



THESIS AND MRP REQUIREMENTS

Academic requirements for the thesis and MRP are set by each graduate program. Contact your Graduate Program Coordinator for further information.

RESEARCH ETHICS BOARD (REB)

- Any OCAD U research that involves living human participants or human biological materials (whether from living or deceased individuals) must be reviewed and approved by the Research Ethics Board (REB) of the university.
- The REB reviews and approves all research involving human participants conducted under the auspices of OCAD U prior to it being initiated and throughout the life of the project to ensure that OCAD U research adheres to the guidelines contained in the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS2 2014\)](#).
- The OCAD U REB has a [self-assessment checklist](#) to help determine if research will require REB approval.
- If you have started research with human participants and do not have REB approval, contact the Office of Graduate Studies as soon as possible with this information.
- Some examples of research involving human participants that may require REB approval are:
 - Surveys or questionnaires (either in person or online)
 - Interviews
 - Focus groups or workshops
 - Ethnographic or auto-ethnographic research
 - Observation or participant observation
 - User testing
- Information about integrity in research and scholarship in [OCAD University Policy #7001 – Integrity in Research and Scholarship](#).
- All students planning to apply to ethics approval must have a faculty supervisor. All submissions on the ROMEO researcher portal must be made by the faculty supervisor.
- Resources on conducting ethical research in various contexts can be found [here](#).

PRIVATE INFORMATION

- According to Freedom of Information and Protection of Privacy Act (FIPPA) regulations, personal or private information cannot be included in the document.
- The student is responsible for ensuring there is no personal or private information in the document.
- Personal/identifiable information is information that may be reasonably expected to identify an individual, alone or in combination with other available information.
- Examples of personal/private information that must not be included in the document include:
 - Signatures
 - Addresses
 - Phone numbers
 - Email addresses
 - REB approval letters
 - Letters of permission for copyrighted material
 - Medical, financial, biographical, educational, and employment information that are tied to an identifiable person
- If the following are included in the document, the student must remove any personal or private information:
 - Surveys, questionnaires, or interview sheets
 - Letters of informed consent
- If the following are included in the document, the student must obtain permission from the people involved before submitting the document:



THESIS AND MRP REQUIREMENTS

Photographs (e.g. of research participants, workshops, or family or personal photographs)

Names of individuals in the acknowledgements or dedication sections

- Examples of acceptable items to include in the document include:
 - Documentation of people interacting with art, installations, interventions, performances in public spaces or at public events
 - Identifying someone as a professional or including professional contact information

COPYRIGHT INFORMATION

- Students are responsible for obtaining permission to use all copyrighted materials reproduced in their document.

TECHNICAL REQUIREMENTS

STYLE GUIDE

- Students should confirm which style guide to use with their Principal Advisor.
- Information on style guides is available in the [OCAD U Library's Writing Resources guide](#).

FONT AND SPACING

- Text must be in size 10-12-point font.
- Black text on white is recommended for the main text of the document. Text must be legible in both colour and black and white. Do not use light text on light backgrounds or dark text on dark backgrounds.
- Text must be legible when printed or photocopied in black and white.
- Line spacing must allow for good legibility.

REPRODUCIBILITY

- Document must be legibly reproducible in black and white printing.
- Document must be able to be printed on US letter (8.5"x11") size paper and maintain legibility.

ACCESSIBILITY

- All images must be alt-tagged.
- Charts, graphs, and illustrations must be readable by a screen reader or alt-tagged.
- Text and information in charts, graphs, and illustrations must be legible when printed in black and white.
- Document should pass an accessibility check in Adobe Acrobat.
- Information on creating an accessible document is available in the [Accessible Digital Office Document \(ADOD\) Project guidelines](#).
- Information on colour combination contrast, legibility, and accessibility can be found on the [Accessibility Color Wheel website](#).

PAGINATION AND ORDER OF ITEMS

- Placement of page numbers can be varied but page numbers must be present throughout the document.
- Do not include a page number on the title page.
- It is the student's responsibility to ensure that pages are numbered correctly and that there are no pages missing.
- The document must be organized in the following sequence and contain all required sections.



THESIS AND MRP REQUIREMENTS

Document Section	Required
Title Page	Yes
Creative Commons Copyright notice	No
Abstract	Yes
Acknowledgements	No
Dedication	No
Table of Contents	Yes
List of Tables, Figures and/or Illustrations	If applicable
Statement of Contributions	If applicable
Body of the Document	Yes
Bibliography	Yes
Appendices	If applicable

TITLE PAGE (REQUIRED)

- Choose one of the below title page options. Text must be in this order, but design layout is flexible.

Option 1 (Thesis without exhibition)

Title of the Thesis

by

Full name of the author

A thesis presented to OCAD University in partial fulfillment of the requirements for the degree of (name of degree) in (program)

Toronto, Ontario, Canada, Year

Option 2 (Thesis with exhibition)

Title of the Thesis

by

Full name of the author

A thesis exhibition presented to OCAD University in partial fulfillment of the requirements for the degree of (name of degree) in (program)

Gallery, location, dates of show

Toronto, Ontario, Canada, Year

Option 3 (MRP)

Title of the MRP

by

Full name of the author

Submitted to OCAD University in partial fulfillment of the requirements for the degree of (name of degree) in (program)

Toronto, Ontario, Canada, Year

- The full name of the program must be used:
 - Contemporary Art, Design and New Media Art Histories
 - Criticism & Curatorial Practice
 - Design for Health
 - Digital Futures
 - Inclusive Design
 - Interdisciplinary Master's in Art, Media and Design
 - Strategic Foresight & Innovation
- The correct degree name and spelling must be used:
 - Master of Arts
 - Master of Design
 - Master of Fine Arts



THESIS AND MRP REQUIREMENTS

- The year used should be the term of completion.

CREATIVE COMMONS COPYRIGHT NOTICE (OPTIONAL)

- Students who wish to claim Creative Commons Copyright must register online at <http://creativecommons.org/>
- The license must be formatted according to the sample below:
Copyright Notice
This document is licensed under the Creative Commons [enter your choice of license here] 2.5 Canada License. [enter url for license here]

You are free to:

[enter details from the license here]

Under the following conditions:

[enter details from the license here]

With the understanding that:

[enter details from the license here]

ABSTRACT (REQUIRED)

- Must not exceed one page.
- Symbols, as well as foreign words and phrases, must be clearly and accurately displayed.
- Do not include graphs, charts, tables, graphics or illustrations in the abstract.
- Do not include references or citations in the abstract.

ACKNOWLEDGEMENTS (OPTIONAL)

- If applicable, this is a place to thank funders, mention scholarships, and include a land acknowledgement.

DEDICATION (OPTIONAL)

- Should not exceed one page.

TABLE OF CONTENTS (REQUIRED)

- The numbering, titles, headings, and pagination of the items in the table of contents must match with those in the document.

LIST OF TABLES, FIGURES AND/OR ILLUSTRATIONS (IF APPLICABLE)

- The numbering, titles, headings, and pagination of the tables listed on this page must match with those in the document.
- The list of tables is formatted as:
Table 1. Title of Table page number

STATEMENT OF CONTRIBUTIONS (IF APPLICABLE)

- The statement of contributions must clearly outline the significant contributions of the author(s) and collaborators to the document, exhibition, or related projects. This must include any significant contributions to the document, exhibition, or related projects.
- The examining committee is responsible for verifying the accuracy of the statement of contributions.

BIBLIOGRAPHY (REQUIRED)

- The bibliography should be formatted according to the style guide selected for the document. Students should confirm which style guide to use with their Principal Advisor.
- Format should be consistent.

APPENDICES (OPTIONAL)

- Each appendix must be assigned an alphabetical letter and title (e.g. Appendix A: Title).



THESIS AND MRP REQUIREMENTS

- Appendices are ordered in the same sequence as they are referred to in the body of the text.
- Do not include copies of Research Ethics Board approval letters in the appendices.

ILLUSTRATIVE MATERIALS (OPTIONAL)

- All illustrations, tables, and figures should be numbered and titled/captioned according to the style guide selected.
- Images, charts, and illustrations must be reproducible in black and white printing without a loss of information.
- Labels and symbols should be used rather than colours to identify areas on a chart or graph.
- Diagrams should avoid colour because information may be lost if the document is photocopied.

ACCOMPANYING DIGITAL MATERIALS (OPTIONAL)

- If additional files are uploaded to the Open Research Repository, the accompanying digital files must be listed and described in an appendix.
- The appendix should follow a format similar to the appendix sample provided and must include the following information:
 - Title, description, and date of each accompanying item
 - File name and file type of accompanying materials