



The University of Sydney

Faculty of Science

Thesis Submission and Examination – What You Should Know

Prior to Submitting Your Thesis

Please lodge a **Notice of Intention to Submit Thesis** form three months prior to the expected date of submission. This allows the Faculty to make the necessary arrangements for the examination of your thesis, including but not limited to, the appointment of your examiners. This form is available from the Faculty of Science Office or from the following website:

<http://www.science.usyd.edu.au/cstudent/pg/forms.shtml>

For information on Presentation and Submission requirements all candidates are strongly encouraged to read the *Postgraduate Research Studies Handbook* which is available from the following website:

http://www.usyd.edu.au/handbooks/handbooks_admin/postgraduate.shtml

Candidates should also consult the *Thesis Guide* as prepared by the Sydney University Postgraduate Representative Association (SUPRA). This is available from the Faculty of Science Office or from the following website:

http://www.supra.usyd.edu.au/Pub/Thesis_Guide.html

Submitting Your Thesis

Once you have completed the write up of your thesis you will need to have your thesis bound. The Faculty encourages candidates to submit their thesis in temporary or 'perfect binding' format (as it allows for changes to be made more readily and is less expensive).

Please note that spiral or ring binding is not acceptable.

If you are seeking to be examined for a Doctor of Philosophy you will need to submit **FOUR (4)** bound copies of your thesis.

If you are seeking to be examined for Master of Science you will need to submit **THREE (3)** bound copies of your thesis.

On the day you intend to submit your thesis you must have your supervisor (or associate supervisor if your supervisor is unavailable) complete the Statement of the Supervisor on Submission of a thesis which confirms that the thesis is in an examinable form.

For Masters Students this form is available from: <http://www.science.usyd.edu.au/cstudent/pg/forms.shtml>

For Doctoral Students this form is available from:

http://www.usyd.edu.au/ab/committees/rrtc/phd_award/forms.shtml

Lodge your thesis and letter with the Faculty of Science Office. This may be done during counter hours or by **prior** arrangement with the Postgraduate Student Adviser. The Faculty of Science Office counter hours are:

Monday – Thursday: 10am to 4pm

Friday: 10am – 1pm

You will be asked to complete a **Lodgment of Higher Degree Thesis / Treatise** form. A copy of this form will be provided to you – please retain this for your records.

Electronic Submission

A thesis submitted electronically may be accepted where examiners are prepared to examine in this manner.

If you wish to submit electronically you are required to advise your supervisor and the Faculty of Science Office at least three months prior to submission. Complete an **Application for Electronic Submission of a Thesis** form, which can be obtained from the following website, and forward the form to the Faculty of Science Office:

<http://www.science.usyd.edu.au/cstudent/pg/forms.shtml>

If the request is approved the required number of electronic copies, on CD, should be provided. The presentation of the work should have the same structure as a printed version with each chapter in a separate document. The disc must include the details required for a paper copy. You must also complete a **Lodgment of Higher Degree Thesis / Treatise** form and provide information relating to the length of the thesis and any special features or content.

When submitting electronically, you must also provide the Faculty with ONE (1) hard copy (and any further hard copies for those examiners who choose not to examine electronically). Examiners will be selected in the normal manner. Prospective examiners must be asked in which form they prefer, an electronic version, on disk, (possibly as an e-mail attachment) or if they prefer a hard-copy. Sometimes specialised electronic formats may be used. It must be ascertained whether the examiner can accept such formats and three months notice must be provided. If an examiner chooses not to examine electronically, they must be sent a hard copy of the thesis. Even if the thesis is examined electronically by all or some examiners, you are still required to submit a permanently bound copy for lodgment in the University Library (should the degree be awarded).

The Examination Process

Once you have lodged your thesis your enrolment status will be updated to *Under Examination*. The Faculty will then distribute your thesis to examiners. Further information on the Examination process is available from the Postgraduate Research Studies Handbook. Examiners are provided with a little over two months to review the work and return a report to the Faculty. Depending on the Examiners recommendations the School may also be asked to comment on the submitted work. The average time for the examination process is around 3.5 months. This timeframe may not be appropriate in all cases. The Faculty cannot provide any information to candidates until this initial examination phase is complete.

Once the outcome of the initial examination phase is known a letter will be sent to your postal address. This letter will provide you with details on the outcome of the examination process and where appropriate, include a copy of the exam reports. It may also give you further instructions on how to complete your candidature. These instructions will vary according to the outcome of the initial examination phase. Please note the Faculty applies strict response times to these instructions. **It is very important that you keep your contact details up to date with the Faculty.**

Other Sources of Useful Information

In addition to the items listed above Doctor of Philosophy candidates may wish to review the resolutions of the Senate and Academic Board related to the degree. This information is available from the *University Calendar* which can be viewed from the following website:

<http://www.usyd.edu.au/calendar/>

Master of Science candidates are encouraged to view the resolutions related to that degree program which are available from:

http://www.usyd.edu.au/handbooks/handbooks_admin/science.shtml

Additional Information

The Faculty of Science has resolved that a thesis should not normally exceed 80,000 words. With the permission of the Chair of the Board of Postgraduate Studies a thesis may have an absolute upper limit of 100,000 words. Within the Faculty of Science there are no other formal requirements / guidelines apart from those listed in the above noted publications. There are no requirements for single / double spacing or single / double sided printing presentation, nor font size, figure presentation, format of bibliography, electronic synopsis etc. Candidates are encouraged to consult with their School and Supervisor to determine the appropriate presentation for their discipline area.

Expenses Related to Thesis Production

Please note that you may be able to claim the costs associated with your thesis production. Please contact the Research Office directly or download an application form from the following website:

<http://www.usyd.edu.au/ro/documents/scholarships/thesis.doc>

Faculty of Science Office Contacts

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Finally

Should you have any questions, queries or concerns related to thesis presentation and submission requirements please do not hesitate to contact the Faculty of Science Office. *Do not rely on comments or hearsay.*