



## MEMORANDUM

TO: TST Administrators, Faculty, Staff and AD Students  
FROM: Jaroslav Skira, Director of Advanced Degree Programs  
Jenn Neufeld, Acting Registrar and Advanced Degree Administrator  
DATE: April 3, 2012  
Subject: **T-SPACE & ELECTRONIC THESIS & DISSERTATION SUBMISSION**

---

The Toronto School of Theology has recently revised its policy on the submission of hardbound copies of advanced degree masters theses and doctoral dissertations. The change affects all MA, ThM (Option I), DMin, ThD and PhD students, effective immediately.

Under previous TST and college policies, as a condition of graduation, all AD students were required to submit hardbound copies of their thesis/dissertation to their college of registration and to TST, plus an unbound copy to ProQuest/UMI. In certain other cases, MA and PhD students were required to submit additional copies to St. Michael's College.

### **Revised Policy: Submission of Electronic Theses & Dissertations on T-Space**

Under the revised policy, students are no longer required to submit hardbound or unbound paper copies of the thesis/dissertation to TST and ProQuest/UMI. Instead, students must now upload a **PDF** version of their thesis or dissertation onto **T-Space**.

Please note that students are still required to submit copies of their theses/dissertations according to the other requirements in their program Handbooks (ThM (Sec. 8.3.9.2), MA (Sec. 8.3.9.2), PhD/ThD (Sec. 10.12.2) & DMin (5.14.1)). This means that the student's college of registration still requires a hardbound copy of the thesis/dissertation. (St. Michael's College also requires an additional second copy for MA and PhD students not registered at St. Michael's College).

### **What is T-Space?**

T-Space is the on-line institutional digital research repository for the University of Toronto community (<https://tspace.library.utoronto.ca/>). "Electronic theses and dissertations" (or ETD) will now be housed in T-Space. TST's T-Space community is located at: (<https://tspace.library.utoronto.ca/handle/1807/32090>).

### **What is a PDF?**

PDF is Adobe Acrobat's "Portable Document Format," a widely accepted open standard for the exchange of documents. It is independent of any application software (e.g. word-processors), hardware, and computer operating systems (See "Technical Support" below).

### **How are files uploaded to T-Space?**

Files are uploaded to T-Space by students through a self-submission process. Students upload their thesis/dissertation; provide the details of their name, program and college; and submit an abstract of their work and subject keywords. The uploaded PDF submission will then be vetted by the TST AD office. Once vetted, the digital copy of the ETD in the institutional repository will be considered the "official" version of the thesis/dissertation. Each ETD will be assigned a unique internet address



(or URL), thus ensuring permanent access to the digital version. ETDs will normally be released 4-5 weeks after the student has graduated.

ETDs offer students greater flexibility in the presentation of their research and some reduced preparation costs. More importantly, this ease of access benefits students through greater access to their research, and the colleges, through greater exposure of their own graduate programs.

### **Technical support**

A web site, style templates and workshops have been developed to assist students with the production and submission of their electronic thesis or dissertation. Some colleges and libraries have computers equipped with Adobe Acrobat to enable conversion of the thesis from word processor formats to PDF. Although not required, students are also able to purchase a version of Acrobat through the UofT site-licencing office:

<http://www.utoronto.ca/ic/software/detail/adobepro.html#student>).

A computer in the Information Commons (Robarts Library) has been equipped with the Adobe Acrobat software and has been designated as an ETD workstation. The Help Desk at the Information Commons is available to respond to technical enquiries. Full instructions, help, and templates are also available through the ETD website at: <http://www.tst.edu/academic/thesis-submission-convocation-information>

### **Copyright**

ETD authors retain copyright for their theses. If a thesis contains copyrighted material, students must obtain written permission from the copyright owners to include such materials in the ETD. A sample copyright letter and thesis checklist have been made available to students to assist them in negotiating rights with publishers.

### **Exemptions to Open Access – Restricting Thesis Release Date**

TST's expectation is that all theses/dissertations will be made available for unrestricted access via T-Space. However, in some rare cases, it may be appropriate to restrict partial or full access to the electronic version of the thesis for a defined period of time. If there are any intellectual property implications and/or sensitive data that require such restrictions, a student may apply to the TST AD Director for an embargo to be placed on the digital copy of the thesis (for a period of up to two years). Students are to use the *TST Restrict Thesis Release Date* form, located at: <http://www.tst.edu/academic/thesis-submission-convocation-information>

### **ProQuest and Library of Canada Archives**

The digital thesis is eventually sent to ProQuest/University Microfilms International for cataloguing in the *ProQuest Dissertations & Theses* (PQDT) database, and for transmission to Library & Archives Canada. As part of their T-Space submission, students will also be required to submit a Library of Canada Archives *Theses Non-Exclusive License* form to the TST AD Office, located at: <http://www.tst.edu/academic/thesis-submission-convocation-information>.

### **Fees**

Students will be required to pay a \$25 administrative fee. The fee is paid directly to TST by cheque or visa (cash is not accepted).

Should you have further questions regarding this revised policy, please contact Jenn Neufeld ([jenn.neufeld@utoronto.ca](mailto:jenn.neufeld@utoronto.ca)) or call 416-978-4040.