Thesis deposit · Student participation in hybrid tutorials

Study plan

Plan summary

Details	Study plan
Work type	Thesis submission · DBA or PhD
Planning window	25 Nov 2026 – 19 Dec 2026
Available study time	24 required of 36 hours available

Brief requirements

Requirement	Map to section
Use the current cover and declaration templates from the programme.	Preliminary pages · Required
Refresh the contents and check headings, captions and page numbering.	Chapters and cross-references · Required
Compare in-text citations with the reference list and open each appendix.	References and appendices · Required
Check the deposit format, file names and which files need to be submitted.	Final files and deposit requirements · Required

Submission areas

- Preliminary pages
- Chapters and cross-references
- References and appendices
- Final files and deposit requirements

Outline notes

Section	Outline notes
Preliminary pages	Compare the cover and declaration with the current programme forms. Check both abstracts if required.
Chapters and cross-references	Update captions and cross-references after the chapter text is final. Open the contents in the exported PDF.
References and appendices	Match each in-text citation with the reference list. Open each appendix and confirm what can be shared.
Final files and deposit requirements	Confirm the file names, the deposit window and where to keep the submitted version and receipt.

Thesis submission checklist

Requirement	Status
Cover and title pages match your current university template.	Checked
Required declarations and acknowledgements are in the right order.	To review
All required abstracts and keywords are present in the correct languages.	To review
Contents and any figure, table and abbreviation lists are up to date.	To review
Chapter headings, captions and cross-references match the final file.	To review
Citations, reference-list entries and appendices have been cross-checked.	To review
Exported files, naming and deposit requirements are confirmed.	To review

Milestones and estimates

Editable estimate

2 working days reserved for review or delays before the final check.

Milestone	Hours	Schedule
Confirm the submission brief and file list	2.5	25 Nov 2026 – 26 Nov 2026
Check preliminary pages and page numbering	5.25	26 Nov 2026 – 2 Dec 2026
Review headings, captions and cross-references	5.25	2 Dec 2026 – 7 Dec 2026
Reconcile references and appendices	5.25	7 Dec 2026 – 11 Dec 2026
Open and check the final files	4	11 Dec 2026 – 15 Dec 2026
Submit and keep acknowledgment	1.75	18 Dec 2026

Review dates and requirements with your institution before use. You remain the author.