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## Electronic Thesis & Dissertation Procedures

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<b>Policy Sponsor:</b>	Faculty of Graduate Studies
<b>Name of Parent Policy:</b>	<a href="#">Electronic Thesis &amp; Dissertation (ETD)</a>
<b>Policy Contact:</b>	Dean, Faculty of Graduate Studies
<b>Procedure Contact:</b>	Dean, Faculty of Graduate Studies
<b>Effective Date of Procedures:</b>	February 2, 2011
<b>Review Date:</b>	Annually

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### Purpose

There will be a standard policy and set of procedures for all graduate students to follow for the submission of theses and dissertations to the University Library. The electronic submission will be one of the requirements towards the fulfillment of the degree requiring a thesis or dissertation.

### Definitions

<b>Thesis</b>	The term 'thesis' is used collectively to refer to both master's theses and doctoral dissertations.
<b>University Library</b>	Refers to the Athabasca University Library.

### Procedure

1. The electronic submission of the thesis will make the student research available to a wide audience. It is important that the supervisor hold discussions with the student early in the construction of the thesis regarding use of copyrighted material in the thesis and acquiring copyright permission well in advance of the submission of the thesis. A template of a letter that can be used by the student when requesting copyright permission is available on the FGS website '*Permission to use Copyrighted Material in a Master's/Doctoral Thesis*' (attached).
2. If the student intends to publish their thesis findings, they are to determine whether the intended publisher has any restrictions on publication if a thesis has been made available for public access through the University Library or Library and Archives Canada.



3. Before the arrangements for the final examination committee are made, in the case of a master's student, approximately 6 to 8 weeks before the anticipated oral examination date, the student shall submit the '*Thesis/Dissertation Copyright Declaration*' to the supervisor (attached). By this time, all necessary copyright permissions should have been obtained.
4. For doctoral students, when the supervisory committee feels the dissertation is ready to proceed to the final reading by the examination committee and before the dissertation is forwarded to the external examiner for final reading, the student shall submit the '*Thesis/Dissertation Copyright Declaration*' to the supervisor. By this time, all necessary copyright permissions should have been obtained.
5. At the time the final oral examination is scheduled, a copy of the *Library & Archives Canada Theses Non-Exclusive License* form will be included in the package of material provided to the student by FGS.
6. After the student's thesis with required revisions, has received final approval by the supervisor, the supervisor shall submit the '*Master's Thesis and Oral Examination Final Report*' or the '*Dissertation and Oral Examination Final Report*' to the FGS.
7. Upon receipt of the final approval by the supervisor, FGS will provide the student with the form '*Approval of Thesis*' (for masters students) or for doctoral students the '*Final Approval of Dissertation*'.
8. The student shall insert the page '*Approval of Thesis*' (for master's students) or the '*Final Approval of Dissertation*' (for doctoral students) into their thesis immediately after the title page.
9. The academic unit of the student shall review the thesis for adherence to the thesis formatting guidelines required by that academic unit. The designated individual within that unit will notify the student whether modifications are needed. When the thesis is ready for final submission, the designate in the academic unit will notify the student to proceed to submit their thesis into the DTheses repository.
10. The student will convert the thesis into a single pdf file and then submit the thesis electronically following the University Library instructions. The FGS will be automatically notified that the thesis has been submitted.
11. At this time the student will also complete and submit to FGS the '*Library & Archives Canada Theses Non-Exclusive License*' and the '*Thesis/Dissertation Copyright Declaration*'.
12. FGS will review the thesis for adherence to the FGS *Format for Theses and Dissertations* which includes the technical requirements of the University Library and Library and Archives Canada. If the thesis does not comply with the requirements, the thesis will be returned to the student (with an email to the supervisor) informing them of the required changes.
13. After FGS approves the thesis, FGS will conduct the final submission into the DTheses repository. The Registrar's office will be automatically notified of this, confirming that the



student has now fulfilled all of the requirements of the degree. FGS will notify the student that the thesis has been approved and electronic submission has been completed.

### **Applicable Legislation and Regulations**

[Copyright Act](#)

[Library and Archives Canada](#)

Creative Commons Full License, legal code -

<http://creativecommons.org/licenses/by-nc-nd/2.5/ca/legalcode.en>

### **Related References, Policies, Procedures and Forms**

[Electronic Thesis & Dissertation Policy](#)

[AU Publication of Research Policy](#)

[AU Open Access Research Policy](#)

Library & Archives Canada – Theses Non-Exclusive License form -

[http://fgs.athabascau.ca/docs/LAC\\_ElectronicThesisSubmissionForm.pdf](http://fgs.athabascau.ca/docs/LAC_ElectronicThesisSubmissionForm.pdf)

[Thesis/Dissertation Copyright Declaration form](#)

Master's and Doctoral Guidelines, <http://fgs.athabascau.ca/handbook/>

[Temporary Restriction of Publication of Theses and Dissertations Policy](#)

[Temporary Restriction of Publication of Theses and Dissertations Procedures](#)

Approval of Master's Thesis form

Final Approval of Dissertation form

Format for Theses and Dissertations

[Sample Letter - Permission to use Copyrighted Material in a Master's/Doctoral Thesis](#)

### **History**

N/A