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| **FORM** |
| **JCU Graduate Research School (GRS)**Version August 2015 | **Submission of Higher Degree by Research Thesis for Examination and Release** | Description: JCU_Logo_RGB |
| [www.jcu.edu.au/grs](http://www.jcu.edu.au/grs) | GRS@jcu.edu.au | 07 4781 5861 or 4735 |

This form is to be completed in accordance with the [Graduate Research School Policies and Procedures](http://www.jcu.edu.au/grs/policies/index.htm) and submitted with your thesis for examination to the Graduate Research School. The form will be forwarded to the Corporate Information Section for permanent retention in accordance with [JCU's Records Management Framework.](http://www.jcu.edu.au/policy/allitoz/JCU_117505.html) This form is to be signed by the HDR Candidate, the candidate’s advisors and the College Dean (or their nominee) and must be received by the Graduate Research School (grs@jcu.edu.au) prior to dispatch of the research thesis to approved examiners.

**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.**

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| **Candidate’s Family Name:** |  |
| **Candidate’s Given Name:** |  |
| **Student Number (8 digits):** |  |
| **Degree:** |  [ ]  PhD [ ]  Masters  [ ]  Professional Doctorate (Res) [ ]  Professional Doctorate (CW) |
| **College:** |  |
| **Email Address:** |  |
| **Title of Thesis:** |  |
| **Date of Thesis Submission:** |  |

**Field of Research (FoR) and Socio-Economic Objective (SEO) codes**

Further information about these codes can be found at: <http://www.arc.gov.au/rfcd-seo-and-anzsic-codes>

Select at least 1 and no more than 3 codes and the percentage to which it applies (must add up to 100%)

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| --- | --- | --- | --- |
| **FoR code/s** | 1. | 2. | 3. |
| **FoR code percentage** | % | % | % |
| **SEO code/s** | 1. | 2. | 3. |
| **SEO code percentage** | % | % | % |

**Thesis Format and Submission**

**All items under this heading must be completed.**

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|[ ]  I have set out the sections of my thesis as outlined in the [HDR Thesis Format Guidelines](http://www.jcu.edu.au/grs/policies/JCU_137072.html). |
|[ ]  I have included a Statement on the Contribution of Others, including financial and editorial help ([Contribution of Others Example](https://www.jcu.edu.au/__data/assets/pdf_file/0008/34766/jcuprd_046148.pdf)) and have ensured the following are specified:* The extent of collaboration with another person or persons in the design of my research and the collection and analysis of data.
* The extent and the nature of any other assistance received in the pursuit of the research and preparation of my thesis.
 |
|[ ]  I declare that I have stated clearly and fully in the thesis the extent of any collaboration with others. To the best of my knowledge and belief, the thesis contains no material previously published by any other person except where due acknowledgment has been made. |
|[ ]  The contributions of all authors to any co-authored papers included in the thesis have been provided in tabular format in the material at the beginning of the thesis. |
|[ ]  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) |
|[ ]  I have submitted an electronic copy of the thesis in **word** format to my Primary Advisor. |
|[ ]  I have submitted an electronic copy of the thesis in **pdf** format to my College’s HDR Administrative Officer. |

**Proof-reading and Editing**

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|[ ]  I have proof read my thesis carefully and have corrected all typing, spelling grammatical and punctuation errors as outlined in the [Guidelines for Proof-Reading and Editing of Theses and Dissertation](http://www.jcu.edu.au/grs/static/policy_thesis_editing_LatestReleased_1_JCUPRD1_058480.pdf). |
|[ ]  If you used a professional proof-reader/editor in preparing the final thesis please tick to declare that you have read and complied with the [Proof-Reading and Editing guidelines](http://www.jcu.edu.au/grs/current/thesis/index.htm). |

**50 Word Abstract**

A 50 word abstract is required when you submit your thesis for examination and must be included below and emailed to GRS@jcu.edu.au. 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 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.*

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| 50 Word Abstract. |
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**Ethics Approval and Final Report**

**If your research for your thesis required Ethics approval, you must complete this section. If your research did not require Ethics approval please indicate this below and move to the following section.**

Was Ethics Approval required for this thesis?

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|[ ]  Yes – complete Ethics Approval and Final Report Details below |
|[ ]  No – go to the next section. |

In completing this form you are certifying that, where applicable, the research presented in your thesis was conducted within the guidelines for research ethics outlined in the National Statement on Ethics Conduct in Research Involving Humans (1999), the joint NHMRC/AVCC Statement and Guidelines on Research Practice (1997) and the James Cook University Code for the Responsible Conduct of Research and the research methodology received clearance from the James Cook University Research Ethics Committee.

Ethics Approval Details:

**JCU Ethics Approval No:**

**Date of Approval:**

**Primary Advisor’s Name:**

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|[ ]  I have submitted a final report to the Ethics Officer. |

**Use of Research Facilities**

Please indicate if your research involved the use of any of the JCU Research Facilities listed below (check boxes where applicable):

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|[ ]  Australian Tropical Herbarium |
|[ ]  Daintree Rainforest Observatory |
|[ ]  Australian Coastal Radar Network |
|[ ]  Advanced Analytical Centre |
|[ ]  Cyclone Testing Station |
|[ ]  Orpheus Island Research Station |
|[ ]  Fletcherview Research Station |
|[ ]  Paluma Rainforest Field Station |
|[ ]  eResearch (including High Performance and Research Computing) |
|[ ]  Centre for Particle Characterisation |
|[ ]  Australian Synchrotron |
|[ ]  Queensland Compound Library |
|[ ]  Marine and Aquaculture Research Facilities Unit |
|[ ]  Boating and Diving |
|[ ]  James Kirby Research Vessel |
|[ ]  Australian National Fabrication Facility |
|[ ]  Integrated Ocean Drilling Program |
|[ ]  Other – please specify: |

**Research Data Storage and Release**

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 (<https://eresearch.jcu.edu.au/tdh>). 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.

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](http://eresearch.jcu.edu.au/news/resources/JCUDataManagementInfo.pdf).

**Please indicate below how your data and primary materials will be stored and released or attach your updated Data Management Plan to this form.**

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| **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)** |
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**Ownership of Intellectual Property**

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|[ ]  **Mandatory:** I declare that I have read and understood the [Intellectual Property Policy](https://www.jcu.edu.au/policy/research-management/intellectual-property-policy-and-procedure), in particular Section 4: Ownership and Assignment of Intellectual Property – Students.  |
|[ ]  **Leave blank if not applicable:** I have signed an Assignment of Intellectual Property and/or Confidentiality Agreement that embargoes publication of my thesis and stipulates restrictions on the use of my intellectual property or the production of publications that include or are based on my intellectual property, as a precondition of, or in the course of participating in my thesis project. |

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It is recommended that you include the following statement at the start of your thesis:

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|[ ]  I declare that I have read the Copyright Policy of the University and understand the provisions therein. |
|[ ]  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. |
| **AND** |
|[ ]  I declare that the thesis contains no material which infringes the copyright of any other person(s) and therefore no permission statements are required. |
| **OR** |
|[ ]  I declare that I have obtained permission from the copyright owners to use any 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). The statement/s from copyright owners are in an appendix to both the print and electronic copies of the thesis.  |

**Release of Thesis**

It is University Policy that identical unbound print and electronic copies (normally a PDF) of a Research Higher Degree thesis must be lodged for deposit in the Library prior to conferral of the degree by the Council of the University. Publicly available research and scholarly output of the University is located in the central digital institutional repository known as [ResearchOnline@JCU](http://eprints.jcu.edu.au/).

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|[ ]  I declare that the electronic copy of my thesis provided to the James Cook University Library will be, within the limits of the technology available, an accurate copy of the print thesis submitted. |
| **Does your thesis contain material which could be considered sensitive or confidential?** |
|[ ]  Yes – complete the question below and see the information regarding embargoes and exemptions |
|[ ]  No - move to the Copyright Statement below |
| **Type/s of sensitive or confidential material in the thesis:** |
| [ ]  | Commercial | [ ]  Cultural | [ ]  Legal |
| [ ]  | Other (Please specify): |
| If your thesis contains material which should remain confidential or restricted you may request an embargo on either part or all of the thesis for a specified duration. In exceptional circumstances, an exemption from making the thesis available through the JCU Library’s collections for all or part of the thesis may be sought. Candidates seeking an embargo of greater than 12 months or an exemption from deposition must have approval from the Dean, Graduate Research.  |
| **Copyright Statement: I, as the copyright owner of this thesis, and following the award of the degree:** |
|[ ]  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 (no embargo). |
| **OR** |
|[ ]  Wish for this work to be embargoed for less than 12 months, until (date) \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ 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. Embargoes longer than 12 months must be approved by the Dean of Graduate Research (see below). |
| **OR** |
|[ ]  Am applying for an embargo of greater than 12 months or an exemption from making the thesis available through the JCU Library’s collections (A letter outlining the reasons for this request must be attached to and submitted with this form.) |

**Checking of Official Record**

Once a Higher Degree by Research candidate has successfully passed their course, their official record, including their research thesis area (discipline), thesis title and names of the members of their Advisory panel are not able to be altered. Therefore, it is essential that this information is checked at the time of thesis submission.

The thesis title used in the official records will be that of the thesis submitted for examination. However you must check the following details by logging into [eStudent](https://secure.jcu.edu.au/eStudent/login.aspx?ReturnUrl=/eStudent/Default.aspx), then click on the ‘My Results and Graduation’ tab, click on ‘View’ for the appropriate degree and then ‘Email Complete Academic Record’. Your record will be emailed to your student email address. You must check this record to ensure all of your details are correct.

**I have accessed my academic record and confirm that:**

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|[ ]  The degree listed is correct (e.g. Doctor of Philosophy) |
|[ ]  The research thesis area (in brackets) is correct – e.g. Doctor of Philosophy Research Thesis (Environmental Science and Management). Please note that this is not a ‘free text’ field and reflects the research thesis area that you were initially offered and accepted, so changes are rare. |
|[ ]  My Advisory Panel includes all Advisors in their correct roles (i.e. Primary Advisor, Secondary Advisor, etc). |

If any of the details above are not correct, you need to immediately notify the Graduate Research School (grs@jcu.edu.au) and indicate which information you believe is erroneous. You will receive instructions on how to remedy this and must complete the steps required in order to amend your record before finalisation of your degree.

**Candidate Signature**

I agree to my examiners’ reports being used anonymously for Quality Assurance and training purposes.

[ ]  Yes [ ]  No

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| **Candidate Name:****Candidate Signature: Date:** |

**Privacy Policy**

Information supplied on this form will be handled in accordance with JCU’s [Privacy Policy](http://www.jcu.edu.au/policy/governance/conduct/JCUDEV_005373.html). By signing this form I acknowledge that this information may be provided to other areas of JCU and to third parties for administrative and legislative purposes, including (but not limited to) other State and Commonwealth government agencies.

***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 and comments.***

**Advisory Panel Certification**

**Primary Advisor to complete**

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|[ ]  I, as the Primary Advisor of the named candidate on behalf of the Advisory Panel, declare that the candidate has completed this form accurately to the best of my knowledge. |
|[ ]  The candidate has provided me with an electronic copy (Word format) of their thesis. |
|[ ]  I have checked and agree with the information in the thesis outlining the contributions of all authors for any co-authored papers included in the thesis. |
|[ ]  I certify that the candidate has successfully completed the Pre-Completion Evaluation |
| I confirm that the Nomination of Examiners form has been completed and that: |
|[ ]  each examiner has been contacted regarding the examination and asked if they would prefer a hard copy or electronic copy of the thesis to examine,  |
|[ ]  I am not aware of any conflict of interest for any of the nominated examiners as per the Conflict of Interest Policy  |
|[ ]  the Nomination of Examiners form has been forwarded to the College Dean for review and approval |
| **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. |
| **OR** |
|[ ]  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. |

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| **Primary Advisor Name:** **Primary Advisor Signature: Date:****Secondary Advisor Name:****Secondary Advisor Signature: Date:****Advisor Mentor\* Name** (if not one of the above)**:****Advisor Mentor\* Signature: Date:** |

*\*Applies to candidates who applied post July 1 2015*

***Once the Advisory Panel has signed this section and attached any required documentation, please forward to the College Dean or nominee.***

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| **College Dean (or nominee) Name:** **Signature: Date:** |