

# FAQ – Thesis Submission Deadlines, Registration, & Fees

---

GPS has made changes to thesis submission deadlines, registration requirements for students who have submitted their initial thesis, and the fee structure for students who have reached Additional Session<sup>1</sup>.

These changes have been made to:

- Ensure graduate thesis students remain registered until they complete all the degree requirements of their program.
- Comply with student visa regulations for international students.
- Mitigate liability concerns.
- Allow students to continue with their research at the University after their initial thesis submission and during the period when thesis revisions may be necessary.
- Provide access to services (e.g. Student Services, Libraries, Athletics, CAPs) after their initial thesis submission.
- Reduce the financial impact of registration in additional session and once the initial thesis is submitted.

The table below is a representation of the new thesis submission deadlines, subsequent registration requirements and expected graduation.

Initial Submission	Final Submission	Additional Session	Thesis Evaluation	Graduation
Apr 16 – <b>Aug 15</b>	Aug 16 – <b>Dec 15</b>	Summer	Fall	February
Aug 16 – <b>Dec 15</b>	Dec 16 – <b>Apr 15</b>	Fall	Winter	June
Dec 16 – <b>Apr 15</b>	Apr 16 – <b>Aug 15</b>	Winter	Summer	October
Initial and Final Submission in the same term				
Apr 16 – <b>Aug 15</b>	Apr 16 – <b>Aug 15</b>	Summer	None	October
Aug 16 – <b>Dec 15</b>	Aug 16 – <b>Dec 15</b>	Fall	None	February
Dec 16 – <b>Apr 15</b>	Dec 16 – <b>Apr 15</b>	Winter	None	June

**Table 1 - Thesis Submission Dates & Registration Requirements**

**NOTE:** Should the deadline date (Aug 15, Dec 15, Apr 15) fall on a weekend or a holiday, the effective deadline date will be the previous working day.

## Frequently Asked Questions

---

**Q:** What are the deadline dates for submitting my Initial Thesis?

**A:** Your initial thesis submission can be made at any time. You are encouraged to make your initial thesis submission when you and your supervisor feel it is appropriate to do so. As when you make your initial thesis submission affects your registration status, and thus fees, a deadline for submission has been set for each term – December 15<sup>th</sup> for Fall, April 15<sup>th</sup> for Winter, and August 15<sup>th</sup> for Summer. Please see Table 1 above.

**Q:** What are the deadline dates for submitting my Final e-Thesis?

**A:** The final e-thesis submission deadlines are December 15<sup>th</sup> for February Graduation, April 15<sup>th</sup> for June Graduation, and August 15<sup>th</sup> for October Graduation. Please see Table 1 above.

**Q:** When do the new deadline dates for Initial and Final e-Thesis submission come into effect?

**A:** The new schedule of dates (see Table 1 above) will take effect as of June 7<sup>th</sup>, 2011, for initial thesis submission for Doctoral students and June 14<sup>th</sup>, 2011, for initial thesis submission for Master's students.

---

<sup>1</sup> Full-time students register in Additional Session after 3 terms in Master's thesis programs, after 6 terms in PhD programs if the student initially registered in PhD2, and after 8 terms in PhD1; see 6.1.4 and 4.11 in the GPS Calendar.

**Q:** How do I interpret the information and dates in Table 1 above?

**A:** In reading line 2 in Table 1 above, it indicates that if you make your initial thesis submission between August 16 and December 15 inclusive and your final e-thesis submission between December 16 and April 15 inclusive, you will have a registration status of Additional Session in the Fall term and a registration status of Thesis Evaluation in the Winter term. You will expect to graduate in June.

In reading line 6 in Table 1 above, it indicates that if you make your both your initial thesis and final e-thesis submission between August 16 and December 15 inclusive, then you will have a registration status of Additional Session in the Fall term. You will not have a Thesis Evaluation term. You will expect to graduate in February.

**Q:** In past years, Canadian students who submitted their initial thesis by the August 31st deadline and expected to graduate in February had the option to register for the Fall term. Does this option still exist?

**A:** No. Students must be registered up to and including the term before they graduate. Doctoral students who make their initial thesis submission on or after June 7<sup>th</sup>, 2011, and Master's students who make their initial submission on or after June 21<sup>st</sup>, 2011, will be subject to the new schedule of dates as described in Table 1 above.

**Q:** What does it mean to have a registration status of Thesis Evaluation?

**A:** A registration status of Thesis Evaluation means that you have made your initial thesis submission, but have not yet submitted your final e-thesis. You will be required to maintain a registration status of Thesis Evaluation from the term after you make your initial thesis submission up to and including the term in which you make your final e-thesis submission.

The Thesis Evaluation status allows you:

- to be registered at the university in a full-time status.
- take advantage of university services.
- to be eligible for funding.
- to be eligible for a T2202 tax slip crediting the months for which you were registered and any ancillary fees you were charged.

**Q:** I expect that I will reach time limitation before I am ready to make my initial thesis submission. What happens?

**A:** When you are ready to make your initial thesis submission, you must submit it in accordance with the deadline dates as indicated in Table 1 above. Your registration status will follow in accordance with that indicated in the table.

**Q:** How does a registration of Thesis Evaluation affect the repayment schedule of my Government Student Loans?

**A:** The Thesis Evaluation term is a full-time term in which you would be registered. Government student loan repayment only commences after you are no longer registered at the University.

**Q:** I'm an international student. How does a registration of Thesis Evaluation affect my need for immigration documents such as a Study Permit and CAQ?

- A:** The Thesis Evaluation term is a full-time term in which you would be registered. If you are in Canada, you are required to have a valid Study Permit and CAQ.
- Q:** Can I be registered in a Thesis Evaluation term for my Master's program and in a Full-time term for my Doctoral program at the same time?
- A:** Yes. In cases such as this, you will be assessed the fees associated with the Doctoral Program only. You will not be assessed the fees associated with the Thesis Evaluation term for the Master's program. For fee information, please see the Student Accounts website at <http://www.mcgill.ca/student-accounts/fees/grad/>.
- Q:** If I am registered in a Thesis Evaluation term for my Master's program and in a Full-time term for my Doctoral program at the same time, will I be required to pay both Thesis Evaluation fees for my Master's program and Full Time fees for my Doctoral program?
- A:** No. In cases such as this, you will be assessed the fees associated with the Doctoral Program only. You will not be assessed the fees associated with the Thesis Evaluation term for the Master's program. For fee information, please see the Student Accounts website at <http://www.mcgill.ca/student-accounts/fees/grad/>.
- Q:** Can I be registered in an Additional Session term for my Master's program and in a Full-time term for my Doctoral program at the same time?
- A:** Yes. In cases such as this, you will be assessed all fees associated with the Doctoral Program and the 'Additional Session Fees' for the Master's program. For fee information, please see the Student Accounts website at <http://www.mcgill.ca/student-accounts/fees/grad/>.
- Q:** If I am registered in an Additional Session term for my Master's program and in a Full-time term for my Doctoral program at the same time, will I be required to pay both the 'Additional Session Fees' for my Master's program and Full Time fees for my Doctoral program?
- A:** Yes. In cases such as this, you will be assessed all fees associated with the Doctoral Program and the 'Additional Session Fees' for the Master's program. For fee information, please see the Student Accounts website at <http://www.mcgill.ca/student-accounts/fees/grad/>.
- Q:** Can I be registered in a Thesis Evaluation term for my Doctoral program and as a Postdoctoral Fellow at the same time?
- A:** No. According to regulations from the Ministère de l'Éducation, du Loisir et du Sport (MELS), you may be registered as a Postdoctoral Fellow for up to 5 years from the date of the conferment of your Doctoral degree. You may, however, be able to register as a Postdoctoral Research Trainee. More information about Postdoctoral Fellows and Postdoctoral Research Trainees can be found on the Graduate and Postdoctoral Studies website at <http://www.mcgill.ca/gps/postdocs/>.
- Q:** What does it mean to be registered in Additional Session?
- A:** Students are registered in Additional Session once they have completed the full-time terms of registration for their program. This typically translates to 3 full-time terms for Master's students, 8 full-time terms for Doctoral students who begin their studies in PhD 1, and 6 full-time terms for Doctoral students who begin their studies in PhD2. See sections 6.1.4 and 4.11 in the GPS Calendar found online at [http://www.mcgill.ca/files/students/GSGI\\_20102011.pdf](http://www.mcgill.ca/files/students/GSGI_20102011.pdf)

**Q: How will Additional Session Fees be assessed?**

**A:** Previously, students registered in 'Additional Session' in the Fall, Winter, and Summer terms paid fees in the Fall and Winter terms only. As of the Fall 2011 term, students who register in 'Additional Session' will see their fees split over 3 terms instead of 2. This will be an advantage to students as it will extend the period of time over which they will be charged fees, thereby reducing the monthly expenses.

**Current Additional Session Fee Schedule (based on 2010/2011 figures):**

	Fall	Winter	Summer	TOTAL
Additional Session Fees	\$984.00	\$984.00		<b>\$1,968.00</b>
Society Fees	\$50.13	\$50.13		<b>\$100.26</b>
Student Services / Athletics	\$80.50	\$80.50		<b>\$161.00</b>
Registration / Transcripts & Diploma / General Administrative Charges	\$132.90	\$132.90		<b>\$265.80</b>
Information Technology Charge	\$105.15	\$105.15		<b>\$210.30</b>
<b>TOTAL</b>	<b>\$1,352.68</b>	<b>\$1,352.68</b>		<b>\$2,705.36</b>

**Newly Proposed Additional Session Fee Schedule (based on 2010/2011 figures):**

	Fall	Winter	Summer	TOTAL
Additional Session Fees	\$656.00	\$656.00	\$656.00	<b>\$1,968.00</b>
Society Fees	\$50.13	\$50.13		<b>\$100.26</b>
Student Services / Athletics	\$80.50	\$80.50		<b>\$161.00</b>
Registration / Transcripts & Diploma / General Administrative Charges	\$88.60	\$88.60	\$88.60	<b>\$265.80</b>
Information Technology Charge	\$70.10	\$70.10	\$70.10	<b>\$210.30</b>
<b>TOTAL</b>	<b>\$945.33</b>	<b>\$945.33</b>	<b>\$814.70</b>	<b>\$2,705.36</b>

**Q: How will Thesis Evaluation Fees be assessed?**

**A:** Students registered in 'Thesis Evaluation' will be charged a reduced rate of fees in comparison to the fees charged for students registered in Additional Session .

**Newly Proposed Thesis Evaluation Fee Schedule (based on 2010/2011 figures):**

	Fall	Winter	Summer	TOTAL
Society Fees	\$50.13	\$50.13		<b>\$100.26</b>
Student Services / Athletics	\$80.50	\$80.50		<b>\$161.00</b>
Registration / Transcripts & Diploma / General Administrative Charges	\$88.60	\$88.60	\$88.60	<b>\$265.80</b>
Information Technology Charge	\$70.10	\$70.10	\$70.10	<b>\$210.30</b>
<b>TOTAL</b>	<b>\$289.33</b>	<b>\$289.33</b>	<b>\$158.70</b>	<b>\$737.36</b>

---

I am a Doctoral student and I plan to make my Initial Thesis submission by June 6<sup>th</sup>, 2011. / I am a Master's student and I plan to make my Initial Thesis submission prior to June 13<sup>th</sup>, 2011.

**Q:** When will I graduate?

**A:** You will graduate in October 2011 provided that you make your final e-thesis submission by October 5<sup>th</sup>, 2011.

**Q:** What will my registration status be for Summer 2011?

**A:** Your registration status will be Additional Session.

**Q:** Will I be assessed fees for the Summer 2011 term?

**A:** No, you will not be assessed fees for the Summer 2011 term.

**Q:** What happens if I do not submit my final e-thesis by October 5<sup>th</sup>, 2011?

**A:** You will be required to register for the Fall 2011 term. Your registration status for the Fall 2011 term will be Thesis Evaluation. You will be assessed the fees associated with the Thesis Evaluation status. You will be required to maintain a registration of Thesis Evaluation up to and including the term that you submit your final e-thesis. The deadline dates for final e-thesis as described in Table 1 above will apply.

**Q:** I expect to be in time limitation in the Fall 2011 term. How does the change in thesis submission dates and registration requirements affect me?

**A:** Doctoral students who expect to be in Time Limitation in the Fall 2011 semester, who make their initial thesis submission by June 6<sup>th</sup>, 2011 and their final thesis submission by October 5<sup>th</sup>, 2011, will graduate October 2011 and as such, will not have a registration for Fall 2011.

Master's students who expect to be in Time Limitation in the Fall 2011 semester, who make their initial thesis submission by June 13<sup>th</sup>, 2011 and their final thesis submission by October 5<sup>th</sup>, 2011 will graduate October 2011 and as such, will not have a registration for Fall 2011.

---