

Thesis Examination Submission Checklist

For Higher Degree by Research students

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A. Student Checklist (to be used when submitting thesis for examination to Faculty)

For expediency and safety please make sure you send the documentation below together in one email **to your Faculty** and include your name and student ID in the subject line. E.g. Thesis Submission for Examination – Student Jane Doe – Student ID12345678

- ☐ 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-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-teaching/graduate-research/current-research-students/policies-guidelines-and-forms> for your use.

- ☐ Nomination of Thesis Examiner Form – to be signed and submitted to your Principal Supervisor two months prior to thesis submission to GRS
- ☐ Student Statement for submission of thesis for examination form completed and signed
- ☐ Confidentiality request form (optional)
- ☐ For FEIT & Business school students only: iThenticate report (plagiarism check), endorsed by Principal Supervisor. Information on how to get the access to iThenticate can be found [here](#).

All forms are available on the [GRS website](#).

B. Supervisor and Faculty Checklist

Student documentation above must be sent to GRS via the Faculty and not directly by the student. For expediency and safety please make sure you send the documentation below together in one email to GRS and include the student name and ID number in the subject line. E.g. Thesis Submission for Examination – Student Jane Doe – Student ID12345678 – FACULTY DOCUMENTATION

- ☐ Nomination of examiners to be sent to GRS one month prior to thesis submission to GRS
- ☐ Supervisor's certificate (completed and signed by the Principal Supervisor/RAO)
- ☐ Outcome of Stage 3 assessment recorded on CASS
- ☐ Confidentiality request form if applicable (completed and signed by the Principal Supervisor/RAO)

C. GRS Checklist

- ☐ Nomination of examiners received
- ☐ Digital thesis received with certificate of original authorship inserted immediately after title page and no other Logo other than that provided on the template is used
- ☐ Student Statement (completed and signed) received
- ☐ Supervisor's certificate (completed and signed by the Principal Supervisor/RAO) received
- ☐ Confidentiality request form (completed and signed by the Principal Supervisor/RAO) received if applicable
- ☐ Outcome of Stage 3 assessment recorded on CASS (*GRS to check outcome of stages 1 and 2 and follow up with faculty if these outcomes have not been recorded on CASS for the purposes of completion of student record*)
- ☐ Research Integrity Module completed