill](mailto:eScholarship@McGill).

The LAC license permits your thesis to be visible and accessible through the Theses Canada Portal.

## **The McGill thesis non-exclusive license (MNL) form**

There are two forms, one in English and one in French :

[McGill Non-Exclusive License MNL \(English\)](#) (fillable PDF form)

[McGill licence Non Exclusive des Thèse MLN \(French\)](#) (fillable PDF form)

**You must complete only ONE of these forms (either the English or French version)**

## **The library and archives Canada (LAC) form**

There are two forms, one in English and one in French :

[Library and Archives Canada Theses Non-Exclusive License \(English\)](#) (fillable PDF form)

[Bibliothèque et Archives Canada licence Non Exclusive des Thèses \(French\)](#) (fillable PDF form)

**You must complete only ONE of these forms (either the English or French version)**

**You must make a single pdf file containing both licenses.  
You will be asked to upload this file at the time of your  
Final e-Thesis submission.**

# Final e-thesis submission

The process is divided into two sections: **Thesis Details** and **Thesis Upload**.

In the **Thesis Details section**, you will be asked to provide information about your e-thesis as well as given instructions for entering your English and French abstracts.

In the **Thesis Upload section**, you will upload your e-thesis to the server for online supervisor approval.

**Final e-thesis submission is done on Minerva using your official McGill e-mail address.**

If you can't login to the e-thesis submission form in Minerva, contact GPS.

# Final e-thesis submission

- Log in to [Minerva](#) and select the e-Thesis Submission form.
- Click on the “Add Thesis File” button at the bottom of the page.
- Select the main language of your thesis from the drop down menu.
- Enter the plain text of your English abstract in the field of the same name. You can copy and paste your abstract from your original word processing document.
- Enter the plain text of your French abstract in the field of the same name. You can copy and paste your abstract from your original word processing document.
- Select the UMI code which best describes your thesis subject using the “Select” option. You will be given subsequent options to narrow down the subject. Once the UMI code appears, click on “Select this code”. The code will automatically be entered in the text field. You can change the code by repeating the process.
- You can save this information without uploading your e-thesis file by clicking on “Save Thesis Details”.

# Final e-Thesis submission

- Click on the “Browse...” button to select your e-thesis file. Navigate to the folder and double-click on the file name. If you select the wrong file, repeat the process to select the correct file.
- Click on the “Save Thesis Details and Upload Thesis” button to upload your e-thesis to Minerva.
- Enter the number of pages in the body of your thesis, not including the front section (title page, abstracts, etc.) nor end section (bibliography, appendices, etc.) and click on "Save Page Count".
- Select the software you used to write your thesis from the dropdown menu. If you select “Other,” you can enter a maximum of 100 characters.

# Final e-Thesis submission

At this point you can do 3 things:

- Submit your e-thesis for online approval by your supervisor by clicking on the "Submit Thesis for Approval" button. An e-mail will be automatically sent to your supervisor notifying that you have uploaded your e-thesis and that it's now ready for approval.  
**Note:** after your e-thesis has been submitted for supervisor approval, you will no longer be able to delete your e-thesis or change the thesis details, but you will still be able to download a copy of your e-thesis. If you realize that you've made a mistake, your supervisor will have to reject the e-thesis so that you can delete the file and start over.
- Download a copy of the already uploaded e-thesis (if you want to verify that you have uploaded the correct version) by clicking on the "Download" button.
- Delete the e-thesis and start over by clicking on the "Delete Thesis" button. The Thesis Details will not be deleted. (If you need to make changes to the Thesis Details, follow the process from the beginning after you have deleted the e-thesis.)

**When your e-thesis is submitted, an email from the e-thesis system is sent to all your supervisors.**

*The e-Thesis system has thesis for you to review*

*Your student, Panagiotis Mitsopoulos, uploaded a thesis entitled "Functional characterization of stomatin-like protein 2" for your approval on August 4, 2017 at 20:10.*

*Please log into Minerva (<http://www.mcgill.ca/minerva>) to review the thesis and accept or reject it. You can consult the instructions for using the Minerva form at: <http://www.mcgill.ca/gps/thesis/final-e-thesis/staff/troubleshooting/>*

*If you have any questions, please contact GPSO at <http://www.mcgill.ca/gps/contact/>*

*Hi Sylvie,*

*I just wanted to notify you that I have just submitted my online e-thesis! I think you should of received an email indicating that your online approval is needed. Let me know if there are any issues.*

*All the best, Peter*

# Final e-thesis submission

- If your supervisor rejects the e-thesis, i.e. requires that you make changes to your e-thesis, an automatic e-mail will be sent to you. You can view the comments by clicking on "View" under the "Comments" heading next to the supervisor's name.

In order to make the changes to your thesis:

Print the Minerva page with the comments (the comments will disappear once you submit your e-thesis for online approval).

Make the changes to your original document (e.g. Word, LaTeX).

Generate a new pdf file in PDF/A

Follow the previous steps, as well as deleting the rejected e-thesis file.

- If your supervisor approves the e-thesis, an automatic e-mail will be sent to you. If you have a co-supervisor, he/she also needs to approve the thesis.
- GPS will then either approve or reject your thesis.
- If GPS rejects your e-thesis, you will receive an e-mail stating what changes need to be made.

# Thesis deadlines and tuition

A thesis may be submitted at any time.

However, for each of the 3 annual dates for conferring degrees, there are deadlines for initial submission, for final e-thesis submission and these impact on your tuition fees.

Initial Submission	Final Submission	Additional Session	Thesis Evaluation	Graduation
Apr 16 – <b>Aug 15</b>	Aug 16 – <b>Dec 15</b>	Summer	Fall	February
Aug 16 – <b>Dec 15</b>	Dec 16 – <b>Apr 15</b>	Fall	Winter	June
Dec 16 – <b>Apr 15</b>	Apr 16 – <b>Aug 15</b>	Winter	Summer	October
Initial and Final Submission in the same term				
Apr 16 – <b>Aug 15</b>	Apr 16 – <b>Aug 15</b>	Summer	None	October
Aug 16 – <b>Dec 15</b>	Aug 16 – <b>Dec 15</b>	Fall	None	February
Dec 16 – <b>Apr 15</b>	Dec 16 – <b>Apr 15</b>	Winter	None	June

# See you at the convocation!

