Preparing for Thesis Submission

Please also refer to the information from the GRS at:
http://www.postgraduate.uwa.edu.au/students/thesis

NB: All forms referred to are in italics, and can be downloaded from GRS Postgraduate Forms website: http://www.postgraduate.uwa.edu.au/students/forms

1. Nomination of Thesis of Examiners

When you are nearly ready to submit your thesis for examination, the first step is to fill out and complete the Nomination of Thesis Examiners form. This form, along with a copy of your thesis abstract, should be submitted to the GRS at least 3 weeks prior to the actual submission date.

Nomination of Thesis Examiners form:
- You need to nominate 3 examiners + a reserve for a PhD, or 2 + a reserve for an MA. Your Supervisor will discuss this selection of examiners with you, and help you fill out the form.
- Your Supervisor must include each examiner’s CV, a list of their publications, and their contact details. The choice of examiners must be compliant with university policies as described on the form.
- You must also attach a copy of your abstract to the form
- The form must be signed by you, your Supervisor, and your GRC.
- When it is complete, bring (or send) it to the Arts Postgraduate Admin Office (PAO) (room G.25a or hdr-arts@uwa.edu.au) for processing

NOTE: DO NOT contact your examiners (your Supervisor will do this on your behalf). It is vitally important that after your examiners have been nominated, you have no personal correspondence with any of them. Any/all correspondence must be directed through your GRC – this is taken very seriously and could affect the outcome of your thesis.*

2. Thesis Format

Make sure that you check the ‘Style and Format’ requirements of the GRS:
http://www.postgraduate.uwa.edu.au/students/thesis/style

Then send a PDF (or Word doc.) of your thesis to your GRC for checking. Do not print your thesis until your GRC has checked it. You should allow adequate time for this (at least 1 week) in case you need to make any changes.

3. Submission of Thesis for Examination

When you are ready to submit your thesis, download and complete a Submission of Thesis for Examination form

- This must be signed by you, your Supervisor, and the GRC.
- Make sure you have filled in the Field of Research Codes (you can find these in your Annual Reports)

Arts Student Office, updated September 2016
• With the form, you must also submit a digital/electronic copy of your thesis (CD or USB in PDF format only) to GRS
• The form must come to PAO before being submitted to the GRS.
• Once PAO processes the form and sends it to GRS you will be advised by email. This email notification will include account information required for your online printing.

NOTE: Have you thought about whether you require Confidential Examination of your thesis? Please discuss this with your Supervisor before you submit it for examination.

4. Printing and Temporary Binding of Thesis for Examination

When you’ve prepared the final version of your thesis and your Supervisor and GRC have approved it, then it’s time to get it printed and temporarily bound for examination.

Master’s students: 2 copies
PhD students: 3 copies

NOTE: Colour Printing: the School will pay for up to 20 colour pages in the final version of your thesis. (If more colour pages are required, it’s up to you to pay the additional costs). The School will not normally pay for any colour printing in the temporary version of theses, unless colour is absolutely required.

Please note the new procedure for printing requires you to upload your thesis online.

1. Log in to http://www.uniprint.uwa.edu.au/online-ordering
2. Click on UWA staff and students
3. Put in your details (requires Pheme password)
4. Upload the thesis for printing and temporary spiral binding for submission (3 copies)
5. Ask for the thesis to be delivered to the GRS Mailbag M358
6. In the billing details enter codes provided by PAO
7. In case of any problems contact us via hdr-arts@uwa.edu.au

5. Celebrate, Relax, and be Patient

Congratulations on submitting your thesis! Now you need to be patient and wait for the examiners’ reports. The examination process normally takes a few months; for more info, see: http://www.postgraduate.uwa.edu.au/students/thesis/examination

NOTE: Once your thesis is under examination, you may see that your enrolment status in Student Connect has been changed to Discontinued. Don’t Panic! This just means that you are not actively enrolled. You will still have email and library access. If you are an International student on a visa, make sure that you talk to the International Student Support staff or your agent and plan for this before you submit (http://www.international.uwa.edu.au/)

6. Final Version of Thesis (after Examination)

After examination, most theses will require revision. Your Supervisor will guide you through the process.

Once the final corrected version of the thesis has been prepared, and you’re ready to submit, follow the steps below.
NOTE: the final corrected version of the thesis now needs to be a digital/electronic copy. Permanent bound theses are no longer required for the UWA thesis repository.

- Make a **digital copy** (USB or CD) of your final version, ready to submit to the GRS
- Download and complete the **GRS Certification of Final Version form**. This must be signed by your Supervisor and the GRC.
- Prepare your **thesis abstract**: you will need to prepare a thesis abstract (up to 100 words) on Student Connect. This is part of the **GRS FV form**, above, which contains instructions on how to do this.
- Consider whether you need to apply for Restricted Access, and fill in the appropriate form: **Application for Restricted Access**
- Bring your **GRS FV form + abstract + RA form** (if relevant) to PAO for processing.
- Submit your **digital copy of your thesis + GRS FV form + abstract + RA form** (if relevant) to the GRS.
- Rejoice!

Note: if you purchased a Laptop with your research funds you will need to visit Arts IT to finalise the software removal and ownership transfer.

**Optional: Permanent Binding**

Although the GRS no longer requires permanent bound copies of your thesis, if you would like to have copies printed and bound, this can be organised.

Your School will pay for **2 copies of an MA** and **2 of a PHD** to be printed and permanently bound. Additional copies will be at your own expense.*

*NOTE: if you have held a relevant scholarship (APA, UPA, Gledden, Hackett, Prescott & full Jean Rogerson Scholarship) within the last two years, you can have up to 6 copies of your thesis bound. In this case, you must also complete a **Thesis Allowance Claim** form, which allows the School to claim back the costs. This can be submitted to PAO when you collect your UniPrint requisition form.

Permanent binding normally takes about three weeks. Uniprint will forward the copies to PAO, and we will contact you to come and collect them.

To upload the final copy of your thesis go to [http://www.uniprint.uwa.edu.au/online-ordering](http://www.uniprint.uwa.edu.au/online-ordering) and follow steps 1-7 from above, this time choosing **Thesis Printed and with Traditional Hardcase Bound in step 4**.

**NOTE:** Colour Printing: the School will pay for up to 20 colour pages in the **final** version of your thesis. (If more colour pages are required, it’s up to you to pay the additional costs). **You must advise us if you want colour printing done, otherwise it will be assumed everything is to be printed in black and white.**