

**SUB-FORM-01**  
**Thesis Submission and Release Form**



JCU Graduate Research School (GRS)

This form is to be submitted to the Graduate Research School with your Higher Degree by Research thesis for examination and is required before the research thesis can be sent for examination.

**In completing and signing this form you are indicating that you have been truthful in all responses and that all information provided by you is correct to the best of your knowledge.**

**Candidate's Details**

First /Given Name:				
Surname / Family Name:				
Student ID:				
Email Address:				
Thesis Title:				
<a href="#">ORCID:</a>				
Degree:	<input type="checkbox"/> Masters	<input type="checkbox"/> PhD	<input type="checkbox"/> Professional Doctorate	<input type="checkbox"/> PhD by Prior Publication
College:				

**50 Word Abstract**

A 50 word abstract is required when you submit your thesis for examination and must be included below. The abstract is included on your Graduation Statement and may be also read out (for research doctorates) if you attend the Graduation Ceremony. In writing your abstract please remember that most members of the audience know nothing about your work or about the research process so avoid technical jargon. Your abstract should be written in the active voice and must be no more than 50 words. A good model comprises three sentences along the following lines:

- What you did;
- What you found;
- The significance of what you found out.

**Hypothetical examples follow:**

Joan Smith studied the Atherton Ringtail Possum. She found that this species occurs only in high altitude rainforests in the Wet Tropics and that it feeds on the leaves of single species of trees with a very restricted distribution. Conservation agencies are using her results in developing a recovery plan for this endangered species.

John Jones investigated the vulnerability of household residents in the greater Townsville region to tropical cyclone and storm surge hazards. He found that both vulnerability and community awareness varied significantly amongst townships and communities. Emergency services in North Queensland are using the results of his study.

**Research Data Storage and Release**

Original data should be retained in the College in which they were generated. Data should be held for as long as readers of the thesis or publications might reasonably expect to be able to raise questions that require reference to it. Data should be stored for at least 5 years. Where it is impossible or impracticable to hold data, a written indication of the location of the data, or key information regarding its location (e.g. the way in which it was called up from a limited access database) must be kept in the College. More information is available at [Research Data: Storage & Management at JCU](#).

All data sets which do not have restrictions due to commercial, confidentiality or other reasons should be made publicly available via the JCU Tropical Data Hub. Data and primary materials, such as lab books, must be accounted for and arrangements made regarding their storage, access and disposal in accordance with University, Government and Ethics requirements. When submitting the final copy of your thesis to the JCU Library links to Tropical Data Hub records should be included in the thesis rather than presenting the data in an appendix in the thesis.

**Please indicate below how your data and primary materials have been stored and released or attach a completed Data Management Plan to this form.**

Type of Material/Data (e.g. lab books, data set)	Where and how stored (e.g. with Primary Advisor, College Repository, on Tropical Data Hub)

## Thesis Preparation

All items under this heading must be completed.

<input type="checkbox"/>	I have prepared my thesis as outlined in the <a href="#">HDR Thesis Preparation Guidelines</a> .
<input type="checkbox"/>	I have included a Statement on the Contribution of Others, including financial and editorial help (see <a href="#">HDR Thesis Preparation Guidelines</a> ).
<input type="checkbox"/>	I have read and understood the <a href="#">Intellectual Property Policy</a> , in particular Section 4: Ownership and Assignment of Intellectual Property – Students, and the <a href="#">University's Copyright Policy</a> .
<input type="checkbox"/>	I declare that this thesis is my own work and has not been submitted in any form for another degree or diploma at any university or other institution of tertiary education. Information derived from the published or unpublished work of others has been acknowledged in the text and a list of references is given.
<input type="checkbox"/>	I declare that this thesis contains no material which infringes the copyright of any other person. I have obtained permission from the copyright owners to use third-party copyright material reproduced in the thesis (e.g. photos or other images, tables, maps, diagrams, quotes or other blocks of text, questionnaires, unpublished letters or emails), or to use any of my own published work (e.g. journal articles) in which the copyright is held by another party (e.g. publisher, co-author). Any permission statements from copyright owners are in an appendix to both the print and electronic copies of the thesis.
<input type="checkbox"/>	I have made my Advisory Panel and the Graduate Research School aware of any agreements or contracts which will impact on the examination of my thesis (e.g. confidentiality clauses for examiners)
<input type="checkbox"/>	I will provide with this form a final electronic copy of the thesis for examination in <b>word</b> and <b>pdf</b> format to my Primary Advisor and my College's HDR Academic Services Officer.
<input type="checkbox"/>	I agree to my examiner reports being used anonymously for Quality Assurance and training purposes
<input type="checkbox"/>	I have submitted a final report to the Ethics Officer if the research within my thesis required ethics approval.
<input type="checkbox"/>	I declare that I will provide a final electronic <b>pdf</b> copy of my thesis to the James Cook University Library which is an accurate copy of the thesis post-examination and corrections. I understand that this copy is for deposit in the institutional repository <a href="#">ResearchOnline@JCU</a> , and I have read the <a href="#">Copyright information for repository users</a> .
<input type="checkbox"/>	I grant the University a permanent non-exclusive licence to store, display or copy any or all of the thesis, in all forms of media, for use within the University, and to make the thesis freely available online to other persons or organisations <b>OR</b>
<input type="checkbox"/>	I wish for this work to be embargoed for ____ months** (up to 12) after which I grant the University a permanent non-exclusive licence to store, display or copy any or all of the thesis, in all forms of media, for use within the University, and to make the thesis freely available online to other persons or organisations.  The reason for the embargo is: <input type="checkbox"/> Cultural <input type="checkbox"/> Commercial <input type="checkbox"/> Legal <input type="checkbox"/> Other _____ <b>OR</b>
<input type="checkbox"/>	I wish for this work to be embargoed for greater than 12 months**. A letter outlining the reasons for a request to embargo the work for greater than 12 months will be attached to and submitted with this form.

## Candidate's Signature

Signature:

Date:

**Dean Graduate Research approval for embargo for greater than 12 months**

Signature:

Date:

Students granted an embargo exemption are still required to deposit the whole of their thesis in digital format with the University Library and are required to prepare an extended 1000 to 2000 word abstract for inclusion in ResearchOnline@JCU and to get formal permission to take this option. A letter outlining the reasons for a request to embargo the work for greater than 12 months must be attached to and submitted with this form for approval by the Dean, Graduate Research.

Please check procedures for lodgement of your thesis in the Library with your College office.

\*\*I understand that the embargo period will commence from the day that the Library receives the final version of my thesis (i.e. post-examination/review/corrections).

**What to do next**

Once you have completed all sections of this form above this page and have signed above, please give this form to your Primary Advisor for Advisory approval

**Advisory Panel Certification**

Advisor's Recommendation (to be completed by Primary and Secondary Advisors)

- We do hereby certify that the candidate's work, including the thesis, has been completed to our satisfaction and that the thesis is in a format and of an editorial standard recognised by the College as appropriate for examination.
- We have concerns about the standard of the thesis and have contacted the candidate regarding these concerns. We have attached the correspondence with the candidate to this form, the candidate's response and a statement regarding our concerns about the standard of the thesis for examination.
- We have viewed the iThenticate report and are happy with the result.

**Primary Advisor**

Name:

Signature:

Date:

**Secondary**

Name:

Signature:

Date:

**Additional Advisors including Advisor Mentor**

Name:

Signature:

Date:

Name:

Signature:

Date:

Once the Advisory Panel has signed this section and attached any required documentation, please forward to the College Academic Services Officer for College Dean or nominee approval.

**College Dean (or nominee)**

Name:

Signature:

Date: