



GUIDELINES FOR THESIS SUBMISSION AND THESIS DEFENCE

M.Sc. GEOGRAPHY, URBAN AND ENVIRONMENTAL STUDIES

DEPARTMENT OF GEOGRAPHY, PLANNING AND ENVIRONMENT

CONCORDIA UNIVERSITY



1. Thesis submission

Formal submission of the thesis to the Thesis Office

The student makes formal submission of the thesis to the Thesis Office. At this stage, the thesis must be in its final version and ready for defence. If there is a requirement of non-disclosure, it must be included with the initial submission.

Students must complete and submit the following: Two electronic copies of the thesis emailed to thesisdeposit@graduatestudies.concordia.ca and copied to the supervisor and the Graduate Program Assistant. One copy of the thesis must be prepared in an editable format, i.e., Word, LaTeX etc., as many examiners prefer this format. The second copy must be prepared in archival PDF (PDF/a) for format validation and compatibility with Spectrum. Students are not to distribute copies of the thesis to the Examination Committee unless specifically instructed otherwise. If paper copies are required by any of the Examination Committee members, the program will notify the student that he/she must provide the spiral-bound copies directly to the examiner(s).

Students should also include- a completed [Theses Non Exclusive License form](http://www.nlc-bnc.ca/obj/s4/f2/frm-nl59-2-e.pdf) (<http://www.nlc-bnc.ca/obj/s4/f2/frm-nl59-2-e.pdf>) and a [Doctoral/Master's Thesis Submission form](#).

(http://www.concordia.ca/content/dam/concordia/offices/sgs/docs/forms/Thesis_Initial_Submission_ethesis.pdf)

Once the initial thesis has been submitted, the formal thesis examination process has begun. Students will receive an email with a checklist from the Thesis Office advising them of any formatting corrections that are required to their PDF/a version of the thesis. The corrections are only due for final submission.

IMPORTANT: Please consult the following link for more information on thesis submissions <http://www.concordia.ca/students/graduate/thesis/ethesis.html>

The **final version** must be submitted before the deadlines set out in the Academic Calendar each year, i.e. September 15 for Fall Convocation and April 15 for Spring Convocation. Students must also apply to graduate by July 15 for Fall Convocation or by January 15 for Spring Convocation. In order to meet these final deadlines, the Department of Geography, Planning and Environment insist students **MUST** complete the first submission to the Thesis Office by **JULY 15** for the Fall Convocation, or **FEBRUARY 15** for the Spring Convocation. This is to ensure that there is sufficient time to find an external reader and organize the thesis defence. It is the student's responsibility to ensure that these departmental deadlines are met. Students must also apply to graduate in addition to submitting their thesis. The application is available through the MyConcordia student portal.

2. Thesis format

When the thesis is formally submitted to the Thesis Office, it must be in its final version. Please refer to the *Thesis Preparation Guide* to get information on the guidelines for the thesis.

<http://www.concordia.ca/content/dam/concordia/offices/sgs/docs/handbooks/thesispreparationguide.pdf>

3. Supervisor's approval

4. The student's supervisor should approve the thesis for examination before the formal submission to the Thesis Office. The student must complete the Notification of Thesis Deposition form (www.concordia.ca/content/dam/artsci/geography-planning-environment/docs/Notification_thesis_deposition_MSc.pdf), signed by the supervisor, and must submit it to the Graduate Program Director (GPD). On this form, names of potential internal and external readers must be indicated. The internal reader is one of the members of the student's graduate committee, whereas the external reader must be external to the Department. After the GPD approves the suggested names, **the supervisor is responsible for contacting the internal and external readers**. Once they have both formally accepted to serve on the thesis evaluation committee, their names are circulated to the student, the GPD and the Graduate Program Assistant (GPA). **Organization of the defence**

After the thesis is formally submitted to the Thesis Office, there is usually a delay of at least three weeks before the oral defence can take place. During that time, the GPA will be responsible for contacting the members of the jury (supervisor, internal and external referees and GPD) in order to determine a suitable date for the defence.

5. The Defence and Final submission of the Thesis

Once the student has completed the revisions required by the defence committee, the supervisor reports by e-mail to the GPD that the corrections have been made. The student can then proceed with the final electronic submission to SPECTRUM. -

<http://spectrum.library.concordia.ca/> The student then notifies the GPD and the GPA that the final submission of the thesis and has been deposited with the Thesis Office so the Graduate Program Activity Form can be submitted and that the student has met the deadline for convocation.

Please Note: A student is not required to bring a Signature Page to the defence. The thesis is now submitted electronically on SPECTRUM .