Thesis Submission Workflow at QUT
CAUL Research Repositories Community Days 2014

Paula Callan
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Queensland University of Technology, Brisbane, Australia
Original Thesis Submission Process

Employee work motivation and discretionary work effort


Abstract

The focus of this thesis is discretionary work effort, that is, work effort that is voluntary, is above and beyond what is normally required or normally expected to avoid punishment or dismissal, and is organizationally functional. Discretionary work effort is an important construct because it is known to affect individual performance as well as organizational efficiency.
E-Forms Project

Provide a framework that is:

- **Flexible** ie useable by staff for simple forms / developers for more complex forms / multiforms
- Enables **Reuseable** Components / Services to be Developed
- **Minimal new technology** introduced into QUT
- Uses well supported industry **standard** technologies.
- **Accessible** through a variety of mechanisms. Eg Browser based access / Mobile phone access as required.
e-Forms Overview
Use cases for the e-Forms

- Appointment of Sessional Academic Staff
- HR Systems Access Request
- Project Account Request
- Financial Delegation Request
- Travel Approval Request
- Commencement of Duty
- Ethics applications
- **Final submission of thesis**
- Others….
• The e-Forms have been designed as processes which are managed by the Workflow system

• Final Submission of Thesis eForm (FST) is comprised of 5 tabs and 8+ activities (depending on whether or not changes are made to the submission).
Activities

- Student submit/change
- Principal Supervisor approval
- Faculty Research Administration Officer review
- Faculty Nominee approval
- Research Students Centre Examinations Administration review
- Dean of Research and Research Training approval
- Selected details pushed to QUT ePrints

http://www.flickr.com/people/epublicist/ cc-by-nd
Final Submission of Thesis Form

Final Submission of Thesis - Faculty Nominee

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

Previous Activity: FRAO Review
Actioned By: 
Actioned When: 11/06/2013 at 11:35 am
Full Details: Final Submission of Thesis Report
Comments: 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
Candidature details

Introduction

Candidature Details

Thesis Details

Submission

Final Submission of Thesis - Faculty Nominee

Candidature

Given Names: 
Family Name: 
Student Number: 
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.

Course Units: Our records indicate that the student has met the course requirements.
Sanctions: Our records indicate that the student has no outstanding sanctions.
### Supervisory Team

**Recorded Team:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>% Faculty</th>
<th>Faculty</th>
<th>AOU Code</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>II Principal</td>
<td>50</td>
<td>Science and Engineering Faculty</td>
<td>322450</td>
<td>21/08/2012</td>
</tr>
<tr>
<td></td>
<td>Associate</td>
<td>50</td>
<td>Science and Engineering Faculty</td>
<td>322450</td>
<td>21/08/2012</td>
</tr>
</tbody>
</table>

**Revised Team:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Start Date</th>
<th>% Faculty</th>
<th>Faculty</th>
<th>AOU Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homer Simpson</td>
<td>Principal</td>
<td>01/01/2012</td>
<td>50</td>
<td>Science and Engineering Faculty</td>
<td>322450</td>
</tr>
<tr>
<td></td>
<td>Associate</td>
<td>01/01/2012</td>
<td>50</td>
<td>Science and Engineering Faculty</td>
<td>322450</td>
</tr>
</tbody>
</table>

### Comments:

The donuts were great!

### Commentary to Date:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>User</th>
<th>Confirmed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/2013</td>
<td>Principal Supervisor Approval</td>
<td></td>
<td>N</td>
<td>Homer Simpson needs to be acknowledged for his contribution.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Review</td>
<td></td>
<td>-</td>
<td>I see Homer Simpson has been included.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Colleague Comment</td>
<td></td>
<td>-</td>
<td>I see Homer Simpson has been included.</td>
</tr>
</tbody>
</table>

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

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.

Commentary to Date:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>User</th>
<th>Confirmed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/2013</td>
<td>Principal Supervisor Approval</td>
<td>Suzanne Campbell</td>
<td>Y</td>
<td>This title matches that of the electronic copy.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Review</td>
<td></td>
<td></td>
<td>The thesis title hasn't changed.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Colleague Comment</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Review</td>
<td></td>
<td></td>
<td>The thesis title hasn't changed.</td>
</tr>
</tbody>
</table>
## 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>User</th>
<th>Confirmed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/2013</td>
<td>Principal Supervisor Approval</td>
<td></td>
<td>Y</td>
<td>This is the correct version of the thesis.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Review</td>
<td></td>
<td></td>
<td>This is the correct version.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Colleague Comment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Review</td>
<td></td>
<td></td>
<td>This is the correct version.</td>
</tr>
</tbody>
</table>
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

Commentary to Date:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>User</th>
<th>Confirmed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/2013</td>
<td>Principal Supervisor Approval</td>
<td></td>
<td>Y</td>
<td>There were no issues.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Review</td>
<td></td>
<td>-</td>
<td>No changes.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Colleague Comment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Review</td>
<td></td>
<td>-</td>
<td>No changes.</td>
</tr>
</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>User</th>
<th>Confirmed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/2013</td>
<td>Principal Supervisor Approval</td>
<td></td>
<td>Y</td>
<td>This citation is a bit lame but it'll do for the purpose of this example.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Review</td>
<td></td>
<td>-</td>
<td>Yes, the citation is very lame.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Colleague Review</td>
<td></td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
Copyright

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

Link to information about copyright and permission request form

File upload option available for students to provide evidence of copyright permissions
Student selected from list of embargo options

Embargo expiry date entered here

Evidence of approval must be provided
Supervisor must confirm support for an embargo

Embargoes

Supervisor view

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: fine

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>User</th>
<th>Confirmed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/2013</td>
<td>Principal Supervisor</td>
<td></td>
<td>-</td>
<td>I feel that the requested embargo is reasonable.</td>
</tr>
<tr>
<td></td>
<td>Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Review</td>
<td></td>
<td>-</td>
<td>I have no issues with this embargo.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Colleague Comment</td>
<td></td>
<td>-</td>
<td>I have no issues with this embargo.</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>FRAO Review</td>
<td></td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
## Data Management

Declaration that data storage is compliant with any relevant policies

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### Data Management Form

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...

#### Commentary to Date:

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

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

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Links to ‘The Code’ and relevant policies

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Updated 10/11/14

CRICOS No. 00213J
## Final Submission of Thesis - Dean of Research and Research Training

### Commentary to Date:

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

### Action:

Please choose one of the following options:

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

### Final Comments:

Approved

8 of 500 characters
Via SWORD, the relevant details are then passed to the (EPrints) repository.
Thesis-specific metadata

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


Wei Song Thesis (PDF 650k)

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.

ID Code: 54638

Item Type: QUT Thesis (Masters by Research)

Supervisor: Duncan, Bill

Impact and interest:
Search Google Scholar™

Full-text downloads:
3,979 since deposited on 06 Nov 2012
2,489 in the past twelve months

More statistics...
Investigating well-being and mental health in Queensland fire-fighters


Abstract

This thesis used survey and interview methods to examine how organisational and interpersonal factors impact on the mental health of fire and rescue workers. It was the first published research to assess and predict multiple indicators of mental health; psychological distress, well-being, posttraumatic growth and posttraumatic stress disorder symptoms. The results provide valuable information for supporting fire and rescue workers through psychoeducation and proactive intervention programs.

ID Code: 66801
Item Type: QUT Thesis (PhD by Publication)
Supervisor: Shakespeare-Finch, Jane & Shochet, Ian
Information: Embargoed until 31 January 2015.
WHAT COULD POSSIBLY GO WRONG?!

Don Shall. https://www.flickr.com/photos/donshall/3946133196 CC-BY-NC-ND
‘Red flags’ denoting confidential material are not as apparent

- Evidence of supervisor approval for embargo approval is one of the files attached.
- Previously, we did not even receive this information.
- Most temporary embargoes are approved to provide window of opportunity for publishing.

But, in some cases, the thesis may contain material which must be kept confidential until a specified date.
Mitigating risk if one slips through the net

- Remove repository record from public view
- Analysed logs to record number of downloads and IP domains of the downloads
- Contact Google to request deletion of cached versions
- Set up Google alerts to monitor public websites for mentions of the thesis
Risk treatment

- Analyse event to identify cause of failure
- Review and, if necessary, revise procedures (e.g., add an additional level of review for all embargoed theses).
Key learnings from the exercise
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

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