

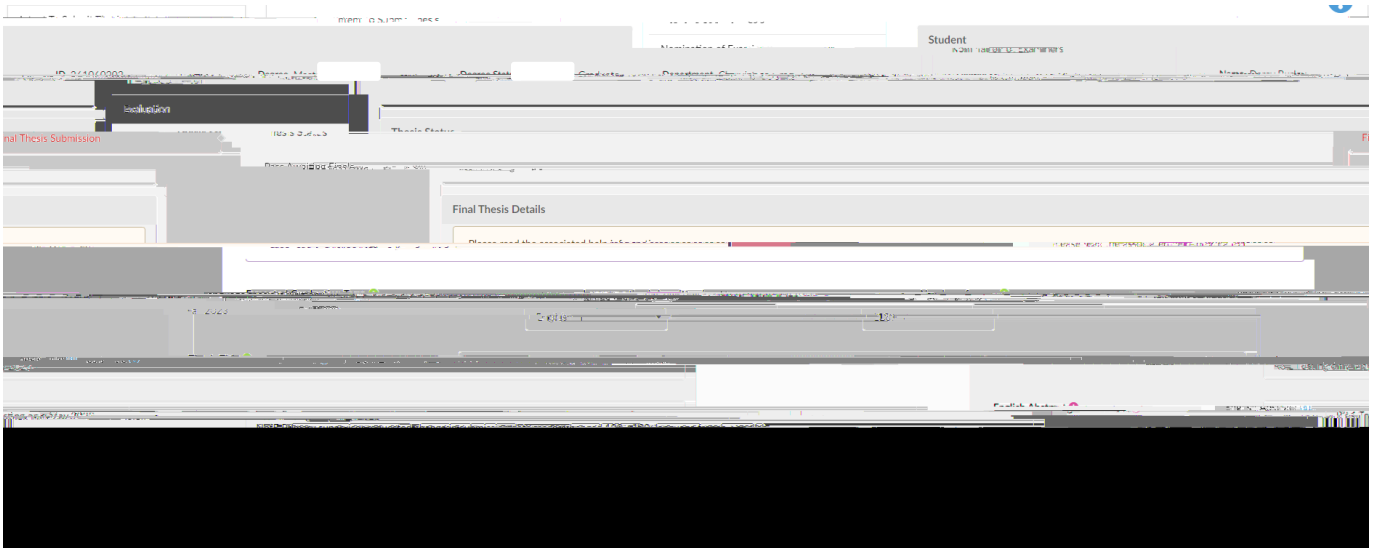


Access myThesis: <https://mythesis.mcgill.ca/> . Enter your McGill credentials. If you receive an error message, ensure that you are registered and not logged into a different email in your browser (opening myThesis in incognito mode is helpful in this case).

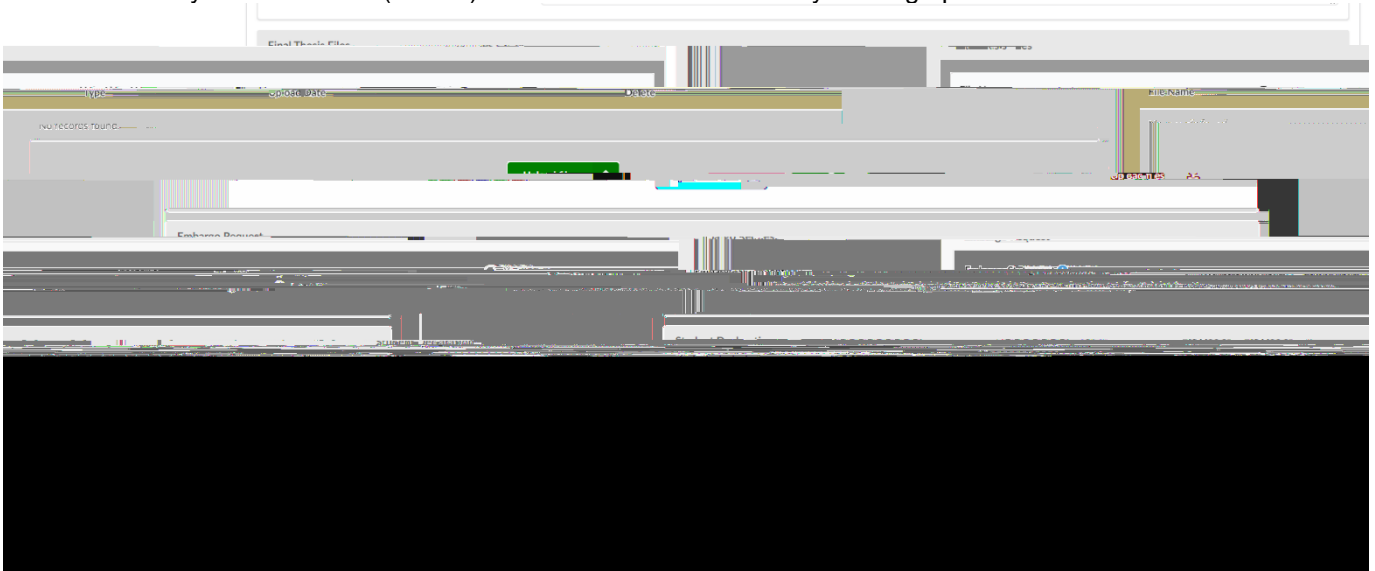
Go to *Final Thesis Submission*. The first half of the page requires you to verify the pre-filled information and check for typos in the following sections:

- Language of the thesis
- Title: It is no more than 240 characters. You have capitalized proper nouns only (e.g., The politics and economics of the Free Trade deal) and used words rather than symbols (e.g., carbon dioxide instead of CO2).
- Abstracts: Your English and French abstracts are complete and accurate.
- Page numbers: add the number of pages in your thesis, but exclude the following:
 - o Sections prior to the introduction (title page, abstracts, etc.)
 - o Sections after the concluding chapter (bibliography, appendices, etc.)

The blue circles offer instructions.



Submit your final thesis (PDF/A) and additional documents by clicking upload files.



You will be asked to review and confirm that you have read the non-exclusive license agreement. You must click and review to be able to check off the box.

C|&\ [} ±Û˘ à { ïc Fâ }æ| V@^•î•q. A pop-up will appear confirming your submission. Your supervisor(s) are required to approve next. Note: it may a good idea to advise your co-supervisor outside McGill (and who is not an adjunct) that they must contact the Thesis office to approve the final submission on their behalf (thesis.gps@mcgill.ca).

When your supervisor has approved, you will see your myThesis status change to *Final Thesis Authorized by Sup.*

At this point, you can produce confirmation letters (see McGill Thesis website: <https://www.mcgill.ca/gps/thesis/final-thesis->

If you are a supervisor or co-supervisor whose student just submitted their final thesis, you will receive a notification via myThesis asking you to log in and approve the thesis.

Note: co-supervisors from outside McGill (without adjunct status) cannot approve in myThesis. Please contact thesis.gps@mcgill.ca so that we can do this on your behalf.

Access myThesis: <https://mythesis.mcgill.ca/> . Enter your McGill credentials. If you receive an error message, ensure that you are not logged into a different email in your browser (opening myThesis in incognito mode is helpful in this case).

Go to *Final Thesis Submission* and review the information and thesis files. Instructions are available on the top, right-hand corner. If you determine that everything is accurate, click on approve. If changes are required, click on request changes.

Once approved, the file will go to the co-supervisor or GPS.

