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|  | **Graduate Research Final Thesis for Degree Completion Submission Checklist** |  |

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| **Planning your final thesis submission:** |
| Upon receiving the examiners’ reports, discuss them with your supervisor and Chair of Examiners to have a mutual understanding of what changes are required.  Incorporate the requested changes by your examiners and enumerate the changes made in a single written response to the examination reports (a template is available on the ‘Examination Outcome’ TES page).  Ensure your thesis format meets the requirements set out in the [Preparation of Graduate Research Theses Rules](https://gradresearch.unimelb.edu.au/preparing-my-thesis/preparation-of-graduate-research-theses-rules).  Remove any signatures included in the final thesis, e.g. on the declaration page as this can be harvested by Google and appear in Google images.  Use [iThenticate](https://staff.unimelb.edu.au/research/ethics-integrity/research-integrity/ithenticate) to create a similarity report of your near final thesis draftand discuss any concerns with your supervisor and Chair of Examiners.  If your thesis contains other copyright material, you must obtain permission. See the Copyright Office page on[Copyright and your thesis](https://copyright.unimelb.edu.au/copyright-and-research/copyright-and-your-thesis).  Send the final thesis and index of changes to your Chair of Examiners for approval.  Go to the GR Hub: [My thesis in the library](https://gradresearch.unimelb.edu.au/examination/my-thesis-in-the-library/) for information about final thesis deposit requirements. If your final thesis consists of multiple components (including whole websites or files made available online), find further information at [Depositing multiple components for your final thesis record](https://gradresearch.unimelb.edu.au/examination/my-thesis-in-the-library/depositing-multiple-components).  Ensure that your [Unique Student Identification](https://students.unimelb.edu.au/new-students/unique-student-identifier-usi#:~:text=What%20is%20the%20USI%3F,the%20form%20of%20USI%20Transcript.) has been correctly created and lodged with the University of Melbourne to avoid delays to your completion. |
| **Submitting your final thesis:** |
| When you have received approval from your Chair of Examiner’s, upload a digital copy of your final thesis to [TES](https://tes.app.unimelb.edu.au/#/Home) (make sure there are no commas, spaces or symbols except for –[hyphens] and \_[underscores] in the file name). You must submit a durable record of all components of your final thesis for preservation purposes.  If you have multiple files that form part of your thesis, upload the files and indicate the access for each file via [TES](https://tes.app.unimelb.edu.au/#/Home). Refer to the further information below under the ‘Additional steps for thesis with creative works or other additional material’ section.  Do not upload to TES your index of changes, research data, ethics approval or other similar files that are not an integral component of your final thesis.  If you haven’t already done so, record your [ORCID](https://minerva-elements.unimelb.edu.au/login.html) in [TES](https://tes.app.unimelb.edu.au/#/Home). |
| **Additional steps for thesis with creative works or other additional material** |
| The thesis title listed on the written component is recorded on your official academic transcript and statements. If your thesis consists of a written dissertation and creative work and you wish to have an alternative thesis title recorded, email the title to the [Examinations Office](mailto:gr-exams@unimelb.edu.au) when submitting your final thesis to TES.  Submit a durable record of all components of your thesis: upload as an additional file(s) and indicate the access for each file via [TES](https://tes.app.unimelb.edu.au/#/Home). If the total size of all files exceeds 500 MB, upload your thesis file through the final thesis process and, contact the Examinations Office to arrange a secure University SharePoint link for uploading additional files. Alternatively, upload the files to a cloud storage platform and email the shared link to the Examinations Office.  If your thesis includes a website, submit the archived version of the website as additional files when submitting the final thesis to [TES](https://tes.app.unimelb.edu.au/#/Home). Refer to the GR Hub: [Depositing multiple components for your final thesis record](https://gradresearch.unimelb.edu.au/examination/my-thesis-in-the-library/depositing-multiple-components). |

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| **Related information** |
| GR Hub information for final thesis submission requirements:   * My thesis in the library:   <https://gradresearch.unimelb.edu.au/examination/my-thesis-in-the-library>   * Depositing multiple components for your final thesis record:   <https://gradresearch.unimelb.edu.au/examination/my-thesis-in-the-library/depositing-multiple-components>   * Thesis with creative works:   <https://gradresearch.unimelb.edu.au/preparing-my-thesis/thesis-with-creative-works>  Preparation of Graduate Research Theses Rules:  <https://gradresearch.unimelb.edu.au/preparing-my-thesis/preparation-of-graduate-research-theses-rules>  TES Graduate Researcher FAQs:  <https://gradresearch.unimelb.edu.au/examination/tes-student-faqs> |