**Thesis Conferral Submission Checklist**

**For Higher Degree by Research students**

**Graduate Research School** **grs@uts.edu.au** **Level 2, Building 15, 622-632 Harris Street, Ultimo**

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| 1. **Student Checklist**
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To submit your final thesis for conferral, you will need to **login in to Research Master** and complete the **Final Thesis Submission Form.** When submitting your thesis and additional documents, please include your name and student ID in the document name. E.g. Thesis – Student Jane Doe – Student ID12345678

Digital copy of final thesis including **UTS Title Page\*** and **Certificate of Original Authorship\*\*** placed immediately after the title page

\*UTS Title Page template with logo is available at <https://www.uts.edu.au/research-and-teaching/graduate-research/current-research-students/policies-guidelines-and-forms> for your use. *Any other use of the UTS logo in the thesis will be rejected.*

\*\*Certificate of Original Authorship template is available at <https://www.uts.edu.au/research-and-teaching/graduate-research/current-research-students/policies-guidelines-and-forms> for your use.

Approved Thesis Revision Response document

Digital Thesis Submission receipt from UTS library

Response to recommendations of all examiners

100-200 word abstract (this will be printed on the Australian Higher Education Graduation Statement (AHEGS). The abstract provided as a word document must not have texts in italics, bold, super/subscripts and symbols that are not available on a standard keyboard).

Embargo request form \*optional

 \*Students who are planning to include published (or publishable works) in their thesis are advised to seek advice before signing publisher's agreements. It is important such agreements do not preclude the inclusion or modification of published work in their thesis, or changes if required by a thesis examiner or through the examination process. (see Section 11 of the Procedures).

Graduate research students **must ensure they have requested permission from the publisher to include an online version of the published work in their thesis and thus in the UTS Digital Repository.** Graduate research students must retain copies of permissions obtained from a publisher.

An **EMBARGO will be required** in cases where permission has not been granted to do so for more than 50% of the chapters within your thesis. If it is less than 50% of the chapters within your thesis The Library will replace such work with a hyperlink to the website where the work has been published.

All forms are available via the GRS website.

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| 1. **Supervisor and Faculty Checklist**
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Student must submit the online form with their thesis and any additional documentation via RM. For expediency and safety please make sure the thesis documentation includes the student name and ID number. E.g. Thesis Submission for Examination – Student Jane Doe – Student ID12345678 – FACULTY DOCUMENTATION

Supervisor: Review the submission and complete the approval.

Faculty RAO: Review the submission and complete the approval including the memorandum admitting the student to the degree.

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| 1. **GRS Checklist**
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Review the submission and complete the form.