

## Department of Biomedical Engineering, Faculty of Medicine

### Ph.D. Thesis Pre-Submission Policy and Procedures

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#### Objective

To assess the content of a thesis prior to submission.

#### Timing

This meeting must be held prior to submission. The meeting form should be completed and signed at least six months before planning to submit the thesis to Graduate Faculty. Departmental permission to submit will not be granted until this meeting is completed successfully. In exceptional circumstances, a student who insists on submitting a thesis following an unsuccessful meeting may request the department to contact the Associate Dean to resolve the matter.

**Note:** *A follow-up meeting will be held if a student does not submit a thesis within 12 months of the pre-submission meeting. This will be an “[Extra-Ordinary](#)” Meeting.*

#### Procedure

The student must circulate a brief document to the Committee, with a copy to [info.bme@mcgill.ca](mailto:info.bme@mcgill.ca), before the date set by the Graduate Program Coordinator. Failure to circulate the document on time may impact the student’s status in the program. Additional details may be found here: [Requirements for completing a PhD Degree](#). The brief document should cover the following:

- Summary of original contributions
- Summary of the work to date
- Summary of work remaining to be done
- Outline of thesis
- List of publications submitted/planned
- Schedule

The document should not exceed 10 pages in length, excluding figures and references. Copies of papers submitted or in press may be appended, if appropriate.

At the Thesis Pre-Submission Meeting the student will make a 20 min. oral presentation, addressing each of the points above, and respond to questions from the Committee.

#### Outcomes

**Satisfactory** - thesis outline and schedule meets with the Committee’s approval. Where appropriate, the Committee may indicate that some or all of the additional work proposed is not necessary prior to submission.

**Conditional** - The thesis may be passable as proposed but there are issues that should be addressed before submission.

**Unsatisfactory** - The Committee has concluded that the content of the thesis is not acceptable as proposed. The Committee will define what steps the student should take before submission. Another pre-submission meeting must be held once the student has made the modifications requested. The Committee may extend this deadline to permit the student to complete the additional work required. However, the meeting must be scheduled in accordance with our [unsatisfactory guidelines](#). In exceptional circumstances, a student who insists on submitting a thesis following an unsuccessful meeting may request the department to contact the Associate Dean to resolve the matter.

## Reporting

The Chair's Rep will prepare a summary of the Committee's findings and recommendations.

The student will be asked to return, whereupon the Chair's Rep will communicate the Committee's evaluation to the student and answer any questions. The Committee members and student will then sign the meeting summary form.

Following the meeting, the Supervisor will prepare and circulate detailed minutes of the meeting documenting the Committee's recommendations and advice to the student. This should be done no later than one week after the meeting. Once approved by the Committee members, the minutes will be added to the student's file, attached to the meeting form. A copy will be provided to the student, Committee members and the Graduate Program Director.