

Preparing Your Thesis for Submission

Candidate Quick Guide

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Thesis Submission Checklist

1. Ensure your thesis has been **formatted and edited** as per the [Thesis Submission guidelines](#)
2. **Complete all required forms** as [outlined in the Required Forms table](#)
3. Ensure your **thesis file** is saved as the [correct file format and size](#) to send to examiners
4. **Upload your thesis** to your [UC student OneDrive](#)
5. Complete the [Thesis Submission form in Adobe Sign](#) including the **link to your OneDrive Thesis Submission folder**



Hardcopy Thesis Submissions for examination are not required and won't be sent to examiners.

Email Us

Contact us about your examination at HDR Examination: hdrexamination@canberra.edu.au

Required Forms

You are required to complete the following forms to submit your thesis. Some forms **must be completed and embedded in your Thesis** PDF file.

Failure to complete all the required forms will lead to delays in processing your thesis submission.

FORM NAME	REQUIREMENTS	SIGNED BY	EMBEDDED IN THESIS?
Thesis Submission Online Form (Adobe Sign)	Complete the Adobe Sign form in your internet browser.	<ul style="list-style-type: none">• Candidate• Supervisory Panel Members	<input checked="" type="checkbox"/> No
Certificate of Authorship of Thesis	Embed form in Thesis file on page 3.	<ul style="list-style-type: none">• Candidate• Primary Supervisor	<input checked="" type="checkbox"/> Yes
Declaration of Co-Authored Publications* <i>*Only required if thesis includes co-authored publications.</i>	Signed form by all co-authors must be included at the beginning of each chapter that includes co-authored publication.	<ul style="list-style-type: none">• Candidate• Each Publication Co-author	<input checked="" type="checkbox"/> Yes

Thesis File Formatting

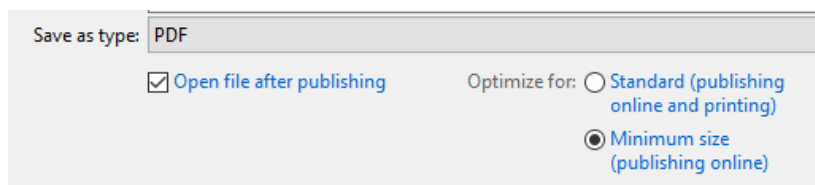
To minimise delays please ensure that your thesis is formatted **as one file in the correct size** for sending to examiners in our online system.

Entire Thesis must be saved as ONE PDF file:

- Make sure any creative artefacts or other attachments are in the Same PDF file. These can be added after the references.
- Failure to provide your thesis in one file will lead to delays in processing your thesis submission.

PDF file must be below 10MB (10,000KB) in size:

- When exporting as a PDF from Microsoft Word select: **Optimise For: Minimum size (publishing online)**



- If your file is still over 10MB you can **use an online PDF compressing tool**. Search "**compress pdf online**" in Google for several free tools.

Upload and Share Your Thesis via OneDrive

You are required to upload your thesis to a OneDrive folder and paste the folder link to the [Thesis Submission form in Adobe Sign](#) to submit your thesis.

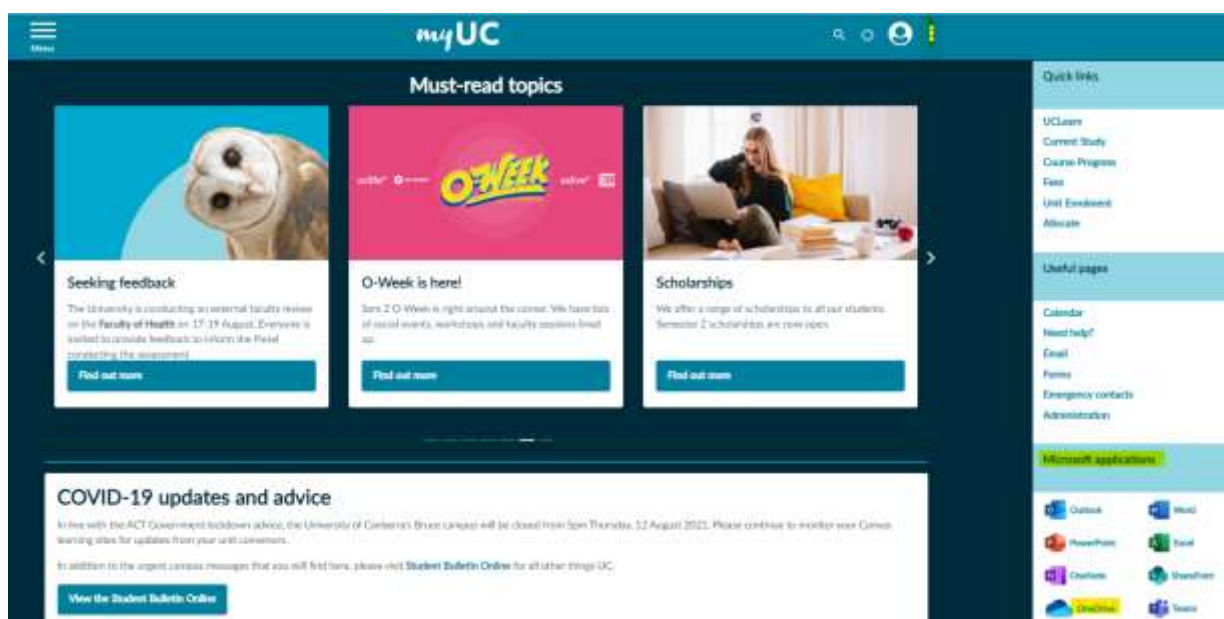
How to Access OneDrive

As a UC student you get access to [OneDrive for cloud storage](#) through your student login.

Through MyUC

Access your OneDrive through [MyUC](#) by clicking the top menu and clicking OneDrive under Microsoft Applications.

- **Link:** <https://www.canberra.edu.au/content/myuc/home.html>



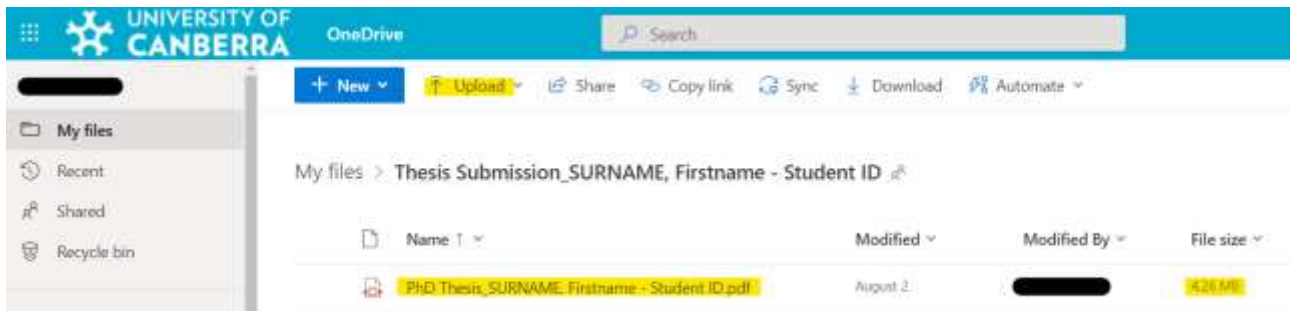
Through Microsoft

Access your OneDrive directly through Microsoft. Login with your UC student email.

- **User:** [U100000\(student ID\)@uni.canberra.edu.au](mailto:U100000(student ID)@uni.canberra.edu.au).
- **Password:** MyUC password
- **Link:** <https://www.office.com/launch/onedrive>

Upload and Rename your File

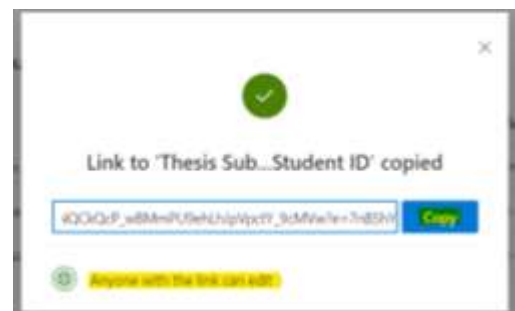
- Click > **Upload** > select the PDF file from your desktop
- Right click on the file name click > **Rename**
- **Update the file name** as per the naming conventions in Blue:
 - PhD Thesis for Examination_SURNAME, Firstname - Student ID
 - PDoc Thesis for Examination_SURNAME, Firstname - Student ID
 - MRes Thesis for Examination_SURNAME, Firstname - Student ID



Share your OneDrive folder Link

- Right click on the file name click > **Copy link**
- Under **Copy Link** select > **Anyone with the link can edit**
- **Copy the URL**. This is the link you will need to paste in the [Thesis Submission form in Adobe Sign](#).

VIDEO TUTORIAL: If you have trouble sharing your file watch this Microsoft video tutorial: [How to share OneDrive files](#)



Key Links

- [Thesis Submission info \(MyUC\)](#)
- [Thesis Submission Online Form \(Adobe Sign\)](#)
- [Guidelines incl Formatting and Editing Your Thesis](#)
- [MyUC Student Portal](#)
- [Microsoft OneDrive](#)