



University
of Victoria

Graduate Admissions and Records

Guidelines for the Preparation of Master's Theses and Doctoral Dissertations

Checklist for the Digital Submission of Your Thesis or Dissertation

Review and make corrections before submitting your final copies

(If the Thesis/Dissertation Template is used, these specifications are already automatically applied.)

Title Page

Follow format of sample title page

- title** is correctly spelled and consistent with that on all associated documents
- author's name** is correctly spelled and consistent with that on all associated documents
- previous degrees, institutions, and dates granted** are noted correctly and completely
- student's degree and academic unit** are noted correctly and completely
- © **symbol** is followed by author's name, date and University of Victoria

Preliminary Pages

- consecutively numbered in lower case Roman numerals** is used. Title page counts as "i" but is not numbered

Formal parts are first in the following order.

- supervisory page**
- abstract** (with supervisory committee information)
- table of contents**
- list of tables**
- list of figures**

Informal parts (as necessary) appear thereafter in the following order:

- acknowledgments**
- dedications**
- epigraph**
- frontispiece**

Main Text

- consecutively numbered in Arabic numerals**, preferably in the upper right hand corner. 1st page counts as "1" but is not numbered
- pagination** includes illustrations, photos, tables, legends, maps, etc.
- illustrations, photographs, graphs** are clear enough for reproduction in black and white
- legends** appear only on right hand sides of pages, not on facing pages
- no copyright symbol appears** on illustrations, photographs, art work, or any other copyrighted material by other authors, without copyright owner's written permission (copyright permissions have been obtained for use of all copyrighted materials)

Appendices

- consecutive page numbering is used as in "Main Text" above and it follows consecutively from page numbering used in the main text
- no oversized pages, unless unavoidable
- no reductions resulting in typeface smaller than 2 mm
- copyright permissions have been obtained for material owned by others.
The text of the authorization reads: "I authorize you to include in your thesis/dissertation <insert full citation of original work>. I am aware that you are granting an irrevocable non-exclusive license allowing the Library and Archives Canada to reproduce, loan, distribute or sell copies of this thesis/dissertation by any means and in any form or format to make it available to interested persons," or other wording as appropriate

- if copyrighted material is included without the owner's permission, a written statement from the academic supervisor is included giving permission to omit it from binding and filming. In addition, the exact citation is provided on a separate page including the numbers of the pages excerpted

Convert the entire thesis/dissertation to PDF format.

- submit ONLY your title page and all preliminary pages (as PDF) to Graduate Admissions and Records for review via email to ethesis@uvic.ca
- once everything has been confirmed as correct, convert the entire thesis/dissertation to PDF format, then burn the PDF to CD-ROM

Final check by the candidate after burning to CD-ROM

- all pages are clearly legible and in consecutive order

Items that must be printed, signed and submitted as part of the completion process, but which are not part of the Thesis itself:

- original signatures of all committee members are on Thesis/Dissertation Approval Form
- University of Victoria Partial Copyright License form is included and signed by author (one copy)
- "Non-Exclusive License to Reproduce Theses" and the "UMI Thesis Dissertation Microfilming" forms from the Library and Archives Canada (available at the Graduate Admissions & Records website) are completed

Submit the PDF file to UVicDSpace

(<http://gateway.uvic.ca/lib/dig/uvthesis/ProcSubmitDSpaceGrad.pdf>)

and one CD-ROM copy (plus required forms) to Graduate Admissions and Records

Checklist for the Paper Submission of Your Thesis or Dissertation

Review and make corrections before submitting your final copies

(If the Thesis/Dissertation Template is used, these specifications are already automatically applied.)

All Pages

- paper** - regular white copy paper is fine
- typeface** of minimum 2mm height including footnotes (12 point preferred, 10 point minimum) **check relative size of font used*
- margins** (left minimum 1 ½", others 1")
- minimum single spacing** between lines except in footnotes and quotations
- printed copies **printed only on one side** of each page
- for copies to be bound **page numbers** must be placed in the top right hand corner of each page (excluding the first page of Chapter 1 and the title page)

Title Page

Follow format of sample title page

- title** is correctly spelled and consistent with that on all associated documents
- author's name** is correctly spelled and consistent with that on all associated documents
- previous degrees, institutions, and dates granted** are noted correctly and completely
- student's degree and academic unit** are noted correctly and completely
- © **symbol** is followed by author's name, date and University of Victoria

Preliminary Pages

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Formal parts are first in the following order.

- supervisory page**
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- table of contents**
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- list of figures**

Informal parts (as necessary) appear thereafter in the following order:

- acknowledgments**
- dedications**
- epigraph**
- frontispiece**

Main Text

- consecutively numbered in Arabic numerals**, preferably in the upper right hand corner. 1st page counts as "1" but is not numbered
- pagination** includes illustrations, photos, tables, legends, maps, etc.
- illustrations, photographs, graphs** are clear enough for reproduction in black and white
- legends** appear only on right hand sides of pages, not on facing pages
- no copyright symbol appears** on illustrations, photographs, art work, or any other copyrighted material by other authors without copyright owner's written permission (copyright permissions have been obtained for use of all copyrighted materials)

Appendices

- consecutive page numbering is used as in "Main Text" above and it follows consecutively from page numbering used in the main text
- no oversized pages, unless unavoidable
- no reductions resulting in typeface smaller than 2 mm
- copyright permissions have been obtained for material owned by others.
The text of the authorization reads: "I authorize you to include in your thesis/dissertation <insert full citation of original work>. I am aware that you are granting an irrevocable non-exclusive license allowing the Library and Archives Canada to reproduce, loan, distribute or sell copies of this thesis/dissertation by any means and in any form or format to make it available to interested persons," or other wording as appropriate.

- if copyrighted material is included without the owner's permission, a written statement from the academic supervisor is included giving permission to omit it from binding and filming. In addition, the exact citation is provided on a separate page including the numbers of the pages excerpted

Convert the entire thesis/dissertation to PDF format.

- Submit ONLY your title page and all preliminary pages (as PDF) to Graduate Admissions and Records for review via email to ethesis@uvic.ca
- once everything has been confirmed as correct, convert the entire thesis/dissertation to PDF format, and print one copy

Final check by the candidate after printing

- All pages are clearly printed and in consecutive order in the print copy

Items that must be printed, signed and submitted as part of the completion process, but which are not part of the Thesis itself:

- original signatures of all committee members are on Thesis/Dissertation Approval Form
- University of Victoria Partial Copyright License form is included and signed by author (one copy)
- "Non-Exclusive License to Reproduce Theses" and the "UMI Thesis Dissertation Microfilming" forms from the Library and Archives Canada (available at the Graduate Admissions & Records website) are completed

Submit the PDF file to UVicDSpace

<http://gateway.uvic.ca/lib/dig/uvthesis/ProcSubmitDSpaceGrad.pdf>

and one print copy (plus required forms) to Graduate Admissions and Records

Introduction

Your thesis or dissertation is the culmination of your academic work at the University of Victoria. In order to plan your research at this time, please review the University policies regarding research, including those involving animal or human subjects. These are available through the Office of Vice President Research and Research Administration (<http://web.uvic.ca/uvic-policies/pol-1000/1200RPG.html>).

The following guidelines are intended to assist in the preparation of your thesis or dissertation document, to ensure that your work is preserved and can be made available to future researchers through the University of Victoria Library (UVic Library) and Library and Archives Canada (LAC).

Although your thesis or dissertation will be checked at various stages, ultimately **you** are responsible to ensure that the copies meet all of the requirements of the University of Victoria Library, Library and Archives Canada, the Graduate Admissions and Records Office, the Faculty of Graduate Studies and your academic department.

The information in this guide is set out in three separate sections;

- Important Information
- Format
- Important Events

Important Information

Read all sections of these instructions very carefully. Failure to follow all of these instructions could cause difficulties that may delay your graduation.

Use only the most recent version of these instructions. Do not use older versions, and do not use copies of other theses or dissertations as a guide. New versions will be posted to the Graduate Admissions and Records website or you may confirm that you have the most recent version by contacting the Graduate Admissions and Records Office.

Deadlines

The final copies of your thesis/dissertation must be submitted to the Graduate Admissions and Records Office by the dates specified in the *Deadlines For Convocation* notice. This notice is sent to every department. It lists the final date that the Graduate Admissions and Records Office can accept your thesis/dissertation and still be able to include your name on the roll for the next convocation.

If the thesis/dissertation is not submitted by the final business day of the term, you will be required to register and pay the fees for the next term. Additional time is not given for students conducting their oral examinations by audio or video conferencing. Ensuring that there is sufficient lead time to courier title pages and abstracts to the committee members is the responsibility of the student.

Fees

A fee is assessed when you apply to graduate to partially cover the processing cost. These fees are listed on the Application to Graduate (<http://registrar.uvic.ca/grad/documents/appforgraduation.pdf>) or you may Contact Graduate Admissions and Records for current fees.

Templates

Both a MSWord and LaTeX thesis template have been developed by E-Learning Services Group for use by graduate students. It sets a specific and consistent style used throughout the document and incorporates the required format elements. For more information on the thesis/dissertation template see <http://web.uvic.ca/gradstudies/research/thesis.html>

Microfilming

In order to preserve your unique research, all theses and dissertations will be microfilmed. It is University of Victoria policy to retain one microfiche copy of each thesis or dissertation as an archival copy. These are housed in the University of Victoria Microforms Room, and the Library and Archives Canada. This process will also result in publication of an abstract in *Dissertation Abstracts International* or *Master's Abstracts International*.

Library and Archives Canada has a contract with ProQuest Dissertations & Theses (PQDT), formerly University Microfilms International (UMI). All microfilmed theses and dissertations have a citation and abstract in the PQDT database. For more information on ProQuest/UMI see http://www.umi.com/products_umi/dissertations/

UMI checks for document integrity and copyright compliance. If the document appears to be incomplete or if there are questions about the reproduction of previously copyrighted materials, UMI will delay publication until those concerns are resolved. Resolution of any concerns will be the student's responsibility.

Publication by the Library and Archives Canada or their agent, UMI does not preclude the further publication of the thesis or dissertation, or any part of it, in a journal or monograph.

If you choose not to file your thesis/dissertation with Library and Archives Canada, then it is your responsibility to obtain and submit a microfiche version of the dissertation. The microfiche copy must be submitted to Graduate Admissions and Records, in lieu of a copy for Library and Archives Canada.

Additional copies, which may be required by the supervisor and/or the Department/School, are the student's responsibility.

Binding

For binding of personal copies, please consult the Yellow Pages of the telephone directory under "Bookbinders". The University currently uses a service in Vancouver for its binding. Address: Academic Bookbinding Co. Ltd., 10-13550 77th Ave., Surrey, BC V3W 6Y3. Phone: (604) 591-8288

Inclusion of Copyrighted Material in Theses or Dissertations

The Library and Archives Canada through its agent, ProQuest/UMI, microfilms all University of Victoria theses/dissertations. In so doing, ProQuest/UMI must ensure that it is not infringing copyright law by microfilming copyrighted material.

ProQuest/UMI will reject a thesis or dissertation which includes copyrighted material if the owner's consent for its use has not been obtained. However, the present Canadian copyright act does provide an exception, under a provision for "fair dealing", which protects the authors of theses/dissertations from the full effects of the infringement provisions. This includes actions which "*do not constitute an infringement of copyright*", "*any fair dealing with any work for the purpose of research*". However, this clause applies only when the material used does not comprise either "*the whole*" or "*a substantial part*" of the copyrighted original.

The following is for the general information of candidates who are engaged upon, or who are about to embark upon, research and preparation of a dissertation or thesis for a graduate degree in the Faculty of Graduate Studies at the University of Victoria. It is, however, emphasized that it is not to be interpreted as legal advice. Neither the Faculty nor the University (including any faculty or staff member) can, or does, give legal advice to candidates. If legal advice is desired or required, candidates should retain the services of a solicitor.

Copyright is frequently confused with plagiarism. They are quite different. Plagiarism is the taking of the ideas, works or depictions of another and representing them or passing them off as your own. To avoid plagiarism, the source of the ideas, words or depictions must be acknowledged and proper credit given. However, any such acknowledgment does not negate a breach of copyright, which occurs upon the reproduction of the work, whether or not it is accompanied by an acknowledgment.

Copyright is breached when any person other than the owner of the copyright (or in the case of moral rights, other than the author) does anything that violates the rights of the owner (or author). Most candidates in the Faculty of Graduate Studies will be primarily concerned with the owner's right to control reproduction of the whole work or a substantial part of the work. The reference to "substantial"

has both quantitative and qualitative features. Usually the qualitative feature is the most significant feature because it contains a key, crucial or attractive portion of the work. Indeed, the fact that someone wishes to reproduce it suggests that it is of some qualitative value. Beyond this there is little guidance as to what constitutes substantiality in qualitative terms. Similarly there is little guidance as to what quantitatively is a substantial amount. In an attempt to give a practical guideline, the Faculty of Graduate Studies recommends that:

- 1) At a minimum, when more than one full page or 10% of a work is reproduced in a thesis or dissertation by quotation or otherwise, the candidate should attempt to obtain a copyright clearance or consent from the owner of that work. This is not to say that a violation of copyright cannot occur within these limits.
- 2) Copyright clearances or consents should be obtained by the candidate for the reproduction of the whole of any map, diagram, chart, drawing, survey, questionnaire, computer code, painting, photograph, or poem in any thesis or dissertation. Care must be given that attribution is to the actual creator of the work.
- 3) No work of any nature should be reproduced in any thesis or dissertation in any distorted or modified format without both a copyright clearance from the owner and a waiver of moral rights from the author.

Works that have been published for over 50 years from the death of the author are in the public domain and need not be dealt with in the restricted manner described above. However, care must be exercised when dealing with works reprinted in modern editions. If it appears that those modern editions contain additional editorial work or rearrangement of the original work (for instance, the inclusion of modern stage directions or added musical arrangements), those additions may be sufficiently substantial to be the subject of an independent copyright which may not have expired.

Where it is necessary to include "*the whole*" or "*a substantial part*" of a copyrighted item, the student is advised to apply to the owner of the copyright for permission. This action may involve considerable time and should be done well in advance of the submission of the thesis/dissertation. Additional information can be obtained through ProQuest/UMI Dissertation Author relations (<http://www.umi.com/support/rr-searchserv.shtml#dissertation>). A letter of permission must recognize your right as the author of the thesis/dissertation to have it reproduced through the Library and Archives Canada and its agents.

When permission to quote is not available, the copyrighted material should not be included in the body of the thesis/dissertation, but should be added as an appendix which can be withheld from binding and microfilming. Such material should be correctly referred to within the thesis/dissertation. A letter from your

supervisor acknowledging the removal of the appendix from binding and microfilming is required with your final thesis/dissertation copy (ies).

Format

You are responsible for checking the final copy to ensure that it conforms to the required format standards. These standards are detailed in the following sections. You must also ensure that all copyrighted materials used have the appropriate authorizations. See the section titled “Inclusion of Copyrighted Material in Theses or Dissertations” above.

Both an MSWord and LaTeX thesis template have been developed by E-Learning Services Group for use by graduate students. These templates will help you through the preparation process and include all the format elements that are required for correct submission. For more information on the thesis/dissertation template see <http://web.uvic.ca/gradstudies/research/thesis.html>

Style

A number of academic units recommend the use of a style guide appropriate for the discipline. At printing, the following recommendations were known:

Where a style guide has not been recommended, students should consult their supervisors.

Education	American Psychological Association Style Guide
English	Modern Language Association Style Manual
Germanic Studies	Modern Language Association Style Manual
History	Turabian Guide
Human & Social Development (Child & Youth Care)	American Psychological Association Style Guide
Human & Social Development (Dispute Resolution)	Chicago Manual of Style
Psychology	American Psychological Association Style Guide

Format of parts

The parts of the thesis/dissertation occur in the order given below, although not every thesis/dissertation will include all the items mentioned. Except for the title page, all preliminary pages should be numbered with lower case Roman numerals.

Title Page

Each copy of the thesis/dissertation must have a title page. The form of the title page must follow that of the sample given (see SAMPLE TITLE PAGE).

It must have the

- title in mixed upper and lower case letters.
Your thesis title should appear as mixed case, using the appropriate capitalization for proper names and the first word of the title.

A record of your thesis or dissertation will be included in the UVic Library catalogue. The UVic Library catalogue is now Unicode compliant and will display properly formulae, symbols, Greek letters or other non-alphabetical characters. In cases where Unicode will not display symbols and non-alphabetic characters used correctly, write the title out using words and include on the bottom of the abstract page.

For example:

Surface and colloid chemical studies of γ ferric oxide dispersions
Surface and colloid chemical studies of gamma ferric oxide dispersions

Chromosomal localization of the α - and β -globulin of the chicken, *Gallus domesticus*
Chromosomal localization of the alpha- and beta-globulin of the chicken, *Gallus domesticus*

- year of submission,
- degree expected,
- candidate's name **in full** (no initials).
The form of your name on the title page must be consistent with that on file with the Graduate Admissions and Records Office
- previous degrees (subjects or designations such as "honours" or "major" are not permitted), and
- the copyright notice (©) consisting of three elements:
 - the letter C enclosed in a circle [i.e. ©],
 - the name of the copyright owner, (in this case it is the author), and
 - the year.

This is followed by the statement: "All rights reserved. This thesis may not be reproduced in whole or in part, by photocopy or other means, without the permission of the author."

Preliminary Pages (follow the title page)

ii) Supervisory Committee

The second page of the document should be a list of your Supervisory Committee, giving title, full name (first and last), and the department (in parentheses) indicated in the University of Victoria Faculty of Graduate Studies Calendar.

Example: Dr. Robert N. Tracey, (Department of English)

iii) Abstract

The names of the student's Supervisory Committee must be typed at the top of the abstract. The abstract is a summary of the thesis/dissertation; it states the problem, the method of investigation employed, and the general conclusions. It should not exceed 500 words. For publication in ProQuest Dissertations & Theses, the abstract will be edited to 350 words for Ph.D.s and 150 words for Master's theses.

iv) Table of Contents

Each thesis/dissertation must have a table of contents setting out all the principal topics or sub-divisions (including the Bibliography, any Appendices, and the Index, if provided), and all preliminary pages. The Table of Contents is itself part of the contents and should be listed.

v) List of Tables

The next separate section, typed on a page or pages by itself, is the list of tables, if any appear in the text. For each table, the number of the table and its exact caption or title, the number of the text page on which it appears, are to be given. Each individual table should be identified with the word "Table" and its corresponding number.

vi) List of Figures or Illustrations

If any illustrations or graphs are used, they are listed separately and numbered. If there are several illustrations of one kind (.e.g., maps or charts) it is proper to have a distinct series for each group or type - separately listed and numbered. Each individual figure or illustration should be identified with the word "Figure" or "Illustration" and its corresponding number.

vii) Acknowledgments (Optional)

This section, which may be omitted, should be a brief acknowledgment of assistance given to the candidate in the preparation of the thesis/dissertation. It is numbered amongst the Preliminary Pages and included in the Table of Contents.

viii) Dedication and/or Frontispiece (Optional)

If it is included, it follows the Acknowledgment, is numbered amongst the Preliminary Pages, and is listed in the Table of Contents.

Main Text

Introduction

This section should present the purpose, methods, and scope of the investigation undertaken. It is numbered in Arabic numerals and included in the Table of Contents.

Footnotes/Endnotes

Footnotes may be numbered throughout the thesis/dissertation, or throughout each chapter. Footnotes are placed at the bottom of the page. Endnotes may be placed at the end of each chapter, or at the end of the entire main body. However, a consistent style for footnotes/endnotes must be followed throughout. The candidate's academic unit is expected to require the student to adhere to the style manual suited to the discipline.

Reference Materials

Bibliography (or Literature Cited)

The bibliography is a very important part of the thesis/dissertation and care should be given to its preparation. The candidate should follow the style manual required by their academic unit. If no guide is presented, a minimum standard is typed single-spaced, with one and a half spaces between the entries. Journal titles should be spelled out in full.

Appendix/Appendices

If any appendices are required, they follow the bibliography and are paged consecutively.

Index

If an index is provided, it follows any appendices and is paged consecutively.

Important Events

Request for Oral Examination

Please review the necessary information for arranging your Oral examination on the Faculty of Graduate Studies Web site.

<http://web.uvic.ca/gradstudies/research/thesis.html>

Application to Graduate

If you think that you are nearing degree completion, you should submit an [Application to Graduate form \(PDF\)](#) to the Graduate Admissions & Records Office (see deadlines at

<http://registrar.uvic.ca/grad/general/programs/Graduationinfo.html>). A graduation

fee is assessed at the time of application and is payable by the end of the month in which application is made. If you do not complete degree requirements, your application will be forwarded to the next convocation date, however, watch your degree time limit.

Thesis/Dissertation Approval form

A copy of the Thesis/Dissertation Approval form must be taken to the oral examination for the required signatures. If all signatures are not obtained at that time, your graduation could be delayed.

Completing the required forms

The University of Victoria Partial Copyright License form, the Non-Exclusive License to Reproduce Theses form from the Library and Archives Canada, and the UMI Thesis Dissertation Microfilming form must be completed by all candidates. These items, available from the Graduate Admissions and Records Forms and Publications website, must be printed, signed and submitted as part of the thesis/dissertation completion process

(<http://registrar.uvic.ca/grad/continuing/forms/GraduateAdmissionsandRecords-Forms.html>).

If any of these forms or signatures are missing, the thesis/dissertation cannot be accepted by the Graduate Admissions and Records Office.

Submitting the Final Copies of Thesis/Dissertation

In order to be accepted, your thesis/dissertation must be in its final form, including all corrections required after the oral examination. Two copies of your thesis/dissertation need to be submitted, one to Graduate Admissions and Records (after final approval by your committee) and one to UVic DSpace. Correct submission of your thesis/dissertation is part of the requirements for graduation. Use the appropriate checklist (see Checklist for the Digital Submission of Your Thesis or Dissertation, *or* the Checklist for the Paper Submission of Your Thesis or Dissertation) to ensure your documents are ready for submission.

Once you have prepared your document for final submission, submit copies of **ONLY** your Title page and preliminary pages (as PDF), via email to ethesis@uvic.ca for review. If you are required to make correction to the format you will be instructed via email. If everything is correct you will receive an email confirmation.

Once you have received confirmation that all is correct, you should convert a final copy of the entire thesis/dissertation to PDF format. After your thesis/dissertation has been printed or burned to CD-ROM, double check that all pages are clearly produced and in consecutive order.

To complete your graduation requirements, submit one PDF copy of your thesis/dissertation to UVicDSpace (<http://gateway.uvic.ca/lib/dig/uvthesis/ProcSubmitDSpaceGrad.pdf>) and submit another PDF copy on CD-ROM or a print copy of your thesis/dissertation to the Graduate Admissions and Records Office.

If for some reason you are unable to submit your thesis/dissertation electronically to UVicDSpace, you may submit 2 PDF copies on separate CD-ROMs or 2 print copies to Graduate Admissions and Records.

It is vital that students submit the thesis/dissertation in person. If it is impossible for you to submit the final copies in person, please come to the Graduate Admissions and Records Office before your oral examination to sign the necessary forms, explain the circumstances and state how and when your final copies will be submitted. It is important to be aware that you are still personally responsible for delays resulting from someone else submitting your final copies of the thesis or dissertation. In some cases, problems may cause your graduation to be delayed. You should contact the Graduate Admissions and Records Office after you believe the thesis has been received to ensure that all is in order.

The Graduate Admissions and Records Office must also have received an email confirming that you have successfully uploaded your PDF copy into UVicDSpace.

Withholding Publication

Where it is desired to protect material pending patent application or where commercial publication is imminent, the thesis/dissertation can be withheld for a period of six months from the date of the oral examination (See sample Withholding Form). This can be renewed once only for a further six months.

If the thesis/dissertation is to be withheld from publication for a six-month period, it should be delivered **in person** to the Graduate Admissions and Records Office, along with a signed Withholding Form (sample in this booklet). The effective date of release should be given on both the Partial Copyright License and the "Non-Exclusive License to Reproduce Theses" form.

Things that can go wrong

In the past we have had students who were turned away from Graduate Admissions and Records because some simple things were missed. Please do a careful review of your document before you hand it in, even if you are in a rush to move on to your next life endeavor. It is much better to check rather than being told to take it away and correct the problem when you have a plane to catch.

Common reasons for documents not being accepted (in order of frequency):

1. Pages are not numbered correctly. (see Format section)
2. Missing signatures on appropriate forms, including all the necessary ones on the Approval of Thesis/Dissertation Submission Form (see Important Events; Thesis/Dissertation Approval form section)
3. Missing the two copyright licenses; University of Victoria Partial Copyright License or Non-Exclusive License to Reproduce Theses.
4. Missing pages (check that all required pages are there, and that no pages are missing)
5. Copyrighted material used without permission. (See Important Information; Inclusion of Copyrighted Material in Theses or Dissertations section)
6. Missing or improper international copyright notice (©) on the title page. (See Format; Title Page section)
7. Poor quality of illustrations, or photo reductions.

Related Information

Students approaching degree completion should review the University of Victoria Calendar entries entitled “Final Oral Examinations and Examining Committees” and “Degree Completion and Graduation”. There are several other documents related to the completion of degree requirements. They can be obtained at the Graduate Admissions and Records Office or from the following web pages.

These include:

- Spring Convocation Deadlines
<http://registrar.uvic.ca/grad/continuing/graduation/convocation/SpringConvocation.html>
- Fall Convocation Deadlines
<http://registrar.uvic.ca/grad/continuing/graduation/convocation/FallConvocation.html>
- Oral Examination Preparation, Alternatives and Guidelines
<http://web.uvic.ca/gradstudies/research/thesis.html#oral>
- Request for Oral Examination Form
<http://web.uvic.ca/gradstudies/research/pdf/student/oralreq.pdf>
- Application to graduate
<http://registrar.uvic.ca/grad/documents/ApplicationforGrad.pdf>
- Forms and publications
<http://registrar.uvic.ca/grad/continuing/forms/GraduateAdmissionsandRecords-Forms.html>

Graduate Admissions and Records
University of Victoria
PO Box 3025, STN CSC
Victoria, BC, V8W 3P2
<http://registrar.uvic.ca/grad>

For more information contact:
phone: (250) 721-8717
email: ethesis@uvic.ca
location: University Centre, 2nd floor, A255

SAMPLE MASTERS THESIS TITLE PAGE

Higher Education in Developing Nations

by

Daryl Kim Walden
B.A., University of Victoria, 1981

A Thesis Submitted in Partial Fulfillment of the
Requirements for the Degree of

MASTER OF ARTS

in the Department of Communication and Social Foundations

SAMPLE

© Daryl Kim Walden, 2000
University of Victoria

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SAMPLE DOCTORAL DISSERTATION TITLE PAGE

The Use of English for Higher Education in Developing Nations

by

Daryl Kim Walden
B.A., University of Waterloo, 1981
M.A., University of Victoria, 1989

A Dissertation Submitted in Partial Fulfillment of the
Requirements for the Degree of

DOCTOR OF PHILOSOPHY

in the Department of English

SAMPLE

© Daryl Kim Walden, 2000
University of Victoria

All rights reserved. This dissertation may not be reproduced in whole or in part, by photocopying or other means, without the permission of the author.

SAMPLE SUPERVISORY COMMITTEE

Higher Education in Developing Nations

By

Daryl Kim Walden
B.A., University of Victoria, 1981

Supervisory Committee

(Example) Dr. Bernice N.S. Tracey, Supervisor
(Department of English)

(Example) Dr. Laura M. Padovan, Co-Supervisor or Departmental Member
(Department of English)

(Example) Dr. Daphne C. Wiens, Departmental Member
(Department of English)

(Example) Dr. Daniel Scott, Outside Member
(School of Child & Youth Care)

(Example) Azam Zulfacar, Additional Member

Note: Type or print full names (first and last) and department, NO SIGNATURES

SAMPLE MASTERS ABSTRACT PAGE

Supervisory Committee

(Example) Dr. Bernice N.S. Tracey, Supervisor
(Department of English)

(Example) Dr. Laura M. Padovan, Co-Supervisor or Departmental Member
(Department of English)

(Example) Dr. Daphne C. Wiens, Departmental Member
(Department of English)

(Example) Dr. Daniel Scott, Outside Member
(School of Child & Youth Care)

(Example) Azam Zulfacar, Additional Member

SAMPLE
ABSTRACT

[The Abstract should not exceed 150 words. Texts exceeding this limit will be shortened for inclusion in *Masters Abstracts International*. Abstracts should be spaced at least 1.5. Include all pertinent place names and other proper nouns to assist in automated information retrieval. Do not include graphs, charts, tables or illustrations in your abstract.]

SAMPLE DOCTORAL ABSTRACT PAGE

Supervisory Committee

(Example) Dr. Bernice N.S. Tracey, Supervisor
(Department of English)

(Example) Dr. Laura M. Padovan, Co-Supervisor or Departmental Member
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SAMPLE
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