



Help guide **Thesis Submission and Examination Outcome form (Students)**

Please use this form when you are ready to submit your thesis for examination, and after the Nomination of Examiners form has been submitted.

For this form you will need to provide the following information and documents:

- Digital Copy of your thesis
- Certification of original authorship
- ithenticate report (dependant on faculty)

The form is broken down into 3 sections:

Candidature Details are populated by the system. You should go through the details and ensure they are all up-to-date.

Towards the end of the page, you will be asked if your principal supervisor is available to sign off on this form. If your principal supervisor is available please select **Yes**. If your principal supervisor is not available please select **No**. A message will appear at the bottom of the page letting you know that your form will be forwarded directly to the faculty. The below screen is an example of what you see if you select **No**.

ResearchMaster

Template Name: Thesis Submission and Exam Result v1 | eForm Page: 1. Candidature Details

Status: Draft | Enrolment Status: ADM - Admitted | Workflow State: (STU) Draft

Pages

General Information: Current EWS date: 01/10/2023

Submission Instructions: Intended date to submit thesis: 29/04/2022

Thesis Submission

1. Candidature Details

2. Thesis Details

3. Student Statement

Submission Summary

Thesis Submission Summary

Supervisor panel

The tables below should reflect your current supervisor panel. If details are incorrect, please don't proceed any further with this form. Contact your faculty's **Research Officer (RO)** to facilitate updating the supervisor panel.

If the table details are correct, however your principal supervisor is not available to review your thesis, please select 'No' in the **principal supervisor availability** question below and the form will be submitted to the faculty to arrange an alternate signatory.

Principal and co-supervisors

Sign-off delegate?	Position	Preferred Full Name
<input checked="" type="checkbox"/>	Co-Supervisor	
<input type="checkbox"/>	Principal Supervisor	

Page Size: 5 | 10 | 25 | Page 1 of 1 (2 items)

All other supervisors

Supervisor Name	Email Address	Position	Org Unit	Faculty
No Items				

Page Size: 5 | 10 | 25 | Page 1 of 1 (0 items)

Is your principal supervisor available to sign off this form? if your principal supervisor is not available (such as on leave)

Yes

No

Please answer this question

This message will appear if you select No

As you have indicated your principal supervisor is not available, your thesis submission will be forwarded directly to the faculty to assign an alternate signatory.

Previous page: Submission Instructions <<

Return to Top

In the **Thesis Details** page, please answer questions, and upload your documents (see the screenshot below).

Step 1: Answer the question about submitting your Nomination of Examiners form. If you have not completed the Nomination of Examiners form before filling this form out, please do so as soon as possible as it will delay your examination process.

Step 2: Check that your thesis title is correct.

Step 3: Answer the question about confidentiality. If there are confidential materials in your thesis, please specify a reason for the request. This will be considered by your supervisor and the RAO.

Step 4: To upload your thesis please click on the **Select File** button below, a popup appears to add the thesis. Please ensure you have included the Certificate of Original Authorship immediately after the title page, and include your first name, last name, and student ID in the name of your file.

Step 5: To upload your iThenticate report please click on the **Select File** button below. Please check with your faculty if this is a part of the requirements.

ResearchMaster Home Course Variations Search

Template Name: Thesis Submission and Exam Results v1 | eForm Page: 2, Thesis Details
Status: Draft Enrollment Status: ADM - Admitted Workflow State: (STU) Draft

Pages

- General Information
- Submission Instructions
- Thesis Submission
- 1. Candidature Details
- 2. Thesis Details**
- 3. Student Statement
- Submission Summary
- Thesis Submission Summary

2. Thesis Details

In this section, please respond to the potential examiner and confidentiality questions and upload your thesis documents. Please read instructions carefully as the

--- Potential examiners list ---

You should have discussed potential examiners with your principal supervisor 2 months prior to thesis submission. You or your principal supervisor should have submitted your potential examiner in time for your thesis submission.

Have you submitted a Nomination of Examiner form? *

Yes

No

Step 1: Nomination of Examiners form

--- Thesis details ---

Thesis title

If this is not the correct thesis title, please contact [GRS](#)

Thesis title is missing

Step 2: Check your thesis title

Request for confidentiality

The university recognises that there is a need to protect the right of graduate research students to take advantage of their own research work and to restrict access to any material which may have support of the principal supervisor, for the thesis to have restricted access or confidential information status.

Does your thesis contain confidential material that should have restricted distribution? *

Yes

No

Step 3: Confidential materials question

Upload thesis

Please make sure you include your first name, last name and student ID (i.e. Jane Doe - 12345678.pdf) in the name of your file. Your uploaded thesis must be either a pdf or word document and in *. * If you want to use the UTS logo on your title page, please use the official [UTS Title Page](#) template. Any other use of the UTS logo in the thesis will be rejected. *

No file

Select file or Drop me here

Step 4: Upload thesis

Upload iThenticate report (if required by your faculty). For FEIT and Business School students only: iThenticate report (plagiarism check) supported by your supervisor. Information on I

No file

Select file or Drop me here

Step 5: Upload iThenticate Report (only if required by your faculty)

Student Statement Please read this page thoroughly. Once read, please tick the box. Additionally, please choose to either agree [My eEquals](#) or not. (see the screenshot below).

3. Student Statement

1. I certify that this thesis meets the requirements for theses as set out in **Student Rules 11.2** as appropriate, and the **Graduate Research Candidature Management, Thesis Preparation and Submission Procedures**.

2. I certify that the work in this thesis has not previously been submitted for a degree nor has it been submitted as part of requirements for a degree except as fully acknowledged within the thesis.

3. I certify that the thesis has been written by me. Any help that I have received in my research work and the preparation of the thesis itself has been acknowledged. I certify that all information sources and literature used are indicated in the thesis.

4. I certify that I have received ethics clearance from the appropriate authorities in accordance with **UTS policies on human and animal research** (if applicable).

5. I understand that if I am awarded a higher degree, I am required to submit a digital copy of my final thesis to the University Library which will be published in the University's digital repository (**Student Rule 11.22.3**).

6. I declare that I have checked my details on **MyStudentAdmin** and information such as my personal details and enrolment information including subjects and supervisors are correct.

By submitting this thesis and any associated documents, declarations and statements, I declare that:

- I understand that my request is in accordance with the **student rules and related policies, procedures and guidelines**.

I agree

Thesis submission date
22/05/2022

UTS My eEquals

UTS will automatically issue certified authentic digital versions of official academic record (Transcript, Testamur and Australian Higher Education Graduation Statement) to graduating students via My eEquals, a secure, online platform. All graduating students will still receive a hard copy testamur. Please read through the information found at UTS My eEquals and the UTS privacy before making your decision. If you wish to consent to My eEquals you can skip ahead to the next section of this form. If you do not want your academic record to be available on My eEquals, please tick the box below.

By ticking this box, I wish to opt out of UTS My eEquals and I understand this means I will not be able to access my graduation record.

Once the 3 sections have been completed please check that everything is correct on the **Thesis Submission Summary** page. If all details are correct, please submit your thesis to your supervisor by selecting the **Submit Thesis** button in the Action pane on the upper right side.

Thesis Submission Summary

Student ID

Surname

First name

Course code/name
C02058_V2 - Doctor of Philosophy

Faculty/school
1348 - BUS.Economics Discipline Group

Actions

- Save
- Submit Thesis
- Delete Thesis
- Reports

The completed form will go to:

- Supervisor
- RO
- RAO
- GRS