

Mel Hoppenheim School of Cinema

MA - Film Studies

MA Thesis Submission Critical Path

Key Dates

Please note: theses can be submitted at any time! However, the final submission dates of a completed, examined and corrected thesis are April 15 and September 15. These dates are determined by the School of Graduate Studies and are non-negotiable, final dates for students intending to graduate at the June or November convocation ceremonies respectively. Please note that students who submit their thesis in the summer and pass the thesis examination process before the September deadline may still be admitted to a PhD program and are not charged fees related to their MA degree for the fall semester. Similarly, students who make their final thesis deposit before January 1st will not be charged fees pertaining to their MA degree for the Winter term.

The final dates for initial submission to the Cinema department of a thesis to begin the examination process are February 15th in order to be considered for Spring graduation, and July 15th for those wishing to be considered for Fall graduation. Students also need to apply to graduate by January 15th or July 15th, by following the instructions on their student portal.

Guidelines

The following guidelines indicate the steps to be taken by the student and supervisor for submission of an MA thesis. These guidelines are supplemental to the guidelines provided by the School of Graduate Studies, which can be found in the Thesis Preparation Guidelines found at <http://www.concordia.ca/offices/sgs/handbooks.html> which also contains important information about citation style and use of illustrations.

- (1) Once the supervisor has read and approved the thesis, he or she contacts the GPD (Graduate Program Director) and GPA (Graduate Program Assistant) indicating that the student is ready to submit. At this time the supervisor should also provide names of recommended, qualified and appropriate examiners: one internal to the department, and one external to the department (from Concordia or from another University). They should also provide the GPD with the title and abstract of the student's thesis, the rough page count of the thesis, and a sense of precisely when the thesis will come in. The supervisor will also pursue due diligence to ensure that there are no conflicts of interest posed by the choice of examiner.
- (2) The GPD contacts the examiners and invites them to participate in the thesis examination, providing basic information about length and timelines for receiving reports. Normally the invitation includes the student's thesis abstract, the page count, and timeline for receiving the thesis and writing the report.

- (3) The student submits the thesis electronically in PDF form to the thesis office (School of Graduate Studies through the Student Information System) and to the GPA (School of Cinema). It must be formatted according to the rules in the SGS handbook mentioned above.
- (4) The GPA sends the thesis to the two examiners and to the supervisor (who is effectively the third examiner). If an examiner requires a printed copy, the student will be informed by the GPA and will provide one. The GPA also sends the three examiners an evaluation sheet and evaluation guidelines and gives them a deadline of four to six weeks to provide their evaluation (four weeks during the school year; six weeks during the summer).
- (5) While the thesis is being examined, the SGS thesis office advises the student about any formatting issues that need to be corrected through SIS. If there are problems, the student will receive word from the Graduate School. No news from the Graduate School means good news, and nothing is to be done with regards to formatting and other rules governing thesis style.
- (6) After receipt of the three reports, the GPA sends them to the GPD and the supervisor who determine together whether the thesis passes, fails or requires revision. If it is the latter, the GPD informs the student what is required and shares the three reports with the student. If the thesis is passed "as submitted," the reports can be forwarded to the student with a hearty note of congratulations from the GPD.
- (7) If revisions are required, the student is given a deadline to complete the revisions (before the official submission date) and the supervisor ensures that the revisions are appropriately completed. When the revisions are completed, the GPD and GPA are notified, and the student can make his/her final deposit.
- (8) The GPA obtains signatures on the Grade Activity Report and the signature page for the thesis.
- (9) The student prepares the thesis for deposit to Spectrum. Details can be found here: <http://spectrum.library.concordia.ca/information.html>