Thesis Examination Submission Checklist

**For Higher Degree by Research students**

# Graduate Research School [grs@uts.edu.au](mailto:grs@uts.edu.au) Level 3, Building 05D, Room 025, 01 Quay Street, Haymarket

**A. Student Checklist**

To submit your thesis, you will need to login in to Research Master and complete the Thesis Submission and Examination Outcome Form.

You will need to provide the documents below to complete the student section of the Thesis Submission Form. When submitting your thesis and/or additional attachments, please include your name and student ID in the document name. E.g. Thesis – John Smith –12345678

 Nomination of Thesis Examiner Form. You do not upload this to the Thesis Submission Form, but if this is not completed you will be directed to complete the Nomination of Thesis Examiner Form before continuing your Thesis Submission Form.

 Digital copy of thesis for examination 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-](https://www.uts.edu.au/research-and-teaching/graduate-research/current-research-students/policies-guidelines-and-forms) [teaching/graduate-research/current-research-students/policies-guidelines-and-forms](https://www.uts.edu.au/research-and-teaching/graduate-research/current-research-students/policies-guidelines-and-forms) for your use. *This is only required if you are going to use the UTS logo on the title page. 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-](https://www.uts.edu.au/research-and-teaching/graduate-research/current-research-students/policies-guidelines-and-forms) [teaching/graduate-research/current-research-students/policies-guidelines-and-forms](https://www.uts.edu.au/research-and-teaching/graduate-research/current-research-students/policies-guidelines-and-forms) for your use.

For FEIT, ISF, Business students only: iThenticate report (plagiarism check), endorsed by Principal Supervisor. The report should be added to the “additional documents” upload. Information on how to get the access to iThenticate can be found [here.](https://www.uts.edu.au/research-and-teaching/graduate-research/current-research-students/graduate-research-journey/thesis-submission-and-examination-process)

\*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.

Login to your My Student Admin and **confirm your USI**. Even if you believe you have already completed the USI, please check your original USI remains valid. If you believe you are exempt, please contact the Lifetime Learners Experience team to apply for the exemption. <https://www.uts.edu.au/current-students/managing-your-course/ask-uts/ask-uts>

All forms and templates are available via the [GRS website.](https://www.uts.edu.au/research-and-teaching/graduate-research/current-research-students/policies-guidelines-and-forms)

# B. Supervisor and Faculty Checklist

Supervisor: Review the submission and complete the Supervisor Certificate in Thesis Submission Form. Faculty: Review the submission and complete the faculty approval of Thesis Submission Form.

# C. GRS Checklist

Review the submission and contact the appointed examiners.