The Ph.D. Thesis Distribution Portal is located on the ‘Graduate Studies’ tab in JUMP. This is the method Ph.D. students use to submit their thesis for official internal distribution to their examining committee.

To access the portal, you will need to:

1. Login to Jump
2. Click on the ‘Student’ tab
3. Click on the ‘Graduate Studies’ tab
4. Click on the ‘Submit Thesis for Ph.D. Distribution’ link under ‘Graduate Studies Thesis Distribution’
5. Enter student and program information (i.e. name, student number, anticipated graduation date, etc)
6. Enter thesis title, abstract and upload a PDF version of your thesis
7. Enter the names, departments/units and email addresses of your examiners
8. Submit

Your Student Program Assistant will be available if you have any questions.

PhD Thesis Distribution Process

NOTE: Students should check their @myumanitoba.ca e-mail account regularly as continuous information is e-mailed to students throughout the distribution process.

Once a thesis has been submitted to the Ph.D. Thesis Distribution Portal for internal distribution:

1. The student will receive an e-mail confirming that their submission for internal distribution has been received. E-mail notification is also sent to the unit/department contact person to inform them that the student has submitted their thesis to the JUMP portal for internal distribution.

2. Once the submission has been reviewed by FGS and distributed to the internal examiners, e-mail notification is sent to the student to inform them that the internal distribution is in progress. They are reminded that they are not to discuss the distribution with the advisor/co-advisor and internal examiners.

3. E-mail notification is sent to the advisor/co-advisor to inform them that the internal distribution is in progress and request that they submit the names of three (3) prospective external examiners including brief CVs and justification for selecting them. Instructions and a link for submitting the prospective external examiners’ information to the JUMP portal are provided in the e-mail. The advisor/co-advisor and student are not permitted to contact the prospective external examiners in advance. The external examiner will be chosen by the Associate Dean and will remain anonymous to the advisor/co-advisor, examining committee and student until the external examiner’s report is received.

4. Once the external examiner has been selected and confirmed, e-mail notification is sent to the advisor/co-advisor and student. In the event that none of the proposed external examiners are available to serve as the external examiner, an e-mail will be sent to the advisor/co-advisor to request that they submit the names of three (3) new prospective external examiners.

5. Once all internal examiner reports are received, they are distributed to the advisor/co-advisor and internal examiners. The advisor is asked to share these reports with the student. If an external examiner has already been selected and confirmed, e-mail notification is sent to the advisor/co-advisor and student indicating that the internal distribution has been completed. The student’s e-mail will also include a link with instructions for logging back into JUMP to initiate the external distribution. Students may either submit a revised thesis or choose to distribute the original thesis. NOTE: This e-mail notification will only be sent once an external examiner has been selected and confirmed.

6. Once a student has submitted their thesis for external distribution, they will receive an e-mail confirming that their submission has been received. E-mail notification is also sent to the unit/department contact person to inform them that the student has submitted their thesis to the JUMP portal for external distribution.

7. Once the submission has been reviewed by FGS and distributed to the external examiner, e-mail notification is sent to the advisor/co-advisor, internal examiners and student indicating that the external distribution is in progress. A link is included to access a copy of the thesis that was distributed to the external examiner. If committee members require a copy of the revised thesis with “track changes”, they are to contact the student directly to provide a copy.

8. Once the external examiner’s report has been received, copies are distributed to the advisor/co-advisor and internal examiners. The advisor is asked to share the report with the student as well as information concerning scheduling the Ph.D. oral defence. See “Ph.D. Oral Exam – General Information” for information concerning scheduling the oral defence.