

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 Guidelines](#)
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.

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

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

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Thesis File Formatting

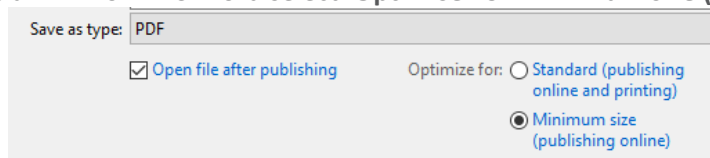
To minimise delays please ensure that your thesis is formatted **as one file in the correct size** for sending to examiners in our online system.

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.

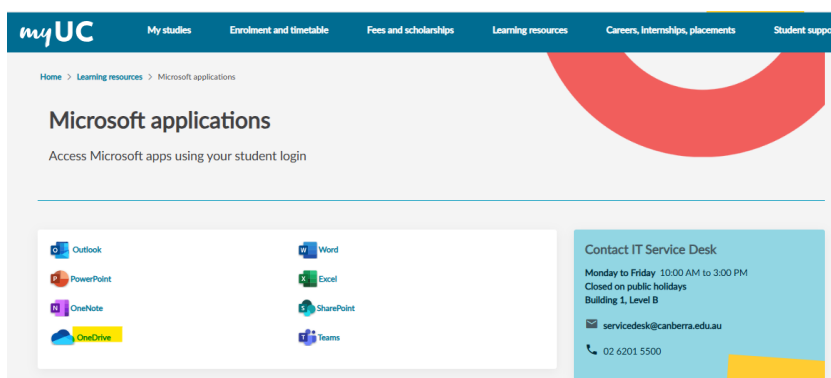
How to Access OneDrive

You get 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>



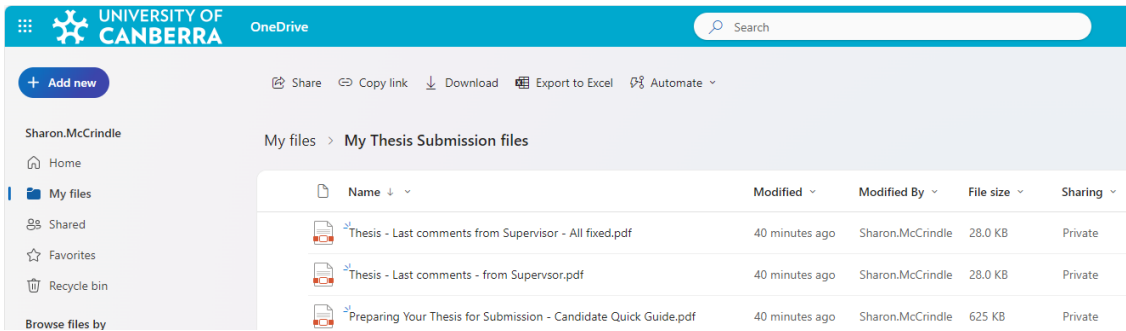
2. Through Microsoft

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

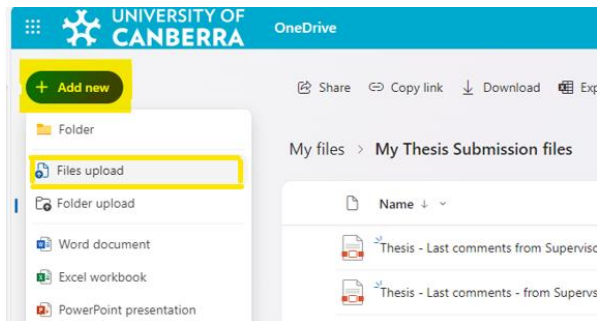
- In your OneDrive, open your Thesis Submission folder, and view your files:



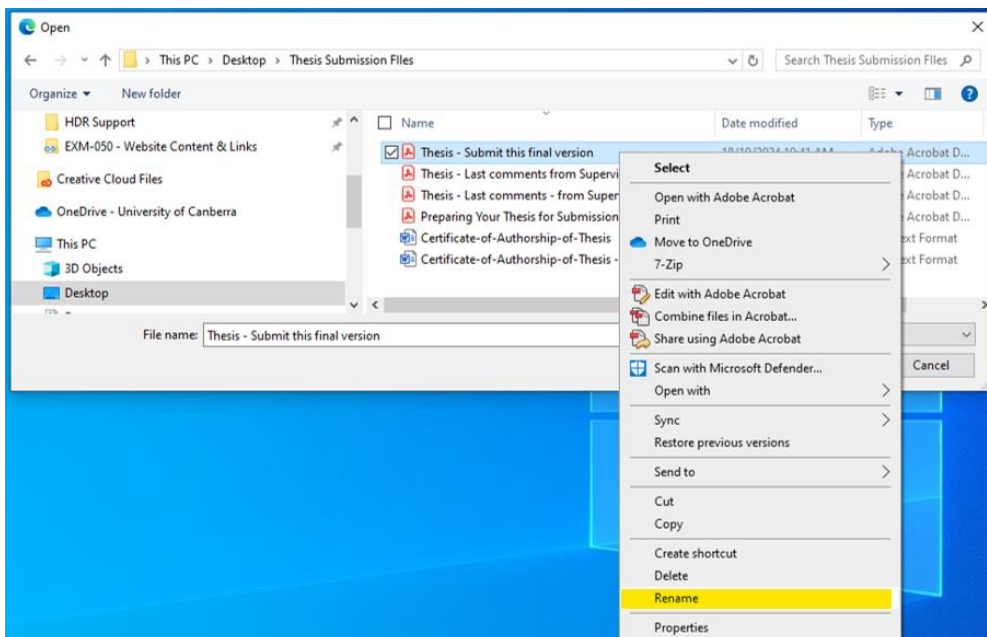
Upload your File

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

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




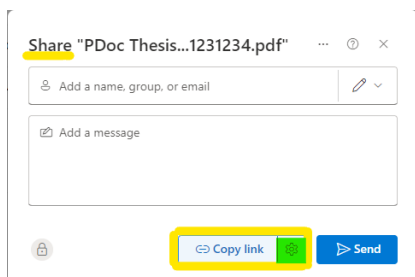
- Navigate to the file location
- Click on the File to **select** it
- Right click on the file (in the list of files) and click **Rename**



- **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

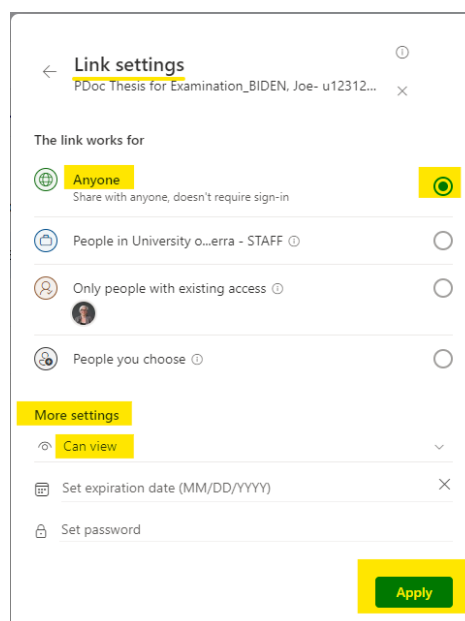
- In OneDrive, hover over the Thesis PDF and click on the **Share** icon 



- 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 incl Formatting and Editing Your Thesis](#)
- [MyUC Student Portal](#)
- [Microsoft OneDrive](#)