



Help guide **Final Thesis Submission (Students)**

The Final Thesis Submission Document Submission form should be completed when you have received your examination results, completed your thesis revisions and you are ready to submit for conferral of your degree.

For this form you will need to provide the following information and documents:

- Final Thesis
- Digital thesis submission receipt from UTS Library
- 100-200 word abstract
- Thesis summary (25 word max)
- Thesis revision response document
- IThenticate report (***dependent on faculty***)

The form is broken down into 3 sections:

- Candidature Details
- Final Thesis Document Submission
- Embargo and Student Declaration

Candidature Details are populated by the system. You should go through the details and ensure they are all up-to-date.

Towards the end of the page you will be asked if your principal supervisor is available to sign off on this form:

- If your **principle supervisor is available** please select Yes and then move onto Thesis Details.
- If your **principle supervisor is not available** please select No. A message will appear at the bottom of the page letting you know that your form will be forwarded directly to faculty. The below screen is an example of what you see if select No

Principal and Co-supervisors

Sign-off delegate?	Position	Preferred Full Name
>	Co-Supervisor	
> ✓	Principal Supervisor	

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All other supervisors

Add

Supervisor Name	Email Address	Position	Org Unit	Faculty
No Items				

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Indicate whether your principle supervisor is available here

Is your principal supervisor available to sign off this form? If your principal supervisor is not available (such as on leave for some time and unable to sign this form) select "No". *

Yes

No

As you have indicated your principal supervisor is not available, your final thesis submission will be forwarded directly to the faculty to assign an alternate signatory.

This message will appear if you select "No"

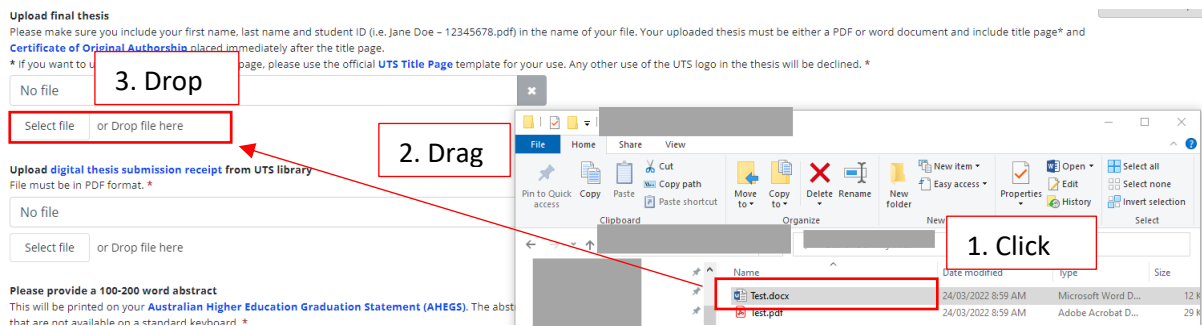
Final Thesis Document Submission will require you to upload your documentation and confirm some details.

- Step 1: Check that the **correct Thesis title** is entered here. If it is incorrect, contact GRS.
- Step 2: Upload your **Final Thesis** in either PDF or word document format, the document must be titled in the following format: **first name last name – SID**. Your thesis must include a [title page](#) and the [Certificate of Original Authorship](#) placed immediately after the title page.
- Step 3: Upload the [digital thesis submission receipt](#) from UTS Library.
- Step 4: Upload your **100-200 word abstract** This will be printed on your [Australian Higher Education Graduation Statement \(AHEGS\)](#). The abstract **must** be uploaded as a word document and **must not** have text in italics, bold, super/subscripts and symbols not available on a standard keyboard.
- Step 5: Upload your **25-word (maximum) summary** of your research topic. This will be read out after your thesis title at the graduation ceremony. This **must** be uploaded as a word document, and **must not** be the same as your thesis title.
- Step 6: Upload your **Thesis revision response document**. This **must** follow the approved [template](#) and address each of the examiner’s recommendations. The file **must be either** a PDF or word document
- Step 7: Upload your **iThenticate Report**. Please note that **not all faculties** require an iThenticate Report

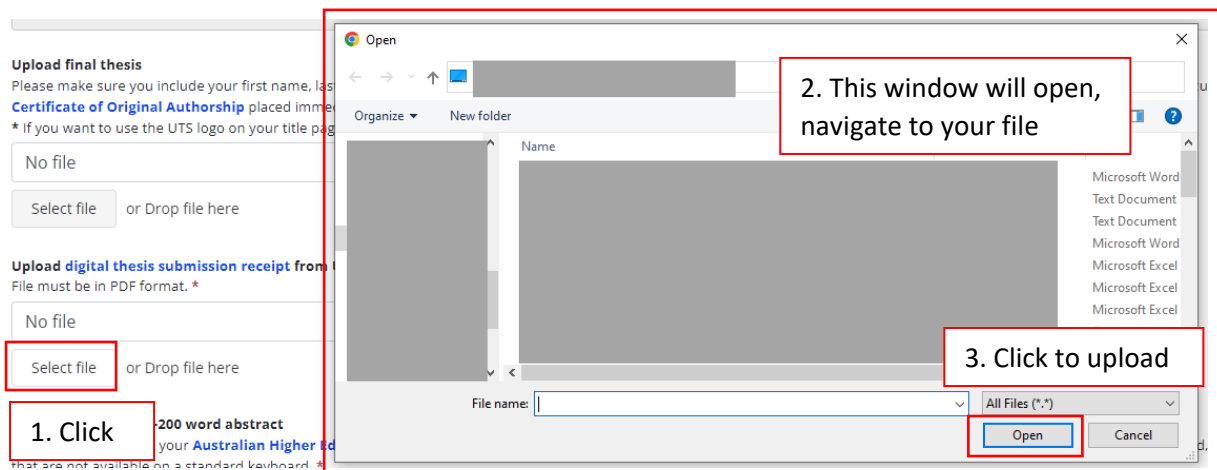
The image shows a screenshot of a thesis submission form with seven steps highlighted by red boxes and arrows. Each step corresponds to a step in the list above. Step 1: Thesis title field. Step 2: Upload final thesis field. Step 3: Upload digital thesis submission receipt field. Step 4: Upload 100-200 word abstract field. Step 5: Upload 25 word (max) summary field. Step 6: Upload thesis revision response field. Step 7: Upload iThenticate report field.

In order to upload document, either:

- Click and drag the file from its folder into the “Select file” box.



- **OR** click on the “select file” button and manually navigate to the file.



Embargo and Student Declaration will allow you to submit a request for an embargo on your thesis if you do not want it to be immediately available to the public upon your conferral.

If you do not want an embargo request to be submitted with your thesis, select “No”, then select “I Agree” under the student declaration.

--- Embargo request ---

Embargo information

An embargo provides for a period of time during which the final thesis is held in a secure repository before being released to the UTS online repository.

An embargo will cover the entire thesis. There is no option to embargo specific chapters or content.

An embargo request requires the support of the principal supervisor (or relevant supervisor if principal is unavailable), RAO and final approval by the GRS Dean.

As per [Student Rule 11.22.2](#) the GRS Dean may approve such restriction indefinitely or for a specified period not normally exceeding two years. The period starts from the date of degree conferral.

Please note that the granting of an embargo, for reasons other than those listed in the [Graduate Research Candidature Management, Thesis Preparation and Submission Procedures](#) document requires exceptional circumstances.

Do you wish to submit an embargo request with your final thesis submission? *
 Yes
 No

Select “No” here

Student declaration
By submitting this final thesis and any associated documents, declarations and statements, I declare that:
• I understand that my request is in accordance with the [Student Rules](#) and related [policies, procedures and guidelines](#).
 I Agree

Click “I Agree” here

If you do wish to apply for an embargo, select “Yes” and then fill in the embargo end date and provide a reason for the request in the text boxes that open.

Do you wish to submit an embargo request with your final thesis submission? *

Yes
 No

1. Select “Yes”

You will be notified via email if your embargo request has been declined.

Embargo end date *

2. Enter the end date of the embargo

Reason for embargo request *

3. Provide the reason for the embargo request

Once you have Completed all sections of this form, please select “Submit Final Thesis” to send it to your Supervisors for their review.

Actions

Save

Submit Final Thesis

Delete Form

Click here to submit your Final Thesis