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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 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> |