

## Department of Biomedical Engineering, Faculty of Medicine M.Eng. Thesis Submission

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### Initial e-Thesis Submission:

Information on initial thesis submission can be found here: [Initial e-Thesis Process](#).

### Thesis External Examiner:

A Master's thesis must be examined by a single academic specialist. For a Master's thesis, the "External" Examiner must be a scholar of established reputation and competence in the field of the thesis research. The examiner may be from inside or outside the University. Units may nominate a member from within the Unit who is not in conflict of interest.

### Policy for Contacting External Examiner:

It is the responsibility of the student's Supervisor to select the External Examiner, obtain the GPD's approval, and then contact the External Examiner to:

1. Confirm their willingness to examine the student's Thesis;
2. Complete the "Conflict of Interest Checklist: External Examiner" section of the [Nomination of Examiners and Thesis Submission Form](#), in consultation with said Examiner.

At least 5 working days prior to thesis submission, the student must submit the form to the Graduate Program Coordinator who will obtain the Graduate Program Director's (GPD) signature. The form should be submitted electronically (fillable pdf or scanned copy) to: [info.bme@mcgill.ca](mailto:info.bme@mcgill.ca). Once the form has been signed by the GPD, it will be returned to the student.

### Information for Thesis Supervisors:

#### Goal of the thesis submission form

The goal of the thesis submission form is twofold:

- First to certify that you, as the student's supervisor, approve the contents of the student's thesis, and
- Second, to identify internal and external examiners for the thesis.

You should only sign this form if you feel the thesis is ready to submit, you approve of its contents, and believe that it should be passed by the internal and external examiners. Your signature on the form will be taken to mean that it is your judgment that the thesis should be passed.

Note that the student can still choose to submit the thesis without the supervisor's signature. In exceptional circumstances, a student may elect to submit a thesis without the supervisor's signature. In such a case—which is strongly discouraged—Graduate and Postdoctoral Studies should be consulted in advance of the submission and a letter of explanation from the student must accompany the form.