

# REQUIREMENTS FOR PRESENTING THESES

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## 1. Introduction

This document details Doctor of Philosophy (PhD), Professional Doctorate by Research and Masters by Research requirements for presenting theses. Faculty policies may stipulate additional discipline specific requirements. For details of faculty requirements please contact your supervisory team or faculty administration officers. Candidates are encouraged to inspect other theses successfully presented in their faculty.

QUT will normally deposit an electronic copy of a candidate's full thesis to QUT ePrints via the online Final Submission of Thesis form (MOPP F/1.10 [http://www.mopp.qut.edu.au/F/F\\_01\\_10.jsp](http://www.mopp.qut.edu.au/F/F_01_10.jsp)). Deposit of the abstract only is acceptable in certain circumstances.

## 2. General

All theses for the degrees of Doctor of Philosophy, Professional Doctorates by Research and Masters by Research must comply with the requirements set out herein.

**LODGEMENT:** One electronic copy of the thesis will be lodged with the Research Students Centre when the thesis is ready for examination. (See Section 8 for further details.) Please note that hard copies may be required if requested by the examiner.

**SUBMISSION:** The online Final Submission of Thesis (FST) [form](#) is accessible through the research tab on your QUT Virtual page. The following documents are to be uploaded to the FST form:

- Final thesis
- Report on how the examiner comments have been addressed.

The form also has an area for the 100 word graduation citation.

The FST form is approved by the Faculty and forwarded online to the [Research Students Centre](#) for final approval. The final thesis is deposited in QUT ePrints once the FST form has been approved. The appropriate academic board will determine whether a bound copy is to be held in the faculty.

Theses by Published Papers candidates are required to include a statement of contribution from co-authors and may wish to use the template for Statement of Contribution from Co-Authors available at: <https://www.student.qut.edu.au/research/your-degree/your-thesis/thesis-examination>

For thesis by publication the Statement of Contribution forms need signing by all the co-authors. If this is not possible then the RSC will require a copy of the emails or other correspondence from the co-authors confirming their contribution as verified by the Principal Supervisor.

Any publications that are included in the thesis should remain in their original format and not converted to the thesis format.

Where the format of project/s cannot be readily converted to PDF format, the candidate will write a comprehensive summary of the project/s to include in the thesis document that can be converted to PDF.

The thesis should not be unnecessarily long. Although length may vary according to the topic and the discipline, a doctoral thesis is expected to be no more than 100,000 words or 400 pages, including maps and diagrams, but excluding the bibliography. The candidate should consult with the supervisory team on the appropriate length of the thesis.

A candidate's name **will not** be placed on the list for graduation until the completed online FST form, with the necessary uploads has been received in the Research Students Centre and approved by the Dean, Research and Research Training.

### 3. Thesis Requirements

Before commencing their thesis, the candidate should contact their supervisory team and the Library to obtain advice on presentation, and should ensure:

- the thesis makes an original and/or significant contribution to the field of research;
- the methodology applied in the candidate's research is effective and appropriate for the thesis topic;
- the thesis reflects competence in the survey of literature and documentation of statements;
- the thesis is of the required standard for external examination;
- the thesis is well written having due consideration to relevant writing conventions and style guidelines;
- that the spelling, grammar, punctuation and choice of language are of a high standard;
- that the thesis is presented in English;
- that all citations and the bibliography comply with relevant disciplinary conventions; and
- that all typing errors are corrected.

### 4. Formatting Requirements

**Note – this is only required if requested by an examiner**

**Temporary Bound Thesis for Examination:**

- Single or double sided for copies bound in a temporary form.
- Line spacing should be at least 1.5 on international size A4 paper.
- The inside margin nearest to the spine should be at least 40mm wide to allow for binding and the top, outer and bottom margins should be at least 25mm wide.
- Pagination should consist of a continuous flow of leaves used throughout the main body of the text.
- Candidates should also note that certain colours and half-tones do not reproduce adequately on certain copying machines.

Electronic Thesis for Final Submission:

- Line spacing should be at least 1.5.
- Pagination should consist of a continuous flow of leaves used throughout the main body of the text.

#### 4.1 FRONT PAGE OF THESIS

Electronic Thesis for Final Submission:

The thesis title page should include the:

- title in full
- full name and degrees of the candidate
- statement 'Submitted in fulfilment of the requirement for the degree of'
- academic qualification for which the thesis is submitted
- School and Faculty in which the candidate submitted the work
- reference to QUT and
- year only in which the thesis is submitted.

Final Bound Thesis:

This is not a QUT requirement, however the information may be relevant for students and faculties. The student's surname, initials and a short thesis title should be displayed on the spine and the full thesis title on the front hard cover of the thesis. A date is not required on this page.

#### 4.2 ORDER OF CONTENTS

For both doctoral and masters degree theses, the contents normally include: a paragraph of keywords (for cataloguing purposes); short abstract; the table of contents; a list with titles of all illustrations and diagrams; a list of publications (mandatory if the format of the thesis is by publication; a list of

supplementary material; a list of abbreviations where appropriate; a statement of original authorship; an acknowledgment list; the main text; the appendices; and the bibliography.

The table of contents should include a statement of the chapters with their titles, appendices with their titles, and full details of material such as charts or diagrams included with the thesis as well as any supplementary material not forming part of the text.

#### 4.3 STATEMENT OF ORIGINAL AUTHORSHIP

The "Statement of Original Authorship" should be made along the following lines:

*"The work contained in this thesis has not been previously submitted to meet requirements for an award at this or any other higher education institution. To the best of my knowledge and belief, the thesis contains no material previously published or written by another person except where due reference is made."*

Signature  
Date

For Joint PhDs, the 'Statement of Original Authorship' page should acknowledge the other institute:

*"The work contained in this joint thesis undertaken between QUT and XXXX has not been previously submitted to meet requirements for an award at these or any other higher education institution. To the best of my knowledge and belief, the thesis contains no material previously published or written by another person except where due reference is made."*

Signature  
Date

***This Statement must be signed and dated by the candidate at both "Lodgement of the Thesis for Examination" and "Submission of the Final Thesis".*** The signed statement can be electronic but not typed for the FST form. (Note the signature is removed from the FST form to protect your privacy when the form reaches the RSC). The date for the final thesis would be after any necessary corrections have been completed.

#### 4.4 FORM OF FOOTNOTES

Footnotes are placed at the foot of the page to which they refer. Line spacing of footnotes should normally be single-spaced, irrespective of the spacing in the main text.

#### 4.5 DIAGRAMS AND FIGURES

Where practicable, a full-page diagram or illustration should be inserted on the left hand side, facing the typescript in which the diagram is first mentioned. The legend for such a diagram shall be below it or, if this is inconvenient, on the opposite page of typescript. Incorporate smaller diagrams in the text.

#### 4.6 SUPPLEMENTARY MATERIAL

Unless permission is obtained from the Head of School to do otherwise, all material submitted together with the thesis should be at the back of the thesis.

#### 4.7 BIBLIOGRAPHICAL CITATION

It is usual for higher degree research candidates to cite references in support of their statements and such citations should conform to some agreed standard. However, if a candidate feels strongly that they ought to follow the publication practice usual in their field of study then they may do so subject to the approval of their supervisory team. Further advice may be obtained from a reference librarian or from the candidate's supervisory team.

For books, the minimum citation must include author(s), title, edition (if other than 1st), place of

publication, publisher, date of publication and relevant pages. For periodical articles the citation must give at least author(s), title of article, name of periodical, volume number, part number (if volume is not paginated continuously), date of publication and relevant pages. In certain subjects, more detailed citation may be required and a candidate should consult their supervisory team on this matter.

#### **4.8 INCLUSION OF PREVIOUSLY PUBLISHED MATERIAL IN THE THESIS**

Original work by the candidate arising from the research reported in the thesis and that has been published prior to the submission of the thesis may be included. Such inclusion may be either by way of elaboration or explication of the previously published work, or by verbatim inclusion of published work either in appendices or as part of the main text.

In the case that previously published work is included verbatim, candidates are required to ensure that enough additional information is included to set the published work in context. Candidates are also required to include a connecting summary which indicates how the included works, when taken together, demonstrate a significant contribution to knowledge in the discipline.

Candidates considering a format for presentation of the thesis which includes the verbatim inclusion of previously published works should be aware that such a format is inappropriate in some disciplines. In particular, if the detailed level of argumentation expected in a thesis in the discipline differs from that expected in a journal article in the discipline, then verbatim inclusion might be inappropriate.

#### **4.9 ACKNOWLEDGEMENTS AND EDITING**

If a candidate has had their thesis edited at any point in time, this must be acknowledged in the final thesis in accordance with the [Thesis Editing Guidelines](#).

### **5. Copyright**

The author of a thesis recommended for a degree normally retains copyright of the thesis. Under the provisions of the *Copyright Act 1968*, certain exclusive rights are conferred upon the copyright owner of a work. These rights are essentially exclusive rights of reproduction, publication and performance of material comprised in the work. It may be an infringement of copyright for a candidate to incorporate in the thesis the whole or part of an original work in which copyright subsists. A work is defined to mean a literary, dramatic, musical or artistic work and, in addition to the usual tangible forms of expression, may include such things as diagrams, plans, charts, specifications, computer programs and codes. The Act provides that certain acts of reproduction which might otherwise be infringement of copyright may not be regarded as infringements. If in doubt, please consult the [QUT Copyright Guide](#) or contact the Copyright Officer. Prior to submission of a thesis, a candidate should ensure that its contents do not infringe copyright.

#### **5.1 COPYRIGHT PERMISSIONS**

Copyright materials incorporated in theses can only be reproduced online in QUT ePrints with proof of written permission from the copyright holder (author or publisher as relevant to the work). It is acknowledged that in the case of thesis by publication, it may not be possible to reproduce the published works online.

The candidate is responsible for seeking and obtaining signed and dated written proof of permission from copyright holders to digitally reproduce copyright material via QUT ePrints. Candidates should use the "QUT ePrints Copyright Owner Request" form that can be found at:

[https://www.library.qut.edu.au/research/publish\\_impact/quteprints/adt.jsp](https://www.library.qut.edu.au/research/publish_impact/quteprints/adt.jsp)

Additional information pertaining to Copyright Guidelines for Research Higher Degree Candidates for Submission of Theses to QUT ePrints can be obtained from:

[https://www.library.qut.edu.au/research/publish\\_impact/quteprints/adt.jsp](https://www.library.qut.edu.au/research/publish_impact/quteprints/adt.jsp)

Where no written proof of permission is provided, the candidate must remove copyright material from the digital version of the thesis, leaving reference to the copyright source before submitting the thesis.

## 6. Embargoes and Exemptions

Where an embargo or exemption is not requested, the thesis will be placed in open access via [QUT ePrints](#).

The candidate in consultation with the supervisory team may request an embargo of the thesis. There is provision on the FST form for this request. It must have supporting evidence from your supervisor and the appropriate faculty authority. All such requests require the approval of the Research Degrees Committee. Embargoes can normally be for no more than two years.

Theses by creative works and theses by publication may be exempted from inclusion in QUT ePrints, though all candidates are encouraged to submit their abstracts and, if applicable, exegesis for inclusion. Requests for exemption must be supported by the appropriate faculty authority in writing and should be forwarded to the Research Students Centre.

Where a candidate or sponsoring establishment wishes the thesis to remain confidential for a period of time after the completion of the work, application for restriction of access must be made to the Research Degrees Committee when the thesis is submitted. The period of restricted access shall not normally exceed two years from the date on which the Examination Committee recommends acceptance of the thesis. If restricted access is granted, the thesis will be held in closed access in the Library and will remain unavailable for any use whatsoever until the restricted period has expired. Details of any exemptions or embargoes will be supplied to the Library by the Research Students Centre with the thesis.

## 7. Physical Items Unsuitable for Digitisation

It is acknowledged that in the case of some theses by creative works it may only be possible to provide the exegesis. Where a candidate is unsure about how to format thesis materials they are encouraged to contact the Library [<http://www.library.qut.edu.au/help/>] to seek assistance.

## 8. Lodgement of Thesis for Examination Requirements

Prior to lodgement of thesis for examination, all higher degree research candidates must load their thesis into the university's plagiarism checking software and provide the resultant report to their supervisory team. It is highly recommended that candidates take the opportunity to discuss the report with their supervisory team to verify that the thesis is suitably referenced and is ready to be examined. The Principal Supervisor will be asked to certify this as part of the lodgement for examination process.

In the case of the degree of Doctor of Philosophy, the candidate shall present to the Research Degrees Committee, one **SIGNED** electronic copy of the thesis as approved by the Committee.

In the case of a Professional Doctorate by Research and Masters by Research, unless the academic board specifies otherwise, the candidate shall present to the Research Degrees Committee, one electronic copy as approved by the Committee.

If requested by the examiner, the temporary binding of the thesis must be strong enough to prevent damage to the thesis during handling and postage. Machine-sewn, multi-staple or spiral bindings are acceptable for temporary purposes. Theses bound in ring back, thermal or braced binding will not be accepted for examination as these bindings may result in damage during handling and transit causing pages to be torn or lost.

If your centre/school is not able to do your printing within your time constraints, QUT Printing Services provide access to suitable equipment including collating facilities. Please consult their website at <http://www.qps.qut.edu.au/>



## 9. Submission of Final Thesis Requirements

Submission of final higher degree research theses to the Research Students Centre is via electronic submission of the Final Submission of Thesis (FST) form. Please check with your faculty regarding any specific faculty requirements e.g. hardbound copy for faculty purposes.

The online FST form should include the following documents:

- the uploaded thesis should be contained within a single file (e.g. pdf);
- the signed and dated Statement of Original Authorship to be included in the thesis;
- Written proof of copyright permission if required;
- Written proof of faculty agreement to embargo the thesis if required;
- Citation provided will be part of the Australian Higher Education Graduate (AHEG) Statement. For doctoral candidates it may also be read out at the graduation ceremony. The citation needs to be suitable for a lay audience and no longer than 100 words (see below).

### 9.1 Format for Graduation Citation

For the purpose of your graduation please include a brief description of your thesis (citation) in no more than 100 words to the online FST form. This is on the third tab of the FST form.

The citation should be suitable for a lay audience. The citation will be used for your presentation at the graduation ceremony and will be printed in the graduation program booklet along with your thesis title and the names of your supervisory team.

Please ensure that you have shown your citation to your principal supervisor and that they are happy with the wording, before entering it on the FST form.

For a more in-depth explanation regarding Citations, please refer to the [Guidelines for Graduation Citations](#)

### 9.2 Format for AHEG Statement

For the purpose of your AHEG Statement please supply a brief citation (a brief description of your thesis) in no more than 60 words.

The citation should be prepared in layperson terms. The citation will be used for inclusion on your AHEG Statement. For a more in-depth explanation regarding AHEGS, please refer to the information on the Australian Government's webpage:

<https://www.education.gov.au/australian-higher-education-graduation-statement>

### 9.3 Acceptable Formats

The following are the only acceptable file formats for the thesis:

- MS Word files (**preferred**) for PCs or Macintosh; or
- optional **Portable Document Format** (PDF) v6 + created on PC or Macintosh

Guidelines for uploading documents to the online FST form:

- documents **must not** be password protected, or the Library cannot manipulate the files.
- PDF documents must be created using Adobe Acrobat v6 or higher. Documents created using earlier versions are not acceptable.
- Track changes to be turned off.
- All documents to be created with 100% magnification.
- All documents formatted to enable them to be opened only, and not just to appear as thumbnails view.
- All documents to be created with accessibility features turned on.

All theses will be converted to PDF by the Library before inclusion in QUT ePrints if not already in PDF format when submitted.

#### **9.4 Restrictions**

Electronic theses are made available to the world via [QUT ePrints](#). Full text theses documents are available in PDF and may be viewed, downloaded and printed, but cannot be altered. While it is normally mandatory for all candidates to provide an electronic version of their thesis, as far as the nature of the content allows, it is acknowledged that there may be constraints on these materials being made available publicly online for a range of reasons. Candidates are encouraged to review their thesis with their supervisory team and/or other specialist staff of the University to assist them in preparing a case to present to Research Degrees Committee requesting restrictions to access or other special arrangements in relation to the format of the document. (For further details refer to Section 6 above.)

#### **9.5 Professional Doctorates**

Professional Doctorate projects are to be submitted as a digital (electronic) thesis for inclusion in QUT ePrints in PDF format. Where the format of project/s cannot be readily converted to PDF format, the candidate will write a comprehensive summary of the project/s to include in the thesis document that can be converted to PDF.

### **10. Outstanding Doctoral Thesis Award**

Each year faculties are asked to nominate doctoral candidate's theses for University awards and in some cases Faculty awards. The University policy is available at: [http://www.mopp.qut.edu.au/D/D\\_05\\_03.jsp](http://www.mopp.qut.edu.au/D/D_05_03.jsp)

### **11. On Completion**

Following the decision of the Research Degrees Committee to recommend awarding of a degree, the final uploaded thesis will be forwarded to the University Library via the online FST form. The Research Degrees Committee will then recommend to the Registrar that the degree be awarded.

You will also be advised officially of the outcome by Student Support Services, who will invite you to the appropriate graduation ceremony in July or December. Candidates who are unable to attend the ceremony may request that the parchment be posted to them or they can ask to defer to the next appropriate ceremony.

There are also early conferrals (not ceremonies) held in March or September where you can receive your parchment if eligible.

### **12. Thesis Expenses**

Holders of an RTP Stipend receive a thesis allowance that assists with costs directly associated with the production of the thesis including typing, proof-reading, photocopying, temporary binding as well as purchase of relevant materials for providing the electronic copy of the thesis. You must cover this expenditure yourself and then present the account to the Research Students Centre who will lodge a claim for reimbursement on your behalf. Claims must be made within two years of termination of the award and within twelve months of lodgement of the thesis for examination. Candidates who do not receive a thesis allowance through a scholarship are responsible for their own expenses. Also note that **only original receipts** will be accepted for all claims.

### **13. Comparison of thesis models**

To assist in decision making, the following table demonstrates the commonality and differences between the three theses models.



COMMON TO ALL MODELS		
Title page Abstract and key words Table of contents Statement of original authorship Introduction Literature review		
THESIS BY PUBLICATION	THESIS BY MONOGRAPH	THESIS BY CREATIVE WORKS
Optional methods chapter/s Published papers and submitted manuscripts General discussion	Methods Results Discussion	The creative work
		The exegesis to explain: i. The significance of the work ii. The research process iii. The impact of the research process on the creative work and practitioner
Appendices References		

### Approval & modification history

<b>DATE</b>	<b>AUTHORITY</b>	<b>DETAILS</b>
06 June 2016	QUT Research Degrees Committee	Update to title page guidelines, joint PhD authorship form, statement of contribution requirements, thesis by publication format and updated links.
July 2015	QUT RDC Secretary	Inclusion of comparison of models (replicated from Thesis by Monograph guidelines); mandatory plagiarism checking prior to lodgement for exam.
July 2014	QUT Research Students Centre	Minor amendments to align with other RDC approved policies and guidelines.

**Responsible Officer:** RSC Coordinator, Candidature & Examinations.