LLM Thesis/Degree Completion Guidelines and Checklist

The School of Graduate Studies' Information for Program Completion webpage provides detailed information regarding degree completion requirements, thesis production and submission, and graduation and convocation.

Completion/submission in eight easy steps!

This checklist has been adapted for Law graduate students from SGS' Electronic Thesis & Dissertation Submission Checklist. Please ensure you meet both the Faculty of Law's requirements as well as SGS' requirements.

Make any corrections or modifications to the thesis as required by your supervisor

Obtain written confirmation from your supervisor that you have successfully completed all required edits and email this confirmation to the Graduate Program Assistant in order to ensure the timely submission of your degree recommendation to SGS

If applicable, submit a hard copy of the Restrict Thesis Release Form (for those who have a reason to postpone public access to their thesis)

Follow the Formatting Guide to ensure your thesis is properly formatted (otherwise it will not be accepted by SGS)

Submit your thesis as a PDF document using the proper file naming convention (see below) to the ProQuest Electronic Thesis Database (ETD) site

- *lastname_firstname_middleinitial(s)_graduationyearmonth_degreedesignator_thesis.pdf (e.g., Smith_Lorie_L_201411_LLM_thesis.pdf)*

Receive notification of your submission from SGS, once the formatting of your thesis has been checked

Submit 2 cerlox bound copies of your thesis with a plastic cover sheet to the Graduate Program Coordinator. ProQuest offers a binding service when you upload your electronic copy, but the U of T Binding Service is cheaper and faster

Keep your contact information up-to-date in ROSI as the Office of Convocation will only communicate with you via your U of T email address. If you will not be attending convocation, contact this office directly to arrange picking up or having your degree mailed to you

Completion

In most cases, your degree requirements will be completed once you have submitted your correctly formatted thesis to the ProQuest Electronic Thesis Database (ETD) site, containing all corrections as agreed upon by your supervisor.