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THESIS EXAMINATION AND SUBMISSION CHECKLIST

Last updated July 2019

This checklist is a supplement to information on the Managing your higher degree by research website. The checklist will guide you through the approvals you must obtain and forms you need to complete, from submitting your thesis for examination to approval for graduation.

	Tasks	Information	Contact
☐	The Nomination of Examiners form must be approved by the Faculty Graduate Studies Committee, prior to submission.	The Graduate Research School will advise you via email, and you may then proceed with submission.	Supervisor Thesis Examinations Officer ROC.GRS@curtin.edu.au
☐	Complete the 10 minute online training module Copyright for HDR students.	Copyright for HDR Students module	library-copyright@curtin.edu.au
☐	Obtain permissions for reuse of third party copyright material. You are responsible for clearing permissions.	Copyright for HDR Students webpage	library-copyright@curtin.edu.au
☐	Submission for examination: • Prepare a brief abstract of your thesis for the Graduation Statement; • Complete the Copyright and Release of Thesis for Examination form; • Save your final thesis in PDF format. Submit these 3 files to the GRS via email or a file-sharing service.	Preparing and submitting your thesis Copyright and Release of Thesis for Examination (scroll down to Thesis examination)	Supervisor Thesis Examinations Officer ROC.GRS@curtin.edu.au
☐	Once your thesis has been passed, provide a statement to your Thesis Committee that addresses the examiners' comments and confirms that required amendments have been carried out.		Supervisor
☐	Once your Thesis Committee is satisfied with the amendments, present two loose-leaf copies of the final version of your thesis, together with the Binding Memo form, to G Mart Books for permanent binding.	Thesis Binding Memo (scroll down to Thesis examination) G Mart: Your Guild Store Bound copies are for: 1. Primary Supervisor 2. Candidate	g-mart@guild.curtin.edu.au G-Mart: Perth campus, Building 106G
☐	Complete the Submission of Digital Thesis form. Ensure the form has been signed by you and your supervisor.	Submission of digital thesis (scroll down to Digital thesis submission)	Thesis Examinations Officer ROC.GRS@curtin.edu.au

Tasks	Information	Contact
☐ Upload a digital copy of the final version of the thesis to the Library. If copyrighted material has been removed, also upload the edited version. The Library will notify receipt by email.	espace Thesis Submission • Bound print copy is not required by the Library • Remove signatures from thesis before uploading	Library-theses@curtin.edu.au
☐ Your Thesis Committee will submit the Report of Chairperson documentation to the GRS for FGSC and UGSC approval. GRS will advise you by email once you've been approved to graduate.		Supervisor Thesis Examinations Officer ROC.GRS@curtin.edu.au
☐ The Library will display your thesis in espace once you've been approved to graduate, and advise you by email.	espace home page	Library-theses@curtin.edu.au
☐ The Graduations Office will confer your Award. You will be notified via OASIS on how to register to attend a ceremony, or collect your graduation documents.	Graduation	Online Contact form

Glossary

AHEGS - Australian Higher Education Graduation Statement

FGSC - Faculty Graduate Studies Committee

GRS - Graduate Research School

HDR - Higher Degree by Research

UGSC - University Graduate Studies Committee