

Considerations for publication of UVic Master's Thesis and Doctoral Dissertation

As a condition of completing their degree graduate students must make their research results available to the public which is done by publishing their thesis or dissertation on UVicSpace. Most theses and dissertations are presented exclusively as text documents however students may want to include other types of content such as websites, podcasts, video files, interview transcripts, or creative works to name a few as part of their published thesis. It is important that students consult UVic Libraries early in their degree to ensure the content they intend to include is archivable. In anticipation of such requests the Faculty of Graduate Studies (FGS), together with UVic Libraries, compiled this information sheet for graduate students and supervisors considering the inclusion of content other than text documents.

As part of regular consultation with their academic supervisor students should discuss their plans to use content other than standard text in their thesis. They should investigate how the formats can be examined and archived at UVic and implications for publication in academic journals, articles etc. Students need to remember that a website, a video or other types of media content on its own is not a thesis or dissertation; it must include a title page, an abstract, introduction, conclusion and other critical analysis.

Questions about the use of culturally sensitive material should be addressed within the research ethics application students are required to complete. In addition to advice from their supervisor and research services, there are a number of research methodology courses students can take that provide instruction on conducting research within their discipline, and when working with cultural communities.

Students should carefully review their department handbook, the graduate calendar and the FGS website for information on steps to complete degree requirements including publication of their final thesis.

Students planning to use alternative media formats must consult UVic Libraries to confirm that their intended thesis can be archived. Email uvicspacehelp@uvic.ca for advice or a consultation, or complete and submit the form below.

Resources and contacts

Library Services – Contact the UVicSpace administrator for a discussion with archival and preservation questions via email at uvicspacehelp@uvic.ca

Students can visit <https://libguides.uvic.ca/uvicspace/> for information about using UVic's Learning and Research Repository

Speak to your departmental Graduate Advisor; you can find them using the [Graduate Student Program Advising](#) website

Helpful documents available on the Faculty of Graduate Studies website

[Oral Exam Guidelines](#)

[Supervision & Advising](#)

[Graduate Supervision Policy](#)

[Checklist for completing master's and PhD degree requirements](#)

[Thesis completion plan](#)



Use of alternative media in thesis or dissertation consultation form

Submit this form to uvicspacehelp@uvic.ca and copy fgscirc@uvic.ca well in advance of the completion of your degree if you plan to include alternative media as part of your thesis or dissertation. Your request will be reviewed to confirm that the media type is publishable. You may be contacted if additional information is required.

Student name		Student email	
Academic department		Degree level and program name	
Supervisor name		Co-supervisor name (if applicable)	
Date you expect to complete your degree (month & year)			
Describe the alternative media (e.g., website, podcasts, video, etc.) you intend to include in your thesis/dissertation and the file type (e.g., jpeg, png, html, pdf, etc.)			
Student and supervisor signatures: by signing you confirm that you have discussed and agreed upon the use of the proposed alternative media as part of the proposed thesis and dissertation			
Student signature:		Date:	
Supervisor signature:		Date:	
This form will be reviewed by the UVicSpace administrator and you will be notified via email if additional information is required or to confirm that your proposed media can be successfully archived in UVicSpace			