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Brisbane Australia

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(2014)

QUT Thesis Submission Workflow. In

*CAUL Research Repositories Community Days 2014*, 2014-11-06 - 2014-11-07. (Unpublished)

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# Thesis Submission Workflow at QUT

## CAUL Research Repositories Community Days 2014

**Paula Callan**

**Scholarly Communications Librarian**

**Queensland University of  
Technology,**

**Brisbane, Australia**



Queensland University of Technology

CRICOS No. 00213J

# Original Thesis Submission Process

**QUT** RESEARCH STUDENTS CENTRE  
 Evaluation Enquiries: 07 3138 8039  
 Email: research.students@qut.edu.au

Submitted in Online-Mode

**LODGE MENT OF THESIS FOR EXAMINATION FORM**  
 This form should be completed and submitted to the RSC when the thesis is ready for examination.

1 PERSONAL DETAILS	
QUT Student Number	Course Code
Student Name	Surname or Family Name Given Name
Research Centre	Faculty
Subject	Course
Thesis	Thesis by Publication Thesis by Creative Works

2 STUDENT CHECKLIST - Confirm that:

- I have not been awarded for another (previous) award during the term and, with temporary binding, are attached.
  - correct copies;
  - pages, and
  - as provided are correct and free.
- None of the Central Panel (formerly Principal Examiners) who have been made by this Faculty to return that:
  - Final Scribble (required for PhD Candidates only);
  - is as provided are correct and free;
  - candidate's research is effective and appropriate for the thesis topic and the course of study; and
  - is in the survey of literature and documentation of statements.
- Where the thesis rights and other actions have been followed in the manuscript (including the inclusion of all published and other sources of information, together with similar financial assistance received for the project);
- is at least three months minimum at QUT during the course of his/her enrolment;
- is as required or QUTS approval are as stated in the thesis; Thesis supervisor details are correct; and
- where applicable, please attach the supervisor report or QUTS and RSC forms must be attached with this form or previously forwarded to the RSC.

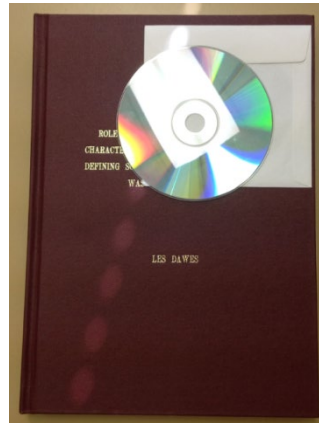
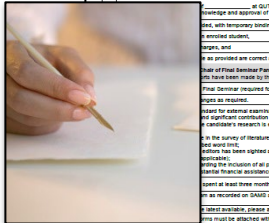
4 SIGNATURE BLOCK (This section must be completed)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Faculty Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT APPLICATION TO THE FACULTY RESEARCH ADMINISTRATIVE OFFICER**

Director of Research	Faculty	Phone	Mobile	Work Email
Head of School/College				@qut.edu.au
Faculty Research Committee Chair or member				@qut.edu.au

Page 1 of 1  
 20000 No. 00010



Edit item: QUT Thesis #78089

Type → Details → Subjects & Keywords → Upload → Advanced Settings → Deposit

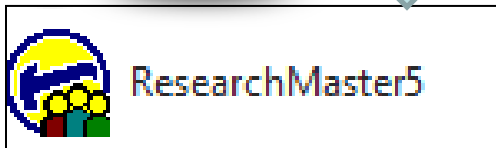
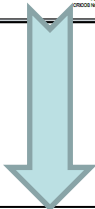
< Previous Save for Later Cancel Next >

Title

Thesis Details

Date: Year: Month: Unspecified Day: ?

QUT Student ID:



## Employee work motivation and discretionary work effort

[Morris, Robyn Joy](#) (2009) *Employee work motivation and discretionary work effort*. PhD thesis, Queensland University of Technology.



[Robyn Morris Thesis \(PDF 2MB\)](#)

Contact Author

Abstract

The focus of this thesis is discretionary work effort, that is, work effort that is not minimally required or normally expected to avoid reprimand or disciplinary action. Discretionary work effort is an important construct because it is known to affect

Full-text downloads:

22,374 since deposited on 13 Apr 2010  
 13,636 in the past twelve months



# Final Submission of Thesis Form. Step 1

## Final Submission of Thesis - Faculty Nominee

**Introduction**

Candidature Details

Thesis Details

Submission

The Final Submission of Thesis form is used when the student is ready to provide final details about their candidature and completion, in order to graduate.

It is expected that the student will have finalised the following:

- Thesis corrections and Response to Thesis Examiner Reports (All students are required to upload a Response to Thesis Examiner Reports using the provided [template and guidelines](#));
- Outstanding coursework grades;
- Outstanding fees/sanctions;
- Graduation Citation;
- Data Management;
- Confidentiality/Embargo (including any requirements due to intellectual property agreements, contracts or licences);
- Copyright.

### Attention

<b>Previous Activity:</b>	FRAO Review
<b>Actioned By:</b>	
<b>Actioned When:</b>	11/06/2013 at 11:35 am
<b>Full Details:</b>	<a href="#">Final Submission of Thesis Report</a>
<b>Comments:</b>	On to a Faculty Nominee for approval.

Use the SAVE button on the submission tab to preserve your progress if you choose to submit this form later.

Continue

# Final Submission of Thesis Form. Step 2

Final Submission of Thesis - Faculty Nominee

Introduction **Candidature Details** Thesis Details Submission

**Candidature**

Given Names:	[REDACTED]
Family Name:	[REDACTED]
Student Number:	[REDACTED]
Course:	BN72 Master of Engineering
Institute Member:	n/a

**Course Units and Sanctions**

The following information about the student is provided for reference. As appropriate, you may wish to discuss outstanding unit grades or sanctions with the student and/or [Faculty Research Administration Officer](#) as these would delay the completion of candidature.

<b>Course Units:</b>	Our records indicate that the student has met the course requirements.
<b>Sanctions:</b>	Our records indicate that the student has no outstanding sanctions.

## Supervisory Team

### Recorded Team:

Name	Role	% Faculty	AOU Code	Last Updated
[Redacted]	Principal	50	Science and Engineering Faculty 322450	21/08/2012
[Redacted]	Associate	50	Science and Engineering Faculty 322450	21/08/2012

### Revised Team:

Name	Role	Start Date	%	Faculty	AOU Code
[Redacted]	Principal	01/01/2012	50	Science and Engineer	322450
[Redacted]	Associate	01/01/2012	50	Science and Engineer	322450
Homer Simpson	External	01/06/2013			

### Comments:

The donuts were great!

22 of 500 characters

### Commentary to Date:

Date	Activity	User	Confirmed	Comments
11/06/2013	Principal Supervisor Approval	[Redacted] :ll	N	Homer Simpson needs to be acknowledged for his contribution.
11/06/2013	FRAO Review	[Redacted]	-	I see Homer Simpson has been included.
11/06/2013	FRAO Colleague Comment	[Redacted] ry	-	
11/06/2013	FRAO Review	[Redacted]	-	I see Homer Simpson has been included.

Use the SAVE button on the submission tab to preserve your progress if you choose to submit this form later.

Continue

# Final Submission of Thesis Form. Step 3

Final Submission of Thesis - Faculty Nominee

Introduction Candidature Details **Thesis Details** Submission

**Title**

The thesis title is recorded as shown.

**Recorded Thesis Title:** Development of Constituent Electronic, Mechanical and Information Processing Systems for the Manufacture of a Large Area Active Display

**Declaration:** I confirm that this is the agreed thesis title:  
 Yes  
 No

**Comments:**  
The title is great.  
19 of 500 characters

**Commentary to Date:**

Date	Activity	User	Confirmed	Comments
11/06/2013	Principal Supervisor Approval	[Redacted]	Y	This title matches that of the electronic copy.
11/06/2013	FRAO Review	[Redacted]	-	The thesis title hasn't changed.
11/06/2013	FRAO Colleague Comment	[Redacted]	-	
11/06/2013	FRAO Review	[Redacted]	-	The thesis title hasn't changed.

## Thesis

Electronic Copy:

[thesis.doc](#) 

Declaration:

I confirm this to be the final version of the thesis:

Yes

No

Comments:

Correct

7 of 500 characters

Commentary to Date:

Date	Activity	User	Confirmed	Comments
11/06/2013	Principal Supervisor Approval		Y	This is the correct verion of the thesis.
11/06/2013	FRAO Review		-	This is the correct version.
11/06/2013	FRAO Colleague Comment		-	
11/06/2013	FRAO Review		-	This is the correct version.



## Examination

All students are required to upload a Response to Thesis Examiner Reports using the provided [template and guidelines](#). QUT guidelines require that the supervisor and faculty review nominee review and confirm that thesis corrections and that the Response to Thesis Examiner Reports are satisfactory.

**Response:** [response.doc](#) 

**Declaration:** I have reviewed the student's Response to Thesis Examiner Reports and I confirm that it is satisfactory:

Yes

No

**Comments:**

satisfactory

12 of 500 characters

**Commentary to Date:**

Date	Activity	User	Confirmed	Comments
11/06/2013	Principal Supervisor Approval		Y	There were no issues.
11/06/2013	FRAO Review		-	No changes.
11/06/2013	FRAO Colleague Comment		-	
11/06/2013	FRAO Review		-	No changes.

## Citation

The citation will be provided as part of the student's Australian Higher Education Graduate Statement. For doctoral students it may also be read out at the graduation ceremony. Please edit it as required but note the expectation that it should be suitable for a lay audience.

### Citation:

The citation will be printed in the graduation booklet and appear in [QUT ePrints](#). Please edit it as required but note the expectation that it should be suitable for a lay audience.

The citation for "Development of Constituent Electronic, Mechanical and Information Processing Systems for the Manufacture of a Large Area Active Display"

154 of 1000 characters

### Declaration:

I confirm the suitability of the above citation:

- Yes  
 No

### Comments:

Lame

4 of 500 characters

### Commentary to Date:

Date	Activity	User	Confirmed	Comments
11/06/2013	Principal Supervisor Approval		Y	This citation is a bit lame but it'll do for the purpose of this example.
11/06/2013	FRAO Review		-	Yes, the citation is very lame.
11/06/2013	FRAO Colleague Comment		-	

# Copyright

Declaration that the thesis does or does not include material belonging to another party

Link to information about copyright and permission request form

**Copyright**

Information on copyright and the Copyright Owner Request Form can be obtained [here](#).



**Declaration:** I confirm that \*:

My thesis does not infringe the copyright of any person or persons.

My thesis does include material belonging to another party with their explicit permission.

**Copyright Permissions \*:**

**Prior Commentary:**

Date	Role	Name	Confirmed	Comments
21/01/2012	PSUP		N	Gazing at the ubiquitous testing kit, I grabbed my pump and was very grateful for my access to such jazzy technological fixtures.
22/01/2012	FRAO		n/a	I would coax the cat to just come inside but she'd rather venture out and nounce the flock of squabbling, fuzzy bees.


File upload option available for students to provide evidence of copyright permissions

# Embargoes

Student selected from list of embargo options


**Embargo**


Unless the library is advised that a request for an embargo or exemption has been approved by the faculty and the Dean of Research and Research Training, the digital version of your thesis will be made available online via [QUT ePrints](#).

For more information on embargos and exemptions please see section 6 of [Requirements for Presenting Thesis](#) .

**Declaration:** Please indicate your embargo preference \*:

- No embargo
- Embargo on full text only (thesis title, abstract, and metadata will appear in QUT ePrints and the library catalogue).
- Embargo on full text and abstract (thesis title and metadata will appear in QUT ePrints and the library catalogue).
- Embargo on full text, abstract and metadata (no thesis information will appear in QUT ePrints or the library catalogue).
- Other

**End Date** \*: 

**Approval Evidence:** 

Embargo expiry date entered here

Evidence of approval must be provided

# Embargoes

## Supervisor view

**Embargo**

Unless the library is advised that a request for an embargo or exemption has been approved by the faculty and the Dean of Research and Research Training, the thesis will be made available online via [QUT ePrints](#).

For more information on embargos and exemptions please see section 6 of Requirements for Presenting Thesis on our [Wiki](#).

**Student Preference:** Embargo on full text only (thesis title, citation, and metadata will appear in QUT ePrints).

**End Date:** 31/12/2013

**Approval Evidence:** [embargo.doc](#)

**Declaration:** I confirm that I support the embargo preference:  
 Yes  
 No

**Comments:**

4 of 500 characters

Date	Activity	User	Confirmed	Comments
11/06/2013	Principal Supervisor Approval		-	I feel that the requested embargo is reasonable.
11/06/2013	FRAO Review		-	I have no issues with this embargo.
11/06/2013	FRAO Colleague Comment		-	
11/06/2013	FRAO Review		-	I have no issues with this embargo.



Supervisor must confirm support for an embargo



# Data Management

Declaration that data storage is compliant with any relevant policies

### Data Management

All QUT researchers are responsible for maintaining records of research data and primary materials, and ensuring that these records and the research data and materials are securely stored. Researchers must make the data available to other researchers via open or negotiated access, as appropriate and in accordance with the requirements of research funding bodies such as the ARC and the NHMRC, for as long as there is interest in the data.

Refer to [Code of Conduct for Research](#), [Data Management Planning](#) and [Management of Research Data](#) for more information.

**Student Response:** The student has declared that they have stored a copy of any data related to their project, consistent with the aforementioned policies.

**Student Comments:** Stored on a floppy that my dog plays with.

**Declaration:** I confirm that to the best of my knowledge, the student's declaration is true:  
 Yes  
 No

**Comments:**  
Mmm...  
6 of 500 characters

**Commentary to Date:**

Date	Activity	User	Confirmed	Comments
11/06/2013	Principal Supervisor Approval		Y	Apparently, the dog broke a tooth on the floppy disk.
11/06/2013	FRAO Review		-	Data management hasn't been taken seriously.
11/06/2013	FRAO Colleague Comment		-	
11/06/2013	FRAO Review		-	Data management hasn't been taken seriously.

Use the SAVE button on the submission tab to preserve your progress if you choose to submit this form later.

Links to 'The Code' and relevant policies

# Final Submission of Thesis Form. Step 4

Final Submission of Thesis - Faculty Nominee

Introduction Candidature Details Thesis Details **Submission**

**Commentary to Date:**

Date	Activity	User	Comments
11/06/2013	Student Submission		I want my thesis mounted in a gilded case.
11/06/2013	Principal Supervisor Approval		On to the Faculty Research Administration Officer.
11/06/2013	FRAO Review		Hi Lucy, any thoughts about the inclusion of Homer Simpson in the supervisory team?
11/06/2013	FRAO Colleague Comment		Homer Simpson contributed many excellent donuts.
11/06/2013	FRAO Review		On to a Faculty Nominee for approval.

**Action:** Please choose one of the following options:

- Return this submission to the Faculty Research Administration Officer.
- Forward this submission to the RSC Examination Administration team.

**Final Comments:**

On to the RSC Examination Administration team.

47 of 500 characters

SAVE SUBMIT RESET

## Final Submission of Thesis - Dean of Research and Research Training



Introduction

Candidature Details

Thesis Details

Submission

### Commentary to Date:

Date	Activity	User	Comments
11/06/2013	Student Submission		I want my thesis mounted in a gilded case.
11/06/2013	Principal Supervisor Approval		On to the Faculty Research Administration Officer.
11/06/2013	FRAO Review		Hi Lucy, any thoughts about the inclusion of Homer Simpson in the supervisory team?
11/06/2013	FRAO Colleague Comment		Homer Simpson contributed many excellant donuts.
11/06/2013	FRAO Review		On to a Faculty Nominee for approval.
11/06/2013	Faculty Nominee Approval		On to the RSC Examination Administration team.
11/06/2013	RSC Examinations Administration Review		On to the Dean of Research and Research Training for approval.

### Action:

Please choose one of the following options:

- Return this submission to the RSC Examination Administration team.
- Approve this submission.

### Final Comments:

Approved

8 of 500 characters

SAVE

SUBMIT

RESET

# Via SWORD, the relevant details are then passed to the (EPrints) repository

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Brisbane Australia

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**QUT ePrints**

**Review**

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Displaying results 41 to 50 of 52.  
[Previous](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [Next](#)

Last Status Change	Item Type	Title	Date Deposited	Depositing User	Date	Status	Full Text Status	Publisher	Authors/Creators	Type	
03 Oct 2014 14:28	QUT Thesis	Performing Morality: A Framework For Assessing The Moral Significance Of Selected Works Of Postdramatic Performance	UNSPECIFIED	<a href="#">QV Final Submission</a>	2014	Unpublished	Restricted	UNSPECIFIED	Lim, Bao Tung Michelle	No embargo	
03 Oct 2014 13:13	QUT Thesis	To See and Be Seen: Cinematic Constructions of Gender and Spectatorship in Contemporary Screen-Based Art	UNSPECIFIED	<a href="#">QV Final Submission</a>	2014	Unpublished	Restricted	UNSPECIFIED	Holtsclaw, Anita	No embargo	

# Thesis-specific metadata

<p><b>★ Thesis Type:</b></p> <p><input checked="" type="radio"/> PhD <input type="radio"/> Professional Doctorate <input type="radio"/> Higher Doctorate <input type="radio"/> Masters by Research <input type="radio"/> Other</p>	<p><b>★ Thesis Format:</b></p> <p><input type="radio"/> Traditional <input checked="" type="radio"/> by Publication <input type="radio"/> by Creative Works</p>	<h3>Supervisor</h3> <p>Details</p> <p>1. Family Name: <input type="text"/> Given Name(s): <input type="text"/> QUT ID: <input type="text"/></p> <p>Role: <input type="text" value="QUT Staff"/> Institute: <input type="text" value="UNSPECIFIED"/></p> <p>Faculty: <input type="text" value="Science and Engineering Faculty"/></p> <p>Centre: <input type="text" value="UNSPECIFIED"/></p> <p>School: <input type="text" value="School of Chemistry, Physics &amp; Mechanical Engineering"/></p> <p>Other: <input type="text"/></p> <p>For QUT Staff/Students, please select at least one of Institute, Faculty, Centre or School. For external people, please enter their organisation (if known).</p> <p>2. Family Name: <input type="text"/> Given Name(s): <input type="text"/> QUT ID: <input type="text"/></p> <p>Role: <input type="text" value="QUT Staff"/> Institute: <input type="text" value="UNSPECIFIED"/></p> <p>Faculty: <input type="text" value="Science and Engineering Faculty"/></p> <p>Centre: <input type="text" value="UNSPECIFIED"/></p> <p>School: <input type="text" value="School of Chemistry, Physics &amp; Mechanical Engineering"/></p> <p>Other: <input type="text"/></p> <p>For QUT Staff/Students, please select at least one of Institute, Faculty, Centre or School. For external people, please enter their organisation (if known).</p> <p>3. Family Name: <input type="text"/> Given Name(s): <input type="text"/> QUT ID: <input type="text"/></p> <p>Role: <input type="text" value="QUT Staff"/> Institute: <input type="text" value="UNSPECIFIED"/></p> <p>Faculty: <input type="text" value="Science and Engineering Faculty"/></p>
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**Requested Embargo:** Full-text only until 01 Oct 2015.



# The extent of the insured's duty of disclosure : a comparative analysis of the disclosure obligations of insured in Australia, Singapore and China

[Song, Wei](#) (2012) *The extent of the insured's duty of disclosure : a comparative analysis of the disclosure obligations of insured in Australia, Singapore and China*. Masters by Research thesis, Queensland University of Technology.



[Wei Song Thesis \(PDF 650kB\)](#)

## Abstract

Pre-contractual material disclosure and representation from an insurance policy proposer is the most important element for insurers to make a decision on whether a proposer is insurable and what are the terms and conditions if the proposal by the proposer is able to be insured.

The issue this thesis researches and investigates focus on the issues related to the pre-contractual non-disclosures and misrepresentations of an insured under the principle of utmost good faith, by operation of laws, can achieve with different results in different jurisdiction. A similar disputed claim involving material non-disclosed personal information or misrepresentation at the pre-contractual stage from an insured with respect to both general and life insurance policies settled by an insurer in Australia could be that the policy is set aside ab initio by the insurers in Singapore or China.

The jurisdictions this thesis examines are

- Australia;
- Singapore; and
- China including Hong Kong.

Impact and interest:

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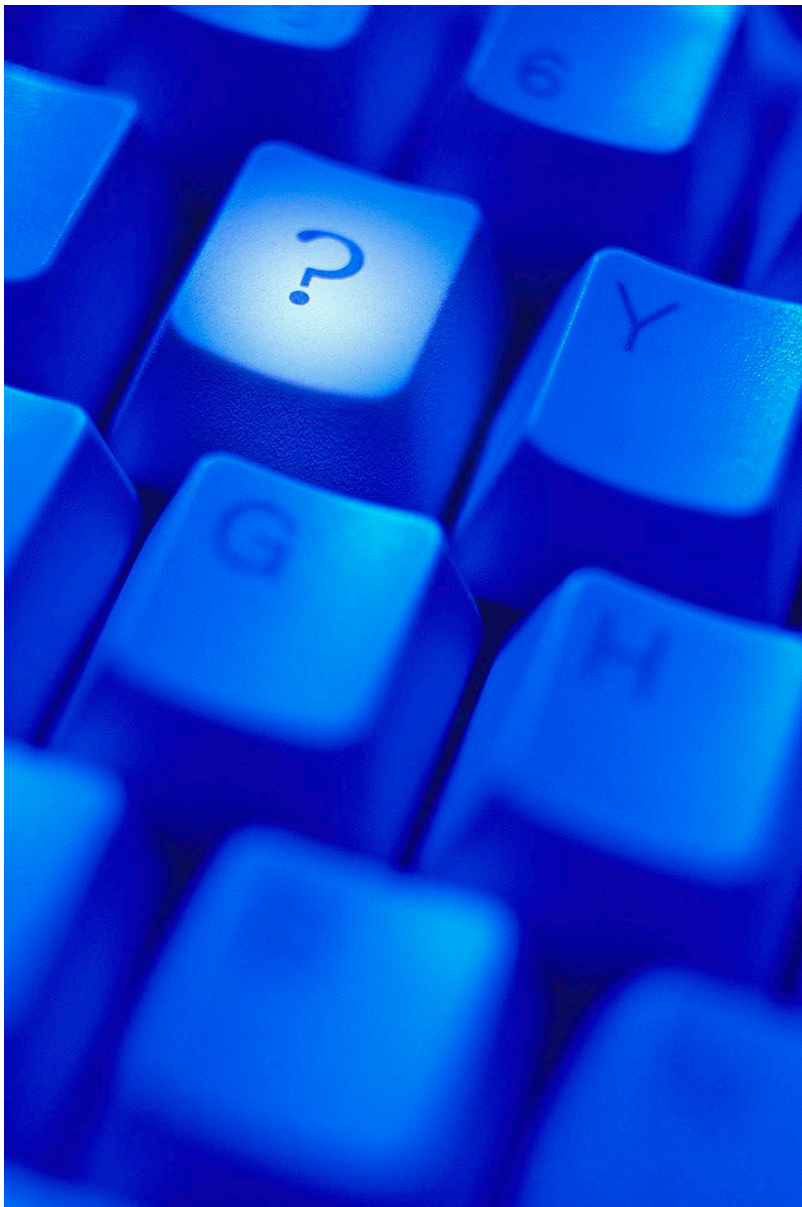
**ID Code:** 54638

**Item Type:** QUT Thesis (Masters by Research)

**Supervisor:** Duncan, Bill

# Key learnings from the exercise

- Have a business analyst and information security person on the project team
- A risk management plan is essential
- A fully digital workflow is much faster - but more prone to human error than the old paper-based processing
- Implement quality (error) checking
- Cost of project easily justified by time saved by faculties, examinations and the Library



Paula Callan  
Scholarly Communications Librarian  
(Service Manager for QUT ePrints)

QUT Library  
[p.callan@qut.edu.au](mailto:p.callan@qut.edu.au)

<http://orcid.org/0000-0001-6349-5678>

