

THE LAST STEP – DEALING WITH THE EXAMINERS' REPORTS

Reference: <http://www.foh.usyd.edu.au/postgrad/current/submitthesis.php#correct>

Once your thesis has been assessed by the examiners, you will receive a letter from USyd with a recommendation from the Board of Postgraduate Studies in Dentistry, Medicine & Pharmacy, and your examiners' reports. Before you can be awarded your degree, you must act on the recommendations in the letter which will state one of three recommendations.

1. Award without further examination

- Your letter will advise that your degree has been awarded and the date of the next graduation. You must submit a bound copy of your thesis on acid-free paper to the Postgraduate Student Administration Unit, Faculties of Dentistry, Medicine and Pharmacy, Room 206, Edward Ford Building, The University of Sydney NSW 2006.
- Advise your supervisor and the Postgraduate Co-ordinator (pgmail@chw.edu.au) when this has been submitted.
- You can now list your degree after your name.

2. Typographical errors

- Your letter will advise that you have been recommended for the award of the degree subject to typographical errors. Make the typographical changes as listed and let your supervisor and the Postgraduate Co-ordinator know you have done so.
- The Postgraduate Co-ordinator will inform the Postgraduate Student Administration Unit, Faculties of Dentistry, Medicine and Pharmacy.
- Submit a bound copy of the corrected thesis on acid-free paper to the Postgraduate Student Administration Unit, Faculties of Medicine, Dentistry and Pharmacy, Room 206, Edward Ford Building, The University of Sydney NSW 2006.
- USyd will then send you a letter informing you that the Discipline has confirmed that you have made the necessary typographical corrections and the date of the next graduation ceremony. You can now list your degree after your name.

3. Subject to specified emendations.

- Your letter will advise that you have been recommended for the award of the degree subject to specified emendations being made to your thesis as required by one or more of the examiners. Copies of comments by the examiners will be attached to the letter.
- Discuss the examiners' comments with your supervisor, and list the changes that you both agree should be made. You don't have to make all the corrections suggested, but if not you need to have a good reason.
- Make the corrections that you and supervisor have agreed upon to an electronic copy of your thesis.
- Prepare a response to the examiners' comments. Do this as you would for a journal rebuttal ie. write down the list of the examiners' suggested emendations/comments, then state whether you've made the change or not. If you don't make a change, you must write an explanation. Show this to your supervisor and obtain their approval of your written response.
- Your written response must be emailed to the Postgraduate Co-ordinator for recommendation to award the degree, together with a statement from the supervisor that he/she agrees with the changes you have made.

- The Postgraduate Co-ordinator will inform the Postgraduate Student Administration Unit, Faculties of Medicine, Dentistry and Pharmacy that the changes have been made to the Postgraduate Co-ordinator's and the supervisor's satisfaction.
- USyd will then send you a letter informing you that the Discipline has confirmed that you have made the necessary emendations and to submit an acid free bound copy of your thesis. You will be advised of the date of the next graduation.
- You then print out your emended thesis on acid free paper, and submit a permanently bound copy to the Postgraduate Student Administration Unit, Faculties of Dentistry, Medicine & Pharmacy, Room 206, Edward Ford Building, The University of Sydney NSW 2006. You can now list your degree after your name.

Remember

Your degree will not be awarded until the University has received the bound copy (on acid free paper) of your corrected thesis. It will ultimately be housed in the Rare Books Library within the University's Fisher Library.

Permanent binding

Refer to the USyd website "[How should a thesis be presented and in what format](http://www.foh.usyd.edu.au/postgrad/current/submitthesis.php#submitoptions)" <http://www.foh.usyd.edu.au/postgrad/current/submitthesis.php#submitoptions> for printing/binding requirements.

Acid free paper

Extract from: Wikipedia, *Acid-free paper is paper that has a neutral or basic pH (7 or slightly greater). It addresses the problem of preserving documents for long periods.*

And from the Reflex website on acid free paper: <http://www.reflex.com.au/FAQs/>

To 'archive' paper simply means to store it, and possibly refer to it, for a long period of time. Acid free paper is likely to be well suited to this process. For greater assurance, there is an international standard to define those paper properties which make paper suitable for storage for long periods.

The permanent papers standard - ISO 9706 - to which all Reflex papers (except Reflex 100% Recycled) conform, includes requirements for papers to be alkaline ('acid free') and low in lignin ('lignin free'). Conformance to this standard assures that Reflex can be stored for hundreds of years.

Where can I purchase acid free paper?

Most large stationery stores sell acid free paper. See also SUPRA or the University Copy Centre.

<http://www.arts.usyd.edu.au/departs/english/postgrad/research/theses.shtml>

Don't forget to make extra copies for your supervisors, the CHW Medical Library, fellow researchers, and loved ones.

Printers: Refer to the Supra website <http://www.usyd.edu.au/supra/>

Other possible printers which students have used (not necessarily endorsed by the Discipline):

University Copy Centre

Shop 2, Ground Level, Sports & Aquatic
Centre, University of Sydney

Phone: 9351 4582

Fax: 9351 5566

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

Les Baddock & Sons

6-8 McGill St, Lewisham

Phone : (02) 9560 9222

Fax: (02) 9569 2221

TBC: Turnaround: 3 working days.

Allbook Bindery

91 Ryedale Rd, West Ryde

Phone/Fax: (02) 9807 6026

L J Cullen Bookbinders

19 Arab Road (Bankstown side), Padstow

Phone: (02) 9772 3200

Fax: (02) 9792 1337

Maximum thickness: 7 cm

TBC: Turnaround: 24 hr if thesis received
before 2 p.m.

All States Bookbinding Pty Ltd

9/13-15 Burrows Road South,

St Peters NSW 2044

Telephone: 9565 5010

Sussex Book Binding

3 Jupiter St, Winston Hills

Phone/Fax: (02) 9639 3647

Maximum thickness: 450 pages

Turnaround: 2-3 working days

TBC: 24 hr service available at an extra \$5
per volume by prior arrangement

**Betta Book Binding and Printing Service
(now Kwik Kopy)**

1 Atchison St Wollongong

Telephone/Fax: (02) 4228 4033

TBC: Turnaround: 2 days; Pick up and
delivery from the University