

# **Guidelines to Ensure that CUE's "*Thesis, Dissertation, Project and Capstone Guidelines*" are Followed and Implemented**

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## **Student's Supervisor and/or Supervisory Committee of the Student**

- 1) The student's supervisor and/or the supervisory committee of the student is responsible for ensuring that:
  - a) The student's thesis, dissertation, project or capstone document complies with all of the requirements of CUE's *Thesis, Dissertation, Project and Capstone Guidelines*; and
  - b) The student's thesis, dissertation, project or capstone has complied with any and all copyright requirements, and has obtained all of the necessary and appropriate copyright permissions for the student's work;
- 2) Before the student's thesis, dissertation, project or capstone document is submitted to Office of the Dean of Graduate Studies, the student's supervisor and/or supervisory committee of the student will sign a statement (see attached document) advising that he/she/they:
  - a) have reviewed the student's thesis, dissertation, project or capstone document, and
  - b) confirm that the said document complies with CUE's *Thesis, Dissertation, Project and Capstone Guidelines*;
  - c) confirm that the student's thesis, dissertation, project or capstone has complied with any and all copyright requirements, and has obtained all of the necessary and appropriate copyright permissions for the student's work.

This document will accompany the student's thesis, dissertation, project or capstone document when it is submitted to Office of the Dean of Graduate Studies.

## **Office of the Dean of Graduate Studies**

- 3) The Office of the Dean of Graduate Studies will:
  - a) Double check to ensure that the "Title page" of the student's thesis, dissertation, project or capstone is correct;
  - b) Ensure that the "Approval/ signature page" is completed and signed;
  - c) Ensure that the "Abstract" is included;

- d) Ensure that the “Copy permission form” (Appendix O) or the “Thesis withhold Request Form (Appendix O1) is properly completed and executed;
- e) Forward acceptable student’s thesis, dissertation, project or capstone to the Library Director for processing.

If the above documentation is not properly completed, then the Office of the Dean of Graduate Studies will return the thesis, dissertation, project or capstone to the appropriate program coordinator/director of the student for corrections.

4) The Office of the Dean of Graduate Studies will **not**:

- a) Review, check, or correct the student’s thesis, dissertation, project or capstone documents to ensure that complies with any other requirement of (other than those listed in paragraph 3 above) of CUE’s *Thesis, Dissertation, Project and Capstone Guidelines*.
- b) Type or prepare for students or their supervisors or supervisor committee any documents required by CUE’s *Thesis, Dissertation, Project and Capstone Guidelines*.

### **Library Director**

5) The Library Director will:

- a) only accept thesis, dissertation, project or capstone documents from the Office of the Dean of Graduate Studies.

6) The Library Director will **not**:

- a) Accept any thesis, dissertation, project or capstone documents from students, student supervisors, supervisory committees or program directors/ coordinators.
- b) Review, check, or correct the student’s thesis, dissertation, project or capstone document to ensure that complies with any other requirement of (other than those listed in paragraph 3 above) of CUE’s *Thesis, Dissertation, Project and Capstone Guidelines*.
- c) Type or prepare for students or their supervisors or supervisor committee any documents required by CUE’s *Thesis, Dissertation, Project and Capstone Guidelines*.

**Completion of Requirements of CUE's *Thesis, Dissertation, Project and Capstone Guidelines*.**

Name of Student: \_\_\_\_\_

Program: \_\_\_\_\_

Degree: \_\_\_\_\_

Date: \_\_\_\_\_

We, the undersigned, being the supervisor of the above-named student, and/or the members of the student's supervisory committee, can advise that I/we:

- a) have reviewed the student's thesis, dissertation, project or capstone document, and
- b) will confirm that the said document complies with CUE's *Thesis, Dissertation, Project and Capstone Guidelines*;
- c) will confirm that the student's thesis, dissertation, project or capstone has complied with any and all copyright requirements, and has obtained all of the necessary and appropriate copyright permissions for the student's work.

Dated at the City of Edmonton in the Province of Alberta this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

Signature of Student's Supervisor

Printed Name of Supervisor:

\_\_\_\_\_

Signature of Member of Student's Supervisory Committee

Printed Name of Member

\_\_\_\_\_

Signature of Member of Student's Supervisory Committee

Printed Name of Member