

OTAGO POLYTECHNIC ACADEMIC POLICY			Number: AP0905.03	
Title:	Presentation and Submission of Postgraduate Research Thesis or Dissertation			
ITPNZ Std:	9 Assessment			
Academic Board Approval:	Ac Bd Paper No A120/09	Ac Bd Date: 19 Aug 09	Effective Date:	19 Aug 09
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Contact Authority:	Director: Quality		Status:	Current

Purpose To provide a policy on the requirements for the presentation and submission of research theses or dissertations in the postgraduate programmes offered by Otago Polytechnic.

Background The Polytechnic currently has a number of postgraduate programmes comprising thesis or dissertation components within several schools.

It is important that a research thesis or dissertation is presented in a way that reflects the hard work of the student and facilitates ease of reading and comprehension for both the marker and those accessing the work subsequently.

It is also important that the procedures for submission of the thesis or dissertation facilitate prompt marking of the work and progress of the student toward graduation where appropriate.

**Statutory
Compliance
National
Guidelines
Policy and
Procedures**

This policy sets out the presentation and submission requirements for the presentation and submission of postgraduate a research thesis or dissertation at a Polytechnic level. Programme specific requirements must be detailed within programme documents.

1 Declarations

1.1 Theses or dissertations shall be submitted accompanied by three declarations signed by candidates:

- Author's declaration claiming the work as their own (Appendix 1)
- Candidate declaration giving The Robertson Library permission for access to thesis or dissertation for research and study purposes (Appendix 2)
- Permission to reproduce copies consent form (Appendix 3)

1.2 Students need to make decisions on any limitation to accessibility to their work. Students who consider, at any stage in the production of their thesis, that there may be commercial or intellectual property or confidentiality reasons for delaying scholarly access to their work shall discuss this with their supervisor and Head of School. Requests to limit access to the thesis (in full, in part, or of selected sections) will be considered only by application to the Research and Postgraduate Committee.

2 Presentation

2.1 A thesis or dissertation must be printed on one side of A4 size paper with the colour and weight of paper conforming to school requirements as detailed in



the programme document.

- 2.2 The word limits or guidelines for length of thesis or dissertation will be specified in the programme document.
- 2.3 The programme document will specify or provide guidelines for content, order of content, font, spacing, pagination, margins and presentation of non text materials.
- 2.4 The style of referencing used in the thesis or dissertation will be specified by the school and identified in the programme document.
- 2.5 A thesis or dissertation must include a title page conforming to the requirements illustrated by the example provided in Appendix 4.

3 Binding Specifications and Copy Numbers

- 3.1 The dissertation or thesis must be bound in an interim binding for examination purposes. The nature of the interim binding will conform to school requirements as detailed in the programme document.
- 3.2 Students shall submit the required number of copies for examination as stated in the programme document.
- 3.3 When final amendments have been made to the thesis or dissertation as required by examiner/s it will be permanently bound in cloth (buckram or woven cloth with vinyl) by a bindery.
- 3.4 The lettering on the spine of the thesis or dissertation must conform to the requirements of the Otago University Bindery.
- 3.5 Students shall submit the required number of hard bound copies (a minimum of two) as stated in the programme document.
- 3.6 These hard bound copies must be received prior to the awarding of the qualification. See Draft Sample Letter – Appendix 5.
- 3.7 The final thesis or dissertation cover must be in the colour designated by the school in which the student is enrolled. This will be detailed in the programme document.
- 3.8 Where the thesis or dissertation is equal to or greater than 5mm thick, the lettering on the spine of the thesis or dissertation should be of no more than 50 characters inclusive of thesis title, author name and spaces.
 - The colour of the lettering will be specified by the school and detailed in the programme document
 - Lettering on the spine may be omitted when the thesis or dissertation is less than 5mm in thickness.



4 Responsibility for Production

- 4.1 Costs of production of all copies (3 copies in interim binding and 2/3 copies in cloth binding) shall be the student's responsibility.
- 4.2 Reproduction required by the Polytechnic beyond these copies will be a charge to the Polytechnic/Library.
- 4.3 Students are entitled to use scholarship or other funding applications to support the cost of production.
- 4.4 It is the student's responsibility to attend to all binding issues such as instructions to binders and ensuring correct order of pages.

5 Submission Process

- 5.1 Students must make known their intention to submit their thesis or dissertation by following the procedure detailed in the relevant documentation.
- 5.2 This allows the school to make arrangements for marking of the thesis or dissertation.
- 5.3 On completion candidates must submit the required number of copies of the thesis or dissertation in interim binding to the person designated, as outlined in the programme document.
- 5.4 Students will be issued with a receipt.
- 5.5 Following marking and amendments as necessary, 2/3 copies in permanent binding will be submitted to the person designated in the programme document.
- 5.6 It is desirable that an electronic version be provided.
- 5.7 It is required that an electronic abstract is provided to the library.
NB: Electronic abstracts are searchable by keyword and by Google Scholar. It is therefore important that abstracts are of the highest quality as keywords will be used to facilitate global access to the quality research undertaken by Otago Polytechnic students and staff.

**Referral
Documents
Delegation of
Procedures**



Otago Polytechnic

DECLARATION CONCERNING THESIS / DISSERTATION / EXHIBITION
PRESENTED FOR THE DEGREE OF MASTER OF

.....

I, (full name)

.....

of (address)

.....

.....

solemnly and sincerely declare, in relation to the thesis/dissertation/exhibition entitled:

.....

.....

(a) That work was done by me, personally

and

(b) The material has not previously been accepted in whole, or in part, for
any other degree or diploma

Signature:

Date:



The Robertson Library

Candidate Declaration Concerning Dissertation

Author's full name: _____

Title of Dissertation: _____

School: _____

Year of submission: _____

I agree that this Dissertation may be consulted for research and study purposes and that reasonable quotation may be made from it, provided that proper acknowledgment of its use is made.

I consent to this Dissertation being copied for the purpose of private study or research as set out in Section 56 of the Copyright Act 1994.

The Robertson Library will stamp the following declaration on any copy: This copy is made for your private study or research. The Copyright Act 1994 prohibits the sale, letting for hire or copying of this copy.

Signed: _____

Date: _____

Note: This is the standard library declaration form used by The Robertson Library for all theses.

The form is designed to protect the dissertation work of the candidate by requiring proper acknowledgment of any quotations from it.



Permission to reproduce copies from original copy of thesis/dissertation



I _____ (insert name) agree to the following use being made of the original copy of my thesis/dissertation which is located in the School of ..., Otago Polytechnic.

Thesis/dissertation/project title

Please tick the statements to which you consent.

- A further two softbound copies being made for use by students and staff in the School of ..., Otago Polytechnic
- Replacement softbound copies, for use by students and staff in the School of ..., Otago Polytechnic, if either of the original two softbound copies are damaged
- One softbound copy per individual made for personal use by staff or student in the School of ..., Otago Polytechnic. The copy will be made at cost price to the individual, on request to the School.
- One softbound copy per individual made for personal use by any person external to the School of ..., Otago Polytechnic. The copy will be made at cost price to the individual, on request to the School.
- Electronic Abstract (required) and full electronic copy (desirable)

Signed _____

Date _____

Please return this form to, School of ..., Otago Polytechnic.



<http://creativecommons.org/licenses/by/3.0/nz/>

Title

AUTHOR

A thesis/dissertation submitted in partial fulfilment of the degree [of name of degree]
at Otago Polytechnic, Dunedin, New Zealand

Submission date inserted here



(Draft - Sample Only)
 (This may become part of the letter to the student)

<Date>

Name
 Address
 Address
 Address

Dear <First name>

Thesis/dissertation/project

Congratulations! Your final thesis/dissertation/project grade has been through the appropriate assessment processes and has been entered into your academic record. This record is attached together with the examination reports related to your thesis/dissertation/project.

A final recommendation regarding the completion of your Master of programme will be made to the Research and Postgraduate Committee once I have received:

- hard bound copies of your thesis/dissertation/project, with required changes
- a complete unbound copy of your thesis/dissertation/project, including appendices
- an Abstract of your thesis/dissertation/project in electronic form, on disk (this will be placed on the School website)
- associated paperwork (consent forms, for school and library).

The School of theses/dissertations/projects are to be bound in a standard colour ... (Colour code), which is available from the University of Otago Library Bindery. I have enclosed some information for you from the University of Otago Library Bindery regarding thesis/dissertation/project binding. I hope you find this helpful.

The associated paper work is enclosed. Please complete and return with the rest of the requirements.

If I can be of any further assistance please do not hesitate to contact me on 03 or by email,

Best wishes for your future.

Yours sincerely

Name
 Head of School
 School of

