

## DEADLINES FOR THESIS AND RESEARCH ESSAY SUBMISSION

### FALL 2017

#### GENERAL RULES

- The final version of the thesis/research essay must be submitted to the Institute Administrator at least three weeks (21 days) before the oral defence or – if there is no defence – before the relevant grade submission deadline. The deadlines for **Fall 2017** are indicated below. These deadlines are non-negotiable. There is no discretion.
- Please note that your supervisor will need to be informed of your progress on the thesis/research essay throughout the term, normally in detailed discussions of draft chapters. Your supervisor will need to see a complete draft of your thesis/research essay at least two weeks before the date by which you intend to submit the final version to the Institute. In other words, a complete draft of your thesis/ research essay must be ready at least four weeks before your defence date or the relevant grade submission deadline.
- An oral defence is required for theses and optional for MA research essays. In the case of a research essay, an oral defence can be requested by the student and either of the two examiners. If a student wishes to request a defence, that request should be made when the research essay is submitted to the Institute Administrator. If one of the examiners requests a defence, the student will be informed by the EURUS Director by the date indicated below; he/she will be given a minimum of five days to prepare for the defence. If no defence is requested, the examiners will consult and arrive upon a letter grade based solely on the written work. If a defence is requested, both the written work and the oral examination will be taken into account in the evaluation.
- In the case of theses, the committee for the defence consists of your supervisor, one second reader (internal examiner), one additional faculty member (external examiner), as well as the chair of the defence. In the case of a research essay, the committee consists of your supervisor and one additional faculty member; the committee may also include a chair. The committees are formed by the Director of EURUS, based on a suggestion from your supervisor.

#### FALL 2017 DEADLINES FOR THESES

##### SCENARIO 1

You do not register in the Winter term and *graduate* in February 2018 (note that there is no convocation ceremony for February graduation).

##### **September 2017**

Consult with your supervisor about your plans to complete including your writing schedule.

##### **September – November 2017**

Present draft chapters to your supervisor for comment and revision.

##### **December 1, 2017**

Last Day to submit a full draft of your thesis to your supervisor for him/her to review. Your supervisor must inform the Director that you are planning to defend, and suggest defence committee members.

##### SCENARIO 2

You register in the Winter term, but *withdraw* by January 31 with fee reimbursement (you will not graduate in February).

##### **September 2017**

Consult with your supervisor about your plans to complete including your writing schedule.

##### **September – November 2017**

Present draft chapters to your supervisor for comment and revision.

##### **December 18, 2017**

Last Day to submit a full draft of your thesis to your supervisor for him/her to review. Your supervisor must inform the Director that you are planning to defend, and suggest defence committee members.

<p><b>December 1, 2017</b> Last day to apply to graduate in February 2018.</p> <p><b>December 15, 2017</b> Last day to submit to the EURUS Administrator 4 copies of the thesis to give to the examiners (along with Form C, Permission to Examine, signed by your supervisor, and Form D, Request for an Oral Defence or Research Essay Examination).</p> <p><b>January 9, 2018</b> Last day for defence</p> <p><b>January 12, 2018</b> Following your defence, last day to upload your final thesis (after corrections if required) on the new electronic deposit system (see new regulations at <a href="http://www5.carleton.ca/fgpa/thesis-requirements/electronic-thesis-deposit-etd-procedure/">http://www5.carleton.ca/fgpa/thesis-requirements/electronic-thesis-deposit-etd-procedure/</a> in order to have your supervisor review and approve your final copy.</p> <p><b>January 17 to 19, 2018</b> Final days for supervisor to approve upload or return to student for further corrections. <b>January 19</b> is the final day to have all upload procedures done.</p> <p><b>DEPOSIT OF HARD COPIES OF THESIS TO EURUS FOR BINDING</b> One week following final approval of your thesis, please deposit 2 hard copies of your thesis to the EURUS Administrator. One copy will remain in the Institute and the other with your thesis supervisor. If you wish to have a copy (copies) sent for binding please print the number you wish to have. There will be a \$10 fee for the binding of each of YOUR COPIES.</p>	<p><b>January 8, 2018</b> Last day to submit to the EURUS Administrator 4 copies of the thesis to give to the examiners (along with Form C, Permission to Examine, signed by your supervisor, and Form D, Request for an Oral Defence or Research Essay Examination).</p> <p><b>January 22, 2018</b> Last day for defence</p> <p><b>January 29, 2018</b> Following your defence, last day to upload your final thesis (after corrections if required) on the new electronic deposit system (see new regulations at <a href="http://www5.carleton.ca/fgpa/thesis-requirements/electronic-thesis-deposit-etd-procedure/">http://www5.carleton.ca/fgpa/thesis-requirements/electronic-thesis-deposit-etd-procedure/</a> in order to have your supervisor review and approve your final copy.</p> <p><b>January 29 to 31, 2018</b> Final days for supervisor to approve upload or return to student for further corrections. <b>January 30</b> is the final day to have all upload procedures done.</p> <p><b>March 1, 2018</b> Last day to apply to graduate in June 2018.</p> <p><b>DEPOSIT OF HARD COPIES OF THESIS TO EURUS FOR BINDING</b> One week following final approval of your thesis, please deposit 2 hard copies of your thesis to the EURUS Administrator. One copy will remain in the Institute and the other with your thesis supervisor. If you wish to have a copy (copies) sent for binding please print the number you wish to have. There will be a \$10 fee for the binding of each of YOUR COPIES.</p>
<p><b>FALL 2017 DEADLINES FOR RESEARCH ESSAYS</b></p>	
<p><b>SCENARIO 1</b></p>	<p><b>SCENARIO 2</b></p>
<p><b>September 2017</b> Consult with your supervisor about your plans to complete including your writing schedule.</p>	<p><b>September 2017</b> Consult with your supervisor about your plans to complete including your writing schedule.</p>
<p>You do not register in the Winter term and <i>graduate</i> in <b>February 2018</b> (note that there is no convocation ceremony for February graduation).</p>	<p>You register in the Winter term, but <i>withdraw</i> by <b>January 31</b> with fee reimbursement (you will not graduate in February).</p>

**September – November 2017**

Present draft chapters to your supervisor for comment and revision.

**December 1, 2017**

**Last day to apply to graduate in February 2018.**

**December 1, 2017**

Last Day to submit a full draft of your research essay to your supervisor for him/her to review. Your supervisor must inform the Director that you are planning to complete your research essay and suggest an examiner.

**December 15, 2017**

Last day to submit to the EURUS Administrator 2 copies of the research essay to give to your supervisor and the examiner (along with Form C, Permission to Examine, signed by your supervisor, and Form D, Request for an Oral Defence or Research Essay Examination). If you intend to request a defence, you must inform the Administrator at this point (by checking the appropriate box on Form D).

**January 9, 2018**

Last day for your supervisor and examiner to report the grade of your research essay to the EURUS Director, or to request a defence. Last day for the EURUS Director to inform the student if a defence has been requested.

**January 16, 2018**

Last day to hold a defence, if requested.

**January 19, 2018**

Last day for the EURUS Director to submit the grade to FGPA.

**DEPOSIT OF HARD COPIES TO EURUS**

One week following your grade submission please deposit 1 hard copy of your research essay to the EURUS Administrator. This copy will remain in the Institute. If you wish to have a copy (copies) sent for binding please print the number you wish to have. There will be a \$10 fee for the binding of each of YOUR COPIES.

**September – November 2017**

Present draft chapters to your supervisor for comment and revision.

**December 18, 2017**

Last Day to submit a full draft of your research essay to your supervisor for him/her to review. Your supervisor must inform the Director that you are planning to complete your research essay and suggest an examiner.

**January 8, 2018**

Last day to submit to the EURUS Administrator 2 copies of the research essay to give to your supervisor and the examiner (along with Form C, Permission to Examine, signed by your supervisor, and Form D, Request for an Oral Defence or Research Essay Examination). If you intend to request a defence, you must inform the Administrator at this point (by checking the appropriate box on Form D).

**January 19, 2018**

Last day for your supervisor and examiner to submit the grade of your research essay to the EURUS Director, or to request a defence. Last day for the EURUS Director to inform the student if a defence has been requested.

**January 26, 2018**

Last day to hold a defence, if requested.

**January 30, 2018**

Last day for the EURUS Director to submit the grade to FGPA.

**March 1, 2018**

**Last day to apply to graduate in June 2018.**

**DEPOSIT OF HARD COPIES TO EURUS**

One week following your grade submission please deposit 1 hard copy of your research essay to the EURUS Administrator. This copy will remain in the Institute. If you wish to have a copy (copies) sent for binding please print the number you wish to have. There will be a \$10 fee for the binding of each of YOUR COPIES.