

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 :

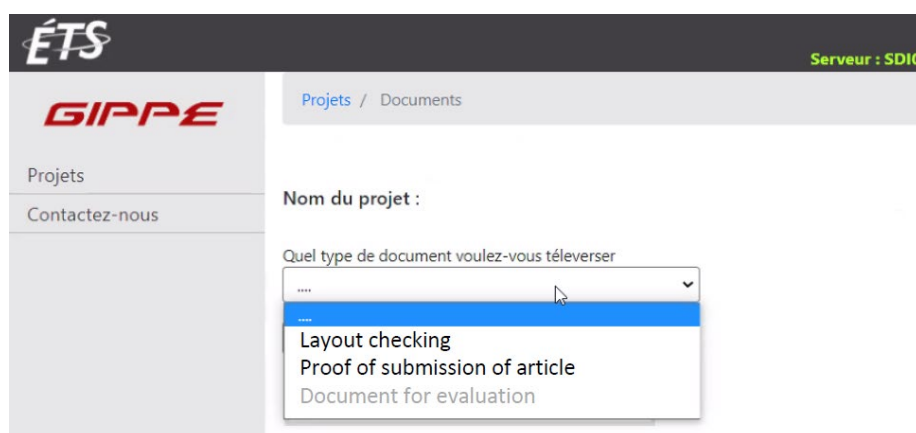
- ✓ your dissertation or thesis for the layout checking (FORMAT_1)
- ✓ your dissertation or thesis for evaluation by the jury (EVALUATION_1)
- ✓ proof of submission of article(s) or patent(s) (if required) (ARTICLE_1)

1. Filing the manuscript for the layout checking

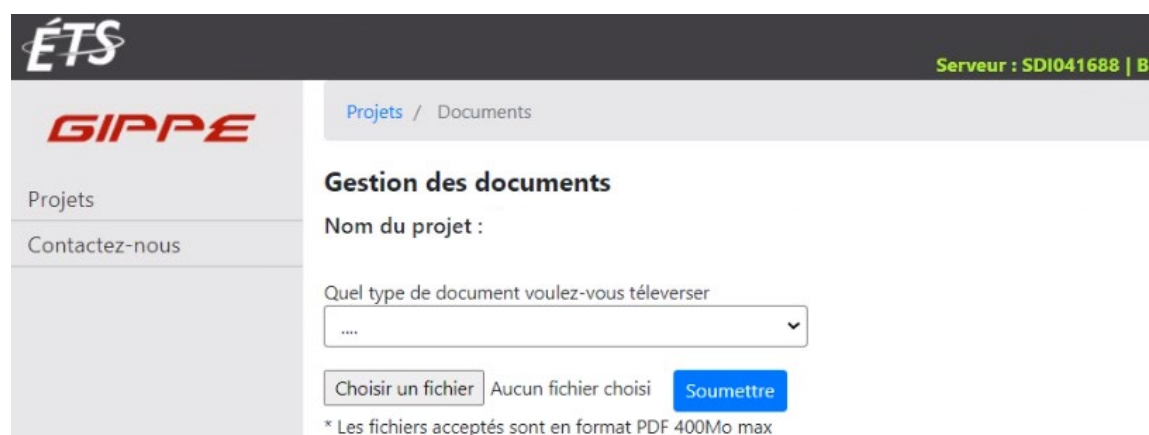
Once you have agreed with your research supervisor that your dissertation or thesis is ready (or very close) for submission to a jury, you simply file it on MonDépôtÉTS as a manuscript for layout checking.

At the opening of the application, you will see the title of your thesis; to submit a document, click on the icon to the right indicated "Submit a document". This will take you to the deposits page.

To submit (upload) the dissertation 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 agent 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.

Summary layout check: The studies management agent will make an initial summary evaluation of the layout of your manuscript and will determine:

- Whether the format of the manuscript is suitable to be send to jury members (without necessarily meeting yet the institutional standards). If so, the agent will invite you to submit your manuscript for evaluation (see "2 - Filing the manuscript for evaluation " below), while continuing to check the layout in preparation for final submission.

- b) If the format of the manuscript is not yet at a sufficient level to be sent to the members of the jury. In this case, the layout check must be completed before the manuscript can be submitted to the jury for evaluation.

Complete layout check:

Following the summary check, and regardless of the result ('a' or 'b' above), the study management agent will then carry out a complete check of the layout of your manuscript. She will annotate her comments on the PDF file and send it to you via MonDépôtÉTS. You will receive an e-mail notification each time the agent submits a note or document for you on MonDépôtÉTS.





- **Please ensure that your mailbox does not block messages from the address [no-reply@etsmtl.ca](mailto: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 Prénom : Roger
Code permanent : BONR01234567

Ajouter note

◆	Nom du document	Date de création	Télécharger
	Bontemps_Roger_BONR01234567_FORMAT_1	2020-12-15 23:15:35	
	Daigneau_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 graduate studies agent has approved the summary or complete layout (whichever comes first), she will notify you by e-mail, with a copy to your supervisor, inviting you to submit an "Evaluation_1" version.
- 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.

IMPORTANT:

- If your manuscript has been approved following a summary layout check, you will still need to continue with the complete check, to *ensure that your manuscript complies with institutional standards before its final submission to the library (after defense)*.
 - **It is very important to complete the verification process as soon as possible, preferably weeks before the defense, as final submission (and therefore graduation) will only be authorized if the layout has been completely approved.**
- Please also note that if your manuscript has been sent to the jury members following a summary check of the layout, you will not be able to send a new, "improved" version to the jury members. There can only be one "Evaluation_1" 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, when you file your manuscript for the layout checking.

NOTE 2: Please file only one document (one proof) per article or patent; on the other hand, 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 the details, please see the "Guide to graduate studies" ([Master](#) / [PhD](#)).