

# THESIS SUBMISSION GUIDELINE

## DEPARTMENT OF EARTH SCIENCES MEMORIAL UNIVERSITY

*Use this guide to assist you with the thesis submission for examination and final thesis submission procedures. Use the bullet points to check off each step you complete. Be sure to read this guide thoroughly.*

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### **STEP 1: PLAN AHEAD**

- ☐ Submit your thesis at least four (4) months before the convocation you plan to attend. Refer to the [Office of the Registrar- Steps to Graduate](#) site for the official graduation application deadlines.
- ☐ Meet with your supervisor and agree that your thesis is ready.
- ☐ Submit your thesis to your committee member(s) and received their approval as well.
- ☐ Obtain the signatures of your supervisor and committee member(s) on the [Supervisory Approval Form](#).
- ☐ Obtain the signatures of your supervisor and committee member(s) on a [Change of Program Form](#) (COP).
  - ☐ A COP is only required if your Program of Study (POS) has changed in any way, this includes changes such as: Different or additional courses taken, or changes to your supervisory committee. Verify with the department graduate secretary (Leah) if a COP form is necessary.
- ☐ Arrange for your supervisor to submit a list of 5+ potential examiners (internal and external) to the Department Head. (M.Sc. require 2 examiners; Ph.D. require 3 examiners + a thesis defense).

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### **STEP 2: PREPARE TO SUBMIT**

- ☐ Apply to graduate through [Memorial Self-Service](#).

- (For PhD students only) a tentative defense date must be determined before the thesis can be sent for examination. The grad secretary will arrange the date based on the availability of the examiners, student, and supervisory members. Indicate any dates you are *not* available for and also indicate if you would like to have a **Hybrid defense** (in-person/ external examiners via WebEx) or **Remote defense** (completely done virtually via WebEx).

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### **STEP 3: SUBMIT**

- Email a Word and PDF copy of your thesis to the [Lcareen@mun.ca](mailto:Lcareen@mun.ca). Make sure to copy your supervisor on the email. If your file is too large, send a Google Drive link instead, be sure to give access to [Lcareen@mun.ca](mailto:Lcareen@mun.ca), so that I can download the file(s).
- Attach the completed and signed **Supervisory Approval Form**. This confirms your supervisory committee approves of your thesis for examination.
- Attach a **Change of Program Form** (if required) with the necessary signatures.

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### **STEP 4: DURNING EXAMINATION**

- Once the Head appoints the examiners, the graduate secretary will submit the thesis and all supplementary documents to the School of Grad Studies (SGS) to begin the examination process.
- SGS sends the examiner appointment letter, forms, and thesis to the appointed examiners.
- Examiners are given a deadline of **4 weeks** for examination. Students should be made aware that the thesis examination is offered as a professional service courtesy by examiners and the actual time required may, therefore, vary considerably and may, in some cases, extend beyond four weeks. **Allow time for this should any delays occur.**
- SGS records and monitors the entire examination process. In order to ensure an arm's-length examination process, contact with the examiners during the examination phase is limited to the Office of the Dean of Graduate Studies.

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### **STEP 5: PRE-DEFENCE (PhD students only)**

- In addition to a written thesis deemed acceptable to the University, doctoral students must demonstrate their ability to defend their work in a public oral examination. For this reason, the final decision on whether a student will be recommended for the award of the degree is made at the conclusion of the oral examination.

- For PhD students once SGS receives the examiners' reports; they will notify the academic unit of the decision to proceed to defence by email and confirms the defence date with all parties.
  - SGS sends a web conferencing link to the student, examination committee, supervisory committee, and academic unit when the defence is confirmed. SGS arranges the defence and appoints the Chair; prepares and posts notice of the defence on MUN Events and SGS Events Calendar.
  - SGS hosts the pre-meeting and defence; the candidate is notified of the outcome after the defence.
  - Doctoral students should be prepared to give a 15-25-minute presentation outlining the major contributions made by the thesis. Following the student's presentation, the Chair will direct at least two rounds of questions from the members of the examination board.
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#### **STEP 6: POST EXAMINATION**

- Information on the possible outcomes of a thesis examination, time limits for revisions, and re-examination procedures can be found in the [University Calendar](#).
  - SGS receives the examiners' reports; notifies the home department of the results and returns the examination reports and annotated thesis (if applicable) to the student. The grad secretary forwards the reports to the supervisory committee.
  - The student makes the required corrections in consultation with their supervisor.
  - Discuss any publication restrictions with your supervisor and academic unit before final submission
  - Apply to attend the upcoming [Convocation Ceremony](#), be mindful of the deadlines.
    - Note that "applying to graduate" and "registering to attend Convocation" are two separate processes. You will need to log onto **Memorial Self Service** to register to attend Convocation. Even if your graduation status is pending, you should go ahead and register to attend Convocation
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#### **STEP 7: FINAL SUBMISSION**

- Submit the final version of your **thesis** in [PDF/A format](#) and the completed **metadata excel file** and any associated **supplementary files** to [sgs@mun.ca](mailto:sgs@mun.ca).
  - The file should be labelled: lastname\_firstname\_Thesis.pdf  
(e.g., *Smith\_John\_Thesis.pdf*)

- The blank metadata excel file will be sent you to along with your examiner reports from SGS.
- For further help, you may wish to contact Memorial's student computing hub, [The Commons](#).
- Once the student submits their final thesis to SGS, a [Recommendation for the Award of a Graduate Degree form](#) (RAD) will be submitted to SGS by the Head of the academic unit.
- Depending on the final submission date, you could be eligible for a 100%, 50%, or 25% refund of continuance fees. Refer to the [University Calendar - Diary of Important Dates](#) to determine the final date for departments to submit the Recommendation for Award of Degree (RAD) in order for graduate students to be deregistered from Graduate Registration 9000 without incurring any liability for continuance fees.
- If you do not plan to attend the Convocation ceremony, your Degree parchments will be held at the Registrar's Office for one week after Convocation for pick-up. The Registrar's Office will then begin a mail-out and the parchment will be sent to your permanent address, which you can verify or update via [Memorial Self Service](#).

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#### **STEP 8: AFTER SUBMISSION**

- Graduate students interested in obtaining personal bound copies of their final thesis may order directly from [Lehmann Bookbinding](#).
- For international students: after you receive your completion letter, you may be eligible to apply for a **Post-Graduation Work Permit (PGWP)**. International students interested in applying for a PGWP are advised to reach out to the [Internationalization Office](#) who can help answer all questioned related to applying for and obtaining a PGWP.
  - In the application, you will be required to include a PGWP Support Letter. A PGWP Support Letter will be sent to you shortly after you receive your completion letter. The letter will note the date you completed all academic requirements for your program, and the standard duration for that program.
  - To determine your eligibility to apply for a PGWP, please visit the [relevant Immigration, Refugees and Citizenship Canada \(IRCC\) page](#).