

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 SZAETFG 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

Status	Trigger
Exam Copy Upload Authorized	Authorize upload button in SZAETDP
Exam Copy Upload in Progress	When student begins upload in Carleton Central
Exam Copy Upload Complete	Submit examination copy button in Central
Exam Copy Upload Re-Opened	The selection of "The thesis defence should not take place" option on the "Thesis Supervisor Defence Authorization Form"
Defence Authorized by Thesis Supervisor	The selection of "I have read the thesis and in my opinion, the thesis defence can take place subject to the approval of the thesis examination board." option on the "Thesis Supervisor Defence Authorization Form"
Thesis Cancelled	The selection of ""The thesis defence should not take place" options on the "Department Chair Defence Authorization Form".
Defence Authorized by Chair	The selection of "In my opinion the thesis defence can take place subject to the approval of the thesis examination board" option on the "Department Chair Defence Authorization Form"
Notice of Examination Approved (PhD only)	The approval of the "Notice of Examination"
External Examiner Report Submitted (PhD only)	The submission of the External Examiner's report by the External Examiner
Defence Recommended (PhD only)	The selection of "Approve Report" on the "Examiner's Report Approval Form"
Student Proceeding (PhD only)	The selection of "Defence not recommended and student wants to proceed with defence anyway" on the "Examiner's Report Approval Form"
Thesis Cancelled (PhD only)	The selection of the "Defence not recommended and student wants to cancel" option on the "Examiner's Report Approval Form"
Thesis Rejected	The selection of the "Thesis rejected" option on the "Exam Report Outcome Form"
Thesis Accepted	The selection of the "Thesis accepted" option on the "Exam Report Outcome Form"
Minor Revisions Required	The selection of the "Thesis accepted with minor revisions" option on the "Exam Report Outcome Form"
Major Revisions Required	The selection of the "Thesis accepted with major revisions" option on the "Exam Report Outcome Form"
Final Copy Upload Authorized	The "Authorize Final Upload" button in SZAETDP or SZAETFG
Final Copy Upload Complete	The student "finalizing" the submission of their final copy in Carleton Central (by pressing the "Finalize Submission" button)
Final Copy Validated by Thesis Supervisor	The approval of the "Thesis Final Copy Approval Form" which is completed by the Thesis Supervisor
Final Copy Upload Re-Opened	The non-approval of the "Thesis Final Copy Approval Form" which is completed by the Thesis Supervisor

Re-Opened by FGPA Unlocked	The "Return to Student Unlocked" 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
Re-Opened by FGPA Locked	The "Return to Student Locked" 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)
Thesis Deposit Authorized	The "Authorize Thesis Deposit" button in SZAETFG
Transferred to Library	The "Transfer to Library" button or "Initiate Batch Transfer" button in SZAETFG
Received by Library	The php script that reads the response from the library

SZAETDP

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

Banner ID	First Name	Last Name	Dept	Level	Role	Method of Participation	Affiliation	Email
	Andre	Plourde	INAF	Master's	Dean of Faculty	Ex-officio	FPA	Andre.Plourde@carleton.ca
	David	Long	INAF	Master's	Graduate Supervisor	In Person	NPSIA	david.long@carleton.ca
	Patrice	Smith	INAF	Master's	Dean, Faculty of Graduate and Postdoctoral A...	Ex-officio	Faculty of Graduate and Pos...	patrice.smith@carleton.ca
	Ylagadeesen	Samy	INAF	Ph.D	Chair/Director of Department or Designate	Ex-officio	FPA	ylagadeesen.samy@carleton.ca

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

Banner ID	First Name	Last Name	Dept	Level	Role	Method of Participation	Affiliation	Email
	Andre	Plourde	INAF	Master's	Dean of Faculty	Ex-officio	FPA	Andre.Plourde@carleton.ca
	David	Long	INAF	Master's	Graduate Supervisor	In Person	NPSIA	david.long@carleton.ca
	Patrice	Smith	INAF	Master's	Dean, Faculty of Graduate and Postdoctoral A...	Ex-officio	Faculty of Graduate and Pos...	patrice.smith@carleton.ca
	Ylagadeesen	Samy	INAF	Ph.D	Chair/Director of Department or Designate	Ex-officio	FPA	ylagadeesen.samy@carleton.ca

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

Student ID	Name	Program	Dept	Thesis Title	Thesis Status
	Aubrey, Scott	MA-43SD	INAF	Competitive Securitization in Civil-Military Relations: Internal Threats and Civil-Military Power Dynamics in ...	Thesis Deposit Authorized

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.

The screenshot displays the 'E-thesis Departmental Form SZAETDP 7.9 (PPRD)' interface. The 'Examination Board' tab is selected. The 'MEMBERS OF EXAMINATION BOARD' section shows a table with the following data:

Banner ID	First Name	Last Name	Role	Method of Participation	Affiliation	Email
	Patrice	Smith	Dean, Faculty of Graduate and Postdoctoral Affairs	Ex-officio	Faculty of Graduate and Postdoctoral Affairs	patrice.smith@carleton.ca
	David	Long	Graduate Supervisor	In Person	NPSIA	david.long@carleton.ca
	Andre	Plourde	Dean of Faculty	Ex-officio	FPA	Andre.Plourde@Carleton.ca
	Amy	Resmer	Acting Dean of FGPA	Submitted Questions		amy.resmer@carleton.ca

At the bottom right, a 'Save' button is highlighted with a red arrow. At the top right of the 'MEMBERS OF EXAMINATION BOARD' section, an 'Insert' button is highlighted with a red arrow. At the bottom left of the 'MEMBERS OF EXAMINATION BOARD' section, an 'Assign Defaults' button is highlighted with a red arrow.

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.

Student ID: [] Dept: []
Thesis Status: [] Date Range: []

Thesis Student: Delany, Hannah
Thesis Title: Thesis documentation Testing
Thesis Type: Master's Version No: 1
Defence Date & Time: 2021-Feb-01 Monday 13:00
Location: virtual

Withhold Permanently: No Applied By: []

Comments: []

PREVIOUS DEGREES

Degree	Institution	Year
Bach of Global Inter. St. Hons	Carleton University	2019

Record 1 of 1

MEMBERS OF EXAMINATION BOARD

Banner ID	First Name	Last Name	Role	Method of Participation	Affiliation	Email
1	Patricia	Smith	Dean, Faculty of Graduate and Postdoctoral Affairs	Ex-officio	Faculty of Graduate and Postdoctoral Affairs	patricia.smith@carleton.ca
2	David	Long	Graduate Supervisor	In Person	NPSIA	david.long@carleton.ca
3	Andre	Plourde	Chair/Director of Department or Designate	Ex-officio	FPA	Andre.Plourde@Carleton.ca
4	Amy	Resmer	Thesis Supervisor	Submitted Questions		amy.resmer@carleton.ca

Record 4 of 4

Assign Defaults Clear All Generate Notice **Authorize Exam Upload** Authorize Final Upload

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.

Student ID: [] Dept: []
Thesis Status: [] Date Range: []

Thesis Student: Delany, Hannah
Thesis Title: []
Thesis Type: Master's
Withheld Until: []
Document: [] View
Published Thesis: [] View

Exam Upload Reminder Final Upload Reminder

A. Primary Thesis Document

Abstract: []

B. CONTRIBUTOR DOCUMENTS

Document	Last Name	First Name	Middle Name	Contributor Role
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Record 1 of 1

C. SUPPLEMENTARY DOCUMENTS

Document	Amex #
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Record 1 of 1

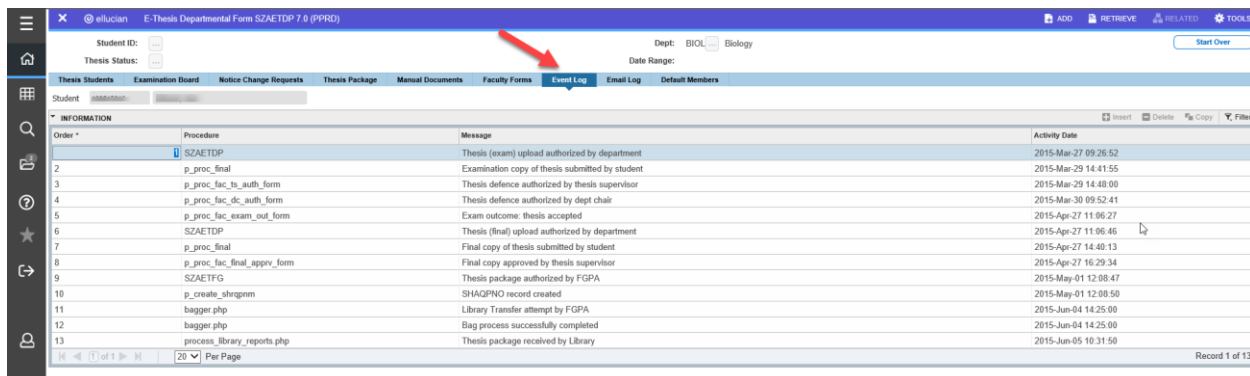
D. COMPLETED AGREEMENTS AND LICENSES

Document	Ver.	Response	Date Completed
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Record 1 of 1

Event Log

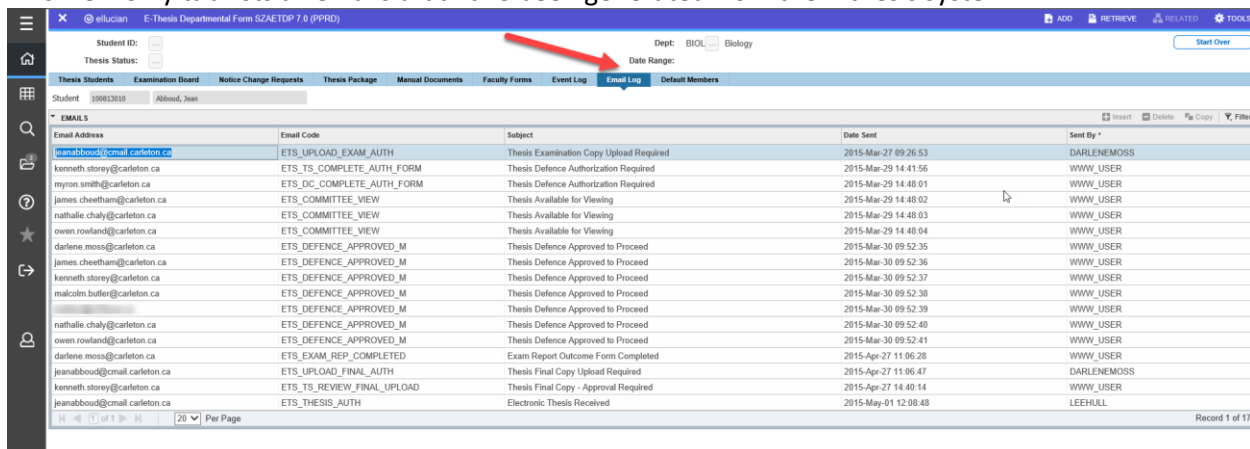
This view only tab lists all actions that have taken place in the E-thesis system including BANNER & CC



Order #	Procedure	Message	Activity Date
1	SZAETDP	Thesis (exam) upload authorized by department	2015-Mar-27 09:26:52
2	p_proc_final	Examination copy of thesis submitted by student	2015-Mar-29 14:41:55
3	p_proc_fac_hs_auth_form	Thesis defence authorized by thesis supervisor	2015-Mar-29 14:48:00
4	p_proc_fac_dc_auth_form	Thesis defence authorized by dept chair	2015-Mar-30 09:52:41
5	p_proc_fac_exam_out_form	Exam outcome: thesis accepted	2015-Apr-27 11:06:27
6	SZAETDP	Thesis (final) upload authorized by department	2015-Apr-27 11:06:46
7	p_proc_final	Final copy of thesis submitted by student	2015-Apr-27 14:40:13
8	p_proc_fac_final_approv_form	Final copy approved by thesis supervisor	2015-Apr-27 16:29:34
9	SZAETFG	Thesis package authorized by FGPA	2015-May-01 12:08:47
10	p_create_shrgnm	SHAOPNO record created	2015-May-01 12:08:50
11	baigier.php	Library Transfer attempt by FGPA	2015-Jun-04 14:25:00
12	baigier.php	Bag process successfully completed	2015-Jun-04 14:25:00
13	process_library_reports.php	Thesis package received by Library	2015-Jun-05 10:31:50

Email Log

This view only tab lists all emails that have been generated from the E-thesis system.



Email Address	Email Code	Subject	Date Sent	Sent By *
jeanabboud@gmail.com	ETS_UPLOAD_EXAM_AUTH	Thesis Examination Copy Upload Required	2015-Mar-27 09:26:53	DARLENE MOSS
kenneth.stoney@carleton.ca	ETS_TS_COMPLETE_AUTH_FORM	Thesis Defence Authorization Required	2015-Mar-29 14:41:56	WWW_USER
myron.smith@carleton.ca	ETS_DC_COMPLETE_AUTH_FORM	Thesis Defence Authorization Required	2015-Mar-29 14:48:01	WWW_USER
james.cheetham@carleton.ca	ETS_COMMITTEE_VIEW	Thesis Available for Viewing	2015-Mar-29 14:48:02	WWW_USER
nathalie.chaly@carleton.ca	ETS_COMMITTEE_VIEW	Thesis Available for Viewing	2015-Mar-29 14:48:03	WWW_USER
owen.rowland@carleton.ca	ETS_COMMITTEE_VIEW	Thesis Available for Viewing	2015-Mar-29 14:48:04	WWW_USER
darlene.moss@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Mar-30 09:52:35	WWW_USER
kenneth.stoney@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Mar-30 09:52:36	WWW_USER
kenneth.stoney@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Mar-30 09:52:37	WWW_USER
malcolm.butler@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Mar-30 09:52:38	WWW_USER
nathalie.chaly@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Mar-30 09:52:39	WWW_USER
owen.rowland@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Mar-30 09:52:40	WWW_USER
darlene.moss@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Mar-30 09:52:41	WWW_USER
jeanabboud@gmail.com	ETS_EXAM_REP_COMPLETED	Exam Report Outcome Form Completed	2015-Apr-27 11:06:28	WWW_USER
kenneth.stoney@carleton.ca	ETS_UPLOAD_FINAL_AUTH	Thesis Final Copy Upload Required	2015-Apr-27 11:06:47	DARLENE MOSS
jeanabboud@gmail.com	ETS_TS_REVIEW_FINAL_UPLOAD	Thesis Final Copy - Approval Required	2015-Apr-27 14:40:14	WWW_USER
jeanabboud@gmail.com	ETS_THESIS_AUTH	Electronic Thesis Received	2015-May-01 12:08:48	LEE HULL

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.

CARLETON UNIVERSITY
Azrieli School of Architecture and Urbanism
MASTER'S THESIS EXAMINATION

CANDIDATE: Vance Fok
B. Environmental Design, Univ of Manitoba, 2007

DATE: July 31, 2013, 1400 512 Tory Building

THESIS TITLE: Type Sample Thesis Title Here

EXAMINATION BOARD:

Internal Examiner	Wayne McGee	(In Person)
Thesis Supervisor	Christina Noja	(In Person)
Chair of Defence	Michel Gaulin	(In Person)
Chair/Director of Department or Designate	Joanne Bree	(In Person)

Joanne Bree, Chair/Director of Department or Designate
 Azrieli School of Architecture and Urbanism

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.

The screenshot shows the E-Thesis Departmental Form SZAETDP 7.0 (PPRD) interface. The interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation icons for Home, Search, and other functions. The main content area has a top navigation bar with tabs: Thesis Students, Examination Board, Notice Change Requests, Thesis Package (selected), Manual Documents, Faculty Forms, Event Log, Email Log, and Default Members. Below the tabs, the 'Thesis Package' section is displayed. It includes a 'Primary Thesis Document' section with fields for Student ID, Thesis Status, Thesis Type, Withheld Until, Document, and Published Thesis. Below these fields are buttons for 'Exam Upload Reminder' and 'Final Upload Reminder', with a red arrow pointing to the 'Final Upload Reminder' button. The 'Primary Thesis Document' section also includes an 'Abstract' field. Below the 'Primary Thesis Document' section is a table for 'B. CONTRIBUTOR DOCUMENTS'. Below that is a table for 'C. SUPPLEMENTARY DOCUMENTS'. At the bottom is a table for 'D. COMPLETED AGREEMENTS AND LICENSES'.

Document	Ver.	Response	Date Completed	
Carleton University Thesis License Agreement	View	1	Accepted	2015-Mar-29 14:38:18
FIPPA	View	1	Accepted	2015-Mar-29 14:38:09
Academic Integrity Statement	View	1	Accepted	2015-Mar-29 14:38:00
LAC Non-Exclusive License	View	1	Accepted	2015-Apr-27 11:19:04

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.

Form Name *	Option Selected	Completed By *	Completed On
Thesis Defence Authorization Form	R1	O'Brien, William	2020-Jun-26 10:48:08
Departmental Chair Defence Authorization Form	R1	Hassan, Yasser	2020-Jun-26 14:16:40
Notice of Examination Approval Form	R1	Keen, Paul	2020-Jun-29 09:55:39
External Examiner's Report Approval Form	R1	Keen, Paul	2020-Jul-13 15:47:41
Exam Report Outcome Form	R2	Arya, Ali	2020-Jul-20 12:20:51

Form Options: R1: I have read the thesis and in my opinion, the thesis defence can take place subject to the approval of the thesis examination board.
R2: The thesis defence should not take place.

G. External Examiner's Report (Ph.D. Only)
Completed On: 2020-Jul-13
Report Link: https://bannerpprd.ca/ordr/pkg_athesis_fac_ext_form.html?u=4763DAF67DAS7686
View (Normal) View (Exclude Medal Info)

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".

The screenshot shows the Banner E-thesis Departmental Form SZAETDP 7.0 (PPRD) interface. The 'Notice Change Requests' tab is selected. A message box at the top right states: 'The examination board cannot be updated at this time.' A red arrow points to this message. Below the message, the 'Examination Board' section is visible, showing a list of members. A red arrow points to the 'Assign Defaults' button at the bottom left of the form.

Banner ID	First Name	Last Name	Role	Method of Participation	Affiliation	Email
1	Ashkan	Golshani	Thesis Supervisor	Video Conference	Biology, Carleton University	ashkan.golshani@carleton.ca
1	Ashok	Kumar	Member of Joint Institute	Video Conference	Department of Pathology and Laboratory Medicine, Univer...	
1	Bruce	McKay	Member of Department	Video Conference	Biology, Carleton University	bruce.mckay@carleton.ca
1	Charles	MacDonald	Dean of Faculty	Ex-officio	Dean of Science, Carleton University	Chuck.MacDonald@Carleton.ca
1	Edana	Cassol	Committee Member	Video Conference	Health Sciences, Carleton University	edana.cassol@carleton.ca
1	Iain	Wallace	Chair of Defence	Video Conference	Geography	iain.wallace@carleton.ca
1	Marlin	Holcik	Internal Examiner	Video Conference	Health Sciences, Carleton University	marlin.holcik@carleton.ca
1	Myron	Smith	Chair/Director of Department or Designate	Ex-officio	Biology, Carleton University	myron.smith@carleton.ca
1	Patrice	Smith	Dean, Faculty of Graduate and Postdoctoral...	Ex-officio	Faculty of Graduate and Postdoctoral Affairs	patrice.smith@carleton.ca
1	Paul	Keen	Acting Dean of FGPA	Ex-officio	FGPA	paul.keen@carleton.ca

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.

https://bannapprd.carleton.ca/applicationnavigator/seamless

efusion E-Thesis Departmental Form SZAETDP 7.0 (PPRD)

Student ID: Dept: Date Range: Start Over

Thesis Status: DC Defence Authorized by Chair

Thesis Student: [redacted] Assigning Notice

Thesis Title: The Deposition of the Hymus Indians from Chignecto to Elapogit

Thesis Type: Ph.D. Version No: 1

Defence Date & Time: 2021-Jan-14 Thursday 10:00

Location: Zoom

Current State: Change Details

Current Notice

Initiate Change Request Submit for Approval

PREVIOUS DEGREES

Degree	Institution	Year
Master of Arts	Univ of Prince Edward Island	2010

Record 1 of 1

MEMBERS OF EXAMINATION BOARD

Member ID	First Name	Last Name	Role	Method of Participation	Affiliation	Email
<input type="checkbox"/>	Anna	Hoefnagels	Chair/Director of Department or Designate	Ex-officio	SICS, Carleton	Anna.Hoefnagels@Carleton.ca
<input type="checkbox"/>	Anne	Trepanier	Graduate Supervisor	Video Conference	School of Indigenous and Canadian Studies, Carleton	anne.trepanier@carleton.ca
<input type="checkbox"/>	Dale	Spencer	Chair of Defence	Video Conference	Legal Studies	dale.spencer@carleton.ca
<input type="checkbox"/>	Hugh	Shewell	Thesis Supervisor	Video Conference	School of Social Work, Carleton	Hugh.Shewell@Carleton.ca
<input type="checkbox"/>	John	Miloy	Internal Examiner	Video Conference	Trent University	jmiloy@trentu.ca
<input type="checkbox"/>	L	Rankin	Dean of Faculty	Ex-officio	OD FASS	Pauline.Rankin@Carleton.ca
<input type="checkbox"/>	Martha	Walls	External Examiner	Video Conference	Mount Saint Vincent University	martha.walls@msvu.ca
<input type="checkbox"/>	Patrice	Smith	Dean, Faculty of Graduate and Postdoctoral Studies	Ex-officio	FGPA	patrice.smith@carleton.ca
<input type="checkbox"/>	Paul	Keen	Acting Dean of FGPA	Ex-officio	FGPA	paul.keen@carleton.ca
<input type="checkbox"/>	Rainey	Gaywish	Committee Member	Video Conference	Univ of Manitoba	rainey.gaywish@unim.ca

Record 1 of 11

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.

 **Carleton Central**

[Personal Information](#) [Student Services](#) [Employee Services](#)

[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Electronic Thesis Submission

Gregory R. Brown
Sep 19, 2014 08:56 am

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.

EXAMINATION COPY

Thesis Details

Thesis Title:	Thesis test for Phase 2
Thesis Type:	Ph.D.
Defence Date:	30-SEP-2014
Location:	617 Southam Hall

Agreements and Licenses

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

Agreement/License	Response	Completed On
Academic Integrity Statement		Please complete this form
PIPPA		Please complete this form
Carleton University Thesis License Agreement		Please complete this form

Thesis Components


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

Thesis Components	Uploaded On
Thesis Upload	
Contributor Documents (Integrated Thesis)	
Supplementary Files	

Submit Examination Copy

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

Academic Integrity Statement

 **Carleton Central**

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Academic Integrity Statement

Gregory R. Brown
Sep 23, 2014 02:50 pm

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 Central

Personal Information Student Services Employee Services

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FIPPA Agreement

Gregory R. Brown
Sep 19, 2014 09:33 am

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, utilisation, 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

[Submit Response](#)

[Return to Details](#)

RELEASE: 8.5

Carleton University Thesis License Agreement

Personal Information Student Services Employee Services

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Carleton University Thesis License Agreement

Gregory R. Brown
Sep 19, 2014 09:36 am

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:

- 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 abstract, 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:
 - transmit the Thesis to the public by telecommunication, including via the internet and facsimile transmission;
 - publish the Thesis electronically on the Internet;
 - distribute the Thesis through library, interlibrary and public loan;
 - digitize, photocopy and microfiche the Thesis; and
 - sub-license or assign any of the rights granted by in this paragraph 1 or otherwise authorize third parties to perform such acts on CU's behalf.
- CU may keep more than one copy of the Thesis and convert the Thesis into any medium or format for the purposes of security, back-up, preservation and CU's use of the Thesis in accordance with this license. While every care will be taken to preserve the physical integrity of the Work, CU shall incur no liability, either expressed or implicit, for the Work or the loss or damage to any of the Work or associated data.
- You confirm that, upon reasonable investigation, you believe the following statements to be true and accurate:
 - the Thesis is your original work and is an un-amended copy of the final version approved by your Examination Committee;
 - you have the right and authority to grant the rights set out in this license;
 - the Thesis does not infringe copyright or other intellectual property rights of any other person;
 - 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:
 - each use of such copyrighted material complies with the "fair dealing" provisions of the Copyright Act (Canada); and
 - you have obtained and retained in your files 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;
 - all material to which you do not hold copyright is clearly and appropriately identified and acknowledged within the Thesis;
 - 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 files a copy of the written approval to include in your Thesis;
 - the Thesis does not contain any libelous or other unlawful matter and does not invade the privacy of any persons;
 - there are no unexpired publication delays on the distribution of the Thesis; and
 - the information you provide herein about the Thesis is accurate.
- 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 alleged to be inaccurate.
- 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.
- 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. CU will send out a notification if it so decides.
- 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.
- In the event that you are requesting a deferment 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 agreed upon deferment period.

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

☐ Accept

[Submit Response](#)

[Return to Details](#)

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.

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Upload Thesis

Gregory R. Brown
Sep 19, 2014 10:11 am

✓ The file has been successfully uploaded. Please click on the file name below if you wish to review it.

Step 1: Thesis Information
Enter your thesis title, language, and abstract in the spaces below. Fields with an asterisk (*) are mandatory.
* Thesis Title:
* Language:
* Thesis Abstract:

Step 2: Upload Thesis Document (Examination Copy)
The following thesis document has been uploaded. You may view or delete this file.
Please ensure that you review the file below prior to submitting your examination copy.
Thesis Document: [sample_word_thesis.pdf](#)

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.

Upload Contributor Documents

Gregory R. Brown
Sep 19, 2014 10:22 am

Step 1: Upload Contributor Documents

Enter the contributor's surname, first name, middle name, and role then select a document to upload. The file size must not exceed 2 MB.

Fields with an asterisk (*) are mandatory.

* Surname: * First Name: Middle Name: * Role:

Example: co-author, advisor, juror, etc.

* Document:

RELEASE: 8.5

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

Upload Supplementary Files

Gregory R. Brown
Sep 19, 2014 10:24 am

Step 1: Upload Supplementary Files

Select a supplementary file and indicate the annex/figure number if applicable. The file size must not exceed 2 MB.

Please note that you must accept the Intellectual Property Agreement prior to uploading each file.


Fields with an asterisk (*) are mandatory.

* Document: Annex/Figure #: ☐ I accept the [Intellectual Property Agreement](#).

RELEASE: 8.5

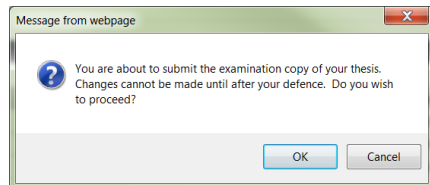
Submit Examination copy

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.


 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.

EXAMINATION COPY		
Thesis Details		
Thesis Title:	Thesis test for Phase 2	
Thesis Type:	Ph.D.	
Defence Date:	30-SEP-2014	
Location:	617 Southam Hall	
Agreements and Licenses		
<ul style="list-style-type: none"> Click on the agreement/license to view. 		
Agreement/License	Response	Completed On
Academic Integrity Statement	Accepted	19-SEP-2014 09:52:10
FIPPA	Accepted	19-SEP-2014 09:52:25
Carleton University Thesis License Agreement	Accepted	19-SEP-2014 09:52:30
Thesis Components		
<ul style="list-style-type: none"> Use the links below to upload the examination copy of your thesis and associated components. You must submit your thesis details (title, language, abstract) and upload your primary thesis document prior to submitting your examination copy. 		
Thesis Components	Uploaded On	
Thesis Upload	19-SEP-2014 10:11:54	
Contributor Documents (Integrated Thesis)		
Supplementary Files		
<input type="button" value="Submit Examination Copy"/>		

[[Theses Summary](#)]



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.

EXAMINATION COPY		
Thesis Details		
Thesis Title:	Thesis test for Phase 2	
Thesis Type:	Ph.D.	
Defence Date:	30-SEP-2014	
Location:	617 Southam Hall	
Agreements and Licenses		
<ul style="list-style-type: none"> Click on the agreement/license to view. 		
Agreement/License	Response	Completed On
Academic Integrity Statement	Accepted	19-SEP-2014 09:52:10
FIPPA	Accepted	19-SEP-2014 09:52:25
Carleton University Thesis License Agreement	Accepted	19-SEP-2014 09:52:30
Thesis Components		
<ul style="list-style-type: none"> The examination version of your thesis and associated components have been uploaded and submitted. 		
Thesis Components	Uploaded On	
Thesis Upload	19-SEP-2014 10:11:54	
Contributor Documents (Integrated Thesis)		
Supplementary Files		
<input type="button" value="Submit Examination Copy"/>		

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

Student ID	Name	Thesis Title	Type	Status	Your Role	Forms/Actions
[REDACTED]	Katz-Rosene, Ryan	Test for Phase II Enhancements	Ph.D.	Exam Copy Upload Complete	Thesis Supervisor	Thesis Defence Authorization Form

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Thesis Supervisor - Defence Authorization Form

Pamela A. Poulson
Sep 22, 2014 10:32 am



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

Thesis Student:	[REDACTED] Landon, Kelly
Email:	kellylandon@gmail.carleton.ca
Program:	Doctor of Philosophy: Sociology
Thesis Title:	Testing Title for E-Thesis Phase 2
Language:	English
Thesis Abstract:	Testing abstract for thesis
Thesis Document:	sample_word_thesis.pdf

- ☐ I have read the thesis and in my opinion, the thesis defence can take place subject to the approval of the thesis examination board.
☐ The thesis defence should not take place.

If the thesis defence should not take place, please indicate why in the space below (internal use only).

[\[Return to Summary \]](#)

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

- 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).

Personal Information

Faculty Services

Employee Services

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Thesis Supervisor - Defence Authorization Form

Pamela A. Poulson
Sep 22, 2014 10:36 am

 Please review the thesis examination copy below and indicate whether or not the defence should proceed. The defence has been authorized. The Departmental Chair has been notified.

Thesis Student:	- Landon, Kelly
Email:	kellylandon@cmail.carleton.ca
Program:	Doctor of Philosophy: Sociology
Thesis Title:	Testing Title for E-Thesis Phase 2
Language:	English
Thesis Abstract:	Testing abstract for thesis
Thesis Document:	sample_word_thesis.pdf

☒ I have read the thesis and in my opinion, the thesis defence can take place subject to the approval of the thesis examination board.

☐ The thesis defence should not take place.

If the thesis defence should not take place, please indicate why in the space below (internal use only).

Submit

[Return to Summary](#)

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.

Student ID	Name	Thesis Title	Type	Status	Your Role	Forms/Actions
	Cunnington, Glenn	The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality	Ph.D.	Defence Authorized by Thesis Supervisor	Chair/Director of Department or Designate	Departmental Chair Defence Authorization Form
	Cunnington, Glenn	The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality	Ph.D.	Defence Authorized by Thesis Supervisor	Dean of Faculty	
	Cunnington, Glenn	The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality	Ph.D.	Defence Authorized by Thesis Supervisor	Dean, Faculty of Graduate and Postdoctoral Affairs	
	Cunnington, Glenn	The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality	Ph.D.	Defence Authorized by Thesis Supervisor	External Examiner	
	Cunnington, Glenn	The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality	Ph.D.	Defence Authorized by Thesis Supervisor	Internal Examiner	
	Cunnington, Glenn	The Relationship Between Roads and Amphibians: Effects of Traffic Noise and Mitigation of Road Mortality	Ph.D.	Defence Authorized by Thesis Supervisor	Member of Department	

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 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 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.

10076021	Katz-Rosene, Ryan	Test for Phase II Enhancements	Ph.D.	Defence Authorized by Thesis Supervisor	Chair/Director of Department or Designate	Departmental Chair Defence Authorization Form
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Personal Information Faculty Services Employee Services

Departmental Chair - Defence Authorization Form



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

Thesis Student:	██████████ - Katz-Rosene, Ryan
Email:	ryankatzrosene@testdomain.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
Thesis Document:	advice_to_students_supervisor_on_the_role_of_supervisors_in_final_in_camera_session_of_doctoral_defences.pdf
Required for Ph.D. Only <input type="checkbox"/>	I am not aware of any potential conflict of interest that the examiners have with the candidate and or Thesis Supervisor. 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 .

Members of Examination Board

Role	Name	Affiliation	Method of Participation
External Examiner	Joanne Bree	University of Manitoba	Teleconference
Internal Examiner	Pamela Poulson	Department of English	In Person
Committee Member	Maureen Varette	Department of French	In Person
Thesis Supervisor	Christina Noja	Department of French	In Person
Chair/Director of Department or Designate	Glendy Wong	Department of French	Ex-officio
Dean of Faculty	Andre Plourde	Dean of Faculty of Arts and Social Science	Ex-officio
Dean, Faculty of Graduate and Postdoctoral Affairs	Matthias Neufang	Faculty of Graduate & Postdoctoral Affairs	Ex-officio

- ☐ 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.
- ☐ The thesis defence should not take place.

If the thesis defence should not take place, please indicate why in the space below (internal use only).

Submit

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:


[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Departmental Chair - Defence Authorization Form

Pamela A. Poulson
Sep 22, 2014 10:45 am

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

 Your submission has been successfully processed.

Thesis Student:	 Landon, Kelly
Email:	kellylandon@cmail.carleton.ca
Program:	Doctor of Philosophy: Sociology
Thesis Title:	Testing Title for E-Thesis Phase 2
Language:	English
Thesis Abstract:	Testing abstract for thesis
Thesis Document:	sample_word_thesis.pdf
Required for Ph.D. Only <input type="checkbox"/>	I am not aware of any potential conflict of interest that the examiners have with the candidate and or Thesis Supervisor. <small>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.</small>

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

Student ID	Name	Thesis Title	Type	Status	Your Role	Forms/Actions
1001000000	Cohen, Irit	Three-Dimensional Mixed-Mode Fracture Analysis of the Four-Point Shear Specimen	Master's	Defence Authorized by Chair	Chair/Director of Department or Designate	Notice of Examination Change Approval Form

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.

Notice of Examination Change Approval Form

Change Request Comments			
now it worked			
Department:	Department of Mechanical and Aerospace Engineering		
Thesis Type:	MASTER'S THESIS EXAMINATION		
Candidate:	Irit Cohen		
Previous Degrees:	Bachelor of Engineering, Carleton University, 2013		
Date and Time:	Tuesday June 16, 2015, 11:00		
Location:	4346 Mackenzie		
Thesis Title:	Three-Dimensional Mixed-Mode Fracture Analysis of the Four-Point Shear Specimen		
Current Notice:	Current Notice of Examination		

Members of Examination Board			
Role	Name	Affiliation	Method of Participation
Internal Examiner	Neal Holtz	Civil & Environmental Engineering	In Person
Member of Department	Andrei Artemev	Mechanical & Aerospace Engineering	In Person
Member of Department	Robert Bell	Mechanical & Aerospace Engineering	In Person
Member of Joint Institute	Craig Merrett	In Place of the University of Ottawa	In Person
Thesis Supervisor	Xin Wang	Mechanical & Aerospace Engineering	In Person
Chair of Defence	Jason Etele	Mechanical & Aerospace Engineering	In Person
Chair/Director of Department or Designate	Metin Yaras		Ex-officio
Dean of Faculty	Rafik Goubbran		Ex-officio
Dean, Faculty of Graduate and Postdoctoral Affairs	Matthias Neufang		Ex-officio

☒ I approve these changes.
☐ I do not approve these changes.


If you do not approve these changes, please indicate why in the space below (internal use only).

Submit

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 to complete the report. The email includes the link to the required form.

Carleton
University



Faculty of Graduate and
Postdoctoral Affairs

External Examiner's Report

Student Information

Student:	
Thesis Title:	
Defence Date:	28-JUL-2022

Assessment of Thesis

Your assessment is a critical part of our examination process. We require the External Examiner to share the assessment with the Examining Board at the defence prior to the candidate appearing before the Board. Following the defence, the Board will deliberate on the outcome. A majority of the members of the Board voting in favour of the candidate constitutes a successful defence; however, the External Examiner must form part of that majority.

Please complete your assessment in the text field below. We ask that your assessment address the following:

- demonstration of the candidate's familiarity with state of the art knowledge in the area of research,
- contribution to knowledge made by the candidate,
- adequacy of research methodology, and general organization and presentation of the thesis.

Assessment of Thesis (Maximum 30000 characters):

Defence Recommendation

Please indicate whether or not the thesis should proceed to a defence.

☐ Defence Recommended

☐ Defence Not Recommended

If proceeding to a defence is not recommended, please indicate why. (Maximum 30000 characters):

Medal Nomination

In the case of outstanding doctoral candidates, the student may be nominated for a medal. The External Examiner's opinion of the thesis is decisive in the deliberation of the Senate Medals and Prizes Committee. Therefore should this thesis, in your view, be rated as outstanding, we require an explicit statement to that effect. Please select one of the following statements:

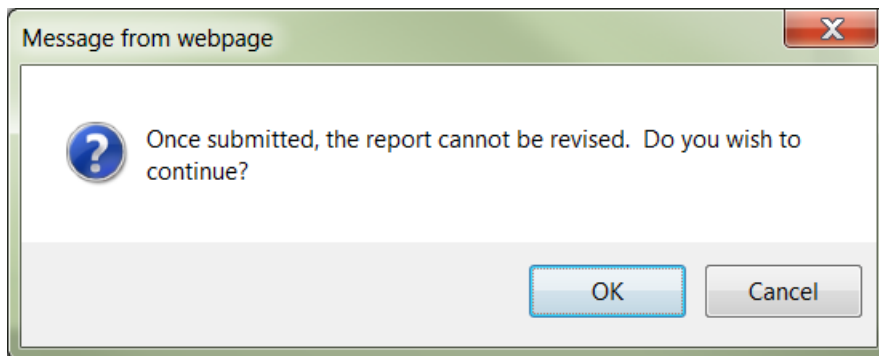
☐ In my opinion, this thesis rates as outstanding and should be considered for a medal.

☐ In my opinion this thesis does not rate as outstanding and should not be considered for a medal.

☐ I am undecided as to whether this thesis should be considered for a medal.

This statement/recommendation will be shared with the examining committee during the confidential deliberations after the student's defence.

Once Submit report is selected a pop up message is received



After Ok is selected the screen indicates in Yellow that the report has been successfully processed



External Examiner's Report

Your report has been received and successfully processed. Thank You.

Submitted on: 28-NOV-2022

Student Information

Student:	LOREN, MICHAEL
Thesis Title:	
Defence Date:	28-NOV-2022

Assessment of Thesis

Your assessment is a critical part of our examination process. We require the External Examiner to share the assessment with the Examining Board at the defence prior to the candidate appearing before the Board. Following the defence, the Board will deliberate on the outcome. A majority of the members of the Board voting in favour of the candidate constitutes a successful defence; however, the External Examiner must form part of that majority.

Please complete your assessment in the text field below. We ask that your assessment address the following:

- demonstration of the candidate's familiarity with state of the art knowledge in the area of research,
- contribution to knowledge made by the candidate,
- adequacy of research methodology, and general organization and presentation of the thesis.

External Examiner's Assessment

My assessment

Defence Recommendation

Please indicate whether or not the thesis should proceed to a defence.

- ☒ Defence Recommended
☐ Defence Not Recommended

Medal Nomination

In the case of outstanding doctoral candidates, the student may be nominated for a medal. The External Examiner's opinion of the thesis is decisive in the deliberation of the Senate Medals and Prizes Committee. Therefore should this thesis, in your view, be rated as outstanding, we require an explicit statement to that effect. Please select one of the following statements:

- ☒ In my opinion, this thesis rates as outstanding and should be considered for a medal.
☐ In my opinion this thesis does not rate as outstanding and should not be considered for a medal.
☐ I am undecided as to whether this thesis should be considered for a medal.

This statement/recommendation will be shared with the examining committee during the confidential deliberations after the student's defence.

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.

The screenshot shows the Carleton Central web interface. At the top is the Carleton University logo and the text "Carleton Central". Below this is a navigation bar with tabs for "Personal Information", "Faculty Services", and "Employee Services". Under "Faculty Services", there are links for "RETURN TO MAIN MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Dean of FGPA (or designate) - External Examiner's Report Approval Form". On the right, the user's name "Pamela A. Poulson" and the date "Sep 22, 2014 01:03 pm" are displayed. Below the heading is a table with the following information:

Thesis Student:	- Landon, Kelly
Email:	kellylandon@cmail.carleton.ca
Program:	Doctor of Philosophy: Sociology
Thesis Title:	Testing Title for E-Thesis Phase 2
Report:	Please click here to view the External Examiner's report.

Below the table are three radio button options:

- ☒ I approve this report.
- ☐ The defence is not recommended by the External Examiner and student wants to proceed with defence.
- ☐ The defence is not recommended by the External Examiner and student wants to cancel.

A "Submit" button is located below the options. At the bottom of the form, there is a link "[Return to Summary]" and the text "RELEASE: 8.5".

Once you click on the link another window opens with the report details.

External Examiner's Report

Submitted on: 28-NOV-2022

Student Information

Student:	Leibel, Miranda
Thesis Title:	Writing our Wrongs: 'Justness', Accountability, and Transparency in Provincial Child Death Inquiries in the Context of Neoliberal Settler Colonialism
Defence Date:	28-JUL-2022

Assessment of Thesis

Your assessment is a critical part of our examination process. We require the External Examiner to share the assessment with the Examining Board at the defence prior to the candidate appearing before the Board. Following the defence, the Board will deliberate on the outcome. A majority of the members of the Board voting in favour of the candidate constitutes a successful defence; however, the External Examiner must form part of that majority.

Please complete your assessment in the text field below. We ask that your assessment address the following:

- demonstration of the candidate's familiarity with state of the art knowledge in the area of research,
- contribution to knowledge made by the candidate,
- adequacy of research methodology, and general organization and presentation of the thesis.

External Examiner's Assessment

My assessment

Defence Recommendation

Please indicate whether or not the thesis should proceed to a defence.

- ☒ Defence Recommended
☐ Defence Not Recommended

Medal Nomination

In the case of outstanding doctoral candidates, the student may be nominated for a medal. The External Examiner's opinion of the thesis is decisive in the deliberation of the Senate Medals and Prizes Committee. Therefore should this thesis, in your view, be rated as outstanding, we require an explicit statement to that effect. Please select one of the following statements:

- ☒ In my opinion, this thesis rates as outstanding and should be considered for a medal.
☐ In my opinion this thesis does not rate as outstanding and should not be considered for a medal.
☐ I am undecided as to whether this thesis should be considered for a medal.

This statement/recommendation will be shared with the examining committee during the confidential deliberations after the student's defence.

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: 10xxxxxxx

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: 100xxxxxx

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](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: 10xxxxxxx

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.

Personal Information

Faculty Services

Employee Services

[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Chair of Defence - Exam Report Outcome Form

Pamela A. Poulson
Sep 22, 2014 01:19 pm

 Please indicate category outcome of the defence.

1. **Accepted:** Used where only a few typographical or stylistic changes are required.
2. **Acceptable after minor revisions:** Used where a large number of typographical errors exist, or where other changes are required which do not affect the basic tenets of the research or its findings and do not call for alteration to the basic structure of the thesis. These changes should be clearly specified in writing and are subject only to the approval of the thesis supervisor before the thesis is finally accepted for deposit.
3. **Acceptable after major revisions:** Used where, in the judgment of the examiners, changes of a substantive nature which call for re-writing of parts of the thesis are required. These changes should be clearly specified in writing and are subject to the approval of the thesis board, or a designated committee, before the thesis is finally accepted for deposit.
4. **Rejected:** Used where, in the judgment of the examiners, the thesis is unacceptable on substantive grounds.

 Your submission has been successfully processed.

Thesis Student:	- Landon, Kelly
Email:	kellylandon@cmail.carleton.ca
Program:	Doctor of Philosophy: Sociology
Thesis Title:	Testing Title for E-Thesis Phase 2

☒ Thesis accepted.

☐ Thesis accepted with minor revisions required.

☐ Thesis accepted with major revisions required.

☐ Thesis rejected.

If the thesis has been accepted with minor or major revisions, please enter the details of the revisions below. This text will be displayed to the student.

Submit

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.

The screenshot shows the Banner SZAETDP 7.0 (PPRD) interface. The 'Examination Board' tab is selected. The 'Members of Examination Board' table lists the following members:

Banner ID	First Name	Last Name	Role	Method of Participation	Affiliation	Email
...	Craig	Bennell	External Examiner	In Person	Psychology/SL&S	craig.bennell@carleton.ca
...	David	Wood	Chair of Defence	In Person	SL&S	david.wood@carleton.ca
...	Guillaume	Gentil	Member of Department	In Person	SL&S	guillaume.gentil@carleton.ca
...	John	Osborne	Dean of Faculty	Ex-officio		
...	Matthias	Neufang	Dean, Faculty of Graduate and Postdoctoral Studies	Ex-officio		matthias.neufang@carleton.ca
...	Natasha	Artemeva	Thesis Supervisor	In Person	SL&S	natasha.artemeva@carleton.ca
...	Randall	Gess	Chair/Director of Department or Designate	Ex-officio	SL&S	randall.gess@carleton.ca

The 'Authorize Final Upload' button is highlighted with a red arrow.

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.

The screenshot shows the Banner SZAETDP 7.0 (PPRD) interface. The 'Thesis Package' tab is selected. The 'Final Upload Reminder' button is highlighted with a red arrow.

The 'Thesis Package' tab displays the following information:

- Thesis Student:** Anah
- Thesis Title:** *Medical News in an Oxford Genre: A Qualitative Analysis of...*
- Thesis Type:** Master's
- Version:** No. 1
- Defence Date & Time:** 2015-May-04, Monday, 13:00
- Location:** PS 246

The 'Final Upload Reminder' button is highlighted with a red arrow.

Student Upload in Carleton Central

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.

Carleton Central
Main Menu
Student Support Service
E-Thesis

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)

FINAL COPY		
Thesis Details		
Thesis Title:	Test for Phase II Enhancements	
Thesis Type:	Ph.D.	
Defence Date:	13-MAR-2015	
Location:	502 Tory Building	
External's Report:	Please click here to view the External Examiner's report.	
Agreements and Licenses		
• Click on the agreement/license to view.		
Agreement/License	Response	Completed On
Academic Integrity Statement	Accepted	13-FEB-2015 09:29:04
FIPPA	Accepted	13-FEB-2015 09:29:06
Carleton University Thesis License Agreement	Accepted	13-FEB-2015 09:29:09
LAC Non-Exclusive License	Declined	13-FEB-2015 10:40:19
Thesis Components		
• Use the links below to upload your thesis and associated components. • You must submit your thesis details (title, language, abstract) and upload your primary thesis document prior to finalizing your submission. • It is recommended that you review all uploaded documents prior to finalizing.		
Minor Revisions Required		
Spelling on pages 1 5 7 18 32 110 125		
Thesis Components	Uploaded On	
Thesis Upload		
Contributor Documents (Integrated Thesis)		
Supplementary Files		
Manually Submitted Documents		

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.

Personal Information	Student Services	Faculty Services	Employee Services
RETURN TO MAIN MENU SITE MAP HELP EXIT			
LAC Non-Exclusive License			
Kelly S. Landon Sep 22, 2014 01:55 pm			
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 formats;			
(b) to authorize, sub-license, sub-contract or procure 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.			
If third party copyrighted material was included in my thesis for which, under the terms of the Copyright Act, written permission from the copyright owners is required I have obtained such permission from the copyright owners to do the acts mentioned in paragraph (a) above for the full term of copyright protection.			
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.			
<input checked="" type="radio"/> Accept <input type="radio"/> Decline			
Submit Response		Return to Details	

RELEASE: 8.5

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.

Personal Information

Student Services

Faculty Services

Employee Services

[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Kelly S. Landon
Sep 22, 2014 02:33 pm

Upload Thesis

✓ Thesis information successfully saved.

ATTENTION: Hidden/special characters may have been added. Please review your abstract, make any necessary changes and resubmit before proceeding to Step 2.

Step 1: Thesis Information
Enter your thesis title, language, and abstract in the spaces below. Fields with an asterisk (*) are mandatory.

* Thesis Title:

* Language:

* Thesis Abstract:

Testing abstract for thesis

Withhold Thesis Until:

You may wish to place a hold on the publication of your thesis. If so, select the expiration date of your thesis hold above.
Your thesis will NOT be published until this date has passed.
Please note that the duration of this hold must not be greater than 3 months from the current date.

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”.

Step 2: Upload Thesis Document (Final Copy)
The following thesis document has been uploaded. You may view or delete this file.
Please ensure that you review the file below prior to finalizing your submission.

Thesis Document: [formpdfaxpdfa.pdf](#)

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.

Upload Contributor Documents

Gregory R. Brown
Sep 19, 2014 10:22 am

Step 1: Upload Contributor Documents

Enter the contributor's surname, first name, middle name, and role then select a document to upload. The file size must not exceed 2 MB.

Fields with an asterisk (*) are mandatory.

* Surname:
 * First Name:
 Middle Name:
 * Role: Example: co-author, advisor, juror, etc.
 * Document:

RELEASE: 8.5

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

Upload Supplementary Files

Gregory R. Brown
Sep 19, 2014 10:24 am

Step 1: Upload Supplementary Files

Select a supplementary file and indicate the annex/figure number if applicable. The file size must not exceed 2 MB.

Please note that you must accept the Intellectual Property Agreement prior to uploading each file.

Fields with an asterisk (*) are mandatory.

* Document:
 Annex/Figure #:

☐ I accept the Intellectual Property Agreement.

RELEASE: 8.5

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).

Manually Submitted Documents

Nicholas P. Falvo
Oct 20, 2014 02:23 pm

Note: Manual submission of your final thesis and/or supplementary files is only allowed if you were unable to upload the documents due to file size or format issues.

Step 1: Indicate Manual Documents

Use the form below to indicate documents that will be submitted to FGPA manually (i.e. in person).

You will be able to specify several documents if necessary.

Please note that you must accept the Intellectual Property Agreement for supplementary documents.

Fields with an asterisk (*) are mandatory.

* Document Type: Supplementary

* Document Name:

* Contact Number: 613-555-5555

☐ I accept the Intellectual Property Agreement.

Submit

Step 2: View or Delete Manual Documents

The following is a list of documents to be submitted manually. You may choose to delete records if necessary.

Document Type	Document Name	Contact Number	
Other	photo	613-555-5555	Delete

Step 3: Print and Complete Form

Once you have specified all documents to be submitted manually, please print and complete this form and submit it to FGPA along with your document(s). You can also access this form on the thesis submission summary page by pressing "Return to Details" below.

Return to Details

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.

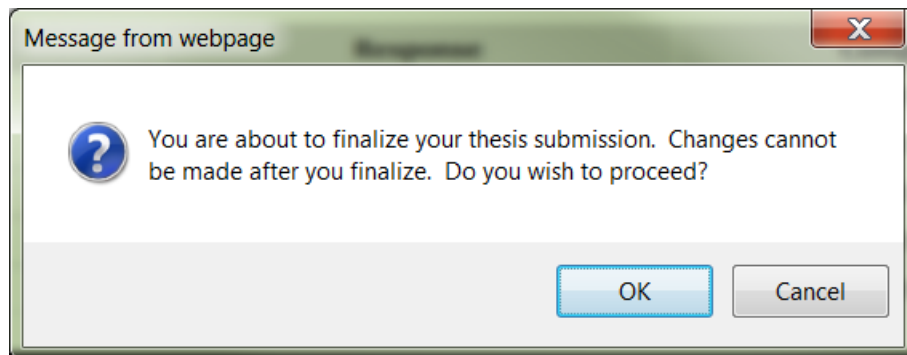
Electronic Thesis Submission

Kelly S. Landon
Sep 22, 2014 02:49 pm

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.

FINAL COPY		
Thesis Details		
Thesis Title:	Testing Title for E-Thesis Phase 2	
Thesis Type:	Ph.D.	
Defence Date:	30-SEP-2014	
Location:	617 Southam Hall	
External's Report:	Please click here to view the External Examiner's report.	
Agreements and Licenses		
Click on the agreement/license to view.		
Agreement/License	Response	Completed On
Academic Integrity Statement	Accepted	19-SEP-2014 14:21:21
FIPPA	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
Upload LAC Non-Exclusive License (Signed and Scanned)	Uploaded	22-SEP-2014 14:28:25
Thesis Components		
<ul style="list-style-type: none"> Use the links below to upload your thesis and associated components. You must submit your thesis details (title, language, abstract) and upload your primary thesis document prior to finalizing your submission. It is recommended that you review all uploaded documents prior to finalizing. 		
Thesis Components	Uploaded On	
Thesis Upload	22-SEP-2014 14:46:16	
Contributor Documents (Integrated Thesis)		
Supplementary Files		
Manually Submitted Documents		
Finalize Submission		

[[Theses Summary](#)]



After selecting ok:

Personal Information
Student Services
Faculty Services
Employee Services

[RETURN TO MAIN MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Kelly S. Landon
Sep 22, 2014 02:54 pm

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.

Your thesis (final copy) has been successfully submitted for approval.

FINAL COPY		
Thesis Details		
Thesis Title:	Testing Title for E-Thesis Phase 2	
Thesis Type:	Ph.D.	
Defence Date:	30-SEP-2014	
Location:	617 Southam Hall	
Withheld Until:	N/A	
Published Thesis:	Your thesis has been submitted electronically. If you have withheld the publication of your thesis, it will not be published until the hold date has passed. Once published, the link to your thesis will appear here.	
External's Report:	Please click here to view the External Examiner's report.	
Agreements and Licenses		
<ul style="list-style-type: none"> Click on the agreement/license to view. 		
Agreement/License	Response	Completed On
Academic Integrity Statement	Accepted	19-SEP-2014 14:21:21
FIPPA	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
Upload LAC Non-Exclusive License (Signed and Scanned)	Uploaded	22-SEP-2014 14:28:25
Thesis Components		
<ul style="list-style-type: none"> Your thesis and associated components have been uploaded and finalized. Please reference "Published Thesis" above for the link to your published thesis. 		
Thesis Components	Uploaded On	
Thesis Upload	22-SEP-2014 14:46:16	
Contributor Documents (Integrated Thesis)		
Supplementary Files		
Manually Submitted Documents		
<input type="button" value="Finalize Submission"/>		

[[Theses Summary](#)]

If for any reason after the student has finalized the upload of the thesis they need to change the response on one of the licenses/agreements, FGPA has the ability to return it to them.

Thesis Supervisor Final Copy Approval in Carleton Central

Once the student finalizes the submission, this triggers and 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.

Landon, Kelly	Testing Title for E-Thesis Phase 2	Ph.D.	Final Copy Upload Complete	Chair/Director of Department or Designate	
Landon, Kelly	Testing Title for E-Thesis Phase 2	Ph.D.	Final Copy Upload Complete	Chair of Defence	
Landon, Kelly	Testing Title for E-Thesis Phase 2	Ph.D.	Final Copy Upload Complete	Dean, Faculty of Graduate and Postdoctoral Affairs	
Landon, Kelly	Testing Title for E-Thesis Phase 2	Ph.D.	Final Copy Upload Complete	Thesis Supervisor	Thesis Supervisor Final Copy Approval Form



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

Thesis Student:	[REDACTED] - Katz-Rosene, Ryan
Email:	ryankatzrosene@testdomain.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
Withheld Until:	N/A
Thesis Document:	100778763kazemizarkoueik.pdf
Revisions Required:	Spelling on pages 1 5 7 18 32 110 125
<input type="checkbox"/>	I have reviewed this thesis. If revisions are required, I have reviewed and confirmed that the necessary changes have been made.

- ☐ 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 --> SZAETDP --> 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 --> Student Support Services --> 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 --> Student Support Services --> 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:

XXXXXXXXXXXXXXXXXXXXX

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

Affiliation
Email
SAVE, bottom right

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.

The screenshot shows the eLUCIAN E-Thesis FGPA Admin SZAETFG 7.0 (PPRG) interface. The 'Examination Board' tab is active. A red arrow points to the 'Approve Change Request' button. The 'PREVIOUS DEGREES' table shows a B. of Social Science from the Univ of Ottawa in 2001 and a Master of Arts from the Univ of Toronto in 2003. The 'MEMBERS OF EXAMINATION BOARD' table lists various roles and names.

Banner ID	First Name	Last Name	Role	Method of Participation	Affiliation	Email
	Andrea	Doucet	Thesis Supervisor	In Person	Brock University	
	Dalva	Stadlins	Graduate Supervisor	Ex-officio		
	Jarret	Silmanen	Committee Member	In Person		
	John	Osborne	Dean of Faculty	Ex-officio		
	Mark	Thomas	External Examiner	Video Conference	York University	
	Matthias	Neufang	Dean, Faculty of Graduate and Postdoctoral Affairs	Ex-officio		
	Michel	Gaudin	Chair of Defence	In Person		
	Neil	Gerlach	Chair/Director of Department or Designate	Ex-officio		
	Sarah	Todd	Internal Examiner	In Person		
	Xiaobai	Chen	Committee Member	In Person		

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.

The screenshot shows the E-THESIS FGPA Admin interface. The top navigation bar includes tabs for 'Thesis Students', 'Examination Board', 'Notice Change Requests', 'Thesis Package', 'Manual Documents', 'Faculty Forms', 'Event Log', 'Email Log', 'Batch Transfers', and 'Maintenance'. The 'Thesis Package' tab is selected. The main content area is divided into sections: A. Primary Thesis Document, B. CONTRIBUTOR DOCUMENTS, C. SUPPLEMENTARY DOCUMENTS, and D. THE SIS FGPA ADMIN. Red arrows point to the 'Return to Student Locked' and 'Return to Student Unlocked' buttons in the Primary Thesis Document section, and to the 'Document' column in the CONTRIBUTOR DOCUMENTS table.

Document	Last Name	First Name	Middle Name	Contributor Role
Record 1 of 1				

Document	Annex #
Record 1 of 1	

Document	Ver.	Response	Date Completed
Carleton University Thesis License Agreement	1	Accepted	2015-Apr-16 12:23:32
FIPPA	1	Accepted	2015-Apr-16 12:23:13
Academic Integrity Statement	1	Accepted	2015-Apr-16 12:22:54
LAC Non-Exclusive License	1	Accepted	2015-May-07 22:31:37

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 and placed in the folder for validation at graduation. It would be best to note on the printed copy what changes/corrections were made in SHAQNPO.

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.

Document Type	Document Name	Contact Number	Received On	User *	Activity Date *
Record 1 of 1					

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.

eflucon E-Thesis FGPA Admin SZAETFG 7.0 (PPRG)

Student ID: Dept: Thesis Status: Def. Date Range: Thesis Type: Both

Thesis Students Examination Board Notice Change Requests Thesis Package Manual Documents Faculty Forms Event Log Email Log Batch Transfers Maintenance

Student: Atekah

F. FACULTY FORMS SUBMITTED

Form Name *	Option Selected	Completed By *	Completed On
Thesis Defence Authorization Form	R1	Artemeva, Natalia	2015-Apr-16 16:25:01
Departmental Chair Defence Authorization Form	R1	Wood, David	2015-Apr-18 09:26:54
Exam Report Outcome Form	R2	Wood, David	2015-May-04 14:40:38
Thesis Supervisor Final Copy Approval Form	R1	Artemeva, Natalia	2015-May-08 09:38:41

Record 1 of 4

Form Options: R1: I have read the thesis and in my opinion, the thesis defence can take place subject to the approval of the thesis examination board. R2: The thesis defence should not take place.

G. External Examiner's Report (Ph.D. Only)

Completed On: Report Link: View (Normal) View (Exclude Model Info)

Event Log Tab

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

eflucon E-Thesis FGPA Admin SZAETFG 7.0 (PPRG)

Student ID: Dept: Thesis Status: Def. Date Range: Thesis Type: Both

Thesis Students Examination Board Notice Change Requests Thesis Package Manual Documents Faculty Forms Event Log Email Log Batch Transfers Maintenance

Student: Atekah

EVENTS

Order *	Procedure	Message	Activity Date
1	SZAETDP	Thesis (exam) upload authorized by department	2015-Apr-15 09:57:26
2	p_proc_final	Examination copy of thesis submitted by student	2015-Apr-16 12:35:32
3	p_proc_fac_ts_auth_form	Thesis defence authorized by thesis supervisor	2015-Apr-16 16:25:01
4	p_proc_fac_dc_auth_form	Thesis defence authorized by dept chair	2015-Apr-18 09:26:54
5	p_proc_fac_exam_out_form	Exam outcome: minor revisions are required	2015-May-04 14:40:38
6	SZAETDP	Thesis (final) upload authorized by department	2015-May-07 13:34:47
7	p_proc_final	Final copy of thesis submitted by student	2015-May-07 22:51:25
8	p_proc_fac_final_apprv_form	Final copy approved by thesis supervisor	2015-May-08 09:38:41
9	SZAETFG	Thesis package authorized by FGPA	2015-May-08 14:48:24
10	p_create_shrgnm	SHAQPNQ record created	2015-May-08 14:48:27
11	baggr.php	Library Transfer attempt by FGPA	2015-Jun-04 14:05:25
12	baggr.php	Bag process successfully completed	2015-Jun-04 14:05:25
13	process_library_reports.php	Thesis package received by Library	2015-Jun-05 10:32:02

Record 1 of 13

Email Log Tab

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

eflucon E-Thesis FGPA Admin SZAETFG 7.0 (PPRG)

Student ID: Dept: Thesis Status: Def. Date Range: Thesis Type: Both

Thesis Students Examination Board Notice Change Requests Thesis Package Manual Documents Faculty Forms Event Log Email Log Batch Transfers Maintenance

Student: Atekah

EMAILS

Email Address	Email Code	Subject	Date Sent	Sent By *
AtekahAbaalkhali@gmail.com	ETS_UPLOAD_EXAM_AUTH	Thesis Examination Copy Upload Required	2015-Apr-15 09:57:27	JOANGRANT
nataasha.artemeva@carleton.ca	ETS_TS_COMPLETE_AUTH_FORM	Thesis Defence Authorization Required	2015-Apr-16 12:35:33	WWW_USER
david.wood@carleton.ca	ETS_DC_COMPLETE_AUTH_FORM	Thesis Defence Authorization Required	2015-Apr-16 16:25:02	WWW_USER
craig.bennell@carleton.ca	ETS_COMMITTEE_VIEW	Thesis Available for Viewing	2015-Apr-16 16:25:03	WWW_USER
guillaume.gentil@carleton.ca	ETS_COMMITTEE_VIEW	Thesis Available for Viewing	2015-Apr-16 16:25:04	WWW_USER
craig.bennell@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Apr-18 09:26:56	WWW_USER
guillaume.gentil@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Apr-18 09:26:57	WWW_USER
joan.grant@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Apr-18 09:26:58	WWW_USER
nataasha.artemeva@carleton.ca	ETS_DEFENCE_APPROVED_M	Thesis Defence Approved to Proceed	2015-Apr-18 09:26:59	WWW_USER
joan.grant@carleton.ca	ETS_EXAM_REP_COMPLETED	Exam Report Outcome Form Completed	2015-May-04 14:40:39	WWW_USER
AtekahAbaalkhali@gmail.com	ETS_UPLOAD_FINAL_AUTH	Thesis Final Copy Upload Required	2015-May-07 13:34:49	JOANGRANT
nataasha.artemeva@carleton.ca	ETS_TS_REVIEW_FINAL_UPLOAD	Thesis Final Copy - Approval Required	2015-May-07 22:51:26	WWW_USER
AtekahAbaalkhali@gmail.com	ETS_THESIS_AUTH	Electronic Thesis Received	2015-May-08 14:48:25	JESSICAMCEVOY

Record 1 of 13

Batch Transfer Tab

This is the area used to submit the theses to the Library after graduation.

60