

Academic and International Affairs
Graduate Studies

GUIDE FOR PRESENTING THESIS AND DISSERTATIONS



POLYTECHNIQUE
MONTRÉAL

WORLD-CLASS
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TABLE OF CONTENTS

Table of contents	2
Preamble	4
1. PART ONE General Principles Regarding Theses And Dissertations	5
1.1 Research Ethics And Intellectual Probity	6
1.2 Intellectual Property And Copyright.....	7
1.3 Respecting Copyright.....	8
1.4 Plagiarism	9
2. PART TWO Writing Guidelines For Theses And Dissertations.....	10
2.1 Writing And Final Submission In Electronic Format	10
2.2 Language Of Writing	10
2.3 Manuscript Format: Classic Or By Articles.....	10
2.4 Confidentiality Of A Thesis Or Dissertation.....	12
3. PART THREE Presentation Standards For Theses And Dissertations	13
3.1 Length Of Work.....	13
3.2 Order And Content Of Each Part	13
3.3 Form And Formatting	17
3.4 Thesis Or Dissertation By Articles.....	20
4. PART FOUR Submission Procedure For Theses And Dissertations	22
4.1 Initial Submission.....	22
4.2 Composition And Appointment Of The Examination Committee.....	22
4.3 Committee Composition For A Co-Supervised Dissertation (Doctorate)	23
4.4 Roles Of Committee Members.....	23
4.5 Master's: Evaluation Prior To The Oral Presentation.....	24
4.6 Doctorate: Evaluation Prior To The Defence	25
4.7 Master's: oral Presentation	26
4.8 Doctorate: Defence	26
4.9 Final Submission.....	27
4.10 Special Recommendation By The Committee	28
4.11 Conservation, Reproduction And Distribution Of Theses And Dissertations.....	28
5. PART FIVE Awarding Of The Diploma.....	31
5.1 Official Attestation	31
5.2 Diploma.....	31

5.3 Convocation Schedule	31
Appendix 1 – Title Page Examples	32
Appendix 2 – Examples Of Committee Member List Pages	35
Appendix 3 – Procedure For Applying Electronic Templates	37
Microsoft Word	37
LaTeX	38
Appendix 4 – Electronic Submission Procedure.....	39
Appendix 5 – Table Of Contents Examples For Theses And Dissertations By Articles	40

PREAMBLE

The **Guide for Presenting Theses and Dissertations** is mainly intended for master's- and doctoral-level graduate students at Polytechnique Montréal, whose program requires them to write a thesis or dissertation and to present or defend that work before a committee. This guide may also be useful to anyone called upon to collaborate in producing or evaluating a thesis or dissertation. As such, this guide's main objective is to provide all the key information about thesis and dissertation writing.

This guide covers the general principles of theses and dissertations (Part 1), the writing guidelines (Part 2), and the presentation rules that students must follow for a thesis or dissertation to be accepted and meet electronic publication standards (Part 3). It also presents the steps and procedures for submitting and presenting a thesis or dissertation (Part 4). Lastly, it provides information about the diploma award process (Part 5).

Readers are also invited to consult the appendices and the hyperlinks that provide examples and copies of the appropriate forms for each step of the process.

We hope this guide answers your questions and that it will be a useful tool to help you write and finalize your thesis or dissertation.

For all other questions about how to submit a thesis or dissertation, students are invited to contact their research supervisor or the student file officer in their home department.

To share your comments about this guide, please e-mail: etudes.superieures@polymtl.ca.

1. PART ONE

GENERAL PRINCIPLES REGARDING THESES AND DISSERTATIONS

RESEARCH-BASED MASTER'S

Research-based master's programs aim to:

- increase students' scientific and technical knowledge in an engineering-specific field.
- lead students to rigorously conduct the steps of a scientific research project under a professor's direction and take part in scientific developments in the students' field of study.
- provide students with a true introduction to research.
- facilitate entrance to a doctorate.

They also aim to train graduates to be able to:

- carry out the steps of a scientific research project with rigour, under expert supervision, and take part in scientific and technological developments.
- find, manage and analyze information and documentary resources pertinent to a research project.
- clearly communicate the results of a scientific project.
- respect standards, rules of ethics and fairness, and best practices for research.
- commit to a process of lifelong learning and improvement.

Details of the competencies and competency elements to develop, as well as the resources to use in the research-based master's, are available [here](#).

Read

[Competencies, Competency Elements and Resources to Mobilize for the DESS, Professional Master's, Research-Based Master's and Doctorate](#)

In the case of a research-based master's, students are required to write a thesis (30 credits) that reports on their research project. In their thesis, students exhibit the knowledge they have acquired in a given field and demonstrate their disposition toward research and their skill in communicating the results of their work. The thesis is one of the elements that help students acquire the competencies they must develop within the research-based master's.

DOCTORATE

Doctoral programs aim to lead candidates to:

- develop a high level of knowledge, intellectual rigour, scientific curiosity and creativity;
- understand and evaluate literature and master rigorous methods of experimental reasoning;
- autonomously lead an innovative scientific research project;
- distribute and publish the results of a scientific project.

They also aim to train graduates who are able to:

- lead a scientific research project, independently and as experts, to make an original contribution to knowledge or to scientific and technological development.
- find, manage and analyze information and documentary resources pertinent to their field of research.
- clearly communicate, in diverse settings, scientific research results and knowledge on their subject area.
- respect standards, rules of ethics and fairness, and best practices for research.
- commit to a process of lifelong learning and improvement.

Details of the competencies and competency elements to develop, as well as the resources to use in the doctoral program, are available [here](#).

Read

[Competencies, Competency Elements and Resources to Mobilize for the DESS, Professional Master's, Research-Based Master's and Doctorate](#)

In the case of a doctorate, the dissertation may represent 60 to 90 credits. It must make an original contribution to the advancement of knowledge or to technological developments and must satisfactorily demonstrate mastery of the competencies that must be developed at the doctoral level.

Generally speaking, the quality of a thesis or dissertation is evaluated according to three aspects:

- Scientific value:** subject originality; coherence in the structure and organization of the thesis or dissertation sections; appropriate use of documentation; appropriate choice of methods; rigour of argumentation and in the treatment of sources and data as well as in the analysis and interpretation of results; acquisition of research methodology and knowledge of the field; contribution to technological development or the advancement of knowledge.
- Document presentation quality:** precision and clarity of title and style; presentation and writing quality; language quality; quality of illustrations and tables; choice and presentation of bibliographic references. This is why it is important to be familiar with presentation standards.
- General critique:** overall judgment and other general or specific comments.

1.1 RESEARCH ETHICS AND INTELLECTUAL PROBITY

As mentioned in the [Code of Conduct](#), Polytechnique Montréal expects its community members to know and respect the various rules, policies and procedures that apply to their everyday activities and their respective fields.

Polytechnique's mission itself includes the moral obligation for all its community members to speak and act according to the highest standards of probity in all their activities.

Polytechnique's administration, staff and students have the duty to work within the strictest standards for ethics and intellectual integrity. Each person's conduct must be guided by frankness, honesty, justice and the highest respect for others. For its community as a whole, Polytechnique determines the rules of conduct, promotes them, and ensures that they are respected.

As community members, all students must respect their various duties and responsibilities in all their activities, including in terms of **probity, intellectual property, confidentiality, ethics** and when using the various resources made available to them. Students are expected to learn about and adopt behaviours that are in keeping with the rules as a whole, as presented in the following documents, among others:

- Declaration of Student Rights and Responsibilities;
- Graduate Studies – General Regulations;
- Probity Policy;
- Supervision Policy for Graduate Students;
- Regulation Concerning the Use and Management of Information Technology Resources;
- Copyright Policy;
- Policy Regarding Technological Intellectual Property;
- Policy on the Ethical Conduct of Research Involving Humans;
- Policy on Integrity and Conflicts of Interest in Research;
- Certification Procedure for Research Involving (or Potentially Involving) IT Risks;
- Procedure for the Ethical Certification of Research Projects Involving Animals;
- Procedure for the Certification of Research Projects Involving Biohazards;

As such, every student has the duty and responsibility to respect the intellectual probity rules as set out, as well as those dealing with plagiarism, fraud, copying, cheating and document falsification. Students may not plead ignorance of the Polytechnique Montréal rules that apply to them. Of course, this also applies to the production of a thesis or dissertation.

Faculty, students and staff involved in research will implement the principles of research integrity. These are based on two fundamentals: honesty in collecting and analyzing research results, and accuracy in reporting the origin of applied concepts and findings. In addition, researchers are responsible for safeguarding all data and tangible products needed to validate research results. Furthermore, those responsible for research activities are expected to abide by the rules governing scientific honesty, the use of research funding, the supervision of research staff, intellectual property, and the use of human subjects or laboratory animals.

Excerpt from Polytechnique's Probity Policy

1.2 INTELLECTUAL PROPERTY AND COPYRIGHT

The concepts of intellectual property and copyright are very often confused. Broadly speaking, intellectual property represents the set of rights and laws related to intellectual or creative activity in the areas of industry, science, literature and art; this includes copyright.

Intellectual property seeks two main objectives:

- To allow the creator to profit from the benefits related to the use of their work (property or economic rights);
- To give the creator control over the way in which their work is used (moral rights).

Copyright applies to original literary works (including theses and dissertations), photographs, computer programs and more. It does not protect the idea, but the expression of it in a fixed manner (text, drawing, etc.).

To operate in keeping with the spirit of university research, Polytechnique and the Library ask graduate students to grant a non-exclusive licence in order to make their theses and dissertations available through the [PolyPublic](#) institutional repository and as such to allow it to be copied for not-for-profit purposes. This does not prevent people from using the ideas set out in these documents, with respect for the confidentiality dictated by the context of the research, among other things.

All intellectual property whose content constitutes a technology is designated as “technological intellectual property.” It may include patentable inventions, tangible knowledge, commercial secrets and technological improvements, scientific or engineering software programs, industrial drawings and integrated circuits.

A student or researcher’s research does not belong to them in totality. A priori, the intellectual property rights belong jointly to the researcher and Polytechnique Montréal. Using Polytechnique’s resources or services to carry out research work gives Polytechnique some rights over the results of that work. The nature of research work at Polytechnique often means it is likely to have complex implications for several disciplines, and therefore several researchers. The nature of each person’s contribution and the distinction between their tasks determines each researcher’s role and recognition in regard to an invention.

It is important for students to discuss intellectual property with their research supervisors. The [Office of Research and Centre for Technological Development \(BRCDT\)](#) can provide additional information. The BRCDT is in charge of administering the technological intellectual property policy and has a group of experts available to provide advice on how to protect and manage technological intellectual property developed by researchers and students.

1.3 RESPECTING COPYRIGHT

The *Copyright Act* must be respected when writing a dissertation. It applies to both print and electronic publications, free or otherwise. Students may include reasonable excerpts from other authors’ publications in their dissertations without infringing on the *Copyright Act*; they must include a reference to such excerpts in the manuscript.

When a more sizeable excerpt is reproduced in a thesis or dissertation, students must obtain written permission from the copyright holder and include this permission in the thesis or dissertation. The complete reproduction of an article produced by a student that has been published or accepted for publication requires written permission from all the co-authors and the publisher. Students must keep these permissions.

The *Copyright Act* does not define what constitutes a “reasonable excerpt.” In case of litigation, the question will be decided by the courts; so it is preferable, in case of doubt, to obtain permission from the copyright holder.

Students must obtain authorization to reproduce figures, graphics, images or photographs for which they do not hold copyright. A figure, graphic, image or photograph is a work in itself. Rights-free images may be used.

Attention!

Students are responsible for ensuring that they respect copyright and have the necessary authorizations from authors. Polytechnique will not conduct verification.

To help you learn about permitted uses and the steps to follow to use a work, Université de Montréal's library department has created a [decision-making flowchart](#) (in French only). It helps determine whether or not the use of a work is permitted and to identify possible replacement options as needed.

Read

[Decision-making flowchart on permitted uses of a work](#) (in French only)

1.4 PLAGIARISM

Anyone who fails to respect the copyright policy is guilty of plagiarism. The Graduate Studies – General Regulations note that student standing may be revoked for any student who commits plagiarism or fraud, and a degree may be revoked if such plagiarism or fraud is discovered after the degree is obtained (see [Article 11](#) of the Graduate Studies – General Regulations).

Read

[Rule regarding fraud and plagiarism](#)

2. PART TWO

WRITING GUIDELINES FOR THESES AND DISSERTATIONS

2.1 WRITING AND FINAL SUBMISSION IN ELECTRONIC FORMAT

As of 2009, all students in the research-based master's and doctoral programs must submit their thesis or dissertation electronically. By joining the digital dissemination movement, Polytechnique Montréal is helping to expand the reach of research authors.

Consequently, students must plan how they write their document in order to respect presentation requirements for form and content, as set out in this guide. These conditions aim to harmonize presentation and meet electronic dissemination standards.

2.2 LANGUAGE OF WRITING

LANGUAGE CHOICE

The thesis or dissertation must be written in French. However, the Registrar's Office of Polytechnique Montréal may authorize a candidate to submit their thesis or dissertation in English because the candidate has carried out past studies in a language other than French, or due to special situations justified by the student. The research supervisor and Graduate Studies Co-ordinator concerned must authorize such requests.

In the case of a thesis or dissertation by articles, the manuscript is considered to be written in French if all the sections¹ other than the articles are in French. When only the articles are written in English it is not necessary to obtain authorization from the Registrar's Office in regard to the language choice for a thesis or dissertation.

LANGUAGE QUALITY

Candidates must use a direct, simple, concise style and avoid using the first person singular, preferably using the present tense. French and English must be of good quality, with well-structured sentences. Candidates must respect the rules of syntax, spelling and punctuation, and avoid the excessive use of abbreviations.

2.3 MANUSCRIPT FORMAT: CLASSIC OR BY ARTICLES

The thesis or dissertation may be submitted in classic format or by articles. In both cases, the manuscript must respect the presentation standards set out in this guide.

The submission of a thesis or dissertation by articles is an alternate solution, used instead of submitting a traditional manuscript. With this formula, the thesis or dissertation can include one or more articles that have been published or submitted for publication in peer-reviewed journals recognized in the field. Book chapters are not accepted within this formula.

Candidates must have written the article(s) during their studies under the supervision of their research supervisor. Candidates must be the principal author (or first author) of these articles. Following an agreement with their research supervisor, the candidate may submit a request to submit a thesis or dissertation by articles to the Registrar's Office using the [Presentation of a Thesis or Dissertation by Articles](#) form (in French only).

¹ The exception is the Abstract section, which must be written in English.

Students must also include the acknowledgements of receipt for the articles they have submitted and for those which have been accepted and which will be included in the thesis or dissertation. This form and the other documents must be sent to the Registrar's Office before submitting the thesis or dissertation to the thesis or dissertation examination committee members.

As of September 2012, an article from conference proceedings may be included in a thesis or dissertation by articles on condition that it is accepted by the conference's peer review committee and that the committee's evaluation reports are sent to the Registrar's Office before the thesis or dissertation is submitted to the examination committee.

The student is responsible for:

1. Including the conference peer review committee's evaluation reports with the [Submission of a Thesis or Dissertation by Articles](#) form (in French only) to be sent to the Registrar's Office before the thesis or dissertation is submitted to the defence committee members;
2. Identifying and clearly distinguishing, in the thesis or dissertation, the articles submitted to peer-reviewed scientific journals, the articles accepted for publication or published in peer-reviewed scientific journals, and the articles accepted for publication in peer-reviewed conference proceedings.

Form

[Submission of a Thesis or Dissertation by Articles](#) (in French only)

CO-AUTHORS

In the case of an article with several authors, students must specify certain elements in the [Submission of a Thesis or Dissertation by Articles](#) (in French only) to show who the article's principal author is:

- Estimated percentage of their contribution to the article,
- Status in the research team,
- Nature of their actual contribution to the article in regard to the content.

The co-authors must attest that the student is the principal author and permit the student to use the article in their thesis or dissertation.

Only the dissertation supervisor and co-supervisor may be both dissertation defence committee members and co-authors of an article included in the dissertation. The other committee members may not be co-authors of articles incorporated into the dissertation.

COPYRIGHT ON AN ARTICLE PUBLISHED BY A PUBLISHER

If students wish to include in their thesis or dissertation an article they have published in a scientific journal, they must obtain written permission from the journal publisher. In general, publishers allow online auto-archiving, specifying the directives to follow in order to respect copyright, but some publishers still ask that authors cede their economic rights.

In the first case, students are invited to read their publishing contracts to find out about the journal publisher's copyright and auto-archiving rules as well as the procedures to follow to obtain permission to reproduce.

Next, they may consult the [SHERPA/RoMEO](#) directory for general information about journal publishers' policies.

Website

[SHERPA/RoMEO Directory](#)

For more information about copyright with regard to articles published in a journal, students are encouraged to consult the Université de Montréal copyright guide, specifically the section “Je publie un article : puis-je conserver mes droits, diffuser ailleurs?” (in French only).

Website

Université de Montréal Copyright Guide (in French only)

2.4 CONFIDENTIALITY OF A THESIS OR DISSERTATION

A thesis or dissertation produced at Polytechnique is automatically published on the PolyPublie institutional repository. However, if the research work is confidential, students may request a publication delay. They must justify their request in the confidentiality form (in French only) and submit the form to the Registrar’s Office with the required signatures.

- A maximum delay of **6 months** may be granted in the case of work related to NSERC or FRQNT co-funding with an industry partner.
- A maximum delay of **1 year** may be granted in the case of work that is not subject to co-funding from NSERC or the FRQNT with an industry partner.

The request for thesis or dissertation confidentiality is renewable once, and may not exceed two years.

Form

Confidentiality of a Thesis or Dissertation (in French only)

3. PART THREE

PRESENTATION STANDARDS FOR THESES AND DISSERTATIONS

Theses and dissertations must meet certain presentation standards and writing rules. A thesis or dissertation must respect the general principles of writing and composition quality: language quality, clarity, conciseness, logic, order, unity and more.

In practice, if the thesis or dissertation manuscript does not meet the standards listed in this guide, it will be refused by the department in question and given back to the candidate to make the necessary corrections.

3.1 LENGTH OF WORK

To avoid discussing elements that are not crucial to the understanding of the thesis or dissertation, candidates must apply the principles of conciseness and unity—essentially, simplicity.

As such, considering that a document written at **1.5 line spacing** contains about 400 words per page:

- A thesis should not exceed 100 pages;
- A dissertation should not exceed 175 pages.

3.2 ORDER AND CONTENT OF EACH PART

The order of a thesis or dissertation's parts is as follows:

1	Title page	Mandatory
2	List of committee members	Mandatory
3	Dedication	Optional
4	Acknowledgements	Optional
5	Résumé (Summary)	Mandatory
6	Abstract	Mandatory
7	Précis in French	Optional (for theses and dissertations in English)
8	Table of contents	Mandatory
9	List of tables	Mandatory
10	List of figures	Mandatory
11	List of symbols and abbreviations	Mandatory
12	Other lists	Optional
13	Preamble	Optional
14	Introduction	Mandatory
15	Body of work	Mandatory
16	Conclusion and recommendations	Mandatory
17	References or bibliography	Mandatory
18	Appendices	Optional

TITLE PAGE

The title page is the document's first page. Even if the thesis or dissertation is written in English, the title page must be in French, except for the title itself, of course.

The title must be precise, as it will serve to catalogue the work and allow it to be found in searches. The title must precisely identify the research topic and the discipline in question, and it must be complete yet brief. In general, a title is about 10 words long.

The author's name must appear following the symbol ©.

Examples

Appendix 1 – Title Page Examples (thesis, dissertation and co-supervised dissertation)

LIST OF COMMITTEE MEMBERS

The committee members' list page immediately follows the title page. Even if the thesis or dissertation is written in English, the committee members' list page must be in French, except for the title itself, of course.

Examples

Appendix 2 – Examples Of Committee Member List Pages

DEDICATION (OPTIONAL)

The dedication is a tribute the author wishes to make to one or more people of the author's choosing.

When students cite an author using quotes and mention the author's name, they must respect the author's language of origin. They may not translate if the quote is in French or English. If the thesis or dissertation is in French, the quote may be in English, and vice-versa.

If the quote is in a language other than French or English, students must add the French or English translation so that the dedication is understandable.

ACKNOWLEDGEMENTS (OPTIONAL)

In the acknowledgements, the author points out the help that various people have provided, including advice or any other type of contribution as the author carried out their research. As appropriate, this is the section where the candidate must thank their thesis or dissertation supervisor, grant-awarding organizations, or companies that provided bursaries or research funds.

If the thesis or dissertation is in French and students wish to thank someone in particular in English, they must insert a second page and title it in English (i.e., "Acknowledgments"). If the thesis or dissertation is in English and students wish to thank someone in particular in French, they must insert a second page and title it in French (i.e., "Remerciements").

RÉSUMÉ (SUMMARY)

The summary (mandatory) is a brief explanation in French of the work's topic, its objectives, the research questions or hypotheses put forth, the experimental methods used, and the results analysis. It also includes the key research conclusions and future applications. **In general, a summary does not exceed three pages.**

The summary must provide an exact idea of the thesis or dissertation's content. It cannot be a simple enumeration of the manuscript's parts. The goal is to precisely and concisely present the nature and scope of the research. A summary must never include references or figures. If the thesis or the dissertation is in English, the résumé (French-language summary) must come first followed by the abstract.

ABSTRACT

The abstract is mandatory. It must be a faithful, high-quality English-language translation of the French-language summary ("Résumé"), and not a literal translation.

PRÉCIS IN FRENCH (OPTIONAL)

In the case of a thesis or dissertation written in English, it is desirable, but optional, to include a précis in French. In general, this précis is broader than the summary, and is about 7 to 10 pages long. The précis must be sufficiently complete for the reader to understand the research objectives; the steps of the research, the research results and the analysis; the scope of the thesis or dissertation; and the principal conclusions as well as the research's applications or recommendations for future research.

TABLE OF CONTENTS

The table of contents includes, in order of appearance in the work, a list of all first-, second- and third-level titles, meaning the titles of chapters, sections and sub-sections. For greater clarity, a fourth level may be added, that of paragraphs, but we recommend against doing this.

The chapter, section and sub-section titles in the table of contents must be identical in every way to the titles that appear for these parts within the thesis or dissertation. They must be presented in the same order and without interruption in their logical sequence.

LIST OF TABLES

The list of tables includes the table numbers and their complete titles.

LIST OF FIGURES

The list of figures includes the figure numbers and their complete titles.

LIST OF SYMBOLS AND ABBREVIATIONS

The list of symbols and abbreviations presents the symbols and abbreviations used in the thesis or dissertation in alphabetical order, along with their meanings.

OTHER LISTS (OPTIONAL)

The other lists may include lists of appendices, plates, photographs, maps and so forth, including their numbers and their complete titles.

PREAMBLE (OPTIONAL)

The preamble is the place to discuss the reasons behind the choice of research topic or the approach taken. It can also be a place to situate the thesis or dissertation in the context of the discipline.

INTRODUCTION

In the introduction, the problem under study is introduced, along with the goals of the study. The introduction explains the research framework and specifies the field of application. It provides the necessary details about the study's context, the approach taken, and the project's evolution. Essentially, the introduction tells the reader what they need to know in order to understand the study and grasp its scope.

The introduction also includes a critical review of the relevant literature (historical and bibliographic review of the topic). The literature review is of key importance. Among other things, it allows students to learn about recent advances relevant to the issues raised in their research topic, to identify the links between their research work and past studies, and to set out the key themes of their research project. If the review is too large, it is best to present it in a separate chapter.

BODY OF THE WORK

The body of the work is the main portion of the thesis or dissertation. This is where the theoretical or mathematical development is set out, along with the methodology and experiment design, measurements, results and analysis, as well as the necessary scientific discussion.

CONCLUSION AND RECOMMENDATIONS

The conclusion helps draw attention to the thesis or dissertation's contribution to the advancement of knowledge and the development of technologies, while articulating its limits and constraints. It also serves as a space to identify areas for future research. Recommendations may also be set out here.

REFERENCE LIST OR BIBLIOGRAPHY

The development of an idea or a research project is always based on the results and conclusions of previous studies. The process undertaken in a thesis or dissertation using readings, experiments and conclusions must be reflected in the reference list or bibliography.

This reference list or bibliography:

- demonstrates students' knowledge of the topic or research field;
- recognizes the people who developed the ideas on which the research builds;
- helps readers find the works consulted for the research project.

There is a key distinction between a reference list and a bibliography. The **reference list** provides all the references cited in the text. A **bibliography**, however, is different in that it includes all the relevant references that were read for the research (books, documents, lectures, scientific articles), even if they are not necessarily cited in the text.

In writing your thesis or dissertation, we strongly suggest that you use the bibliographic style employed by publications in the field of research and recommended by your home department. If no specific style is recommended, we suggest that you use APA style (author-date) or IEEE style (call number in the text).

Regardless of the style, references must always be presented in a uniform, complete and intelligible manner. The Library has prepared a presentation guide for citations and bibliographic references.

In general, university research projects require an exhaustive bibliography. Still, sometimes a thesis or dissertation includes only a reference list. We strongly suggest using a bibliographic reference-management program such as EndNote. These programs allow you to automatically import, manage and cite a collection of bibliographic references and to automatically format bibliographies or reference lists as you write. The Library has created a user guide for EndNote and BibTeX. It also offers workshops on the topic. To see workshop dates, visit the [Library website](#).

Read

[Library guides to reference management \(EndNote, BibTeX\) \(in French only\)](#)

APPENDICES (OPTIONAL)

While necessary to understanding the research work, some documents may weigh down a text. In such cases, it is preferable to include them as appendices and to separate them with appropriate title pages. However, we recommend that you choose the documents to add in appendix carefully and explain their relevance so as not to include unnecessary information.

3.3 FORM AND FORMATTING

The thesis or dissertation must meet the presentation standards set out below. The document will then be ready for electronic distribution based on the established rules. The key aspects are the format and orientation, margins, formatting, pagination, footnotes, figures, tables, SI units of measure and citations.

TAKE A LOOK!

An example of a dissertation is [available here](#). It was created using the Polytechnique template and it illustrates most of the presentation standards and writing rules described below.

TEMPLATE

The template is a style sheet that greatly facilitates your work and ensures that Polytechnique publication standards are respected. When using it, you must not change the existing styles; we recommend paying particular attention to notes and indications included in the style sheet.

ATTENTION!

Using the template is mandatory.

Download the appropriate template for your word processing software.

Templates

[Microsoft Word template \[.dot\]](#)
[LaTeX template \[.zip\]](#)

Using the Word or LaTeX template, students must produce a PDF document. For more information on applying the templates (Appendix 3) and creating a PDF file (Appendix 4), read the following procedures.

SIZE AND ORIENTATION

The document is in letter size (21.6 cm x 27.9 cm). In the rare case that a table or figure cannot be inserted into this size and remain legible, legal size (21.6 cm x 35.6 cm) may be used for that page only.

Portrait orientation is used by default. When necessary, it is possible to opt for landscape orientation (for instance when presenting a table). In this case, the page numbering must be adapted as a result, to respect presentation standards.

In the LaTeX style sheet, the “pdfscape” module is used. Simply add the following command:

```
\begin{landscape}  
Example of text in landscape mode.  
\end{landscape}
```

MARGINS

The main text is surrounded by a 2.5 cm margin on all four sides. Only page numbers appear within the margin.

PAGINATION

All pages count in the pagination sequence. Numbered pages must be numbered in keeping with these standards and in increasing sequential order.

Pages that precede the introduction are numbered in Roman numerals (i, ii, iii). The title page and committee member list pages are counted without being numbered. The numbers appear on all the other pages up to the page preceding the introduction.

Next, all pages are numbered in Arabic numerals (1, 2, 3) from the first page of the introduction, which starts at 1, until the end, including the appendix pages.

Page numbers must appear in the top right corner. The number is placed 1.25 cm from the top of the page and aligned with the right side of the text. Do not use periods or dashes before or after the page numbers.

FORMATTING

In the context of electronic distribution, the thesis or dissertation text must be written with **1.5 line spacing** and must use a single font. We recommend using the template's font and character size in order to keep the text uniform throughout.

FOOTNOTES

To include a footnote, you must respect the 2.5-cm margin beneath that note. The footnote is separated from the text by a line about 50 mm long, and it may be written in a smaller font size than that of the text.

The footnote² at the bottom of this page is provided as an example.

FIGURES

You must label each figure (schemas, sketches, photographs, diagrams, graphics and other illustrations) with a title. This title, placed under the figure, is preceded by the word “Figure” and a double identification number in Arabic numerals: the first number is the chapter number, while the second indicates the figure’s order of appearance in the chapter (e.g.: Figure 3.4 means the fourth figure in Chapter III). The legend directly follows the title.

Attention!

The note “**reproduced with permission**” or “**royalty-free image**” follows the legend when the student does not hold the figure’s copyright.

The Library’s [Guide de présentation des citations et des références bibliographiques](#) (in French only) clearly explains the procedure for respecting image copyright.

Read

[Guide de présentation des citations et des références bibliographiques](#) (in French only)

Illustrations must be very clear, and as much as possible, the characters of the words they contain must be at least 1 mm high to make them legible in photocopies.

When a figure is reduced in size, it must not lose information. This is why we recommend that the original be drawn in opaque black ink and that the notes, characters and symbols be legible. Figures must be integrated into the text of the work.

Instead of using colours, which may create confusion between various shades of grey when photocopied, it is preferable to use symbols or hatching in various densities and directions. In all cases, margins must of course be respected.

Figures must read in the same direction as the main text, meaning in portrait format. When necessary, a figure may be presented in landscape format.

TABLES

Each table must be labelled with a title. The title, located above the table, is preceded by the word “Table” and a double identification number in Arabic numerals. (The standards for figure numbering also apply to table numbering.) There is no legend after a table title; appropriate explanations must be provided in the text.

Once again, margins must be respected. If a table takes up more than one page, the title must be repeated (table, number, title) on the following page, with the word “cont’d” (continued) in parentheses. However, to avoid inserting long tables into the text, we recommend placing larger tables in appendix. Tables may be presented in landscape format if needed.

SI UNITS

² Footnotes must also be as brief as possible.

All numerical values must be expressed using units in the International System of Units (SI). This rule concerns actual units, such as “g” or “kg,” and also all other units of measure, including those for time, date, currency and so forth. You must also use a decimal point, not a comma (unless the text is in French). When needed, conversions can be added in parentheses for Imperial system unit values, immediately after the values expressed in SI units.

QUOTATIONS

Author quotations must appear in the author’s language of publication. It is preferable, though, to explain the author’s idea in your own words, and then note the reference. In such cases, it is not a literal citation, strictly speaking.

Insert short quotations between quote marks directly in the text. For quotations longer than three lines, separate them from the text and present them indented and single-spaced. All the details of quotation presentation are explained in the Library’s guide. Several examples are provided as well.

Read

Guide de présentation des citations et des références bibliographiques (in French only)

3.4 THESIS OR DISSERTATION BY ARTICLES

The thesis or dissertation by articles must form a whole. As such, it is not simply a juxtaposition of articles. You must clearly set out the links between each article and the process that led you to incorporate them into the thesis or dissertation based on the objectives you were pursuing.

While this may be different from the classic format, you must still respect the same rules concerning content and presentation, while also taking the following recommendations into account.

NUMBER OF ARTICLES REQUIRED FOR A THESIS OR DISSERTATION BY ARTICLES

A **thesis** written by articles should normally contain only **one** article.

There is no minimum number of articles for a **dissertation** by articles. A dissertation by articles can contain a single article and complementary chapters. What counts in the dissertation’s evaluation is not the number of articles, but whether or not the [required competencies](#) have been successfully developed over the course of doctoral studies.

PRESENTATION FORMATS FOR A DISSERTATION BY ARTICLES

Two presentation formats are available. Regardless of the form used, the presentation standards regarding single font, continuous pagination, uniform formatting, and the numbering of figures and tables in a continuous sequence must be respected.

The **first format** consists of integrating the articles into the body of the document, meaning that each of the articles used constitutes a chapter of the work and includes the appropriate links. The articles must be formatted in the thesis or dissertation such that they cannot be distinguished from the other accompanying chapters.

The **second format** consists of presenting the articles in appendix, meaning the articles are not integrated into the body of the document. The body of the thesis or dissertation includes a chapter of about 30 to 40 pages that presents and synthesizes the group of articles provided in appendix.

Presentation of articles in the body of the document	Presentation of articles in appendix
<ul style="list-style-type: none"> • Each article used constitutes a chapter of the work. • The full content of the article must be presented as submitted to the journal. • The article format must be standardized to match that of the other chapters (respecting the formatting requirements set out in this guide). • The work must be written entirely in French³, except for English-language articles as applicable. 	<ul style="list-style-type: none"> • Each article is: <ul style="list-style-type: none"> - Placed in appendix; - Presented in the form it was in when submitted or published (respecting the formatting requirements set out in this guide). • The work must be written entirely in French⁴, except for English-language articles as applicable.
Beyond the preliminary parts listed in Section 3.2 and the articles, the thesis or dissertation must include all the following elements:	Beyond the preliminary parts presented in Section 3.2 and the articles, the thesis or dissertation must include all the following elements:
<ul style="list-style-type: none"> • An introduction 	<ul style="list-style-type: none"> • An introduction
<ul style="list-style-type: none"> • A critical review of relevant literature 	<ul style="list-style-type: none"> • A critical review of relevant literature
<ul style="list-style-type: none"> • The process for the research project as a whole and the general organization of the document, indicating the articles' coherence with the research objectives 	<ul style="list-style-type: none"> • A chapter providing the synthesis of the work as a whole
<ul style="list-style-type: none"> • A general discussion⁵ 	<ul style="list-style-type: none"> • A general discussion⁶
<ul style="list-style-type: none"> • A conclusion and recommendations 	<ul style="list-style-type: none"> • A conclusion and recommendations
<ul style="list-style-type: none"> • A general bibliography or reference list 	<ul style="list-style-type: none"> • A general bibliography or reference list

A suggested table of contents for each of the two presentation forms for a thesis or dissertation by article is provided in Appendix 5.

Example

Appendix 5 – Table Of Contents Examples For Theses And Dissertations By Articles

³ Except if the candidate has obtained authorization from the Registrar's Office to write their thesis or dissertation in English.

⁴ Idem.

⁵ The general discussion is mandatory in a dissertation by articles. This section of the dissertation does not revisit the specific discussion of each article, but discusses the elements of the dissertation as a whole.

⁶ Idem.

4. PART FOUR

SUBMISSION PROCEDURE FOR THESES AND DISSERTATIONS

The submission process steps for theses (master's) and dissertations (doctorate) are very similar. However the principles for oral presentation (master's) and defence (doctorate) are different. These steps are presented separately in order to specify the differences.

4.1 INITIAL SUBMISSION

Before initially submitting the thesis or dissertation to the department, candidates must have met all the other requirements of their program of study. They must then submit a copy of their manuscript in electronic (PDF) or paper format to the department's student file officer, depending on the department's requirements. The committee members can also choose to receive the document in paper or electronic (PDF) format. As such, candidates must submit a sufficient number of paper copies along with the electronic document to the student file officer, who will send them to the committee members.

Paper copies must be presented with a binding (preferably a spiral binding) and printed double-sided at one and a half (1.5) spacing. A label must be affixed to the cover of each copy, unless they have transparent covers.

The PDF-format electronic file must allow committee members to add their comments. It is important not to lock the document.

Note: The **initial submission** of the thesis or dissertation is provided in paper or electronic format to the department. The **final submission** is provided in electronic format (mandatory) once the committee has completed the evaluation steps and the student has made the committee's required corrections to the manuscript.

DEADLINE

The time normally elapsing between the moment candidates submit their thesis or dissertation for evaluation and the date of the oral presentation or defence is **minimally one month**. The candidate is encouraged to consult his department about the procedure and deadlines.

4.2 COMPOSITION AND APPOINTMENT OF THE EXAMINATION COMMITTEE

The **master's thesis** is evaluated by a committee made up of **three** members (a committee chair and two committee members).

The **doctoral dissertation** is evaluated by a committee made up of **four** members, including at least one chosen from outside Polytechnique Montréal, Université de Montréal or their affiliated schools. It is made up of a committee chair, two committee members and an external member.

The doctoral dissertation defence happens before the committee and the Director of Graduate Studies or their representative. The representative is proposed by the Graduate Studies Co-ordinator and the department director, and appointed by Polytechnique Montréal's Director of Graduate Studies.

Three criteria must be respected in the choice of representative for the Director of Graduate Studies:

- The person must be a full or associate professor at Polytechnique;

- The person may not be attached to the program in which the candidate is pursuing their degree, but their interests must, if possible, be in an area that's related to the candidate's;
- The person chosen must declare that they have not collaborated on research with the candidate or the research supervisor in the last five years.

To be able to get all the necessary authorizations in time, the research supervisor should suggest a committee composition three months before the expected date of the oral presentation.

When the Graduate Studies Co-ordinator and the department director make the proposal, Polytechnique Montréal's Director of Graduate Studies appoints the committee members.

Should a committee member back out after the official appointment made by Polytechnique's Director of Graduate Studies, the Graduate Studies Co-ordinator and the department director must submit a new proposal for the committee's composition for approval to the Director of Graduate Studies.

4.3 COMMITTEE COMPOSITION FOR A CO-SUPERVISED DISSERTATION (DOCTORATE)

Co-supervision makes it possible to contribute to scientific collaboration among researchers in different establishments and fosters mobility and international training for doctoral students. Authorization for the dissertation defence is given once the standards and regulations of both establishments have been respected or been subject to a reciprocal agreement.

The co-supervised dissertation requires a single defence, recognized by both establishments. The defence is public, unless both establishments have granted a deferral. The defence committee is made up of scientists designated in equal parts by both partner establishments. The number of committee members may be increased to five in order to respect the partner establishment's defence rules or conditions.

The defence committee is designed in keeping with both establishments' rules, and includes:

- Both research co-supervisors, who share a voice;
- At least one member external to Polytechnique;
- The committee chair, who must be a Polytechnique professor or a teacher of an equivalent rank;
- Polytechnique's Director of Graduate Studies' representative, as appropriate.

If the defence takes place at the partner establishment, students must find out about the procedures and standards surrounding the dissertation evaluation and defence from those in charge at the establishment where the defence is taking place.

A title page template for a co-supervised dissertation is presented in Appendix 1.

Example

Appendix 1 – Title Page Examples for co-supervised dissertations

4.4 ROLES OF COMMITTEE MEMBERS

The **committee** must make a statement, in keeping with Polytechnique Montréal's procedures, on the content of the thesis or dissertation, its quality, its originality, its coherence and of course, on its language clarity and precision.

Anyone with recognized competency in the field of research may be part of the committee. The candidate's research supervisor is invited to be a committee member, but may not be its chair. The committee's role is the same when a request to submit a thesis or dissertation by articles is accepted. The committee is not bound by the article evaluations made by the journals' peer review committee.

The **committee chair** must be a Polytechnique Montréal professor (full, associate, adjunct, emeritus). A professor attached to a joint program with Polytechnique Montréal may also act as chair. The committee chair is a full member of the committee and must provide an evaluation in the same way as their colleagues. The chair plays the role of coordinator between the student, the other committee members, the research supervisor and the department director. The committee chair provides the liaison between the committee members and the Registrar's Office.

The **Director of Graduate Studies' representative** ensures that the process meets the standards that are in effect during the dissertation defence and the deliberations. As such, they remind the committee chair of the defence procedure and the committee's deliberation procedure.

4.5 MASTER'S: EVALUATION PRIOR TO THE ORAL PRESENTATION

EXAMINERS' REPORTS

The department's student file officer sends each committee member a copy of the thesis (paper or electronic format) along with the examiner's report form for a master's thesis or doctoral dissertation, which they must each use to provide their evaluations. Each examiner, except for the research supervisor, sends their written report to the department director. These individual reports are then sent to the committee chair. They are also entered into the candidate's file.

DECISION PRIOR TO THE ORAL PRESENTATION

After evaluating the thesis, the committee must make one of the following decisions:

- a) The thesis is recommended for presentation. This must be a majority decision.
- b) The thesis must be revised and re-submitted once. The candidate must make the **minor** corrections suggested by the examiners before the presentation. When the committee asks for **major** corrections before the presentation, it sets a deadline for making those corrections. This deadline may not exceed **six months** (or four months if the student's maximum time extension has been reached). Once the major corrections are made, the candidate must submit a new version of their thesis. If the revised thesis is not submitted by the deadline, the candidacy ends.
If a revised thesis has been submitted to the committee and at this stage the committee does not unanimously reject the thesis, the thesis presentation must take place.
- c) The thesis is deemed unacceptable, and if this evaluation is unanimous, the candidacy is revoked.

The committee chair sends the decision to the department director.

DATE AND ANNOUNCEMENT OF THE ORAL PRESENTATION

If the decision prior to the presentation is positive, the department director sets the thesis presentation date and announces that it will occur.

The presentation is public unless the department director decides otherwise on the committee's recommendation.

The thesis presentation notice must be posted appropriately. The presentation normally takes place **one month** after the committee's positive recommendation is received.

4.6 DOCTORATE: EVALUATION PRIOR TO THE DEFENCE

EXAMINERS' REPORTS

The department's student file officer sends each committee member a copy of the thesis (paper or electronic format) along with the examiner's report form for a master's thesis or doctoral dissertation, which they must each use to provide their evaluations. Each examiner, except for the research supervisor, sends their written report to the department director. These individual reports are then sent to the committee chair. They are also entered into the candidate's file.

DECISION PRIOR TO THE DEFENCE

After evaluating the dissertation, the committee must make one of the following decisions:

- a) The dissertation is recommended for presentation. This must be a majority decision.
- b) The dissertation must be revised. The candidate must make the **minor** corrections suggested by the examiners before the presentation. When the committee asks for **major** corrections before the presentation, it sets a deadline for making those corrections. The timeline may not exceed **one year** (or four months if the student's maximum time extension has been reached). Once the major corrections are made, the candidate must submit a new version of their dissertation. If the revised dissertation is not submitted by the deadline, the candidacy ends.
If a revised dissertation has been submitted to the committee and the committee neither unanimously recommends the dissertation for defence nor unanimously rejects it, a second committee must be formed.
- c) The dissertation is deemed unacceptable, and if this evaluation is unanimous, the candidacy is revoked.

The committee president sends the decision to the department director.

DEFENCE DATE AND ANNOUNCEMENT

If the decision prior to the defence is positive, the department director sets the dissertation defence date and announces that it will occur. The department director must ensure that the Director of Graduate Studies' representative is available on that date and send them a copy of the dissertation. After the defence, the Director of Graduate Studies' representative sends their report directly to the Registrar's Office using the appropriate form.

The defence is public unless the department director decides otherwise on the committee's recommendation.

A paper copy of the dissertation is submitted to the department's student file officer for people who may wish to read it before the defence.

Anyone who has a major objection to the dissertation defence must inform the Director of Graduate Studies at least one week before the defence date. Committee members are advised of this objection before the defence.

The dissertation defence notice must be posted appropriately. The defence normally takes place **about one month** after the committee's positive recommendation is received.

4.7 MASTER'S: ORAL PRESENTATION

ORAL PRESENTATION PROCESS

In general, the presentation takes about 30 minutes, with or without visual aid documents. Candidates must showcase their objectives, the methodology they employed, and the principal research conclusions. As well, they must situate their work in the more general framework of their field of study and finish their presentation by focusing on the unanswered questions or areas for future research.

After the presentation, the committee members and audience ask the candidate the questions they deem appropriate. The committee members then leave to begin their deliberations.

COMMITTEE VERDICT

After the presentation, the committee renders its verdict using the master's thesis examination committee report form. The thesis may be accepted, or recommended with minor changes. The committee chair must then ensure that the candidate makes the minor changes before the final submission.

When the committee requires major corrections from a candidate after the presentation, it adjourns and postpones its decision. The decision rendered at the end of this step cannot be appealed.

The thesis may be deemed unacceptable, in which case the candidacy is revoked.

The committee's verdict must be a majority decision, and it cannot be appealed.

4.8 DOCTORATE: DEFENCE

DEFENCE PROCESS

In general, the defence consists of a 30- to 45-minute oral presentation, with or without visual aid documents. Candidates must showcase their objectives, the methodology they adopted, and the principal research conclusions. As well, they must situate their work in the more general framework of their field of study and finish their presentation by focusing on the unanswered questions or areas for future research.

After the presentation, the committee members, the Director of Graduate Studies' representative, and the audience ask the candidate the questions they deem appropriate. The committee members and the Director of Graduate Studies then leave to begin their deliberations. The Director of Graduate Studies does not have a vote.

COMMITTEE VERDICT

After the defence, the committee renders its verdict using the doctoral dissertation examination committee report form. The dissertation may be accepted, or recommended with minor changes. The committee chair must then ensure that the candidate makes the minor changes before the final submission.

When the committee requires major corrections from a candidate after the presentation, it adjourns and postpones its decision.

The dissertation may be deemed unacceptable, in which case the candidacy is revoked.

The committee's verdict must be unanimous. If unanimous agreement cannot be reached, the committee is dissolved and a second committee must be formed.

FORMATION OF A SECOND COMMITTEE

The second committee is formed using the same rules as the first committee, and must respect the same evaluation procedures. Normally, no members who took part in the first committee may sit on the second committee (including the research supervisor).

The second committee's decision must be a majority decision and it is final. In case of a tie, the committee chair is the tie-breaker.

The candidacy is revoked if the second committee refuses the dissertation, before or after the defence.

4.9 FINAL SUBMISSION

ELECTRONIC SUBMISSION

The committee chair first ensures that the candidate has made the corrections required by the committee. Then, the student provides the definitive version of their thesis or dissertation in electronic format (final submission) to the department's student file officer, who, after verification, sends it to the Registrar's Office.

To make the final submission of their thesis or dissertation, students must follow the **instructions for electronic submission of theses and dissertations** (Appendix 4).

The department's student file officer and the Registrar's Office ensure that the thesis or dissertation meets the standards in effect. If some standards are not respected, students will be asked to make the necessary changes.

To ensure that the document meets the standards set out in the Guide for Presenting Theses and Dissertations, students must check each point on the following checklist. The student file officer will provide the grid upon final submission.

1	As needed, obtain the Registrar's Office authorization to write in English.	<input type="checkbox"/>
2	The following forms are filled out and signed: non-exclusive LAC and Polytechnique licence, ProQuest, name spelling verification.	<input type="checkbox"/>
3	The document includes: title page, committee list, dedication (optional), acknowledgements (optional), summary, abstract, table of contents, lists (tables, figures, symbols, abbreviations, etc.), introduction, body of the work, conclusion, bibliography, appendices as needed.	<input type="checkbox"/>
4	The margins are 2.5 cm on all four sides; the page numbers are placed at the top right at 1.25 cm.	<input type="checkbox"/>
5	The student's first and last name are identical to those listed in the academic management system; if they are different, fill out the "Modification de nom au dossier étudiant" (student file name change) form (in French only).	<input type="checkbox"/>
6	The title page and the committee list page match the example presented in this guide, and the title is identical on all these pages.	<input type="checkbox"/>
7	The bibliography is in a uniform APA or IEEE style (see the Guide de présentation des citations et des références bibliographiques - in French only) or another style (agreed upon with the research supervisor).	<input type="checkbox"/>
8	No pages are missing, and the thesis or dissertation is properly paginated: all the pages are numbered, in Roman numerals before the introduction and in Arabic numerals afterward.	<input type="checkbox"/>
9	All typos have been corrected.	<input type="checkbox"/>
10	If a student includes copyright-protected material (photographs, illustrations, tables, large book excerpts), they have obtained written permission from the copyright holders.	<input type="checkbox"/>

11	In the case of a thesis or dissertation by articles, the student has respected one of the two required formats and has submitted the Submission of a Thesis or Dissertation by Articles form (in French only) to the Registrar's Office, along with the reception notices for submitted and accepted articles and all other necessary documents.	<input type="checkbox"/>
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4.10 SPECIAL RECOMMENDATION BY THE COMMITTEE

The committee members may recommend that the dissertation be submitted to Polytechnique Montréal's best thesis and dissertation competition. The evaluation criteria are:

- Quality of scientific content;
- Originality;
- Relevance of the work to applications of interest for engineering;
- Potential impact in the field of research;
- Economic benefits;
- Presentation quality.

The competition ends August 31 of each academic year.

4.11 CONSERVATION, REPRODUCTION AND DISTRIBUTION OF THESES AND DISSERTATIONS

NON-EXCLUSIVE LICENCE FOR POLYPUBLIE AND THESES CANADA PORTAL

In keeping with Polytechnique's copyright policy, students remain copyright holders for their theses and dissertations.

Polytechnique Montréal is obliged to ensure the widest possible distribution of its students' theses and dissertations. Polytechnique also takes part in the Theses Canada program under the responsibility of Library and Archives Canada. This program aims to ensure the conservation of theses and dissertations produced in Canada and to facilitate the world research community's access to these documents.

As such, students must fill out the [Non-Exclusive Licence for Thesis or Dissertation](#) form, which authorizes Polytechnique Montréal and Library and Archives Canada to archive, reproduce and distribute their thesis or dissertation. It will be made accessible to the general public once the degree has been granted. The thesis or dissertation document will be kept in the [PolyPublie](#) institutional repository, a server operated by the Library and Computer Services and through the Theses Canada portal and using Library and Archives Canada's Amicus bank.

Since this licence is non-exclusive, students are free to reach another publication agreement with a publisher or another company of their choice. **Students retain copyright and the moral rights over their thesis or dissertation.**

Form

[Non-Exclusive Licence for Thesis and Dissertation for Polytechnique Montréal and Library and Archives Canada](#)

Students admitted at Polytechnique Montréal from the fall 2016 semester will not have to sign this non-exclusive license. It will be replaced by the article 4.4 of the Graduate Studies – General Regulations:

4.4 DISTRIBUTION OF THESES AND DISSERTATIONS

Students admitted to a research-based master's or doctoral program at Polytechnique Montréal recognize that Polytechnique's publication and distribution of their master's thesis or doctoral dissertation is a condition for graduation, and as such, by enrolling, they grant both Polytechnique Montréal and Library and Archives Canada a non-exclusive, worldwide and non-commercial licence to reproduce, distribute and archive their master's thesis or doctoral dissertation in print, electronic and other form.

Before presenting or defending, the student may, for strongly justified reasons, request that a master's thesis or doctoral dissertation be kept confidential for a period of 12 months with possibility of renewal.

PROQUEST DISSERTATIONS AND THESES DATABASE

As of spring 2013, Library and Archives Canada's non-exclusive dissertation licence no longer grants a sub-licence to ProQuest to reproduce and make available theses and dissertations sent to Library and Archives Canada. If students wish to take part in the ProQuest Dissertations and Theses publication program, they must now sign the [ProQuest Distribution Agreement](#) and submit it along with the other non-exclusive licences for Polytechnique and Library and Archives Canada.

Signing up for the program is optional. Still, Polytechnique invites students to take part in it, as it is an excellent additional space for making their research available. Thanks to partnerships with over 700 universities across the world, ProQuest archives and makes available more than 90,000 dissertations every year.

Form [ProQuest Distribution Agreement](#)

ADVANTAGES OF MAKING THESES AND DISSERTATIONS AVAILABLE ELECTRONICALLY

The online availability of theses and dissertations fosters greater accessibility and boosts the institution's influence.

What are the advantages for a student to granting non-exclusive licenses?

- The dissertation is catalogued and the corresponding bibliographic record is available through the Theses Canada portal. This is a free database accessible to the general public for finding Canadian dissertations. It means free advertising for research work, as the authors of electronically available theses and dissertations are more widely known.
- Considerable increase in the impact of citations resulting from electronic publications.
- Easy worldwide access to the thesis or dissertation document means easier sharing with colleagues and collaborators and easier use in job and grant applications.

Do you think you won't succeed in commercially publishing articles in scientific journals if your thesis or dissertation is widely available electronically? Remember that journal and book publications are very different from your thesis or dissertation. Visit the [Theses Canada portal](#) for more information on this topic.

Read [Theses Canada portal](#)

PUBLICATION OF YOUR THESIS OR DISSERTATION BY COMMERCIAL PUBLISHER

Many students and alumni receive solicitation emails from European publishing houses specializing in the publication of theses and dissertations in book format. These companies comb university web sites in order to send mass email invitations to those who have recently submitted or are about to submit a thesis or a dissertation. The editors gather and stock large numbers of theses and dissertations and sell them in PDF format through companies like Amazon without any significant marketing. The documents are only printed once a purchase order is received, thus avoiding the need for the publishers to stockpile copies which may remain unsold. Royalty payments from such endeavours are generally minimal.

Polytechnique students are the sole copyright owners of their theses and dissertations. Upon submission of the document at the end of your program, you grant a licence authorizing Polytechnique to publish your thesis or dissertation in electronic format on the PolyPublie institutional repository operated by Polytechnique's Library and Computer services. Another similar licence is granted to Library and Archives Canada (LAC) for the electronic publication and dissemination of your thesis or dissertation by its sub-contractor, ProQuest.

The authorizations you give to Polytechnique and to LAC are non-exclusive; in other words, you remain free to accept offers made to you by other publishing houses who wish to sell your document. Books published by such companies, however, do not undergo peer review. Such books are therefore unlikely to contribute to your advancement if your intention is to pursue an academic career. If this is your goal, you should consider dealing with well-established publishers within your area of specialization.

Polytechnique cannot provide you with legal counsel with regard to the contract proposals sent by these companies. If interested by such an offer, you must inform the publisher that you previously granted licences to Polytechnique and to LAC. You must also ensure that you do not sign a contract which contravenes the existing Polytechnique and LAC licences, namely if the contract involves exclusive distribution rights. If needed, we urge you to consult a law firm to obtain legal advice. Indeed, such a contract could result in you transferring your copyright to the publisher and thereby inhibiting your ability to reuse portions of your thesis or dissertation in an article at a later date.

For more information on this matter, please contact [Christine Chahal](#) at the Library.

5. PART FIVE AWARDING OF THE DIPLOMA

5.1 OFFICIAL ATTESTATION

The Registrar's Office may issue an official attestation as proof that the student has earned a Master's in Applied Sciences (MASc) or a Doctorate of Philosophy (PhD) if the candidate meets all the conditions for the diploma and has settled all their accounts with the Finance department.

5.2 DIPLOMA

When a candidate finishes a **research-based master's** program, Université de Montréal and Polytechnique Montréal award a diploma that names their program and confers on them a Master's in Applied Sciences (MASc).

When a candidate finishes a **doctoral** program, Université de Montréal and Polytechnique Montréal award a diploma that names their program and confers on them a Doctorate of Philosophy (PhD).

The date of Université de Montréal's Executive Committee's deliberations is written on the diploma so obtained.

5.3 CONVOCATION SCHEDULE

In keeping with the rules set by the Ministère de l'Enseignement supérieur, de la Recherche et de la Science, all students registered in a research-based program (MASc and PhD) must be registered in the semester of their graduation.

As a result, **the presentation (master's) or defence (doctorate) and the final thesis or dissertation submission must take place before the student's last semester of registration ends.**

SEMESTER OF REGISTRATION	SUMMER	FALL	WINTER
Deadline for holding the thesis presentation or the dissertation defence ⁷ :	August 31	December 31	April 30

For the student to take part in the Polytechnique Convocation ceremony for the current year (June), the examination committee reports along with the definitive version of the thesis or dissertation must arrive at the Registrar's Office by **May 8**.

For the student to take part in the Université de Montréal Convocation ceremony for the current year, the examination committee reports along with the definitive version of the dissertation must arrive at the Registrar's Office by **March 15**.

⁷ Note to committee members: the deadlines listed here also apply for the submission of the examination committee's report.

APPENDIX 1 – TITLE PAGE EXAMPLES

Title Page Example -
Dissertation

UNIVERSITÉ DE MONTRÉAL

DISSERTATION TITLE

ALEX TÉRIEUR

DÉPARTEMENT DE GÉNIE INFORMATIQUE ET GÉNIE LOGICIEL

ÉCOLE POLYTECHNIQUE DE MONTRÉAL

THÈSE PRÉSENTÉE EN VUE DE L'OBTENTION

DU DIPLÔME DE PHILOSOPHIAE DOCTOR

(GÉNIE INFORMATIQUE)

JUIN 2014

UNIVERSITÉ DE MONTRÉAL

THESIS TITLE

ALEX TÉRIEUR

DÉPARTEMENT DE GÉNIE INFORMATIQUE ET GÉNIE LOGICIEL

ÉCOLE POLYTECHNIQUE DE MONTRÉAL

MÉMOIRE PRÉSENTÉ EN VUE DE L'OBTENTION
DU DIPLÔME DE MAÎTRISE ÈS SCIENCES APPLIQUÉES
(GÉNIE INFORMATIQUE)

JUIN 2014

Title Page Example -
Co-supervised
dissertation

UNIVERSITÉ DE MONTRÉAL

CO-SUPERVISED DISSERTATION TITLE

ALEX TÉRIEUR

DÉPARTEMENT DE GÉNIE INFORMATIQUE ET GÉNIE LOGICIEL

ÉCOLE POLYTECHNIQUE DE MONTRÉAL

ET

DÉPARTEMENT D'INFORMATIQUE APPLIQUÉE

INSTITUT NATIONAL DES SCIENCES APPLIQUÉES DE LYON

THÈSE EN COTUTELLE PRÉSENTÉE EN VUE DE L'OBTENTION

DU DIPLÔME DE PHILOSOPHIAE DOCTOR

(GÉNIE INFORMATIQUE)

JUIN 2014

© Alex Térieur, 2014.

APPENDIX 2 – EXAMPLES OF COMMITTEE MEMBER LIST PAGES

Example Of Committee
Member List Pages -
Dissertation

UNIVERSITÉ DE MONTRÉAL

ÉCOLE POLYTECHNIQUE DE MONTRÉAL

Cette thèse intitulée :

DISSERTATION TITLE

présentée par : TÉRIEUR Alex

en vue de l'obtention du diplôme de : Philosophiae Doctor

a été dûment acceptée par le jury d'examen constitué de :

M. DESDIVANS Yvan, Ph. D., président

Mme PORÉE Éva, Ph. D., membre et directrice de recherche

M. SÉRIEN Jean, Ph. D., membre

Mme VIGOTE Sarah, Ph. D., membre externe

Example Of Committee
Member List Pages -
Thesis

UNIVERSITÉ DE MONTRÉAL

ÉCOLE POLYTECHNIQUE DE MONTRÉAL

Ce mémoire intitulé :

THESIS TITLE

présenté par : TÉRIEUR Alex

en vue de l'obtention du diplôme de : Maîtrise ès sciences appliquées

a été dûment accepté par le jury d'examen constitué de :

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M. SÉRIEN Jean, Ph. D., membre

APPENDIX 3 – PROCEDURE FOR APPLYING ELECTRONIC TEMPLATES

MICROSOFT WORD

APPLY THE TEMPLATE TO A NEW WORD DOCUMENT

1. Download the [Word stylesheet](#);
2. Open the file;
3. Save your new document with the extension “.doc” or “.docx.”

APPLY THE TEMPLATE TO AN EXISTING WORD DOCUMENT

If you have already begun to write your thesis or dissertation in a document without using the template, you can import the styles and format by applying the stylesheet to your document.

Word 1997–2003

1. Open the Word document;
2. In the Tools menu, select Templates and Add-Ins;
3. Click on the Attach button;
4. Select the Polytechnique template;
5. Check the “Automatically update document styles” box;
6. Click OK;
7. Return to Templates and Add-Ins in the Tools menu;
8. **Uncheck the “Automatically update document styles” box.**

Word 2007–2013

1. Open the Word document;
2. Select the Developer tab, Templates group, then click on the Document Template button;
3. Click on the Attach button and choose the Polytechnique template;
4. Check the “Automatically update document styles” box;
5. Click on OK;
6. Return to Developer tab, Templates group;
7. **Uncheck the “Automatically update document styles” box.**

Attention!

When you are applying a stylesheet to an existing document, only the styles are applied. The margins, pagination and formatting stay as they were set in the original document. We recommend making the necessary adjustments in order to respect the presentation standards.

LATEX

APPLYING THE LATEX TEMPLATE

1. Download and decompress the [LaTeX template](#);
2. Read the file entitled README.TXT;
3. Personalize the 0-Definitions_Etudiant.tex file with your information;
4. Save the document;
5. Produce the PDF document using the “pdftex” command and choosing “make.”

APPLYING THE TEMPLATE TO AN EXISTING LATEX DOCUMENT

To apply the Polytechnique LaTeX template to an existing document, you must copy the content into the files with the new template.

APPENDIX 4 – ELECTRONIC SUBMISSION PROCEDURE

CREATING A PDF FILE FOR ELECTRONIC SUBMISSION

1. Save the definitive version of your document.
2. Complete the document properties.

Word 1997–2003:

- Select the File tab, choose Prepare and then Properties.
- Fill out the Author box (first and last name) and the Title box (title of your thesis or dissertation).

Word 2007–2013:

- Click on the Office icon, then choose Prepare and Properties.
- Fill out the Author box (first and last name) and the Title box (title of your thesis or dissertation).

LaTeX:

- At the start of the document, insert the following code:

```
\pdfinfo {  
  /Author (Last name, First name)  
  /Title (Title of thesis or dissertation)  
}
```
3. Convert your document into a PDF file (using software such as Acrobat). Save the PDF copy. Make sure you save your document in PDF/A format.
 - In the Word save window, select PDF (*.pdf) and then click on the Options button. Check the option "Compatible ISO 19005-1 (PDF/A)."
 4. Save your document. The document title must include the first letter of your first name, your last name, and the type of document (e.g.: FTremblay_dissertation.pdf).
 5. You must also produce a second PDF file (using your final file) that includes your document's **Summary** and **Abstract** sections. The document title must include the first letter of your first name, your last name and the type of document (ex.: FTremblay_summary.pdf).
 6. You must submit the three electronic documents: the Word file and the two PDF files.
IMPORTANT: Do not lock the files!

The documents must be sent to the department's student files officer:

- By e-mail (find it in your department's directory);
- On a CD sent to the office;
- On a USB key (directly in hand).

The appropriate hard copy forms must be filled out and given to the student file officer for the thesis or dissertation to be sent to the Registrar's Office for final approval.

APPENDIX 5 – TABLE OF CONTENTS EXAMPLES FOR THESES AND DISSERTATIONS BY ARTICLES

Presentation of articles in the body of the document

DEDICATION	X
ACKNOWLEDGEMENTS	X
RÉSUMÉ.....	X
ABSTRACT	X
PRÉCIS IN FRENCH (optional)	X
TABLE OF CONTENTS	X
LIST OF TABLES	X
LIST OF FIGURES	X
LIST OF SYMBOLS AND ABBREVIATIONS	X
LIST OF APPENDICES	X
CHAPTER 1: INTRODUCTION	X
(Theoretical framework, problem, hypotheses, purpose of the study, objectives, etc.)	
CHAPTER 2: CRITICAL LITERATURE REVIEW	X
CHAPTER 3: PROCESS FOR THE RESEARCH PROJECT AS A WHOLE AND GENERAL ORGANIZATION OF THE DOCUMENT INDICATING THE COHERENCE OF THE ARTICLES IN RELATION TO THE RESEARCH GOALS	X
CHAPTER 4: ARTICLE 1: TITLE OF THE ARTICLE	X
(If the article was written in English, keep the title and content of the article in English. If it was in French, keep the title and content of the article in French.)	
3.1 Sub-section title of the article.....	X
3.2 Sub-section title of the article, etc.....	X
CHAPTER 5: ARTICLE 2: TITLE OF THE ARTICLE.....	X
CHAPTER 6: ARTICLE 3: TITLE OF THE ARTICLE.....	X
CHAPTER 7: METHODOLOGICAL ASPECTS AND/OR COMPLEMENTARY RESULTS (optional)	X

CHAPTER 8: GENERAL DISCUSSIONX
(General discussion included in regard to the methodological aspects and results linked with the critical literature review. This is not a space to revisit the general discussion of each article, but to discuss the thesis or dissertation as a whole. This chapter is fairly short because it does not revisit the discussion incorporated into the articles.)

CHAPTER 9: CONCLUSION ET RECOMMENDATIONSX

REFERENCES OF BIBLIOGRAPHYX
(General bibliography or reference list presented at the end of the work and consisting of the combined bibliographies or reference lists used in the various articles.)

APPENDICES..... X

Presentation of articles in appendix

DEDICATION	X
ACKNOWLEDGEMENTS	X
RÉSUMÉ.....	X
ABSTRACT	X
PRÉCIS IN FRENCH (optional)	X
TABLE OF CONTENTS	X
LIST OF TABLES	X
LIST OF FIGURES	X
LIST OF SYMBOLS AND ABBREVIATIONS	X
LIST OF APPENDICES	X
CHAPTER 1: INTRODUCTION	X
(Theoretical framework, problem, hypotheses, purpose of the study, objectives, etc.)	
CHAPTER 2: CRITICAL LITERATURE REVIEW	X
CHAPTER 3: SYNTHESIS OF THE WORK AS A WHOLE	X
(This chapter synthesizes the set of articles presented in appendix in terms of both methodology and results. Typically this chapter may be about 30 to 40 pages long.)	
CHAPTER 4: METHODOLOGICAL ASPECTS AND/OR COMPLEMENTARY RESULTS (optional) x	
CHAPTER 5: GENERAL DISCUSSION	X
(General discussion included in regard to the methodological aspects and results linked with the critical literature review. This is not a space to revisit the general discussion of each article, but to discuss the thesis or dissertation as a whole. This chapter is fairly short because it does not revisit the discussion incorporated into the articles.)	
CHAPTER 6: CONCLUSION ET RECOMMENDATIONS	X
REFERENCES OF BIBLIOGRAPHY	X
(General bibliography or reference list presented at the end of the work and consisting of the combined bibliographies or reference lists used in the various articles.)	
APPENDICES.....	X
ARTICLE 1: TITLE OF THE ARTICLE	X
(If the article was written in English, keep the title and content of the article in English. If it was in French, keep the title and content of the article in French.)	
ARTICLE 2: TITLE OF THE ARTICLE	X
ARTICLE 3: TITLE OF THE ARTICLE	X