Thesis Preparation Guide

Thesis Office

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Introduction

This document outlines the steps in the thesis examination process and provides guidelines for the formatting and presentation of theses, as stipulated by the School of Graduate Studies. Students should work closely with their supervisor and supervisory committee to ensure that the content and presentation of the thesis meets the norms and practices of their discipline. Further information on submission dates, degree requirements can be found on the Graduate Studies website at: https://www.concordia.ca/gradstudies/students/thesis-based/process.html

Students may also consult the Thesis Office at any stage in the preparation of their thesis.

Foreword

The primary goal of Concordia University is the creation, critical examination, and dissemination of knowledge. Graduate students play a central role in achieving this mandate by carrying out and reporting on their research. At the graduate level, research and creation are expected to broaden the knowledge horizon. The successful completion of a Master's or PhD degree confirms that the graduate has achieved professional standards as a researcher in their disciplines.

The thesis is the final report on a comprehensive research project and is the central component to completing the degree requirements. The thesis must demonstrate a mastery of the existing body of knowledge while also expanding the body of knowledge on the subject. To accomplish this, all parts of the thesis must be organized and presented in a cohesive structure that follows a logical progression.

To complete the degree requirements, theses are subjected to an examination by a committee of experts according to the highest scholarly standards. Once the thesis is accepted, students are expected to make their finalized thesis available publicly. At Concordia, these are disseminated to the public on Spectrum, the Concordia University Research Repository.

Spectrum is indexed by major search engines, which make all theses readily accessible and available on-line to the public. Students are also encouraged to make their work available through the normal means of publication in their discipline, such as journal articles, exhibitions, books, etc. Where necessary, dissemination of the thesis through Spectrum can be deferred to allow the student sufficient time to publish their work.

Roles for the School of Graduate Studies, Program Directors, Committees, Thesis Supervisors and Students

Dean of Graduate Studies

- Is responsible for the creation and implementation of the policies and regulations concerning thesis examinations and the approval of degree candidates as established by the Council of the School of Graduate Studies.
- Acts as final arbiter in conflicts arising from the interpretation of thesis and graduate regulations.
- Has the authority to bring before the Council of the School of Graduate Studies any matter that may affect the acceptance of the thesis or the conferral of the degree.

School of Graduate Studies

- Provide counsel on all aspects of the program and any conflict situations that may arise.
- Follow the progress of students and stays informed of the student's research activities (annual online progress report).
- Oversees the thesis examination process and may attend any of the proceedings.
- Oversees the reporting of the thesis grades.

Graduate Program Director

- The Graduate Program Director is the official representative of the department to its graduate students. The Director oversees all graduate students enrolled in the program and serves as the chief liaison with the School of Graduate Studies, including all matters pertaining to the thesis.
- The Director ensures that the student is aware of all program requirements, degree regulations and general regulations of the department.
- The Director is also responsible for keeping the School of Graduate Studies (Thesis Office) informed of thesis examination-related issues (scheduling, changes, cancellations, etc.).

- The Graduate Program Director and the Dean of Graduate Studies may be required to arbitrate in a case where the student and supervisor cannot reach an agreement on the readiness of the thesis for submission.

Examining Committee Chair

- The Chair for doctoral oral defences is considered a delegate of the Dean of Graduate Studies and acts on the Dean's behalf at the examination.
- The Chair governs the proceedings of the Examination Committee to insure that all materials presented by the student for examination are evaluated.
- In conjunction with the Thesis Office, the Chair is responsible for organizing and overseeing the thesis oral examination.
- The Chair's formal duties begin with the receipt of the Examiners' reports and end with the approval for final submission of the thesis or the report of a rejected thesis.
- The Chair has the responsibility to act in a manner that conforms to basic principles of natural justice, academic integrity, and professionalism, as well as to manage conflict situations that may arise during the examination of the thesis.

Examining Committee

- The Examining Committee examines all materials presented by the student for examination.
- The examination process begins with the formal submission of the thesis and culminates with the completion of the thesis evaluation.
- The Examining Committee is responsible for providing written evaluation of the material.
- Examining Committee members absent from a doctoral oral defence are still required to provide an evaluation of the thesis and questions for the candidate.
- The Examining Committee members have the responsibility to act in a manner that conforms to basic principles of natural justice, academic integrity and professionalism and to manage conflict situations that may arise during the examination of the thesis.

Thesis Supervisors

- Supervisors oversee the research undertakings of graduate students in a manner generally set out through the practices and traditions of their disciplines and academic departments.
- Supervisors must discuss with students the general nature of their working relationship

early in the developmental stages of their collaboration to ensure mutually compatible expectations.

- Supervisors oversee and guide the student in the creation of the thesis, as well as monitor and evaluate progress towards the degree.
- Supervisors evaluate that research contributions of all relevant individuals are appropriately credited the Contribution of Authors sections of the student's thesis.
- Supervisors evaluate thesis for approval of examination before the formal submission to the Thesis Office.
- Supervisors ensure that students conduct their research in a manner that is ethical, effective, safe, and productive.
- Supervisors must be available to students on a reasonable basis for consultation and discussion of academic progress.
- Supervisors must provide timely comments on written material submitted by students, including their opinion on the advisability of submitting theses for examination.
- Supervisors must inform the Thesis Office of any and all contractual obligations associated with the thesis, i.e., provide a copy of Non-Disclosure Agreement (NDA) forms, etc.
- Supervisors shall fully inform the student of any and all contractual obligations as they may pertain to the student, which may affect the public defence and/or publication of the thesis. The supervisor shall also be aware that contractual and/or legal obligations may necessitate that all participants in a thesis defence sign an undertaking of confidentiality.
- The supervisor has the responsibility to act in a manner that conforms to basic principles of natural justice, academic integrity, and professionalism and to manage in a similar manner conflict situations that may arise in the relationship with the student.

Thesis Supervisory Committees

- The Thesis Supervisory Committee is a committee approved by the program that assists the supervisor in overseeing and monitoring the student's progress towards their degree.
- Roles vary from discipline to discipline, however, in general, committee members provide comments on submitted material and ongoing progress in thesis research.
- Although students have the right to submit material for examination without approval of the principal supervisor or committee members, the committee must ensure that the student receives their assessment of the readiness of the work for examination.
- The committee members have the responsibility to act in a manner that conforms to basic principles of natural justice, academic integrity, and professionalism and to manage in a similar manner conflict situations that may arise in the relationship with the student and the supervisor.

Graduate Students

- Students must inform themselves concerning regulations and standards as specified in the Graduate Calendar and in the relevant documents produced by the program offering the degree and by the School of Graduate Studies.
- Students must consult, and have agreement, with their supervisor on the thesis style before beginning work on the general format (chapter-based, manuscript-based, etc.) of their thesis.
- Students must submit theses or draft publication materials to supervisors for comment and/or feedback before submission for final examination or publication.
- Students must keep their supervisory committee and the School of Graduate Studies informed of their progress towards their degree by completing annual progress reports.
- Although it is not recommended, the student maintains the right to defend their thesis without the supervisor's approval.
- Students have the responsibility to act in a manner that conforms to basic principles of natural justice, academic integrity, and professionalism in their relationships with their program director, supervisor, supervisory committee, and Examination Committee members.
- Students must ensure that research contributions of all relevant individuals are appropriately credited in the Contribution of Authors section of their thesis.
- Students are expected to make themselves aware of regulations on proper citation, including copyright and intellectual property regulations, in all written work to avoid misrepresenting the work of another as their own work, which will result in a charge of plagiarism as per the Academic Code of Conduct.
- Students are required to deposit the final digital submission of their thesis in Spectrum, Concordia University's Research Repository, according to the guidelines and instructions posted on the Spectrum website.
- Students have the responsibility to act ethically in all aspects of their academic life. This includes, but is not limited to, ensuring that if humans, animals, or the environment are impacted by their work that the appropriate ethical approvals have been obtained prior to engaging in any research activity. Ethical behaviour also includes avoiding conflicts of interest or perceived conflicts of interest, see Research Ethics Unit (Office of Research).

Thesis Styles

A thesis may be formatted as a Chapter-based thesis, a Research-Creation thesis, or a Manuscript-based thesis. Other formats may be acceptable upon approval. There is no university level regulation for the length of any thesis, but programs may set limits, and in all cases, the thesis should address its subject and its stated problem in a substantive manner. Students must consult their supervisor and program for the expectations as to general structure and length in their disciplines. In all cases, the thesis must conform to the accepted scholarly practices of the discipline in which it is presented.

The thesis is traditionally a written document, but all theses may include non-textual material to supplement or illustrate aspects of the student's work. Non-textual material to be included in the thesis must be in a recorded format and submitted with the text document for examination. Non- recorded materials are not part of the thesis but may be included as part of a thesis examination as appropriate. Also, students may re-present performative thesis materials at the examination when appropriate. The Supervisor can provide guidance on how to include these materials in the thesis, keeping in mind that the thesis and non-textual material must both conform to the university's regulations and the accepted scholarly practices of the student's discipline.

Chapter-based Thesis

A conventional thesis is structured in a chapter-based format. Conceptually, the thesis begins by establishing a knowledge context and framework for a problem. It then poses a significant problem expressed most often in the format of a research question, i.e., hypothesis that may be further broken down into sub-questions. This is normally followed by a presentation of the methodological approach to the question(s). This is then followed by material that systematically addresses well-defined parts of the overall thesis problem through analysis. The thesis then finishes by drawing together the results of the thesis materials into a conclusion and a statement of future directions.

Chapter-based Thesis Structure

While there are many variations on the conventional chapter-based thesis, they all begin with the required front matter (title page, signature page, abstract, etc.). The body of the thesis is structured with an introduction, review of the current state of knowledge/literature (sometimes this is combined into the chapters), and an overall problem statement that is usually then broken into smaller problems. This is then followed by the individual chapters, which describe

the methodology and address the overall problem or sub-problems. Each chapter should be comprehensive and logical with a clear connection to the preceding and following chapters. The body of the thesis then ends with an overall conclusions chapter, which may include future directions; or the future directions may be a separate chapter. The thesis is then completed with endnotes (where applicable), the bibliography, or references and appendices. Some disciplines use footnotes and do not require a separate bibliography/reference section.

Research-Creation Theses

The Research-Creation thesis comprises two synthesized components: a creative production component, which may be presented in a variety of media, communicative, or performative platforms; and a written component. The written component's length is dictated by the project and varies according to the discipline. The creative production component will usually constitute an integral part of the research-creation itself, while the written component contextualizes and expands on its significance in the discipline. The written component, like the conventional research thesis, should demonstrate substantial knowledge of the relevant scholarly literature, consider methodological issues, and present a contribution to knowledge. In addition, it must demonstrate knowledge of prevailing practices and precedents in the practical field of activity in which the creative production component situates itself, and may reflect on the production process. The student must provide durable audio-visual or digital documentation of the production component in a standard format available for the examination and final deposit on Spectrum along with the written component. Programs may also require a high fidelity copy for archiving in the home department in a way that makes it available for public consultation. Students may also want to re-present their creation, or a portion of their creation, at the defence so that the Examination Committee can have the full benefit of the work as they evaluate the defence. Students may also use the occasion of the defence to present their work to a wider public audience. Normally, this presentation comes after the defence, in which case it plays no role in the evaluation of the thesis or defence.

Manuscript-Based Thesis

As an alternative to the chapter-based thesis format, a thesis can include a collection of one or more manuscripts. These may include articles or papers that are published, submitted for publication, or in preparation. It is critical that all components of the thesis are structured in a logical order with an appropriate framework for reporting on a coherent program of graduate research.

Manuscript-based Thesis Structure

The manuscript-based thesis must include all of the necessary elements described in the Sequence of Contents. There must be a general introduction which clearly states the rationale and objectives of the research and the thesis project(s), and a comprehensive review of the literature that frames the thesis research area. This general introduction is in addition to the introduction to each chapter/manuscript and will have some overlap in content. The summary, conclusions, and future directions must also address the entire contents of the thesis.

A manuscript-based thesis is more than a collection of manuscripts. As manuscripts for publication are frequently very concise documents, additional material, where appropriate, must be provided in sufficient detail to allow a clear and precise judgment to be made concerning the importance and originality of the research reported in the thesis, i.e., in appendices or in the bridging text. In order to ensure that the thesis is coherent, connecting texts, such as forewords and/or postscripts, may provide expository transitions between the different papers, as needed. Not all chapters in a manuscript-based thesis need to be manuscripts; some chapters may be conventional chapters, provided that the overall thesis proceeds in a coherent manner.

For works that are already published, the student must present the contents of the publications formatted according to the requirements set out in this guide. Normally, the student is expected to present the published article in its entirety. However, in some cases, a subset of the published work may be appropriate. The student must explain in the thesis why significant portions of the published work are omitted. Where appropriate, the published abstract may be omitted, or incorporated into bridging text, if it improves the flow of the thesis. Acknowledgements (to funding agencies for example) should be removed from the chapter and consolidated with the general acknowledgements. Supplementary materials to the publication can be included in the thesis as transitional material, a separate chapter, or as an appendix. In all cases, the thesis text must be coherent and proceed in a logical order. Published works are often copyrighted by the publisher and may require permission for use, even by the authors, in the thesis. See Copyright Regulations. There must be a single comprehensive referencing style used throughout the entire thesis. Usually, this is a single bibliography, or list of all references, collected at the end of the thesis; however, some disciplines utilize footnotes. Bibliographies or reference lists should not appear at the ends of any of the manuscripts/chapters. See below when inclusion of co-authored works in a thesis are included in a thesis.

Copyright Regulations

As in all Canadian universities, members of the Concordia community are users of copyrighted materials and, as such, are subject to copyright legislation.

The Copyright Guide for Thesis Preparation, written by Concordia Libraries, is available on the Library website.

Inclusion of co-authored works in a thesis

Since the task of the examiners is made more difficult when co-authored work forms part of the thesis, the candidate must clearly specify the contributions of all the authors of the co- authored works. Therefore, when co-authored works are included in a thesis (e.g., journal articles, book chapters, collaborative works, compositions, etc.), whether published or not; the candidate is required to make an explicit statement in the thesis as to who contributed to such work and to what extent. This statement must appear in a single section entitled "Contribution of Authors" as a preface to the thesis. The supervisor must attest to the accuracy of this statement at the defence. Co-authors, except for the supervisor(s), cannot be part of the Examination Committee. The student must be aware that the publisher often holds copyright over published works even when the student is an author.

Inclusion of copyright material in a thesis

When previously published copyright material is presented in a thesis, the candidate must obtain, if necessary, signed waivers from the copyright owners and, where appropriate, co- authors. Such waivers must be submitted to the Thesis Office together with the final deposit. Reprints of published papers are not normally required but can be included in the appendices at the end of the thesis if it is deemed to be necessary. If the Examination Committee feels that the thesis has major omissions with regard to the above co-authorship or copyright guidelines, the thesis may be rejected, and the candidate may be required to resubmit an amended version of the thesis.

Format Guidelines for All Theses

Technical Regulations for Initial Submission

Page Format

The thesis must be on letter-sized pages, 8.5 x 11 inches. It can be single spaced, in a standard font (preferably Times New Roman size 12, but Arial size 11 or similar fonts are acceptable), with a 1.0-inch (2.5 cm) margin all around. Please note that charts, tables, figures, appendices, references, and all other pages must conform to the required technical regulations.

Page Numbering

Pages must be numbered consecutively, as must be chapters, sections, etc., in accordance with the above-mentioned style manuals, or according to standard conventions used in technical work. Consistency in numbering must be maintained throughout the work (including appendices). All pages between the Abstract (inclusive) and Chapter One (exclusive) must be numbered with roman numerals starting with the Abstract as page iii. The text of the thesis (Introduction) must begin with page 1 (Arabic numerals).

Nonstandard Theses and Thesis Components

If students find it necessary to depart from the forms described in the above-mentioned styles, the format used must conform to standard usage in their field and be acceptable to the supervisor and the Thesis Office. Students should seek and obtain written approval for non-standard thesis formats from the Thesis Office prior to beginning work on the thesis.

Examination of the Thesis – Printed Copies

Some examiners may request printed copies for examination. In all cases, it is the student's responsibility to provide printed copied of their thesis as appropriate.

Non-Text Materials

All theses may include non-textual material to supplement or illustrate aspects of the student's work. The Supervisor can provide guidance on how to incorporate these materials into the thesis. The content must conform to standard usage in the field, and be in a digital format and submitted with the text document for examination. The student must, where possible, produce the material in a format that can be deposited into Spectrum. If the student cannot format the material for deposit in Spectrum, or a high- fidelity copy is available, a copy must be deposited with the Thesis Office in a DVD/media format for deposit in the library. Examples of non-text materials include, but are not limited to: recordings of music and other performative materials, genomic database files, video clips of simulation runs, recordings of experimental results, walk-throughs of building/architecture, etc.

Non-Text Materials (for Research-creations theses)

Students are strongly encouraged to record or otherwise capture important performative materials in the thesis, as the primary purpose of the thesis is to represent the student's work. Non-recorded materials are not part of the thesis but may be included as part of the defence. Also, students may re-present performative thesis materials at the examination when appropriate.

Titling video (and other multimedia) files for Spectrum

It is possible to incorporate multimedia materials into the thesis; however, the relevance of the materials must be established, and they must be clearly documented. All multimedia materials require opening titles/credits, which minimally include the title of the video/audio recording and a statement that this recording is a component of a Concordia University thesis titled: *Thesis Title* submitted by *Author, Year*.

The student may also wish to include additional information in the recording (preceding and/or following) that places the work into context, acknowledges contributions by others, etc. The student must also create a copyright and a licensing declaration for the recording, keeping in mind the Copyright Act and the University's Policy on Intellectual Property.

The opening title and closing credits must play for a period sufficiently long to allow the listener/viewer to understand the entire title/credits. Material such as databases, computer codes, etc., should also adhere to the principles described above by having very clear documentation, including:

a. The title of the material
b. A statement that the material isa component of a Concordia University thesis, titled: *Thesis Title* submitted by *Author, Year*.

Use of Research Output

In most disciplines the student's research is made possible by, and carried-out within, the university's infrastructure. The supervisor may also play a pivotal role by defining the research problem and, thus, framing, developing, and directing the research. As a result, both the student and/or the university may have an interest in the research output. Use of the research output is subject to the University's Policy on Intellectual Property.

Students are not entitled to exploit this intellectual property without cooperating with the university to determine how the intellectual property is to be shared and credited. If a student intends to use the research output they should contact the Office of Research in order to guide their use and dissemination of the research.

The student holds copyright over the thesis and provides a limited licence to the university to make the thesis widely available to the public. To enable development of the Intellectual Property, the release of the thesis to the public via Spectrum can be deferred with an approved embargo.

Scholarly Conventions

The thesis is a product of the student's work but will likely include references and quotations from the works of other authors and scholars. It is required to cite any material from other sources in accordance with the conventions governing the presentation and citation of scholarly work. The Library has useful Citation and Style Guides**.**

Students should consult their supervisor as to the appropriate citation style and practice in their discipline. Some suggestions to facilitate writing a thesis would include reading a thesis in the discipline. Students are encouraged to speak to their supervisor (and committee) for advice.

Co-curricular professional development program

The School of Graduate Studies offers training and support to help students with planning and writing their thesis. Information on workshops and events for students to register and attend are available through the GradProSkills program.

Inter-university degrees

Co-tutelle Doctoral

Based on the agreement, a student may defend at Concordia University or the French university and must satisfy the thesis requirements/guidelines of both universities.

ALGANT

Based on the ALGANT agreement, a student defends at one of the consortium institutions and must satisfy the thesis requirements/guidelines of Concordia University.

Joint PhD Programs

Students in the PhD programs must adhere to the thesis requirements and guidelines at Concordia. For these Joint PhD programs, the student must submit an abstract in English and French. For inter-university categories listed above, submitted theses at both institutions must include the same components.

Sequence of Contents

Title Page

A standard title page is required for all theses. The title page has no page number.

Signature Page

The signature page has no page number. A **blank copy** of the signature page (with examiners' names and titles) must be included in the **final electronic** thesis for deposit on Spectrum.

Master's students must verify the signature page for format and accuracy with their graduate program assistant. Doctoral students' signature pages are prepared by the Thesis Office and provided to the Chair of the defence for signature at the defence. The Thesis Office will provide a blank copy to the student for inclusion in the thesis upon request.

Abstract

The page must be numbered page iii. Each Master's thesis must include an abstract with the thesis title, the author's name, and a text not exceeding 250 words.

Each PhD thesis must include an abstract with the title of the thesis, the name of author, the degree sought, 'Concordia University,' the year in which the degree is to be granted, and a text not exceeding 350 words.

Acknowledgements or Dedication

This page must follow the Abstract and numbered in roman numerals. Normally an Acknowledgement or Dedication is included to recognize the help, assistance and support that students have received.

Contribution of Authors

This page must follow the Acknowledgements and numbered in roman numerals.

Table of Contents

This page must be numbered in roman numerals and include all headings after the Table of Contents.

Submission Deadlines for All Theses

A thesis may be submitted at any time. However, the following deadlines must be respected if students expect to graduate at a specific convocation. It is always advisable to submit **before** the deadlines to allow sufficient time for examiners to evaluate the thesis prior to defence (See Table 1 below).

Table 1: Thesis Submission Deadlines

Completion of Studies (Master's and Doctoral)	Apply to graduate	Final thesis submission	Convocation ceremony
Summer Term*	May 1 - July 1	September 1	Fall
Fall term	September 1 - November 1	January 2	Spring
Winter term	January 1 - March 1	May 1	Spring

***The Faculty of Fine Arts ceremonies are held once per year at the spring convocation. Students who apply to graduate by the deadline will receive an email once convocation registration opens.**

Students must apply to graduate in addition to submitting their thesis in order to graduate.

Forms are available through the student hub portal, My Student Centre.

Thesis Process: Master's Route

The Master's thesis process normally consists of three or four components:

1. The initial Master's submission
2. The examination of the Master's thesis
3. The defence* (oral presentation and questioning) of the candidate
4. The final submission

*An oral defence of a Master's thesis is not required by the School of Graduate Studies. Some graduate programs may elect to have an oral defence as part of the Master's thesis examination process. Please see individual program entries in the Graduate Calendar for more details.

The student must submit an electronic copy of their thesis to their Graduate Program Assistants for distribution to the Examining Committee. A Master's thesis should generally be submitted **no fewer than two and no more than five weeks** before the Examining Committee is required to evaluate the thesis.

Please check with your graduate program as there may be additional program-specific regulations related to submission and evaluation of the Master's thesis. Once an external examiner has been approved, there can be no communication between the external and the candidate until the defence is over.

Thesis Process: Doctoral Route

The Doctoral process consists of five components:

1. The initial doctoral submission
2. The examination of the doctoral thesis
3. The oral presentation
4. The questioning of the PhD candidate
5. The final submission

The candidate makes formal submission of the thesis to the Thesis Office. At this stage, the thesis must be in its final version and ready for defence. The examination date must be set **a minimum of 6 weeks** (not including University closure) from receipt of the thesis as well as the Doctoral Thesis Examining Committee Form. In the case of the Gina Cody School of Engineering and Computer Science, approval by the Associate Dean of the candidate's faculty is required.

The following documents are required for a complete initial submission:

- Doctoral Thesis Examining Committee Form
- Electronic copy of thesis **in PDF/A** (archival PDF format)
- Abstract (Word document)
- A copy of the candidate's up-to-date CV
- A copy of the external examiner's up-to-date CV

Once the thesis has been submitted, the formal thesis examination process has begun. Candidates will receive an email with a checklist advising them of corrections, if any, required to their PDF/A formatted thesis. The Thesis Office will distribute the thesis to the Examination Committee.

Decision for Master's and Doctoral Theses

For Master's theses, the decision is reported on the Master's Examining Committee Report and sent to the Thesis Office. For PhD theses, the decision is reported on the Doctoral Thesis Examination - Examining Committee Report.

Decision Impasse

If the Examining Committee for a Master's thesis is unable to reach a decision concerning the thesis, it is the responsibility of the Graduate Program Director to resolve the impasse. For a PhD thesis, please see Thesis Regulations in the Graduate Calendar for more details.

Final Submission

Students must submit the final version of the thesis electronically using Spectrum, Concordia University's Research Repository by May 1 for the Winter term, or by September 1 for Summer term, or by January 2 for the Winter term. Students are encouraged to submit before the due date in order to have sufficient time to overcome any difficulties and facilitate graduation.

The final version must contain all revisions required by the Examining Committee and all formatting revisions required by the Thesis Office. The electronic submission must be in **PDF/A** format (archival PDF). A guide to preparing your thesis for deposit in Spectrum can be found here.

To deposit the thesis, students must log on to Spectrum using their Concordia Netname and password, and follow the instructions using the **HELP** button. They will be provided with detailed instructions.

At the time of depositing the thesis into Spectrum, students are asked to acknowledge and agree to Spectrum Concordia University Research Repository's Thesis Non-Exclusive Licence. This licence stipulates that the student owns the copyright to the thesis. By agreeing to this licence, Concordia University and Library and Archives Canada (through participation in the Theses Canada Program) will preserve and make the thesis **widely** available, usually via the Internet and other searchable databases. Theses in Spectrum are electronically harvested and made available by Library and Archives Canada once the thesis is authorized to be made publicly available. Students may request a deferment on the publication of their thesis. Upon final submission of their thesis, the student shall be deemed to have granted the University a non-exclusive, royalty free licence to reproduce, archive, preserve, conserve, communicate to the public by telecommunication or on the internet, loan, and distribute the thesis worldwide for non-commercial purposes, in any format. Please refer to the University's Policy on Intellectual Property.

The student's program or department is responsible for ensuring that the Evaluation Forms are forwarded to the Thesis Office by the above dates. The Office of the Registrar is notified by the Thesis Office that the student has completed all thesis requirements for the degree in order to be processed for graduation.

Once the final submission of the thesis has been made, GSST renders a decision on whether the student has fulfilled the requirements of the degree based on the Examining Committee Report and its own records of the student's progress in their assigned program of study. When GSST has determined that the student has fulfilled the requirements of the degree, it shall request that the Dean of Graduate Studies recommend to the Council of the School of Graduate Studies that the degree be awarded.

The Council of the School of Graduate Studies shall make a recommendation to Senate for the awarding of the degree. Once the recommendation has been passed by Senate, the digital version of the thesis may be made available to the public via Spectrum: Concordia University's Research Repository.

Common Problems Encountered in the Final Submission

- The thesis is in PDF and not PDF/A format
- Signature page: no signature page, or names entered in the wrong field
- Thesis title is in ALL CAPITALS
- Title page is not formatted correctly
- Pagination problems: non-continuous, incorrectly numbered or Arabic vs. Roman numerals
- Incorrectly formatted Abstract
- PDF file name not correct
- Copyright symbol not present/correct

ORCID

ORCID, Open Researcher and Contributor ID, is a free open source and open access digital research identifier. Concordia University is a member of the national ORCID-CA.Consortium coordinated by the Canadian Research Knowledge Network (CRKN). The University strongly supports the adoption and use of ORCID by members of the Concordia community.

ProQuest, Dissertations and Thesis Database

ProQuest is a company that provides access to a wide variety of information, including theses, for researchers, governments, and businesses via its databases. All students may upload their thesis to ProQuest Dissertations and Theses if they choose. Some programs require that the final version of the thesis be uploaded to ProQuest. Students must inquire if their program has this requirement. To find out how to upload your thesis, go to Proquest.

Binding (if applicable)

Concordia's Digital Store provides binding services for a fee. Students may have copies bound by the Digital Store for themselves or if the department/supervisor requires a bound copy. The Library does not require a bound copy of the theses.

Deferment

If there is good reason for delaying public access to a thesis, an approved embargo may be placed on the publication of the thesis in Spectrum. Please see Thesis Regulations in the Graduate Calendar for more details.

Sample Pages

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Fariborz Fereydouni-Forouzandeh

A Thesis

In the Department of

Electrical and Computer Engineering

Presented in Partial Fulfillment of the Requirements

For the Degree of

Doctor of Philosophy (Electrical and Computer Engineering) at

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Abstract

Meaning-making dynamics within and across workgroups: An inquiry into the creation and movement of usable knowledge in a long-term care facility in Ontario

John James Conklin, Ph.D.

Concordia University, 2009

This dissertation reports the results of a qualitative investigation of the meaning-making patterns that occur in a group of caregivers in a long-term care home. The research design included an ethnographic component to reveal the overall meaning-making dynamic in the site, and a case study focusing on a specific improvement initiative. Data was gathered over a three month period through observation, interviews, and documents. Data analysis included the creation of analytic memos, categorizing and theming, and the development of a meaning- making map to depict systematic interactions. The findings suggest that research participants have developed systemic patterns of meaning making that allow them to create experiences of coherence, purpose, identity, and competence. Eight meaning-making themes emerge from the analysis to reveal a workplace where emphasis is placed on immediate concerns and priorities, and where long-term planning and change are problematic…

Sample English Master's Abstract

Abstract

On the Illusory Nature of Sustainable Development: A Case Study of a Montreal Suburb

Peter Graham

An apparent paradox attaches to the concept of sustainable development: as general levels of education, technology, and scientific knowledge have increased, so has the ecological impact of humanity and the likelihood of large-scale anthropogenic catastrophe for human populations. This paradox can be at least partially explained as the result of perceptual and cognitive illusion. Human perception, cognition and meaning systems are always to some extent "inherited" as a path-dependent "traditionality". This difference between the world "as it is" and "as we know it" creates an illusion and a false sense of impunity to act in the world . . .

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