



Fact Sheet

General Requirements of a Higher Degree by Research Thesis

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1 Summary

This fact sheet provides information about the general requirements for the presentation and submission of theses, for both examination and post examination of Higher Degrees by Research.

A high standard of presentation is required. A major consideration in the presentation of the thesis is the ease with which an examiner can undertake the task of examination.

Responsibility for the format of the thesis rests with the candidate, after consultation with their supervisors for any discipline-specific guidelines. The format should be consistent within the thesis and conform to the general information provided below.

2 More information

For further information, please contact the Graduate Research Office:

<http://www.utas.edu.au/research/degrees/contact-us>

3 Mandatory Requirements

3.1 Language

The thesis must be written in English.

In exceptional circumstances, approval may be given for the thesis to be written in another language. This approval must be granted before commencement of the Higher Degree by Research. Where approval has been granted, the submitted thesis must contain a substantial summary and abstract in English.

3.2 Title Page

The first page of the thesis should be the title page which contains the following information:

- University of Tasmania 'public' logo (refer to the [University of Tasmania Brand Guidelines](#))
- Institute/centre 'public' dual logo (if applicable)
- Thesis title*
- Your full name
- A list of your prior qualifications
- 'Submitted in fulfilment of the requirements for the degree of xxxxx**'
- 'University of Tasmania'
- Month and year of submission***

**The thesis title cannot be amended after submission of your thesis for examination. Please ensure the title is correct upon submitting your thesis.*

***If your degree required completion of coursework or your assessment includes an exhibition, performance or recital, your title page should state that the thesis was 'Submitted in partial fulfilment of the requirements for the degree of xxxxx'*

****If the thesis required corrections, the month and year on the title page must be the month and year of submission of the final thesis, following all examinations and corrections.*

3.3 Statements and Declarations

The thesis must contain a Declaration of Originality and the appropriate Authority of Access Statement. Statements relating to ethical conduct, published work and co-authorship must also be included if appropriate. All statements must be signed and dated.

3.3.1 Declaration of Originality

'This thesis contains no material which has been accepted for a degree or diploma by the University or any other institution, except by way of background information and duly acknowledged in the thesis, and to the best of my knowledge and belief no material previously published or written by another person except where due acknowledgement is made in the text of the thesis, nor does the thesis contain any material that infringes copyright.'

3.3.2 Authority of Access

The Authority of Access Statement should reflect any agreement which exists between the University and an external organisation (such as a sponsor of the research) regarding the work. Examples of appropriate statements are:

- *This thesis may be made available for loan and limited copying and communication in accordance with the Copyright Act 1968.*

- *This thesis may be made available for loan. Copying and communication of any part of this thesis is prohibited for two years from the date this statement was signed; after that time limited copying and communication is permitted in accordance with the Copyright Act 1968.*
- *This thesis is not to be made available for loan or copying for two years following the date this statement was signed. Following that time, the thesis may be made available for loan and limited copying and communication in accordance with the Copyright Act 1968.*
- *(A statement of conditions applying to loan and access for copying which is consistent with any existing (intellectual property or other kind of) agreements relating to the thesis or work reported in it.*

3.3.3 Statement regarding Published Work contained in Thesis (where applicable)

'The publishers of the papers comprising Chapters X to/and Y hold the copyright for that content and access to the material should be sought from the respective journals. The remaining non published content of the thesis may be made available for loan and limited copying and communication in accordance with the Copyright Act 1968.'

3.3.4 Statement of Co-Authorship (where applicable)

As per the [Higher Degree by Research Thesis Preparation, Submission and Examination Policy](#), where research papers resulting from a thesis are mentioned or included within the body or appendix of a thesis (*in whole or in part*), a Statement of Co-Authorship must be included within the thesis preamble. The Statement, endorsed by the Primary Supervisor and Head of School, is required in all versions of the thesis.

The Statement documents the contribution of each author to the research paper. This will be used by the thesis Examiner to assess whether the contribution of the candidate was sufficient to justify inclusion of the paper(s) in the thesis. A *Statement of Co-Authorship* template is provided at the end of the document.

Candidates should also refer to the [Guidelines for Incorporating Publication into a Thesis](#).

3.3.5 Statement of Ethical Conduct (where applicable)

'The research associated with this thesis abides by the international and Australian codes on human and animal experimentation, the guidelines by the Australian Government's Office of the Gene Technology Regulator and the rulings of the Safety, Ethics and Institutional Biosafety Committees of the University. Ethics Approval No/s X and Y'

4 Other Information

Except where otherwise noted, the following information is provided as a guide only. Please discuss the length, composition and format of your thesis with your supervisory team to ensure that the finished product complies with the expected disciplinary norms.

4.1 Thesis Format

As per the *Higher Degree by Research Thesis Preparation, Submission and Examination Policy*, a thesis must conform with one of the four acceptable thesis formats provided below:

- (i) A written text with conventional chapters presented as typescript;
- (ii) A written text containing a combination of peer reviewed publications, articles undergoing peer-review or revision, and conventional chapters presented as typescript;
- (iii) A written text containing a combination of peer reviewed publications, and articles undergoing peer-review or revision; or,
- (iv) Creative, visual or professional practice products (e.g., musical manuscript, audio-visual materials, models, designs, computer software, digital material or other non-written material) together with an exegesis, presented as typescript

Regardless of the thesis format, a candidate whose research has been published (in whole or in part) prior to submission of the thesis must upload an electronic copy of the published articles/manuscripts (in PDF format) along with the thesis.

As per the *Guidelines for Incorporating Publication into a Thesis*, a thesis that uses publications should include:

- A comprehensive, yet concise and critical introduction to the work. This should include sections that link the papers together (where published works are used chiefly as chapters and the connections not immediately obvious);
- A literature review (which may be in the format of a conventional literature review or narrative/systematic review article published or publishable by the candidate);
- A clear outline of the research methodology used;
- Clear and detailed Statements and Declarations (as required);
- A general discussion and conclusions chapter that synthesises the material and demonstrates that the research comprises a coherent whole; and
- If the candidate prefers and/or the discipline norm specifies, a single reference list/bibliography

A clear statement should be provided that various chapters in the thesis have been published/accepted for publication in modified form in Journal X, Book Y or Conference Proceedings Z where appropriate.

Above all, candidates and supervisors must consider the coherence of the thesis as a whole, and the way in which each publication contributes to the overall work. It is the supervisors' responsibility to guide candidates through the process of correctly and sensibly structuring a thesis that is of high quality and complies with University of Tasmania requirements.

4.2 Order of Contents

- Title page
- Statements and declarations

- Acknowledgments, including reference to persons who have assisted in the research work itself or in the preparation of the thesis itself (including any editorial assistance)
- Preface (if any)
- Table of Contents
- List of illustrations and tables (if any)
- Abstract
- Introduction (if separate from Chapter 1)
- Chapters in sequence
- General Discussion
- Appendix or appendices (if any)
- Bibliography

4.3 Page Size and Margins

A thesis is typically formatted as with a portrait orientation. If a printed copy is requested, the thesis should be printed on good quality A4 paper (297mm x 210mm). Margins should not be less than 45mm on the binding side, and other margins should be at least 20mm to allow for trimming.

4.4 Double Sided Printing

If a printed copy is requested, printing on both sides of the paper is permitted provided the paper is heavy enough. It is suggested that you use a gutter of 1 – 1.5cm (mirrored) for double sided printing as this will allow for thesis binding in your final copy.

4.5 Font Size

The font size of text in the main body of the thesis should not be less than 10 points, with line spacing and line length appropriate to the font size. Candidates should not use unusual or small fonts. Single line spacing is not recommended.

4.6 Page Numbering

Pages should be numbered consecutively using Arabic numerals, beginning with the first page of the Introduction (or Chapter 1, if there is no separate Introduction). Preceding pages, except the title pages, should normally be given lower-case Roman numerals.

4.7 Diagrams, Figures and Tables

The following are general suggestions for normal practice:

- Diagrams and figures should be inserted into the appropriate place in the text
- Where possible, the legend should be positioned at the bottom of the figure
- Tables should be inserted in the appropriate place in the text, except lengthy or bulky tables, which should appear as an appendix

4.8 Photographs and Illustrations

Photographs and illustrations should be inserted into the appropriate place in the text.

4.9 Published Work

A candidate who is submitting for a PhD work that includes published papers should normally incorporate publications in the main body of the text as chapters.

A candidate who has publications relevant to the thesis may also supply electronic copies (in PDF format) along with the thesis.

4.10 Referencing

No single method of referencing is required, but it is essential that candidates be consistent and thoroughly familiar with the method selected in consultation with their supervisor. Where published papers are included, a single and consistent referencing format should be used throughout the thesis.

4.11 Thesis Binding

The University of Tasmania requires theses to be submitted electronically as a PDF.

If an examiner requests a hard copy, the thesis should be soft-bound (e.g. plastic ring, spiral, taped spine) with card or plastic covers as this allows for any corrections required by the examiners to be made more easily. However, some disciplines do not conform to this standard and you should discuss this with your supervisory team.

The binding should be strong enough not to be damaged in the post or by normal handling.

The production of hard copy theses, if required, are the responsibility of the candidate and School.

4.12 Proofreading

The candidate and supervisory team are primarily responsible for editing and proofreading a thesis prior to submission. The thesis submitted for examination should be free of typographical and spelling errors.

A professional proof reader may be used to assist with formatting, grammar and style only. The proof reader must not alter or improve the substantive content or conceptual organisation of the thesis (Please refer to the [Higher Degree by Research Thesis Preparation, Submission and Examination Policy](#) for further information).

The use of a professional editor is not permitted.

4.13 Use of the University Logo

The University of Tasmania 'public' logo must be used on your thesis. Please refer to the [University of Tasmania Brand Guidelines](#).

4.14 Assignment of Intellectual Property Rights

A thesis or exegesis cannot be submitted for examination unless the appropriate Deed of Assignment of Intellectual Property Rights has been provided, if required.

5 Thesis Submission

5.1 Thesis Abstract

Approximately eight weeks prior to submitting the thesis for examination, the candidate will need to upload their abstract by completing the Intention to Submit tab within the Examination section of iGRad.

This also includes:

- The thesis title
- The intended date of submission
- If required, a request by the candidate that specific individuals are not appointed as examiners. The candidate must also provide reasons why these individuals would not be appropriate examiners.

5.2 Thesis for Examination

Before the maximum expiry date of candidature, the candidate will need to upload their thesis for examination by completing the Thesis Submission tab within the Examination section of iGRad.

Please ensure the thesis title is correct. No further amendments to the title can be made once a thesis is submitted for examination.

Any statements that appear in the thesis must have all relevant signatures inserted into the document before uploading.

Appendices and/or any supporting documentation should be uploaded with the thesis or, if too large, supplied to the Graduate Research Office via [CloudStor](#).

5.3 Statement of Co-Authorship

In the Statement template below, under **Author contributions**, the candidate must list all authors and provide details of their role in the published work for each paper.

Examples have been *italicised*.

Statement of Co-Authorship

The following people and institutions contributed to the publication of work undertaken as part of this thesis:

Candidate -- <Name and School>
Author 1 -- <Name and institution>
Author 2 -- <Name and institution>
Author 3 -- <Name and institution>
Author 4 -- <Name and institution>
Author 5 -- <Name and institution>

Contribution of work by co-authors for each paper:

PAPER 1: Located in Chapter X
<Full paper citation>

Author contributions:

e.g.

Conceived and designed experiment: Candidate, Author 1, Author 2

Performed the experiments: Candidate

Analysed the data: Candidate, Author 3, Author 4

Contributed reagents/materials/analysis tools: Author 1, Author 2

Wrote the manuscript: Candidate, Author 1, Author 3

PAPER 2: Located in Chapter Y
<Full paper citation>

Author contributions:

e.g.

Conceived and designed the review: Candidate, Author 1, Author 2

Analysed the data: Candidate, Author 3, Author 4

Wrote the manuscript: Candidate, Author 1, Author 3

PAPER 3: Located in Chapter Z
<Full paper citation>

Author contributions:

<list as appropriate>

We, the undersigned, endorse the above stated contribution of work undertaken for each of the published (or submitted) peer-reviewed manuscripts contributing to this thesis:

Signed:

<Name>

Candidate

<School of xxxxx>

University of Tasmania

<Name>

Primary Supervisor

<School of xxxxx>

University of Tasmania

<Name>

Head of School

<School of xxxxx>

University of Tasmania

Date:
