



OISE/UT Guidelines

FOR THESES AND ORALS

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The Ontario Institute for Studies in Education of the
University of Toronto

Introduction

Graduate studies at OISE/UT occur within Division II of the University's School of Graduate Studies (SGS). Thus, graduate degrees are granted by the University of Toronto and their requirements derive from University of Toronto policy. As indicated in the OISE/UT Bulletin:

A major requirement for the M.A., M.Ed. (Option III), Ph.D., or Ed.D. degree is the development and presentation of a thesis embodying the results of original investigation, conducted by the candidate, on an approved topic in her/his major subject. The thesis will constitute a contribution to the knowledge of the field and should be appropriate in scope and significance to the degree which the candidate is seeking.

NB: This requirement does not apply to the M.A. in Child Study and Education

This handbook includes policy and procedures concerning the formal thesis requirements for graduate degrees in education. It is designed for use by both faculty and students. Responsibilities of faculty and students are outlined in each section of the guide. It is the student's responsibility, however, to see that all requirements and deadlines are met. This means taking the initiative in arranging meetings with the supervisor and thesis committee members and confirming submission of all documentation.

The steps in the thesis process are outlined on the following pages, with page numbers in the table of contents corresponding to the appropriate sections of this guide. ● **Bold, bulleted items in the Table of Contents refer to forms which must be submitted to the Registrar's Office, Graduate Studies Unit.** You may wish to check these off as you go through the process. Submitting all forms on time ensures that such matters as registration, required full-time study, fees assessment, and convocation will proceed without complications.

Keep deadlines in mind when planning the selection of your supervisor and committee. For M.A.s, M.Ed.s (Option III) and Ed.D.s, the first official notice of your topic which you must give to the Registrar's Office, Graduate Studies is on the **Formation of Thesis Committee** form.¹ Due dates are as follows:

- Ed.D., M.A. and M.Ed. students should submit the **Formation of Thesis Committee** form by April 1 of the year following a year of required full-time "in program" study. If full-time study is not required and if you are studying part-time, it is due after the completion of 2/3 of your required course work.
- Ph.D. students should submit the "**Formation of Thesis Committee**" form by April 1 of the final year of required full-time study.

These are important deadlines, and are designed to enable you to use your course work and contacts in setting your thesis topic and forming your thesis committee.

It is important to review a current copy of these guidelines at various stages of the process, in case of changes to regulations. If questions arise, please contact your Liaison Officer for your Department in the Registrar's Office, Graduate Studies Unit. Useful information can also be found in the OISE/UT Bulletin and the School of Graduate Studies Calendar.

¹ Only the proposed thesis title and the name of the Thesis Supervisor are required at this time. The title should indicate the general area of research proposed.

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Section 1: Getting Started

1.1: Selection/Definition of a Thesis Topic²

The range of research areas available to graduate students in education is vast--as indicated by the specializations and course offerings at OISE/UT. Begin thinking about your thesis topic when you begin your studies here. Your academic advisor can assist you in selecting courses and defining your thesis topic.

Coursework provides an excellent opportunity to get to know faculty and their areas of expertise, to define and refine your own areas of interest, and to discover research resources, approaches, and methods. You should select a tentative thesis topic or problem as soon as possible, and seek opinions regarding its suitability from your faculty advisor and other members of the faculty. An important consideration in the choice of topic is the availability of an appropriate supervisor.

OISE/UT Education Commons-Library has copies of all OISE/UT theses, and titles and summaries of current proposals. Looking at some of these will give you an idea of the kind and scope of work that is done at OISE/UT. M.A. and Ph.D. theses typically address the relationship between a theoretical framework and a body of empirical research; M.Ed. (Option III) and Ed.D. theses tend to focus on the application of theory and research to the study or change of professional concerns and practice. Theses vary, however, in many respects; for example, in the emphasis on empirical or theoretical considerations, the use of qualitative or quantitative data, the collection and use of original data, etc. These are issues to be discussed with your advisor and supervisor and, eventually, resolved with your thesis committee.

OISE/UT Education Commons-Technology offers a fall and winter semester workshops to complement your program and to provide further learning opportunities related to technology. Collaborative learning, discussion and homework assignments are some of the techniques used in these hands-on sessions. Sessions include qualitative and quantitative statistical software, and virtual library, as well as word processing and bibliographic database software to produce your thesis in accordance with these *Guidelines*-- see our web site <http://www.oise.utoronto.ca/EC/ecworkshops.html> for further information.

1.2: Selection of a Thesis Supervisor²

When you select a topic or a particular area for thesis research, your plans will normally be discussed with your faculty advisor for the purpose of determining a suitable Thesis Supervisor. Your supervisor will probably be from your own department, possibly your advisor, but this is not required. You may ask any OISE/UT faculty member to supervise your thesis, and, as a courtesy, inform your faculty advisor. The main task of the faculty advisor at this stage is to facilitate contact between the student and a possible research supervisor. The decision regarding thesis supervision must be by mutual consent between the student and the potential supervisor, and is subject to approval by your Department Chair.

² Also see Appendix C: School of Graduate Studies, Division II - Checklist for Doctoral Students and Their Supervisors.

1.3: Developing The Thesis Proposal³

The thesis proposal is developed in consultation with a member of the faculty, typically your academic advisor or a prospective supervisor. Most students write and revise several draft proposals as their thinking evolves and is shaped in interaction with faculty, peers, research, etc. Many departments also offer research seminars which are intended to contribute to this process.

Different departments and supervisors have different approaches to the development and approval of a thesis proposal. It is best to discuss this with your academic advisor or Thesis Supervisor. Generally, a thesis proposal includes the following:

- (a) A clear statement of the problem addressed in the study, usually in the form of a question or questions.
- (b) A rationale or justification for the study, in terms of its implications for educational theory and/or practice, i.e., what will this study contribute to theoretical and/or practical knowledge in your field of specialization?
- (c) A critical review of relevant literature, to determine what **is** and **is not** known about your problem, what the outstanding issues are, and how your proposal fits with this larger context.
- (d) The assumptions which underlie your research and, where appropriate, the major hypotheses to be tested.
- (e) A description of the methodology and procedures which will be followed in your study and an explanation of their appropriateness to the questions being asked in your study.
- (f) A description of how you plan to analyze and interpret the 'data' in your study. In some studies (e.g., in philosophy or history of education) this may be subsumed under methodology and procedures.
- (g) A logical and clear plan for carrying out the project, including a tentative timetable.

The proposal should leave the reader in no doubt as to what the author proposes to do and how.

1.4: A Note about Appointment to the School of Graduate Studies (SGS)

OISE/UT faculty members are, with few exceptions, members of the graduate faculty of the University of Toronto. Graduate faculty are classified as Full Members or Associate Members. The nature of the appointment may affect the eligibility of a faculty member to act as a Thesis Supervisor or voting member of a doctoral oral examination committee. An Associate Member of the faculty:

May:

1. Serve as a supervisor or member of a Master's thesis committee
2. Serve as a member of a doctoral Thesis Committee but not serve as the major supervisor.

May Not:

1. Serve as Supervisor of a doctoral thesis.
2. Serve as a member of a doctoral Final Oral Examination committee unless approved to do so by the Chair of the Department.

Nominees to the supervisory committee who are graduate faculty members from other universities or persons not in an academic institution (e.g., someone from government or the field of professional practice, if that

³ Also see Appendix C: School of Graduate Studies, Division II - Checklist for Doctoral Students and Their Supervisors.

person's qualifications and expertise are particularly appropriate and equivalent to graduate faculty) must be approved by the Chair of the Department.

The following information is required for approval to be requested:

- i) A detailed case from the Thesis Supervisor stating the reasons for nominating this person and how this person's area of expertise, research, and publications are related to the student's thesis. If the nominee is not a researcher with publications, then the case must clearly indicate what the contribution of the nominee will be to the development of the thesis.
- ii) An up-to-date copy of the person's curriculum vitae indicating refereed publications.
- iii) In the case of external (non-U of T) faculty on the committee, the issue of accessibility to the student must also be addressed.

N.B.: No member of the Supervisory Committee may serve as an External Examiner/Appraiser at the doctoral final oral examination.

1.5: Composition of the Thesis Committee

In putting together a Supervisory Thesis Committee, you might find it useful to discuss your topic and proposal with a number of potential committee members. Then, in consultation with your Thesis Supervisor, the other thesis committee members can be selected. Thus, the committee selection process and the proposal development process tend to take place simultaneously.

A thesis committee may include additional members beyond those required, but a small thesis committee tends to work better than a large committee. You may consult with various faculty members or others on specific aspects of the thesis research without those persons being formally named to your committee.

Normally, Thesis Supervisors and committee members must be members of the graduate faculty of the University of Toronto. However, with the approval of the Chair of the Department, it is possible to appoint a graduate faculty member from another university, or a qualified professional with relevant credentials and expertise who is not employed in an academic institution. See 1.4 for details.

1.5 a) M.A. and M.Ed. (Option III) Theses Committees

Normally comprised of **two** graduate faculty members, including the Thesis Supervisor; one must be from your home Department. The Thesis Supervisor must be a Full Member or Associate Member of the graduate faculty of the University of Toronto, and a member of the OISE/UT faculty, but need not be from your home Department.

1.5 b) Ph.D. and Ed.D. Theses Committees

Normally comprised of **three** graduate faculty members, including the Thesis Supervisor; one must be from the home Department. The Thesis Supervisor must be a Full Member of the graduate faculty of the University of Toronto, and a member of the OISE/UT faculty, but need not be from your home Department.

1.6: Official Formation of the Thesis Committee

Once the potential composition of the thesis committee has been determined, the proposed members are approached by the Thesis Supervisor for their agreement. Upon achieving this, the committee is officially formed, its members listed on the “**Formation of Thesis Committee**” form, and approved by the Chair of your home Department. It is then submitted to the Registrar’s Office, Graduate Studies Unit. This form also includes the thesis title, and signatures of all committee members. Additional materials must be submitted for any thesis committee members requiring the approval of the Chair of the Department - 1.4 “A Note about Appointment to the School of Graduate Studies”.

The completed Ethical Review (see 1.8 following) must also be submitted to the Registrar’s Office, Graduate Studies Unit in order for the committee to be officially formed.

The committee may then meet to approve the thesis proposal.

- **Formation of Thesis Committee Form**

1.7: Securing Approval of the Thesis Proposal

Before you can proceed formally with your thesis research project, you must secure the official approval of your topic, title, and proposal from your Supervisory Committee. Procedures and practices regarding approval for thesis proposals vary from Department to Department. Some delegate the responsibility entirely to the Supervisory Committee; others require a formal proposal hearing to which faculty who are not members of the Supervisory Committee are invited to critique the proposal. You should learn about the procedures and practices in your home Department as early as possible in your program.

The “**Thesis Proposal Abstract**” form is submitted to the Registrar’s Office, Graduate Studies Unit when you have secured approval of your thesis proposal. This form includes a short description of the thesis project, which is kept on file in the OISE/UT Education Commons/Library.

- **Thesis Proposal Abstract Form**

1.8: Ethical Review Procedures

University-level review and approval of all student and faculty human subjects research is a recent requirement of the Federal Research Councils for all Canadian universities, according to the Tri Council Policy Statement.

The new Tri Council Policy document and general information on research ethics are available on the Web at, respectively:

<http://www.nserc.ca/programs/ethics/english/policy.htm>
<http://www.library.utoronto.ca/rir/purplebk/tblconhu.htm>

In the OISE/UT approach, students submit protocols describing ethical considerations in their proposed research for pre-review to a Departmental Coordinator. The student then submits the protocol for review and approval to an OISE/UT-wide Education Ethics Review Committee (EERC) administered by University of Toronto Research Services (UTRS). The EERC meets monthly, and some protocols will be eligible for weekly, expedited review. The departmental pre-review for students is designed to facilitate the review process by insuring that protocols are complete, etc.

Please note that all Theses and MRPs/QRPs (Major/Qualifying Research Papers) involving information from human participants must receive approval via the EERC process. This applies even if the project has been approved in another ethics review (e.g., by a school board committee). Theses and MRPs/QRPs not involving human subjects should still be registered as not requiring review through the EERC process. In some cases, investigations undertaken as part of course work will also require prior approval from the EERC (e.g., when information collection about humans seeks to establish general conclusions or may be publishable).

General instructions, the new forms, and procedures for submission of protocols or registration of projects not requiring review are available from a variety of sources:

- On-line Human Subjects Home Page: http://www.library.utoronto.ca/rir/ethics_hshome.html
- Registrar's Office
- Reference Desk, ground floor of the OISE/UT Library
- Departmental Graduate Studies Administrative Staff

Section 2: Preparing the Thesis

2.1: Functions of the Thesis Committee

Individual faculty members “supervise” in different ways. Most prefer to work one-on-one with their students on designing the study and on drafts of the thesis until they feel the drafts are solid enough to be seen and critiqued by other committee members. Some seek critical input from other committee members at earlier stages of the writing. You should feel free to seek advice, consultation, and criticism on your ideas, your proposal, and your thesis chapters from all committee members. While your supervisor and committee members (and other faculty) may have considerable input into the development of the project and may wish to steer it in different directions, the thesis project is **yours** and **you** must feel committed to it and be prepared to justify it.

The thesis committee acts on behalf of OISE/UT in:

- (a) giving formal approval of the thesis topic and proposal by signing the **“Formation of Thesis Committee”** form and by reviewing the **“Thesis Proposal Abstract”** form.
- (b) advising, guiding, and supervising the thesis work.
- (c) receiving progress reports and requiring necessary modifications.
- (d) arranging for a seminar presentation where required.
- (e) evaluating the final draft of an M.A. or M.Ed. (Option III) thesis.
- (f) recommending the readiness of a Ph.D. or Ed.D. thesis for the Final Oral Examination.

Your thesis committee will help you to decide which research skills will be appropriate for your research, including language skills, knowledge of statistics, or ability to use computers.

Normally, your full committee meets in order to take formal action at points (a), (e), and (f) above.⁴ Regular committee meetings or progress reports to committee members are recommended so as to enable committee members to monitor the progress of the thesis work.

2.2: The Thesis Document: Preparation for Microfilming and Binding

2.2 a) Specifications for Master’s and Doctoral Theses

These are the guidelines for the final bound and unbound copies of the thesis (see also Section 3.3). It is a good idea to use them for drafts as well - to be considerate of the committee and to save time formatting later on.

⁴ This requirement may be waived by your Thesis Supervisor in exceptional instances; for example, when committee members are widely separated geographically. Such an arrangement must be mutually satisfactory to student and faculty.

Choose an academic style guide and use it consistently (Appendix A). **OISE/UT formatting requirements overrule academic style guides** (Appendix B).⁵

2.2 b) Minimum Copies Required

One unbound and two hardbound copies are the minimum required (see Section 3.3).

2.2 c) Technical/Physical Requirements

Spacing: The unbound copy, submitted for the purpose of making a microfilm copy, must be at least one and a half spaces and on one side of the paper only; single spacing may be used only as follows: for long quoted published source passages, footnotes, endnotes, references/bibliography and appendices. The bound copies may be submitted in monograph format with single spacing and double sided printing.

Front Matter: The completed thesis should have a title page, an abstract, and a complete table of contents, including lists of tables and figures; see Appendix B: Front Matter for wording and layout.

Format/Layout: Font - must be at least 10 point or 10-15 characters/inch, reading across the 8.5 inch (21.5 cm) dimension (portrait). There should be no corrections in pen and no typed inserts. Symbols and formulas which cannot be input should be lettered neatly in black ink. You may use the smaller 10 point for graphs, tables, formulas, and appendices (avoid italics). **Page Margin** - minimums are at least 1.25 inches (32 mm) at the left (binding side) and 0.75 inch (20 mm) at the top, right, and bottom. **Page Numbering** - each and every page in the thesis must be numbered in accordance with the OISE/UT Guidelines. **Page Orientation** - portrait, reading across the 8.5 inch dimension. **Paper** - should be printed on 8.5 x 11 inch (21.5 x 28 cm) good-quality white paper (20 lb. bond). A laser printer is recommended; other good letter-quality printers are acceptable. Prepare hard copies for all readers. High-quality photocopies are normally used.

Academic Style Guide: Consult your academic style guide for: headings, indents, the arrangement and numbering of lists, footnotes, endnotes, tables, figures, and references/ bibliography, etc.. Bibliographic references must be consistent with your style guide (Appendix A). Again, note that OISE/UT formatting requirements overrule academic style guides (Appendix B).

Illustrations should be positioned the same as the main text, if possible. Illustrated material will reproduce well if drawn in dark, opaque ink. **Colours** will appear as varying shades of grey on a microfilm; therefore, labels and symbols rather than colours should be used to identify the lines of graphs. Cross-hatching rather than colours will provide a sharper contrast for shaded areas. For microfilming purposes, black-and-white **photographs**, with a matte, non-glossy finish, are recommended for submission with the unbound thesis; all photographs should be dry-mounted/ permanently fixed within the thesis. If necessary, black-and-white photographs may be reprinted by a photographer from colour photographs used in the bound copies of the thesis. (Black-and-white photographs with a full range of contrast reproduce well; those with limited

⁵ Information from SGS *Guidelines for the Preparation of Theses for Microfilming and Binding* is integrated herein. The sample title page at www.sgs.utoronto.ca/regfees.asp is incorrect for OISE/UT.

contrast reproduce satisfactorily only on positive microfilm.) Photographs with dark backgrounds should be avoided. Slides are not acceptable.

Charts, graphs, maps, and tables that are larger than the standard page should be avoided unless absolutely necessary as they complicate microfilming. Oversized pages will be microfilmed in sections, with sections numbered and arranged so that they read from left to right, top to bottom. It is recommended that oversized pages (large charts, graphs, and plates) be reduced, if possible, but notations or writing on them must be easily legible and no smaller than 12 characters per inch. Transparent overlays must be carefully aligned with underlying maps or charts. The underlying sheet will be filmed first and then the overlay and the underlying sheet together.

Binding: The binding of the thesis should be of good quality with a hard cover. The School of Graduate Studies suggests a buckram covering, with gold lettering. The thesis title, author, and year of convocation (the year the degree will be conferred) should appear on the front cover. The author's name and year of convocation should appear on the spine.

2.2 d) *Quoted Materials* (Previously Copyrighted Material)

Microfilm copies are available for sale. It is essential that you follow the proper procedures with respect to the use of quoted materials, including questionnaires and surveys appearing in the appendices and chapters that may (i) be multiauthored with the student as the primary author and/or (ii) have been previously published. A written authorization to reproduce copyrighted material beyond a brief excerpt must be obtained from the copyright owner (e.g., journal publisher) and co-author(s) and submitted with all copies of the thesis. Full citations must be given for all quotations. If the length of a quoted passage is more than approximately 200 words (20 - 25 lines), obtain permission to use it from the author or publisher. Obtain the permission of the copyright holder if test items are reproduced in a thesis. Consult your style guides for further information and see Appendix D: Copyright Checklist.

2.2 e) *Use of French Language for Theses*

The School of Graduate Studies regulation states: "The thesis should normally be written in English but, on petition by the Department in which the candidate is enrolled, French may be permitted."

When the thesis committee is formed, the Chair of your Department should submit a request seeking permission for the thesis to be written in French, including a rationale for the request and verification that all members of the thesis committee have agreed that the thesis be written in French. If you have permission to submit a thesis in French, consult with the staff of the Centre for Franco-Ontarian Studies of OISE/UT for recommendations regarding appropriate style guides and dictionaries.

2.2 f) Non-Sexist Language

Students are required to employ non-sexist language in their theses and other papers. For guidance:

American Psychological Association. *Publication Manual of the American Psychological Association. Guidelines for Non-Sexist Language*. 5th ed. Washington, D.C.: The Association, 2001.

Social Sciences and Humanities Research Council of Canada. *On the Treatment of the Sexes in Research*. Margrit Eichler and Jeanne Lapointe. 1985.

Marilyn Schwartz and the Task Force on Bias-Free Language of the Association of American University Presses. *Guidelines for Bias-Free Writing*. Indiana University Press, Bloomington, IN. 1995.

2.2 g) Plagiarism

Plagiarism is the academic offense of representing another person's work as one's own. Evidence of plagiarism is the inclusion of another's original ideas in your own work without properly identifying the material as derived from another's work and providing the appropriate citation.

The penalties for plagiarism are severe. If the person is a current student, the penalties may include dismissal from the University. If the person convicted of plagiarism is a graduate of the University and the plagiarism was contained in the academic work required for a degree, the University may take legal action against the graduate which may include revoking of the degree.

To avoid any possible misunderstanding, follow the rules concerning the use of quoted materials, review 2.2 d) Quoted Materials.

2.2 h) Major Reasons for Rejecting a Thesis for Microfilming

Theses that do not conform to these guidelines will not be accepted by the School, and the candidate's graduation will be deferred. Theses have been rejected by the National Library for the following reasons:

- Presence of substantial copyrighted material that is not accompanied by a letter of authorization from the copyright owner, see 2.2 d) Quoted Materials.
- Missing or incorrectly numbered pages.
- Poor legibility of print (e.g., faint or broken lettering) which will not produce a quality micro-image.
- "Non-Exclusive Licence to Reproduce Theses" form missing, altered, unsigned, or signed by a person other than the author.

2.3: Off-Campus Research

If it is necessary for you to pursue full-time thesis research off-campus, you must make a formal request for permission to do so well before the expected date of departure. Request forms are available from the OISE/UT Registrar's Office, Graduate Studies Unit or from your Department and should be returned to the Registrar's Office after completion. Please note that only in exceptional circumstances is permission granted for off-campus research during the required period of full-time, on campus study.

Master's Students Please Proceed to Section 3.1

2.4: Doctoral Comprehensive Examination Requirements

All Ph.D. candidates at OISE/UT, as well as Ed.D. candidates in some Departments and programs must fulfil this requirement. Ed.D. students should check the most recent version of the OISE/UT Bulletin or inquire in your Department.

Procedures and schedules for comprehensive examinations vary from one Department to another. Please consult your own Department for details.

Some general points:

1. Completion of the comprehensive examination is on a pass/fail basis. If a candidate fails the comprehensive examination on the first attempt, one additional attempt will be allowed and must be retaken, normally within one year. The date for retaking the examination will be determined by the examination committee in consultation with the student taking the examination.
2. Appeals relative to comprehensive requirements are handled according to the Institute-wide appeals procedures currently in place. (See OISE/UT Graduate Studies Bulletin.)
3. Upon satisfactory completion of the comprehensive examination, the Chair of the Department will forward the Department's recommendation to the Registrar's Office, Graduate Studies Unit.

Section 3: Getting Finished

3.1: M.A. and M.Ed.(Option III) Students: Submission of Thesis

You must submit the thesis, unbound, to your Thesis Supervisor and other committee member(s) for examination. These copies *must* be in the format described under ‘Specifications’ (Section 2.2a).

When all requirements for the degree have been met, including any changes or corrections required by your committee, your Thesis Supervisor will forward the “**Recommendation for Master’s Degree**” form to the Registrar’s Office, Graduate Studies Unit. This must be done by September for conferral of the degree at the Fall Convocation ceremony; by January for action by the March Meeting of the Governing Council (in absentia); and by April for Spring Convocation ceremony. See the current version of the OISE/UT Bulletin for specific deadlines.

By the appropriate deadline you must submit the final copies of your thesis (see Section 3.3) to the Registrar’s Office, Graduate Studies Unit.

You must also submit a “**Non-Exclusive Licence to Reproduce Theses**” form. These forms may be obtained from the Registrar’s Office, Graduate Studies Unit.

You must also submit with the final copies of your thesis a certified cheque or money order payable to ‘The University of Toronto’ to cover the cost of microfilming. Please consult the Registrar’s Office, Graduate Studies Unit for the correct amount.

- Recommendation for Master’s Degree Form
- Non-Exclusive Licence to Reproduce Theses Form

Master’s Students Please Proceed to Section 3.3

3.2: Guidelines for Doctoral Final Oral Examinations

Once your thesis is in its final form, approved by the thesis committee, the Final Oral Examination is scheduled.

- OISE/UT Ed.D./Ph.D. Final Oral Examination Nomination Form

3.2 a) Responsibilities of the Candidate: Thesis Defense/Conferral of Degree

You must defend the thesis at an examination before a Final Oral Examination Committee. The thesis is recommended for the Final Oral Examination by your thesis committee, your Department Chair, and the Registrar, OISE/UT. This examination determines whether or not you are recommended for the degree.

Doctoral degrees are conferred at the Fall Convocation in November, by action of the March Meeting of the Governing Council (in absentia), or at the Spring Convocation in June. The last possible dates (see OISE/UT Bulletin) for the Final Oral Examination are as follows:

- (a) for Fall Convocation ceremony — mid September
- (b) for the March meeting of the Governing Council (in absentia) — mid January
- (c) for Spring Convocation ceremony — mid April

Distribution of Copies of the Thesis

It is your responsibility to ensure that a printed copy of the thesis is available to all members of the examination committee immediately upon submission of the nomination form to schedule the Final Oral Examination to the Registrar's Office, Graduate Studies Unit (**9 weeks in advance for the Ph.D. and 7 weeks in advance for the Ed.D. and longer when Christmas or Summer holidays intervene**). It is essential to allow the Appraiser time to read the thesis and to submit a written appraisal not less than two weeks before the examination date. The appraisal must be submitted at this time for the oral to proceed.

3.2 b) Responsibilities of the Thesis Supervisor

The following responsibilities reside with the supervisor of the thesis committee; however, the **“Ph.D. Final Oral Examination Nomination”** form or **“Ed.D. Final Oral Examination Nomination”** form must be approved by the Chair of the student's own Department.

All course requirements for the degree must be completed, with grades and the result of the comprehensive examination filed in the Registrar's Office, Graduate Studies Unit, before an examination date is requested. If the student's candidacy has lapsed, a **“Reinstatement for Final Oral Examination”** form must be completed by the Thesis Supervisor and submitted to the Registrar's Office, Graduate Studies Unit. Reinstatement will only be considered at the time of scheduling the Final Oral Examination **which must be done at least 9 (Ph.D.) or 7 (Ed.D.) weeks before the date of the examination and longer when Christmas or Summer holidays intervene**.

• 9 (Ph.D.) / 7 (Ed.D.) Working Weeks Before the Final Oral Examination

Using the **“Ph.D. Final Oral Examination Nomination”** form or **“Ed.D. Final Oral Examination Nomination”** form, the supervisor of the thesis committee submits a specific date and time for the examination and lists the members of the examination committee. A copy of the thesis abstract is also submitted to the Registrar's Office, Graduate Studies Unit at this time. Because there are further administrative steps required in relation to the School of Graduate Studies in setting up the Final Oral Examination, the Registrar's Office, Graduate Studies Unit **must have 9 (Ph.D.) or 7 (Ed.D.) working weeks notice prior to a proposed examination date (for a January examination date, at least 9 weeks for Ed.D. and 11 weeks for Ph.D. notice is required)**. The list of nominees is subject to approval by the Associate Dean Division II, of the School of Graduate Studies, University of Toronto. **It is the responsibility of the Thesis Supervisor to contact the nominees and to ensure their willingness to serve. It is not appropriate for the student to do so.**

Members of the thesis committee who are Associate Members of the School of Graduate Studies and who have not been granted voting privileges at the Final Oral Examination are not counted as part of the quorum (4) required for the examination. Members of the thesis committee from outside the University of Toronto who wish to participate in the Final Oral Examination must have been previously approved by the Chair of the Department.

The Oral Examination Committee normally consists of 4 to 6 voting members. The quorum is four voting members. The Committee includes:

- (i) Up to 3 members of the candidate's Thesis Committee,
- (ii) an External Examiner/Appraiser - a graduate faculty member or equivalent who is external to both OISE/UT and the University of Toronto and who is not on the student's thesis committee,
- (iii) additional members, as required, who may be graduate faculty of OISE/UT or other Departments of the University of Toronto who have not been closely involved in the supervision of the thesis so that the examination committee consists of at least five people (one being a back-up).

The oral defence may also be attended by:

- (i) any Member of the graduate faculty of the University of Toronto who, on the Final Oral Examination Chair's invitation, may participate in the questioning of the candidate but have no vote,
- (ii) a qualified observer. Occasionally the Department, with permission of the candidate and the supervisor, may request in writing to the Associate Dean, Division II, School of Graduate Studies, for the Ph.D. or to the Dean's Office, OISE/UT, for the Ed.D., that someone associated with the research but not a Member of the graduate faculty, attend the examination as an observer.

External Examiner/Appraiser: (i.e., External to the University of Toronto)

One of the earliest tasks of the supervisor of the thesis committee is to secure an External Examiner/Appraiser. Check the qualifications of such nominees with the Registrar's Office, Graduate Studies Unit before approaching them. External Examiners/Appraisers are invariably members of graduate faculty from other universities. In exceptional cases, it is possible to secure approval for someone in government, industry, or education if that person's qualifications and expertise are particularly appropriate to the examination of the candidate's research. Such persons must be approved by the Chair of the Department.

Once appointed, the External Examiner/Appraiser will discuss neither the appraisal of the thesis nor its defence with the candidate until the final examination.

- ***2 Weeks Before Doctoral Orals***

Submission of Appraisals

The External Examiner/Appraiser is required to submit the written appraisal **not less than** 2 weeks prior to the date of the Final Oral Examination. It is required that the candidate and the other members of the Examination Committee see this appraisal 2 weeks before the examination takes place. Failure to submit the appraisals within the time frame may result in the cancellation of the Final Oral Examination. The Thesis Supervisor will initially inform the External Examiner/Appraiser of this requirement and the Final Oral Examinations Liaison Office in the Registrar's Office will follow up with formal notification and procedures to be followed.

Note to Supervisors:

Provided that prior approval has been obtained, an External Examiner/Appraiser will be paid an honorarium of \$100 Cdn. An External Examiner is allowed modest travel expenses. The University is prepared to provide mileage reimbursement or economy air fare (whichever is less) plus reasonable expenses for one night's accommodation, meals, and ground transportation. (Maximum \$400 Cdn). In this latter regard, it is helpful to select External Examiners reasonably close to Toronto.

3.2 c) Procedures for the Final Oral Examination

The Final Oral Examination Committee represents OISE/UT, and through it the School of Graduate Studies, University of Toronto, and is thus responsible for the standard of the doctoral degree at the University. The Committee possesses the full authority of the University of Toronto with respect to the examination, and this authority of examination extends to both the thesis and its oral defence. The Committee examines the candidate on the content and implications of her/his thesis and must satisfy itself that the thesis document meets the proper standards of scholarship.

Quorum: Ph.D. Final Oral Examination

A quorum consists of 4 voting members, including the External Examiner. The Chair is appointed by the School of Graduate Studies and has no vote.

Quorum: Ed.D. Final Oral Examination

A quorum consists of 4 voting members, including the External Examiner. The Chair is appointed by the Graduation Liaison Officer in the Registrar's Office, OISE/UT and has no vote.

Procedures:

Before the candidate enters the examination room:

- (i) The Chair checks that a quorum is present and also checks on other details relevant to the conduct of the examination; if a quorum is not present, the Chair may delay the examination to obtain a quorum or may postpone the examination to another date;
- (ii) The Appraiser reads his/her appraisal.

After the candidate enters the examination room:

- (i) The Chair of the examination committee invites the candidate to summarize her/his research and conclusions, orally, in no more than twenty minutes;
- (ii) The Chair of the examination committee invites each member of the committee in turn to ask questions.

When there are no further questions, the Chair asks the candidate and all non-committee members to leave the room.

After a discussion of the examination, the examination committee Chair distributes Voting Ballot Forms and asks for a vote on the acceptability of the thesis. For the Ed.D. a Voting Sheet is used.

- (i) Members must vote “YES” or “NO” on the question of whether or not the thesis and its defence are acceptable. More than one negative vote (and/or abstention) causes the thesis examination to be adjourned (See below).
- (ii) If the thesis and defence are deemed to be acceptable, the examining committee must also indicate whether or not the thesis is acceptable as is, or whether or not it requires *minor corrections or minor modifications*. The examining committee is responsible for determining the appropriate category of required changes.

Minor corrections involve typographical errors, errors in punctuation or stylistic changes; **these must be correctable within one month from the date of the examination.** The supervisor will inform the candidate of the necessary corrections and must certify in writing to the OISE/UT Registrar’s Office, Graduate Studies Unit that the corrections have been made before the candidate is recommended for the degree.

Minor modifications are more than changes in style and less than major changes in the thesis. A typical example of a minor modification is clarification of textual material or the qualification of research findings or conclusions. **Minor modifications must be completed within three months from the date of the examination.** Before the examining committee adjourns, the Chair appoints a supervising Subcommittee (usually two or three members of the examining committee) to supervise and approve the required modifications. Under exceptional circumstances, a committee of one is acceptable. One member of the

Subcommittee is designated as Convenor (with the approval of the Examination Committee). On the voting report form the Chair will indicate by means of asterisks the names of those appointed to the supervising Subcommittee and underline the name of the Convenor.

The Convenor of the Examination Subcommittee will:

- (i) provide a brief written statement of the required minor modifications, preferably before the Examination Committee disperses but as soon after the examination as possible;
- (ii) see that the candidate, the supervisor and the School of Graduate Studies, Ph.D. Examinations Office, (or the OISE/UT Registrar's Office, Graduate Studies Unit in the case of Ed.D. students) receive a copy of the required minor modifications;
- (iii) within 3 months of the date of the examination, report in writing to the School of Graduate Studies, Ph.D. Examinations Office, (or the OISE/UT Registrar's Office, Graduate Studies Unit in the case of Ed.D. students) and to the Examination Chair, the state of completion of the required minor modifications.

The members of the subcommittee will:

Individually report to the Convenor on the acceptability of the completed minor modifications. The report should be made in time for the Convenor to submit her/his written report.

Dissatisfaction of Subcommittee members with minor modifications

Should one or more members of the Subcommittee not be satisfied that the minor modifications have been properly completed, the Department must reconvene an oral examination within a year of the date of the original examination.

Procedures in the Event of an Adjournment

- (i) The Chair of the Examination Committee will remind the Committee that a reconvened examination is to be held within one year; the Committee must then decide on the approximate date, which should be as soon as circumstances permit within that year.
- (ii) The Chair of the Examination Committee will explain that a written report must be prepared for the candidate, setting out the reasons for adjournment and the Committee's requirements for a reconvened examination; the drafting of this report will be the responsibility of the Chair (or representative) of the Department; and the Committee must agree, before dispersing, on the procedures whereby the report will be drafted for approval by the Committee.
- (iii) The Chair of the Department or representative on the Examination Committee must provide the candidate, as soon as possible, with the written statement which indicates the reasons for the adjournment and the Committee's requirements for the reconvened oral examination.

- (iv) The candidate will be advised in writing by the School of Graduate Studies for Ph.D. and in the case of the Ed.D. the candidate will be advised in writing by the OISE/UT Registrar's Office, Graduate Studies Unit of the approximate date of the reconvened examination, with a copy to the Department.
- (v) A copy of the original thesis will be retained for the Committee's reference in the School of Graduate Studies, Ph.D. Examinations Office (or the OISE/UT Registrar's Office, Graduate Studies Unit in the case of Ed.D. students) until the candidate is recommended for the degree.

Reconvened Examination

At the reconvened examination, no new Committee members will be added, except for any necessary replacements. It is the obligation of the original examiners to attend this examination. The candidate is successful on the reconvened examination if there is not more than one negative vote or abstention. No further adjournment will be allowed; if the candidate is not recommended for the degree by the committee in charge of the second examination, the candidate is ineligible for further doctoral candidacy at the University of Toronto.

3.3: Submission of Final Copies of Theses

3.3 a) Number of Copies

Doctoral Theses

Final copies of a doctoral thesis are submitted after the Final Oral Examination, upon completion of any minor corrections or modifications as required by the Final Oral Examination Committee, and prior to recommendation for the degree.

You are required to provide **one unbound copy and two hardbound copies** of a doctoral thesis as follows:

- (i) **one unbound copy**, in a box, envelope or folder, clearly labelled on the top right-hand corner with your name (surname first), student number, title of thesis, degree, department, and university along with a \$15 binding fee should be delivered to the School of Graduate Studies Ph.D. Examinations Office, 63 St. George St. by Ph.D. candidates, and to your Graduation Liaison Officer in the OISE/UT Registrar's Office, Graduate Studies Unit by Ed.D. candidates. (***NB: Fees are subject to change without notice.***) The Robarts Library will arrange for the binding of the thesis after the microfilm copy is made by the National Library;
 - NB:*** Ph.D Students Only: You must submit a copy of the Title Page to your Graduation Liaison Officer in the OISE/UT Registrar's Office, Graduate Studies Unit at the time the unbound copy is submitted to the School of Graduate Studies.
- (ii) **two hardbound copies** must be submitted to the Final Oral Examinations Liaison Office in the OISE/UT Registrar's Office, Graduate Studies Unit within one month of submission of the unbound copy. Arrangements will be made to have them deposited in the OISE/UT Education Commons/Library. Students may claim a \$100 reimbursement in relation to the cost of binding the

thesis and upon presentation of the original 'paid' receipt from the binding company. This claim should be made when submitting the bound thesis, but no later than 60 days after submission.

Master's Theses

After any corrections required by your Thesis Committee have been made, you must submit one unbound copy of the thesis to the OISE/UT Registrar's Office, Graduate Studies Unit, along with a certified cheque or money order to cover the cost of microfilming. **Two hardbound copies** must also be submitted within one month of submission of the unbound copy. Students may claim a \$100 reimbursement in relation to the cost of binding the thesis and upon presentation of the original 'paid' receipt from the binding company. This claim should be made when submitting the bound thesis, but no later than 60 days after submission.

- **3.3 b) “University of Toronto Authority to Distribute” Form**

The first page of all bound copies of the thesis must be the completed “**University of Toronto Authority to Distribute**” form which should be bound into the thesis rather than separately attached. One of these forms must also accompany the unbound copy of the thesis. The forms may be obtained from the OISE/UT Registrar's Office, Graduate Studies Unit.

- **3.3 c) *Abstract***

Final copies of the thesis must have an abstract included. The abstract in the unbound copy is used for microfilming by Micromedia Limited, the National Library of Canada's production and sales agent, and then reproduced in Dissertation Abstracts International and Master's Abstracts International at University Microfilms Inc., Ann Arbor Michigan. The same formatting as for the unbound copy of the thesis should be used. See Appendix B.

- **3.3 d) *Binding***

The binding of the thesis should be of good quality with a hard cover. The School of Graduate Studies suggests a buckram covering, with gold lettering. The thesis title, author, and year of convocation (the year the degree will be conferred) should appear on the front cover. The author's name and year of convocation should appear on the spine.

- **3.3 e) *Microfilming***

The School of Graduate Studies requires that every thesis be microfilmed as it is accepted. After all other requirements for the degree have been met, publication is normally accomplished in the following manner.

Through the University Library, the School of Graduate Studies will forward a copy of the thesis to the National Library of Canada, together with an agreement form signed by the author, authorizing the National Library to microfilm the thesis and to make microfilm copies available for sale on demand. The National Library will film the thesis exactly as it is and will list the thesis in *Canadiana* as a publication of the National Library.

Publication in microfilming satisfies the School of Graduate Studies publication requirement but does not preclude further publication of the thesis or any part of it in a journal or as a monograph. In this case, acknowledgement should be made that the work was originally part of a thesis at the University of Toronto.

3.3 f) *Restricted Theses*

It is the intention of the University of Toronto that there be no restriction on the distribution and publication of theses. However, for reasons such as publication, you may, in consultation with the Thesis Supervisor and with the approval of the Chair of the your Department, postpone distribution and publication by microfilm (but not by abstract) for a period up to two years from the date of acceptance of the thesis. In exceptional circumstances and on written petition to the Dean of the School of Graduate Studies, the period might be extended, but in no case for more than five years from the date of acceptance of the thesis unless approved by the Council of the School of Graduate Studies.

3.4: Extensions

All degree requirements are to be completed within the required degree candidacy time period. If you have not completed all the requirements for the degree within the time limits, you may be considered for a one-year extension on the recommendation of your Thesis Supervisor and your Department. The request must be submitted to the OISE/UT Registrar's Office, Graduate Studies Unit for approval.

The following guidelines apply to extension requests:

- (i) You must have completed all course work, full-time study requirements, comprehensive examinations, language requirements, and have a thesis proposal accepted by the approved thesis committee before an extension can be considered.
- (ii) Your application must be explicit with regard to the work completed and the work remaining. A schedule for completion, and assurance that the Department will provide guidance and needed resources, will be required. The application must include details regarding employment demands, time available and resources required to complete the dissertation during the extension period.
- (iii) Non-academic reasons for delays (such as sickness and personal obligations) should be documented.

Extensions are granted if there is strong evidence that the student can complete the degree requirements within the year. Any extension granted must be calculated as beginning immediately upon termination of the degree candidacy. For more information and relevant forms, contact the OISE/UT Registrar's Office, Graduate Studies Unit.

3.5: Lapsed Candidacy and Reinstatement

The University of Toronto encourages the use of lapsed candidacy rather than multiple extensions to complete theses. Lapsed candidacy means that you can no longer register at the University of Toronto and draw upon

university resources but can continue to work independently on the thesis with the informal cooperation of your Thesis Supervisor and committee. When the thesis is considered to be acceptable by the thesis committee and the Department, you can be recommended for reinstatement to OISE/UT and the School of Graduate Studies. Upon approval, you will be required to pay a reinstatement fee. Reinstatement can occur once only for one twelve month period.

Lapsed Master's Candidates:

A reinstatement request will be considered only when the thesis is submitted to the committee members for formal evaluation. A “**Master's Reinstatement**” form, available from the OISE/UT Registrar's Office, Graduate Studies Unit, must be submitted for approval.

Lapsed Doctoral Candidates:

A reinstatement request will only be considered at the time of scheduling the Final Oral Examination, not before. The “**Reinstatement for Final Oral Examination**” form must be completed by the Thesis Supervisor and submitted to the OISE/UT Registrar's Office, Graduate Studies Unit. This form must be accompanied by the Ph.D./Ed.D. “**Final Oral Examination**” form. Both forms must be submitted at least:

- Ph.D. Nine (9) weeks before the date of the examination
- Ed.D. Seven (7) weeks before the date of the examination.

Further information about reinstatement of lapsed masters and doctoral candidates is available in the OISE/UT Registrar's Office, Graduate Studies Unit.

- Master's Reinstatement Form or
- Reinstatement for Final Oral Examination Form

Appendix A:

Thesis and Proposal Preparation References

Style Guides and Dictionaries

You must choose and follow a standard style guide. The current editions of the following have been approved by OISE/UT with respect to the mechanics of presentation, such as format, footnotes, bibliography, reference to sources, tables, and charts. The style guides are available for reference in the OISE/UT Education Commons/Library.

American Psychological Association. *Publication Manual of the American Psychological Association*. 5th ed. Washington, D.C.: The Association, 2001.

The Chicago Manual of Style. 14th ed. Chicago: University of Chicago Press, 1993. Note that *Chicago* (p. 867) refers authors of theses to Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: The University of Chicago Press, 1996.

Tri-Council Policy Statement. *Ethical Conduct for Research Involving Humans*. MRC, NSERC, & SSHRC. Ottawa, 1998.

For word meaning and spelling, a standard dictionary should be followed; the current editions of the following are recommended: *Collins English Dictionary*, or *Gage Canadian Dictionary*, or *Webster's New Collegiate Dictionary*

Reference Books: Proposal and Thesis Writing

Berry, Dorothea M. and Martin, Gordon P. *A Guide to Writing Research Papers*. McGraw-Hill paperbacks, 1972.

Castetter, W. B. and Heiser, R. S. *Developing and Defending A Dissertation Proposal*. 4th ed. Philadelphia, Pennsylvania: Centre for Field Studies, Graduate School of Education, University of Pennsylvania, 1984.

Cone, J. D. and Foster, S. L. *Dissertations and Theses From Start To Finish: Psychology and Related Fields*. 1993.

Leedy, Paul D. *Practical Research: Planning and Design*. 4th ed. New York: Macmillan Inc., 1989.

Madsen, David *Successful Dissertations and Theses: A Guide to Graduate Student Research from Proposal to Completion*. San Francisco, California: Jossey-Bass, 1983.

Markman, Roberta H.; Markman, Peter T.; and Waddell, Marie L. *10 Steps in Writing the Research Paper*. 4th ed. New York: Barron's Educational Series, 1989.

Appendix B:

Thesis Front Matter General Information and Layout

Thesis Title Page General Information

State Degree

Doctor of Education
Doctor of Philosophy
Master of Arts

State Department Name

Adult Education, Community Development and Counselling Psychology
Curriculum, Teaching and Learning
Human Development and Applied Psychology
Sociology and Equity Studies in Education
Theory and Policy Studies in Education

State Year of Graduation

This is the year in which you convocate.

Page Numbering

Title Page: No number shows on the title page but it counts as page i.

Front Matter aka Preliminary Pages: Bottom center roman numerals for all front matter, starting with the Abstract as ii.

Thesis: Bottom center Arabic on the first page of each chapter/references/appendices, and top right Arabic on the second and subsequent pages of each chapter/references/appendices, starting with the first page of Chapter One as 1.

Order of Pages at the Beginning of Your Thesis

1. National Library of Canada Non-Exclusive Licence to Reproduce Theses form—Ph.D./Ed.D. (unbound copy)
2. UMI Subject Categories form (Items 1 and 2, unbound copy)—Ph.D./Ed.D.
3. UT Authority to Distribute Form (all copies)⁶
4. Title Page (page #i, but not shown)
5. Abstract (Doctoral = 350 words max.; Masters = 150 words max.; pg. #ii, bottom center)
6. Acknowledgments (if applicable)
7. Foreword (if applicable)
8. Table of Contents, including:
List of Tables (if applicable)
List of Plates (if applicable)
List of Figures (if applicable)
List of Appendices (if applicable)
9. Dedication (if applicable)

⁶ You do not have to deal with items 1, 2 or 3 until acceptance of Masters, or doctoral thesis. Ph.D./Ed.D students will be given these forms after their final oral examination.

Chapter 1 begins as Arabic #1-Bottom Center; Upper Right page numbers continue to final page of each chapter. Page numbers continue in this style to and including the final page of the thesis.

Sample of Title Page Layout
(Note: Spacing is approximate)

(2" FROM TOP OF PAGE)

THESIS TITLE
ADDITIONAL LINES IF NECESSARY

(1½")

by

(1½")

Jane Ann Doe

(2")

The title page of your thesis counts as roman numeral "i", but the page number does not show.

A thesis submitted in conformity with the requirements
for the degree of *(state degree)*
Department of *(state Department)*
Ontario Institute for Studies in Education of the
University of Toronto

(1¼")

© Copyright by Jane Ann Doe *(state year of graduation)*
(1¼" FROM BOTTOM OF PAGE)

MAJOR TITLE OF YOUR THESIS
SUBTITLE, IF ANY
“Master” or “Doctor” of (state degree) (state year of graduation/convocation)
Your Full Name
Department of (state department name, omit OISE)
University of Toronto

Abstract

The text for your Abstract begins here (doctoral = 350 words, masters = 150 words), 1.5 line spacing. This is the layout for the Unbound version of your thesis abstract; the page number is “ii” and positioned bottom center. As shown above, the Unbound version includes, as headings, some of the title page information and the word Abstract. These headings are not included in the word count. Symbols, as well as foreign words and phrases, must be clearly and accurately displayed. Do not include graphs, charts, tables, or illustrations in the abstract.

This formatting may also be used for the Bound version of your thesis if you wish, or see the following page.

Unbound Thesis Abstract

- Title Page is followed by Abstract which includes *some* title page information, as shown here
- Abstract is numbered “ii”, bottom centre, as shown here
- Margin Minimums: Top, Bottom = 0.75"; Left = 1.25"; Right = 0.75",
Recommended: Top, Bottom - 1", Left, Right = 1.25"
- Font Size Minimum: 10 points or 10 to 15 characters per inch.
Recommended: Times New Roman 12 point
- Line Spacing: The unbound thesis must be a minimum of one and one half (1.5) line spacing (including interview quotes), except for: published source block quotes (40 words or more), footnotes, endnotes, references/bibliography and appendices, which may be single line spacing.

Abstract

The text for your Abstract begins here (doctoral = 350 words, masters = 150 words). This is the layout for the Bound version of your thesis abstract; the page number is “ii” and positioned bottom center. As shown above, the Bound version is entitled “Abstract” which is not included in the word count. Symbols, as well as foreign words and phrases, must be clearly and accurately displayed. Do not include graphs, charts, tables, or illustrations in the abstract.

Bound Thesis Abstract

- Title Page is followed by Abstract which may be entitled simply “Abstract”.
- Abstract is numbered “ii”, bottom centre, as shown here
- Margin Minimums: Top, Bottom = 0.75"; Left = 1.25"; Right = 0.75",
Recommended: Top, Bottom - 1", Left, Right = 1.25"
- Font Size Minimum: 10 points or 10 to 15 characters per inch.
Recommended: Times New Roman 12 point
- Line Spacing: The Bound copies of the entire thesis, including the Abstract, may be submitted in monograph format with single spacing and double sided printing.
- Thesis Margin Minimums: Top, Bottom = 0.75"; Left = 1.25"; Right = 0.75"
Recommended: Top, Bottom = 1", Left, Right = 1"

Appendix C:

Doctoral Students and Their Supervisors

Checklist for Students, Division II

1. Have you selected a research area which is compatible with the personnel resources of the Department? Is your supervisor the most competent person to supervise your research? Is your supervisory committee composed of graduate faculty who are active in your field of research?
2. Do you fully understand the requirements of your doctoral program with regard to course load, comprehensive examination, thesis proposal, and thesis document? Are you aware of the expectations of your Department/supervisory committee at each of these stages? Have you established a detailed timetable, one that is compatible with normal completion time of doctoral degrees? Are you meeting these deadlines?
3. Have you clearly defined your research topic? Are you aware of the possible limitations to your research? Can the research be completed within the timetable of your doctoral degree? Will your research make an original contribution to knowledge?
4. Are you maintaining regular contact with your supervisor and members of your supervisory committee? Are they aware of the progress you have made or difficulties you have encountered in your research? Do you submit an annual report on your progress to your committee for inclusion in the Departmental files? Does this report list any deviations from your original timetable or research area?
5. Do you make and observe clearly stated arrangements for the submission and return of your own work?
6. Do you submit written drafts of your work at regular intervals for comment by the committee on your work?
7. If you are working towards a deadline, are you allowing sufficient time for your supervisor to read all parts of the thesis in the final form? The responsibility for proofreading the final clean copy is yours, and this reading, too, may take some time.
8. Are you responsive to the demands of your supervisor and supervisory committee?
9. Does your supervisor know how to reach you (mail, telephone, other) when you have to be off-campus for any significant period of time? Do you respond promptly to all communications received?
10. Are you making a concerted effort to present your research at conferences and publish material in appropriate refereed academic journals? Are you familiar with the research of leading scholars and aware of current developments in your field of research?

Checklist for Supervisors, Division II

1. Are your research interests compatible? Are you going to be available for the period of the dissertation? If not, what arrangements have you made? Do you maintain regular contact with your student? Are you accessible and responsive to the student's needs? Are you providing guidance, assessing and supplying constructive responses to material submitted by the student? Do you provide feedback on written submissions within a reasonable time frame?
2. Are you aware of the requirements of the Ph.D. and Ed.D. programs: course load, comprehensive examinations, thesis proposal, and Ph.D. and Ed.D. thesis documents? Have you developed a suitable timetable with the student for the completion of all the requirements of his/her doctoral program?
3. Have you outlined to the student your expectations of the student at each stage of his/her doctoral program? Have you assisted the student in the selection of a research topic, which could feasibly be completed within the timetable of his/her doctoral program?
4. Do you keep records of the student's progress and of meetings? Do you meet annually with the other members of the supervisory committee to assess the progress of the student? Do you submit an annual report on the student's progress to the Chair/Graduate Coordinator for inclusion in the student's file?
5. Do you understand that feedback on draft chapters (or parts of chapters) should be provided within an agreed upon time, normally two weeks?
6. Do you arrange for supervision of the student during sabbaticals or periods of leave from the university? Do you provide forwarding addresses in order for the student to maintain contact?
7. Do you assist the student with applications for research scholarships? Do you encourage your student to present at conferences and to publish material in appropriate refereed academic journals? Have you introduced your student to members of the academic community involved in similar research areas both within and outside the University?

Appendix D:

Copyright Checklist

Confused? Confusion and uncertainty are endemic in copyright law. The object of this checklist is to help guide you in finding a clearer and more accurate trail of possible copyright owners.

Your thesis is fundamentally “academic” but once you publish it in microform with the National Library and you make it available for sale, it takes on a different characteristic and you therefore need to exercise greater caution about copyright.

The best way to address “fair use” of material in your thesis is by evaluating the following five factors where copyright infringement occurs:

- Does your thesis contain multiauthored papers or co-authored chapters with you as the primary author?
- Has any chapter in your thesis been previously published as a paper in a journal?
- Does your thesis (appendices and chapters) contain questionnaires, maps, published tests, surveys, graphs, illustrations or pictures in the form in which they were originally published elsewhere?
- Does your thesis contain any quotations from pre-existing materials that extend for more than one page?
- Does your thesis contain reproductions of complete poems or offprints of journal articles, even if the work is short?

If you have answered yes to any of the above, then you must obtain written authorization to produce the material from the copyright owner (e.g., journal publisher and/or co-authors).

Please note that in some cases you may have included names of others at the beginning of a chapter not because they are co-authors, but because they were collaborators in the research work. In this case please write a note to this effect and enclose it with your unbound copy.

Below is a sample permission letter you might send to the journal publisher and/or co-authors.

[letterhead stationery or return address]

[Date]

[Name and Address]

Dear _____:

I am completing a doctoral/master’s thesis at the University of Toronto entitled “_____”. I would like permission to allow inclusion of the following material in the thesis and permission for the National Library to make use of the thesis (i.e., to reproduce, loan, distribute, or sell copies of the thesis by any means and in any form or format).

These rights will in no way restrict republication of the material in any other form by you or by others authorized by you.

The excerpts to be reprinted are: [insert detailed explanation or attach copy].

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you for your assistance in this matter.

Yours sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

Signature

Print Name

Date

Appendix E:

Author Checklist for Thesis

1. QUALITY CHECK OF THE THESIS

- Have you checked that all pages are present and correctly numbered?
- Are all charts, graphs, and other special illustrative materials legible in the manuscript?
- Have you used a near-letter quality or laser printer for the unbound copy?
- Have you checked for any faint or broken type?

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