

**SUBMISSION OF THESIS
DEPARTMENT OF PHYSICS
(June 2009)**

Your first submission may be two-sided copies. Your thesis may include manuscripts, publications, etc. The final submission (after the defence) is normally printed on one side only.

M.Sc.

Approximately 1 week before a student submits his/her thesis, the Department should be notified so that examiners can be appointed. The appointment of examiners is normally done by the Chairman of the Department, in consultation with the Director (Associate Director) of the Ottawa-Carleton Institute for Physics. Normally, two examiners come from the Department of physics at the University of Ottawa and one from the Department of Physics at Carleton University.

Four copies of the thesis must be submitted accompanied by the form "Statement of Thesis Supervisor" to the Office of Graduate Studies for the Faculty of Science (GNN 181). It is the student's responsibility to submit a copy of his/her thesis to his/her supervisor and if applicable, to his/her co-supervisor. If the reports are all favourable the student will be contacted regarding the defence date.

Ph.D.

A doctoral thesis jury must consist of no fewer than four and no more than seven examiners. The supervisor must propose two external (outside of U. of O. or Carleton U.) examiners with a short bibliography on both and one examiner from Carleton University. **The supervisor must check that all examiners, including the proposed externals, are willing to read the thesis if asked.** You may indicate your first choice for the external examiner but the final decision will be made by the Dean of Graduate Studies. Where possible, a tentative period or date for the defence is agreed upon with the external examiner at the outset. Reports will be due two weeks prior to the target date.

ONE MONTH PRIOR to submission of the thesis for evaluation, **the names of the examiners must be proposed and submitted to the attention of the Chair of the Department. If the FGPS has not received the list of examiners prior to the submission, the thesis will be accepted only if an explanatory letter is received from the Chair of the academic unit.** Examiners are given approximately one month to read and to return their report. After submitting your thesis it can take approximately two months for the defence to take place.

The student submits 2 copies of the thesis for the internal examiners to the Office of Graduate Studies for the Faculty of Science (GNN 181) with a copy of the "Statement of Thesis Supervisor" form. The student submits 3 copies of the thesis to the Thesis Sector at the Faculty of Graduate & Postdoctoral Studies (FGPS) with the original copy of "Statement of Thesis Supervisor" form who will then forward a copy to the chosen external examiner. If the FGPS has not received the list of examiners prior to the submission, the thesis will be accepted only if an explanatory letter is received from the Chair of the academic unit.

All examiners return their reports to the FGPS. Once the reports from all examiners have been received and approved by the Dean, the student will be contacted regarding the date of the defence.

It is the student's responsibility to submit a copy of his/her thesis to his/her supervisor and if applicable, to his/her co-supervisor. After the defence, the final approved copies of the thesis are submitted to the FGPS.