



The University of Sydney

SUBMISSION OF HIGHER DEGREE THESES

The University requests that Higher Degree Research candidates give three months' notice, via their supervisor and head of department, of the expected date of submission of their thesis. A copy of the appropriate form is attached. Please complete this form and give it to your supervisor and head of department. This is to ensure that examiners have been arranged *before your thesis has been submitted* in order to minimize delays in the examination process.

Appointment of Examiners

Whilst the appointment of examiners remains the responsibility of the University, the candidate, as well as initiating the appointment process, may have some input. In appointing examiners, the University seeks to ensure that they are appropriately qualified in, and conversant with, current research in the field concerned, familiar with the requirements for the degree in question, and free from bias for or against the candidate or supervisor. You may indicate in writing to your head of department or to the Dean or Chair of the postgraduate committee of your Faculty, the name of any person whom you believe should not be appointed as an examiner giving your reasons in writing. You may also initiate with your supervisor and/or head of department a discussion as to the range of possible examiners. The head of department or your Supervisor may also initiate this discussion. This process **must not** result in your being given the names of your examiners so as not to jeopardise the integrity and independence of the examination process.

When the required number of copies of the thesis have been lodged with the Faculty, the office forwards an *Appointment of Examiners* form to the head of department/postgraduate coordinator requesting the names and details of examiners: four for a PhD and three for a Masters research thesis. *Prior to the thesis submission*, the head of department/postgraduate coordinator should have issued a letter of invitation to potential examiners on behalf of the Faculty office, asking them if they are willing to examine the thesis.

When the head of department has completed the *Appointment of Examiners* form detailing the examiners' names, positions held, addresses and their willingness to examine the thesis, the completed form should be forwarded to the Faculty for the Dean's approval. Once the examiners have been approved, the thesis together with the appropriate documentation from the Faculty is dispatched immediately by mail, and by airmail for overseas examiners.

The examiners are requested to submit their examination report within eight weeks. The Faculty monitors their progress, sends reminder notices if an examiner has not responded and, if necessary, moves to appoint a replacement examiner. It would be wrong to suggest that there were not on occasion problems with getting examiners' reports returned promptly. The Faculty office will keep the Head of Department informed of any delays. But you must anticipate the process taking **up to five months** and regrettably sometimes longer.

The Thesis

For the examination, the Faculty requires students to submit four copies of a PhD and three copies of a Masters thesis. Both PhD and Masters theses can be submitted in either temporary or permanent binding. Temporary binding may be more appropriate as 75% of all PhD candidates are required by examiners to make amendments or corrections to their thesis. The temporary binding allows these changes to be made more readily. Amendments do not have to involve re-keying if a black ink/ biro amendment is clear. Some amendments can also be made by way of an appendix to the thesis.

Theses submitted in a temporary binding should be strong enough to withstand ordinary handling and postage. **The preferred form of temporary binding is the 'perfect binding' system; springback, ringback or spiral binding is not acceptable.** Each thesis copy should have on the front cover or on the title page, the title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney. On the final hardbound copy of the thesis only (submitted after the examination is complete), the lettering on the spine, reading from top to bottom, should conform as much as possible to the above. Supporting material should be bound in the back of the thesis as an appendix or in a separate set of covers.

There is no general prescribed length for theses, treatises, dissertations or essays. For PhD theses, the Academic Board has asked the Faculties to resolve, if they considered it appropriate, that there should be an absolute upper limit of 100,000 words of text and a nominal upper limit of 80,000 words. The Faculty of Arts has deemed that PhD theses should normally be between 70,000 to 100,000 words and Master of Philosophy theses between 40,000 to 60,000 words. These word limits exclude footnotes and the bibliography. **An abstract of 250 to 300 words must also be submitted with PhD theses.**

When submitting your thesis at the Faculty office, you must submit a *Supervisor's Statement*, signed by your Supervisor, stating that the thesis is in a form of presentation suitable for examination. This form is available from the Faculty office. Without a completed *Supervisor's Statement*, the thesis cannot be accepted. You also need to complete a *Lodgment of thesis* form when submitting your thesis. This acknowledges that your thesis is now under examination and available for public use after the examination. On submission, you will receive a copy of this form. Scholarship holders can use this form to claim thesis preparation expenses from the Research Office. Once your thesis is submitted, a *Copyright in relation to the thesis* sticker will be affixed to the inside cover.

In presenting your thesis for examination, you will be required to state in general terms in the preface, and more specifically in the notes, your sources, the animal and human ethical approvals obtained, the extent to which you have used the work of others and that portion of the thesis you claim to be your own original contribution. Generally speaking, you will be permitted to incorporate in your thesis work which you may have submitted for another degree provided you identify it as such but, of course, you may not submit a thesis that has already been successfully presented for a degree at this University or elsewhere.

Depending on the degree, with the approval of the Faculty concerned, you may include in your thesis papers of which you are the sole or joint author, again provided that you identify your role in the work described in each paper and that they are based on work undertaken during the candidature for the degree. Other papers may be lodged in support of the thesis. Check with your Faculty office for any specific Faculty requirements.

It is University Policy that a candidate for a higher degree should not normally be permitted to undertake a program of advanced study and research which is likely to result in a thesis which cannot be available for use immediately to be read, photocopied or microfilmed. You are required to acknowledge this when applying for admission and when submitting your thesis. When your degree is awarded, the thesis is lodged in the University Library and becomes immediately available for consultation and, subject to your copyright, for photocopying and microfilming.

There are two sorts of circumstances when these provisions will not apply. If during the candidature it becomes clear that it will be necessary for you to use confidential material which you would not be at liberty fully to disclose in the thesis, the Faculty or College may recommend to the Committee for Graduate Studies that permission be granted to include material essential to the thesis but which may not be available for general inspection in an appendix and that access shall be restricted to the appendix by the University Library for a period not normally exceeding five years. The examiners of the thesis and, as necessary, members of committees concerned with the examination will have unrestricted access to the appendix. The University Librarian may also grant access under certain conditions to *bona fide* scholars. Permission to include material in an appendix must be sought during the candidature and not after the thesis is completed.

Alternatively you may apply for the deferment of public availability of your thesis if you are preparing your thesis for publication and have reason to believe your interests would be at risk if the thesis were immediately available. The Dean of your Faculty can grant a deferment of up to six months and can recommend to the Committee for Graduate Studies that a further deferment of up to another six months be granted. In such cases you would write to the Faculty office with the support of your supervisor and head of department. Please ask for an *Application to defer public availability of thesis* form at the Faculty office.

After the award of the degree, one copy, corrected as necessary, printed on acid free paper and permanently bound, must be lodged with the Faculty office for deposit in Fisher Library. If the Department/School requires a copy of your thesis, that is between yourself and the department; it is not a formal requirement for the award of the degree. The requirement for the library copy to be printed on acid free paper is because of the eventual disintegration of works printed on normal paper. When you submit the library copy to the Faculty office, all the other thesis copies will be available for you to pick up, as they are received back in due course from examiners.

PLEASE CONSULT THE POSTGRADUATE HANDBOOK FOR FURTHER INFORMATION



The University of Sydney Faculty of Arts

NOTICE OF THESIS SUBMISSION

Candidates for higher degrees by research are required to give **three months' notice** of the expected thesis submission date, to allow the department adequate time to make arrangements for the timely appointment of their examiners.

SECTION A: (To be completed by the Candidate and lodged with the Supervisor)

NAME: _____

SID: _____ DEGREE: _____

SUPERVISOR: _____ A/SUPERVISOR: _____

DEPARTMENT: _____

THESIS TITLE:

EXPECTED THESIS SUBMISSION DATE: _____

NB: If you require an **extension of candidature**, you need to complete the appropriate form.
Please obtain this form from the Faculty of Arts office.

SECTION B: (To be completed by the Supervisor and forwarded to the Head of Department or P/G Coordinator)

I expect that the thesis will be submitted by:

I have commenced the process of appointing examiners: YES / NO (Please circle as appropriate)
Comments:

Signed:

SECTION C: (To be completed by Head of Department and sent to the Postgraduate Section, Faculty of Arts, A14)

COMMENTS:

Signed:

Please forward the completed form to the Postgraduate Section, Faculty of Arts, Main Quadrangle A14