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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 theses/dissertations |
|[ ]  **Format 2:** | Master’s and Bachelor’s with Honours students completing research of at least 90 points, and doctoral students may include in their research submission for examination manuscripts that have been prepared as they progress through their degree. **Doctoral students are required to have a minimum of two manuscripts** submitted to a peer reviewed journal prior to submission for examination. **Masters and Bachelor’s with honours** with a research component of 90 points or above must have **a minimum of one manuscript** submitted to a peer reviewed journal prior to submission for examination. Co-authored works page must be included (see over page in Layout Section). |
|[ ]  **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 45,000 and 80,000 words with an upper limit of 100,000 words\* | Normally between 40,000 to 50,000 words\* |
|[ ]  **Master’s Thesis:** | Normally between 20,000 and 40,000 word 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\* |
|[ ]  **Bachelor with Honours:** | Normally between 10,000 and 30,000 words\* | Normally between 20,000 and 40,000 words\* | Normally between 6,000 and 8,000 words\* |
|[ ]  **Dissertations and Research Projects:** | Normally between 10,000 and 30,000 words\* | N/A | 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 thesis/ dissertation. |
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| layout |
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|[ ]  **Title page:** | The title page should include the student’s name, full title of thesis/dissertation/exegesis, year of lodgement for examination, School, Division or Department, lodgement statement appropriate to degree**Lodgement statement for PhD and MPhil**A thesis 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 thesis/dissertation 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 style or other approved reference style. |
|[ ]  **Attestation of Authorship:** | Ensure the attestation of authorship page is signed by the student. |
|[ ]  **Co-authored works:** | Where thesis contains jointly authored research papers, case studies and/or any other work published or unpublished, the student should be principal author and a declaration is required. This should include the signatures and percentage contributions of all co-authors and a qualitative statement of all contributions. |
|[ ]  **Acknowledgements:** | A brief acknowledgement of any substantial assistance received. If any assistance was provided for a fee (e.g. editing), this should also be recorded. |
|[ ]  **Intellectual Property Rights Statement:** | If there is material which could or does have implications for the IP rights of the students, the University, 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 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 theses or dissertations is required, this needs to take place in agreement with the primary supervisor and must not detract from the originality of the student’s own work. If the thesis/dissertation/exegesis needs editing and/or proofreading the Faculty’s hold a list of recommended proof-readers. |
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| Embargo |
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|[ ]  **PGR16 – Application for Embargo form:** | If required, this should have been approved at PGR1/PGR2 stage. However if it has later become apparent that an embargo will be needed, complete the PGR16 form and submit it to the Faculty Postgraduate Office.  |
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| Appointment of Examiners |
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|[ ]  **PGR11 – Appointment of Examiners** | The PGR11 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** | Student has submitted the thesis/dissertation to Turnitin and the supervisor has seen the originality report. Any issues have been resolved. **(This is compulsory)** |
|[ ]  **Thesis copy for Examination:** | As of January 2019, students are no longer required to submit a soft, spiral bound, copy for examination. They are only required to submit an electronic/digital copy of their thesis. |
|[ ]  **PGR12-Lodgement of Thesis for Examination:** | The PGR12 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 thesis/dissertation. |
|[ ]  **PGR16 – Application for Embargo form:** | A copy of the already approved PGR16 form is to be submitted electronically with the electronic thesis/dissertation for examination.  |
|[ ]  **Digital/e-copy of thesis:** | A word or PDF copy of the thesis/dissertation is to be submitted to the Faculty Postgraduate Office with the PGR12 lodgement form, (and PGR16 Application for Embargo if applicable). |