

First Name:

Last Name:

Student ID Number:

Program:

Degree:

Supervisor:

Defence Date:

Convocation Ceremony Deadline Dates

Congratulations on this major milestone! The Sessional Dates in the Graduate Calendar specify the "Final Date to File Theses with Graduate Studies and Complete Degree Requirements" which is when you must upload your final thesis to MacSphere to join the ceremony, Fall or Spring. If you upload your thesis past the noted deadline, for example September 29 for Fall 2023, but prior to the ceremony date (e.g. Fall November Convocation), you are required to email the Associate Registrar at areggrad@mcmaster.ca to request that you join convocation and indicate that you have completed your degree requirements. Should you be approved to join late, your ceremony experience may be impacted.

In addition to the email, you can use the following check box to clearly identify your convocation ceremony preference if you fall into the above mentioned time frame from deadline to ceremony.

Convocation Ceremony Preference: ☐ Fall Convocation ☐ Spring Convocation

Please note: this is **NOT** a deferral of ceremony request. The expectation is that you join the ceremony in which your degree requirements were cleared for. If you were unable to attend your designated ceremony, you must submit a Service Request for the deferral of your ceremony and you should recognize that your degree would have already been conferred at the past ceremony.

Once you have uploaded your FINAL thesis on MacSphere and your completed form has been submitted to the Graduate Administrator for your program, you can be cleared to graduate, provided all other program requirements are complete. From that date on, you are no longer considered an active Graduate student and the tuition balance of the months remaining in the academic year will be refunded.

Please note: Once your thesis is approved and posted to MacSphere, no changes are permitted.

Does this thesis require a delay of publication? ☐ Yes ☐ No

You may request up to one year. Failure to complete this box will result in your thesis being posted publicly immediately. Please indicate the length of embargo if less than one year:

Supervisor's Signature



Student's Signature

Plagiarism Check

Students who initiate their defence on or after December 1, 2023 are required to run their thesis through the University's Plagiarism Checking Software, iThenticate.

I confirm that this thesis has been checked using the University's designated Plagiarism Checking Software.

Supervisor's Signature



Student's Signature

**This sheet must accompany the final submission of the thesis to the School of
Graduate Studies following a successful defence**

To the Defence Chair: Please indicate by initialing the appropriate box which of the conditions pertain to the successful defended PhD thesis. Then please give this form to the student to complete and submit along with the revised thesis to the School of Graduate Studies.

☐ **No Changes Required**

The thesis needs no further changes.

Supervisor's Name

Date

Signature

☐ **Minor Changes Required**

The thesis requires minor changes (typographical errors, minor corrections). The Supervisor has agreed to act on behalf of the Defence Committee and ensure that the required changes have been made. I have seen the revised thesis and acknowledge that all necessary and request changes have been made.

Please list the minor changes below:

Supervisor's Name

Date

Signature



☐ **Major Changes Required**

The thesis requires major changes more than just in style. The entire Supervisory Committee must approve the revised thesis.

Please list the major changes below:

By signing below, we the Supervisory Committee, have seen the revised thesis and acknowledge that all the necessary and requested changes have been made.

	Printed Name	Signature	Date
Supervisor's Name			
Committee Member Name			
Committee Member Name			
Committee Member Name			

Once this form is fully complete, please submit via Service Request
Final Thesis Submission Sheet - FTHS