1. **Thesis Submission**


**Please note:** You are required to run your thesis through Turnitin prior to submitting online. You will need to provide a copy of the Turnitin Report to your supervisor for checking.

→ **Online HDR Thesis Submission**

**Information required:**
- Student number
- Name
- Non-UOW Email Address
- Faculty and School
- Degree
- Title of your thesis
- Certification that the work is your own and has not been submitted for a degree to any other university of institution
- Abstract of thesis (maximum of 5000 characters)
- Doctoral candidates – a plain English description of your research, for use at the graduation ceremony (maximum 15 words)
- Click “Upload Files” and attach a PDF copy of your thesis

**UOW Sharefile for theses which exceed the maximum size for email**

The maximum size of the thesis accepted on this online submission system is 10 megabytes. If you need to submit files larger than 10 megabytes, please submit through the University’s sharefile system as follows:

[http://www.uow.edu.au/index.html → Information Technology](http://www.uow.edu.au/index.html) → IT Tools → Transfer large files (sharefile) → Sharefile → Sign In UOW User → Email address of person to receive file: hdr-theses@uow.edu.au

**Printed copies**

If one or both of your examiners requires a printed copy of your thesis, you should submit the copies requested to the Graduate Research School, Level 1, Building 20. **Please note:** Printed copies need to be spiral bound.

2. **Nomination of Examiners Form**

You complete Part A of this form, and then liaise with your supervisor/s to complete Part B. Your supervisor will then complete Part C, ensure all signatures are added, and submit this form to the Graduate Research School.

**Please note:** Students are not permitted to know which two examiners are selected and are not allowed to lodge the nomination of examiners form with the Graduate Research School.

3. **Examination Timeframe**

Once you have submitted your thesis and your supervisor has submitted the Nomination of Examiners form, your thesis is sent to the examiners. Examiners are given a timeframe of **6 – 7 weeks** to submit their report. This process may be quicker than that but examiners sometimes take longer than this framework to complete and submit their reports. If the due date passes and the report has not been received, your Student Management Officer will contact the examiner regularly to enquire on the progress of the examination.

4. **Tracking Your Reports**

Once your thesis has been sent to the examiners, you will receive an email from your Student Management Officer which will contain a link to the Thesis Database. This database is updated as reports are received and you can check it regularly to monitor the progress of your reports.
5. **Head of Postgraduate Studies (HPS) and Supervisor/s - Thesis Resolution**

After both of your reports have been received, your Student Management Officer will send them to your HPS and your supervisor/s and ask them to liaise on the preparation of a resolution regarding your thesis.

6. **Thesis Examination Committee (TEC)**

Once your HPS has forwarded the resolution to your Student Management Officer, your reports and the thesis resolution are added to the next agenda of the TEC. The TEC is comprised of senior academic staff members from the University’s five faculties and meets once a month from February to December. The committee will review and discuss your examiners’ reports and the comments and the resolution provided by your HPS and supervisors. It will then decide a final resolution which will clearly outline any amendments which need to be made to your thesis. Any amendments to the thesis must usually be made to the satisfaction of the HPS, however, if the HPS is a supervisor or co-supervisor of the student, the resolution will call for amendments to be made to the satisfaction of the Associate Dean of Research for your Faculty.

7. **Notification of TEC Resolution and Provision of Examiners Reports**

Following the TEC meeting, your Student Management Officer will email you a letter containing the TEC resolution and scanned copies of both of your examiners’ reports.

8. **HPS Final Approval and Submission of Finished Thesis**

Once you have finalised your amendments you must resubmit the thesis for the approval of your HPS (or Associate Dean, if your HPS is also a supervisor). The HPS will review the thesis to ensure that all amendments required by the TEC have been completed to his/her satisfaction. Once satisfied that the amendments have been made, your HPS will email your Student Management Officer and advise that s/he is happy with the amendments. After this email has been received you need to submit the following to your Student Management Officer:

- A pdf of the final thesis as approved by your HPS, via email or the UOW Sharefile system; and
- An *Agreement for Deposit of HDR thesis in Digital Repository* form, signed by yourself and your Principal Supervisor if restricted access is nominated.


As soon as the thesis and form are received, your Student Management Officer can finalise your record and enter a course completion date. You are then able to apply for graduation.

9. **Graduation**

Once you have submitted your thesis for examination, you should apply to graduate in the next available ceremony via SOLS. The University conducts four graduation ceremonies each year:

<table>
<thead>
<tr>
<th>Faculty:</th>
<th>Graduation ceremony held:</th>
<th>Official academic documents sent to students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law, Humanities &amp; the Arts Science, Medicine &amp; Health Social Sciences</td>
<td>October/November (Autumn Conferral) &lt;br&gt; April (Spring Conferral)</td>
<td>August* (Autumn Conferral) &lt;br&gt; January* (Spring Conferral)</td>
</tr>
<tr>
<td>Business Engineering &amp; Information Sciences</td>
<td>July (Autumn Conferral) &lt;br&gt; December (Spring Conferral)</td>
<td>August (Autumn Conferral) &lt;br&gt; January (Spring Conferral)</td>
</tr>
</tbody>
</table>

*Official academic documents are sent out prior to the respective graduation ceremonies*


10. **Questions?**

If you have any questions at all about this procedure, please contact the Graduate Research School on 4221 5452, between the hours of 8.30 am and 4.30 pm, or email graduate-research-school@uow.edu.au and one of our Student Management Officers will contact you.