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| *It is recommended that this checklist be completed when your student submits a first full draft, to ensure everything has been completed and included as necessary. The completion of this form is not compulsory and does not need to be submitted to the Faculty Postgraduate Office or Graduate Research School.* |
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| Presentation Pathways |
|[ ]  **Format 1:** | Traditional thesis structure for Doctoral, Master’s and Bachelor with Honours research components |
|[ ]  **Format 2:** | Research students may include in their research submissions for examination manuscripts that have been prepared as they progress through their degree. The peer-review process takes time, and may not have necessarily been accepted to publication stage or equivalent (e.g. conference papers submitted for computing conferences) within the enrolment period, so a submitted research component may consist of work that is: * In preparation for submission to a peer-reviewed journal, or equivalent
* Submitted to a peer-reviewed journal or equivalent, or
* Published in a peer-reviewed journal or equivalent

**Research Components of 90 points and above** should containa minimum of **two** manuscripts as defined above prior to submission for examination.**Research Components below 90 points** must contain a minimum of **one** manuscript as defined above prior to submission for examination.  |
|[ ]  **Format 3:** | Practice-oriented research should include an artefact/performance/or other approved output and exegesis for examination. The term ‘thesis’ encompasses the creative/practice-oriented component and the exegesis as a whole. |
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| Thesis and Dissertation Length |
| *Note: Thesis/Dissertation/Exegesis limits stated exclude bibliographies and appendices.* |
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|  | **Programme** | **Format 1** | **Format 2** | **Format 3** |
|[ ]  **Doctorate:** | Normally between 60,000 and 80,000 with an upper limit of 100,000 words\* | Normally between 40,000 and 60,000 words with an upper limit of 100,000 words \* | Normally between 40,000 to 50,000 words\* |
|[ ]  **Master’s Thesis 90 Points and Above:** | Normally between 20,000 and 40,000 words with an upper limit of 60,000 words \* | Normally between 20,000 and 40,000 words with an upper limit of 60,000 words \* | Normally between 7,000 and 15,000 words\* |
|[ ]  **Research Component of below 90 points:** | Normally between 10,000 and 30,000 words\* | Normally between 10,000 and 25,000 words\* | Normally between 6,000 and 8,000 words\* |
| *\* This is dependent on the topic and the specific research undertaken, and may vary depending on methodology and the relevant point’s value of the research e.g. 60 points vs 120 points.* |
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| Formatting guide |
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|[ ]  **Font:** | A legible font of easily readable size such as Times New Roman 11 point or Arial 11 point |
|[ ]  **Typing:** | Typing should be double-spaced or 1½ spaces, except for quotations, footnotes, bibliographies and tables which should be single-spaced. Tables should be single-spaced and pages numbered consecutively throughout the research component. |
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| layout |
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|[ ]  **Title page:** | The title page should include the student’s name, full title of the research component, year of lodgement for examination, School, Division or Department, lodgement statement appropriate to degree**Lodgement statement for PhD and MPhil**A research component submitted to Auckland University of Technology in fulfilment of the requirements of the degree of …..**Lodgement statement for all other postgraduate degrees including professional doctorates**A research component submitted to Auckland University of Technology in partial fulfilment of the requirements for the degree of….. |
|[ ]  **Abstract:** | The abstract should not exceed 500 words and should be a concise statement about the work. |
|[ ]  **Table of Contents:** | The table of contents must exactly match the headings presented in the text. |
|[ ]  **List of Figures:** | A list of figures is required if the thesis contains illustrations such as diagrams, models, flowcharts, graphs, pictures, photographs, line drawings or maps. |
|[ ]  **List of Tables:** | If required, the tables should be formatted to APA or other approved reference styles. |
|[ ]  **Attestation of Authorship:** | Ensure the attestation of authorship page is signed by the student. |
|[ ]  **Co-authored works:** | Where the research component contains jointly authored research papers, case studies and/or any other work published or unpublished, The student is required to be the principal author of the manuscript, with a stated contribution which constitutes the leadership and writing up of the work reported in the manuscript(s). |
|[ ]  **Acknowledgements:** | A brief acknowledgement of any substantial assistance received. This should also be recorded if any assistance was provided for a fee (e.g. editing). |
|[ ]  **Intellectual Property Rights Statement:** | If there is material which could or does have implications for the IP rights of the students, the University, or a sponsor (or other person or body), those implications should be stated. |
|[ ]  **Ethics Approval:** | Acknowledgement of Ethics approval, if applicable, should be stated in the acknowledgement section, including the ethics number and date of approval. |
|[ ]  **Confidential Material:** | If applicable this is normally provided in a separate annex to the thesis. A PGR16 form must be approved and provided. |
|[ ]  **Chapters:** | Chapter formats may differ for various disciplines (check with your supervisor). There are three approaches to the style of the thesis/dissertation dependent on whether format one, format two or format three are used. |
|[ ]  **References:** | A list of references should be provided, in standard format, listed alphabetically or numerically. This should be included at the end of the thesis/dissertation/exegesis and not at the end of each chapter. |
|[ ]  **Glossary:** | A glossary contains brief explanations or definitions of difficult, obscure expressions, or specialised terms with their meanings, and is optional. |
|[ ]  **Appendices:** | This is an optional section for any supplementary material. Appendices should be formatted to APA style or other approved reference style.The content of the appendices may vary depending on the methodology used however, the following is a guide on what should be included in the appendix:Appendix A: Ethics Approval (may be more than one letter)Appendix B: Tools – * + - 1. Interviews, focus group, observation guide
			2. Participant Information Sheet
			3. Consent form
			4. Letters of support (if applicable) or support services
			5. Letter requesting access

Appendix C: Sample of coding or sample of thematic analysis (if applicable)Appendix D: Research outputs from thesis or publication from thesis (if applicable)Other appendices may include (if applicable):* Glossary
* Transcriber confidentiality agreement
* Profiles
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|[ ]  **Third Party Copyright Material:** | If any material is included to which another person or entity holds the rights, (e.g. an artwork, photograph) permission should be obtained by the copyright holder. |
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| Editing and proofreading |
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|[ ]  **Editing and Proofreading:** | If professional proofreading of the research component is required, this needs to take place in agreement with the primary supervisor/co-supervisor (admin lead) and must not detract from the originality of the student’s own work. If the research component needs editing and/or proofreading the Faculty hold a list of recommended proofreaders. |
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| Embargo |
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|[ ]  **Application for Embargo form:** | If required, this should have been approved with the submission of the initial research proposal. However if it has later become apparent that an embargo will be needed, complete the Application for Embargo form and submit it to the Faculty Postgraduate Office.  |
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| Appointment of Examiners |
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|[ ]  **Appointment of Examiners** | The Appointment of Examiners form should be completed and submitted to the Postgraduate Faculty Office with any supporting CV’s and examination experience. It is recommended that this is submitted 3 months before submission for examination. |
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| Examination submission requirements |
|[ ]  **Turnitin** | The student submitted the research component to Turnitin and the supervisor saw the originality report. Any issues have been resolved. **(This is compulsory)** |
|[ ]  **Copy for Examination:** | Students are required to submit an electronic/digital copy of their research component for examination. |
|[ ]  **Lodgement of Thesis for Examination:** | The Lodgement of Thesis for Examination form is to be completed and signed by the student, supervisor(s) and Associate Dean (Postgraduate) to certify that the thesis is ready for examination and submitted electronically with the Research Component. |
|[ ]  **Application for Embargo form:** | A copy of the already approved Embargo form is to be submitted electronically with the electronic research component for examination.  |
|[ ]  **Digital/e-copy of thesis:** | A word or PDF copy of the research component for examination is to be submitted to the Faculty Postgraduate Office with the Lodgement for Examination form, (and Application for Embargo if applicable). |