



This checklist will guide you through the approvals and forms you need to complete from submitting your thesis for examination to approval for graduation. For more information, please visit the [Graduate Research School](#) website.

Tasks	Information	Contact
<input type="checkbox"/> Email your title page to the Thesis Examination Officer at thesis@curtin.edu.au for approval.	Thesis title page details	Thesis Examination Officer thesis@curtin.edu.au
<input type="checkbox"/> Nomination of Examiners form <u>must</u> 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
<input type="checkbox"/> If the thesis contains third-party copyright materials (e.g. questionnaires, artwork, unpublished letters), include copyright permission statements in an appendix to the thesis.	Sample letter requesting permission Copyright at Curtin: Higher degree theses students	Supervisor library-copyright@curtin.edu.au
<input type="checkbox"/> If you are completing a thesis by publication, do you have permission to re-use your papers in the thesis and in an institutional repository?	Check details of any journal publishing agreement you have signed – was copyright assigned to the publisher?	library-copyright@curtin.edu.au
<input type="checkbox"/> Complete 'Copyright and Release of Thesis for Examination' form, your supervisor will also sign this form confirming submission for examination.	Copyright and Release of Thesis for Examination	Thesis Examination Officer thesis@curtin.edu.au
<input type="checkbox"/> Email a short summary/75 word abstract of your thesis for AHEGS inclusion.	Graduation Statement	Thesis Examination Officer thesis@curtin.edu.au
<input type="checkbox"/> Submit your thesis in PDF format (hard copy may be requested by examiners) to the Thesis Examinations Office, Graduate Research School.		Thesis Examination Officer thesis@curtin.edu.au
<input type="checkbox"/> Once your thesis has been passed, provide a statement to your Thesis Committee that addresses the examiners' comments and confirms that these amendments have been carried out.		Supervisor



CURTIN UNIVERSITY LIBRARY

THESIS EXAMINATION AND SUBMISSION CHECKLIST

Tasks	Information	Contact
<input type="checkbox"/> Once your Thesis Committee is satisfied with the necessary amendments, present two loose-leaf copies of the final version of your thesis to G Mart Books (Building 106G) for permanent binding.	G Mart: Your Guild Store	g-mart@guild.curtin.edu.au
<input type="checkbox"/> Complete 'Submission of Digital Thesis' Form. Request embargo or exemption (if applicable).	Guidelines for the Submission of Digital Theses Submission of Digital Thesis Form	Thesis Examination Officer thesis@curtin.edu.au
<input type="checkbox"/> Upload digital copy of final version of the thesis to the Library. If part of the thesis is embargoed, upload partially embargoed version as well. Bound copy is not required by the Library.	espace Thesis Submission	Library-theses@curtin.edu.au
<input type="checkbox"/> Your Thesis Committee will submit the Report of Chairperson documentation to the Graduate Research School for FGSC, then UGSC approval. GRS will advise you via email once you've been approved to graduate.		Supervisor Thesis Examination Officer thesis@curtin.edu.au
<input type="checkbox"/> 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.		graduations@curtin.edu.au

The Library does not check theses for quality or copyright clearances prior to providing access via espace. Any requests for corrections or changes to a thesis must be sent to the Thesis Examination Officer at thesis@curtin.edu.au.

The Library manages embargoed thesis and provides access after the embargo period has expired. Requests for extension to an embargo must be in writing and approved by the Associate Deputy Vice Chancellor, Research and Training ADVCRTR@curtin.edu.au.

This document can be found online at <http://library.curtin.edu.au/about/thesis-checklist>.