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| The **Authority to Submit form (ATS)** must be submitted one week prior to your intended thesis submission date and endorsed by your Principal Supervisor and School Director of Graduate Research (DGR).Candidates who do not submit their thesis prior to their maximum completion date, will have their enrolment lapsed for a period of twelve months. Please refer to the [Graduate Research Candidature policy](https://policies.latrobe.edu.au/document/view.php?id=305&version=1) for further information. International Students are advised that there is likely to be implications regarding their Student Visa in this event and should contact La Trobe International for further information.***Please ensure that you have checked the formatting of your thesis to ensure that it complies with the***[*The Schedule for Presentation of Theses for Higher Degrees by Research*](https://www.latrobe.edu.au/researchers/grs/hdr/candidature/guidelines-and-support/hdr-guidelines)***prior to submitting this form.*** |
| **Section one, part one:** candidate details |
| If unsure of your details, please refer to your [StudentOnline account](https://latrobe-web.t1cloud.com/T1SMDefault/WebApps/eStudent/LoginADFS.aspx). |
| La Trobe student ID: |       | Candidature expiry: | DD/MM/YYYY |
| Family name: |       | Given name(s): |       |
| Current degree of study: |       | School: |       |
| Are you currently sanctioned by the University due to unpaid fees? | Yes [ ]  / No [ ]  |
| Thesis/exegesis title (Record in Title Case): |       | Word count: |       |

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| **Section one, part two:** for doctoral candidates |
| 50 word citation: After consultation with your supervisors please provide a 50 word abstract to be read at graduation. This must be in lay terms. A guide to writing citations can be [downloaded from the Graduate Research School website](http://webstat.latrobe.edu.au/url/www.latrobe.edu.au/__data/assets/pdf_file/0018/707040/2016-GRS-Citations-Guide.pdf). |
| Dr (insert surname here)       |

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| **Section one, part three:** candidate declaration |
| I,       | confirm this information to be true and accurate.  | DD/MM/YYYY |
| [ ]  I certify that the thesis/exegesis complies with the provisions in [The Schedule for Presentation of a Thesis for a Higher Degree by Research](https://www.latrobe.edu.au/researchers/grs/hdr/candidature/guidelines-and-support/hdr-guidelines) (under ‘Examination and thesis requirements’).[ ]  Practice-based degrees only – I certify that any examinable artefacts comply with the [Guidelines for the examinable components of practice-based degrees](https://www.latrobe.edu.au/researchers/grs/hdr/candidature/guidelines-and-support/hdr-guidelines).[ ]  I certify that I have had the opportunity to notify my supervisor of any known conflict of interest in the nomination of potential examiners.**Insert signature** |
| **Signed** |       |  |  |

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| **Section two, part one**: principal supervisor declaration |
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| I certify that:[ ]  in my opinion the thesis/exegesis complies with the provisions in [The Schedule for Presentation of a Thesis for a Higher Degree by Research](https://www.latrobe.edu.au/researchers/grs/hdr/candidature/guidelines-and-support/hdr-guidelines) (under ‘Examination and thesis requirements’) and that the expression is worthy of a candidate for the degree[ ]  the candidate’s declaration of authorship is correct and complies with the verbatim requirement of the [Schedule](https://www.latrobe.edu.au/researchers/grs/hdr/candidature/guidelines-and-support/hdr-guidelines) (Appendix 1, Statement of authorship)[ ]  I have sighted the written confirmation of co-authors where appropriate**Please complete the following where a candidate has been required to complete any compulsory coursework:**[ ]  that the candidate has satisfactorily completed any necessary coursework component of the degree.**Please complete the following where a candidate has conducted a practice-based research project and has multiple works for examination:**[ ]  that the following works comply with the [Guidelines for examinable components of practice-based degrees](https://www.latrobe.edu.au/researchers/grs/hdr/candidature/guidelines-and-support/hdr-guidelines) and have been/will be submitted as follows:

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| **Item** | **Submission of copy to GRS** | **Exhibition/submission directly to examiner (where applicable)** |
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| **Insert signature****Signed** |       |  |  |

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| **Section two, part two:** School Director of Graduate Research or Head of School |
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| **Insert signature****Signed** |       |  |  |

**Note:** If the supervisor is the Head of the School or the Director of Graduate Research, this section must be completed by another senior member of the School.

Please return form to exams.grs@latrobe.edu.au In lieu of a signature an email can be sent to exams.grs@latrobe.edu.au stating that authority is given.

For more information about the submission process please refer to: [www.latrobe.edu.au/researchers/grs/hdr/thesis-submission](http://www.latrobe.edu.au/researchers/grs/hdr/thesis-submission)