**Thesis Submission and Use Form**

This form contains the following sections:

* Section A: Declaration
* Section B: Conditions of Use
* Section C: Co-Authorship Statement
* Section D: Supervisor Certificate

All applicable sections of this form must be completed before submitting to Te Kura Tāura | UC Graduate School (graduateschool@canterbury.ac.nz).

Before submitting your thesis for examination:

* Please ensure that it meets the formatting and style guidelines expected of your discipline. We suggest that you confirm these with your supervisors or School/Department. This includes checking that all references, citations, and footnotes are properly formatted, and that the document is free of spelling and grammatical errors.
* [Submit your thesis through Turnitin](https://learn.canterbury.ac.nz/course/section.php?id=165953), or other UC-approved anti-plagiarism or AI checking software, prior to your submission deadline. You must also share and discuss the resulting report with your Senior Supervisor.
* Confirm with your supervisor whether an Embargo and/or Secure Thesis Examination process is required. **If this is required, you will need to complete and submit an ‘Embargo or Secure Thesis Examination Request’ form along with your thesis submission.**

**Please note:** This document will be provided to examiners along with the thesis and will be submitted to the UC Research Repository following completion of the examination.

**Thesis Details:**

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Senior Supervisor: |  |
| Department/School: |  |
| Qualification (e.g., PhD in Biology): |  |
| Course code (e.g., BIOL790): |  |
| Thesis title: |  |
| Permanent email address (not pg/uclive email): |  |
| The thesis is written in: | English Te reo Māori |
| Does this thesis require an embargo or additional security restrictions? | Yes – you will also need to complete and submit an ‘Embargo and Secure Thesis Examination Request’ form No |

**Section A: Declaration**

*This section must be completed by the student.*

# Declaration:

|  |  |
| --- | --- |
| Does this thesis contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing? | Yes  No |
| To the best of your knowledge, does this thesis breach copyright or other intellectual property rights of a third party, including your own journal articles where copyright has been assigned to a publisher?  *For more information about Copyright see the* [*Library Subject Guide*](https://canterbury.libguides.com/copyright-at-uc/home) *and UC’s* [*Copyright Policy*](https://www.canterbury.ac.nz/about-uc/corporate-information/policies/copyright-policy)*, or contact UC Library staff for assistance.* | Yes  No |
| Have you gained permission to reuse substantial parts of other publications, such as maps, photographs, or diagrams? | Yes  No  N/A |
| Does this thesis contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution of higher learning? | Yes  No |
| The research reported in the thesis required the approval of an Ethics Committee. | Yes  No  If ‘Yes,’ the approval number is: |
| I confirm that this thesis is entirely my own work, including research and writing, except where the assistance of other authors or tools is explicitly acknowledged, and their contribution fully explained: | Yes  No |
| The thesis has been submitted to UC’s specified similarity- or AI-checking software (e.g., Turnitin). I have discussed the resulting report and any potential issues with my supervisor. | Yes  No |
| Does the thesis contain research that has been published, accepted for publication, or submitted for publication? | Yes  No |
| * If you answered yes to the above: I confirm that I have read and adhered to the [Guideline to Including Publications within a Doctoral or Research Master’s Thesis](https://www.canterbury.ac.nz/content/dam/uoc-main-site/documents/pdfs/d-other/te-kura-t%C4%81ura---uc-graduate-school/A-Guideline-to-Including-Publications-within-a-Doctoral-or-Research-Master%E2%80%99s-Thesis-uc.pdf) | Yes  No  If ‘No,’ please explain why: |
| * If yes, and the work was co-authored, I confirm that the Co-Authorship statement section in this form has been completed for each co-authored work included in the thesis. | Yes  No  N/A  If ‘No,’ please explain why: |

# Section B: Conditions of Use

*This section must be completed by the student.*

Following examination, the final version of the thesis will be deposited in the UC Research Repository in the UC Library. I agree and acknowledge that the conditions of use are as follows:

1. The rights granted to the University through this agreement are non-exclusive. You will retain all rights in the thesis and are free to publish the thesis in its present version or in future derivative works.

2. The printed and electronic versions of your thesis will be deposited in the University Library for permanent retention.

3. The thesis will be made available, subject to the terms of any embargo approved by the University, for public reference.

4. The electronic version of the thesis, including associated metadata, will be made freely available online (subject to the terms of any embargo approved by the University) to individuals and institutions through the University repository and the national Electronic Theses Online Service. This will make your thesis available to automated agents and the online version of your thesis may be searched and copied by text mining and plagiarism detection software.

5. The UC Library or any third party with whom it has an agreement to do so may, without changing the content, convert either version of your thesis into another format or medium for the purpose of future preservation and/or accessibility.

6. The University reserves the right to remove your thesis from the University Library and institutional repository where it has cause to do so.

7. The University reserves the right to submit the thesis to any system the University deems necessary to ensure the academic integrity and originality of the thesis (e.g., plagiarism or AI detection software).

**Data Availability**

Library staff can assist with publishing your data, which may be required by some journals. Please tick the box below if you wish to be contacted about this:

I would like UC Library staff to contact me to discuss modes of publishing data and the options available to me.

***By signing below, I confirm that the information provided in Part A (Declaration) is true and correct, and that I agree to the Conditions of Use as set out in Part B:***

|  |  |
| --- | --- |
| Student name/e-signature: |  |
| Date: |  |

**Section C: Co-Authorship Statement**

*This section may be completed by the student or supervisor.*

This section must be completed to accompany any thesis that contains research from co-authored work that has been published, accepted for publication, or submitted for publication.

|  |  |
| --- | --- |
| Please indicate the chapter/section/pages of this thesis that are extracted from co-authored work:  *Continue numbering as needed.* | 1.  2.  3. |
| Please provide details of the publication or current submission (authors, title, name of journal, DOI):  *Continue numbering as needed.* | 1.  2.  3. |
| Please detail the nature and extent of contribution (as a percentage) by the research student:  *Continue numbering as needed.* | 1.  2.  3. |

**Section D: Supervisor Certificate**

*This section must be completed by the Senior Supervisor. A research student has the right to submit a thesis for examination without the support of their supervisory team, though this is not encouraged. If you have any concerns about the suitability of the thesis for examination, please contact Te Kura Tāura prior to submitting this form.*

# I confirm that:

|  |  |
| --- | --- |
| The supervisory team consisted of the following people: |  |
| The work submitted was carried out under my immediate supervision, and that of the supervisory team. | Yes  No  If ‘No,’ provide details: |
| I have discussed the similarity report from Turnitin (or other similarity checking system as specified by UC) with the student and raised any concerns. I am satisfied that any concerns have been appropriately addressed in the version of the thesis submitted for examination. | Yes  No  If ‘No,’ provide details: |
| Any co-authorship details listed in this form accurately reflect the student’s contributions. | Yes  No  N/A  If ‘No,’ provide details: |
| **DMA only:** the submitted performance recording or compositional portfolio is of sufficient resolution/audio quality to allow an accurate assessment of the student’s work. | Yes  No  If ‘No,’ provide details: |

|  |  |
| --- | --- |
| Senior supervisor name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD THE FORM TO TE KURA TĀURA | UC GRADUATE SCHOOL (**[**GRADUATESCHOOL@CANTERBURY.AC.NZ**](mailto:graduateschool@canterbury.ac.nz)**)**

***You must ensure that any supporting documents are submitted along with the application.***