

## ACADEMIC COUNCIL REPORT

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**SESSION:**

Public

**ACTION REQUESTED:**

Decision

Discussion/Direction

Information

**DATE:** 28 June 2022

**FROM:** Graduate Studies Committee (GSC)

**SUBJECT:** Revised Graduate Submission of Thesis, Project or Major Paper Policy

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**MANDATE:**

- Under the Policy Framework, Policy Owners must consult with deliberative bodies before presenting draft policy instruments to the approval authority for approval
- The GSC has a mandate of maintaining the academic standards set by Academic Council and to serve as a deliberative body for academic policy instruments
- GSC has reviewed the revised Graduate Submission of Thesis, Project or Major Paper Policy in accordance with its mandate under the Terms of Reference and recommends approval of the changes

**MOTION FOR CONSIDERATION:**

That, pursuant to the recommendation of the Graduate Studies Committee, Academic Council hereby approves the revised Graduate Submission of Thesis, Project or Major Paper Policy.

**BACKGROUND/CONTEXT & RATIONALE:**

Due to the COVID-19 pandemic, the requirement for one unbound copy of the original thesis submitted to the School of Graduate and Postdoctoral Studies was paused, and the electronic version was accepted as the required original copy. Upon review of best practices at other institutions, it was discovered that the primary mode of original thesis submissions is electronic only. It was also found that having only the electronic copy of the original thesis to submit places less hardship on students who often bear the costs of printing and, in some cases, mailing the thesis to the School. The first amendment to the policy is to formalize the current practice of requiring one electronic copy of the original thesis only to the School beyond the pandemic.

The second amendment to the policy is that students may now be required to submit their project or major paper formally. This change is at the request of several graduate-level programs that will now require their students to submit their projects or major papers. It also allows flexibility for future graduate-level programs to make this a requirement if they choose to do so.

**CONSULTATION:**

Online Consultation: May 2022

Administrative Leadership Team (written consultation): June 2022

Deliberative Body: GSC June 2022 for recommendation

Approval Authority: Academic Council June 2022

**NEXT STEPS:**

- Pending the approval of Academic Council, the revised Policy will be posted to the Policy Library.

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**SUPPORTING REFERENCE MATERIALS:**

- Revised Graduate Submission of Thesis, Project or Major Paper Policy showing tracked changes



Classification Number	ACD 1524
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean, Graduate Studies
Approval Date	February 23, 2021
Review Date	February 2024
Supersedes	Academic Regulations, Graduate Academic Calendar 2020-2021

## GRADUATE SUBMISSION OF THESIS, PROJECT OR MAJOR PAPER POLICY

### PURPOSE

1. The purpose of this Policy is to outline the requirements for the use of copyright materials in a graduate student's work, the submission of a student's thesis, project or major paper and outline the requirements for a graduate student to withhold thesis from publication.

### DEFINITIONS

2. For the purposes of this Policy the following definitions apply:  
  
"Faculty Advisor" means a member of the graduate student's home faculty with a Graduate Faculty Appointment that provides mentoring and advising to the student in all aspects of their Program.  
  
"Program" means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.  
  
"Research Supervisor" means a faculty member with a Graduate Faculty Appointment that oversees a graduate student's research and academic progress towards successful completion of the student's Program.

### SCOPE AND AUTHORITY

3. This Policy applies to graduate students in a master's or doctoral Program with a thesis, project or major paper.
4. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

### POLICY

5. **Use of Copyright Material in Student Work**

- 5.1. When preparing a thesis, project, major paper or other Program work, students may include some copyright material, typically in the form of excerpts from books or articles, charts, diagrams or similar previously published materials.
- 5.2. It is the student's responsibility to acknowledge properly any copyright materials used, strictly following the citation guidelines and rules of the faculty and/or Program.
- 5.3. Students who use extensive selections of copyright work may need to seek advance written permission from the author and must append the letter to their work.
- 5.4. Students should contact the copyright holder well in advance of their deadline as obtaining permission to use copyright materials may take considerable time.
- 5.5. Students may be required to pay a fee to obtain such permission.
- 5.6. Questions regarding the use of copyright materials should be discussed with the Faculty Advisor or Research Supervisor, as appropriate.
- 5.7. Students may be required to submit their work to a plagiarism detection system.

## 6. Submission of Thesis

Once a student's thesis has been approved by the examining committee, the student must formally submit the post-defence thesis package. The following conditions apply:

- 6.1. All written work must be in English using correct, concise and scholarly language.
- 6.2. One ~~unbound copy and one~~ electronic copy of the original thesis, ~~project or major paper~~ becomes property of the University.
- 6.3. The student grants the University a royalty-free, non-exclusive license to make copies of the work for academic purposes at the University and upon request from other universities or bona fide institutions.
- 6.4. The international copyright symbol (©) is displayed prominently on the title page of the thesis or displayed with similar prominence on other types of work.
- 6.5. The site licence, signed by the student at the start of the Program, takes effect; the site licence permits the University library to circulate as part of its collection and/or copy the work for academic purposes only (the University's copyright notice is placed on all copies made under the authority of the licence).
- 6.6. While the site licence excludes the sale of authorized copies for profit, the University may recover duplication costs through a fee.

- 6.7. Every copy made available under the licence clearly states that the copy is being made available in this form with full consent of the copyright owner and only for the purposes of private study or research.
- 6.8. The University may submit the work to the National Library of Canada, which is permitted to reproduce and lend copies for educational or research use only.

## 7. Submission of Project or Major Paper

Once a student's project or major paper has been approved by their supervisor and second reader(s), the student may ~~choose~~ be required to submit their work formally. The following conditions apply:

- 7.1. All written work must be in English using correct, concise and scholarly language.
- 7.2. One electronic copy of the original project or major paper become property of the University.
- 7.3. The international copyright symbol (©) is displayed prominently on the project or on the title page of the ~~thesis~~ major paper or displayed with similar prominence on other types of work.
- 7.4. The site licence, signed by the student at the start of the Program, takes effect; the site licence permits the University library to circulate as part of its collection and/or copy the work for academic purposes only (the University's copyright notice is placed on all copies made under the authority of the licence).
- 7.5. While the site licence excludes the sale of authorized copies for profit, the University may recover duplication costs through a fee.
- 7.6. Every copy made available under the licence clearly states that the copy is being made available in this form with full consent of the copyright owner and only for the purposes of private study or research.

## 8. Permission to Withhold Thesis, Project, or Major Paper from a Public Domain

- 8.1. At the time of submitting their thesis, project, or major paper, the student may apply in writing to the Dean of Graduate and Postdoctoral Studies requesting that the thesis, project, or major paper be withheld from the public domain for a period of up to 12 months from the date of successful defence for the following reasons:
  - to protect any rights to immediate commercial publication; or,
  - to obtain a patent which may arise from their research, or,
  - to keep their thesis, project, or major paper out of circulation for other reasons.

- 8.2. The student must submit any request for extension of the restriction of circulation one month prior to the termination of the previous period.
- 8.3. The student and their supervisor are required to justify the extension of the restriction.
- 8.4. Subsequent requests must follow the same procedure.
- 8.5. This request must be made when the thesis, project, or major paper is first submitted to the School of Graduate and Postdoctoral Studies.

#### **MONITORING AND REVIEW**

9. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

#### **RELEVANT LEGISLATION**

10. This section intentionally left blank”.

#### **RELATED POLICIES, PROCEDURES & DOCUMENTS**

11. Graduate Academic Calendar  
Academic Integrity Policy and Procedures  
Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students Policy  
Thesis Oral Examination for Master’s and Doctoral Candidates Policy