1. **Thesis Submission**

Your thesis is to be uploaded electronically as a PDF file via Blackboard. This site also provides instructions on how to upload your thesis, additional information about the examination process and timeframes.

Before submitting your thesis, please ensure that it is formatted correctly (see Section 2. Thesis Format) and contains all relevant declarations and documentation.

The research conducted shall primarily be embodied in the thesis; other work approved by the Faculty ADRT may also be submitted and considered in conjunction with the thesis. Any additional documentation that forms part of your thesis submission (e.g. illustrations, DVDs) may be included with the thesis.

In addition to your thesis, you must submit a completed Thesis Examination Application Form, signed by both yourself and your principal supervisor. If your supervisor is unwilling to sign Section 5 you may request that the thesis be accepted for examination by the Head of School and Faculty ADRT.

1.1. **Thesis with a Creative Component**

For theses in the creative arts, an exegesis in support of an exhibition or performance must be submitted to UON Graduate Research six weeks prior to the visit by the examiners. A separate digital record must be...
provided to the examiners on the day of the visit. If all of the relevant creative presentation elements are represented in the exegesis there is no need for a further digital recording. Refer to the Research Thesis with a Creative Component Procedures for further details.

If your thesis, or associated documents, cannot be presented in a PDF then please contact UON Graduate Research thesis@newcastle.edu.au to discuss submission of your thesis.

1.2. **Embargo**

You should discuss with your supervisors whether your thesis requires a period of embargo and, if so, submit the required Application for Embargo form to UON Graduate Research.

1.3. **Professional Doctorate DBA HKMA candidates**

Professional Doctorate DBA HKMA candidates are required to submit via the administration staff at HKMA.

2. **Thesis Format**

2.1. **Language**

The thesis must be written in English unless approved by the Dean of Graduate Research prior to submission.

2.2. **Word Length**

A Doctoral thesis should not normally exceed 100,000 words, excluding appendices, tables and illustrative matter. A Master’s thesis should not normally exceed 80,000 words, excluding appendices, tables and illustrative matter. An exegesis forming part of a thesis and accompanying a creative or literary work or series of works should not normally exceed 25,000 words for a Masters degree or 40,000 words for a Doctoral degree, excluding appendices, tables and illustrative matter.

2.3. **Font/Spacing/Margins**

Font size and style must be reasonable for the reader to read the thesis on a screen or in hard-copy. Styles such as Arial and Times New Roman, with a font size of 10-12 are commonly used.

The main argument of the thesis must be typed in 1½ or double spacing. Variation in spacing may considered desirable for the presentation of tables, quotations, etc.

The margin on each page should be not less than 4 cm on the left, 2 cm on the right, 3 cm at the top and 2 cm at the bottom for right hand pages. For left hand pages the side margins are reversed to 2cm on the left and 4 cm on the right to allow for binding.
In cases where a hard copy submission is required, pages in the body of the thesis may be double-sided (i.e. printed on both sides) at your discretion.

2.4. Title Page

List your thesis title, your name in full, previous qualifications held in abbreviated form e.g. BSc(Hons)(Newcastle), the full name of the degree for which your thesis is submitted, and the month and year of submission of the thesis for examination. For example:

“The process of thesis submission”

Freda Mary Jones BS(Hons)(Oxon); MA (Sydney)

A thesis submitted in fulfilment of the requirements for the degree of Doctor of Philosophy in Chemical Engineering*

April 2017

**For RTP Scholarship and RTP Fees Offset recipients only – you must include the following statement:
This research was supported by an Australian Government Research Training Program (RTP) Scholarship

*A If you are undertaking an oral examination or presenting a creative component for examination, the following statement must be included:
A thesis submitted in partial fulfilment of the requirements for the degree of ..........

2.5. Acknowledgement of Government Support

All candidates in receipt of a RTP Tuition Scholarship and/or RTP Fees Offset must include acknowledgement of the support received from the Australian Government Research Training Program Scholarship. All domestic students receive some support from this scholarship scheme in the form of a fees-offset scholarship.

Please note: The Australian Government’s contribution must be acknowledged when the recipient of an RTP Scholarship, their supervisor or any other party publishes or produces material, such as books, articles, newsletters or other literary or artistic works which relate to research project carried out by the recipient of the RTP scholarship. This applies during and after the completion of the program of study.
2.6. Required Statements

After the title page, you must include a page with the following signed statement. The second paragraph should be omitted if the submitted thesis contains no co-authored published work.

I hereby certify that the work embodied in the thesis is my own work, conducted under normal supervision.

The thesis contains published scholarly work of which I am a co-author. For each such work a written statement, endorsed by the other authors, attesting to my contribution to the joint work has been included.

The thesis contains no material which has been accepted, or is being examined, for the award of any other degree or diploma in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text. I give consent to the final version of my thesis being made available worldwide when deposited in the University’s Digital Repository, subject to the provisions of the Copyright Act 1968 and any approved embargo.

2.7. Contents

The table of contents should provide a list of thesis chapters and major sections, with page numbers. Pages should be numbered consecutively throughout the document.

2.8. Abstract

The abstract should consist of approximately 300 words.

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1 Co-Authorship Declaration Template
2 For traditional theses, Rule 38.5 of the Rule Governing Research Higher Degrees applies.
3 If the thesis contains copyright material you need to obtain written permission from copyright owners to include the material in your thesis. This includes: text, music scores, computer software, film, animation, music, sound and images (including drawings, cartoons, paintings, graphs, maps, photographs, tables). It does not matter whether the item comes from a print or physical source or from the internet – copyright will still apply. In most cases copyright lasts 70 years from the death of the creator. The information sheet on Copyright in your Digital Thesis contains further advice. University of Newcastle Library staff can also provide advice on seeking permissions. [http://www.newcastle.edu.au/service/library/research/copyright/](http://www.newcastle.edu.au/service/library/research/copyright/)
2.9. **Figures and Tables**

Presentation of figures, tables and references should follow disciplinary conventions.

2.10. **Proof Reading and Editing**

You may use a Professional Editor to proof read your thesis, however you must discuss this with your supervisor. There are national guidelines for the editing of research theses and you will need to provide your editor with a copy of the guidelines before they commence work. Please refer to the [Guidelines for editing research theses](#) as provided by the Institute of Professional Editors and the Australian Council of Graduate Research (ACGR).

2.11. **Thesis By Publication**

A thesis may be submitted in the form of a series of published papers. Please refer to the [Rules Governing Research Higher Degrees](#) for full details and consult with your supervisor/s early in your candidature. A [Thesis by Publication Information Sheet](#) is also available from the UON website.

3. **Examination Process**

3.1. **Timing**

The University requires examiners to provide their examination report within two months of receipt of the thesis. However, for varying reasons, the thesis examination process can take between three and six months. UON Graduate Research contacts examiners at regular intervals to ensure timely completion of the examination process and to determine if there are any delays. Unless there are known delays to the examination process do not expect to receive any correspondence about the outcome of your examination for three months post submission. Outcomes cannot be determined until all examiner reports have been received.

If significant delays are being experienced, the faculty may choose to use the reserve examiner. UON Graduate Research understands the anxious wait that candidates experience during the thesis examination process and aim to keep candidates informed if delays occur.

4. **Outcomes**

Once received, copies of examiner reports are forwarded to your supervisors, Head of School, and Faculty ADRT for comment. These comments and the examiners’ reports are considered by the Research Training Sub-Committee (RTSC). This Sub-Committee will make a recommendation to the Dean of Graduate Research as to the examination outcome.

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4 The RTSC meets monthly except in January.
Following the RTSC determination, you will be advised of the outcome and copies of the examiners’ reports will be provided at this point. The outcome letter and examiners’ reports will be sent to your NUmail account. You are responsible for checking this email account and/or ensuring that messages are forwarded to your personal account. If an examiner returns an annotated thesis for editing purposes it will be sent to you. Please ensure your contact details are up to date in myHub.

The outcome will be one of the following:

**Award**
The thesis is classified as passed. This category is for a thesis that does not require any amendments. You are required to submit the final thesis to the University’s digital repository, NOVA, within one (1) month of the date of the outcome letter.

**Require-Minor Corrections**
The thesis is classified as passed conditionally, subject to minor corrections, as outlined in the Examiner’s Reports, being made to the satisfaction of the supervisor/s. This category is for a thesis which requires correction of errors of presentation and minor deficiencies, but which are not of sufficient importance to warrant major corrections. A signed [HDR Corrections Report Form](#) must be submitted to UON Graduate Research within three (3) months of the date of the outcome letter and prior to the submission of the final electronic copy to the University’s digital repository, NOVA. You are not required to re-enrol for this period but are expected to consult with your supervisor/s regarding the corrections.

Note: Professional Doctorate candidates need to complete minor corrections within six (6) weeks of the date of the outcome letter.

**Require-Major Correction**
The thesis is classified as passed conditionally, subject to corrections, as outlined in the Examiner’s Reports, being made to the satisfaction of the supervisor/s, Head of School and Faculty Assistant Dean (Research Training). This category is for a thesis which requires correction of deficiencies other than errors of presentation and minor deficiencies, but which are not of sufficient importance to warrant submission for re-examination. A fully signed [HDR Corrections Report Form](#) must be submitted to UON Graduate Research within six (6) months of the date of the outcome letter and prior to the submission of the final electronic copy to the University’s digital repository, NOVA. You are not required to re-enrol for this period but are expected to consult with your supervisor/s regarding the corrections.

Note: Professional Doctorate candidates need to complete major corrections within eight (8) weeks of the date of the outcome letter.
Revise and Resubmit
The thesis is to be submitted in a revised form for re-examination by the original examiner(s) where appropriate. This category is for a thesis which requires major, substantive amendment and submission for re-examination within the timeframe specified below. In the Examiner’s Report, the examiner shall provide detailed guidance to the candidate to assist revision and the thesis must be resubmitted together with a statement by the candidate outlining the revisions that have been made.

If the RTSC outcome is ‘revise and resubmit’, you are required to re-enrol. The revised thesis, a Thesis Re-Examination Application form and a statement outlining the revisions made, must be submitted within twelve (12) months of the date of the outcome letter. The statement outlining the revisions is provided to the examiners to assist with the re-examination process. You have only one opportunity to revise and resubmit your thesis.

The thesis is normally returned to the original examiners and the recommendation will either be passed, conditionally passed or fail.

Professional Doctorate Candidates note: According to the Rules Governing Professional Doctorates (clause 39) the candidate must enrol in a further 20 unit course in the next available term closest to the date of the advice. The candidate must submit the revised thesis within that term or their candidature may be terminated.

Fail
The thesis is classified as failed, without right to resubmit the thesis, on the basis that a significant amount of additional research work and/or major, substantive revision will not raise the thesis to an acceptable standard.

Where the final outcome is fail, you will be invited by the RTSC to provide an academic defence of your thesis.

5. Award of Degree

5.1. Submission to University digital repository
You are required to submit an electronic version of the final corrected version of your thesis online via the University’s digital repository - NOVA. By submitting your thesis online, you provide worldwide access to your research via the internet. The ‘Thesis Deposit form’ can be found at: http://ogma.newcastle.edu.au:8080/vital/access/manager/Contrib. Scroll to the headings/links "Theses" and "Submit your theses". Library assistance is available at library-thesis@newcastle.edu.au or phone (02) 4921 6688.
The submission of the final (corrected) thesis to NOVA will be the final requirement in support of the award of a Higher Degree by Research. A recommendation to award the degree cannot be made until the final thesis is submitted to NOVA or other arrangements are approved. UON Graduate Research will automatically receive a copy of the electronic thesis deposit confirmation. Following receipt of the HDR Corrections Report Form (where necessary) and your uploading of the final version of your thesis to NOVA, UON Graduate Research will coordinate the ratification of the award of degree through the Dean of Graduate Research and the Vice-Chancellor. This process occurs on approximately a monthly basis.

Upon formal ratification of the award of the degree, UON Graduate Research will write to candidates confirming successful completion of the degree. The testamur and transcript will be presented to you at the next available graduation ceremony.

**For Professional Doctorate Candidates**

Upon receipt of the HDR Corrections Report Form (where necessary) and the electronic thesis deposit confirmation, UON Graduate Research will advise the Pro Vice-Chancellor of the relevant faculty that you have met the requirements of the research component of the program. Faculty staff will then check that the requirements of the degree have been met and complete the process to award the degree. This process is arranged by the relevant Faculty and may take up to four weeks to complete. Once eligibility is confirmed, the relevant Faculty will forward a recommendation to the President of Academic Senate and the Vice-Chancellor for the degree to be awarded.

6. **Citing your Qualification**

The completion letter that will be sent to you from UON Graduate Research will contain the date that your degree was awarded/conferred. This is the date on which you have been deemed eligible to graduate with the relevant qualification. You may only cite your award and if applicable, use the title of Doctor, from the date that your degree is conferred. The letter of award can be used to demonstrate to employers or others that you have been awarded the degree.

7. **Graduation**

All graduates will be invited to attend a graduation ceremony. Graduation matters are managed by the Graduation and Prizes Office, to whom enquires should be directed:

Graduation ceremonies are normally held in each semester at Callaghan campus and once each year in Ourimbah, Port Macquarie and Singapore. The timing of the award of your degree and your location of enrolment will determine which ceremony you are eligible to attend.

If you choose not to attend a graduation ceremony, you will need to inform the Graduation and Prizes Office and request for your testamur and transcript to be sent to you by registered post. This is usually 6-8 weeks after the relevant ceremony.

If documents are required prior to the next ceremony for employment or immigration purposes a Request for Early Release of Testamur form, may be submitted to the Graduation and Prizes Office – graduation@newcastle.edu.au

Candidates who are indebted to the University of Newcastle are not permitted to receive their testamur and transcript. You will not be awarded your degree until you resolve any debts.

8. Enrolment

If your thesis is submitted between the first day of the semester and the next census date (31 March and 31 August), UON Graduate Research will drop your enrolment for that and any subsequent semesters, effective from the date of submission. If your thesis is submitted after the census date in any semester, you will remain enrolled for that semester.

For candidates who hold an active scholarship, the stipend payments will cease 14 calendar days after the date of thesis submission or where applicable, creative component examination.

International candidates who submit their thesis up to one month following a census date may be entitled to apply for a partial refund of tuition fees. Requests for a partial refund of tuition fees should be made in accordance with the Refund Policy for Full Fee Paying International Students in Australia.