

Graduate Final Submission of Thesis for Masters & PhD Students

Approved at Senate: January 15, 2019

Final submission

The Graduate Program Director, in consultation with the thesis supervisor (and/or co-supervisors), must verify that appropriate corrections have been made, and then submit a summary report of the thesis defence and examination to the School of Graduate Studies.

An approved thesis may be submitted at any time following the oral defence. However, candidates wishing to graduate at Spring Convocation should refer to the deadlines for submission of final copies of successfully defended theses. Candidates not meeting these deadlines are required to re-register until the thesis has been formally submitted and approved by the University.

The formal submission of the thesis to the University is made to the School of Graduate Studies. At this point, the thesis should be in its final typed version, and in pdf format. Submit final pdf copy to graduate@trentu.ca for review. The School of Graduate Studies will review and inform the student when final copy is approved for submission.

After the thesis has been formally approved, the candidate will submit their thesis online through ProQuest. Some graduate programs may have additional submission requirements. Students should check with their home department regarding such.

When the thesis is submitted, the candidate is required to complete a “Non-Exclusive Licence to Reproduce Theses/Dissertations” (Form NL/BN 59/02). This gives consent for the Library and Archives Canada to make the thesis available to interested persons and grants a non-exclusive, for the full term of copyright protection, license to Library and Archives Canada.

Binding of thesis

Theses may be bound in Trent green with front cover and spine writing in gold. Binding arrangements are made through the School of Graduate Studies. A bound hardcopy may be required by the program - please see your program for specific guidelines. Students have the option of having personal copies bound through the School of Graduate Studies. Fees for binding will be charged to the student account.

Intellectual property and copyright regulations

For information concerning intellectual property and copyright regulations, please refer to the “Guidelines for the use and ownership of intellectual property developed by graduate students at Trent University” found in the Policies and Procedures section of this academic calendar.

Notes

- Arrangements and expenses for producing the final thesis copies are the responsibility of the student.
- The current Graduate Students’ Handbook available through the Graduate Student Portal or on the Graduate Studies website: <https://www.trentu.ca/graduatestudies/current-students-faculty> includes a detailed guide on the preparation of a thesis.