

## CHECKLIST #2: ELECTRONIC THESIS PACKAGE For Students and Graduate Program Staff

Once a student's post defence thesis is approved by their committee, they **must** submit their work and the forms outlined below to the School of Graduate Studies (SGPS) via a **google drive folder** (provided by the thesis coordinator) **for approval** before their final thesis course can be registered.

All forms are available to download on the SGPS website and should be saved in the following format: *StudentName\_FormName*. Students should consider this when aiming to meet the thesis package deadline.

One (1) PDF copy of the thesis (see above for how to name documents). Please ensure that the pdf file of the thesis/dissertation is not encrypted/password protected. Is your thesis AODA Compliant? Review Ontario Tech's Guide to Accessible Documents PDF for more information. For example, font style and size, use of colour, tables and charts etc. Title page matches thesis template (see SGPS website for template) Month and Year on title page is the same as the month the package was submitted to google drive Second page of thesis is the **Thesis Examination Information page** Thesis includes 'Statement of Contribution' and 'Declaration' pages Preliminary pages use Roman Numerals (except title page) Table of Contents contains **ALL preliminary pages** Final PDF Certificate of Approval of Oral Defence Form - can be obtained from Graduate Program Staff or Supervisor Theses Non-Exclusive License Form (from Library and Archives Canada): For date of graduation, use the month and year your final thesis package was submitted to google drive. **Submission of Dissertation/Thesis/Master's Project or Major Paper Form:** Ensure that your abstract is no more than 150 words for a Master's and no more than 350 words for a Doctoral thesis Submission of ProQuest form (if applicable) Submitting Withhold Form Not applicable: If, for some reason, copies of your thesis cannot be published and go into circulation at the library, you must complete and submit one copy of Request for Permission to Withhold a Dissertation/Thesis from Publication with your package. NOTE: A THESIS CANNOT BE REMOVED FROM E-SCHOLAR ONCE UPLOADED. ] Visit the Library website to purchase personal bound copies of your thesis. Review and completed Thesis Submission Checklist #2

Name of Student

Signature

Date

Personal information on this form is collected under the authority of the *University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O.* and will be collected, protected, used, disclosed and retained in compliance with *Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31.* Questions regarding the collection of your personal information may be directed to the School of Graduate and Postdoctoral Studies, Ontario Tech University, 2000 Simcoe Street North, Oshawa, ON L1G 0C5, 905.721.8668 ext. 6209 or by email at gradstudies@ontariotechu.ca.For an alternative format of this form, contact gradstudies@ontariotechu.ca. This form was last updated May 2023.