

## ELECTRONIC FILING OF A MASTER'S DISSERTATION OR A PhD THESIS

### PROCEDURE FOR STUDENTS

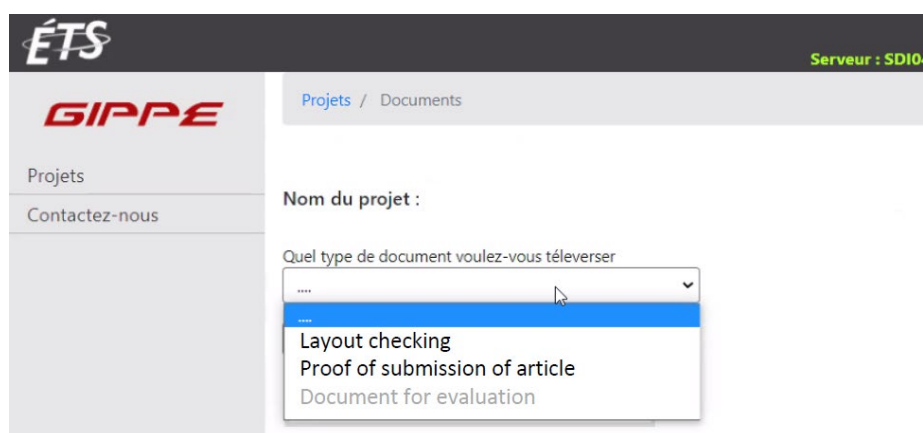
All graduate students have access to MonDepotETS via the [MonETS](#) student portal. MonDepotETS allows you to submit (in a **PDF format**) the documents required for the evaluation of your Master dissertation or PhD thesis :

- ✓ your dissertation or thesis for the layout checking (FORMAT\_1)
- ✓ your dissertation or thesis for evaluation by the jury (EVALUATION\_1)
- ✓ proof of submission of article(s) or patent(s) (if required) (ARTICLE\_1)

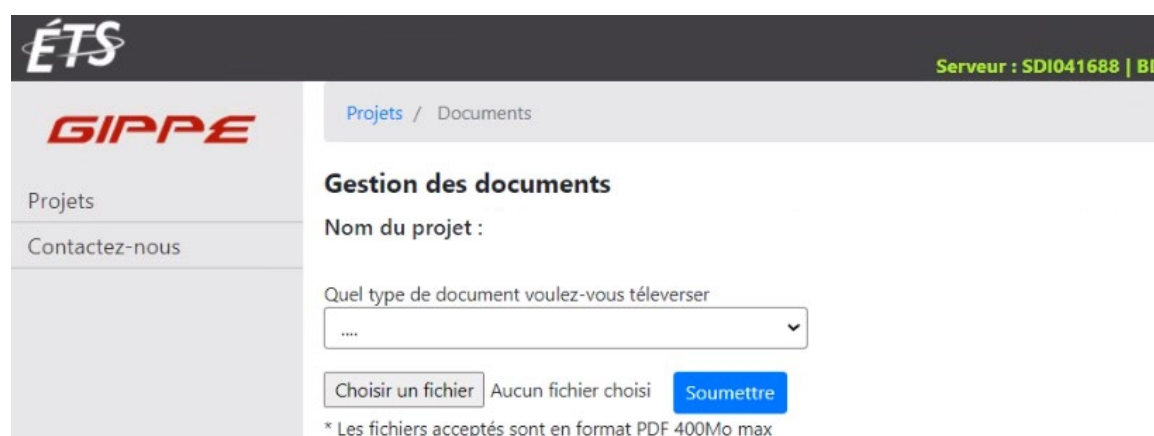
#### 1. Filing the manuscript for the layout checking

Once you have agreed with your research supervisor that your dissertation or thesis is ready (or very close) for submission to a jury, you simply file it on MonDépôtÉTS as a manuscript for layout checking.

To submit (upload) the thesis or thesis on MonDépôtÉTS, all you have to do is select the "**Layout checking**" category from the drop-down menu:



Next, you must select your report (in PDF format) on your computer using the **Choisir un fichier** (choose a file) button and then submit using the **Soumettre** button:



- The submitted document will appear on the list of documents, in the format **Name\_Firstname\_PERMANENTCODE\_FORMAT\_1**, with the date of submission.
- The studies management officer responsible for your file at the Graduate Studies Office will be automatically notified by email and will follow up; it is not necessary to contact her.

*NOTE: If you realize that you have not submitted the good version of your thesis, you must notify the agent by email: she is the only one who can withdraw the document so that you can submit a new version.*

- Your research supervisor will be informed that the layout checking has started. Thus, the process of constitution of the jury and the authorization of submission (by the supervisor) will be done in parallel with the process of checking the layout (by the student).
- When the studies management agent has carried out a first check of the layout, she will return an annotated PDF version to you on MonDépôtÉTS, with a note. You will receive a notification email each time the agent leaves a note or document for you on MonDépôtÉTS. **Please make sure that your mail box does not block the address « no-reply@etsmtl.ca ».**
- You will be able to consult the note and download the annotated PDF of your manuscript, as shown here :





## Gestion des documents

Nom du projet :

Nom du candidat : Bontemps  
Code permanent : BONR01234567

Prénom : Roger

Ajouter note

↕	Nom du document	Date de création	Télécharger
	Bontemps_Roger_BONR01234567_FORMAT_1	2020-12-15 23:15:35	
	Daigneault_Lise_NOTES_1		
	Première mise en page. Bonjour, Vous trouverez ci-joint votre thèse avec les commentaires pour correction. Je vous suggère de prendre votre temps et de faire une vérification, avant de me transmettre votre nouvelle version. Cordialement,	2021-01-14 14:34:18	

### 2. Filing the manuscript for evaluation

- Once the layout is approved by the Academic Management Officer, she will notify you by email, with a copy to your supervisor.
- As soon as the layout is approved, you can upload the version to MonDépôtÉTS for evaluation. To submit the version for evaluation, please choose from the drop-down menu **"Document for evaluation"**, then **Choisir un fichier** and **Soumettre**
- The submitted document will appear on the list of your documents in the format **Name\_Firstname\_PERMANENTCODE\_ÉVALUATION\_1**.

*NOTE: If you realize that you have not submitted the good version of your thesis, you must notify the agent by email: she is the only one who can withdraw the document so that you can submit a new version.*

### 3. Filing the proof(s) of submission of article(s) or patent(s)

- You can also file on MonDépôtÉTS the proof (s) of the submission of article(s) or patent(s).
- One proof is required to authorize the submission of a conventional PhD thesis, and a minimum of three proofs for a manuscript-based thesis.
- If you submit a manuscript-based Master's dissertation, you will be required to provide a proof for each article or patent (minimum one article or patent).
- To submit a proof, please choose from the drop-down menu **"Proof of article submission"**, then **Choisir un fichier** and **Soumettre**

*NOTE 1: The filing of proof(s) of article(s) or patent(s) submission can be done at any time, i.e. even before the layout checking. It has to be done, however, before your supervisor file the official authorization to the Deans' office.*

*NOTE 2: Please file only one document (one proof) per article or patent; If several separate documents are required to constitute a proof for a same article or patent, please combine these documents into one PDF document.*

- The submitted document(s) will appear on the list of your documents in the format **Name\_Firstname\_PERMANENTCODE\_ARTICLE\_1**.

### 4. Thesis evaluation and defense

Your thesis or dissertation will be made available to the members of the jury once the following conditions are met:

- Your dissertation or thesis has been filed on MonDépôtÉTS (EVALUATION\_1).
- The proof (s) of article (s) or patent (s) (if required) have been filed on MonDépôtÉTS (ARTICLE\_1...).
- The official filing authorization has been submitted by your supervisor and has been approved by the Dean of Studies.

The members of the evaluation committee will then be able to upload your dissertation or thesis, complete and submit the evaluation grid online, and submit their authorization for the defense.

The rest of the process, i.e. the defense, minor corrections and final submission, are carried out according to standard procedures. For details, please see the [Guide to graduate studies](#).