

DEADLINES FOR THESIS AND RESEARCH ESSAY SUBMISSION

SUMMER 2018

GENERAL RULES

- Submission of the final version of your thesis/research essay 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 **Summer 2018** are indicated below. **THESE DEADLINES ARE NON-NEGOTIABLE. THERE IS NO DISCRETION**
- Please note you must inform your supervisor of the 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, 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 five 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.

Summer 2018 DEADLINES FOR THESES

SCENARIO 1

You do not register in the Fall term and **graduate** in **November 2018**.

May 2018

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

May - July 2018

Present draft chapters to your supervisor for comment and revision.

August 1, 2018

Last Day to submit a full draft of your thesis to your supervisor for him/her to review. Your supervisor

SCENARIO 2

You register in the Fall term, but **withdraw** by **September 30 2018** with fee reimbursement *and do not graduate in June*.

May 2018

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

May - July 2018

Present draft chapters to your supervisor for comment and revision.

August 7, 2018

Last Day to submit a full draft of your thesis to your supervisor for him/her to review. Your supervisor

<p>must inform the Director that you are planning to defend, and suggest defence committee members.</p> <p><u>August 13, 2018</u> 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><u>September 1, 2018</u> Last day to apply to graduate in November 2018.</p> <p><u>September 1, 2018</u> Last day for defence</p> <p><u>September 12, 2018</u> Following your defence, last day to upload your final thesis (after corrections if required) on the new electronic deposit system (see new regulations at http://www5.carleton.ca/fgpa/thesis-requirements/electronic-thesis-deposit-etd-procedure/ in order to have your supervisor review and approve your final copy.</p> <p><u>September 13 - 17, 2018</u> Final days for supervisor to approve upload or return to student for further corrections. September 18 is the final day to have all upload procedures done.</p>	<p>must inform the Director that you are planning to defend, and suggest defence committee members.</p> <p><u>August 28, 2018</u> 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><u>September 14, 2018</u> Last day for defence</p> <p><u>September 25, 2018</u> Following your defence, last day to upload your final thesis (after corrections if required) on the new electronic deposit system (see new regulations at http://www5.carleton.ca/fgpa/thesis-requirements/electronic-thesis-deposit-etd-procedure/ in order to have your supervisor review and approve your final copy.</p> <p><u>September 26 - 29, 2018</u> Final days for supervisor to approve upload or return to student for further corrections. May 30 is the final day to have all upload procedures done.</p> <p><u>December 1, 2018</u> Last day to apply to graduate in February 2019.</p>
<p><u>DEPOSIT OF HARD COPIES TO EURUS FOR BINDING</u></p> <p>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.</p>	<p><u>DEPOSIT OF HARD COPIES TO EURUS FOR BINDING</u></p> <p>One week following your grade submission deposit 2 single sided hard copies, of your MRP to the EURUS Administrator for distribution to the Institute and the MacOdrum Library accompanied by the License of Thesis to Carleton University form from the EURUS website. Please note: Additional copies for binding are \$10 per copy provided you supply the hard copies</p>
<p align="center"><u>SUMMER 2018 DEADLINES FOR RESEARCH ESSAYS</u></p>	
<p align="center"><u>SCENARIO 1</u></p> <p>You do not register in the Fall term and graduate in November 2018.</p>	<p align="center"><u>SCENARIO 2</u></p> <p>You register in the Fall term, but withdraw by September 30, 2018 with fee reimbursement <i>and do not graduate in November</i>.</p>
<p><u>May 2018</u> Consult with your supervisor about your plans to complete including your writing schedule.</p>	<p><u>May 2018</u> Consult with your supervisor about your plans to complete including your writing schedule.</p>

May - July 2018

Present draft chapters to your supervisor for comment and revision.

August 3, 2018

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.

August 24, 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).

September 1, 2018

Last day to apply to graduate in November 2018.

September 7, 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.

September 17, 2018

Last day to hold a defence, if requested.

September 18, 2018

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

DEPOSIT OF HARD COPIES TO EURUS FOR BINDING

One week following final approval of your thesis, 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**

May - July 2018

Present draft chapters to your supervisor for comment and revision.

August 17, 2018

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.

September 5, 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).

September 14, 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.

September 28, 2018

Last day to hold a defence, if requested.

September 29, 2018

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

December 1, 2018

Last day to apply to graduate in February 2019.

DEPOSIT OF HARD COPIES TO EURUS FOR BINDING

One week following your grade submission deposit **2 single sided hard copies**, of your MRP to the EURUS Administrator for distribution to the Institute and the MacOdrum Library accompanied by the **License of Thesis to Carleton University** form from the EURUS website. **Please note: Additional copies for binding are \$10 per copy provided you supply the hard copies**