

OISE Guidelines for Theses and Doctoral Final Oral Exams

NOTE: It is now mandatory for the final copy of your thesis to be submitted electronically, beginning with those graduating in November 2009. That is, June 2009 was the last convocation for which students had the option of submitting their thesis as an unbound copy.

Also beginning with students graduating in November 2009, submission of two bound copies of the thesis is no longer required.

Introduction

Graduate studies at OISE 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 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 student, 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 student 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 Supervisory Committee members and confirming submission of all documentation.

The steps in the thesis process are outlined on the following pages. **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. The first official notice of your topic which you must give to your department is on the [**Thesis Supervision Approval Form**](#). This form is available on this website (under Student Forms). Due dates are as follows:

- Ed.D., M.A. and M.Ed. students should submit the **Thesis Supervision Approval Form** by April 1 of the year following a year of required full-time 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 coursework.
- Ph.D. students must have an approved thesis topic, supervisor, or Supervisory Committee, and submit the **Thesis Supervision Approval Form** by the end of the third year of registration.

These are important deadlines and are designed to enable you to use your coursework and contacts in setting your thesis topic and forming your Supervisory 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 Bulletin and the School of Graduate Studies Calendar.

Table of Contents

Section 1: Getting Started

- 1.1: [Selection/Definition of a Thesis Topic](#)
- 1.2: [Selection of a Thesis Supervisor](#)
- 1.3: [Developing the Thesis Proposal](#)
- 1.4: [A Note about Appointment to the School of Graduate Studies \(SGS\)](#)
- 1.5: [Composition of the Supervisory Committee](#)
 - a) [M.A. and M.Ed. \(Option III\) Supervisory Committee](#)
 - b) [Ph.D. and Ed.D. Supervisory Committee](#)
- 1.6: [Official Formation of the Supervisory Committee](#)
 - [Thesis Supervision Approval Form](#)
 - 1.7: [Securing Approval of the Thesis Proposal](#)
 - [Thesis Proposal Abstract Form](#)
- 1.8: [Ethical Review Procedures](#)

Section 2: Preparing the Thesis

- 2.1: [Function of the Supervisory Committee](#)
- 2.2: [The Thesis Document](#)
 - a) [Specifications for Master's and Doctoral Theses](#)
 - b) [Technical/Physical Requirements](#)
 - c) [Quoted Materials \(Previously Copyrighted Material\)](#)
 - d) [Use of French Language for Theses](#)
 - e) [Non-Sexist Language](#)
 - f) [Plagiarism](#)
 - g) Major Reasons for Rejecting a Thesis
- 2.3: [Off-Campus Research](#)

Master's Students Please Proceed to Section 3.1

2.4: [Doctoral Comprehensive Examination Requirements](#)

Section 3: Finishing Up

3.1: [M.A. and M.Ed. \(Option III\) Students: Submission of Thesis](#)

- **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](#)

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

- a) [Responsibilities of the Student: Thesis Defense/Conferral of Degree](#)
- b) [Responsibilities of the Thesis Supervisor](#)
- c) [Procedures for the Final Oral Examination](#)

3.3 [Submission of Final Copy of Theses](#)

- a) [Abstract](#)
- b) [Publication](#)
- c) [Restricted Theses](#)

3.4: [Extensions](#)

3.5: [Lapsed Time Limit and Reinstatement](#)

- [Master's Reinstatement](#)
- [Reinstatement for Final Oral Examination Form](#)

[Appendix A: Thesis and Proposal Preparation References](#)

[Appendix B: Thesis Front Matter General Information and Layout](#)

[Sample of Title Page Layout](#)

[Thesis Abstract](#)

[Appendix C: Checklists for Doctoral Students and Their Supervisors](#)

[Appendix D: Copyright Checklist](#)

[Appendix E: Author Checklist for Thesis](#)

[Appendix F: Electronic Thesis Submission](#)

Section 1: Getting Started

1.1: Selection/Definition of a Thesis Topic¹

The range of research areas available to graduate students in education is vast—as indicated by the programs, fields, and course offerings at OISE. Begin thinking about your thesis topic when you begin your studies here. Your faculty 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 Education Commons-Library has copies of all OISE theses up to June 2009, 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. 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 Supervisory Committee.

OISE Education Commons-Technology offers a fall and winter session workshop 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 www.oise.utoronto.ca/ec/research for further information.

1.2: Selection of a Thesis Supervisor¹

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 possibly be your faculty advisor but this is normally not required. A student must choose a thesis topic for which the department in which you are registered is able to provide adequate supervision. If this is not your faculty advisor, as a courtesy you should inform him/her. 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.

¹ Also see [Appendix C: Checklists for Doctoral Students and Their Supervisors](#).

1.3: Developing the Thesis Proposal²

The thesis proposal is developed in consultation with a member of the faculty, typically your faculty 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 faculty 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;
- (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 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 Final Oral Examination Committee. An Associate Member of the faculty:

May:

- 1. Serve as a Supervisor or member of a Master’s Supervisory Committee.
- 2. Serve as a member of a doctoral Supervisory Committee but not serve as the major Supervisor.

May Not:

- 1. Serve as a 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 person’s qualifications and expertise are particularly appropriate and equivalent to graduate faculty) must be approved by the Chair of the Department.

² Also see [Appendix C: Checklists for Doctoral Students and Their Supervisors](#)

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 be addressed.

NB: No member of the Supervisory Committee may serve as an External Examiner/Appraiser at the doctoral Final Oral Examination.

1.5: Composition of the Supervisory Committee

In putting together a Supervisory 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 Supervisory Committee members can be selected. Thus, the committee selection process and the proposal development process tend to take place simultaneously.

A Supervisory Committee may include additional members beyond those required, but a small Supervisory 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, Supervisory 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) Supervisory Committee

Normally comprised of **two** graduate faculty members, including the thesis supervisor. The thesis supervisor must be a Full Member or Associate Member of the graduate faculty of the University of Toronto and must be from your home department.

1.5 b) Ph.D. and Ed.D. Supervisory Committee

Normally comprised of three graduate faculty members, including the thesis supervisor who must be from your home department. The thesis supervisor must be a Full Member of the graduate faculty of the University of Toronto.

NOTE: Only three members of the Supervisory Committee may vote at a doctoral Final Oral Examination.

1.6: Official Formation of the Supervisory Committee

Once the potential composition of the Supervisory 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 **Thesis Supervision Approval Form**, and approved by the Chair of your home department. It is then submitted to your department. This form also includes the thesis title and signatures of all committee members. Additional materials must be submitted for any Supervisory Committee members requiring the approval of the Chair of the department (see [1.4 “A Note about Appointment to the School of Graduate Studies”](#)). (Note: The Thesis Supervision Approval Form is also to be used when making a change to the composition of your Committee or when changing your thesis title.)

The committee may then meet to approve the thesis proposal.

- [**Thesis Supervision Approval 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 Education Commons-Library.

- [**Thesis Proposal Abstract Form**](#)

1.8: Ethical Review Procedures

University-level review and approval of all student and faculty human subject, animal subject, and bio-hazard materials research is a requirement of the Federal Research Councils for all Canadian universities, according to the Tri Council Policy Statement. Information on research ethics is available at www.research.utoronto.ca/ethics/

If your proposed research involves human subjects, animal subjects, or biohazard materials, you and your supervisor must submit a protocol for research ethics review. For forms and information regarding research ethics review, see the Ethics Review Office website at www.research.utoronto.ca/ethics/. The Supervisory Committee must approve the thesis proposal *before* a protocol is submitted for ethics review, and the protocol must be approved by the relevant ethics committee *before* data collection begins.

Section 2: Preparing the Thesis

2.1: Function of the Supervisory 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 advise, 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 Supervisory Committee acts on behalf of OISE in:

- (a) giving formal approval of the thesis topic and proposal by signing the [**Thesis Supervision Approval 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 Supervisory 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.³ 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

2.2 a) Specifications for Master's and Doctoral Theses

Note: Beginning with students graduating in November 2009, final theses must be submitted electronically. One unbound and two bound copies are no longer required.

These are the guidelines for the final copy 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.

Consult with your supervisor about an academic style guide and use it consistently ([Appendix A](#)). OISE formatting requirements overrule academic style guides ([Appendix B](#)). (**Note:** the sample title page at www.sgs.utoronto.ca/informationfor/students/finish/final/thesisPrep.htm is incorrect for OISE.)

³ 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.

2.2 b) Technical/Physical Requirements

Spacing: Must be at least one and a half spaces. Single spacing may be used only for long quote published source passages, footnotes, endnotes, references/bibliography and appendices. (**NB: the Abstract must be double spaced.**)

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). 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 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 Guidelines. **Page Orientation** – portrait, reading across the 8.5 inch dimension. (See [Appendix B](#))

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 formatting requirements overrule academic style guides ([Appendix B](#)).

2.2 c) Quoted Materials (Previously Copyrighted Material)

It is essential that you follow the proper procedures with respect to the use of quoted materials, including questionnaires and surveys appearing in the appendixes and chapters that may (i) be multi-authored 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 d) Use of French Language for Theses

The thesis should normally be written in English but, on petition by the department in which the student is enrolled, French may be permitted.

When the Supervisory Committee is formed, the Chair of the 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 Supervisory 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 for recommendations regarding appropriate style guides and dictionaries.

2.2 e) 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 f) 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 c\) Quoted Materials](#).

2.2 g) Major Reasons for Rejecting a Thesis

Theses that do not conform to these guidelines will not be accepted by the School, and the student'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 c\) Quoted Materials](#)).
- Missing or incorrectly numbered pages.
- "Non-Exclusive Licence to Reproduce Theses Form" is 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 this website (under Graduate Studies in Education > Current Students> Student Forms) or from your department and should be returned to the Registrars' 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 Proceed to Section 3.1**](#)

2.4: Doctoral Comprehensive Examination Requirements

All Ph.D. students at OISE, as well as Ed.D. students in some departments and programs must fulfill this requirement. Ed.D. students should 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 student fails the Comprehensive Examination on the first attempt, one additional attempt will be allowed and normally must be retaken 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 University-wide appeals procedures currently in place (see [OISE 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: Finishing Up

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

Note: Beginning with students graduating in November 2009, final theses must be submitted electronically. One unbound and two bound copies are no longer required.

You must submit the thesis to your thesis supervisor and other committee member(s) for examination. The thesis 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 conferral of the degree at the March Meeting of the Governing Council (in absentia); and by April for conferral of the degree at the Spring Convocation ceremony. For specific deadlines, see [‘Summer, Fall and Winter Sessions Important Dates’](#) available at this website.

By the appropriate deadline you must electronically submit the final copy of your thesis to the School of Graduate Studies (see [Section 3.3](#)). See [Appendix F](#) for information about electronic submission.

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

You must also submit a certified cheque or money order payable to the University of Toronto to cover the costs associated with listing a citation and transmission to Library and Archives Canada. 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 Proceed to Section 3.3](#)

3.2: Guidelines for Doctoral Final Oral Examinations

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

- [OISE Final Oral Examination Nomination Form for Ph.D. or Ed.D.](#)

3.2 a) *Responsibilities of the Student: 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 Supervisory Committee, your department Chair, and the Registrar, OISE. 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 (for specific dates, see [Summer, Fall and Winter Sessions Important Dates](#)) 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 upon submission of the nomination form to schedule the Final Oral Examination to the Registrar's Office, Graduate Studies Unit (8 weeks in advance, and longer when Christmas or Summer holidays intervene). The External Examiner, once approved, should receive the thesis not less than six weeks before the examination date. It is essential to allow the External Examiner 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 Supervisory Committee; however, the [**Final Oral Examination Nomination Form for Ph.D. or Ed.D.**](#) 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. (Exception: Students in the School and Clinical Child Psychology Program, and in the Counselling Psychology for Psychology Specialists Program may undertake their internship after their Final Oral Exam.) If the student's time limit 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 8 weeks before the date of the examination, and longer when Christmas or Summer holidays intervene.**

Eight Working Weeks Before the Final Oral Examination:

Using the [**Final Oral Examination Nomination Form for Ph.D. or Ed.D.**](#), the supervisor of the Supervisory 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 8 working weeks notice prior to a proposed examination date (for a January or February examination date, at least 10 weeks 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 Supervisory 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 Supervisory 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. Note: Only three members of the Supervisory Committee will be counted as part of the quorum (4) required for the examination.

The Final Oral Examination Committee normally consists of 5 to 6 voting members. The quorum is 4 voting members. **At least 2 of these 4 must be external to the Supervisory Committee and must participate at the Final Oral Exam.** The FOE committee includes:

- (i) at least 1, but no more than 3 members of the student's Supervisory Committee (including the supervisor);
- (ii) an External Examiner/Appraiser – a graduate faculty member or equivalent who is external to both OISE and the University of Toronto and who is not on the student's Supervisory Committee. The External Examiner must have an arms-length relationship with the student and thesis supervisor (see "External Examiner/Appraiser" below);
- (iii) a non-Supervisory member, who may be graduate faculty of OISE or another department of the University of Toronto who has not been closely involved in the supervision of the thesis. This person is often referred to as the Internal External.
- (iv) one additional non-Supervisory member, who may be graduate faculty of OISE or another department of the University of Toronto who has not been closely involved in the supervision of the thesis. This member is sometimes referred to as the 'back-up' member but is still expected to have read the thesis prior to the defence and be prepared to discuss it at the Final Oral Examination. This person will participate at the Exam in the event 1 of either (ii) or (iii) above is unable to make it and they are needed to meet quorum.

The oral defence may also be attended by:

- (i) any member of graduate faculty are entitled to attend the examination, and with the permission of the chair, they may ask questions of the candidate, but they must withdraw before the committee's discussion and vote.
- (ii) a qualified observer may attend, subject to the same restrictions as (i) above, as long as the graduate unit has received approval for such attendance in writing beforehand from the SGS Vice-Dean, Programs.

Otherwise, the examination is closed to the public.

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

One of the earliest tasks of the thesis supervisor is to secure an External Examiner/Appraiser. Any individual serving in this capacity is subject to approval by the Associate Dean, Division II, School of Graduate Studies. External Examiners/Appraisers are members of graduate faculty from other universities. The proposed Examiner/Appraiser must be a Full or Associate Professor. “The graduate unit will certify that the proposed External Appraiser is a recognized expert on the subject of the thesis, has the necessary academic qualifications to appraise a doctoral thesis, and has an arm’s-length relation both with the Candidate and with the Supervisor. Normally, this will exclude anyone who, in the past six years, has been a departmental colleague of the Candidate or Supervisor, has stood in a student-teacher relation with either of them, or has collaborated on a research project with either of them” (from SGS Principles/Practice of the Final Oral Examination). It should be further noted that a proposed Examiner/Appraiser that has previously served in this capacity for a department might not be approved on the basis that the arms-length relationship has thus been compromised. 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. All proposed examiners must also be approved by the departmental Chair or graduate coordinator.

The thesis supervisor will also secure 2 faculty who are external to the Supervisory Committee – the Internal External, and a back-up member. These members may be graduate faculty of OISE or another department of the University of Toronto who have not been closely involved in the supervision of the thesis. One of these 2 members must participate at the FOE. The other will be required to participate if 1 of the other 2 external members is unable to make it and they are needed to meet quorum. That is, of the 4 members required for quorum, 2 must be external to the Supervisory Committee and not closely involved in the supervision of the thesis. The back-up member is expected to have read the thesis prior to the defence and be prepared to discuss it at the Final Oral Examination.

Once appointed, they will discuss neither the appraisal of the thesis nor its defence with the candidate until the Final Oral Examination.

Two Weeks Before Doctoral Orals:

Submission of Appraisals

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

Note to Supervisors:

Provided that prior approval has been obtained, an External Examiner 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 to a maximum of \$500 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, 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 student 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. At least 2 of the 4 voting members must be external to the Supervisory Committee and not closely involved in the supervision of the thesis. Normally, 1 of these 2 is the External Appraiser/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 Registrar's Office, OISE and has no vote.

Procedures:

Before the student enters the examination room:

- (i) the Chair checks that 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 examination Chair ensures all members have read the Appraisal. If it has not been read by any member, then it is read aloud.

After the student enters the examination room:

- (i) the Chair of the examination committee invites the student to summarize her/his research and conclusions, orally, in no more than 20 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 student 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.

- (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 examination 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 examination 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 student of the necessary corrections and must certify in writing to the OISE Registrar’s Office, Graduate Studies Unit that the corrections have been made before the student 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 examination committee adjourns, the Chair appoints a supervising Subcommittee (usually two or three members of the examination 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 Minor Modifications 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 student, the supervisor and the OISE Registrar’s Office, Graduate Studies Unit receive a copy of the required minor modifications;
- (iii) within 3 months of the date of the examination, report in writing to the OISE Registrar’s Office, Graduate Studies Unit 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 his/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 a Final 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 student, 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 student, as soon as possible, with the written statement which indicates the reasons for the adjournment and the committee's requirements for the reconvened Final Oral Examination.
- (iv) the student will be advised in writing by the OISE 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 OISE Registrar's Office, Graduate Studies Unit until the student 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 student 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 student is not recommended for the degree by the committee in charge of the second examination, the student is ineligible for further doctoral candidacy at the University of Toronto.

3.3: Submission of Final Copy of Theses

Note: Beginning with students graduating in November 2009, final theses must be submitted electronically. One unbound and two bound copies are no longer required.

Doctoral Theses

A final copy of the thesis is 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 submit the copy of your thesis electronically through the university's T-Space (see [Appendix F](#) for further information about electronic submission).

You must submit the applicable forms, documents, and the applicable fee separately to the OISE Registrar's Office.

Master's Theses

Note: Beginning with students graduating in November 2009, final theses must be submitted electronically. One unbound and two bound copies are no longer required.

After any corrections required by your Supervisory Committee have been made, you must submit your thesis electronically through the university's T-Space (see [Appendix F](#) for further information about electronic submission).

You must submit the applicable forms, documents, and cheque or money order to cover the costs associated with listing a citation and transmission to Library and Archives Canada to the OISE Registrar's Office.

3.3 a) Abstract

The final copy of the thesis must include an abstract. The same formatting as for the thesis should be used. See [Appendix B](#).

3.3 b) Publication

The School of Graduate Studies requires that every thesis be published as it is accepted. After degree conferral has taken place, the thesis will be made available on T-Space. It will also be forwarded, by the university, to Proquest and to the National Library of Canada, together with an agreement form signed by the author, authorizing the National Library to make copies available for sale on demand. The National Library will list the thesis in Canadiana as a publication of the National Library.

Publication 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, acknowledgements should be made that the work was originally part of a thesis at the University of Toronto.

3.3 c) 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 your department, postpone distribution and publication (but not by abstract) for a period up to 2 years from the date of acceptance of the thesis. If there is to be a date restriction on the release of your thesis, the completed Restrict Thesis Release Date form must

be submitted to the OISE Registrar's Office, Graduate Studies Unit.

3.4: Extensions

All degree requirements are to be completed within the degree time period. If you have not completed all the requirements for the degree within the time limits, you may be considered for a 1-year extension on the recommendation of your thesis supervisor and your department. The request must be submitted to the OISE Registrar's Office, Graduate Studies Unit for approval.

The following guidelines apply to extension requests:

- (i) you must have completed all coursework, full-time study requirements, Comprehensive Examinations, language requirements, and have a thesis proposal accepted by the approved Supervisory 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 time limit. Additional information and the [Degree Extension Request Forms](#) are available at this website. (Also see [Degree Extension Request Forms](#) for students who wish to opt in to the new regulations on lapsing.)

3.5: Lapsed Time Limit and Reinstatement

If you have not completed the degree requirements by the end of your time limit, your status with the university will lapse. As a lapsed student, you can no longer register at the University of Toronto and cannot draw upon the resources or undertake ethical review. If your degree requirements are complete exclusive of the writing of the thesis, it may be possible to 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 Supervisory Committee and the department, you can be recommended for reinstatement to OISE and the School of Graduate Studies. Upon approval, you will be required to pay a reinstatement fee. Reinstatement is for a maximum period of 12 months and can occur only once.

Lapsed Master's Students:

A reinstatement request will be considered only when the thesis is submitted to the committee members for formal evaluation. A [Reinstatement to Complete Master's Degree Form](#) must be submitted for approval.

Lapsed Doctoral Students:

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 Registrar's Office, Graduate Studies Unit. This form must be accompanied by the Ph.D./Ed.D. Final Oral Nomination Form, and must be submitted at least 8 weeks before the date of the examination.

Further information about reinstatement of lapsed master's and doctoral students is available in the OISE Registrar's Office, Graduate Studies Unit.

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 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 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*. 7th 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

On Thesis Title Page, state your full name as recorded on ROSI

On Thesis Title Page, state your applicable degree:

Doctor of Education

Doctor of Philosophy

Master of Arts

Master of Education

On Thesis Title Page, state your applicable Department Name:

Adult Education and Counselling Psychology

Curriculum, Teaching and Learning

Human Development and Applied Psychology

Sociology and Equity Studies in Education

Theory and Policy Studies in Education

Page Numbering

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

Front Matter aka Preliminary Pages: Bottom centre roman numerals for all front matter, including Table of Contents, starting with the Abstract as ii.

Thesis: Bottom centre 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. Title Page (page #i, but not shown)
2. Abstract (Doctoral = 350 words max.; Master's = 150 words max.; pg. #ii, bottom centre)
3. Acknowledgements (if applicable)
4. Foreword (if applicable)
5. Table of Contents, including:
 - List of Tables (if applicable)
 - List of Plates (if applicable)
 - List of Figures (if applicable)
 - List of Appendices (if applicable)

Chapter 1 begins as Arabic #1-Bottom Centre; 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)

THEESIS TITLE
ADDITIONAL LINES IF NECESSARY

(1 ½")

by

(1 ½")

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*)
Graduate Department of (*state department*)
Ontario Institute for Studies in Education
University of Toronto

(1 ¼")

© Copyright by Jane Ann Doe (*state year of graduation*)
(1 ¼" FROM BOTTOM OR 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, master’s = 150 words), double line (2.0) spacing. The page number is “ii” and positioned bottom centre. The heading information and the word ‘Abstract’ 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.

Thesis Abstract

- Title Page is followed by Abstract which includes *some* title page information, as shown above
- Abstract is number “ii”, bottom centre
- 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 thesis Abstract must be double line (2.0) spaced, except for: published source block quotes (40 words or more), footnotes, endnotes, references/bibliography and appendices, which may use single line spacing

Appendix C:

Doctoral Students and Their Supervisors

Checklist for Students

1. Have you selected a research area which is compatible with the personnel resources of the department? Is your supervisor the best 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, thesis document, and required timelines for completing each component of your degree? 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 (email, telephone, mail, other) when you have to be off-campus for any significant period of time? Do you respond promptly to all communication 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

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 it is available on T-Space and published 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 multi-authored 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 off-prints 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).

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 submit it to the OISE Registrar’s Office.

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

[Date]

Re: Permission to Use Copyrighted Material in a Doctoral / Master’s Thesis

Dear _____:

I am a University of Toronto graduate student completing my Doctoral/Master’s thesis entitled “_____”. My thesis will be available via the U of T Libraries in digital formats, for reference, study and/or copy for scholarly purposes. I will also be granting Library and Archives Canada and ProQuest/UMI a non-exclusive license to reproduce, loan, distribute, or sell single copies of my 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.

I would like permission to allow inclusion of the following material in my thesis.: [insert copy or detailed explanation including the title of article or book, figure or page numbers of the material used, journal name, year, volume number or unique publication identifier, publisher and year]

Please confirm in writing or by email that these arrangements meet with your approval.
Sincerely,

Appendix E:

Author Checklist for Thesis

1. QUALITY CHECK OF THE THESIS

- Have you checked that all pages are correctly numbered?
- Are all charts, graphs, and other special illustrative materials legible in the manuscript?

2. TITLE PAGE

- Does the full thesis title appear on the title page?
- Does your full name appear on the title page?
- Does the following sentence, “A thesis submitted in conformity with the requirements for the degree of (*state full name of degree*), Graduate Department of (*state name of your department*), Ontario Institute for Studies in Education, University of Toronto” appear on the title page?
- Does the copyright symbol and copyright text appear on the title page?

3. ABSTRACT

- Does the thesis Abstract adhere to the maximum word length of 350/150 words (doctoral/master's)?
- Does the thesis title, degree and year of convocation, full name, name of graduate department, and name of university appear on the top of the Abstract?
- Is the thesis Abstract double line (2.0) spacing?

4. PREVIOUSLY COPYRIGHTED MATERIAL

- Are permission letters for previously copyrighted material included and acknowledged in the copies?

5. FORMS

- Have you submitted a signed Non-Exclusive Licence to Reproduce Theses form?
- If there is a date restriction on the release of your thesis, have you submitted a signed Restrict Thesis Release Date form?

6. FEES

- Have you submitted to the OISE Registrar's Office, Graduate Studies Unit the fee (\$20.00 for doctoral; \$46.53 for Master's). **(NB: Fees subject to change without notice. Check fees with the Registrar's Office.)**

Appendix F:

Electronic Thesis Submission

NOTE: It is now mandatory for students to submit their thesis electronically, beginning with those graduating in November 2009. That is, June 2009 was the last convocation for which students had the option of submitting their thesis as an unbound copy.

Also beginning with students graduating in November 2009, submission of one unbound and two bound copies of the thesis is no longer required.

Electronic Theses and Dissertations (ETDs) are theses or dissertations prepared using PDF software. ETDs can contain non-text elements such as multimedia, sound, video, as well as text and hypertext links. ETDs are housed in T-Space, the U of T digital library repository designed to capture, store, index, preserve, and redistribute scholarly research material in digital formats. Scholars world wide are able to use T-Space to search, locate and download U of T ETDs.

For further information and assistance, see:

http://www.oise.utoronto.ca/ec/Services/Research_Services/e-Theses_Submissions.html, and
<http://www.sgs.utoronto.ca/informationfor/students/finup/producingthesis.htm>

T-Space: <https://tspace.library.utoronto.ca/mydspace>

Note that your authorization to submit to the SGS Theses collection of T-Space ends with approval of your ETD. However, you may continue as a T-Space user to access any of the collections, including the Theses collection. You are also welcome to register with T-Space to be a contributor to other collections.

Reminder: you must submit the following to the OISE Registrar's Office, Graduate Studies Unit:

- a signed and dated Library and Archives Canada Theses Non-Exclusive Licence
- all copyright permission letters required for your thesis
- payment of your thesis submission fee
- Restrict Thesis Release Date form dated and signed by the Chair of your department if you intend to put an embargo on the release date of your ETD.
- Master's students only: a Recommendation for Master's Degree Form from your Thesis Committee
- Doctoral students only: written confirmation (letter or email) from your supervisor (for minor corrections) or the convenor of your modification committee (for minor modifications), that your thesis is in final form and approved

Revised: July 2012