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| **SUB-FORM-01**  **Thesis Submission and Release Form** | Description: JCU_Logo_RGB |
| JCU Graduate Research School (GRS) | |

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| 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.** |

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| **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: |  | | |
| [**ORCID ID:**](https://research.jcu.edu.au/orcid-link/) |  | | |
| Degree: |  |  |  |
| Masters | PhD | Professional Doctorate |
| College: |  | | |

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| **25 & 50 Word Abstracts** |
| A 50 word abstract is required when you submit your thesis for examination and must be included in the box below. The Library will use this abstract as the thesis summary in [ResearchOnline@JCU](https://researchonline.jcu.edu.au/) and [One Search](https://jcu.primo.exlibrisgroup.com/discovery/search?vid=61ARL_JCU:JCU&lang=en), which are harvested by [Trove](https://trove.nla.gov.au/) and other external databases and search engines.   An additional 25 word abstract (max 30) is included on your Graduation Statement and will be announced (for research doctorates) if you attend a Graduation Ceremony. It should be written in plain English, avoiding jargon, or complex language and cater to a general audience. Employing an active voice is recommended.   Ideally, the abstract should consist of two sentences detailing:   * What was investigated? * The findings or significance of these findings.   **Hypothetical examples:**  Joan Smith explored the endangered Atherton Ringtail Possum, exclusive to the high-altitude wet tropics rainforests. Conservation agencies are now utilizing her findings to formulate recovery plans.  John Jones examined the vulnerability of households in greater Townsville to cyclones and storm surges. He discovered that awareness varied significantly, prompting Emergency Services to adopt his findings. |
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| **Australian Aboriginal and Torres Strait Islander Authorship and/or Research Content** | | |
| **James Cook University is committed to respectful and culturally safe representation of Aboriginal and**  **Torres Strait Islanders and acknowledges the important contribution of Indigenous Australians to the**  **fields of teaching, learning and research.**  **Information collected in this section is for the purpose of Library catalogue records, including cultural**  **advice notices in public facing records.** | | |
|  | I identify as Australian Aboriginal and/or Torres Strait Islander. | |
|  | My thesis contains Australian Aboriginal and/or Torres Strait Islander research content.  (Including where the author is Non-Indigenous) | |
|  | I would like my thesis to display the following Cultural Advice in the Library’s One Search and  ResearchOnline@JCU records:  Aboriginal and Torres Strait Islander peoples are warned that this thesis may contain images, transcripts or names of Aboriginal and Torres Strait Islander  peoples now deceased. It may also contain historically and culturally sensitive words, terms and descriptions. | |
| Optional: Please provide any other information related to your Aboriginal and Torres Strait Islander  authorship or research content if you wish. Australian Indigenous authors are welcome to include  connections to Country, Nation, Community, Language Group or Clan, to be used in the library  catalogue record. | | |
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| **Thesis Preparation** | | |
| **All items under this heading must be completed.** | | |
|  | I have prepared my thesis as outlined in the [HDR Thesis Preparation Guidelines](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-thesis-format-guidelines). | |
|  | I have submitted my thesis to [iThenticate](https://www.jcu.edu.au/graduate-research-school/ithenticate) and have provided the report to my advisors. | |
|  | I have submitted a final report to the Ethics Officer if the research within my thesis required ethics approval. | |
|  | 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 | |
|  | I have included a Statement on the Contribution of Others, including financial and editorial help (see [HDR Thesis Preparation Guidelines).](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-thesis-format-guidelines) Where my own publications have been used in the thesis I have completed and attached a [Thesis Publications, Copyright and Sensitivity Declaration.](https://www.jcu.edu.au/graduate-research-school/formstemplates) | |
|  | 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, and the [University’s Copyright Policy.](https://www.jcu.edu.au/policy/student-services/copyright-policy-and-procedure) | |
|  | 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.)  **Please select one or more**: | |
|  |  | I have not included any material that infringes copyright, and no permissions were required |
|  |  | 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 |
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|  | 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.)  **Please select one or more**: | |
|  |  | My thesis does not contain any sensitive material. |
|  |  | 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 |
|  |  | 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](https://www.jcu.edu.au/graduate-research-school/formstemplates) and I understand that this material may be redacted from the open access repository version. |

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|  | I understand that I have to comply with JCU’s research data management requirements(as outlined on the [RDIM website](https://www.jcu.edu.au/rdim)) ***before completion*** and will ensure I:   |  | | --- | | * update my Research Data Management Plan (RDMP) in [*Research Data JCU*](https://research.jcu.edu.au/data/default/rdmp/home), | | * deposit (archive)my research assets to a JCU storage option or discipline / funder specific repository (to organise e-mail [researchdata@jcu.edu.au](mailto:researchdata@jcu.edu.au)), | | * complete my Data Record in [*Research Data JCU*](https://research.jcu.edu.au/data/default/rdmp/home) (digital research assets only), | | * complete [archiving of physical research assets](https://www.jcu.edu.au/rdim/step-3-archive/process-for-archiving-research-data-and-information-assets/archiving-of-physical-research-data-and-information-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*](https://research.jcu.edu.au/data/default/rdmp/home)(if appropriate).   **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](mailto:researchdata@jcu.edu.au) | |
|  | 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 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. |
|  | I agree to my examiner reports being used anonymously for Quality Assurance and training purposes |
|  | 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.](https://www.jcu.edu.au/library/about/research-support-services/copyright/copyright-information-for-repository-users) |

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| **Public Access to the Thesis and Embargoes** | |
| **Select ONE option** | |
|  | 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. |
| **OR** | |
|  | 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 within the University, and to make the thesis freely available online to other persons or organisations.\*\*  **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](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-library-thesis-deposit-procedure) for a list of eligible criteria.  **\*\***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). |
| **Select ONE option (only for candidates seeking an embargo)** | |
|  | 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** | |
|  | 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. |

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| **Documents Attached to the Thesis Submission and Release Form** | |
| **Select any that apply** | |
|  | [Thesis Publications, Copyright and Sensitivity Declaration](mailto:https://www.jcu.edu.au/graduate-research-school/formstemplates) |
|  | Request for an embargo |
|  | Permission statements from third party copyright owners |
|  | Permission statements from stakeholders of sensitive material |
|  | Other: |

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| **Candidate’s Signature** | | | |
| Signature: |  | Date: |  |

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| **What to do next**  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. |

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| **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. |

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| **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. | | |

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| **College Dean (or nominee)** |

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| Name: | Signature: | Date: |

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