

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

All items under this heading must be completed. If you do not have an ORCID iD follow the link provided below to create one and connect it to your JCU account.

First /Given Name:			
Surname / Family Name:			
Student ID:			
JCU Email Address:			
Personal Email Address:			
Thesis Title:			
<u>ORCID ID:</u>			
Degree:	<input type="checkbox"/> Masters	<input type="checkbox"/> PhD	<input type="checkbox"/> Professional Doctorate
College:			

50 Word Abstract

A 50 word abstract is required when you submit your thesis for examination and must be included below. The Library will use this abstract as the thesis summary in [ResearchOnline@JCU](#) and [One Search](#), which are harvested by [Trove](#) and other external databases and search engines. The abstract is included on your Graduation Statement and may be read out (for research doctorates) if you attend the Graduation Ceremony. 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.

Thesis Preparation

All items under this heading must be completed.

<input type="checkbox"/>	I have prepared my thesis as outlined in the HDR Thesis Preparation Guidelines .
<input type="checkbox"/>	I have submitted my thesis to iThenticate and have provided the report to my advisors.
<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 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 (with the exception of Co-tutelle agreements). 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 have included a Statement on the Contribution of Others, including financial and editorial help (see HDR Thesis Preparation Guidelines). Where my own publications have been used in the thesis I have completed and attached a Thesis Publications, Copyright and Sensitivity Declaration .
<input type="checkbox"/>	I have read and understood the Intellectual Property Policy , in particular Section 4: Ownership and Assignment of Intellectual Property – Students, and the University's Copyright Policy .
<input type="checkbox"/>	<p>I have appropriately acknowledged the owner for use of any third-party copyright material in this thesis and I understand that third party copyright material included in a thesis for the purpose of assessment, may require permission from the copyright owner to be included in the open access repository version. (Third party copyright material may include photos or other images, tables, maps, diagrams, quotes, other text, questionnaires, unpublished correspondence etc.)</p> <p>Please select one or more:</p> <p><input type="checkbox"/> I have not included any material that infringes copyright, and no permissions were required</p> <p><input type="checkbox"/> I have obtained permission to use third-party copyright material where copyright exceptions do not apply. Permission statements are attached to this Thesis Submission and Release Form, or permission is clearly stated within the thesis</p> <p><input type="checkbox"/> I have been unable to obtain permission to use some third-party copyright material. I have completed and attached a Thesis Publications, Copyright and Sensitivity Declaration and I understand that this material may be redacted from the open access repository version.</p>

<input type="checkbox"/>	<p>I understand that culturally or otherwise sensitive material included in a thesis for the purpose of assessment, may require permission from stakeholders to be included in the open access repository version. (Culturally or otherwise sensitive material may include photos or other images, sacred texts, transcripts, unpublished correspondence etc.)</p> <p>Please select one or more:</p> <p><input type="checkbox"/> My thesis does not contain any sensitive material.</p> <p><input type="checkbox"/> My thesis contains sensitive material for which I have obtained permission to use in the open access repository version. Permission statements are attached to this Thesis Submission and Release Form, or permission is clearly stated within the thesis</p> <p><input type="checkbox"/> My thesis contains sensitive material for which I have been unable to obtain permission to use in the open access repository version. I have completed and attached a Thesis Publications, Copyright and Sensitivity Declaration and I understand that this material may be redacted from the open access repository version.</p>
<input type="checkbox"/>	<p>I understand that I have to comply with JCU's research data management requirements (as outlined on the RDIM website) before completion and will ensure I:</p> <ul style="list-style-type: none"> • update my Research Data Management Plan (RDMP) in Research Data JCU, • deposit (archive) my research assets to a JCU storage option or discipline / funder specific repository (to organise e-mail researchdata@jcu.edu.au). • complete my Data Record in Research Data JCU (digital research assets only), • complete archiving of physical research assets and research project documentation (can include but not limited to physical (hard copy) data, signed ethics consent forms, primary materials such as lab notebooks etc) and • complete my Data Publication in Research Data JCU (if appropriate). <p>Note: it may be possible that a Data Record or Data Publication is not applicable or appropriate – I have sought advice through researchdata@jcu.edu.au</p>
<input type="checkbox"/>	<p>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)</p>
<input type="checkbox"/>	<p>I will provide with this form a final electronic copy of the thesis for examination in word and pdf format to my Primary Advisor and my College's HDR Academic Services Officer.</p>
<input type="checkbox"/>	<p>I agree to my examiner reports being used anonymously for Quality Assurance and training purposes</p>
<input type="checkbox"/>	<p>I declare that I will provide a final electronic pdf copy of my thesis to my College's HDR Academic Services Officer which is an accurate copy of the thesis post-examination, incorporating corrections. I understand that this copy is for deposit in the institutional repository ResearchOnline@JCU, and I have read the Copyright information for repository users.</p>

Public Access to the Thesis and Embargoes

Select ONE option

<input type="checkbox"/>	<p>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.</p>
<p>OR</p>	
<input type="checkbox"/>	<p>I wish for this work to be embargoed, 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</p>

	<p>within the University, and to make the thesis freely available online to other persons or organisations.**</p> <p>Embargoes will only be granted in compelling circumstances. A letter outlining the reasons for a request to embargo the thesis for a specified duration (12 months or greater) will be attached to and submitted with this form for approval by the Dean, Graduate Research. See HDR Thesis - Library Deposit Guide for a list of eligible criteria.</p> <p>**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).</p>
Select ONE option (only for candidates seeking an embargo)	
<input type="checkbox"/>	While under embargo, there may be a record for my thesis in the institutional repository (citation information and abstract only) with the thesis file restricted for the duration of the embargo.
OR	
<input type="checkbox"/>	While under embargo, there must not be any public record of my thesis in the institutional repository. Reasonable justification (e.g. protecting the Candidate's wellbeing or a contractual obligation) for this request will be included in writing to the Dean, Graduate Research.

Documents Attached to the Thesis Submission and Release Form

Select any that apply	
<input type="checkbox"/>	Thesis Publications, Copyright and Sensitivity Declaration
<input type="checkbox"/>	Request for an embargo
<input type="checkbox"/>	Permission statements from third party copyright owners
<input type="checkbox"/>	Permission statements from stakeholders of sensitive material
<input type="checkbox"/>	Other:

Candidate's Signature

Signature:		Date:	
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<p>What to do next</p> <p>Once you have completed all sections of this form, attached any necessary supplemental documents and have signed above, please give this form to your Primary Advisor for Advisory approval.</p>

Advisory Panel Certification

Advisor's Recommendation (to be completed by Primary and Secondary Advisors)	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	We have viewed the iThenticate report and are happy with the result.

Primary Advisor		
Name:	Signature:	Date:
Secondary Advisor		
Name:	Signature:	Date:
Additional Advisors including Advisor Mentor		
Name:	Signature:	Date:
Name:	Signature:	Date:
What to do Next		
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:

Dean Graduate Research approval for embargo for greater than 12 months		
Name:	Signature:	Date: