

Preparing for Course Completion

HDR Candidate Quick Guide

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Next Steps Checklist

1. [Format your final thesis](#) as per the requirements
2. Organise [professional printing](#) of your thesis
3. Email HDR Examination the [required documents](#)
4. Check your [course credit, fees and contact details](#) in MyUC

Email Us

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

Course Completion Requirements

To be eligible for course completion/graduation you must meet all the following requirements as well as the requirements for your course.

Documents to Provide

- Completed **Graduation Details Booklet** document
- PDF copy of your [final formatted thesis](#)
- Invoice/quote to provide evidence of thesis is being printed
- [Retention and Use of Thesis](#) form

Final Thesis Requirements

- Ensure your thesis has been **formatted** as per **1.43-1.47** of the [Thesis Submission guidelines](#). Take special note of requirements including:
 - a. Double sided printing
 - b. Details for spine of the thesis
- Organise to [have your thesis printed](#). **If your faculty is covering any costs** for the printing, you will need to **liaise with them** prior to contacting the printing company.
- Once you have amended your final thesis with the specific formatting requirements, please **email the final PDF version** to [HDR Examination](#) with your other [required documents](#).

Check MyUC Course Credit, Fees and Contact Details

- Check your [Course Progress in MyUC](#) to ensure you have **completed the required number of credit points** for your degree. You will not be able to be conferred in the degree until you have satisfied all requirements of the course.
- Check your [Current Statement of Account in MyUC](#) and pay any outstanding **Tuition** or Student Services Amenities Fee (**SSAF**) fees.
- Check your personal details are up to date in your [MyUC Profile](#).
 - Your **Personal email address** listed will be used to contact you regarding conferral and with your invitation to the relevant graduation ceremony.
 - Your **Mailing address** listed will be used to send any hard copy documents if required.



MyUC Access After Conferral - 30 days after conferral you will lose access to MyUC, your **student email account** and **files saved in your student OneDrive**. You will receive an email notification from IT warning you of the account closure.

Key Links

- **Thesis Submission Guidelines:** <https://www.canberra.edu.au/research/graduate-research/current-research-students/forms/documents/HDR-Thesis-Submission-and-Examination-Guidelines-v1.pdf>
- **Upcoming Graduation Dates:** <https://www.canberra.edu.au/about-uc/graduation/graduation-dates>
- **Graduations Website:** <https://www.canberra.edu.au/about-uc/graduation>
- **MyUC:** <https://www.canberra.edu.au/content/myuc/home.html>

Professional Printers/Binders

Students are responsible for the printing of the final thesis. If your faculty is covering any costs for the printing, you will need to liaise with them prior to contacting the printing company.

Please note that some companies will only be able to print or bind the thesis, not both.

Bytes n Colours- Braddon. Digital Printing and Binding

Email: mal.marshall@bytesncolours.com.au

Phone: 02 6257 7266

Address: 2/42 Mort St, Braddon ACT 2612

Contact: Mal Marshall

Instant Colour Press- Digital printing

Email: sales@instantcolourpress.com.au

Phone: 02 6253 1866 Mobile: 0425 607 466

Address: 21 Rae Street (units 5-8) Belconnen ACT 2617

Contact: Suzannah Walton

CanPrint Communications- Digital printing and spiral/case binding

Email: canprint@canprint.com.au

Phone: 02 6295 4422

Elite Bookbinding- Spiral and case binding for Finals – NO PRINTING

Email: sales@elitebookbinding.com.au

Address: 3/12 - 16 Sandford St Mitchell ACT 2911

Contact: Audrey