

# **DEADLINES FOR THESIS AND RESEARCH ESSAY SUBMISSION**

## **FALL 2025**

### **GENERAL RULES**

- The submission deadlines for theses and research essays for fall 2025 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 five 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 PECO/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 PECO/EURUS**, based on a suggestion from your supervisor, forms the committees.

### **Fall 2025 DEADLINES FOR THESES**

<b><u>SCENARIO 1</u></b> You do not register in the winter term. <b>Convocation for all graduates is in June</b> Please note fall 2025, winter 2026 and spring 2026 graduates will celebrate their Convocation in June 2026.	<b><u>SCENARIO 2</u></b> You register in the winter term but <u>withdraw</u> by <u>January 31, 2026</u> , with fee reimbursement <i>and do not graduate in February</i> . <b>Convocation for all graduates is in June</b> Please note fall 2025, winter 2026 and spring 2026 graduates will celebrate their Convocation in June 2026.
<b><u>October 2025</u></b> Consult with your supervisor about your plans to complete including your writing schedule.  <b><u>October – December 2025</u></b> Present draft chapters to your supervisor for comment and revision.  <b><u>December 1, 2025</u></b> Last Day to submit a full draft of your thesis to your supervisor for him/her to review. Your supervisor must inform the Graduate Administrator that you	<b><u>October 2025</u></b> Consult with your supervisor about your plans to complete including your writing schedule.  <b><u>October - December 2025</u></b> Present draft chapters to your supervisor for comment and revision.  <b><u>January 5, 2026</u></b> Last Day to submit a full draft of your thesis to your supervisor for him/her to review. Your supervisor must inform the Graduate Administrator that you are

are planning to defend and suggest defence committee members.

**January 12 – 14, 2026**

Final days for supervisor to approve the upload or return to student for further corrections. **January 16<sup>th</sup>** is the final day to have all upload procedures done. Students who have not electronically submitted their final thesis copy to Grad Studies will not be eligible to graduate and must register in the winter 2026 term.

**January 16, 2026**

Last day to submit your 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 Graduate Administrator.

**November 30, 2025**

**Last day to apply to graduate.**

planning to defend and suggest defence committee members.

**January 23, 2026**

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.

**January 26-28, 2026**

Final days for supervisor to approve the upload or return to student for further corrections. **January 29<sup>th</sup>** is the final day to have all upload procedures done. Students who have not electronically submitted their final thesis copy to Grad Studies will not be eligible to graduate and must register in the winter 2026 term.

**April 1, 2026**

**Last day to apply to graduate in June 2026**