



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
<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"/> Complete the 10 minute online training module Copyright for HDR students.	Copyright for HDR Students module	library-copyright@curtin.edu.au
<input type="checkbox"/> Obtain necessary permissions for reuse of third party copyright material. You are responsible for clearing permissions.	Copyright for HDR Students webpage	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.	Forms for research students (scroll down to the 'Thesis examination' section)	Supervisor Thesis Examination Officer GRS.ThesisExams@curtin.edu.au
<input type="checkbox"/> Email a short summary/75 word abstract of your thesis for AHEGS inclusion.	Submitting your thesis Graduation Statement	Thesis Examination Officer GRS.ThesisExams@curtin.edu.au
<input type="checkbox"/> Submit your thesis in PDF format to the Thesis Examinations Office, Graduate Research School.		Thesis Examination Officer GRS.ThesisExams@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
<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. Ensure you have obtained all necessary signatures.	Relevant forms and documents are located through the Managing your higher degree by research pages: <ul style="list-style-type: none"> Guidelines for the Submission of Digital Theses Submission of Digital Theses Form 	Thesis Examination Officer GRS.ThesisExams@curtin.edu.au

Tasks	Information	Contact
<input type="checkbox"/> Upload digital copy of final version of the thesis to the Library. Where a partial embargo or exemption has been granted also upload the part version.	espace Thesis Submission Bound print copy is not required by the Library.	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 GRS.ThesisExams@curtin.edu.au
<input type="checkbox"/> The Library will display your thesis in espace once you've been approved to graduate, and advise you by email.	espace home page	
<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

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

Glossary

AHEGS - Australian Higher Education Graduation Statement

FGSC - Faculty Graduate Studies Committee

UGSC - University Graduate Studies Committee