

GETTING READY TO SUBMIT YOUR THESIS

Students:

It is your responsibility to ensure that you have met the University and Sydney Medical School's guidelines for formatting and presentation of your thesis. Refer to the USyd website <http://www.medfac.usyd.edu.au/currentstudent/postgrad/research/submit-thesis.php>

Edit your thesis carefully!

- Make sure your supervisor has ample time to comment on your thesis before your proposed submission date (usually about six months is required).
- Someone other than yourself and your supervisor should carefully check for typographical errors and for layout BEFORE you submit.
- Sloppy referencing and failure to check / update references after corrections are a common error and one that annoys examiners. **Check references as a final step pre-submission.**
- As a style guide for formatting and other requirements, check other theses such as those in the CHW Library, postdocs and your supervisor. The [SUPRA website](http://www.usyd.edu.au/supra/) <http://www.usyd.edu.au/supra/> provides information and publications to assist students. The 1997 SUPRA Thesis Guide "Practical aspects to producing a thesis" is a very useful guide and can be forwarded to students by contacting the Postgraduate Research Student Administrative Officer at pgmail@chw.edu.au

Word limit Masters and PhD

Remember the word limit for any thesis undertaken within the Sydney Medical School, excluding appendices and references, is 40,000 - 80,000 words, or with Head of Discipline's approval, up to 100,000 words.

Extending the word limit: To seek approval for exceeding the word limit your supervisor must seek written permission from the Chair of the Board of Postgraduate Studies. This request should be made via email outlining the reasons for the extension to the Postgraduate Co-ordinator (pgmai@chw.edu.au). The examiners nominated to examine your thesis will need to be notified and warned of the size of the thesis.

Options for submission:

There are three forms of thesis submission. Students must refer to the Postgraduate Student Administration Unit of the Sydney Medical School, Dentistry and Pharmacy for detailed information

<http://www.medfac.usyd.edu.au/currentstudent/postgrad/research/submit-thesis.php>

In summary:

- Bound thesis: This is the traditional way in which theses are submitted, and is the method used by most students. For the examination, temporary binding of your thesis is fine. Note that this is NOT the same as stuffing the thesis in a ring binder and that spiral binding is also unacceptable. It involves formal bookbinding. There are a number of book binders identified at the end of this document; the list is not inclusive.

- Electronic submission: i.e. on CDROM, or via e-mail but only if the examiners agree to examine the thesis in this manner, and you notify BOTH your Supervisor and Postgraduate Co-ordinator at least three months prior to submission so that they can ask if the examiner is willing to examine the thesis in this format. Students are to complete the Application for Electronic Submission of Thesis Form and gain their Supervisor and Postgraduate Co-ordinator's approval; download Form from http://www.usyd.edu.au/ab/committees/rrtc/phd_award/PhD_Forms/Submit_Electronic.doc
- Submission by published works (all or in part) The thesis must be a consistent and unified whole, and should still have an introductory chapter (Literature Review) and the usual concluding chapter (that pulls all chapters and publications together, discusses potential limitations of the work, future directions etc.) Note: if the candidate is not the sole author, signed statements must be obtained from all the co-authors attesting to the contributions of each co-author to the publication. Further information: http://www.medfac.usyd.edu.au/currentstudent/postgrad/thesis_by_publication.pdf Students who are submitting by publication must include their authors' contribution statement in their bound copy of their thesis.

Submitting and re-enrolling

If submitting the thesis for examination before the HECS census date (31 March for semester 1 and 31 August for semester 2), students are not required to re-enrol.

However, if the thesis is not ready to be submitted and the latest date for submission is due, students must request an extension before re-enrolment and before the census date. The Candidature Changes form to request an extension is available <http://www.medfac.usyd.edu.au/currentstudent/postgrad/forms/index.php>. This must be signed by the Postgraduate Co-ordinator.

Steps to submission

- Inform your supervisor and the Postgraduate Co-ordinator (pgmail@chw.edu.au) that you are close to submission and the form of submission. The University requires three months notice prior to submission as examiners must be arranged.
- The supervisor must arrange your examiners at least a month before you hand in your thesis. You are not involved in this process but by providing notice of your intention to submit your thesis, the supervisor has sufficient time to organise examiners. The supervisor can consult with the student about possible examiners. However, the final names of examiners submitted by the supervisor are confidential.

The supervisor must nominate four examiners for a PhD / two examiners for a Masters (including only one internal USyd examiner for PhD / Masters). The supervisor completes (no handwritten forms accepted) a Nomination of Examiners Form, and forwards the form to the Postgraduate Co-ordinator for consideration and approval. There is a Form for Masters students <http://www.paediatrics.med.usyd.edu.au/current-student/postgrad-by-research/MastersNomExaminersAugust08.pdf> and a different form for PhD

students. http://www.usyd.edu.au/ab/committees/rrtc/phd_award/forms.shtml
The supervisor is to submit the completed form to the Postgraduate Co-ordinator for approval.

- When you are ready to submit:
For PhD students: your supervisor must complete a **Statement by Supervisor on Submission of Doctoral Thesis** form. This form requires the signatures of the student, supervisor and Postgraduate Co-ordinator. Download from http://www.usyd.edu.au/ab/committees/rrtc/phd_award/forms.shtml
- For Masters students: You need to obtain a letter from your supervisor stating that the thesis is "in a form suitable for examination". This relates to the presentation of the thesis (clarity of expression, legibility, generally free from typographical error, bound in the prescribed format - temporary binding is acceptable for examination). A draft letter follows and is on the Discipline's website <http://www.paediatrics.med.usyd.edu.au/current-student/postgrad-by-research/index.php>
- Three copies of your thesis (two for a Masters degree) should be **handed in by you directly to the Postgraduate Student Administration Unit, Sydney Medical School, Faculties of Dentistry and Pharmacy**, Edward Ford Building, on the city campus of USyd, together with either the **Statement by Supervisor on Submission of Doctoral Thesis** form (PhD students) or the **supervisor's letter stating the thesis is in a form suitable for submission** (Masters students). You will need to sign a Lodgement Form at the city campus.
- Don't forget to let the Postgraduate Co-ordinator and Postgraduate Research Administrative Officer know that you have submitted your thesis.

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Letter from Masters supervisor- thesis ready to be examined

[Place on supervisor's letterhead]

To:

Sub Dean, Postgraduate Studies
Discipline of Paediatrics & Child Health
Children's Hospital at Westmead Clinical School

Student name:

Student ID number:

Degree: Master of Philosophy (Medicine)

Title of Thesis:

As the above-named student's supervisor, I wish to advise that the thesis is in a form suitable for examination.

Signed:

Name:

Date:

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BOOK BINDING

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/>

Allbook Bindery

91 Ryedale Rd, West Ryde

Phone/Fax: (02) 9807 6026

All States Bookbinding Pty Ltd

9/13-15 Burrows Road South,

St Peters NSW 2044

Telephone: 9565 5010

Betta Book Binding and Printing Service (now Kwik Kopy)

1 Atchison St Wollongong

Telephone/Fax: (02) 4228 4033

Les Baddock & Sons

6-8 McGill St, Lewisham

Phone : (02) 9560 9222

Fax: (02) 9569 2221

L J Cullen Bookbinders

Phone: (02) 9772 3200

Sussex Book Binding

3 Jupiter St, Winston Hills

Phone/Fax: (02) 9639 3647