

ASIA INSTITUTE

January 2008

Guidelines for the Submission of an Honours, Postgraduate Diploma or Master by Coursework Thesis

The information below applies to students enrolled in a thesis as part of an Honours, Postgraduate Diploma or Masters by Coursework course at the Asia Institute.

Students enrolled in a PhD must follow the guidelines set by the School of Graduate Studies: <http://gsserv.registrar.unimelb.edu.au/phd/examination/thesissubmission/>

Students enrolled in a Master by Research must follow the guidelines set by the Faculty: http://www.arts.unimelb.edu.au/courses/rags/handbook/res_guide.html

Submission Dates (2nd Friday in June or November)

2008 Semester One – 13th June

Semester Two – 14th November

Submission Procedures

Three copies of the thesis must be submitted to the Postgraduate Program Officer, (Room 223, Sidney Myer Asia Centre) or Reception with a [thesis cover sheet](#). Theses must be secured in a spring-back folder or spiral binding.

Extensions

Circumstances beyond your control may sometimes make it impossible to submit work on time. As soon as this is realised, you should seek an extension. Your request for an extension should be supported by your supervisor. Please complete a [thesis extension application](#) form. Forms must be completed by the student, accompanied by supporting documentation (eg medical certificate), and signed/approved by the course coordinator before the submission deadline.

Extensions may be granted up until 31st July (for first semester submissions) or 31st December (for second semester submissions). Extensions beyond these dates require Faculty approval.

Thesis Format

The following format is required by the Asia Institute.

1. A thesis must be preceded by a title page listing:

- The title of the thesis
- The full name of the student
- The degree for which the thesis is submitted
- The month and year of submission
- The name of the Department, Faculty and University in which the research is submitted
- A statement on the thesis submitted for the degree as follows:

“Submitted in partial fulfilment of the requirements of the degree of (name of course)”.

2. The title page must be followed by an abstract of 300-500 words in English.
3. The abstract must be followed by a declaration, signed by the student, as follows:
“This is to certify that the thesis comprises only my original work except where indicated in the preface; due acknowledgement has been made in the text to all other material used; the thesis is XX,XXX words in length , inclusive of footnotes, but exclusive of tables, maps, appendices and bibliography.”

Examiners will mark down a thesis that is of excessive length. The word length is 12,000 words for Honours, Postgraduate Diploma and 37.5 point Master by coursework minor thesis; and 10,000 words for a 25 point Master by coursework minor thesis.

4. The remainder of the thesis should be formatted in the order that follows: Acknowledgements, Table of Contents; List of Tables, figures and illustrations (not necessary if less than ten list items); Transliteration; Main text; Appendices; Bibliography.
5. The thesis must be on A4 size paper (measuring 297mm x 210mm).
6. Pages should be numbered consecutively and clearly.
7. Folding diagrams or charts should be arranged so as to open out to the top and right.
8. Left and right margins should be no less than 30mm. Care should be taken with page numbers to allow for page trimming when the thesis is bound.
9. The thesis must be typed in double or 1.5 line spacing and presented in a clear and legible font (eg 12 point Arial, Times New Roman or Courier New) and may be presented on both sides of the paper.
10. Appropriate acknowledgment of all sources of information consulted in the thesis must be cited in accordance with a consistent academic referencing style. If citing from foreign language sources, the accepted convention for citing authors' names should be used. Students should consult their supervisor for the style most appropriate to their thesis.
11. Before producing final copies of a thesis for submission, the student should ensure that all the spelling, grammar, punctuation and choice of language are of a doctoral standard and the bibliography is complete and exact. Have your supervisor look over the final draft before submission.

Please contact your supervisor if you have additional questions regarding the format of your thesis.