

HIGHER DEGREE RESEARCH- THESIS SUBMISSION APPROVAL

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PART 1	APPLICANT DETAILS	CANDIDATE TO COMPLETE
ID:	First Name:	Family Name:

PART 2a	DETAILS OF REQUEST	CANDIDATE TO COMPLETE
Yes No	Does the thesis/research contain confidential or sensitive material that may require the examiners to sign a deed of confidentiality?	
Yes No	Does the title page conform exactly to the thesis preparation guidelines?	
Yes No	Have you checked each copy of the thesis for missing pages, tables etc., or incorrect copying?	
Yes No	Does the written research meet the word length requirement approved by the Dean, Griffith Graduate Research School, not including appendices? (Less than or equal to: 100,000 words- PhD; 50,000 words-EdD or MPhil; 20,000-DVA – not including appendices)	
Yes No	Was ethical clearance required and granted for the research? If YES , reference to the approval must appear at an appropriate place in the thesis.	
Yes No	Are you submitting the thesis prior to the minimum submission date determined for your candidature?	
Yes No	Are you currently in receipt of a scholarship? If YES , check your scholarship 'Conditions of Award' for any entitlement to claim assistance with production costs associated with the submission for examination.	
Yes	I advise that I have discussed the issue of plagiarism with my principal supervisor and declare that no part of this thesis has been plagiarised.	

PART 2b	DETAILS OF REQUEST	CANDIDATE TO COMPLETE
I confirm that the exhibition of my studio research will commence on		(insert date)

PART 2c	EMBARGO OPTIONS	CANDIDATE TO COMPLETE
Option 1	I agree that the research (paper or digital) may be freely available both for inspection and for copying after the expiration of the embargo period.	
Option 2	I wish to waive the automatic embargo allowing immediate availability of my research (paper or digital) both for inspection and for copying following conferral of my degree.	
Option 3	I request that access to the research (paper or digital) be restricted for a period of ____ months from the expiration of the embargo period, and that its release for purposes of research or private study (not including copying) during this time be contingent upon the approval of the Dean, Griffith Graduate Research School, who shall consult with me if in his/her opinion I am reasonably available.	

Where an author has chosen Option 3, a reason for the request must be given. It will also assist those who may have to respond to a request to access the research in the author's absence. Please use the space below. Where restricted access is approved, the research will be automatically released for general access at the end of the approved period of restriction, unless the author initiates a request to extend the period:

PART 3		STATEMENT	PRINCIPAL SUPERVISOR/S
Yes	No	I have provided the Nomination of Examiner's form to the Thesis Coordinator (HDRSC) (including the details of a Reserve Examiner).	
Yes	No	I/We have read the thesis/research in its final form. The thesis is properly presented** and is <i>prima facie</i> worthy of examination. (**Refer to the HDR website, http://www.griffith.edu.au/higher-degrees-research/current-research-students/thesis/preparation)	
Yes	No	N/A	I/We certify that where the thesis is being submitted prior to the minimum submission date determined for the candidature, the thesis will not benefit from further work.
Please make justification as to why the thesis will not benefit from further work.			
Yes	No	I/We confirm that <u>all</u> associate supervisors are in agreement with the above two statements.	
Yes	No	I/We expect that the studio research will be ready for examination by the date indicated (DVA Candidates only).	
Yes	No	I confirm that the candidate has satisfied all program requirements.	
Yes	No	I confirm that I have discussed the issue of plagiarism with this candidate.	

PART 4	STATEMENT	DEAN (RESEARCH)
PART 5	STATEMENT	DEAN (GGRS)
PART 6	CONTACT DETAILS	

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