

REGIS COLLEGE

THESIS SUBMISSION INFORMATION for Advanced Degree Students

Requirements are subject to change by organizations involved. Students are strongly recommended to check the Websites provided in this package for the most updated information.

September 2009

BEFORE SUBMISSION OF THESIS

All students please read carefully the followings:

A. TST Advanced Degree Handbook

B. The below (attached)

1. Guidelines for Preparation of Theses

<http://www.sgs.utoronto.ca/informationfor/students/finish/final/thesisPrep.htm>

Check the following for reference:

- Technical Requirements
- Title Page
- Previously Copyrighted Material
- Binding
- Major Reasons for Rejecting a Thesis for Microfilming
- Sample of Title Page

2. Copyright Checklist

<http://www.sgs.utoronto.ca/Assets/current/finishing+up/thesis+finals/Copyright+Checklist.pdf>

3. What You Should Know: Theses Non-Exclusive License

<http://www.collectionscanada.gc.ca/thesescanada/s4-270-e.html>

4. ProQuest Subject Code Form (UMI Subject Categories)

http://www.sgs.utoronto.ca/Assets/current/finishing+up/thesis+finals/ProQuest_Subject_Categories_2007-2008.pdf

THESIS SUBMISSION

All (except PhD and MA) students are required to submit the followings by the **First Friday of October** to Regis College and TST:

A. To the Regis College Library:

1. One unbound thesis
2. One bound thesis (no colour restriction of the cover)
3. Thesis Non-Exclusive License form (attached - please complete and sign)
4. U.M.I. Subject Categories form (attached - please complete)
5. Permission letter from publisher and/or author - this is required if you have included any previously copyrighted material in your thesis.
6. \$43.86 for microfilming (make cheque payable to Regis College)

B. To TST directly: One bound thesis

PhD and MA students:

The followings to be submitted directly to the University of St. Michaels' College by the First Friday of October according to St. Michael's specifications (see separate guidelines):

1. One unbound thesis
2. Three bound thesis