

Basic Guidelines for ETD Submission

- Start the ETD process at the Four Step Process section:
<http://www.unb.ca/etd/steps/index.html>
- Theses and Dissertations that are to be submitted electronically must use the UNB ETD templates. They are available at the Step One section:
<http://www.unb.ca/etd/steps/step1.html>
- A Thesis Development System (TDS) is available for each graduate student through the e-services web portal or by navigating to <https://www.unb.ca/tdsv2>. Help is available at the Section Step Two section:
<http://www.unb.ca/etd/steps/step2.html>
- Template and TDS training is done by the Teaching and Learning Centre. Schedules and registration for upcoming sessions are at www.unb.ca/ctd/. You can obtain help for questions about the TDS through the Help desk.
- Thesis submission is done by means of CD or DVD as well as one hard copy to the graduate school. If you wish to have personal copies bound, you must submit those hard copies as well to the graduate school.

Master's

- **A Master's submission** occurs after a successful departmental or faculty examination process.
 1. The student must submit to the **School of Graduate Studies**: one paper copy, an identical PDF copy for checking, and a word processor copy (MS Word file) for XML conversion for archiving, as well as, the **library deposit** form and other completion forms given to you after the defense. If you wish to have personal copies bound, you must submit your hard copies, along with the Personal Binding form and payment to SGS.
 2. Once verified and approved by the **School of Graduate Studies**, the student sends the CD or DVD (or email the files) to Lyle Smith at Electronic Text Centre (ETC). Make sure you include the Microsoft Word file for XML conversion. The ETC will then submit the XML and PDF files to our institutional repository, DSpace (<http://www.unb.ca/etd/steps/step2.html>).
 3. Lastly, you must submit a paper copy to library for archiving, which is handled by the library staff.
 4. If the copy is not OK, it is returned to the student for resubmission.
- ITS removes contents of TDS on same schedule as other "H" drive or related materials after the student ceases to be registered.

PhD

- **PhD submission** is prior to the university examination process. This includes as many electronic or paper copies needed for the examiners:
 1. After the examination is complete, the student must submit to the **School of Graduate Studies**: one paper copy, an identical PDF copy for checking, and a word processor copy (MS Word file) for XML conversion for archiving, as well as, the library deposit form and other completion forms given to you after the defense. If you wish to have personal copies bound, you must submit your hard copies, along with the Personal Binding form and payment to SGS.
 2. Once verified and approved by the **School of Graduate Studies**, the student sends the CD or DVD (or email the files) to Lyle Smith at Electronic Text Centre (ETC). You must also include the Microsoft Word file for XML conversion. The ETC will then submit the XML and PDF files to our institutional repository, DSpace (<http://www.unb.ca/etd/steps/step2.html>).
 3. Lastly, you must submit a paper copy to library for archiving, which is handled by the library staff.
 4. If the copy is not OK it is returned to the student for resubmission.
- ITS removes contents of TDS on same schedule as other “H” drive or related materials after the student ceases to be registered.