

PROCEDURE RELATING TO THE DEPOSITS (INITIAL AND FINAL) OF A THESIS

PH.D. PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY (1694)

All the forms and templates cited in this document are provided on the [CPCS-BCM web portal](#) as well as in the [Boîte à outils du Décanat des études](#) UQTR.

As a reminder: the student must continue to register to each consecutive term of his doctoral study program, as long as the recommendation for the diploma has not been issued by the program director and processed by the Registrar's Office (i.e. a few working days after the final deposit of the thesis).

1) BEFORE THE INITIAL DEPOSIT

1.1 There are two steps that the supervisor must take before his Ph.D. student can make the initial deposit of a thesis:

1.1.1 Formation of the jury

The student's research supervisor is invited to submit in advance to the program committee (CPCS) director, for validation purposes, the list of suggested members for the evaluation jury.

The evaluation of the thesis is made by a jury consisting of at least 4 people and a maximum of 5 people. The jury shall include at least one reviewer external to the home department of the research director or to the institution. The thesis co-supervisor may also be part of the jury. If the supervisor and the co-supervisor are members of the jury, their vote counts as one. In this case, the jury is composed of 5 people counting a total of 4 votes. A person external to the University who has been co-supervisor of the student's research during part or all of his training will not be considered as an external member. All evaluators must hold a doctoral degree and if they are not professors attached to a university, the authorization of the Dean of Studies is required for their appointment to the evaluation panel.

The members of the jury are appointed by the Dean; he will take into consideration the recommendations made by the programme director concerning the constitution of the jury and the choice of the chairperson of the jury. However, the program director must ensure the qualifications of each member he proposes and his availability to evaluate the thesis according to the standards in force and the deadlines provided.

1.1.2 Completion and transmission of the jury presentation form for theses

When the composition of the jury has been validated by the CPCS director, the student's research supervisor must complete and send to this address Dir.Cycles.Sup.Bcm@uqtr.ca the *Formulaire de proposition du jury pour les thèses*. This form allows the supervisor (and co-director if applicable) to certify that the thesis reaches a sufficient level of quality and scientific productivity, and at the same time to authorize the initial deposit of the thesis. There is no need for the supervisor to provide a separate letter of authorization for the initial deposit anymore.

1.2 There are two specific checks to be made by the student before the initial deposit of the thesis:

1.2.1 To ensure that the title page conforms to the institutional template;

1.2.2 To ensure that a jury presentation page is inserted at the beginning of the thesis and that it conforms to the institutional template.

2) AT THE TIME OF INITIAL DEPOSIT

To proceed with the initial deposit of the thesis, the student sends to this address Dir.Cycles.Sup.Bcm@uqtr.ca the thesis in Word and PDF formats. The CPCS is responsible for submitting it, along with other required documents, to the Dean's office of studies, which oversees the thesis evaluation process. The Dean's Office will send the thesis to the evaluators, as well as an official letter specifying the deadline for the return of their evaluation, knowing that 6 weeks are allocated under UQTR's Regulation of Graduate Studies.

3) UPON RETURN OF THE EVALUATION REPORTS

When the Dean's Office of Studies has received all the evaluation reports, they are transmitted to the CPCS, which forwards the following information to the student and his research director:

- The jury's verdict as to whether or not to accept the thesis. If the verdict is the second reading, the jury members are notified (in writing) of this decision and will receive the thesis again for evaluation within one year. The second page of the document also contains a questionnaire to establish the date as well as the place and modality of the upcoming defense, if applicable;
- The evaluation sheet completed by each member of the jury;
- The copies of thesis annotated by some members of the jury, if applicable;
- An official letter specifying the next steps and informing of the deadline (maximum of 2 months from the date of the defense) that is allotted to the student to make the corrections suggested by the evaluators, prepare a response letter and other documents required for the final deposit and proceed with the final deposit of the thesis.

4) BEFORE FINAL DEPOSIT

The student's supervisor must confirm with the CPCS supervisor, by means of a letter (an email to Dir.Cycles.Sup.Bcm@uqtr.ca is sufficient), that the corrections have been made to the thesis to his satisfaction and that he authorizes his student to make the final deposit.

5) AT THE TIME OF FINAL DEPOSIT

To proceed with the final deposit of the thesis, the student sends to this address Dir.Cycles.Sup.Bcm@uqtr.ca:

- The thesis in Word and PDF formats. As a reminder: the title page of the thesis must conform to the institutional template;
- A response letter to the CPCS director, outlining the changes that appear in the corrected version of the thesis and indicating which reviewers' comments are considered unjustified;
- No later than a few days after the final deposit, the [Copyright License](#) form, completed and signed. The title of the thesis written on it must be identical to that which appears on the title page of the thesis. The form can be signed electronically or by hand (in the latter case, a photo or an assembly of photos of the completed form is transmitted) by all authors. If the student has provided an

electronic signature, he must attach an email to the form in which he certifies that his electronic signature in the form is valid.

- No later than a few days after the final deposit, our clerk (room 3483 of the Léon-Provancher building) must receive on her desk at least one printed copy of the finalized thesis, for binding purposes. Additional information on the production of one or more bound copies of the thesis will have been provided by email to the student and his supervisor.