

# **Thesis Writing Workshop**

## **PhD Epidemiology Students**

**9 May 2023**



**McGill University**

# PhD EPIDEMIOLOGY GRADUATION REQUIREMENTS

- All course work complete
- Satisfactory Progress reports
- Ethics certificate (TCPS-2 (2018) course on research ethics:[www.pre.ethics.gc.ca](http://www.pre.ethics.gc.ca))
- Ethics approval/certificate for research
  - It is the responsibility of the student and supervisor to discuss and check off the ethics approval box in the student's tracking form
  - It is recommended that students ask their supervisor to see their ethics approval

# THESIS SUBMISSION DEADLINES

Three important dates:

- December 15<sup>th</sup>
  - April 15<sup>th</sup>
  - August 15<sup>th</sup>
- You may submit your thesis any time during the year; however, the three above annual dates have an impact on registration status, fees and graduation date.
  - If you submit your **Initial Thesis** by any of the above dates, the following semester will be considered Thesis Evaluation Session and you will pay reduced fees.

# THESIS SUBMISSION DEADLINES (cont'd)

- Thesis Evaluation Session fees for each semester are as follows (based on fees for this academic year):
  - Fall 2022: \$490.21 (with opting out of the PGSS Insurance plan)
  - Winter 2023: \$402.02
  - Summer 2023: \$217.95
- If you submit your **Final Thesis** by April 15<sup>th</sup>, August 15<sup>th</sup>, or December 15<sup>th</sup>, your degree will be granted in the following semester.

# PhD NOMINATION OF EXAMINERS WORKSHEET

- Worksheet is available on departmental website and must be completed by student and supervisor(s)
- Worksheet, DRAFT Abstract and supervisor's written confirmation securing the two proposed internal examiners must be submitted **two months prior to the expected date of initial thesis submission.**
  - **At the same time**, students must also complete their Intent to Submit Thesis on the myThesis platform. Do not indicate the proposed examiners on myThesis until the department has informed you of those secured to review your thesis.
- Verify there is no Conflict of Interest for all proposed examiners per policy on Worksheet

# PhD NOMINATION OF EXAMINERS WORKSHEET (cont'd)

- **Internal examiner required** (nominate two individuals)
  - To be secured in writing by supervisor(s)
  - Expected to be knowledgeable in area and topic of thesis; though not necessarily to same extent of external examiner
- **External examiner required** (nominate four individuals)
  - Must hold a PhD or equivalent
  - Must be competent in the field of thesis research
  - **NOT** to be contacted by student nor supervisor

# PhD NOMINATION OF EXAMINERS WORKSHEET (cont'd)

- **Internal member** required for PhD Oral Defense Committee (nominate two individuals)
- **External member** required for PhD Oral Defense Committee (nominate two individuals)

# PhD NOMINATION OF EXAMINERS WORKSHEET (cont'd)

## DRAFT ABSTRACT

- Title of thesis
- Student name
- Structured :
  - Background
  - Objective(s)
  - Methods
  - Results
  - Discussion
  - Conclusion
- 1 -2 pages; 1.0 - 1.15 spacing; 11 or 12 point font  
(Note: the text of the final thesis abstract submitted via MINERVA, allows a maximum of 4000 characters)



# PhD NOMINATION OF EXAMINERS WORKSHEET (cont'd)

- Worksheet, supporting supervisor correspondence securing the two internal examiners and a draft abstract are received and processed by dept SAO and forwarded to the Program Director and Advisor for further review and to secure an external examiner, in addition to choosing one internal examiner, one internal member and one external member.
- Student is notified of which examiners have been secured; student can then complete the Nomination of Examiners section on myThesis.

# myThesis PLATFORM (WEB-BASED TOOL FOR INITIAL THESIS SUBMISSIONS)

- Use the myThesis platform to submit initial thesis (see GPS website: Steps for PhD Students at: <https://www.mcgill.ca/gps/thesis/thesis-guidelines/initial-submission/what-mythesis>)
- At the same time as submitting your PhD Nomination of Examiners Worksheet to the department, you must also complete your Intent to Submit Thesis on myThesis, i.e., **2 months prior** to expected date of initial thesis submission. Also include your draft abstract on myThesis.
- A reminder that you will only complete the Nomination of Examiners section on myThesis once the department has informed you of the secured internal and external examiners.

## myTHESIS PLATFORM (cont'd)

- Before completing the Thesis Submission page, ensure that you have prepared and confirmed the following for uploading :
  - Thesis title (Final version)
  - Thesis in PDF format
  - Supplementary file (if required). Choose the Supplemental option to upload additional materials such as audio and video
- Once the thesis proceeds to the examination stage, no further action will be required on myThesis at this time



# INITIAL E-THESIS SUBMISSION

- Even though your initial thesis submission is electronic, if requested by one of the examiners, the student will be required to provide a hard copy of their thesis.

# EXAMINATION PROCESS

- Thesis Office allows four weeks for return of examiner's reports
- Thesis Office informs the SAO the earliest provisional date at which the defense can be scheduled (usually as of six weeks after initial submission)
- SAO will put PhD Oral Defense Committee in place
- A “provisional defense date”, pending passage of the thesis by the internal and external examiners will be set
- Once the successful evaluation reports have been received and processed by the Thesis Office, the defense can proceed and the status in myThesis will indicate “Pass Awaiting Oral”

## EXAMINATION PROCESS (cont'd)

- One week prior to the defense, the Thesis Office will send the PhD Examiners Reports by e-mail to the PhD Oral Defense Committee (the student is **NOT** allowed to see the Examiners Reports before the defense)
- Once thesis has been successfully defended, the student will receive an e-mail from the Thesis Office advising them to access myThesis to view the examiners reports.
- The student meets with their supervisor(s) to make corrections for final e-thesis submission

# FINAL DEPOSITION

- It is highly recommended that students submit their final e-thesis **at least one week in advance** of the deadline. This is to allow supervisor(s) sufficient time to approve the final e-thesis on-line by the deadline date
- Remember that for the text of the final thesis abstract, MINERVA allows a maximum of 4000 characters
- These students do not need to apply to graduate as their thesis submission prompts the Thesis Office to automatically add their name to the graduation list

# CONVOCATION DATES

- Spring
- Fall
- February Granting of Degrees

