

Hard-bound submission FAQs (for PhD, DBA, DMA, EdD and DClintDent theses; updated October 2018)

When can I submit my hard-bound thesis?

You can arrange to have your hard-bound thesis printed and bound as soon as you receive a message in your eVision portal advising you that your final amendments have been accepted. The version of your thesis that your Convener approved is the copy you must have hard-bound. No further changes to your thesis can be made, unless they are typographical or minor formatting changes.

What do I need to do to submit my hard-bound thesis?

1. You will need to arrange to have two copies of your thesis printed and hard-bound. You need to use good quality A4 paper (80-120 g) with grain running from head to tail, not across the page. For theses longer than 200 pages, print your thesis double-sided on 100 g paper. See more details on formatting below. You must have your Author Declaration Form (signed by you and your primary supervisor) bound into one copy of your thesis before the title page. A photocopied or scanned declaration is acceptable as long as the signature is hand written not typed.
2. You are also required to submit an electronic copy (PDF or Word) of your finalised thesis to the University Library via the OUR Archive. To deposit your e-Thesis go directly to the Otago University Research Archive (<https://ourarchive.otago.ac.nz/thesisdeposit/>). The Library's thesis information web page has more information. You should submit your e-thesis before you submit your hard bounds to the Doctoral Office.

What exactly is a hard-bound thesis?

A thesis bound to University standards is sewn, rounded, backed, trimmed, and with acid free linen reinforced endpapers, millboard and cloth cases, plus a gold (or silver) lettered spine.

How long does it take to have my thesis hard-bound?

It usually takes at least 10 working days for your thesis to be bound. Check with Uniprint to make sure you can collect and submit your hard bounds in time for the graduation deadlines. Urgent binding can be arranged with Uniprint at an extra cost.

Does the university pay for printing and binding of my hard-bound thesis?

The University will provide funding for two copies of your thesis to be printed and hard-bound if you submitted your soft-bound thesis for examination within four years of full-time study (EFTS), or the equivalent in part-time study. If you wish to check your eligibility please contact phd@otago.ac.nz.

If you meet this criterion, please email phd@otago.ac.nz to get your form emailed to you or to Uniprint directly. You can take (or email) the Binding Order Form to Uniprint to produce the two copies of your hard-bound thesis at no cost to you.

The Binding Order Form does not cover payment for urgent binding or for couriering/delivery of your thesis.

If you are eligible under the EFTS criterion above and are having your thesis bound elsewhere, keep your original receipts and submit these along with your bank account details and student ID number to scholarships@otago.ac.nz for reimbursement.

Where can I get my thesis printed and bound?

We recommend using the Uniprint branch at 161 Albany Street, Dunedin. (Tel 64 3 479 8066; uniprint@otago.ac.nz). They are open Monday to Friday, 8.30am – 4.30pm. You can also make arrangements with Uniprint via email if you are not in Dunedin.

You may have your thesis bound elsewhere but will need to organise reimbursement for your costs if you are eligible under the EFTS criteria (see above).

How should I format my hard-bound thesis?

Theses shall be in typescript on A4 size paper (80-120 g) 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.

You will need to specify if there are any colour pages, and whether you want single or double-sided printing (check with your department for regulations; also note double-sided is recommended if the thesis is longer than 200 pages). Other special requirements may include CD pockets, map pockets or A3 fold-outs.

Where do I submit my thesis?

Dunedin-based and distance candidates: Submit two copies of your hard-bound thesis to the reception in St David II. The reception is open Monday to Friday, 8:30am to 5pm.

Christchurch-based candidates should submit to the Manager, Academic Programmes.

Wellington-based candidates should submit to the Postgraduate Liaison Officer.

If you are submitting close to the deadline for graduation, you must arrange to have the two copies of your thesis delivered to the St David II reception by noon on the day of the deadline.

What is the deadline for submitting my hard-bound thesis before the graduation ceremony I have registered for?

Your hard-bound copies and e-thesis must be submitted at least five weeks prior to your graduation ceremony date (whether you are graduating in person or in absentia). Check the graduation website (<http://www.otago.ac.nz/study/otago030362.html>) for exact dates.

Can someone else submit my thesis on my behalf?

Yes, someone else can submit your thesis on your behalf, as long as you and your primary supervisor have hand-signed the Author Declaration Form (a photocopied or scanned declaration is acceptable as long as the signature is hand written not typed).

Do I need to be enrolled to submit my hard-bound thesis?

No, you do not need to be enrolled to submit your hard-bound thesis.