



The University of Southern Queensland  
Graduates Checklist

All research degree students are required to submit final requirements at least one month prior to their graduation ceremony.

The following outlines the requirements to be submitted to the Office of Research and Higher Degrees for you to be eligible to have your degree awarded.

- A minimum of four permanently bound dissertations. Ensure the dissertation binding has met the requirements, as outlined in the 'Guidelines for Preparation of a Research Dissertation', including stiff cloth covers in the relevant colour for the degree being awarded:
- PhD (all disciplines) - black cloth, gold lettering
  - Doctor of Business Administration (Research) – dark green cloth, gold lettering
  - Doctor of Education - lilac cloth (colour code 2017), gold lettering
  - Engineering Doctorate – maroon colour, gold lettering
  - All Masters - red cloth, gold lettering

Note: Manson Leather is one company that is able to undertake your binding requirements. The [Student Guild](#) at the Clive Berghofer Recreation Centre in Baker Street can arrange to transport your printed copies to Manson Leather for binding. Alternatively, you may use a binder that is near to where you live.

- Where possible, permanently bound dissertation copies be printed back to back using single line spacing.
- The 'Certification' page in each copy of the dissertations has been signed by the candidate and the supervisor(s). Note: photocopied or scanned signatures are not permitted.
- An electronic copy of the dissertation on CD.
- The Research Dissertation Submission form (for lodgement of the electronic copy of the dissertation with the Australian Digital Theses (ADT) Program). You may submit this in hard copy, fax, or scanned and emailed.

Note: If you wish for your dissertation to be placed on embargo, please indicate this on the Research Dissertation Submission form. The maximum period of embargo is two years. Whilst on embargo, all permanently bound copies and the CD will be held in the Office of Research and Higher Degrees.

- A 100-word abstract and the title of your dissertation via the online Australian Higher Education Graduation Statement (AHEGS) website.

Note: This statement may be used for inclusion in the Graduation Ceremony booklet and also for the AHEGS statement.

- A completed Research Exit Checklist.