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