

Thesis Declaration/ Examination of Portfolio

Section	Person Responsible for Completion
Part A	HDR Student
Part B	Principal Supervisor
Part C	Dean/Dean's Delegate
Part D	HDR Student Coordinator

Part A Declaration of Student

Name: _____

School: _____

Student ID: _____

Degree: _____

Thesis title: _____

Related Documentation	Number
Ethics approval reference (Notre Dame)	
Health researchers:	
Clinical trial registration	
Therapeutic goods administration approval	

I, the above named Student confirm the following:

Copyright

Students and staff are subject to the provisions of the Commonwealth of Australia Copyright Act 1968 and are required to abide by the University's associated policies and requirements on the copying and communication of copyright material. The items in this part relate to the University's *Policy: Intellectual Property* <http://www.nd.edu.au/current-students/studentadministration/policiesregulations.shtml#researchPolicies>. For other information on copyright matters see The University of Notre Dame Australia's library copyright page: <http://library.nd.edu.au/copyright>

Copyright	Yes	No	N/A
I have read the <i>Policy: Intellectual Property</i> of the University and understand the provisions therein http://www.nd.edu.au/current-students/studentadministration/policiesregulations.shtml#researchPolicies	<input type="checkbox"/>	<input type="checkbox"/>	
Does your thesis/portfolio contain any material which infringes the copyright of any other person(s)?	<input type="checkbox"/>	<input type="checkbox"/>	
I have obtained, where necessary, permission from the copyright owners to use any third-party copyright material reproduced in the thesis/portfolio (e.g. questionnaires, artwork, unpublished letters), or to use any of my own published work (e.g. journal articles) in which the copyright is held by another party (e.g., publisher, co-author)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Third Party Collaboration	Yes	No
I have stated clearly and fully in the thesis/portfolio the extent of any collaboration with others. To the best of my knowledge and belief the thesis/portfolio contains no material previously published by any other person except where due acknowledgment has been made	<input type="checkbox"/>	<input type="checkbox"/>

Ownership of Intellectual Property	Yes	No
I have read and understood The University of Notre Dame Australia's <i>Policy: Intellectual Property</i> http://www.nd.edu.au/current-students/studentadministration/policiesregulations.shtml#researchPolicies	<input type="checkbox"/>	<input type="checkbox"/>

Thesis by Publication	Yes	No
The thesis is in the format of a published book or series of published papers	<input type="checkbox"/>	<input type="checkbox"/>
I declare that all of the papers have either been (i) published in refereed scholarly media or (ii) accepted for publication but have not yet appeared in refereed scholarly media. The full citations are listed below	<input type="checkbox"/>	<input type="checkbox"/>
I declare that only papers based on research conducted during the period of my enrolment have been included	<input type="checkbox"/>	<input type="checkbox"/>
I declare that a full explanatory introduction and a review section have been included in the thesis to link the separate papers and to place them in the context of an established body of knowledge	<input type="checkbox"/>	<input type="checkbox"/>
I declare that a literature review has been included	<input type="checkbox"/>	<input type="checkbox"/>
I declare that where there are papers for which I am a joint author, my contribution has been clearly identified in the thesis. A written statement from each co-author attesting to my contribution in the joint publication(s) is included in the thesis. A copy of the written statements is attached	<input type="checkbox"/>	<input type="checkbox"/>

List of papers making up the thesis [Provide full citations including author(s)]

[FoR Codes:](#)
 (Select at least one and no more than 3 codes)

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[SEO Codes:](#)
 (Select at least one and no more than 3 codes)

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Keywords to describe your thesis/portfolio:

Release of Thesis / Portfolio	Yes	No	N/A
The thesis/portfolio submitted contains no material which has been accepted for an award of any other degree or diploma at any university	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The thesis/portfolio has identified work of others that has been relied upon by providing appropriate acknowledgment, citation, and reference in the text and in the bibliography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As the copyright owner of the thesis/portfolio, and following the award of the degree:			
EITHER:			
(i) grant the University the right to display or copy any or all of the thesis/portfolio, in all forms of media, for use within the University, and to make available the thesis/portfolio to other persons or organisations being either educational or industrial, for reference purposes or for other legitimate educational purposes;	<input type="checkbox"/>	<input type="checkbox"/>	
OR:			
(ii) restrict access to the entire work for patent and/or proprietary reasons (reasons attached)	<input type="checkbox"/>	<input type="checkbox"/>	

If any of the above answers are 'No' then an explanation must be attached

Library Release	Yes
A PDF of this thesis may be uploaded into the University digital repository, in accordance with any embargo that I have imposed, and with copyright regulations (choose one):	
(i) I present the thesis in PDF format for publication on Research Online with no embargo	<input type="checkbox"/>
(ii) I present the thesis in PDF format for publication on Research Online with an embargo to expire on <<add date>>. Extension to the embargo will be directed by me and in the absence of such a direction the library will publish the thesis the day after the embargo expires	<input type="checkbox"/>
(iii) I deny the library the opportunity to present the thesis online.	<input type="checkbox"/>
A print copy of this thesis may be made available for consultation within the Library of The University of Notre Dame Australia under the following terms (choose one):	
(i) I present the thesis in print format with no embargo	<input type="checkbox"/>
(ii) I present the thesis in print format with an embargo to expire on <<add date>>. Extension to the embargo will be directed by me and in the absence of such a direction the library will publish the thesis the day after the embargo expires	<input type="checkbox"/>
(iii) I deny the library the opportunity to present the print thesis within the Library collections	<input type="checkbox"/>
I acknowledge that the Library will not accept any other conditions or limitations on the presentation of the thesis, including partial release of the thesis	<input type="checkbox"/>
I acknowledge that the Library will not loan the print copy either locally or via inter-library loan, or digitise the print copy for document delivery purposes	<input type="checkbox"/>

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Student Name

Signature

Date

Privacy Statement

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's *Policy: Privacy* at <http://www.nd.edu.au/current-students/studentadministration/policiesregulations.shtml>.

Part B Declaration of Principal Supervisor

Principal Supervisors are encouraged to read Research Degree Regulations prior to completing this form.
<http://www.nd.edu.au/nav-current-students/regulations>

Principal Supervisor Name: _____

School/Institution: _____

Co-supervisor Name: _____

School/Institution: _____

Co-supervisor Name: _____

School/Institution: _____

I, the above named Principal Supervisor confirm the following:

	Yes	No	N/A
All co-supervisors have been consulted for comments regarding thesis declaration/submission of portfolio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The thesis/portfolio has been presented in accord with the relevant university regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The statement of authorship has been signed and dated by the candidate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The thesis/portfolio has included a declaration that no other person's work has been relied upon or used without due acknowledgment in the main text and bibliography of the thesis/portfolio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student has provided the appropriate number of hard copies of the thesis/portfolio for examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student has provided an electronic copy of the thesis/portfolio for uploading to the institutional repository	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Every effort has been taken by me to ensure the reputation of the University and its higher degree by research examination processes are at the standard required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I consider the thesis/portfolio to be worthy of examination**.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
**If the answer is "NO" to the above item then an explanation must be provided by the Principal Supervisor to one or more of the following items:			
<i>I have reviewed the final draft of the thesis/portfolio in detail and have discussed my view with the candidate</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The candidate has not acted on my advice. I understand that the thesis/portfolio can be submitted for examination by the candidate and I have the right to refuse the candidate's decision</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>I consider that the thesis/portfolio is to such a standard that I am confident that it will be well received by the examiners</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The Turnitin originality report for this thesis submission has been received from the student and reviewed. After reviewing the report, I confirm that, where required, any issues identified through the report have been addressed.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Principal Supervisor Name

Signature

Date

Part C Declaration of Dean / Dean's Delegate

On advice from the Principal Supervisor, I
confirm
do not confirm
that the above thesis/portfolio be submitted for examination

In the case of "I do not confirm", the following reason is given:

_____ Dean/Dean's Delegate Name	_____ Signature	_____ Date
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Note: This form must be completed by the Student and Principal Supervisor in accordance with the Research Degree Regulations and submitted with the Thesis/Portfolio to the Administration Officer within the Research Office.

Part D Declaration of HDR Student Coordinator | Research Office

On advice from the Principal Supervisor & Dean / Dean's Delegate, I
confirm
do not confirm
that the above thesis/portfolio be submitted for examination

_____ HDR Student Coordinator Name	_____ Signature	_____ Date
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Note: The Director, Research Office will meet with the student on receipt of this form if the Principal Supervisor, the Dean/Dean's delegate and the HDR Student Coordinator have certified that the thesis/portfolio is not worthy of examination.