

Checklist for Submission of Master's Theses and Doctoral Dissertations to UVicSpace

Review and make corrections before submitting your thesis or dissertation to UVicSpace.

- Formatting guidelines:
 - <http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/scope/index.php>
- Thesis/Dissertation templates:
 - <http://www.uvic.ca/library/featured/collections/uvic/thesis/wordstart.php>
 - <http://www.uvic.ca/library/featured/collections/uvic/thesis/latex/latextemplates.php>

Submit your thesis or dissertation to UVicSpace.

- Register for [UVicSpace](#).
- After oral defense, once all revisions have been made and your committee has approved your thesis/dissertation, convert the final corrected document to PDF.
- Email your Graduate Admissions and Records clerk to request authorization to submit to UVic Space (if you don't know who your clerk is, ask your Graduate Secretary or email garo@uvic.ca).
- Name the final PDF file using the following convention:
Last name_First name_Degree name_Year of Copyright.pdf (eg. Smith_John_PhD_2010.pdf)
- If you intend to [withhold your thesis/dissertation](#), withholding must be approved by the Dean's Office **before** you upload your thesis/dissertation to [UVicSpace](#).
- Submit your thesis/dissertation to [UVicSpace](#). Please note that normally the thesis **may not be submitted more than once**, even to correct editorial errors.
- You will receive an auto-generated email informing you that your thesis/dissertation has been approved or rejected. If rejected, make the recommended changes and re-submit.
- Submit the appropriate forms to the Graduate Admissions and Records Office (preferably via email to your Graduate Admissions and Records clerk).

Submission Requirements

Application for Graduation
1 PDF submitted to UVicSpace
Thesis/Dissertation Approval Form
Approved Withholding Form (if applicable)
Letter of Recommendation (received from department)
Chair's Report (received from Dean's office)

Please ensure that all signed forms are submitted to the Graduate Admissions and Records Office in accordance with the [deadlines](#) set by the Registrar's Office.