

# **Soft-bound submission FAQs** (for PhD, DBA, DMA, EdD and DCLinDent theses)

## **What do I need to do to submit my thesis?**

You must have four copies of your thesis printed and soft-bound. Note that one copy should have the soft-bound thesis submission declaration form placed inside the cover (not bound into the thesis). It is also advisable to prepare a pdf version of your thesis in case an examiner requests a digital version.

When you submit, we will check that you are currently enrolled, not a debtor, and, if you are an international student in New Zealand, that you hold a current visa and passport. Submission cannot be accepted until these are cleared.

## **Does the university pay for my soft-bound thesis copies?**

No, the university does not pay for printing and binding of your soft-bound thesis.

## **What is meant by a soft-bound thesis?**

Generally fastback binding (using thermal tape along the spine of the publication) is used for soft-bound theses but plastic spiral binding and wire binding are also available. Please check the guidelines that your supervisor or department has given you about which soft binding to use.

## **How do I format my thesis for soft-bound printing and binding?**

Theses shall be in typescript on A4 size paper with a margin for binding of not less than 30mm.

The preferred file format for supplying your thesis to Uniprint is as an Acrobat .pdf.

Illustrative materials (such as maps, computer disks and CDs) may be submitted with the thesis. They must either be bound with the thesis or placed in a pocket inside the cover. Extra large or bulky material may be bound separately as an appendix.

## **How do I check for plagiarism?**

Students have a responsibility to be aware of acceptable academic practice in relation to the use of material prepared by others, and for taking all steps reasonably necessary to ensure that no breach of acceptable practice occurs. There is information about preventing plagiarism available at <http://www.otago.ac.nz/otago464801.pdf> (in particular see the 'plagiarism prevention checklist').

Doctoral candidates can use 'Turnitin' to check for unintentional plagiarism. This software is accessible through the Blackboard website "GRS\_PhD: Graduate Research Support for Doctoral Candidates under 'Assignments'.

## **How many copies do I need to submit?**

You must submit four copies of your soft-bound thesis.

## **Do I need to provide the Doctoral Office with an electronic copy of my thesis?**

You do not normally need to provide an electronic copy when you submit your thesis. However, an examiner may request an electronic copy in addition to their hard copy, in which case the Doctoral Office will contact you and ask you to supply a pdf version, either by email or through the university's mail express dropbox system.

### **Do I need to submit anything else with my thesis?**

You must submit a Thesis Submission Declaration Form when you submit your thesis. Just one loose copy is required. The form can be found at: <https://blogs.otago.ac.nz/evison/about/faqs/research-management/research-student-management-forms/>

### **Where do I submit my thesis?**

**Dunedin-based** and distance candidates: Submit your thesis to the Doctoral Administrators within Student Experience in the St David II building (1 to 3pm week days) by pre-booked appointment (phd@otago.ac.nz)

**Christchurch-based** candidates: Submit your thesis to the Manager, Academic Programmes in the Department of the Dean, accessed via the reception on the ground floor. The office is open Monday to Friday, 8.30am to 5pm.

**Wellington-based candidates:** Submit your thesis to the Postgraduate Office, accessed via the reception on the ground floor. The office is open Monday to Friday, 8.30am to 5pm.

### **I am an international student. Do I need to have a current visa/passport to submit my thesis?**

If you are an international student, you must have a current visa and passport when you submit your thesis.

### **Do I need to be enrolled to submit my thesis?**

Yes, you must be currently enrolled to submit your thesis.

### **Can I submit my thesis when I am on deferral?**

No, you cannot submit your thesis while on deferral. If you wish to submit before the end of your deferral period you must end your deferral early and ensure you are fully enrolled.

### **Can someone else submit my thesis on my behalf?**

Yes, someone else can submit your thesis on your behalf, as long as you have hand-signed the Thesis Submission Declaration form yourself. An appointment still needs to be booked for submission.

### **What is the last day of the year I can submit my thesis without having to re-enrol for the next year?**

Check with [phd@otago.ac.nz](mailto:phd@otago.ac.nz) for this information.

### **I have enrolled for the first semester only. What is the last day of the semester I can submit without having to re-enrol for the second semester?**

If you are enrolled for first semester only, you must submit no later than the 30<sup>th</sup> of June (or the following Monday if the 30<sup>th</sup> falls on a weekend). To submit after this date you will need to enrol for second semester before 15<sup>th</sup> June by emailing [phd@otago.ac.nz](mailto:phd@otago.ac.nz) with your full name and ID number asking us to enrol you in second semester.

**What is the last day of the month I can submit my thesis without having to pay another month's tuition fees?**

You must submit no later than the last day of the month, except if that day falls on a weekend, in which case you may submit on the following Monday and it will be recorded as a last day of the month submission.

**Do I still need to be enrolled after I have submitted my thesis?**

No, you do not need to be enrolled after you have submitted your thesis.

**Will I still have access to resources after I have submitted my thesis?**

Yes, you will continue to have access to resources (e.g. library access) in order to complete your publishing bursary (if applicable) and amendments. If you have any problems with your access please email [phd@otago.ac.nz](mailto:phd@otago.ac.nz) with your name and ID number and we can look into it.

**I am on a University of Otago Doctoral Scholarship. Will I still be paid my scholarship after I have submitted my thesis?**

No, your scholarship will not continue to be paid after you submit your thesis.

**I have paid a full year/semester of student services fee. Will I be refunded the rest of the year's fee once I have submitted?**

You may request a refund of your student services fee from the Fees Office. You will need to forfeit (hand in) your student card in order to get this refund.

**How long will it take the Doctoral Administrators to send out my thesis to the examiners?**

If your examiners have already been nominated and approved, the Doctoral Administrators will generally send out your thesis within three working days of you submitting it. If your supervisor/department has not completed the Nomination of Examiners (NoE) form for your examination, we will hold on to your thesis and it will be sent out as soon as the NoE is received by the Doctoral Administrators and approved. You are advised to check with your primary supervisor whether the NOE form has been submitted.

**How long will it take the examiners to mark my thesis?**

While it is difficult to predict the length or outcome of a PhD examination, the median time from submission to initial result is five months.

**When will I know the outcome of my thesis?**

You will receive a notification from eVision when all examiners' reports have been received. If having an oral examination, you usually find out the recommended result at the conclusion of the oral. If not having an oral, note that it can take a few days or a few weeks for the Convener of Examiners to facilitate a consensus result amongst the examiners.

You will receive your initial result once the Convener has made a final recommendation. If an oral examination is held, the Convener's final recommendation will come after the oral examination.

Following receipt of an initial result, you will typically need to make minor or major amendments, which may take from a few days or weeks to several months, and in some cases, longer.