I am nearly ready to submit my Research – what do I do now?

ALSO READ INFORMATION FROM GRS ON: http://www.postgraduate.uwa.edu.au/students/thesis

NB: All forms referred to are in Italic. These forms MUST be downloaded at the relevant time from the Graduate Research School website. http://www.postgraduate.uwa.edu.au/schools/forms#scholarships

1. Intention to Submit
Nomination of Thesis Examiners Form – Should be submitted to the GRS at least 3 weeks prior to the actual submission date. That means you need to prepare the form and abstract and have it in the School for signatures at least 4 weeks prior to submission date.

• You need to nominate 3 PhD Examiners or 2 MA examiners plus a reserve – your Supervisor will discuss this selection of examiners with you. Your Supervisor will complete this form and details.
• Your Supervisor must include each examiners CV, a list of their Publications and their contact details.
• You must attach a copy of your abstract
• The form must be signed by YOU as well as the relevant parties indicated.
• You MUST NOT have contact with your examiners – go through your Supervisor

2. Actual Thesis
Make sure that you check the Style and Formatting requirements of the GRS: http://www.postgraduate.uwa.edu.au/students/thesis/style

Cover page - there is an example cover page attached. Use of the UWA crest is up to you and not required. It can be coloured or black & white if you choose to include it. If you are still unsure you can go to the library and have a look at the collection there.

When you have finished your final copy (or even before) and your Supervisor has approved it, then you need to contact the Faculty Postgraduate Admin Office to get a printing form which will authorise UniPrint to produce the copies and place a temporary spiral binding on them (4 copies for a PhD and 3 copies for MA). It pays to do this early so you have it when you are ready. *see Declaration below BEFORE binding.

You can either take the final version in a hardcopy or on a USB to UniPrint along with the print form. If you would rather print the copies yourself you may do so and get them spiral bound.

About a week before you plan to submit, please send a PDF of your thesis to your Graduate Research coordinator so that they can check your formatting and presentation.
3. Submission of Thesis to Examination Form
   • This form must be signed off by yourself, your Supervisors, and your GRC
   • It must have the Field of Research Codes (you can find these in your Annual Report)

4. Examiners
   Please note: It is vitally important that once your examiners have been nominated that you have NO personal contact or correspondence with them from that point on. Any/all correspondence must be directed through your GRC – this is taken very seriously and could affect the outcome of your Thesis.

5. The Declaration (This is page 3 of the Submission Form).
   A signed copy of this Declaration MUST be bound into each temporary thesis that is to be submitted for examination. It is usually placed after the Abstract or the contents page. Alternatively if you would rather, you can include it (or words to the same effect) as part of your actual thesis rather than insert it as a separate page.

6. Confidential Examination
   Have you thought about whether you require Confidential Examination of your Thesis? Please discuss this with your Supervisor before Submission for Examination.

7. Actual Submission
   When your printing is ready you can either; collect the bound copies from Uniprint and deliver them to GRS with the completed Submission of Thesis to Examiners Form yourself, or Uniprint can send them to the GRS for you.

   Then you just need to relax, enjoy yourself & wait……………….

   **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 Centre or your agent and plan for this before you submit.

**FINAL VERSION**  (after examination)

After Examination most Theses require some revision work. This will be handled between the Supervisor and Student. Once this is complete the final version needs to be re submitted to the GRS and permanently bound.

7. Permanent Binding
   When your revised thesis is ready for permanent binding your Supervisor will confirm this with you. Come and see Postgrad Admin for the UniPrint form to pay for the printing of your final copies. We will pay for 2 copies – one for you and one for the library. If you want additional copies then you pay for them yourself at Uniprint. When the printed copies (loose leaf) are ready you collect them from UniPrint and deliver them to GRS, or Uniprint can deliver them for you.
8. If you have received a Scholarship
If you have been in receipt of an APA, UPA or specified other Scholarships during the last two years before final submission then your printing and final binding is paid for by your Scholarship, including additional personal copies. There is a Thesis allowance form, which you need to fill in and sign to authorise the School to reclaim the printing costs from the Scholarship. Please visit: http://www.postgraduate.uwa.edu.au/__data/assets/pdf_file/0005/60827/Thesis-Allow-Claim-Form-2013.pdf

9. Final check
You must complete and have signed off the following:

1. Submit your Abstract via StudentConnect. Make sure your Supervisor has seen and approved it first. (see instructions below on Submitting Abstract).
2. Make sure your Title page has the final Submission year on it – not the examination year.
3. Certification of Final Version of Thesis Form. This will need signatures of your Supervisors and the Graduate Research Coordinator.
4. Come and see Postgrad Admin for the authorisation details of section 9 of the form: Payment Details.
5. The Faculty will order 2 copies – one for the library and 1 for yourself. If you want additional copies then you may order and pay for them yourself directly at UniPrint.
6. If you have been on a Scholarship then check with Postgrad Admin – you may be eligible for additional copies paid for from the Scholarship. (See Thesis allowance claim form below)
7. If you purchased a Laptop with your research funds you will need to visit Arts IT to finalise the software removal and ownership transfer.

? Restricted Access
Have you thought about whether you require Restricted Access of your Thesis? Please discuss this with your Supervisor before Submission of Final Version.

10. Submit all items to the Graduate Research Office.
This should consist of:

1. Unbound copies of the printed thesis
2. 100 word thesis abstract summary printed from StudentConnect and signed
3. Certification of Final Verification of Thesis form (make sure the payment information Section 9 has been filled in by the School).
4. Restricted access form if relevant

GRS will double-check the prints and the send them off for permanent binding. Finished bound copies are returned to the Postgrad Admin office and they contact you to collect them.
The Final Thesis abstract that you upload in Student Connect is reprinted on your Graduation statement. It is permanent and public so make sure it is correct.

**Submitting a thesis 100-word abstract via Student Connect**

Send a draft of your 100-word Abstract to your supervisor so they can approve the wording. Then:

1. Log into Student Connect.
2. On the left hand menu in the 'Enrolment' section, select 'Course and Unit'.
3. Here you will see your courses listed, near the top is 00810 - Doctor of Philosophy, you will notice at the bottom of the section for this specific course, several red headings/links.
4. Click on the link 'Thesis Abstract'.
5. You can select “allow others to view” and this your Supervisor can see it and approve it through Staff Connect.
5. You will now be presented with instructions of what you then need to do to submit your abstract which will include printing off the abstract from Student connect and signing it.

*Note that the abstract MUST NOT exceed 100 words or it will not upload. (Hyphenated words count as two words.)*