COMPLETION CHECKLIST FOR RESEARCH-BASED STUDENTS

Students are required to submit a PDF copy of their thesis/dissertation/report in order to complete degree requirements. Paper copies are not accepted.

1. **Formatting**: Prior to electronic submission of your final PDF, the formatting **MUST CONFORM** to formatting guidelines found here: **https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/thesis_preparation.html**

   Failure to follow these guidelines will result in your file being returned to you.

   The Electronic Theses & Dissertations (ETD) website has templates and training resources to assist you: **https://lib.unb.ca/etd**

2. **Submission of Final Electronic Copy:** When you have fully formatted your final document, your supervisor(s) must then approve and certify that all necessary revisions have been made to your thesis/dissertation following defence. Only then, with that approval from your Supervisor, can you submit your final and formatted **PDF file to gradthesis@unb.ca .** SGS will then review that document and provide final approval or further instructions on additional steps required.

3. **OneDrive and Data Access After Graduation:** Access to UNB OneDrive is time-limited after graduation (typically up to one year) and should not be considered permanent. Prior to completion, students and supervisors should **agree on which research data and materials will be retained** and ensure these are transferred to appropriate long-term storage and remain accessible independent of the student's account.

4. **Embargo request:** If a student wishes to delay access to their Thesis/Dissertation/Report they may request an embargo by submitting the Form to Request Delay of Publication of a Thesis/Dissertation . An embargo request must be approved by your Supervisor(s) and the Director of Gradudate Studies in your GAU. The request is then reviewed for possible approval by the Dean of the School of Graduate Studies. **Note**: **You will also need to complete & sign (incl. supervisor signature) the UNB Libraries Thesis/Report/Dissertation Deposit form.**

5. **Forms: Once completed & signed electronically, please send the following items to gradthesis@unb.ca:**

   - **UNB Libraries Thesis/Report/Dissertation Deposit form** – Completed & signed by student & supervisor(s). **Note**: If you have requested an embargo, you will also need to submit the **Form to Request Delay of Publication of a Thesis/Dissertation**

- **Library Archives of Canada (LAC) Theses Non-Exclusive License–** Completed & signed by the student. A student submitting a Master's report is not required to complete the form.
- **Harriet Irving Library Form - Archives -** Completed by the student only.

All listed forms can be found at: https://www.unb.ca/gradstudies/current/forms.html

6. **Confirmation of Completion of All Degree Requirements:** Lastly, remind your GAU to submit to the SGS the necessary Confirmation of Completion of Degree Requirements.

7. **Completion Deadlines:**
   The deadlines for research-based students are as follows:
   December 31st is the deadline for research-based students to complete in the Fall Term. Students will be eligible to graduate at May Encaenia.
   March 31st is the deadline for research-based students to complete in order to be eligible to graduate at May Encaenia.
   April 30th is the deadline for research-based students to complete in the Winter Term. Students will be eligible to graduate at Fall Convocation.
   August 31st is the deadline for research-based students to complete in the Summer Term and to be eligible to graduate at Fall Convocation.

8. **Graduation:**
   All students must apply to graduate in order to receive their degree. The application portal can be found at **https://www.unb.ca/graduation/.** Applications must be submitted by:
   March 1st in order to be eligible to graduate at May Encaenia
   September 1st in order to be eligible to graduate at Fall Convocation
   Diplomas will be mailed after graduation to students unable to attend the ceremony.

9. **Completion Letter:**
   Students may request a completion letter by emailing andrea.ruehlicke@unb.ca. Completion letters can only be issued after your final grades are released and your GAU has certified that all degree requirements have been completed. Please note that may take up to 5 business days to provide the completion letter.

10. **Binding of Thesis Copies**: The School of Graduate Studies does not coordinate thesis binding. Students interested in bound copies can contact a binding company directly to make arrangements.