



FACULTY OF ARTS

Procedure for Finishing your HDR Study in the Faculty of Arts

Upon completion of revisions and finishing your study within the Faculty, you will be asked to vacate the space you are occupying. 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.
- that any outstanding library books are returned to the Library (note: you will not be able to graduate if you have outstanding Library fines)
- any items of equipment on loan have been returned
- that you have provided a forwarding address to the Faculty.

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

Related Faculty Procedures:

1. Submitting Your Thesis to the Research Student Centre (RSC)
2. Provision of Postgraduate Study Space