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| **DEADLINES FOR THESIS AND RESEARCH ESSAY SUBMISSION**  **SUMMER 2023** | |
| **GENERAL RULES**   * The submission deadlines for theses and research essays for summer 2023 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 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 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 | |
| **Summer 2023 DEADLINES FOR THESES** | |
| **SCENARIO 1**  You do not register in the Fall term and **graduate** in **November 2023.** | **SCENARIO 2**  You register in the Fall term but **withdraw** by **September 30 2023** with fee reimbursement *and do not graduate in November.* |
| **May 2023**  Consult with your supervisor about your plans to complete including your writing schedule.  **May - July 2023**  Present draft chapters to your supervisor for comment and revision.  **July 24, 2023**  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.  **August 14, 2023**  Last day to submit to the EURUS Administrator an electronic copy of the thesis and to upload a copy via the e-thesis system in Carleton Central. Upload privileges will be given on this day or sooner as per communication with the EURUS Administrator.  **August 31, 2023**  **Last day to apply to graduate in November 2023.**  **September 11, 2023**  Last day for defence  **September 15, 2023**  Following your defence, last day to upload your final thesis (after corrections if required) on the e-thesis system in Carleton Central to have your supervisor review and approve your final copy.  **September 16-18, 2023**  Final days for supervisor to approve the upload or return to student for further corrections. **September 19th** is the final day to have all upload procedures done. Students who have not electronically submitted their final thesis copy to FGPA will not be eligible to graduate and must register in the fall 2023 term.  **DEPOSIT OF HARD COPIES 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*.*** | **May 2023**  Consult with your supervisor about your plans to complete including your writing schedule.  **May - July 2023**  Present draft chapters to your supervisor for comment and revision.  **August 4, 2023**  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.  **August 25, 2023**  Last day to submit to the EURUS Administrator an electronic copy of the thesis and to upload a copy via the e-thesis system in Carleton Central. Upload privileges will be given on this day or sooner as per communication with the EURUS Administrator.  **September 18, 2023**  Last day for defence  **September 22, 2023**  Following your defence, last day to upload your final thesis (after corrections if required) on the e-thesis system in Carleton Central to have your supervisor review and approve your final copy.  **September 23 - 28, 2023**  Final days for supervisor to approve the upload or return to student for further corrections. **September 29th** is the final day to have all upload procedures done.  **November 30, 2023**  **Last day to apply to graduate in February 2024**  **DEPOSIT OF HARD COPIES 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*.*** |
| **SUMMER 2023 DEADLINES FOR RESEARCH ESSAYS** | |
| **SCENARIO 1**  You do not register in the Fall term and **graduate**in **November 2023.** | **SCENARIO 2**  You register in the Fall term, but **withdraw** by **September 30, 2023,** with fee reimbursement *and do not graduate in November.* |
| **May 2023**  Consult with your supervisor about your plans to complete including your writing schedule.  **May - July 2023**  Present draft chapters to your supervisor for comment and revision.  **Aug 1, 2023**  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 21, 2023**  Last day to submit to the EURUS Administrator an electronic copy of the research essay to be provided to all examiners (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).  **August 31, 2023**  **Last day to apply to graduate in November 2023.**  **September 7, 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.  **September 13, 2023**  Last day to hold a defence, if requested.  **September 18, 2023**  Last day for the EURUS Director to submit the grade to FGPA.  **DEPOSIT OF HARD COPIES TO EURUS FOR BINDING**  One week following your grade submission deposit 1 **single sided hard copy** of your MRP to the EURUS Administrator. This copy will be kept in the institute. **Please note:** **Additional copies for binding are $10 per copy provided you supply the hard copies** | **May 2023**  Consult with your supervisor about your plans to complete including your writing schedule.  **May - July 2023**  Present draft chapters to your supervisor for comment and revision.  **August 15, 2023**  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, 2023**  Last day to submit to the EURUS Administrator an electronic copy of the research essay to be provided to all examiners (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 20, 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.  **September 27, 2023**  Last day to hold a defence, if requested.  **September 29, 2023**  Last day for the EURUS Director to submit the grade to FGPA.  **November 30, 2023**  **Last day to apply to graduate in February 2024.**  **DEPOSIT OF HARD COPIES TO EURUS FOR BINDING**  One week following your grade submission deposit 1 **single sided hard copy** of your MRP to the EURUS Administrator. This copy will be kept in the institute. **Please note:** **Additional copies for binding are $10 per copy provided you supply the hard copies** |