

Student ETD Submission Steps  
 Checklist for Submission of Master's  
 Theses and Doctoral Dissertations  
 to UVicSpace  
 Apr 2013

Digital submission mandatory after May 1, 2011.

Review and make corrections before submitting your thesis or dissertation to UVicSpace  
 Some of the following specifications are already automatically applied if thesis template is used

MS Word template: <http://library.uvic.ca/site/lib/dig/uvthesis/wordstart.html>

LaTeX template: <http://library.uvic.ca/dig/uvthesis/Latex%20template/latextemplates.html>

- Student registers for UVicSpace
- After oral defense and all revisions have been made and Committee signed off, convert the entire final corrected thesis/dissertation to PDF e-portfolio
- Name the final PDF file in the following convention: Last name\_First name\_Degree name\_Year of Copyright.pdf  
 Eg. Smith\_John\_PhD\_2010.pdf OR Jones\_Emily\_MASc\_2010.pdf
- Student submits to the appropriate collection in UVicSpace, <https://dspace.library.uvic.ca:8443/> according to the following:
  - ETD (Restricted Theses UVic campus only). Restricted for one year, may be extended. ETDs submitted to this collection are viewable from a computer on campus.
  - ETD (Electronic Theses and Dissertations). Embargoed for one year, no one can view the ETD.
- If approved, the student will receive an auto-generated email that their thesis/dissertation has been approved. In one to two days their ETD will be archived in UVicSpace.
- Student hands in appropriate forms to Graduate Admissions and Records Office.

**Checklist**

<b>Thesis or Dissertation</b>	<b>Master's</b>	<b>Doctoral</b>
1 PDF submitted to UVicSpace	Yes	Yes
Thesis/Dissertation Approval Form	Yes	Yes
LAC Non-Exclusive License Form	Yes	Yes
Letter of Recommendation from Department	Yes	Yes
Final Approved CAPP	Yes	Yes
Approved Withholding Form (if applicable)	Yes	Yes

- Students must ensure all signed forms are submitted to Graduate Admissions and Records Office in order for their application for graduation to be processed.