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| **DEADLINES FOR THESIS AND RESEARCH ESSAY SUBMISSION**  **WINTER 2024** | |
| **GENERAL RULES**   * The submission deadlines for theses and research essays for winter 2024 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 2024 DEADLINES FOR THESES** | |
| **SCENARIO 1**  You do not register in the Summer term and **graduate** in **June 2024.** | **SCENARIO 2**  You register in the Summer term but **withdraw** by **May 20, 2024** with fee reimbursement *and do not graduate in June.* |
| **January 2024**  Consult with your supervisor about your plans to complete including your writing schedule.  **January – March 2024**  Present draft chapters to your supervisor for comment and revision.  **March 15, 2024**  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 1, 2024**  Last day to submit supervisor-approved thesis, in examinable form to the EURUS Administrator *Instructions will follow on the e-thesis upload procedure.*  April 1, 2024  Last day to apply to graduate in June 2024.  **May 3, 2024**  Last day for defence  **May 8, 2024**  Following your defence, last day to upload your final thesis (after corrections if required) on the electronic deposit system (see regulations at [Electronic Thesis Deposit | Current Grad Students (carleton.ca)](https://gradstudents.carleton.ca/resources-page/thesis-requirements/electronic-thesis-deposit/)) in order to have your supervisor review and approve your final copy.  **May 8-10, 2024**  Final days for supervisor to approve upload or return to student for further corrections. **May 10th** is the final day to have all upload procedures (meaning final revision recommendations) done.  **ANY UPLOADS AFTER MAY 10th MEAN YOU MUST BE REGISTERED EURR 5909 FOR THE SUMMER SEMESTER AND GRADUATE IN NOVEMBER 2024. IF YOU UPLOAD AFTER MAY 21st YOU MUST STAY REGISTERED IN EURR 5909 FOR THE SUMMER SEMESTER AND GRADUATE IN NOVEMBER 2024.**  ***DEPOSIT OF HARD COPIES TO EURUS FOR BINDING***  One week following your grade submission deposit **1 single sided hard copy** of your Thesis to the EURUS Administrator for the Institute and accompanied by the License of Thesis to Carleton University form from the EURUS website. **Please note:** **Additional copies for binding are $15 per copy provided you supply the hard copies** | **January 2024**  Consult with your supervisor about your plans to complete including your writing schedule.  **January – March 2024**  Present draft chapters to your supervisor for comment and revision.  **March 29, 2024**  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, 2024**  Last day submit supervisor-approved thesis, in examinable form to the EURUS Administrator, *Instructions will follow on the e-thesis upload procedure*.  **May 14, 2024**  Last day for defence  **May 17, 2024**  Following your defence, last day to upload your final thesis (after corrections if required) on the electronic deposit system (see regulations at [Electronic Thesis Deposit | Current Grad Students (carleton.ca)](https://gradstudents.carleton.ca/resources-page/thesis-requirements/electronic-thesis-deposit/)) in order to have your supervisor review and approve your final copy.  **May 18-21, 2024**  Final days for supervisor to approve upload or return to student for further corrections. **May 21st**  is the final day to have all upload procedures done.  August 31. 2024  Last day to apply to graduate in November 2024.  **ANY UPLOADS AFTER MAY 21st MEAN YOU MUST BE REGISTERED AND STAY REGISTERED IN EURR 5909 FOR THE SUMMER SEMESTER AND GRADUATE IN NOVEMBER 2024.**  **DEPOSIT OF HARD COPIES TO EURUS FOR BINDING**  One week following your grade submission deposit 1 **single sided hard copy** of your Thesis to the EURUS Administrator for the Institute and accompanied by the License of Thesis to Carleton University form from the EURUS website. **Please note:** **Additional copies for binding are $15 per copy provided you supply the hard copies** |
| **WINTER 2024 DEADLINES FOR RESEARCH ESSAYS** | |
| **SCENARIO 1**  You do not register in the Summer term and **graduate**in **June 2024** | **SCENARIO 2**  You register in the Summer term but **withdraw** by **May 20, 2024** with fee reimbursement *and do not graduate in June.* |
| **January 2024**  Consult with your supervisor about your plans to complete including your writing schedule.  **January – March 2024**  Present draft chapters to your supervisor for comment and revision.  APRIL 1, 2024  Last day to apply to graduate in June 2024.  **April 9, 2024**  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, 2024**  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.  **May 3, 2024**  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 8, 2024**  Last day to hold a defence, if requested.  **May 10, 2024**  Last day for the EURUS Director to submit the grade to FGPA.  **ANY SUBMISSIONS AFTER MAY 10th MEAN YOU MUST BE REGISTERED EURR 5908 FOR THE SUMMER SEMESTER AND GRADUATE IN NOVEMBER 2024. IF YOU SUBMIT AFTER MAY 21st, YOU MUST STAY REGISTERED IN EURR 5908 FOR THE SUMMER SEMESTER AND GRADUATE IN NOVEMBER 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 for the Institute accompanied by the License of Thesis to Carleton University form from the EURUS website. **Please note:** **Additional copies for binding are $15 per copy provided you supply the hard copies** | **January 2024**  Consult with your supervisor about your plans to complete including your writing schedule.  **January – March 2024**  Present draft chapters to your supervisor for comment and revision.  **April 18, 2024**  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.  **May 3, 2024**  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.  **May 13, 2024**  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.  **May 17, 2024**  Last day to hold a defence, if requested.  **May 21, 2024**  Last day for the EURUS Director to submit the grade to FGPA.  AUGUST 31, 2024  Last day to apply to graduate in November 2024.  **ANY SUBMISSIONS AFTER MAY 21ST MEAN THAT YOU MUST BE REGISTERED AND STAY REGISTERED IN EURR 5908 FOR THE SUMMER SEMESTER AND GRADUATE IN NOVEMBER 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 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 $15 per copy provided you supply the hard copies** |