

Preparing for Course Completion

HDR Candidate Quick Guide

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Next Steps Checklist

1. [Format your final thesis](#) as per the requirements
2. Email HDR Examination the [required documents](#)
3. Check your [course credit, fees and contact details](#) in MyUC
4. Organise to return your laptop to your host Faculty

Email Us

Contact us about your examination at HDR Examination: hdrexamination@canberra.edu.au

Course Completion Requirements

To be eligible for course completion/graduation you must meet all of the following requirements as well as the requirements for your course.

Documents to Provide

- ☐ Completed [Graduation Details Booklet](#) document
- ☐ PDF copy of your [final formatted thesis](#)
- ☐ [Retention and Use of Thesis](#) form

Final Thesis Requirements

- ☐ Ensure your thesis has been **formatted** as per **1.43-1.47** of the [Thesis Submission guidelines](#).
- ☐ Once you have amended your final thesis with the specific formatting requirements, please **email the final PDF version** to [HDR Examination](#) with all other [required documents](#).
- ☐ If you want a hard-bound copy of your thesis, organise to have it printed. Your faculty may cover some of the costs for the printing, so you will need to liaise with them prior to contacting the printing company. If eligible, you may also use part of your RTP allowance to fund this.

Check MyUC Course Credit, Fees and Contact Details

- ☐ Check your [Current Statement of Account in MyUC](#) and pay any outstanding **Tuition** or Student Services Amenities Fee (**SSAF**) fees.
- ☐ Check your personal details are up to date in your [MyUC Profile](#).
 - Your **Personal email address** listed will be used to contact you regarding conferral and with your invitation to the relevant graduation ceremony.
 - Your **Mailing address** listed will be used to send any hard copy documents if required.



MyUC Access After Conferral

30 days after conferral you will **lose access to MyUC**, your **student email account** and **files saved in your student OneDrive**. You will receive an email notification from IT warning you of the account closure.

Key Links

- Thesis Submission Guidelines on the [Guids and Templates](#) page
- Upcoming Graduation Dates: <https://www.canberra.edu.au/about-uc/graduation/graduation-day>
- Graduation Website: <https://www.canberra.edu.au/about-uc/graduation>
- MyUC: <https://www.canberra.edu.au/content/myuc/home.html>