

2. Thesis Submission

1. Overview

Uploading your thesis for examination is a 3-step process:

1. Share your iThenticate similarity report with your principal advisor.
2. Upload two documents to UQ eSpace: (1) your complete thesis (including abstract) and (2) abstract only (as a separate PDF)
3. Lodge a Thesis Submission request in the my.UQ dashboard.

2. iThenticate similarity report

Before you upload your thesis for examination, create an iThenticate similarity report and share it with your principal advisor.

Your principal advisor will then need to:

- discuss the similarity report with you and address any concerns
- endorse your thesis for examination by completing their step in the thesis submission request in my.UQ.

For information, [follow the Library's iThenticate Guide](#).

Use your UQ Student username and password to log in

3. UQ eSpace upload

Read the [UQ eSpace guide – submission \(PDF, 313KB\)](#) before you upload your thesis to UQ eSpace.

You have to upload your thesis to UQ eSpace more than once during the thesis submission and examination process.

Most students can expect to upload their thesis to UQ eSpace 3 times:

1. Upload #1 – Thesis submitted for examination (current step)
2. Upload #2 – After completing any corrections in your examiners reports
3. Upload #3 – Final upload for the award of your degree.

When you have completed the upload process, you will receive an automated confirmation email from UQ eSpace.

It is important to upload your thesis to the UQ eSpace at least 14 days prior to the research quarter [census date](#) to ensure any submission problems can be rectified before fee liability.

If you have problems uploading your thesis after reviewing the guide, please [contact the Graduate School](#).

Go to UQ eSpace

Use your UQ username and password to log in

4. Thesis submission request

The next step is to lodge a Thesis Submission request in the my.UQ dashboard.

When you lodge your Thesis Submission Request, you will have to state:

- whether you have assigned your **intellectual property** to UQ (yes or no), and
- which **thesis access option** you prefer. Read below for more information about thesis access options.

Complete Thesis Submission request

Use your **student username and password** to log in. Please also ensure that you have signed out of your staff account before clicking the link.

[Submit Thesis Submission request](#)

Thesis access options

In keeping with worldwide academic practice, your thesis will be made publicly available once you have completed all the requirements for your degree.

If you have assigned intellectual property rights to UQ, this choice will be made by your principal advisor.

If you own the intellectual property rights to your thesis, you can choose between:

- open access
- thesis embargo.

Open access

The majority of theses are open access. Once you have completed all the requirements of your degree, your thesis will be freely available via UQ eSpace.

Thesis embargo

In some cases, it might be appropriate to restrict access to your thesis for a specific period of time (usually 3 years).

Reasons for embargoing a thesis might include:

- academic
- cultural
- ethical
- legal, or
- commercial reasons.

For further information about the pros and cons of open access and thesis embargo, [refer to the list of FAQs](#).

Request or extend an embargo post-conferral

If your degree has already been conferred, complete the [Thesis Embargo Following Conferral Request form \(DOC, 63 KB\)](#) to request an embargo or extend an embargo.

For candidates who have assigned their intellectual property to the University, the Graduate School will contact your principal advisor (or the head of your enrolling unit if the principal advisor is no longer at UQ) about extending an embargo.

5. After your thesis is submitted

Once you have completed the required 3 steps, the Graduate School will check your thesis against the requirements in the [Higher Degree by Research Examination Procedures](#). There are 3 possible outcomes:

- If your thesis doesn't meet the requirements, the Graduate School will contact you and ask you to amend and re-upload your thesis to UQ eSpace, so it can be sent for examination.
- If your thesis meets all requirements, the Graduate School will confirm that your thesis is officially 'submitted' and will send it for examination.
- If you are required to undertake an oral examination, your thesis won't be recorded as officially 'submitted' until after you have completed your oral exam.

What to do next

[Contact the Student Centre](#) if you need a completion letter to show your employer or sponsor.

Once your thesis is officially recorded as submitted, you can still access:

- UQ Library
- student email
- mySI-net.

You are required to [update your personal details in mySI-net](#), including your address and contact details.

It is important to regularly check your student email account to ensure you are receiving all official Graduate School and UQ communications.