



## FACULTY OF ARTS

### Procedure for Submitting Your Thesis to the Research Student Centre (RSC)

Upon the submission of your thesis to the Research Student Centre (RSC), the Faculty of Arts may require you to vacate the office space you have been using, depending on the demands for postgraduate office space at the time.

If you need to make revisions to your thesis after examination, you will be allocated a temporary office space when your markers' comments have been returned.

When vacating your office, please ensure:

- documents/files from your computer have been downloaded onto CD (CD available from the Faculty IT officers at the Arts Help Desk) and then deleted from the hard drive
- any files, paperwork and books belonging to you have been removed from your office
- any keys for that space which have been issued to you have been returned either to the Faculty Support Officer (Research & Postgraduate), Arts Central, or to Buildings & Grounds.

Faculty staff will assist you to make sure that this process runs as smoothly as possible.

#### **Related Faculty Procedures:**

1. Finishing your HDR Study in the Faculty of Arts
2. Provision of Postgraduate Study Space