

# OISE Thesis Guidelines

## Introduction

Graduate studies at OISE is allocated within Division II (Social Sciences) of the University's School of Graduate Studies (SGS). Graduate degrees are granted by the University of Toronto and their requirements derive from University of Toronto policy.:

A major requirement for the M.A., M.Ed. (Option III), Ph.D., or Ed.D. degree is the development and presentation of a thesis embodying the results of original investigation, conducted by the student, on an approved topic in their major subject. The thesis will constitute a contribution to the knowledge of the field and should be appropriate in scope and significance to the degree which the student is seeking.

This handbook includes information concerning the formal thesis requirements for graduate degrees in education. It is designed for use by both faculty and students. Responsibilities of faculty and students are outlined in each section of the guide. It is the student's responsibility, however, to see that all requirements and deadlines are met. This means taking the initiative in arranging meetings with the supervisor and Supervisory Committee members and confirming submission of all documentation.

The steps in the thesis process are outlined on the following pages. **Bold, bulleted items in the Table of Contents refer to forms which must be submitted to the Office of the Registrar and Student Services.** You may wish to check these off as you go through the process. Submitting all forms on time ensures that such matters as registration, required full-time study, fees assessment, scheduling of your Final Oral Examination and convocation will proceed without complications.

Keep deadlines in mind when planning the selection of your supervisor and committee. The first official notice of your topic which you must give to your department is on the [Thesis Supervision Approval Form](#), available on the ORSS website under Student Forms. Due dates are as follows:

- Ed.D., 2-year M.A. and M.Ed. students should submit the **Thesis Supervision Approval Form** by April 1 of the year following a year of required full-time study. If full-time study is not required and if you are studying part-time, it is due after the completion of 2/3 of your required coursework.
- Ph.D. students must have an approved thesis topic, supervisor/ Supervisory Committee, and submit the **Thesis Supervision Approval Form** by the end of the second year.

These are important deadlines and are designed to enable you to use your coursework and contacts in setting your thesis topic and forming your Supervisory Committee.

It is important to review guidelines at various stages of the process, in case of changes to regulations. If questions arise, please contact your departmental Liaison Officer or the Office of the Registrar and

Student Services. Useful information can also be found in the OISE Bulletin and the School of Graduate Studies Calendar.

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## **Section 1: Getting Started**

### **1.1: Selection/Definition of a Thesis Topic**

The range of research areas available to graduate students in education is vast—as indicated by the programs, fields, and course offerings within your department. Begin thinking about your thesis topic when you begin your studies here. Your faculty advisor can assist you in selecting courses and defining your thesis topic.

Coursework provides an excellent opportunity to get to know faculty and their areas of expertise, to define and refine your own areas of interest, and to discover research resources, approaches, and methods. You should select a tentative thesis topic or problem as soon as possible, and seek opinions regarding its suitability from your faculty advisor and other members of the faculty. An important consideration in the choice of topic is the availability of an appropriate supervisor within your department.

*OISE Education Commons-Library* has copies of all OISE theses up to June 2009. Any after that date are on <https://tspace.library.utoronto.ca/> Looking at some of these will give you an idea of the kind and scope of work that is done at OISE. M.A. and Ph.D. theses typically address the relationship between a theoretical framework and a body of empirical research; M.Ed. (Option III) and Ed.D. theses tend to focus on the application of theory and research to the study or change of professional concerns and practice. Theses vary, however, in many respects; for example, in the emphasis on empirical or theoretical considerations, the use of qualitative or quantitative data, the collection and use of original data, etc. These are issues to be discussed with your advisor and supervisor and, eventually, resolved with your Supervisory Committee.

*OISE Education Commons* complements your coursework at OISE by offering workshops that assist you with improving your library search skills, understanding of data analysis, e-thesis Submission, Online Teaching & Learning and much more. – see [http://www.oise.utoronto.ca/ec/Home/Workshops\\_Events/index.html](http://www.oise.utoronto.ca/ec/Home/Workshops_Events/index.html) for further information.

### **1.2: Selection of a Thesis Supervisor**

When you select a topic or a particular area for thesis research, your plans will normally be discussed with your faculty advisor for the purpose of determining a suitable thesis supervisor. Your supervisor will possibly be your faculty advisor but this is normally not required. A student must choose a thesis topic for which the department in which you are registered is able to provide adequate supervision. If this is not your faculty advisor, as a courtesy you should inform him/her. The faculty advisor at this stage can facilitate contact between the student and a possible research supervisor. The decision regarding thesis supervision must be by mutual consent between the student and the potential supervisor, and is subject to approval by your Department Chair.

### 1.3: Developing the Thesis Proposal

The thesis proposal is developed in consultation with a member of the faculty, typically your faculty advisor or a prospective supervisor. Most students write and revise several draft proposals as their thinking evolves and is shaped in interaction with faculty, peers, research, etc. Many departments also offer research seminars which are intended to contribute to this process.

Different departments and supervisors have different approaches to the development and approval of a thesis proposal. It is best to discuss this with your faculty advisor or thesis supervisor. Generally, a thesis proposal includes the following:

- (a) a clear statement of the problem addressed in the study, usually in the form of a question or questions;
- (b) a rationale or justification for the study, in terms of its implications for educational theory and/or practice, i.e., what will this study contribute to theoretical and/or practical knowledge in your field;
- (c) a critical review of relevant literature, to determine what is and is not known about your problem, what the outstanding issues are, and how your proposal fits with this larger context;
- (d) the assumptions which underlie your research and, where appropriate, the major hypotheses to be tested;
- (e) a description of the methodology and procedures which will be followed in your study and an explanation of their appropriateness to the questions being asked in your study;
- (f) a description of how you plan to analyze and interpret the data in your study. In some studies this may be subsumed under methodology and procedures;
- (g) a logical and clear plan for carrying out the project, including a tentative timetable.

**The proposal should leave the reader in no doubt as to what the author proposes to do and how.**

### 1.4: A Note about Appointment to the School of Graduate Studies (SGS)

OISE faculty members are, with few exceptions, members of the graduate faculty of the University of Toronto. Graduate faculty are classified as Full Members or Associate Members. The nature of the appointment may affect the eligibility of a faculty member to act as a thesis supervisor or voting member of a doctoral Final Oral Examination Committee. An Associate Member of the faculty:

#### **May:**

1. Serve as a Supervisor or member of a Master's Supervisory Committee.
2. Serve as a member of a Doctoral Supervisory Committee but not serve as the major Supervisor.

#### **May Not:**

1. Serve as a Supervisor of a doctoral thesis.
2. Serve as a member of a doctoral Final Oral Examination Committee unless approved to do so by the Chair of the Department.

Nominees to the Supervisory Committee who are graduate faculty members from other universities or persons not in an academic institution (e.g., someone from government or the field of professional practice, if that person's qualifications and expertise are particularly appropriate and equivalent to graduate faculty) must be approved by the Chair of the Department.

The following information is required for approval to be requested:

- (i) A detailed case from the thesis supervisor stating the reasons for nominating this person and how this person's area of expertise, research, and publications are related to the student's thesis. If the nominee is not a researcher with publications, then the case must clearly indicate what the contribution of the nominee will be to the development of the thesis.
- (ii) An up-to-date copy of the person's curriculum vitae indicating refereed publications.
- (iii) In the case of external (non-U of T) faculty on the committee, the issue of accessibility to the student must be addressed.

**NB:** No member of the Supervisory Committee may serve as an External Examiner/Appraiser at the doctoral Final Oral Examination.

### **1.5: Composition of the Supervisory Committee**

In putting together a Supervisory Committee, you might find it useful to discuss your topic and proposal with a number of potential committee members. Then, in consultation with your thesis supervisor, the other Supervisory Committee members can be selected. Thus, the committee selection process and the proposal development process tend to take place simultaneously.

A Supervisory Committee may include additional members beyond those required, but a small Supervisory Committee tends to work better than a large committee. You may consult with various faculty members or others on specific aspects of the thesis research without those persons being formally named to your committee.

Normally, Supervisory Committee members must be members of the graduate faculty of the University of Toronto. However, with the approval of the Chair of the Department, it is possible to appoint a graduate faculty member from another university, or a qualified professional with relevant credentials and expertise who is not employed in an academic institution. [See 1.4 above for details.](#)

#### ***1.5 a) M.A. and M.Ed. (Option III) Supervisory Committee***

Normally comprised of **two** graduate faculty members, including the thesis supervisor. The thesis supervisor must be a Full Member or Associate Member of the graduate faculty of the University of Toronto and must be from your home department.

#### ***1.5 b) Ph.D. and Ed.D. Supervisory Committee***

Normally comprised of three graduate faculty members, including the thesis supervisor who must be from your home department. The thesis supervisor must be a Full Member of the graduate faculty of the University of Toronto.

**NOTE:** Only three members of the Supervisory Committee may vote at a doctoral Final Oral Examination.

### **1.6: Official Formation of the Supervisory Committee**

Once the potential composition of the Supervisory Committee has been determined, the proposed members are approached by the thesis supervisor for their agreement. Upon achieving this, the committee is officially formed, its members listed on the **Thesis Supervision Approval Form**, and approved by the Chair of your home department. It is then submitted to your department. This form also includes the thesis title and signatures of all committee members. Additional materials must be submitted for any Supervisory Committee members requiring the approval of the Chair of the department (see [1.4 “A Note about Appointment to the School of Graduate Studies”](#)). (**Note:** The Thesis Supervision Approval Form is also to be used when making a change to the composition of your Committee or when changing your thesis title.)

The committee may then meet to approve the thesis proposal.

- [Thesis Supervision Approval Form](#)

### **1.7: Securing Approval of the Thesis Proposal**

Before you can proceed formally with your thesis research project, you must secure the official approval of your topic, title, and proposal from your Supervisory Committee. Procedures and practices regarding approval for thesis proposals vary from department to department. Some delegate the responsibility entirely to the Supervisory Committee; others require a formal proposal hearing to which faculty who are not members of the Supervisory Committee are invited to critique the proposal. You should learn about the procedures and practices in your home department as early as possible in your program.

The approved **Thesis Proposal Abstract Form** is submitted to the Office of the Registrar and Student Services when you have secured approval of your thesis proposal. This form includes a short description of the thesis project, which is kept on file in the OISE Education Commons-Library.

- [Thesis Proposal Abstract Form](#)

### **1.8: Ethical Review Procedures**

University-level review and approval of all student and faculty human subject, animal subject, and bio-hazard materials research is a requirement of the Federal Research Councils for all Canadian universities, according to the Tri Council Policy Statement. Information on research ethics is available at [www.research.utoronto.ca/ethics/](http://www.research.utoronto.ca/ethics/).

If your proposed research involves human subjects, animal subjects, or biohazard materials, you and your supervisor must submit a protocol for research ethics review. For forms and information regarding research ethics review, see [www.research.utoronto.ca/ethics/](http://www.research.utoronto.ca/ethics/). The Supervisory Committee must approve the thesis proposal *before* a protocol is submitted for ethics review, and the protocol must be approved by the relevant ethics committee *before* data collection begins.

## **Section 2: Preparing the Thesis**

### **2.1: Function of the Supervisory Committee**

Individual faculty members “supervise” in different ways. Most prefer to work one-on-one with their students on designing the study and on drafts of the thesis until they feel the drafts are solid enough to be seen and critiqued by other committee members. Some seek critical input from other committee members at earlier stages of the writing. You should feel free to seek advice, consultation, and criticism of your ideas, your proposal, and your thesis chapters from all committee members. While your supervisor and committee members (and other faculty) may have considerable input into the development of the project and may wish to steer it in different directions, the thesis project is **yours** and **you** must feel committed to it and be prepared to justify it.

The Supervisory Committee acts on behalf of OISE in:

- (a) giving formal approval of the thesis topic and proposal by signing the [Thesis Supervision Approval Form](#) and by reviewing the **Thesis Proposal Abstract Form**;
- (b) advising, guiding, and supervising the thesis work;
- (c) receiving progress reports and requiring necessary modifications;
- (d) arranging for a seminar presentation where required;
- (e) evaluating the final draft of an M.A. or M.Ed. (Option III) thesis;
- (f) recommending the readiness of a Ph.D. or Ed.D. thesis for the Final Oral Examination.

Your Supervisory Committee will help you to decide which research skills will be appropriate for your research, including language skills, knowledge of statistics, or technological ability.

Normally, your full committee meets in order to take formal action at points (a), (e), and (f) above.<sup>1</sup> Regular committee meetings or progress reports to committee members are recommended so as to enable committee members to monitor the progress of the thesis work.

## 2.2: The Thesis Document

These are the guidelines for the final copy of the thesis (see also Section 3.3). It is a good idea to use them for drafts as well – to be considerate of the committee and to save time formatting later on.

Consult with your supervisor about an academic style guide and use it consistently (Appendix A).

OISE formatting requirements overrule academic style guides (Appendix B). (Note: the sample title page at [www.sgs.utoronto.ca/informationfor/students/finish/final/thesisPrep.htm](http://www.sgs.utoronto.ca/informationfor/students/finish/final/thesisPrep.htm) is incorrect for OISE.)

### 2.2 b) Technical/Physical Requirements

**Spacing:** Must be at least one and a half spaces. Single spacing may be used only for long quote published source passages, footnotes, endnotes, references/bibliography and appendices. (NB: The Abstract must be double spaced.)

**Front Matter:** The completed thesis should have a title page, an abstract, and a complete table of contents, including lists of tables and figures; see Appendix B: Front Matter for wording and layout.

**Format/Layout: Font** – must be at least 10 point or 10-15 characters/inch, reading across the 8.5 inch (21.5 cm) dimension (portrait). You may use the smaller 10 point for graphs, tables, formulas, and appendices (avoid italics). Page Margin – minimums are at least 1.25 inches (32 mm) at the left side and 0.75 inch (20 mm) at the top, right, and bottom. Page Numbering – each and every page in the

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<sup>1</sup> This requirement may be waived by your thesis supervisor in exceptional instances: for example, when committee members are widely separated geographically. Such an arrangement must be mutually satisfactory to student and faculty.

thesis must be numbered in accordance with the OISE Guidelines. Page Orientation – portrait, reading across the 8.5 inch dimension. (See Appendix B)

**Academic Style Guide:** Consult your academic style guide for: headings, indents, the arrangement and numbering of lists, footnotes, endnotes, tables, figures, and references/bibliography, etc. Bibliographic references must be consistent with your style guide (Appendix A). Again, note that OISE formatting requirements overrule academic style guides (Appendix B).

### ***2.2 a) Use of French Language for Theses***

The thesis should normally be written in English but, on petition by the department in which the student is enrolled, French may be permitted.

When the Supervisory Committee is formed, the Chair of the department should submit a request seeking permission for the thesis to be written in French, including a rationale for the request and verification that all members of the Supervisory Committee have agreed that the thesis be written in French. If you have permission to submit a thesis in French, consult with the staff of the Centre for Franco-Ontarian Studies of OISE for recommendations regarding appropriate style guides and dictionaries.

### ***2.2 b) Non-Sexist Language***

Students are required to employ non-sexist language in their theses and other papers. For guidance:

American Psychological Association. *Publication Manual of the American Psychological Association. Guidelines for Non-Sexist Language*. 5th ed. Washington, D.C.: The Association, 2001.

Social Sciences and Humanities Research Council of Canada. *On the Treatment of the Sexes in Research*. Margrit Eichler and Jeanne Lapointe. 1985.

Marilyn Schwartz and the Task Force on Bias-Free Language of the Association of American University Presses. *Guidelines for Bias-Free Writing*. Indiana University Press, Bloomington, IN. 1995.

### ***2.2 c) Plagiarism***

Plagiarism is the academic offense of representing another person's work as one's own. Evidence of plagiarism is the inclusion of another's original ideas in your own work without properly identifying the material as derived from another's work and providing the appropriate citation.

The penalties for plagiarism are severe. If the person is a current student, the penalties may include dismissal from the University. If the person convicted of plagiarism is a graduate of the University and the plagiarism was contained in the academic work required for a degree, the University may take legal action against the graduate which may include revoking of the degree.

To avoid any possible misunderstanding, follow the rules concerning the use of quoted materials/copyright, review <http://www.sgs.utoronto.ca/currentstudents/Pages/Copyright.aspx>

## 2.2 d) Major Reasons for Rejecting a Thesis

Theses that do not conform to the guidelines will not be accepted by the School, and the student's graduation will be deferred. Theses have been rejected by the National Library for the following reasons:

- Presence of substantial copyrighted material that is not accompanied by a letter of authorization from the copyright owner
- Missing or incorrectly numbered pages.
- "Non-Exclusive License to Reproduce Theses Form" is missing, altered, unsigned, or signed by a person other than the author.

## 2.3: Off-Campus Research

If it is necessary for you to pursue full-time thesis research off-campus, you must make a formal request for permission to do so well before the expected date of departure. Request forms are available on [oise.utoronto.ca/orss/Student\\_Forms](http://oise.utoronto.ca/orss/Student_Forms) or from your department and should be returned to the Registrars' Office after completion. Please note that only in exceptional circumstances is permission granted for off-campus research during the required period of full-time, on-campus study.

[Master's Students Proceed to Section 3.1](#)

## 2.4: Doctoral Comprehensive Examination Requirements

All Ph.D. students at OISE, as well as Ed.D. students in some departments and programs must fulfill this requirement. Ed.D. students should inquire in your department.

**Procedures and schedules for Comprehensive Examinations vary from one department to another. Please consult your own department for details.**

Some general points:

1. Completion of the Comprehensive Examination is on a pass/fail basis. If a student fails the Comprehensive Examination on the first attempt, one additional attempt may be allowed and normally must be retaken within one year. The date for retaking the examination will be determined by the examination committee in consultation with the student taking the examination.
2. Appeals relative to comprehensive requirements are handled according to the University-wide appeals procedures currently in place (see the SGS Calendar).
3. Upon satisfactory completion of the Comprehensive Examination, the Chair of the department will forward the department's recommendation to the Office of the Registrar and Student Services.

## Section 3: Finishing Up

### 3.1: M.A. and M.Ed. (Option III) Students: Submission of Thesis

You must submit the thesis to your thesis supervisor and other committee member(s) for examination.

When all requirements for the degree have been met, including any changes or corrections required by your committee, your thesis supervisor will forward the “**Recommendation for Master’s Degree Form**” to the Office of the Registrar and Student Services. This must be done by September for conferral of the degree at the Fall Convocation ceremony; by January for conferral of the degree at the March Meeting of the Governing Council (in absentia); and by April for conferral of the degree at the Spring Convocation ceremony. For deadlines, see [www.oise.utoronto.ca/orss/Important\\_Dates.html](http://www.oise.utoronto.ca/orss/Important_Dates.html)

By the appropriate deadline you must electronically submit the final copy of your thesis to the School of Graduate Studies (see <https://www.sgs.utoronto.ca/academic-progress/program-completion/electronic-thesis-submission/> ).

You must also submit a “**Non-Exclusive License to Reproduce Theses Form**”. Which is part of the on-line submission

- Recommendation for Master’s Degree Form
- Non-Exclusive License to Reproduce Theses Form

[Master’s Students Proceed to Section 3.3](#)

### 3.2: Guidelines for Doctoral Final Oral Examinations

Once your thesis is in its final draft form, approved by the Supervisory Committee, the Final Oral Examination is scheduled.

[https://www.oise.utoronto.ca/orss/UserFiles/File/OISE\\_FOE\\_Guidelines\\_2019.pdf](https://www.oise.utoronto.ca/orss/UserFiles/File/OISE_FOE_Guidelines_2019.pdf)

### 3.3: Submission of Final Copy of Theses

#### Doctoral Theses

A final copy of the thesis is submitted after the Final Oral Examination, upon completion of any minor corrections or modifications as required by the Final Oral Examination Committee, and prior to recommendation for the degree.

You are required to submit the copy of your thesis electronically through the university’s T-Space (see <http://www.sgs.utoronto.ca/currentstudents/Pages/T-Space-Submission.aspx>).

You must submit the applicable forms and documents to the OISE Office of the Registrar and Student Services..

## Master's Theses

After any corrections required by your Supervisory Committee have been made, you must submit your thesis electronically through the university's T-Space (see <http://www.sgs.utoronto.ca/currentstudents/Pages/T-Space-Submission.aspx>).

You must submit the applicable forms and documents to the OISE Office of the Registrar and Student Services..

### **3.3 a) Abstract**

The final copy of the thesis must include an abstract. The same formatting as for the thesis should be used. See <http://www.sgs.utoronto.ca/currentstudents/Pages/Formatting.aspx>

### **3.3 b) Publication**

The School of Graduate Studies requires that every thesis be published as it is accepted. After degree conferral has taken place, the thesis will be made available on T-Space. It will also be forwarded, by the university, to Proquest and to the National Library of Canada, together with an agreement form signed by the author, authorizing the National Library to make copies available for sale on demand. The National Library will list the thesis in Canadiana as a publication of the National Library.

Publication satisfies the School of Graduate Studies publication requirement but does not preclude further publication of the thesis or any part of it in a journal or as a monograph. In this case, acknowledgements should be made that the work was originally part of a thesis at the University of Toronto.

### **3.3 c) Restricted Theses**

It is the intention of the University of Toronto that there be no restriction on the distribution and publication of theses. However, for reasons such as publication, you may, in consultation with the thesis supervisor and with the approval of the Chair of your department, postpone distribution and publication (but not by abstract) for a period up to 2 years from the date of acceptance of the thesis. If there is to be a date restriction on the release of your thesis, a completed Restrict Thesis Release Date form must be submitted to the OISE Office of the Registrar and Student Services and a copy submitted to SGS.

## **Appendix A:**

### **Thesis Preparation References**

For information about [Formatting](#), [T-Space Submission](#), Copyright, Forms and Checklists

see <http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>

**Appendix B:**

**Sample of Title Page Layout**  
(Note: Spacing is approximate)

(2" FROM TOP OF PAGE)

THESIS TITLE  
ADDITIONAL LINES IF NECESSARY

(1 1/2 ")

by

(1 1/2")

Jane Ann Doe

(2")

The title page of your thesis counts as roman numeral "i", but the page number does not show.

A thesis submitted in conformity with the requirements  
for the degree of (*state degree*)  
Graduate Department of (*state department*)  
Ontario Institute for Studies in Education  
University of Toronto

(1 1/4")

© Copyright by Jane Ann Doe (*state year of graduation*)  
(1 1/4" FROM BOTTOM OR PAGE)

**MAJOR TITLE OF YOUR THESIS**  
**SUBTITLE, IF ANY**  
**“Master” or “Doctor” of (state degree) (state year of graduation/convocation)**  
**Your Full Name**  
**Department of (state department name, omit OISE)**  
**University of Toronto**

**Abstract**

The text for your Abstract begins here (doctoral = 350 words, master’s = 150 words), double line (2.0) spacing. The page number is “ii” and positioned bottom centre. The heading information and the word ‘Abstract’ are not included in the word count. Symbols, as well as foreign words and phrases, must be clearly and accurately displayed. Do not include graphs, charts, tables, or illustrations in the Abstract.

**Thesis Abstract**

- Title Page is followed by Abstract which includes *some* title page information, as shown above
- Abstract is number “ii”, bottom centre
- Margin Minimums: Top, Bottom = 0.75”; Left = 1.25”; Right = 0.75”,      *Recommended: Top, Bottom = 1”; Left, Right = 1.25”*
- Font Size Minimum: 10 points or 10 to 15 characters per inch      *Recommended: Times New Roman 12 point*
- Line Spacing: The thesis Abstract must be double line (2.0) spaced, except for: published source block quotes (40 words or more), footnotes, endnotes, references/bibliography and appendices, which may use single line spacing

## **Appendix C:**

### **Doctoral Students and Their Supervisors**

1. Have you selected a research area which is compatible with the personnel resources of the department? Is your supervisor the best person to supervise your research? Is your Supervisory Committee composed of graduate faculty who are active in your field of research?
2. Do you fully understand the requirements of your doctoral program with regard to course load, comprehensive examination, thesis proposal, thesis document, and required timelines for completing each component of your degree? Are you aware of the expectations of your department/Supervisory Committee at each of these stages? Have you established a detailed timetable, one that is compatible with normal completion time of doctoral degrees? Are you meeting these deadlines?
3. Have you clearly defined your research topic? Are you aware of the possible limitations to your research? Can the research be completed within the timetable of your doctoral degree? Will your research make an original contribution to knowledge?
4. Are you maintaining regular contact with your supervisor and members of your Supervisory Committee? Are they aware of the progress you have made or difficulties you have encountered in your research? Do you submit an annual report on your progress to your committee for inclusion in the departmental files? Does this report list any deviations from your original timetable or research area?
5. Do you make and observe clearly stated arrangements for the submission and return of your own work?
6. Do you submit written drafts of your work at regular intervals for comment by the committee on your work?
7. If you are working towards a deadline, are you allowing sufficient time for your supervisor to read all parts of the thesis in the final form? The responsibility for proofreading the final clean copy is yours, and this reading, too, may take some time.
8. Are you responsive to the demands of your supervisor and Supervisory Committee?
9. Does your supervisor know how to reach you (email, telephone, mail, other) when you have to be off-campus for any significant period of time? Do you respond promptly to all communication received?
10. Are you making a concerted effort to present your research at conferences and publish material in appropriate refereed academic journals? Are you familiar with the research of leading scholars and aware of current developments in your field of research?

## Checklist for Supervisors

1. Are your research interests compatible? Are you going to be available for the period of the dissertation? If not, what arrangements have you made? Do you maintain regular contact with your student? Are you accessible and responsive to the student's needs? Are you providing guidance, assessing and supplying constructive responses to material submitted by the student? Do you provide feedback on written submissions within a reasonable time frame?
2. Are you aware of the requirements of the Ph.D. and Ed.D. programs: course load, comprehensive examinations, thesis proposal, and Ph.D. and Ed.D. thesis documents? Have you developed a suitable timetable with the student for the completion of all the requirements of his/her doctoral program?
3. Have you outlined to the student your expectations of the student at each stage of his/her doctoral program? Have you assisted the student in the selection of a research topic, which could feasibly be completed within the timetable of his/her doctoral program?
4. Do you keep records of the student's progress and of meetings? Do you meet annually with the other members of the Supervisory Committee to assess the progress of the student? Do you submit an annual report on the student's progress to the Chair/Graduate Coordinator for inclusion in the student's file?
5. Do you understand that feedback on draft chapters (or parts of chapters) should be provided within an agreed upon time, normally two weeks?
6. Do you arrange for supervision of the student during sabbaticals or periods of leave from the university? Do you provide forwarding addresses in order for the student to maintain contact?
7. Do you assist the student with applications for research scholarships? Do you encourage your student to present at conferences and to publish material in appropriate refereed academic journals? Have you introduced your student to members of the academic community involved in similar research areas both within and outside the University?

## Appendix D:

### Copyright Checklist

Confused? Confusion and uncertainty are endemic in copyright law. The object of this checklist is to help guide you in finding a clearer and more accurate trail of possible copyright owners.

Your thesis is fundamentally “academic” but once it is available on T-Space and published with the National Library and you make it available for sale, it takes on a different characteristic and you therefore need to exercise greater caution about copyright.

**The best way to address “fair use” of material in your thesis is by evaluating the following five factors where copyright infringement occurs:**

- [ ] Does your thesis contain multi-authored papers or co-authored chapters with you as the primary author?
- [ ] Has any chapter in your thesis been previously published as a paper in a journal?
- [ ] Does your thesis (appendices and chapters) contain questionnaires, maps, published tests, surveys, graphs, illustrations or pictures in the form in which they were originally published elsewhere?
- [ ] Does your thesis contain any quotations from pre-existing materials that extend for more than one page?
- [ ] Does your thesis contain reproductions of complete poems or off-prints of journal articles, even if the work is short?

*If you have answered yes to any of the above, then you must obtain written authorization to produce the material from the copyright owner (e.g., journal publisher and/or co-authors).*

*In some cases you may have included names of others at the beginning of a chapter not because they are co-authors, but because they were collaborators in the research work. In this case, please write a note to this effect and submit it to the OISE Office of the Registrar and Student Services..*

See [Copyright information](#).

## Appendix E:

### Author Checklist for Thesis

#### 1. QUALITY CHECK OF THE THESIS

- Have you checked that all pages are correctly numbered?
- Are all charts, graphs, and other special illustrative materials legible in the manuscript?

#### 2. TITLE PAGE

- Does the full thesis title appear on the title page?
- Does your full name appear on the title page?
- Does the following sentence, “A thesis submitted in conformity with the requirements for the degree of (*state full name of degree*), Graduate Department of (*state name of your department*), Ontario Institute for Studies in Education, University of Toronto” appear on the title page?
- Does the copyright symbol and copyright text appear on the title page?

#### 3. ABSTRACT

- Does the thesis Abstract adhere to the maximum word length of 350/150 words (doctoral/master’s)?
- Does the thesis title, degree and year of convocation, full name, name of graduate department, and name of university appear on the top of the Abstract?
- Is the thesis Abstract double line (2.0) spacing?

#### 4. PREVIOUSLY COPYRIGHTED MATERIAL

- Are permission letters for previously copyrighted material included and acknowledged in the copies?

#### 5. FORMS

- Have you submitted a signed Non-Exclusive License to Reproduce Theses form?
- If there is a date restriction on the release of your thesis, have you submitted a signed Restrict Thesis Release Date form?

## Appendix F:

### Electronic Thesis Submission

Electronic Theses and Dissertations (ETDs) are theses or dissertations prepared using PDF software. ETDs can contain non-text elements such as multimedia, sound, video, as well as text and hypertext links. ETDs are housed in T-Space, the U of T digital library repository designed to capture, store, index, preserve, and redistribute scholarly research material in digital formats. Scholars world wide are able to use T-Space to search, locate and download U of T ETDs.

For further information and assistance, see:

<http://www.sgs.utoronto.ca/currentstudents/Pages/T-Space-Submission.aspx>

T-Space: <https://tspace.library.utoronto.ca/mydSPACE>

Note that your authorization to submit to the SGS Theses collection of T-Space ends with approval of your ETD. However, you may continue as a T-Space user to access any of the collections, including the Theses collection. You are also welcome to register with T-Space to be a contributor to other collections.

**Reminder:** you must submit the following to the OISE Office of the Registrar and Student Services and SGS:

- Restrict Thesis Release Date form dated and signed by the Chair of your department if you intend to put an embargo on the release date of your ETD.
- Master's students only: a Recommendation for Master's Degree Form from your Thesis Committee
- Doctoral students only: written confirmation (letter or email) from your supervisor (for minor corrections) or the convenor of your modification committee (for minor modifications), that your thesis is in final form and approved

Revised: November 2019