

# 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 and Examination Guidelines** on the [Guides and Templates](#) page
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 at [hdrexamination@canberra.edu.au](mailto:hdrexamination@canberra.edu.au).

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## 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?
<a href="#">Thesis Submission Online Form (Adobe Sign Link)</a>	Complete the Adobe Sign form in your internet browser.	<ul style="list-style-type: none"><li>• Candidate</li><li>• Supervisory Panel Members</li></ul>	<input checked="" type="checkbox"/> No
<a href="#">Certificate of Authorship of Thesis</a> *	Embed form in Thesis file on page 3.	<ul style="list-style-type: none"><li>• Candidate</li><li>• Primary Supervisor</li></ul>	<input checked="" type="checkbox"/> Yes
<a href="#">Declaration of Co-Authored Publications</a> * <i>NB Only required if the thesis includes embedded 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"><li>• Candidate</li><li>• Each Publication Co-Author</li></ul>	<input checked="" type="checkbox"/> Yes

\* These two links are downloads, so check your downloads folder.

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## Thesis File Formatting

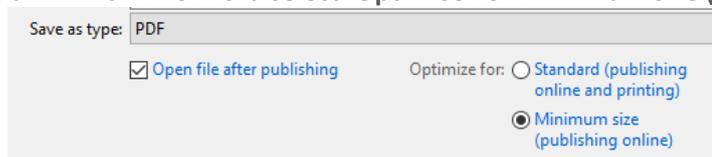
To minimise delays please ensure that your thesis is formatted **as one file in the correct size** for sending to examiners in our online system.

**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 should be below 10MB (10,000KB) in size:**

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



- If your file is over 10MB you can **use an online PDF compressing tool**. Search "**compress pdf online**" in Google for several free tools.
- Your file *should* be **optimised** and **compressed** if possible, however larger files can be accepted if necessary.

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# 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.

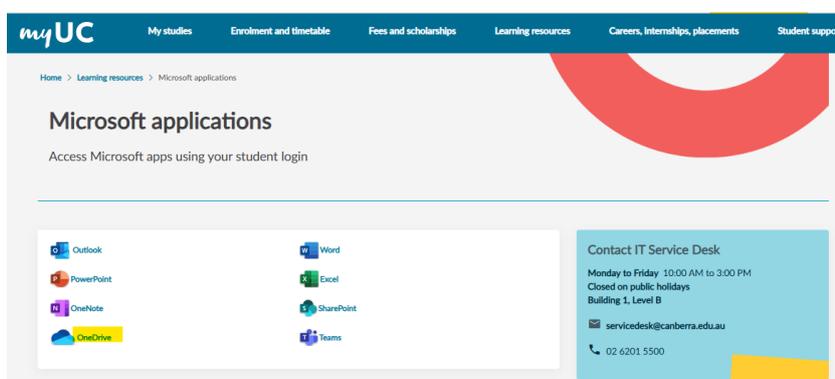
## How to Access OneDrive

You can access **OneDrive for cloud storage** via your **student** login in two ways:

### 1. Through MyUC

You can 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/learning-resources/microsoft-apps.html>



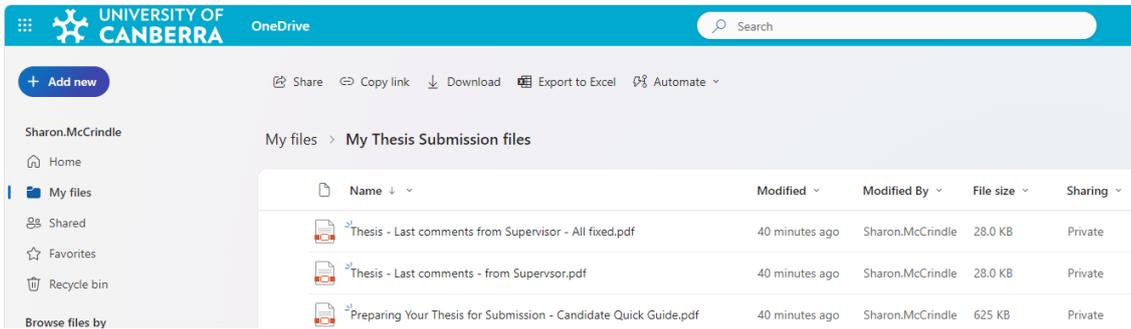
### 2. Through Microsoft

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

- **User:** **u1234567@uni.canberra.edu.au**
- **Password:** MyUC password
- **Link:** <https://www.office.com/launch/onedrive>

## Access your OneDrive Files

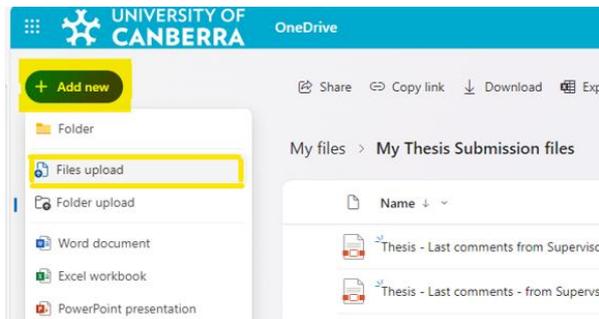
- In your OneDrive, open your Thesis Submission folder and view your files:



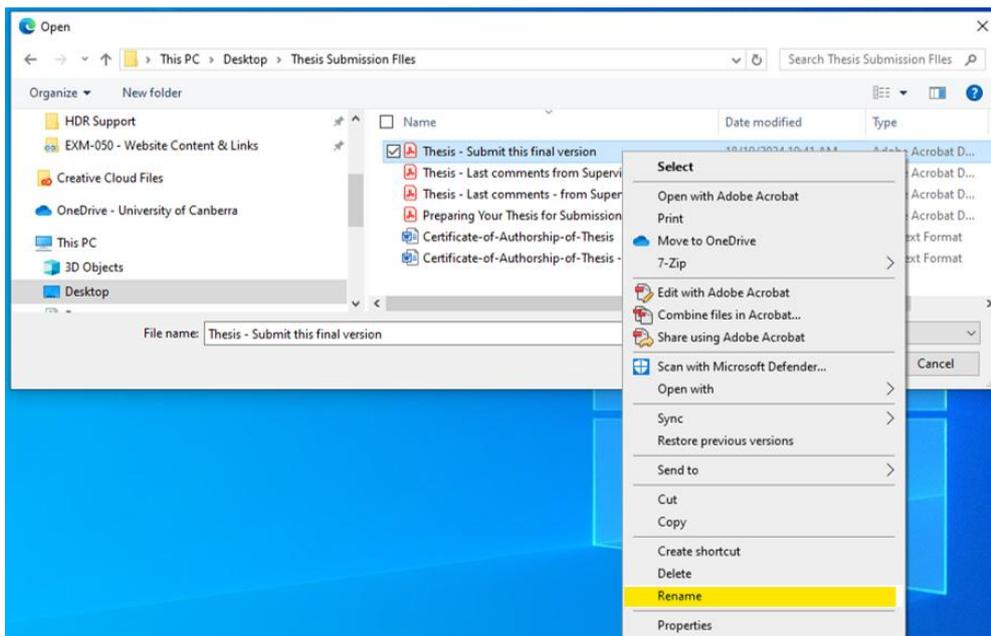
## Upload your File

If the final PDF version is saved elsewhere, upload it to your UC OneDrive

- Click **+ Add new**, then click **Files upload**



- Navigate to the file location
- Click on the File to **select** it
- Right click on the file (in the list of files) and click **Rename**



- **Update the file name** as per the naming conventions below:
  - PhD Thesis for Examination\_SURNAME, Firstname - Student ID
  - PDoc Thesis for Examination\_SURNAME, Firstname - Student ID
  - MRes Thesis for Examination\_SURNAME, Firstname - Student ID
- Select the correctly named file and click **Open**
- The file will be then uploaded to your OneDrive

## Share your OneDrive file Link

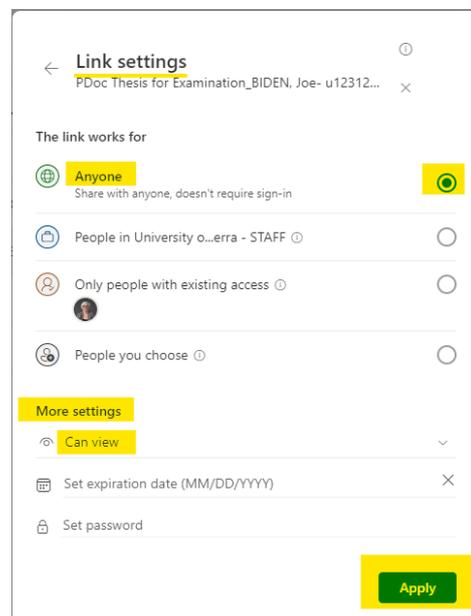
- In OneDrive, hover over the Thesis PDF and click on the **Share** icon 



- A “**Share...**” pop-up will appear
- Go to the **Copy Link** button
- Click on the **Link Settings** icon with the gear wheel

- A **Link Settings** window will appear
- Click on **Anyone**
- Under **More Settings** select **Can view**
- Click **Apply**
- The ‘**Share...**’ pop-up will re-appear
- Hover over the **Copy link** button and ‘Anyone with the link can view’ will appear
- Click **Copy Link**
- A message will appear at the bottom:

 **Link copied.** Anyone with the link can view.



This is the **shared link you will need to paste** into the [Thesis Submission form in Adobe Sign](#).

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### Key Links

- Thesis Submission info: [MyUC](#) or [external UC website](#)
- [Thesis Submission Online Form \(Adobe Sign\)](#)
- [Guidelines for formatting and other required documents](#)
- [MyUC Student Portal](#)
- [Microsoft OneDrive](#)