RESEARCH STUDENT CENTRE

Step-by-Step Guide to Thesis Preparation and Submission

1. Theses should be prepared in accordance with the *Guidelines for Higher Degree Research Candidates on the Preparation and Submission of Higher Degree Research Theses* (booklet enclosed in Thesis Examination Pack) also at -
   
   [http://www.uow.edu.au/research/rsc/student/index.html](http://www.uow.edu.au/research/rsc/student/index.html) and
   

2. The candidate is required to give the Head of Postgraduate Studies’ (HPS) two months written notice of intention to submit the thesis.

3. At least one month prior to submission, the candidate should discuss the selection of potential examiners with the supervisor/s. Instructions for completing the *Nomination of Examiners Form:*
   
   - The candidate should complete Part A.
   - Doctoral candidates should supply 15 word description of research in plain English on Page 1 of the form. This description is then read out at the graduation ceremonies.
   - In consultation with the supervisor/s, the candidate should complete Part B.
   - The supervisor/s will then complete Part C and forward it to the HPS.
   - The HPS will forward the form to the Research Student Centre.

4. The candidate should either* (1) Email an electronic copy of thesis to Research Student Centre or (2) Submit three (3) provisionally bound copies of the thesis to the Research Student Centre together with:
   
   (i)  *Submission of Thesis and Certification of Completion Form*
   
   (ii)  *Thesis Declaration Form*
   
   (iii) CD containing a copy of the thesis abstract approved by your supervisor. This may be sent to the Thesis Officer as an email attachment saved as a Word document. Abstract must be limited to 1000 words.

   *Note: Supervisor will advise if hard or soft copy of thesis is required for examiners.*

   All forms are contained in the thesis pack or available on the web.

5. Candidates will be advised by the Research Student Centre once the examiners' reports have been received and the Thesis Examination Committee has made its resolution. **There is to be no contact between the candidate and the examiners during the examination period.** Candidates

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*Head of Postgraduate Studies is a term used by the Research Student Centre to refer to the person responsible for examination matters in relation to postgraduate research students within a faculty. Please contact the Research Student Centre if you are unsure who your HPS is.*
will not receive copies of the examiners' reports until after the Thesis Examination Committee has met. The examination procedure takes an average of 4-6 months.

6. If candidates are required to make revisions to their thesis after examination, they will receive advice regarding the nature of these revisions by the Research Student Centre. Details of the likely outcomes of the examination process are contained in the *Guidelines for Higher Degree Research Candidates on the Preparation and Submission of Higher Degree Research Theses.*

7. Candidates wishing to graduate at a graduation ceremony should apply to graduate through SOLS once the graduation process is finalised. Candidates wishing to have their degree conferred at a University Council meeting should advise the Research Student Centre.

8. Before graduation can occur, candidates must submit two bound copies of their revised thesis to the Research Student Centre. To comply with Course Rules, candidates must also submit to the Research Student Centre a CD containing their thesis for digitisation at the Library together with *Thesis Declaration: Part B – Digitised Thesis*