

Thesis Submission Check List

Please check that your thesis complies with Schedule B of *Regulation 21.12 Examinations and Assessment*. **This form must be submitted with your thesis.** Please sign and date as requested below. Please note evidence of relevant ethics approval is required.

Tick each area as appropriate)

The thesis shall incorporate, in the following order :

(a) A title page set out in the following order :

- (i) The full title of the thesis,
- (ii) The name and degree of the candidate,
- (iii) The degree for which the thesis is submitted and a statement whether the thesis is submitted in total or in partial fulfillment of the requirements for that degree,
- (iv) The name of the Faculty and the School associated with the work,
- (v) The name of the University and its address as follows:

La Trobe University
Victoria 3086
Australia

- (vi) The month and year when the thesis was submitted for the degree.
- (b) A table of contents and, where applicable, a list of plates, tables, illustrations, symbols or other abbreviations, and details of any other material of a type as designated below.
- (c) A summary of not more than 300 words.
- (d) (i) A signed and dated 'Statement of Authorship' in the following form verbatim :

" I certify that the attached material is my original work. I declare that no other person's work has been used without due acknowledgement. Except where I have clearly stated that I have used some of this material elsewhere, it has not been presented by me for examination in any other course or unit at this or any other institution.

I have read the Academic Misconduct Policy, Statute 16 and Regulation 16.2 relating to Student Discipline and Academic Misconduct, which are available on the University's web site and understand that I am bound by such Policy, Statute and Regulation and that I may be subject to student discipline processes in the event of an act of plagiarism by me.

I understand the nature of plagiarism to include the reproduction of someone else's words, ideas or findings and presenting them as my own without proper acknowledgement. Further, I understand that there are many forms of plagiarism which include direct copying or paraphrasing from someone else's published work (either electronic or hard copy) without acknowledging the source; using facts, information and ideas derived from a source without acknowledgement; producing assignments (required to be independent) in collaboration with and/or using the work of other people; and assisting another person to commit an act of plagiarism.

I understand that the work submitted may be reproduced and/or communicated by the University or a third party authorised by the University for the purpose of detecting plagiarism".

(d) (ii) **Where applicable, additional paragraphs MUST be included in the statement specifying:**

- (A) the extent of collaboration with another person or persons;
- (B) the extent and the nature of any other assistance received in the pursuit of the research and preparation of the thesis, and
- (C) that all research procedures reported in the thesis were approved by the relevant Ethics Committee or Safety Committee or authorised officer.

If so, which Ethics Committee : o University o Faculty

Ethics Approval No :

NOTE: ETHICS APPROVAL NUMBER MUST BE PROVIDED IN STATEMENT

(D) If Ethics Approval was NOT required, then a signed statement MUST be included as follows :

“None of the research undertaken required approval by a University Ethics Committee”

- (f) The main text of the thesis.
- (g) Appendices, if any.
- (h) Bibliography or list of references, unless lists of works consulted are appended at the end of each chapter.
- (i) Index if any.
- (j) Supplementary material separate from the bound thesis and submitted as part, or in support, of the thesis such as computer printouts, films, models, musical scores, tape recordings etc.

Candidate's signature :

Date :