



The University of the South Pacific
The Library
Procedures for Deposit of USP Theses with the Library

Background

In 2003, the Academic Committee approved the Library as the legal depository for USP theses in print and electronic formats.

Within the regulations, a student must deposit, through the Faculty, a minimum of one hardbound copy and the electronic copy with the USP Library at Laucala Campus.

The location of the student will determine the number of hardbound copies to be deposited with the University as outlined in the section in the USP Calendar under *Presentation of Thesis or Supervised Research Projects for Higher Degrees USP Calendar*.

On receipt of the one hardbound and the e-copy of the thesis by the Library at Laucala, Campus, the Registrar is informed and on this basis, the Award is granted.

As a result of the Library's experiences in 2004-2005, the Library has put in place procedures to streamline the process.

Procedures

1. The AA in the Faculty, School or Division should advise/refer post-graduate students of that section of the USP Calendar titled *Presentation of Thesis or Supervised Research Projects for Higher Degrees USP Calendar (2006): 399-400. [Attachment 1]*
2. Each copy of the hardbound thesis, that the student deposits with the Faculty, must be accompanied by one set of the following documents:
 - (i) **Author Statement of Accessibility.**
<http://www.usp.ac.fj/library/collection/pacificcollection/theses.htm>
 - (ii) **Author Statement of Accessibility. Part 2**
<http://www.usp.ac.fj/library/collection/pacificcollection/theses.htm>
 - (iii) **Written Approval by Principal Supervisor** (Sample statement: *Attachment 2*).
3. The case containing the electronic copy of the theses, CD or DVD, must be appropriately labeled i.e. information as stated on the title page of the thesis.
4. The Faculty AA. forwards the theses, accompanied by a covering memo on Faculty letterhead, to the University Librarian, who will then inform the Registrar of its receipt.
5. The Library at Laucala will receive hardbound copies for delivery to the Alafua and Emalus Campus Libraries, where applicable, and should be indicated in the memo from the Faculty.

[Amended version (108th LAC) of the Excerpt from the USP Calendar 2006: 399-400]

PRESENTATION OF THESIS OR SUPERVISED RESEARCH PROJECTS FOR HIGHER DEGREES

1 These regulations are complementary to, and should be read in conjunction with, the university regulations for individual postgraduate degrees.

2 Three copies of a student's Thesis or Supervised Research Project, two copies in the case of Master's students, shall be submitted to the Registrar or nominee. The Thesis or Supervised Research Project may be soft-cover or ring-bound for the purposes of the examination, but before the award of the degree, students must deposit for retention by the university:

- (a) two hard-bound copies for those enrolled at Laucala Campus, or three hard-bound copies for those enrolled at Alafua or Emalus Campus, which have been corrected or otherwise modified according to directions of the university; and
- (b) an electronic copy of the Thesis in CD or DVD format. *[deposited at the Laucala Campus Library only]**

3 The hard bound copies of the Thesis or Supervised Research Project referred to in clause 2 must:

- (a) be signed on the title page by the student; and
- (b) contain a statement of the student's requirements regarding accessibility, and
- (c) be deposited by the student as follows:
 - (i) one copy with university Library on Laucala Campus; *[is the Library copy]**
 - (ii) one copy with appropriate Faculty or Institute of the University; and
 - (iii) one copy for the Library at Alafua or Emalus Campus for those enrolled at those campuses. *[USP Library Laucala will accept copies for the Alafua and Emalus Campus libraries for delivery to them. Memo from Faculty should indicate this]*

4 The copyright for the Thesis or Supervised Research Project remains with the author.

5. Every Thesis or Supervised Research Project shall be bound and presented as set out in the British Standards Institution pamphlet entitled 'Recommendations for the Presentation of Theses' (BS4821:1972) with the following Addenda:

- (a) Paper size: A4 shall be used
 - (b) References: All citations and references must be consistent within the Thesis. A student is required to adopt an appropriate reference style as for example in any of the following reference works:
 - (i) Chicago University Press, A Manual of Style for Authors, Editors and Copywriters. 13th Ed. rev., Chicago: University of Chicago Press, 1982
 - (ii) Australian Commonwealth Government Printing Office, Style Manual for Authors and Printers of Australian Government Publications. Canberra: Commonwealth Government Printer, 1966
 - (iii) Gibaldi, Joseph, MAL Handbook for writers of research papers. 3rd Ed., New York: Modern Languages Association of America, 1985
 - (iv) Howell, John Bruce, Style Manuals of the English-speaking World. Phoenix, Arizona: Oryx Press, 1983.
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THE UNIVERSITY OF THE SOUTH PACIFIC

Insert Faculty and School/Department/Division Name

Serving the Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu.

INTERNAL MEMORANDUM

To : **University Librarian**
From : **Office of the Dean**
File No. :
Date :
Subject : **Final Approved Print and Electronic Copies of Thesis – [Name of student and ID Number]**

This is to certify that the enclosed **print** and **electronic copies** of the following thesis:

Title of thesis: _____

By [Full Name of author, ID number] _____

For the award of [Name and Title of the Award] _____

By [Name of Faculty and School/Department/Division]

are **final approved** copies of his/her work.

.....

(Full Name, Position, Signature and Date)

for Office of the Dean