|  |
| --- |
| **DEADLINES FOR THESIS AND RESEARCH ESSAY SUBMISSION****FALL 2022** |
| **GENERAL RULES*** The submission deadlines for theses and research essays for **Fall 2022** are indicated below.
* Please note that **students are required to** **inform their supervisors of progress on the thesis/research essay throughout the writing process**, 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 well 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, the student and either of the two examiners can request an oral defence. Students may request a defence upon submission of the research essay to the Institute Administrator. If one of the examiners requests a defence, the EURUS Director will inform the student by the date indicated below and be given a minimum of three days to prepare for the defence. In the case of no defence, the examiners will consult and arrive upon a letter grade based solely on the written work. Should you be required to defend, the evaluation will comprise of both the written work and the oral examination.
* 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 Director of EURUS**, based on a suggestion from your supervisor, forms the committees.
 |
| **DEADLINES FOR THESES**  |
| **SCENARIO 1**You do not register in the Winter term and *graduate* in **February 2023** (note that there is no convocation ceremony for February graduation). | **SCENARIO 2**You register in the Winter term but *withdraw* by **January 31, 2023** with fee reimbursement (you will not graduate in February). |
| **September 2022**Consult with your supervisor about your plans to complete including your writing schedule.**September – November 2022**Present draft chapters to your supervisor for comment and revision. **December 1, 2022**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 plan to defend and suggest defence committee members. **December 1, 2022****Last day to apply to graduate in February 2023.****December 16, 2022**Last day to submit via Carleton student email to the EURUS Administrator and, copied to the supervisor, an electronic copy of the thesis. Included in this email should be consent by the student to examine, thesis title, number of pages of thesis and proposed dates to defend thesis. After which, EURUS Administrator will authorize upload of thesis on the E-Thesis system via Carleton Central. **January 11, 2023**Last day for defence**January 16, 2023**Following your defence, last day to upload your final thesis (after corrections if required) on the E-Thesis system via Carleton Central **(see regulations at https://gradstudents.carleton.ca/thesis-requirements/electronic/ )** in order to have your supervisor review and approve your final copy.**January 18-20, 2023**Final days for supervisor to approve upload or return to student for further corrections. **January 20** is the final day to have all upload procedures done.**DEPOSIT OF HARD COPIES OF THESIS TO EURUS FOR BINDING***One week following final approval of your thesis, please deposit 1 single sided hard copy of your thesis to the EURUS Administrator. This copy will remain in the Institute.* ***Please note: Additional copies for binding are $10 per copy provided you supply the hard copies.*** | **September 2022**Consult with your supervisor about your plans to complete including your writing schedule.**September – November 2022**Present draft chapters to your supervisor for comment and revision.**December 9, 2022**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 plan to defend and suggest defence committee members.**December 23, 2023**Last day to submit via Carleton student email to the EURUS Administrator and, copied to the supervisor, an electronic copy of the thesis. Included in this email should be consent by the student to examine, thesis title, number of pages of thesis and proposed dates to defend thesis. After which, EURUS Administrator will authorize upload of thesis on the E-Thesis system via Carleton Central. **January 20, 2023**Last day for defence **January 25, 2023**Following your defence, last day to upload your final thesis (after corrections if required) on the E-Thesis system **(see regulations at** [**https://gradstudents.carleton.ca/thesis-requirements/electronic/**](https://gradstudents.carleton.ca/thesis-requirements/electronic/)**)** in order to have your supervisor review and approve your final copy.**January 27 to 33, 2023**Final days for supervisor to approve upload or return to student for further corrections. **January 31** is the final day to have all upload procedures done.**April 1, 2023****Last day to apply to graduate in June 2023****DEPOSIT OF HARD COPIES OF THESIS TO EURUS FOR BINDING***One week following final approval of your thesis, please deposit 1 single sided hard copy of your thesis to the EURUS Administrator. This copy will remain in the Institute.* ***Please note: Additional copies for binding are $10 per copy provided you supply the hard copies.*** |
| **DEADLINES FOR RESEARCH ESSAYS** |
| **SCENARIO 1**You do not register in the Winter term and *graduate* in **February 2023** (note that there is no convocation ceremony for February graduation). | **SCENARIO 2**You register in the Winter term but *withdraw* by **January 31** with fee reimbursement (you will not graduate in February). |
| **September 2022**Consult with your supervisor about your plans to complete including your writing schedule.**September – November 2022**Present draft chapters to your supervisor for comment and revision.**December 1, 2022****Last day to apply to graduate in February 2023.****December 5, 2022**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 4, 2023**Last day to submit via Carleton student email to the EURUS Administrator and, copied to the supervisor, an electronic copy of the MRP. Included in this email should be consent by the student to examine, MRP title, number of pages of MRP and proposed dates to defend if choosing to defend. **January 13, 2023**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 17, 2023** Last day to hold a defence, if requested.**January 20, 2023**Last day for the EURUS Director to submit the grade to FGPA.**DEPOSIT OF HARD COPIES OF MRP TO EURUS FOR BINDING***One week following final approval of your thesis, please deposit 1 single sided hard copy of your thesis to the EURUS Administrator. This copy will remain in the Institute.* ***Please note: Additional copies for binding are $10 per copy provided you supply the hard copies.*** | **September 2022**Consult with your supervisor about your plans to complete including your writing schedule.**September – November 2022**Present draft chapters to your supervisor for comment and revision.**December 14, 2022**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 13, 2023**Last day to submit via Carleton student email to the EURUS Administrator and, copied to the supervisor, an electronic copy of the MRP. Included in this email should be consent by the student to examine, MRP title, number of pages of MRP and proposed dates to defend if choosing to defend. **January 24, 2023**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 27, 2023**Last day to hold a defence, if requested.**January 31, 2023**Last day for the EURUS Director to submit the grade to FGPA.**April 1, 2023****Last day to apply to graduate in June 2023.****DEPOSIT OF HARD COPIES OF MRP TO EURUS FOR BINDING***One week following your grade submission deposit 1 single sided hard copy of your MRP to the EURUS Administrator.* ***Please note: Additional copies for binding are $10 per copy provided you supply the hard copies*** |