**Final Thesis Submission Checklist**

**For Higher Degree by Research students**

**Graduate Research School** **grs@uts.edu.au** **Level 3, Building 05D, Room 025, 01 Quay Street, Haymarket**

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| 1. **Student Checklist**
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To submit your final thesis, you will need to **login in to Research Master** and complete the **Final Thesis Submission Form.** When submitting your final 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 or alteration of the template format 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.

Marked up thesis \*mandatory for student in course with FEIT, ISF & Business

Approved Thesis Revision Response document

 All examiner thesis examination reports

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.

Login to your [My Student Admin](https://url.au.m.mimecastprotect.com/s/TqU7C81V97H6XGE09invQMc?domain=onestopadmin.uts.edu.au) and **confirm your USI and address any possible sanctions**. Even if you believe you have already completed the USI, please check your original USI remains valid. Please contact the Lifetime Learners Experience (LLE) unit via [ASK UTS](https://protect-au.mimecast.com/s/4AJNC91W27HGGK1puEQ3Bv?domain=uts.edu.au) to apply for the exemption.

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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.