

HIGHER DEGREE RESEARCH Depositing Your Thesis for the Library (Electronic and Print) - Checklist

DO NOT PRINT THIS FORM. Please complete this form electronically and submit via the myGriffith/Griffith Portal. Paper copies of this form will not be accepted.

PART 1	APPLICANT DETAILS			CANDIDATE TO COMPLETE
ID:	Т	First name:		Family name:
s2807774		Luke		Lincoln
Please provide a personal or business email address in case Information Services needs to contact you after you have left the University about your thesis deposit for the Australasian Digital Theses (ADT) Program.				
Email: lukes611@gmail.com				
Electronic copy of approved thesis uploaded via the myGriffith portal. (Multiple files acceptable.). The electronic version MUST be identical to the version submitted and approved. If your thesis file is greater than 15Mb, you may not be able to upload the file. In this case please submit it via email: thesisexams@griffith.edu.au, Google Drive or USB. For more information contact GGRS.				
What program did you use to save your thesis?				
Word (preferred)				
 PDF (If you have used LaTeX, QuarkXpress or other desktop publishing products, zipped files also acceptable) Use Adobe Acrobat v6.0+ Do not set security or password protection Embed and subset fonts (so that the digital thesis will display exactly as the examined print document). If unable to do so, please contact the ADT Officer on digital-theses @griffith.edu.au) 				
Other:	,			,
Additional files deposited, if appropriate:				
Supplementary associated files in .doc, .txt, .rtf, .xls and .html format in addition to the full text of thesis.				
(Theses saved in Word will be converted to secure PDF files by Information Services for the ADT Program)				
Attach written proof of copyright permissions for all copyright material.				
IMPORTANT: If your thesis includes copyright material (for example any material where copyright is owned by someone else), you must obtain written permission from the publisher to allow images or material in the digital copy to be available on the web, otherwise the material will be removed from the digital copy. Please provide details of any copyright material included in your thesis (i.e. chapter, section, page number and description of the material). Attach a separate sheet if insufficient space. none required.				
none required.				
INS Office Use Only	pproved version	on: Restricted:	Copyright compliant: N	Naterial removed: Contacted:
PART 6 CONTACT DETAILS				
www.griffith.edu.au/higher-degrees-research/contact-us				
PROTECTING STUDENT PRIVACY				

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected will be handled in accordance with Griffith University's Privacy Plan. www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan