

GRADUATE RESEARCH SCHOOL
THESIS SUBMISSION AND FINALISATION

1. Thesis Submission

Information on policy and procedures for submitting your thesis along with links to the submission tool, Turnitin, editing support and formatting and tracking your examination can be found on the Graduate Research School's (GRS) thesis submission and graduation webpage: <https://www.uow.edu.au/research/grs/thesis/index.html>

Please note: You are required to run your thesis through Turnitin prior to submitting online. You will need to provide a copy of the Turnitin Report to your supervisor for checking. Turnitin has a limit of 40MB and 400 pages. For instructions on Turnitin refer to:

<https://documents.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow237838.pdf>

→ **Online HDR Thesis Submission**

(Direct link: https://uow.aul.qualtrics.com/jfe/form/SV_9ykZNLiCpLo4MIL)

Information you will be required to enter:

- Student number
- Name
- Non-UOW Email Address
- Faculty and School
- Degree
- Title of your thesis
- Certification that the work is your own and has not been submitted for a degree to any other university
- Abstract of thesis (maximum of **5000** characters)
- Doctoral candidates – a plain English description of your research, for use at the graduation ceremony (maximum **15 words**)
- A **PDF** copy of your thesis

Theses exceeding 40MB

The recommended size of the thesis to be submitted via the online submission system is 40MB in line with Turnitin limitations however the online submission system can accept much larger files. If your thesis is larger than 40MB you can still submit it via the online submission system:

https://uow.aul.qualtrics.com/jfe/form/SV_9ykZNLiCpLo4MIL

Printed copies

If one, or both, of your examiners requires a printed copy of your thesis, you should submit the copies requested to the Graduate Research School, Level 1, Building 20. **Please Note: Printed copies need to be spiral bound.** Refer to Appendix 1 of the Higher Degree Research Thesis Preparation, Submission and Examination policy for further information on thesis formatting: <https://documents.uow.edu.au/about/policy/UOW228986.html>

2. Nomination of Examiners Form

You complete Part A of this form, and then liaise with your supervisor/s to complete Part B. Your supervisor will then complete Part C, ensure all signatures are added, and submit this form to the Graduate Research School.

Please note: Students are not permitted to know which two examiners are selected and are not allowed to lodge the nomination of examiners form with the Graduate Research School.

3. Examination Timeframe

Once you have submitted your thesis and your supervisor has submitted the Nomination of Examiners form, your thesis is sent to the examiners. Examiners are given a timeframe of **7 weeks** to submit their report. This process may be quicker than that but examiners sometimes take longer than this framework to complete and submit their reports. If the due date passes and the report has not been received, the Thesis Examination Officer will contact the examiner regularly to enquire on the progress of the examination.

4. Tracking Your Reports

Once your thesis has been sent to the examiners, you will receive an email from you're the Thesis Examination Officer which will contain a link to the Thesis Database (<https://fulla.its.uow.edu.au/fmi/webd>). This database is updated as examination reports are received and you can check it regularly to monitor the progress of your examination.

5. Head of Postgraduate Studies (HPS) and Supervisor/s - Thesis Resolution

After both of your reports have been received, the Thesis Examination Officer will send them to your HPS and your supervisor/s and ask them to liaise on the preparation of a resolution regarding your thesis.

6. Thesis Examination Committee (TEC)

Once your HPS has forwarded the resolution to the Thesis Examination Officer, your reports and the thesis resolution are added to the next agenda of the TEC. The TEC is comprised of senior academic staff members from all of the University's faculties and meets once a month from February to December. The committee will review and discuss your examiners' reports and the comments and the resolution provided by your HPS and supervisors. It will then decide a final resolution which will clearly outline any amendments which need to be made to your thesis. Any amendments to the thesis must usually be made to the satisfaction of the HPS, however, if the HPS is a supervisor or co-supervisor of the student, the resolution will call for amendments to be made to the satisfaction of the Associate Dean of Research for your Faculty. TEC agenda and meeting dates can be found at <https://www.uow.edu.au/research-and-innovation/our-people/committees/>.

7. Notification of TEC Resolution and Provision of Examiners Reports

Following the TEC meeting, the Thesis Examination Officer will email you a letter containing the TEC resolution and scanned copies of both of your examiners' reports.

8. HPS Final Approval and Submission of Finished Thesis

Once you have finalised your amendments you must resubmit the thesis for the approval of your HPS (or Associate Dean, if your HPS is also a supervisor). The HPS will review the thesis to ensure that all amendments required by the TEC have been completed to his/her satisfaction. Once satisfied that the amendments have been made, your HPS will email the Thesis Examination Officer and advise that s/he is happy with the amendments. After this email has been received you need to submit the following to the Thesis Examination Officer:

- A pdf of the final thesis as approved by your HPS (can be sent via email or online submission tool); and
- An *Agreement for Deposit of HDR thesis in Digital Repository* form, signed by yourself and your Principal Supervisor if restricted access is nominated. The form is available at: <https://documents.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow208918.pdf>

As soon as the thesis and form are received, the Thesis Examination Officer can finalise your record and enter a course completion date. You are then eligible for graduation.

9. Graduation

Once you have submitted your thesis for examination, you should apply to graduate in the next available ceremony via SOLS. You must apply to graduate in order to receive your official academic documents regardless of whether you choose to attend a graduation ceremony or not. Please visit the [Graduation](#) website for further information including key dates and details regarding graduation ceremonies.

Graduation Key Dates: <https://www.uow.edu.au/student/graduation/get-ready/dates/>

Graduation Information: <https://www.uow.edu.au/student/graduation/>

10. Official Academic Documents

You have the option to receive your official academic documents earlier than the graduation ceremony conferral date by having your degree conferred at a Conferral Meeting.

If you wish to receive your academic documents via the Conferral Meeting, please complete the online [Application to Graduate \(https://webforms.uow.edu.au/view.php?id=450892\)](#) as soon as possible. Once your online application has been submitted, you will receive an email confirmation from the Student Services Division together with the date of the next available Conferral Meeting and the delivery date of your academic documents. Please note that Applications may take up to two weeks to process. Please note that by taking this option, you still have the opportunity to attend the next available Graduation Ceremony.

11. Questions?

If you have any questions at all about this procedure, please contact the Graduate Research School on 4221 5452 or email hdr-theses@uow.edu.au.