DEADLINES FOR THESIS AND RESEARCH ESSAY SUBMISSION
WINTER 2019

GENERAL RULES

- The submission deadlines for theses and research essays for winter 2019 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.

WINTER 2019 DEADLINES FOR THESES

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<th>SCENARIO 1</th>
<th>SCENARIO 2</th>
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<tr>
<td>You do not register in the Summer term and graduate in June 2019.</td>
<td>You register in the Summer term, but withdraw by May 17, 2019 with fee reimbursement and do not graduate in June.</td>
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**January 2019**
Consult with your supervisor about your plans to complete including your writing schedule.

**January – March 2019**
Present draft chapters to your supervisor for comment and revision.

**March 1, 2019**
Last day to apply to graduate in June 2019.

**March 15, 2019**
Last Day to submit a full draft of your thesis to your supervisor for him/her to review. Your supervisor

**April 5, 2019**
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.

**April 15, 2019**
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).

**May 1, 2019**
Last day for defence

**May 8, 2019**
Last day for defence

**May 15, 2019**
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.

**May 8 to 10, 2019**
Final days for supervisor to approve upload or return to student for further corrections. **May 10** is the final day to have all upload procedures done.

**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.**

**WINTER 2019 DEADLINES FOR RESEARCH ESSAYS**

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January – March 2019
Present draft chapters to your supervisor for comment and revision.

**MARCH 1, 2019**
Last day to apply to graduate in June 2019.

**April 9, 2019**
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.

**April 24, 2019**
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).

**May 6, 2019**
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.

**May 9, 2019**
Last day to hold a defence, if requested.

**May 10, 2019**
Last day for the EURUS Director to submit the grade to FGPA.

**SEPTEMBER 1, 2019**
Last day to apply to graduate in November 2019.

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