E-Thesis documentation

Updated on October 24, 2014, March 13, 2015 & July 13, 2015, Winter 2021, Fall 2022

Summary of Enhancements of July 2015

- **Revised Notices**: Revised notices must now be processed through the e-thesis system.
  a. Creating a Notice Change Request pages 18-20
  b. Approval by Chair for Masters, page 31
  c. Approval by Dean for PHDs, page 31
  d. Email templates, pages 40-41

- **Acting Dean Roll**: FGPA has the ability to add the role of acting Dean in order to process approvals in a timely manner for PHD defences.

Summary of Enhancements of Fall 2022

- **External Examiner Report**: This is now distributed via email to all committee members including the student after the approval of the report from FGPA
E-THESIS KEY ROLES

Department:
Graduate Secretaries/Administrators in the academic units use the SZAETDP form in BANNER to:
1. Create all student thesis records
2. Generate notices and revised notices of defences
3. Authorize Uploads to student
4. Track status of theses

Student:
Students use Carleton Central to:
1. Review all agreements and Licenses
2. Upload thesis examination copy prior to defence
3. Upload final thesis copy

Thesis supervisor:
Thesis supervisors use Carleton Central to:
1. Review uploaded contents
2. Complete Thesis Supervisor Defence Authorization Form
3. Approve upload of final copy

Chair/Director of Department or Designate/designate:
Chair/Director of Department or Designate/designates use Carleton Central to:
1. Review uploaded contents
2. Complete the Department Chair – Defence Authorization Form

FGPA:
FGPA uses SZAETF in BANNER to:
1. Send the notification to the External Examiner (PhD's only)
2. Review the uploaded contents of the final copy
3. Authorize thesis deposit
4. Track manual documents
5. Forward thesis package to the Library

Dean FGPA:
Dean of FGPA:
1. Approves the notice of defence
2. Reviews external examiner’s report

External Examiner (PhD Defence only):
External Examiner uses the web form to:
1. Submit report to Dean FGPA

Chair of Defence:
Chair of defence uses Carleton Central to:
1. Complete the Exam Report Outcome Form

Library
High Level Master's Process

Pre-Defence
1. Graduate Administrator uses SZAETDP to:
   a. create the thesis record
   b. define the examination board
   c. “Authorize Upload” of the examination copy, triggering email to student.
2. Student logs into Carleton Central to:
   a. complete licenses and agreements
   b. fill in thesis details (title, abstract, etc.)
   c. upload examination copy of thesis
   d. “Submit Examination Copy”, triggering email to Thesis Supervisor.
3. Thesis Supervisor logs into Carleton Central to:
   a. review the uploaded content
   b. complete the “Thesis Supervisor Defence Authorization Form”, triggering email to Chair/Director of Department or Designate, and committee members (restrictions apply).
4. Chair/Director of Department or Designate logs into Carleton Central to:
   a. complete the “Department Chair – Defence Authorization Form”, triggering email to committee members (restrictions apply).
5. Departmental Admin:
   a. generates the “Notice of Examination” or “Revised notice of Examination” in SZAETDP,
   b. prints Notice and may have it signed by the Chair/Director of Department or Designate
   c. posts and distributes copies of Notice as needed
   d. distributes thesis copies (as needed)

Post Defence
1. Committee members complete and sign Exam Report form
2. Chair of Defence:
   a. complete the “Exam Report Outcome Form” in Carleton Central, triggering email to Graduate Administrator
   b. Submits paper Exam report to FGPA (this may also be done through the Grad Admin)
3. Graduate Administrator authorizes upload of final thesis to student, triggering email to student.
4. Student logs into Carleton Central to:
   a. complete LAC license
   b. fill in thesis details (title, abstract, etc.)
   c. upload final copy of thesis
   d. “Finalize Submission” of their thesis, triggering email to Thesis Supervisor
5. Thesis Supervisor logs into Carleton Central to:
   a. complete the “Thesis Supervisor Final Copy Approval Form”
6. FGPA reviews and processes the uploaded thesis, triggering email to student.

High Level Ph.D. Process
Pre-Defence
1. Graduate Admin uses SZAETDP to:
   a. create the thesis record
   b. define the examination board.
   c. “Authorize Upload” of the examination copy, triggering email to student.
2. Student logs into Carleton Central to:
   a. complete licenses and agreements
   b. fill in thesis details (title, abstract, etc.)
   c. upload examination copy of thesis
   d. “Submit Examination Copy”, triggering email to Thesis Supervisor.
3. Thesis Supervisor logs into Carleton Central to:
   a. review the uploaded content
   b. complete the “Thesis Supervisor Defence Authorization Form”, triggering email to Chair/Director of Department or Designate, and committee members (restrictions apply).
4. Chair/Director of Department or Designate logs into Carleton Central to:
   a. complete the “Department Chair – Defence Authorization Form”, triggering email to FGPA
5. Graduate Admin:
   a. distributes thesis copies (as needed)
6. Dean/FGPA:
   a. Approves the “Notice of Examination” or “Revised Notice of Examination”, triggering email to committee members (restrictions apply)
   b. Generates email to external examiner
   c. Reviews external examiner’s report
7. Graduate Admin:
   a. creates and “Revised Notices of Examination” if needed
8. External Examiner completes the “External Examiner’s Report”, triggering email to the Dean of FGPA.
9. Dean of FGPA completes the “External Examiner’s Report Approval Form”, triggering email to the Chair/Director of Department or Designate, Grad Admin and Chair of Defence

Post-defence
1. Committee members complete and sign Exam Report
2. Chair of Defence:
   a. completes the “Exam Report Outcome Form” in Carleton Central. triggering email to Graduate Administrator
   b. Submits Exam report to FGPA (this may also be done through the Grad Admin)
3. Graduate Administrator authorizes upload of final thesis to student, triggering email to student.
4. Student logs into Carleton Central to:
   a. complete LAC license
   b. fill in thesis details (title, abstract, etc.)
   c. upload final copy of thesis
   d. “Finalize Submission” of their thesis, triggering email to Thesis Supervisor
5. Thesis Supervisor logs into Carleton Central to:
   a. complete the “Thesis Supervisor Final Copy Approval Form”
6. FGPA reviews and processes the uploaded thesis, triggering email to student.
## Thesis statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Copy Upload Authorized</td>
<td>Authorize upload button in SZAETDP</td>
</tr>
<tr>
<td>Exam Copy Upload in Progress</td>
<td>When student begins upload in Carleton Central</td>
</tr>
<tr>
<td>Exam Copy Upload Complete</td>
<td>Submit examination copy button in Central</td>
</tr>
<tr>
<td>Exam Copy Upload Re-Opened</td>
<td>The selection of &quot;The thesis defence should not take place&quot; option on the &quot;Thesis Supervisor Defence Authorization Form&quot;</td>
</tr>
<tr>
<td>Defence Authorized by Thesis Supervisor</td>
<td>The selection of &quot;I have read the thesis and in my opinion, the thesis defence can take place subject to the approval of the thesis examination board.&quot; option on the &quot;Thesis Supervisor Defence Authorization Form&quot;</td>
</tr>
<tr>
<td>Thesis Cancelled</td>
<td>The selection of &quot;The thesis defence should not take place&quot; options on the &quot;Department Chair Defence Authorization Form&quot;.</td>
</tr>
<tr>
<td>Defence Authorized by Chair</td>
<td>The selection of &quot;In my opinion the thesis defence can take place subject to the approval of the thesis examination board&quot; option on the &quot;Department Chair Defence Authorization Form&quot;</td>
</tr>
<tr>
<td>Notice of Examination Approved (PhD only)</td>
<td>The approval of the &quot;Notice of Examination&quot;</td>
</tr>
<tr>
<td>External Examiner Report Submitted (PhD only)</td>
<td>The submission of the External Examiner’s report by the External Examiner</td>
</tr>
<tr>
<td>Defence Recommended (PhD only)</td>
<td>The selection of &quot;Approve Report&quot; on the &quot;Examiner’s Report Approval Form&quot;</td>
</tr>
<tr>
<td>Student Proceeding (PhD only)</td>
<td>The selection of &quot;Defence not recommended and student wants to proceed with defence anyway&quot; on the &quot;Examiner’s Report Approval Form&quot;</td>
</tr>
<tr>
<td>Thesis Cancelled (PhD only)</td>
<td>The selection of the &quot;Defence not recommended and student wants to cancel&quot; option on the &quot;Examiner’s Report Approval Form&quot;</td>
</tr>
<tr>
<td>Thesis Rejected</td>
<td>The selection of the &quot;Thesis rejected&quot; option on the &quot;Exam Report Outcome Form&quot;</td>
</tr>
<tr>
<td>Thesis Accepted</td>
<td>The selection of the &quot;Thesis accepted&quot; option on the &quot;Exam Report Outcome Form&quot;</td>
</tr>
<tr>
<td>Minor Revisions Required</td>
<td>The selection of the &quot;Thesis accepted with minor revisions&quot; option on the &quot;Exam Report Outcome Form&quot;</td>
</tr>
<tr>
<td>Major Revisions Required</td>
<td>The selection of the &quot;Thesis accepted with major revisions&quot; option on the &quot;Exam Report Outcome Form&quot;</td>
</tr>
<tr>
<td>Final Copy Upload Authorized</td>
<td>The &quot;Authorize Final Upload&quot; button in SZAETDP or SZAETFG</td>
</tr>
<tr>
<td>Final Copy Upload Complete</td>
<td>The student &quot;finalizing&quot; the submission of their final copy in Carleton Central (by pressing the &quot;Finalize Submission&quot; button)</td>
</tr>
<tr>
<td>Final Copy Validated by Thesis Supervisor</td>
<td>The approval of the &quot;Thesis Final Copy Approval Form&quot; which is completed by the Thesis Supervisor</td>
</tr>
<tr>
<td>Final Copy Upload Re-Opened</td>
<td>The non-approval of the &quot;Thesis Final Copy Approval Form&quot; which is completed by the Thesis Supervisor</td>
</tr>
<tr>
<td>Re-Opened by FGPA Unlocked</td>
<td>The &quot;Return to Student Unlocked&quot; button in SZAETFG. This button is used when FGPA requires the student to make revisions to the uploaded thesis components as well as agreements/licenses</td>
</tr>
<tr>
<td>Re-Opened by FGPA Locked</td>
<td>The &quot;Return to Student Locked&quot; button in SZAETFG. This button is used when FGPA requires the student to make revisions to the agreements/licenses only (thesis components area remains locked)</td>
</tr>
<tr>
<td>Thesis Deposit Authorized</td>
<td>The &quot;Authorize Thesis Deposit&quot; button in SZAETFG</td>
</tr>
<tr>
<td>Transferred to Library</td>
<td>The &quot;Transfer to Library&quot; button or &quot;Initiate Batch Transfer&quot; button in SZAETFG</td>
</tr>
<tr>
<td>Received by Library</td>
<td>The php script that reads the response from the library</td>
</tr>
</tbody>
</table>
Getting Started

Any criteria can be entered in the top portion of the form to return filtered results. Options included:

- Student ID
- Thesis Status
- Dept
- Date Range

Once your criteria have been entered you may click on “Go” in the top right hand corner. Alternatively clicking on “Go” without entering any criteria will return all results for your assigned dept.

Creating a default members list in BANNER

The “Default Member” in SZAETDP allows departments to define one list for Master’s and one list for Ph.D. of constant individuals on Master’s and Ph.D. thesis boards. Once entered and saved this information can be imported to the Examination Board Tab.

BANNER

SZAETDP

Click on the default members tab

To add or delete a record use the buttons near the top right

Required fields include:

- First Name
• Last Name
• Department
• Role
• Method of Participation

Other fields that should be completed where possible include:

• Banner ID (required for the Thesis Supervisor, Chair/Director of Department or Designate, Chair of Defence (Master’s), Dean, Faculty of Graduate and Postdoctoral Affairs), this can also be searched using the box to the right of the ID field on each line to open SPAIDEN.
• Copy the Department in the Affiliation Field
• Email address

Individuals can be added or deleted from this list as needed.

Creating a new thesis record in BANNER

Thesis records can only be created for students that have thesis registration in the current or previous term. In special circumstances thesis records can be created by FGPA for students who do not meet the criteria.

Manual documents are still required by FGPA.

SZAETDP
Leave key block blank
Use the “Go” button on the top right
Select “insert” record button on the top right
Enter student number or search using the three dots next to the field, Student’s Name, Program and department will populate
Hit “Save” in the bottom right

Examination Board Tab
All or parts of this information can be entered and SAVED. You are able to enter parts of this information save them and exit. Once you return the information previously entered will be displayed.

When copied and pasted all accents are accepted in the Thesis Title, First Name and Last Name fields. Some special character and symbols are accepted in the thesis title field otherwise they will need to be written out, but will be reflected on the title page of the uploaded copy.

Click on the examination board tab
Thesis student’s name and thesis type will auto populate
Enter:

- thesis title
- Defence Date & Time
- Location

Hit “Save” in the bottom right corner

Withhold Permanently: should only be used after the student has defended. “YES” is only used in exceptional cases where rationale is provided and approved by FGPA. If “YES” is selected the student will be unable to upload their final copy in Carleton Central.

Comments: used to track additional departmental information or to provide information to FGPA. FGPA will also note here if a late deposit has been approved.

**Previous degrees:** this information pulls from SOAPCOL, but additions/revisions can be made if needed
Click on the three dots “…
Select appropriate degree
For multiple degrees click on next available line or insert record and repeat

**Notice of Examination – Additional Comments**
This area can be used to make any comments to appear on the notice of defence.

**Members of Examination Board**

**Inserting Default members**
Click on first available line
Click on Assign Defaults button
Populates the committee members assigned in the Default Members tab corresponding to the student’s level of study
It is possible to remove/change these members for a particular student.

- Click on the member to be removed or for which information needs to be changed use the “Delete” record button to the top right of the Members of Examination Board box to
remove a record or make the needed changes to the information and click on “Save” in the bottom right of the screen

Adding members
Click on the “Insert” record button on the top right of the Members of Examination Board box to add a record. Enter the Banner ID which is required for those needing access to Carleton Central to complete forms or view thesis. First Name and last name and email will auto populate.

Enter the Role and Method of Participation by clicking in the entry box and using the drop down to open a list of choices.

Affiliation: Enter text (e.g. University Name, Name of department), should be used to identify the University of External Examiners for PHD committees. (Mandatory)

If the member does not have a Banner ID make sure to fill out all fields including the email.

Use “Save” in the bottom right hand corner to save your work.

Note:
- The order in which the members appear on the notice is predetermined
- In the case of co-supervisors only one is required to approve the thesis upload in CC. This should be determined prior to entering the committee and that person should be named as the thesis supervisor and the other(s) supervisors as Co-supervisor(s).
- If an incorrect email address is entered no error message appears and system generated emails are not received
- In order for the signature line to appear on the notice of defence the following roles must be entered as Members of the Examination Board: Dean, Faculty of Graduate and Postdoctoral Affairs for PHD and Chair/Director of the Department or designate for Master’s
Authorize Exam Upload:

Click on the Authorize Exam Upload button
If your Examination Board is missing any required members a message indicating which will appear in the top right corner. Otherwise a pop up message appears indicating the upload has been released to the student. Click OK.

The student is then sent an email indicating they are able to upload their thesis through Carleton Central.

![Image showing Authorize Exam Upload](image1)

Exam Upload Reminder

In the Thesis Package tab you have the ability to send the student an email reminding them to upload their examination copy, by clicking the Exam Upload Reminder Button.

![Image showing Exam Upload Reminder](image2)

Event Log

This view only tab lists all actions that have taken place in the E-thesis system including BANNER & CC.
Email Log
This view only tab lists all emails that have been generated from the E-thesis system.

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Email Code</th>
<th>Subject</th>
<th>Date Sent</th>
<th>Sent By</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:kenneth.stone@ubc.ca">kenneth.stone@ubc.ca</a></td>
<td>TS_UPLOADING E-THESIS</td>
<td>Thesis Defence Copy Upload Request</td>
<td>2019-10-20 14:05</td>
<td><a href="mailto:kenneth.stone@ubc.ca">kenneth.stone@ubc.ca</a></td>
</tr>
<tr>
<td><a href="mailto:reviews@ubc.ca">reviews@ubc.ca</a></td>
<td>TS_UPLOADING E-THESIS</td>
<td>Thesis Defence Authority Requested</td>
<td>2019-10-20 14:05</td>
<td><a href="mailto:reviews@ubc.ca">reviews@ubc.ca</a></td>
</tr>
<tr>
<td>m哈尔@ubc.ca</td>
<td>TS_UPLOADING E-THESIS</td>
<td>Thesis Defence Authority Requested</td>
<td>2019-10-20 14:05</td>
<td>m哈尔@ubc.ca</td>
</tr>
<tr>
<td><a href="mailto:kenneth.stone@ubc.ca">kenneth.stone@ubc.ca</a></td>
<td>TS_UPLOADING E-THESIS</td>
<td>Thesis Defence Authority Requested</td>
<td>2019-10-20 14:05</td>
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<td>Thesis Defence Authority Requested</td>
<td>2019-10-20 14:05</td>
<td>m哈尔@ubc.ca</td>
</tr>
</tbody>
</table>

Generate Notice:
Once the Thesis supervisor and the Chair/Director of the department or designate have approved the thesis through CC you can generate the notice of defence for posting

- If the notice is being cut off, in the print settings select Fit on page
- Once a notice of defence has been approved by Chair (Masters) or by the Dean (PHDs) if changes are needed, the Notice Change Request form must be completed for approval

Click on the Generate Notice button, in the Examination Board tab, a separate internet window will open. The Notice that appears can be saved and/or printed.
Thesis package
Displays documents/info uploaded by the student. Departments have the ability to send students email reminders to upload their Examination or Final Thesis copies, by clicking the reminder buttons.
Printing of external report for defence file

In the Faculty forms tab the Graduate Administrators now have the option to print the external report with or without the medals information. For the purposes of the defence file it is required that the medals information not be included in the report.

Reviewing thesis records in BANNER (SZAETDP)

Once you have selected the key block criteria and obtained results, you can highlight any of the students listed and proceed to select any of the tabs for review. Administrators are not copied on system generated emails therefore, it will be at your discretion if/how thesis uploads and approvals are tracked.

Student ID:
- Used to obtain information on the status of a particular student's Thesis

Enter Student ID, Go

Thesis Status:
- Used to identify students with a thesis status in a particular state

Select or enter status, Go

Dept:
- Used if you have access to thesis students in multiple departments and want to filter

Select Dept., Go

Defence Date Range:
- Used to identify all students who have a defence scheduled within a particular date range

Enter/select dates, Go
Creating a Notice Change Request in BANNER

A Notice Change Request is required when:

- A Master’s defence has been approved by the Chair of the department. Status DC: Defence Authorized by Chair
- A PHD defence has been approved by the Dean of FGPA. Status NA: Notice of Examination Approved

Up until the Exam report outcome form has been completed by the Chair of the defence.

While the Assign defaults and Clear All buttons still appear to be active on the Examination board tab, changes are no longer permitted on this form, you will receive a pop up stating the “examination board cannot be updated at this time”.

These must all be done through the Notice Change Request tab.

SZAETDP
Select the Notice Change Request tab
Click Initiate Change Request button
Make the necessary changes to the form

Add the Change details. This field required and must include the details of what is changing SAVE
If additional changes are needed you can save and complete it at another time. If it is ready for approval
Select the Submit for Approval button, triggering emails requesting approval.

Multiple revisions can be initiated prior to the defence taking place.

Note: Approvals for PHD Notices of defence do not go back to the Chair of the department for approval. Therefore, the Change Details comment should reflect that the Chair is aware of and approves the changes.
Once a Notice Change Request has been approved:

- Emails will be sent to the Grad Admin
- The Examination board tab will be updated with the most current information
- The Notice Change form Tab will show the current notice and any previous notices or revised notices
- Notices can be printed for posting by selecting the Generate Notice button on the Examination Board Tab. Note: the revised indicator will be no longer displayed as it automatically appears on the notice of defence.
Student Upload in Carleton Central

Once the upload has been authorized the student will receive an email to indicate they are now able to upload their examination copy in Carleton Central (attached).

Carleton Central
Main Menu
Student Support Service
E-Thesis

Thesis details will populate from the information entered into BANNER.

Agreements and Licenses
- The following forms must be completed prior to uploading the examination copy of your thesis.

<table>
<thead>
<tr>
<th>Agreement/License</th>
<th>Response</th>
<th>Completed On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Integrity Statement</td>
<td>Please complete this form</td>
<td></td>
</tr>
<tr>
<td>TPPA</td>
<td>Please complete this form</td>
<td></td>
</tr>
<tr>
<td>Carleton University Thesis License Agreement</td>
<td>Please complete this form</td>
<td></td>
</tr>
</tbody>
</table>

Thesis Components
- Please complete the agreements and licenses listed above prior to uploading your thesis and associated components.

<table>
<thead>
<tr>
<th>Thesis Components</th>
<th>Uploaded On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Upload</td>
<td></td>
</tr>
<tr>
<td>Contributor Documents (Integrated Thesis)</td>
<td></td>
</tr>
<tr>
<td>Supplementary Files</td>
<td></td>
</tr>
</tbody>
</table>

Students are required to read and accept all of the Agreements/Licenses before uploading the Thesis Components.

Academic Integrity Statement

Carleton University is committed to ensuring that all students conduct themselves in a manner consistent with the Carleton University Academic Integrity Policy. Recognizing that regulations and practices relating to academic integrity and intellectual property, as well as the culture related to their enforcement, vary substantially from place to place, all graduate students are required to review, comprehend and adhere to the Carleton University Academic Integrity Policy upon commencing graduate studies and upon submitting Masters and Ph.D. theses.

I am familiar with the Carleton University Academic Integrity Policy and I understand the potential consequences should my thesis be found to contain plagiarized content or violate this policy in any other way.

© Accept

Accepted on 19-SEP-2014 09:52:10

Return to Details
FIPPA Agreement

Carleton University is committed to protecting the privacy of those who study or work here (currently and formerly). To that end, Carleton's Privacy Office seeks to encourage the implementation of the privacy provisions of Ontario’s Freedom of Information and Protection of Privacy Act within the university.

The collection, storage, utilization, and dissemination of Personal Information concerning members of the Carleton community is only undertaken as part of ongoing efforts by the University to ensure decision making practices are based on accurate information. The university also ensures that the information gathered for one purpose is not being used inappropriately for another, and that the privacy of an individual is not compromised by disclosure of personal information to third parties without the proper approvals.

© Accept

RELEASE: 8.5

Carleton University Thesis License Agreement

In consideration of Carleton University ("CU") preserving and publishing your thesis or dissertation in electronic format, as well as for making the Thesis available for indexing, interlibrary loan and in-library use, you agree as follows:

1. You hereby grant to CU a non-exclusive, worldwide, irrevocable, royalty-free license to reproduce, convert (as described below), publish, archive, communicate and distribute the Thesis, including descriptive information, metadata and the Thesis abstracts, in any format and in any medium for non-commercial purposes for the full term of copyright, including but not limited to the right to:
   a. transmit the Thesis to the public by telecommunication, including via the Internet and facsimile transmission;
   b. publish the Thesis electronically on the Internet;
   c. distribute the Thesis through library, interlibrary and public loan;
   d. digitize, photocopy and microfilm the Thesis; and
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3. You confirm that, upon reasonable investigation, you believe the following statements to be true and accurate:
   a. the Thesis is your original work and is an un-amended copy of the final version approved by your Examination Committee;
   b. you have the right and authority to grant the rights set out in this license;
   c. the Thesis does not infringe copyright or other intellectual property rights of any other person;
   d. if the Thesis contains material to which you do not hold copyright and is not in the public domain, then one or both of the following apply:
      i. each use of such copyrighted material complies with the "fair dealing" provisions of the Copyright Act (Canada); and
      ii. you have obtained and retained in your file a copy of the written permission of the copyright owner(s) to include the work (or part thereof) as the case may be in your Thesis and to grant to CU the rights set out in this license;
   e. all material to which you do not hold copyright is clearly and appropriately identified and acknowledged within the Thesis;
   f. the Thesis does not contain any confidential or proprietary information belonging to others, other than information for which you have obtained and retained in your file a copy of the written approval to include in your Thesis;
   g. the Thesis does not contain any libelous or other unlawful matter and does not invade the privacy of any person;
   h. there are no unpaid publication dues on the distribution of the Thesis; and
   i. the information you provide herein about the Thesis is accurate.

4. You agree to indemnify and hold CU harmless against any loss, damage, claim, liability, settlement cost or expense (including legal fees) incurred by CU and arising out of or in connection with any of the statements in Section 3 being inaccurate or deemed to be inaccurate.

5. You promise to inform any person to whom you may hereafter assign or license the copyright in the Thesis of the rights granted to CU in this License. You retain copyright ownership and moral rights in the Thesis, and may deal with the copyright in the Thesis in any way consistent with rights granted to CU in this License.

6. You agree that CU is not responsible for any misuse of the Thesis by third parties who access the Thesis through CU’s facilities. You acknowledge that CU may, in its discretion, refuse to distribute the Thesis.

7. Carleton will clearly identify your name and that of any co-authors, where applicable, as the author(s) or owner(s) of the Submission, and will not make any alteration, other than as allowed by this license, to your Submission.

8. In the event that you are requesting a de-emphasis of the distribution or publication of your Submission, it is understood that Carleton University’s license to communicate, loan and/or distribute shall only take effect as of the expiry of the agreement upon de-emphasis period.

Selecting "Accept" below indicates your agreement to these terms.

© Accept
Thesis information

Step 1:
Thesis title: A Student has the ability to change the title that appears. When copied and pasted some special characters can be entered and all accents are accepted. If a student has symbols that are not accepted they will need to be written out, but will be reflected on the title page of their uploaded copy. Language: default is English
Thesis Abstract: the system ensures students adhere to the word limits (150 for Master’s and 350 for PHD). When copied and pasted some special characters can be entered and all accents are accepted. If a student has symbols that are not accepted they will need to be written out, but will be reflected in the abstract of their uploaded copy
Submit Information: Once this information has been submitted students can proceed to Step 2.

Step 2: Upload thesis document
Student uploads their main thesis document.
The document cannot exceed 40 MB and must be in PDF or PDF/A format.

At any point the after successful completion of step two the student can select “Return to Details” and submit the examination copy.

Contributor Documents:

Used to upload any authorizations for copyright or integrated thesis information, if a student does not have any contributor documents, they can proceed to Supplementary.
Supplementary Files:

Used to upload any additional files or figures that are appended to the thesis document, if a student does not have any supplementary files, they can Return to Details to finalize their submission.

Submit Examination copy

Once all of the information has been entered the student can submit the examination copy. They will receive the message below. Once they select OK an email is triggered to the Thesis supervisor.
After selecting ok:

Once you have submitted the examination copy of your thesis, the deposit will only be complete once authorized by your thesis supervisor (or designate).

Please ensure this is completed prior to the published thesis deposit deadlines.

Your thesis (examination copy) has been successfully submitted for approval.
Thesis Supervisor Approval in Carleton Central

Once the student completes the upload of their examination copy in Carleton Central, an email is triggered to the person named with the role of Thesis supervisor (in SZEATDP). The thesis supervisor must then complete the Thesis Supervisor Defence Authorization Form through Carleton Central.

Log into Carleton Central
Main Menu
Faculty Services
Review E-Thesis Submissions

This form can be filtered by thesis status and any forms requiring action will be highlighted in Red.

Click on red link in the forms/actions section for the appropriate student
The Defence Authorization form opens, where you can review the thesis and determine if the defence should take place.

Carleton Central Landing page in E-Thesis Submissions section

If it is indicated that the defence should not take place an email is triggered to the student and Carleton Central is re-opened for upload. The email does not indicate why it was returned, the supervisor must contact the student outside of the system and discuss. Once the student re-uploads the supervisor will receive email notification again to complete the Authorization form.

If it is indicated the defence should take place an email is triggered to:

1. The individual listed as the Chair/Director of the Department or Designate to complete the Department Chair – Defence authorization form
2. The members of the committee with Banner ID to notify them that the thesis can be viewed in Carleton Central (excluding the roles of: Thesis supervisor, Dean of FGPA, Dean of the Faculty & Chair/Director of the Department or Designate).
Committee Member access to Thesis in Carleton Central

Once the thesis supervisor indicates that the defence should take place, an email is triggered to the members of the committee with Banner ID to notify them that the thesis can be viewed in Carleton Central (excluding the roles of: Thesis supervisor, Dean of FGPA, Dean of the Faculty & Chair/Director of the Department or Designate).

Log into Carleton Central
Main Menu
Faculty Services
Review E-Thesis Submissions

The student’s name will be highlighted in red and once clicked the thesis will be viewable, up until the “Exam Report Outcome Form” is completed by the chair of the defence.

You will be able to view all of the theses for which you are listed a member of the committee where the supervisor has approved it to proceed.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Thesis Title</th>
<th>Type</th>
<th>Status</th>
<th>Your Role</th>
<th>Forms/Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cunningham, Glenn</td>
<td>The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality</td>
<td>Ph.D.</td>
<td>Defence Authorized by Thesis Supervisor</td>
<td>Chair/Director of Department or Designate</td>
<td>Departmental Chair Defence Authorization Form</td>
</tr>
<tr>
<td></td>
<td>Cunningham, Glenn</td>
<td>The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality</td>
<td>Ph.D.</td>
<td>Defence Authorized by Thesis Supervisor</td>
<td>Dean of Faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cunningham, Glenn</td>
<td>The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality</td>
<td>Ph.D.</td>
<td>Defence Authorized by Thesis Supervisor</td>
<td>Dean, Faculty of Graduate and Postdoctoral Affairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cunningham, Glenn</td>
<td>The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality</td>
<td>Ph.D.</td>
<td>Defence Authorized by Thesis Supervisor</td>
<td>External Examiner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cunningham, Glenn</td>
<td>The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality</td>
<td>Ph.D.</td>
<td>Defence Authorized by Thesis Supervisor</td>
<td>Internal Examiner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cunningham, Glenn</td>
<td>The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality</td>
<td>Ph.D.</td>
<td>Defence Authorized by Thesis Supervisor</td>
<td>Member of Department</td>
<td></td>
</tr>
</tbody>
</table>
Chair/Director of Department or Designate Approval in Carleton Central

Once the Thesis supervisor approves a defence to proceed in Carleton Central, an email is triggered to the person named with the role of Chair/Director of Department or Designate (in SZEATDP). The Chair/Director must then complete the Chair/Director of Department or Designate Defence Authorization Form though Carleton Central.

Log into Carleton Central
Main Menu
Faculty Services
Review E-Thesis Submissions

This form can be filtered by thesis status and any forms requiring action will be highlighted in Red.

Click on red link in the forms/actions section for the appropriate student
The Defence Authorization form opens, where you can review the thesis and select one of the following options:

1. I approve the members of the examination board and in my opinion, the thesis defence can take place subject to the approval of the thesis examination board.
2. The thesis defence should not take place.

Note: For PHD students the Chair/Director of Department or Designate must also confirm there is no conflict of interest with the examiners and the candidate, the supervisor or the University.

The thesis can also be viewed by clicking on the student’s name.

---

Departmental Chair - Defence Authorization Form

Please review the thesis examination copy below and indicate whether or not the defence should proceed.

Thesis Student: Katz-Rosen, Ryan
Email: ryankatzrosene@leadtomark.carleton.ca
Program: Doctor of Philosophy: Geography (Political Economy)
Thesis Title: Test for Phase II Enhancements
Language: English
Thesis Abstract: this is a test abstract for e-thesis phase II enhancements

Members of Examination Board

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Affiliation</th>
<th>Method of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Examiner</td>
<td>Joanne Beo</td>
<td>University of Manitoba</td>
<td>Teleconference</td>
</tr>
<tr>
<td>Internal Examiner</td>
<td>Pamela Poulsen</td>
<td>Department of English</td>
<td>In Person</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Maureen Varette</td>
<td>Department of French</td>
<td>In Person</td>
</tr>
<tr>
<td>Thesis Supervisor</td>
<td>Christa Noja</td>
<td>Department of French</td>
<td>In Person</td>
</tr>
<tr>
<td>Chair/Director of Department or Designate</td>
<td>Glendy Wong</td>
<td>Department of French</td>
<td>Ex-officio</td>
</tr>
<tr>
<td>Dean of Faculty</td>
<td>Andre Mousse</td>
<td>Dean of Faculty of Arts and Social Science</td>
<td>Ex-officio</td>
</tr>
<tr>
<td>Dean, Faculty of Graduate and Postdoctoral Affairs</td>
<td>Matthias Neufang</td>
<td>Faculty of Graduate &amp; Postdoctoral Affairs</td>
<td>Ex-officio</td>
</tr>
</tbody>
</table>

The External Examiner should be at arm’s length from the candidate, from the Supervisor(s) and from the University. Over the preceding 6 years, the External Examiner should not have collaborated with the student or Supervisor(s), and should not have been employed or studied at Carleton University. For more details, see article 2.2.1 of the Thesis Examination Policy.
If option 1 is selected the thesis status becomes “Defence Authorized by Chair”. If option 2 is selected, the thesis status becomes “Thesis Cancelled”. If the student is to defend at a later date the process will begin with a new entry into SZAETDP.

After response is clicked, the screen looks like this:

At the master’s level when options 1 is selected the “Chair of Defence – Exam Report Outcome Form” becomes available in Carleton Central. An email is triggered to the committee members with email addresses and the graduate administrator giving them the defence details.

At the PhD level when options 1 is selected an email is triggered to FGPA. The “Chair of Defence - Exam Report Outcome Form” becomes available in Carleton Central once the Notice of defence has been approved by the Dean.
Notice of Examination Change Approval form in Carleton Central

Approval is required by the Chair/Director of Department or Designate at the Master’s level and the Dean of FGPA at the PHD level.

Once the Submit for Approval button is selected in SZAETDP, an email is triggered to the appropriate person named in SZEATDP to complete the Notice of Examination Change Approval Form though Carleton Central.

Login and filtering are the same as the above

Click on red link in the forms/actions section for the appropriate student

The Notice of Examination Change Approval Form opens, where you can review the Change request Comments, the Current Notice of Defence (this is the notice which has previously been approved) and the details of the new notice. Once the information has been reviewed one of the following options must be selected:

1. I approve these changes
2. I do not approve these changes

Once one of the options has been selected and saved the appropriate emails will be triggered.
External Examiner report in Carleton Central for PHD students

Once the Dean of FGPA approves the notice of defence, an email is triggered in BANNER to the external examiner to complete the report. The email includes the link to the required form.
Once Submit report is selected a pop up message is received

![Message from webpage]

Once submitted, the report cannot be revised. Do you wish to continue?

After Ok is selected the screen indicates in Yellow that the report has been successfully processed
The successful completion of the form triggers an email to the Dean of FGPA to review the report
Review of External report by Dean of FGPA in Carleton Central

Once the External Examiner completes the report, an email is triggered to Dean of FGPA requesting they review the report in Carleton Central and complete the External Examiner Report Approval Form.

Log into Carleton Central
Main Menu
Faculty Services
Review E-Thesis Submissions

This form can be filtered by thesis status and any forms requiring action will be highlighted in Red.

Click on red link in forms/actions section for the appropriate student. The External Examiner’s Report Approval form opens, where you can review the report.

Once you click on the link another window opens with the report details.
Once reviewed close window to return to the External Examiner’s Report Approval form to select one of the following options:

1. I Approve the report
2. The defence is not recommended by the External Examiner and student wants to proceed with defence.
3. The defence is not recommended by the External Examiner and student wants to cancel.

If option 1 is selected, the thesis status becomes “Defence Recommended”.
If option 2 is selected, the thesis status becomes “Student Proceeding”.
If option 3 is selected, the thesis status becomes “Thesis Cancelled”.

In the case where option 1 or 2 is selected, the email is sent to the Chair/Director of Department or Designate, Graduate Admin and Chair of Defence.

In the case where option 3 is selected, if the student is to defend at a later date the process will begin with a new entry in SZAETDP.
**System Generated Emails**

**To student once department has authorized the upload:**

Dear,

This email serves as notification that you are now able to upload the examination copy of your thesis in Carleton Central.

Please visit the thesis submission area in Carleton Central found under Main Menu --> Student Support Services --> E-Thesis.

Keep in mind that while your examination copy can be uploaded in PDF format, your final thesis upload can only be done in PDF/A format.

Thank you.

**To student once department selects Exam Upload Reminder**

Dear,

This is a reminder to upload the examination copy of your thesis.

Please visit the thesis submission area in Carleton Central found under Main Menu --> Student Support Services --> E-Thesis.

Thank you.

**To Thesis supervisor once student has finalized upload of the examination copy:**

Dear,

Please complete the "Thesis Supervisor Defence Authorization Form" for:

Student ID: 10xxxxxxx
Name:
Program:

in Carleton Central under Main Menu --> Faculty Services --> Review E-Thesis Submissions.

Once approved to proceed, the thesis will be available for viewing to the Carleton Committee members and forwarded to the Chair/Director of your department for approval.

Thank you.
To student once Supervisor indicates that the thesis defence should not take place.

Dear,

The examination copy of your thesis has been returned to you for revisions.

Please visit the thesis submission area in Carleton Central found under Main Menu --> Student Support Services --> E-Thesis.

Thank you.

To Chair/Director of the Department or Designate once the thesis supervisor has approved the uploaded examination copy:

Dear,

Please complete the "Chair/Director of Department or Designate Defence Authorization Form" in Carleton Central for the following student:

Student ID: 100xxxxxx
Name: 
Program: PHD-34 - Doctor of Philosophy: Public Policy

Thank you.

To Committee members once the thesis supervisor has approved the uploaded examination copy (excluding: thesis supervisor, Dean of FGPA, Dean of the Faculty, Chair/Director of the Department or Designate):

Dear,

This email has been sent to notify you that thesis for:

Student ID: 10xxxxxx
Name: 
Program:

is now available for viewing, by clicking on the student's name in Carleton Central under Main Menu --> Faculty Services --> Review E-Thesis Submissions.

To Committee members & Graduate Administrators once the Chair/Director of the Department or Designate has approved the examination copy for Master’s theses (excluding: Dean of FGPA & Chair/Director of the Department or Designate):

Note: if the Dean of the faculty does not normally require a copy of the signed notice of defence, they can be excluded from this email by not including their email address on the examination board tab in BANNER

Dear,
The Chair of the Department has completed the "Defence Authorization Form" and approved the Notice of Defence for:

Student ID: 10xxxxxxx
Name:
Program:

Defence Details:
Date:
Time:
Location:
Thesis Title:
Committee Members:

Note: once the examination has taken place the Chair of the Defence must complete the "Exam Report Outcome Form", found in Carleton Central --> Main Menu --> Faculty Services --> Review E-Thesis Submissions.

Thank you.

To Graduate Services Co-ordinators in FGPA (PHDs only) once the Chair/Director of the Department or Designate has approved the examination copy:

Dear FGPA,

The Chair of the Department has approved the defence for student:

Student ID: 100xxxxxxx
Name:
Program: PHD-34 - Doctor of Philosophy: Public Policy

Inform the Dean of FGPA to complete the Notice of Examination Approval form in Carleton Central.

Thank you.

To Graduate Services Co-ordinators in FGPA (PHDs only) once the Dean of FGPA approves the Notice of Examination:

Dear FGPA,

The Dean of FGPA has approved the Notice of Examination for:

Student ID:
Name:
Program:

Please go into SZAETFG, indicate whether this student is eligible for a medal and launch the email to the External Examiner.

Thank you.
To Committee members, Graduate Administrators, DUC and Lin Moody once the Dean of FGPA approves the Notice of Examination for PhD theses (excluding: Dean of FGPA & the External Examiner):

Note: if the Dean of the faculty does not normally require a copy of the signed notice of defence, they can be excluded from this email by not including their email address on the examination board tab in BANNER

Dear,

The Dean of FGPA has approved the Notice of Examination for:

Student ID:
Name:
Program:

Defence Details:
Date:
Time:
Location:
Thesis Title:
Committee Members:

Note: once the examination has taken place the Chair of the Defence must complete the "Exam Report Outcome Form", found in Carleton Central --> Main Menu --> Faculty Services --> Review E-Thesis Submissions.

Thank you.

To External Examiner (PhD’s only) once Notice of Examination is approved by the Dean:

Dear Dr. Examiner,

As the External examiner, your assessment plays a critical part of our examination process. Following the defence, the Board will deliberate on the outcome. The majority of the members of the Board voting in favour of the candidate constitutes a successful defence, however the External Examiner must be part of that majority. We ask that your assessment address the following:

1. Demonstration of the candidates familiarity of state-of-the-art knowledge in the area of research.
2. Contribution of knowledge made by the candidate.
3. Adequacy of research methodology, and general organization and presentation of the thesis.

We would ask that you complete this report for <student name> and submit it at least one week in advance of the examination date: 28-JUL-2022. The defence will be held in zoom at 13:00. I understand you are participating by "Video Conference".

Your report will be shared with the committee and the candidate a week prior to the exam. Please do not include comments, questions, and details that you want to be discussed only at the exam.

Evaluating a doctoral thesis is a time-consuming and demanding task, and your willingness to participate in this important academic process is greatly appreciated.
Please complete the report by clicking on the following link:
https://banwebpprd.carleton.ca/ords//pkg_ethesis.p_fac_ext_form?ref_in=0EFCA323B231D9E0$A2B47F7FC8C4D4D7Y

Please note your report is due on 21-JUL-2022.

Thank you for accepting this responsibility as the External Examiner.

**To Dean once the External Examiner has submitted their report:**

Dear Dean of FGPA,

Please complete the "External Examiner's Report Approval Form" in Carleton Central for the following student:

Student ID: 10xxxxxx  
Name:  
Program: PHD-34 - Doctor of Philosophy: Public Policy

Thank you.

**To the Chair/Director of Department or Designate, Graduate Admins and Chair of Defence once Dean has reviewed the External Examiner's report and has approved the defence to proceed**

Dear,

This email serves as notification that the defence for:

Student ID: 10xxxxxx  
Name:  
Program: 

has been approved to proceed.

To view the External Examiner's report, please use the following link:

To print this report excluding any medals information, go to BANNER --> SZAETDP --> Faculty Forms Tab.

Thank you.

**To the Chair/Director of Department or Designate (for Master’s) and the FGPA Co-ordinators once the “Submit for Approval” button on the Notice Change Request tab in SZAETDP has been selected.**

Dear (Name),

A Notice of Examination change request has been submitted for:
Student ID: {student_id}
Name: {student_name}
Program: {student_program}

Please review and approve these changes by completing the "Notice of Examination Change Request - Approval Form" found under Main Menu --> Faculty Services --> Review E-Thesis Submissions.

Thank you.

To the Chair/Director of Department or Designate (for PHD’s), FGPA general inbox, the members of the Examination Board, DUC and the Grad Admin and the FGPA Co-ordinators once the “I approve these changes” on the Notice of Examination Change Approval form is selected in Carleton Central.

Dear {Name},

The Notice of Examination has been revised for:

Name: {student_name}
Program: {student_program}

Change Description:
{change_comments}

Defence Details:
Date: {defence_date}
Time: {defence_time}
Location: {defence_location}
Thesis Title: {thesis_title}

Committee Members:
{examination_board}

Thank you.

To the Chair/Director of Department or Designate (for PHDs) and the Grad Admins once the “I do not approve these changes” on the Notice of Examination Change Approval form is selected in Carleton Central.

Dear {Name},

The Notice of Examination Change Request for:

Student ID: {student_id}
Name: {student_name}
Program: {student_program}

has been declined for the following reason:
{change_decline_comment}
Post-Defence Documentation

Documents still required by FGPA Post Defence

1. The thesis examination report
2. Thesis Revisions Approval Form if major revisions were required
3. Any manual Documents
Completion of the Exam Report Outcome form

Once the defence has taken place the Chair of the defence must go into Carleton Central to complete the Exam report outcome form. This triggers an email to the Graduate Administrator notifying them it has been completed.

Log into Carleton Central
Main Menu
Faculty Services
Review E-Thesis Submissions

This form can be filtered by thesis status and any forms requiring action will be highlighted in Red.

Click on red link in forms/actions section for the appropriate student
The exam report outcome form opens, where they can record the outcome of the defence and enter comments for the student to review.

The Chair has the option to select one of the following decisions

1. Thesis accepted (status becomes “Thesis Accepted”)
2. Thesis accepted with minor revisions required (status becomes Minor Revisions Required)
3. Thesis accepted with major revisions required (status becomes Major Revisions Required)
4. Thesis rejected (status becomes “Thesis Rejected”)

If option 1/2/3 is selected:
The examination documents that the student uploaded are deleted.
The upload page is re-opened to the student in “Final Copy” mode.
The student is notified via email to upload the final copy of their thesis.
Authorize Final Upload

Once the Chair of the defence has completed the Exam report outcome form, an email will be sent to the Graduate Administrator notifying them. Once the corrections have been made, the Final upload can be authorized through BANNER SZAETDP. This triggers an email to the Student and cc’s the Thesis supervisor and co-supervisor(s)

BANNER, SZAETDP
Enter Student Number, Go, Select Examination board tab
Click on the Authorize Final Upload button
A pop up message appears indicating the upload has been released to the student. Click OK. Student is sent an email indicating they are able to upload their thesis through Carleton Central.

Final Upload Reminder
In the Thesis Package tab you have the ability to send the student an email reminding them to upload their Final copy, by clicking the Final Upload Reminder Button.
Once the Graduate Administrator authorizes the final upload, the student will be sent an email indicating that they are now able to upload their final copy in Carleton Central. Any minor revisions that were required will be listed.

The thesis details will populate from the information entered into BANNER. If the external has indicated that the report can be released there will be a link for the student to view it (PHD’s only).

All previously completed licences remain. The only new license that appears is the LAC. If accepted a signed copy of the form must be uploaded.

In consideration of Library and Archives Canada making my thesis available to interested persons, I, Kelly Landon, hereby grant a non-exclusive, for the full term of copyright protection, license to Library and Archives Canada:
(a) to reproduce, publish, archive, preserve, conserve, communicate to the public by telecommunication or on the internet, loan, distribute and sell my thesis (the title of which is set forth above) worldwide, for commercial or non-commercial purposes, in microform, paper, electronic and/or any other format;
(b) to authorize, sub-license, sub-contract or prosecute any of the acts mentioned in paragraph (a).
I undertake to submit my thesis, through my university, to Library and Archives Canada. Any abstract submitted with the thesis will be considered to form part of the thesis.
I represent and promise that my thesis is my original work, does not infringe any rights of others, and that I have the right to make the grant conferred by this non-exclusive license.
I retain copyright ownership and moral rights in my thesis, and may deal with the copyright in my thesis, in any way consistent with rights granted by me to Library and Archives Canada in this non-exclusive license.
I further promise to inform any person to whom I may hereafter assign or license my copyright in my thesis of the rights granted by me to Library and Archives Canada in this non-exclusive license.
If accepted students can select the categories and upload the signed form.

**Thesis information**

**Step 1 (pulls information from examination upload):**
Thesis title: A Student has the ability to change the title that appears. When copied and pasted some special characters can be entered and all accents are accepted. If a student has symbols that are not accepted they will need to be written out, but will be reflected on the title page of their uploaded copy.
Language: default is English
Thesis Abstract: the system ensures students adhere to the word limits. When copied and pasted some special characters can be entered and all accents are accepted. If a student has symbols that are not accepted they will need to be written out, but will be reflected in the abstract of their uploaded copy
Submit Information: Once this information has been submitted students can proceed to Step 2.

**Step 2: Upload thesis document (if unable to upload the main thesis document due to size, the student should upload a PDF/A word document indicating that he/she will be submitting the document manually – this allows the student to complete the final submission upload)**
Student uploads their main thesis document.
The document cannot exceed 40 MB and must be in PDF/A format.
At any point the after successful completion of step 2 the student can select “Return to Details” and “Finalize Submission”.

**Contributor Documents:**
Used to upload any authorizations for copyright or integrated thesis information.
If a student does not have any contributor documents, they can proceed to Supplementary.
Supplementary Files:
Used to upload any additional files/figures that are appended to the thesis document. If a student does not have any supplementary files, they can Return to Details to finalize their submission.

Manually Submitted Documents:
If a student is unable to upload a document because of file size or type they will have the ability to enter “Manually Submitted Documents”. **They should still upload a PDF/A document indicating that they are submitting their thesis document manually. This allows the student to finalize the submission.** Once these have been entered into the system the student will be able to print the “Manually Submitted Documents” form. Once the thesis upload is finalized the student must bring this form to FGPA with the documents on disc or flash drive for transfer to the Library. The deposit will not be considered complete until these are received (this must also adhere to the thesis deposit deadlines).
Finalize Submission

Once all of the information has been entered the student can finalize the submission. They will receive the message below. Once they select OK an email is triggered to the Thesis supervisor.

Electronic Thesis Submission

Once you have finalized the upload of your thesis the deposit will only be complete once authorized by your thesis supervisor (or designate). Please ensure this is completed prior to the published thesis deposit deadlines.

Thesis Details
- Thesis Title: Testing Title for E-Thesis Phase 2
- Thesis Type: P.h.d.
- Defence Date: 30 SEP 2014
- Location: 617 Southern Hall
- External's Report: Please click here to view the External Examiner's report.

Agreements and Licenses
- Academic Integrity Statement: Accepted 19-SEP-2014 14:21:21
- PhD: Accepted 19-SEP-2014 14:21:23
- Carleton University Thesis License Agreement: Accepted 19-SEP-2014 14:21:26
- LAC Non-Exclusive License: Accepted 22-SEP-2014 14:00:11
- Uploaded LAC Non-Exclusive License (Signed and Scanned): Uploaded 22-SEP-2014 14:28:25

Thesis Components
- Use the links below to upload your thesis and associated components.
- You must submit your thesis document (title, language, electronic) and upload your primary thesis document prior to finalizing your submission.
- It is recommended that you review all uploaded documents prior to finalizing.

<table>
<thead>
<tr>
<th>Thesis Components</th>
<th>Uploaded On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Upload</td>
<td>22-SEP-2014 14:04:16</td>
</tr>
<tr>
<td>Component Documents (Integrated Thesis)</td>
<td></td>
</tr>
<tr>
<td>Supplementary Files</td>
<td></td>
</tr>
<tr>
<td>Manually Submitted Documents</td>
<td></td>
</tr>
</tbody>
</table>

[ Thesis Summary ]
After selecting ok:

Once the student finalizes the submission, this triggers an email to the Thesis supervisor that review and approval is required.

Carleton Central
Main Menu
Faculty Services
Review E-Thesis Submissions
Click on the Thesis Supervisor Final Copy Approval Form
The Supervisor must indicate that they have reviewed the thesis and confirm that any necessary changes have been made.
The Supervisor also then has option to:

1. Approve Upload: if all the contents are correct, they would approve the upload. This would forward it to FGPA. Once the upload has been approved they are no longer able to review any of the documents in Carleton Central

2. Return to student: if there are any errors or corrections that are needed, they return it to the student. This re-opens the student upload in CC.

---

Please review the final thesis copy and indicate your decision below.

Thesis Student: [Name]  
Katz-Rose, Ryan  
Email: [email]  
Program: Doctor of Philosophy: Geography (Political Economy)  
Thesis Title: Test for Phase II Enhancements  
Language: English  
Thesis Abstract: This is a test abstract for e-thesis phase II enhancements  
Withheld Until: N/A  
Thesis Document: [file]

Revisions Required: Spelling on pages 1 5 7 18 32 110 125

☐ I have reviewed this thesis. If revisions are required, I have reviewed and confirmed that the necessary changes have been made.

Options:
- ✅ Final copy approved.
- ✗ Return thesis package to student for revisions.

If the thesis is being returned, please indicate why in the space below. This text will be displayed to the student.

Submit
Emails

To Graduate Administrator once Chair has completed Exam report outcome form:

Dear,

The Chair of Defence has completed the "Exam Report Outcome Form" in Carleton Central for:

Student ID: {student_id}
Name: {student_name}
Program: {student_program}

The final upload can be released to the student (via BANNER --&gt; SZAETDP --&gt; Examination board tab, "Authorize Final Upload" button) once the Supervisor confirms that all revisions have been completed.

Thank you.

To Student and cc’d to Thesis Supervisor and Co-Supervisor(s) once Graduate Administrator has Authorized Final thesis Upload:

Dear,

This email serves as notification that you are now able to upload your final thesis copy in Carleton Central. All required minor or major revisions are listed on this page and must be completed before the final upload takes place.

Before proceeding to upload your thesis you may wish to visit http://gradstudents.carleton.ca/thesis-requirements/electronic/ for information on our Electronic Thesis Deposit Procedure, including information on converting your thesis to PDF/A format.

Please visit the thesis submission area in Carleton Central found under Main Menu --&gt; Student Support Services --&gt; E-Thesis.

Your thesis deposit is not considered completed until the uploaded version has been approved by your thesis supervisor (or designate). The Faculty of Graduate and Postdoctoral Affairs strictly adheres to the published thesis deposit deadlines. It is imperative that you allow for enough time for this approval to take place in order to meet these deadlines.

Thank you.

To student to remind them to upload their final copy

Dear,

This is a reminder to upload the final copy of your thesis.

Please visit the thesis submission area in Carleton Central found under Main Menu --&gt; Student Support Services --&gt; E-Thesis.

Thank you.
To Thesis supervisor once student has finalized the upload:

Dear,

This email serves as notification that the thesis for:

Student ID: 100xxxxxx
Name: 
Program: PHD-34 - Doctor of Philosophy: Public Policy

has been uploaded and requires your review and approval prior to being forwarded to the Faculty of Graduate and Postdoctoral Affairs.

Please complete the "Thesis Supervisor Final Copy Approval Form" found in Carleton Central under Main Menu --> Faculty Services --> Review E-Thesis Submissions.

Please keep in mind that FGPA strictly adheres to the thesis deposit deadlines. In order for the student to meet the deadline, your approval must be received by 4:30 pm EST on the deadline date.

Please feel free to contact our office if you have any questions (613-520-2525).

Thank you.

To student when thesis is returned by the supervisor:

Dear,

The final copy of your thesis has been returned to you for revisions.

Please visit the thesis submission area in Carleton Central found under Main Menu --> Student Support Services --> E-Thesis.

Thank you

To student, cc’d to thesis supervisor when thesis is returned by FGPA unlocked:

Dear,

Please be advised that your thesis is being returned to you by the Faculty of Graduate and Postdoctoral Affairs (FGPA) to revise the following:

XXXXXXXXXXXXXXXXXXXXXXXX

Please visit the thesis submission area in Carleton Central found under Main Menu --> Student Support Services --> E-Thesis.

Once the revisions have been made, please finalize your submission.

Thank you.
To student when thesis is authorized by FGPA:

Dear ,

This email has been sent to notify you that your thesis has been electronically received and reviewed by the Faculty of Graduate and Postdoctoral Affairs.

Please submit an Application for Graduation through Carleton Central, if you haven't already done so.

Congratulations on the successful completion of your thesis.

Thank you.
Creating a new thesis record in BANNER

Thesis records can only be created by the departments for students that have thesis registration in the current or previous term. In special circumstances thesis records can be created by FGPA for students who do not meet the criteria.

BANNER
SZAETFG
Leave key block blank
Go
Select record insert
Enter student number (you may also search for a student number using the 3 dots). Student’s Name, Program and department will populate
SAVE

At this point the departments can be notified to complete the remaining steps in creating the record.

Manual documents still required by FGPA

Master’s: nil

PHD (at least 4 weeks prior to the defence date):
1. One hard copy of the Thesis
2. Electronic copy of External Examiner’s Bio

Entering information for PHD defences

Once a thesis has been approved to proceed by the supervisor and the Chair/Director of Department or Designate the Coordinator will receive an email and must generate email to external examiner and add the chair of the defence in BANNER (this can be done in either order).

Examination Board Tab
Used to add chair of the defence to the list of examiners

Enter SN
Go
Select appropriate record (if there are multiple)
Click on Examination Board Tab
In member of examination board section insert record
Enter:
Banner ID (this must be entered in order for them to complete the Exam report Outcome form in CC)
First Name
Last Name
Role
Method of Participation
Thesis package Tab

Used to indicate if the student is eligible for a medal and generate the email to the external examiner (must first generate audit to calculate GPA and have notice of Defence approved by the Dean).

Click on Thesis Package Tab to

Section A. indicate if the student is Eligible for Medal

Save, bottom right

Click on Send external Email

Revised notices of defence

FGPA has the ability to create and approve the Notice Change request form. FGPA would create a Notice change if the departmental admin is unable to do so for any reason, and the co-ordinators would have the ability to approve the change in the absence of the Dean in cases where the members of the board are not changing.
Adding the role of Acting Dean
The co-ordinators have the ability to add the role of Acting Dean to the Examination Board tab. This would be done if for some reason the Dean is unavailable to approve a Notice of Defence, a Notice Change Request or External Report.

SZAETFG Post-Defence

Documents still required by FGPA Post Defence

Once the thesis has been successfully defended, the following manual forms are required by FGPA from the departments before a grade can be entered and the thesis deposit considered completed:

1. The thesis examination report
2. Thesis Revisions Approval Form if major revisions were required
3. Any manual Documents

Manually Submitted Documents

If a student has submitted their main thesis document and/or any supplementary or contributor documents manually to FGPA along with the Manually Submitted Documents form signed by both the student and the thesis supervisor, the GSO does the following:

1. Under the Manual Documents tab, input the received date and SAVE
2. Ensure that after reviewing the forms and thesis document, that they authorize the deposit. This ensures that the licenses/agreements, degree information thesis category and subjects gets transferred to the library.
3. Place the form and USB in an envelope with student’s name, department, degree and Banner ID and place in basket for manual transfer to the Library after degrees are conferred.
Approval of Late Deposits

BANNER
SZAETFG
Enter Student ID
GO
Click Examination Board Tab: in the comments field (which displays to departments) enter a comment to reflect that a late deposit has been approved, the new deposit date, the current date and your initials.

Reviewing thesis records in BANNER (SZAETFG)

Search Options:
Once you have selected the key block criteria and obtained results, you can highlight any of the students listed and review any of the tabs.

Student ID: Enter Student ID, Go

Thesis Status: Used to identify students with a thesis status in a particular state. For the most part FGPA will search for those students who have a Thesis Status of TV (Thesis Validated by Supervisor).

Select or enter status, Go

Dept.: Used to filter students by department.

Select Dept., Go

Defence Date Range: Used to identify all students who have a defence scheduled within a particular date range.

Enter/select dates, Go

Examination Board Tab:

Used to enter comments regarding the Examination Board, to enter the Chair (PHD’s) and review any information that the department has entered.

SHAQPNO will pull the first initial and last name of members of the board with the following roles:
- Thesis Supervisor
- Thesis Co-Supervisor
- Nominal Co-Supervisor
NOTE: If departments have used a prefix in front of the first name (e.g. Dr., Prof.) the name will need to be adjusted in SHAQNPO once the thesis has been Authorized to reflect the correct first initial(s).

Thesis Package Tab:

This tab displays all of the information uploaded by the student. It is expected that FGPA would review it to ensure that all of the necessary documents have been submitted and properly completed.

Thesis title: The thesis title reflected on the Examination Board Tab should be compared to the title page in the uploaded thesis. Any titles with Special Characters or italics need to be printed and placed in the thesis titles files and on the spreadsheet for graduation. If any corrections or changes are made to the title, those title pages should also be printed in placed in the folder for validation at graduation. It would be best to note on the printed copy what changes/corrections were made in SHAQPNO.

Once the document(s) has been reviewed the following options are available:

Return to student Locked:
This allows students access to the Agreements/Licenses section only. It would be used if the student has incorrectly completed the LAC. Changes will be submitted directly to FGPA, the thesis supervisor does not need to reapprove the thesis upload.

Enter: Msg to Student
SAVE
Click on Return to Student Locked

Return to student Unlocked:
This allows students access to the Agreements/Licenses as well as the thesis components section. It would be used if the title page is incorrect or the dept/student has requested it be returned. It will be sent back through the supervisor for approval.

Enter: Msg to Student
SAVE
Click on Return to Student Unlocked
Authorize Thesis Deposit:
FGPA would authorize the deposit if:
- all the documents are complete
- exam report has been received
- upload has been validated by supervisor/member of committee
- all manually submitted documents have been received from student

Once Authorized this triggers the following:
1. An email to the student to indicate that their thesis has been received and reviewed
2. Adds the student to the report for mass transfer to the library once the student has an Awarded degree in SHADEGR.
3. Updates SHQPNO with the information needed for graduation.

Transfer to Library
This allows FGPA to transfer theses to the Library on a “one-off” basis if needed.

Cancel Thesis
This would change the status of the thesis to Cancelled. The department would no longer have access to making any changes to it in SZAETDP and the student would no longer see it in Carleton Central. This would be used in most cases when a committee was created for a PHD and then it is determined the student will complete a Master’s or a defence is set and the student never defends.

Manual Documents Tab:
Lists any Manual documents that the student has indicated in Carleton Central. FGPA will be required to enter the date the documents are received by the student.

We also have the ability to “Generate Report” which looks very similar to the one the student will submit with the documents. Manual documents will appear once AW/RC is on.

Once logged these documents will need to be kept and forwarded to the Library after graduation.

Faculty Forms
Indicates the forms that have been completed, the person who completed them and the date as well the bottom section indicates what responses they are given and which they made.
Event Log Tab

This is a view only tab which lists all of the activities that have taken place for the thesis.

Email Log Tab

This is a view only tab which lists all system generated emails.

Batch Transfer Tab

This is the area used to submit the theses to the Library after graduation.
<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Program</th>
<th>Dept</th>
<th>Thesis Title</th>
<th>Thesis Status</th>
<th>Minimum Date</th>
<th>Evaluations</th>
<th>Minor Status</th>
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<tbody>
<tr>
<td></td>
<td>Fanne, Yide</td>
<td>PhD-MG</td>
<td>CHEM</td>
<td>Biochemical Approaches to Synthesis of Catechol</td>
<td>Thesis Deposit Authorized</td>
<td>2020-Sep-24</td>
<td>Y</td>
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