POST-EXAMINATION DEPOSIT OF THESES, DISSERTATIONS AND EXEGESES

Deposit of Thesis/Dissertation/Exegesis

All academic requirements must be met in order to graduate and students must deposit a digital copy and deposit form in AUT’s Tuwhera Open Access repository at: https://tuwhera.aut.ac.nz/open-theses

Before you begin the deposit process, it is important to read the Guide for depositing thesis/dissertation/exegesis/research project at: http://aut.ac.nz.libguides.com/theses/deposit. You digital file should follow the presentation format advised on this guide.

For technical assistance email the Research Repository Administrator: tuwhera.opentheses@aut.ac.nz

Embargoed Theses/Dissertations/Exegeses

Form PGR16 – Application for Embargo

If an embargo has been approved, a digital copy of the thesis/dissertation/exegesis must still be deposited on the Tuwhera website with the signed approval form PGR16. Students must provide embargo information during the digital deposit process. A brief record of your thesis will be displayed on the Tuwhera website and the Library catalogue. The Research Repository administrator will ensure that the embargo material is not released to the open access repository until the restriction has expired.

Deposit Forms

The PGR15/PGR17/PGR18 deposit forms should be submitted electronically as a supplementary document with the digital copy of the post-examination thesis/dissertation/exegesis that is to be lodged in the AUT Library. You are not required to include the deposit form in the copies that are to be sent for examination.

The following research is required to be submitted in this way in order to be eligible to graduate:

Doctoral Theses/Exegeses

Form PGR15 – Deposit of Thesis/Dissertation/Exegesis in the Auckland University of Technology Library

Doctoral students must deposit a digital copy, and PGR15 form in AUT’s Tuwhera Open Access repository.

Master’s Theses/Exegeses

Form PGR15 – Deposit of Thesis/Dissertation/Exegesis in the Auckland University of Technology Library

Master’s thesis/dissertation/exegesis students must deposit a digital copy, and PGR15
form in AUT’s Tuwhera Open Access repository.

**Master’s Research Projects/Practice Projects**

*Form PGR18 - Deposit of Master’s Research Project and Practice Project in the Auckland University of Technology Library*

Faculties may recommend exceptional master’s projects of 60 points or higher be included in the Library (normally those with first class research honours). In such cases, a copy of the research project together with the PGR18 form, should be uploaded via the Tuwhera Open Access repository at: https://tuwhera.aut.ac.nz/open-theses

**Bachelor’s Degree with Honours**

*Form PGR17 - Deposit of Bachelor’s Dissertation/Exegesis in the Auckland University of Technology Library*

Faculties may recommend exceptional dissertations be included in the Library’s thesis and dissertation collection (normally those with first class research honours). Bachelor with Honours dissertations can only be accessed by AUT staff and students. In such cases, a digital copy of the dissertation/exegesis together with the PGR17 form, should be uploaded via the Tuwhera Open Access repository at : https://tuwhera.aut.ac.nz/open-theses

Any queries about the AUT Library’s requirements for faculty-recommended bachelor’s with honours dissertations may be directed to the Research Support Coordinator, Ann Chen (Contact details are listed on page 168).

**Theses/Dissertations/Exegeses with Practice-Oriented Components**

The digital exegesis should include documentation of both developmental work and the final thesis presentation (for example, indexed documentation of images, sound, etc.).

**Hard Bound and Additional Copies**

Hard Bound and additional copies may be requested by the faculty; at the faculty’s expense. These may be hard bound, spiral bound or digital as negotiated with the School and supervisors. The binding specifications for hard bound work are as follows:

- Theses/dissertations/exegeses are full bound in cloth or buckram.

- The student is responsible for the cost of binding. The University provider for printing is PinkLime, aut@fxprinthub.co.nz or phone 921 9999, ext. 8530.

**Year of Lodgement Date**

The lodgement date is the date the final electronic thesis is lodged to Tuwhera in order to graduate. Year of Lodgement stated in the cover page of the thesis, detailed on page 107, may need to be changed to the year of lodgement, not the year submitted for examination.
Front Cover

The front cover of the thesis/dissertation/exegesis must contain the following elements:

- Student’s full name;
- Full title of the thesis/dissertation;
- Abbreviated degree (please see “Appendix A: Qualification Listing” on page 170 for a list.);
- Year of lodgement (this is the year the final thesis is lodged to Tewhera in order to graduate and may differ from the year lodged for examination).

Part-numbering should be added if the thesis/dissertation/exegesis is in more than one volume.

Where items other than a volume are submitted, these should be enclosed in a cloth or buckram box of uniform height and lettering to maintain volume. Small items (for example, a computer disk) should be housed in a matching cloth or buckram pocket, attached to the back inside cover board of the main work.

Advice on presentation of other items can be provided by the primary supervisor or faculty postgraduate office.

Spine

The spine of the thesis/dissertation must contain the following elements and be printed in lettering of a suitable size:

- Student’s surname and initial(s);
- Abbreviated degree;
- Year of lodgement (this is the year the final thesis is lodged to Tewhera in order to graduate and may differ from the year lodged for examination).

There should be at least 5cm without lettering at the bottom of the spine to allow for the library call number label to be applied.