

# Faculty of Kinesiology – Thesis Submission Process (Remote Version)

## AFTER THESIS DEFENCE

- Neutral chair provides thesis approval form to student via email
- Thesis submission due date is determined based on level of revisions required:
  - No Revisions = 1 week from defence  
(eg. defence date of August 3, due on August 10)
  - Minor Revisions = 1 month from defence  
(eg. defence date of August 3, due on September 3)
  - Major Revisions = 6 months from defence  
(eg. defence date of August 3, due on February 3)



## SUBMISSION PREPARATION

### Forms Required for Thesis Submission:

- Thesis Cover Sheet
  - Thesis Title Page, as presented within the thesis
  - Thesis Approval Form, signed by all committee members
  - Notice of Completion Form, signed by supervisor and Associate Dean
- Together, these forms comprise the "Thesis Submission Package"



## THESIS SUBMISSION

- (1) Submit the Thesis Submission Package to FGS
  - (2) Electronically submit your thesis to the Vault.
- The Thesis Submission Package should be sent to FGS: [graduate@ucalgary.ca](mailto:graduate@ucalgary.ca) and [thesis@ucalgary.ca](mailto:thesis@ucalgary.ca) by 4pm on the determined due date.
  - FGS will process your forms, and once they are processed, you will be able to electronically submit your thesis to the Vault

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### Fees

To avoid paying fees for a term, submit your thesis by:

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- The Fee Payment Deadline of the term (dates are approximate and change yearly)
  - January 30 for Winter
  - May 15 for Spring
  - July 8 for Summer
  - September 25 for Fall

### Graduation

In order to graduate, you must apply by:

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- January 15 for February Conferral of Degree
- March 31 for June Convocation
- September 15 for November Convocation

### Convocation

In order to convocate, you must submit your thesis to FGS by:

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- January 30 for February Conferral of Degree
- April 30 for June Convocation
- September 25 for November Convocation