**Postgraduate Supervision and Submission**

*Postgraduate Supervision and Submission of Research Outputs Guidelines*

To be read in conjunction with the [*Postgraduate Supervision and Submission of Research Outputs Policy*](https://online.op.ac.nz/about-us/governance-and-management/policy-library/postgraduate-supervision-and-submission-of-research-outputs-policy) the following guidelines and processes are indicative of best practice.

However, **specific information contained in the relevant postgraduate-approved programme document should prevail.**

PROCEDURE

# **Responsibilities and Expectations**

## **Supervisors (including Mentors)**

1. Primary supervisors/academic mentors (hereinafter referred to as “supervisors”) should be appointed by the College offering the qualification. They are responsible for overseeing learner progress in the research from the time they are appointed as supervisors, to the point at which the learner submits the final redacted version of the research output to Otago Polytechnic Online Repository (OPRES). In the case of work-based learning programmes of study, the Academic Mentor will take the role of the primary supervisor, and the role of secondary supervisor will be undertaken by either an Academic Mentor or Professional Mentor or both.

2. Secondary supervisors/academic mentors (hereinafter referred to as the “secondary supervisors”) should be chosen based on their qualifications, specific knowledge or expertise, and should also be able to broaden the advice and guidance received by the learner. An additional secondary supervisor/s may be co-opted where necessary.

3. The Role of the Supervisors is:

a. To provide guidance about the nature of research and the standard expected advice and mentoring in the field of research or work-based inquiry undertaken by the learner and arrange the practical support necessary for the realisation of the research project or work-based inquiry.

b. To support learners in designing research that is capable of contributing knowledge within the public domain.

c. To draw the learner’s attention to all relevant [Otago Polytechnic policies and procedures](https://online.op.ac.nz/about-us/governance-and-management/policy-library/academic-appeal-process-for-learners-policy/) including but not limited to, those on the conduct of research, ethical requirements, safe work practices, intellectual property, copyright requirements, privacy/confidentiality and authorship.

d. To assist in the definition of the aims and objectives of the examinable components of the research or work-based inquiry, and to advise on methodological, conceptual, and procedural matters relating to their production.

e. To discuss the modality of assessment, appropriate format, layout and style for the required output, and provide advice on preparing a timetable of stages for preparation of the research or work-based inquiry output, including submission to OPRES of the final redacted research output.

f. To arrange regular meetings with the learner to discuss progress. It is the supervisor’s responsibility, to ensure regular and transparent communication between the learner and all supervisors whether the learner is working on or off campus within a workplace.

g. To arrange group meetings between the learner and all their supervisors/at least once per semester, but preferably once a term and report on such meetings to the Programme Head.

h. Be accessible to the learner at other appropriate times when they need advice or support.

i. To ensure that prompt responses are provided to submitted work, within fifteen (15) working days of receipt.

j. To provide six (6) monthly written reports on the learner’s progress to the Programme Head, with a copy to the learner and all supervisors for comment, at the end of each review.

k. To examine coursework components of the programme of study moderated by an internal staff member or external industry partner who has not been involved with the learner’s supervision.

l. To encourage learners to discuss their work with other staff and peers for constructive feedback.

m. To ensure the learner is made aware, as early as possible, of inadequate progress (related to enrolment) or standards that fall below what is generally expected; and to notify the Programme Head or equivalent.

n. To provide the learner with the appropriate pastoral care and/or to refer the learner to the appropriate learner support services, when applicable.

o. To support learners to produce an abstract that includes relevant searchable keywords.

4. While supervisors have no role in assessing research or work-based inquiry projects that they have supervised, they do, however, have a role in assessing coursework components of the programme of study, including those which are part of the research or work-based inquiry.

## **Qualifications and Training of Supervisors**

1. All supervisors (primary and secondary) will have an academic qualification that is equal to, or higher than, the qualification in question. However, where deemed appropriate, significant experience in the specific research field or, as in the work-based inquiry case, significant experience in mentoring and/or facilitating work-based learning projects may qualify staff to act as secondary supervisors.

2. All supervisors must be provided with training to undertake effective supervision.

3. Knowledge and skill set of supervisors should integrate current theoretical knowledge of the discipline or area of research or work-based inquiry with:

a. Relevant practical experience within the field of research or work-based inquiry.

b. Research methodology skills or skills in work-based inquiry methods.

c. Meta-cognitive skills for high-level problem solving and wider contextualisation of research projects or work-based inquiry.

d. Ability to communicate clearly and to listen to learners.

e. Writing and analytical skills.

f. Referencing styles and conventions e.g. APA V7.

g. Project management skills.

h. Mentoring ability and constructive feedback skills.

i. Pastoral care sensitivity and appropriate integration of Otago Polytechnic learner support services.

j. Understanding of copyright infringements and privacy/confidentiality issues relating to the final version of their thesis/dissertation submitted for assessment.

## **Learners/Ākonga**

1. It is expected that the learner will:

a. Adhere to all Otago Polytechnic regulations, policies, procedures and guidelines, particularly concerning the conduct of research or work-based inquiry (including academic integrity, requirements for ethics approval, including Kaitohutohu Office approval, referencing, privacy/confidentiality and copyright) and health and safety in the workplace (including research or work-based inquiry undertaken outside Otago Polytechnic e.g. fieldwork).

b. Maintain regular and open communication with all supervisors.

c. Take the initiative in raising problems or difficulties, including difficulties accessing sources or resources, or requesting the integration of learner support services provided by Otago Polytechnic.

d. Discuss with the supervisor/s the type of guidance and comments that are most helpful and agree on a schedule of meetings.

e. Maintain contact as agreed with supervisors and attend all arranged meetings with the supervisors fully prepared.

f. Give serious attention to the guidance and constructive feedback given by the supervisor/s and negotiate between constructive feedback, from the primary supervisor, secondary supervisor and others, should it differ.

g. Take responsibility for their learning and show initiative and self-motivation in their research or work-based inquiry, developing their intellectual independence.

h. Maintain the progress of the work following the timetabled stages agreed with the supervisor/s, including completing and presenting written material and/or alternative modalities of assessment as a research output required in sufficient time to allow for comments and discussion before proceeding to the next stage.

i. Alert their supervisor/s to any issues arising that may impact their ability to progress with the research or work-based inquiry.

j. Decide when to submit the thesis, dissertations, artistic works, and professional practice projects and/or reports (hereinafter referred to as “thesis/dissertations”), taking due account of the supervisors’ opinion, and ensuring that Otago Polytechnic deadlines are complied with.

k. Review their thesis/dissertation, for copyright infringements and privacy/confidentiality issues after receipt of their results, before submission to OPRES, with support from the learner’s supervisors.

**Problems or Disagreements Between Learner and Supervisor/s**

1. Where a problem, issue or disagreement occurs between the learner and supervisor/s, the learner should approach the supervisor/s concerned in the first instance.

2. If the learner is genuinely uncomfortable with this or the supervisor is unavailable, the learner can approach the Programme Head or equivalent who will review the situation with both parties.

a. At this point, the Head of College will be informed of the problem, issue or disagreement by the responsible Programme Head.

3. Should the problem, issue or disagreement not be resolved at this stage, the Head of College may appoint a new supervisor, or secondary supervisor.

4. If the problem, issue or disagreement is still not resolved then refer to the [Ākonga Concerns and Complaints Policy.](https://online.op.ac.nz/about-us/governance-and-management/policy-library/te-pukenga-kaupap-here-akonga-concerns-and-complaints-policy/)

## **Supervision Meetings, Reporting and Record Keeping**

1. The frequency of supervision meetings may vary depending upon learners, supervisors, the respective College and whether the programme of study is on-campus, distance or work-based. However, these should be held frequently (at least once per month) enough to ensure regular and transparent dialogue, and the research or work-based inquiry progress are maintained.

2. It is required that supervisors keep a confidential record (written notes, e-mail messages, etc.) of the supervision process including dates of meetings, both as a record of what has occurred and as a means of easily preparing for the mandatory six-monthly (6) reporting.

3. Supervisors and learners are required to produce six-monthly reports, which detail progress, and highlight any concerns about the research or work-based inquiry process.

a. This report should be signed and agreed to by the learner and supervisor.

4. Six-monthly reports are expected to be submitted to the Programme Head or equivalent, within ten (10) working days of the signing by both parties.

5. The Head of College must receive a summary of all learner reports, for noting, on an annual basis.

6. For audit purposes six-monthly reports are to be retained on the learner file within the College for one (1) year after completion of the learner’s qualification.

# **Presentation and Submission of Final Research Output for Examination**

For assistance with the presentation and final submission of the research output for examination, learners should consult their supervisors and refer to information in the relevant approved programme document and learner guide.

## **Presentation, Sign-off and Submission of Final Thesis/Dissertation for Examination**

1. Learners must submit via email a final PDF electronic version of their thesis/dissertation and a signed copy Thesis/Dissertation Final Submission for Examination Assessment Form, refer to Appendix 2, to the designated person as outlined in the approved programme document or learner guide.

a. Learners will be issued an email acknowledgement on receipt of the thesis/dissertation and Submission Form.

2. Learners and their supervisors are expected to sign off all final examinable submissions using the Thesis/Dissertation Final Submission for Examination Assessment Form, Appendix 2.

3. Where learners choose to submit their thesis/dissertation without their supervisor/s agreement they should be made aware they are doing this at their own risk. They are expected to do this in conjunction with the Head of College who ensures all programme-specific relevant information is available and adhered to.

4. Once a submission has been signed off by a learner for examination, it is the final submission.

5. All examiners/assessors/work-based learning assessors (hereinafter referred to as “examiners”) will be sent the final version of the thesis/dissertation electronically.

a. Should an examiner request a hardcopy of the learner’s thesis/dissertation it is the responsibility of the school to cover all costs and send it to the examiners in a reasonable timeframe.

b. Where the thesis/dissertation contains links an electronic PDF version will also be provided.

c. Any hardcopies of the learner’s thesis/dissertation or other related documentation must be returned to the school within one (1) month of notification of the final results by the examiner, all costs are covered by the school.

6. The relevant programme document and/or learner guide will specify and provide requirements for the presentation of the thesis/dissertation to be provided for examination.

## **Declaration/Attestation of Authorship**

1. Research or work-based inquiry outputs shall be submitted including a declaration/attestation of authorship, on the page following the title page of the thesis/dissertation, signed and dated by the learner. (Refer to Declaration/Attestation of Authorship Form, Appendix 1).

# **Final Examination/Assessment Process**

# Final examination/assessment (hereinafter referred to as “examination”) is the role of the internal and external examiners, who have been recommended by the supervisors and appointed by the relevant programme committee or equivalent.

## **Composition of Examination Panel and Appointment of Examiners**

1. The Head of College or relevant Committee will formally appoint the internal and external examiners where these are required unless the Head of College or relevant Committee is involved in the supervision process, in which case the Tumuaki Rakahau /Director Research and Postgraduate Studies will appoint the examiners. The examination scheduling process includes timelines; receipt of the examination reports; and formalising the moderation process (if applicable).

2. Learners, supervisors and examiners should be provided with details of the composition of the examination panel and the process through which the panel is constituted and moderated, by the School Administrator/or equivalent.

a. Learners and supervisors are allowed to provide input concerning the choice of examiners but are expected to refrain from contacting the potential or the appointed examiners.

3. Examination in Te Reo Māori will comply with the assessment regulations in the approved programme document and [Assessment and Moderation](https://online.op.ac.nz/about-us/governance-and-management/policy-library/assessment-and-moderation-policy/) policies.

## 4. Examiners may complete a programme-specific waiver of confidentiality form agreeing that their written report can be shared with the learner, supervisors, and Head of College.

## 

## **Reporting of Results**

1. All examiners’ reports are returned to the Programme Head/or delegate and kept secure and confidential.

2. The final examination report is received by the Programme Head/or delegate and the outcome is then determined, and the moderation process (if applicable) is carried out.

3. Copies of the final examination report will be shared with:

a. The learner,

b. The supervisor/s,

c. Head of College,

A copy to be stored on the learner’s file and will be kept confidential.

4. Any appeal must be lodged by the learner in writing with the Head of College within seven (7) working days of receiving the final examination report. Refer [to Academic Appeal Process for Ākonga/Learners policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/academic-appeal-process-for-learners-policy/)

a. Should a learner determine that their performance in completing the examination has been impaired through critical circumstances beyond their control refer to [Impaired Performance Aegrotat (Assessment Concession) policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/impaired-performance-aegrotat/)

5. Once all requirements are completed by the learner, in satisfaction of the approved programme document, the Head of College shall refer the learner for graduation.

**Submission of Final Redacted Version of Thesis/Dissertation to OPRES**

1. It is expected that a redacted version (if applicable) of a learner’s thesis/dissertation will be made publicly available on the Otago Polytechnic Research Repository (OPRES) (Refer to Appendix 3. OPRES Process Flowchart).

2. Learners are required within one (1) month of receiving their final results to review the final version of their thesis/dissertation with their supervisors to address copyright infringements and privacy/confidentiality issues. (Refer to Appendix 4 OPRES Submission Guidelines)

a. They must then complete the online OPRES form available on the Otago Polytechnic Research Repository b. Should the learner have any questions or concerns email [opres@op.ac.nz](mailto:opres@op.ac.nz)

3. If learners want a hard copy of their thesis/dissertation this cost will be their responsibility. Also, Otago Polytechnic cannot guarantee that the Robertson Library will have space to store such documents.

4. In extenuating circumstances where alternative modalities of assessment other than thesis/dissertations for example posters, PowerPoint, or exhibition form part of the research output or work-based inquiry, hyperlinks can be provided as part of the OPRES submission. The online submission to OPRES requires a minimum of an abstract, including keywords (not phrases), and contextual information (not the learner’s Learning Agreement, CV, or Review of Learning (if applicable).

5. Embargoed theses/dissertations require approval from the OPRES Committee, however, an abstract, including keywords is required to be submitted to OPRES, with the rationale for the embargo.

**Note:**

* Should an assessor/examiner require a hard copy of the learner’s thesis/dissertation, it is the responsibility of the school to cover all costs.
* Should the learner require a hard copy of their thesis/dissertation it is their responsibility to cover all costs.
* Should the School require a hard-bound copy of the learner’s thesis/dissertation, it is the responsibility of the school to cover all costs.

Guidelines V2 2024.

**Appendix 1**

**Otago Polytechnic**

**DECLARATION/ATTESTATION OF AUTHORSHIP**

**CONCERNING THESIS/DISSERTATION**

**FOR**

**THE DEGREE OF**

**MASTER/DOCTOR OF**

………………………………………………………………………………………………………….

I, (full name)

……………………………………………………………………………………………………………

Learner/Ākonga ID Number

……………………………………………………………………………………………………………

of (address)

……………………………………………………………………………………………………………

Solemnly and sincerely declare, in relation to the dissertation and exhibition entitled:

……………………………………………………………………………………………………………

1. That work was done by me, personally

and

1. The material has not previously been accepted in whole, or in part, for any other degree or diploma.

Learner/Ākonga Signature: …………………………………………………………………………………………

Date: …………………………………………………………………………………………………

**Appendix 2.**

**Otago Polytechnic**

**Thesis/Dissertation Final Submission for Assessment/Examination Form**

**This form is for your final thesis / dissertation submission for assessment.**

**Please complete the form and submit by email with the final PDF version of your thesis/dissertation, as directed in your Learning Guide.**

You will receive an acknowledgment of receipt.

|  |  |  |
| --- | --- | --- |
| **Learner/Ākonga DETAILS** | | |
| **Student ID** |  | |
| **Surname** |  | |
| **First Name/s** |  | |
| **School** |  | |
| **College** |  | |
| **Name of Qualification** |  | |
| **Thesis/Dissertation Title** |  | |
| **My Thesis/Dissertation is ready for final submission** | | Yes |
| **Learner/Ākonga**  **Signature** |  | |
| **Date** |  | |

|  |  |  |
| --- | --- | --- |
| **SUPERVISOR/ACADEMIC MENTOR/FACILITATOR DETAILS** | | |
| **Primary Supervisor / Academic Mentor / Facilitator’s Name**    **Signature**  **Dat:** |  | |
| **Secondary Supervisor / Academic Mentor / Facilitator’s Name**    **Signature**    **Date** |  | |
| **This Thesis/Dissertation is ready for final submission** | | **Yes** |
| **Primary Supervisor / Academic Mentor / Facilitator’s Name**      **Signature**    **Date** |  | |
| **Only applicable were a Student Supervisor/Academic/Mentor/ Facilitator has not been appointed.** | | |
| **Head of College**  **School Name**    **Signature**    **Date** |  | |
|  |  |  |

***Note:*** *when you receive notification of your final results, you will be required to submit a final redacted version of your thesis/dissertation to the Otago Polytechnic OPRES Repository. For further information refer to your Supervisor/Academic Mentor/Facilitator or email* [*OPRES@op.ac.nz*](mailto:OPRES@op.ac.nz)*.*

**Appendix 3**

**OPRES PROCESS and TIMELINES**

|  |  |  |
| --- | --- | --- |
|  | **OPRES PROCESS FLOWCHART** |  |
| **STEP** | **ACTION** | **TIMEFRAME**  **APPROX.** |
| 1 | Learner completes the final assessment and receives their result for the qualification. |  |
| 2 | School inputs the final course result into EBS. | 7 working days |
| 3 | The Academic Registry checks programme completion against certification rules and finalises eligibility and awards for graduation. | 7 working days |
| 4 | Learner within one (1) month of receiving their results reviews their thesis/dissertation for copyright infringements and checks for privacy/confidentiality issues, AND | one (1) month after  receiving results |
| 5 | Learner completes the Consent Form on OPRES and submits their thesis/dissertation  [OPRES online submission](https://online.op.ac.nz/industry-and-research/research/otago-polytechnic-research-repository-opres) |
| 6 | OPRES Editorial Team (OET) review the thesis/dissertation for copyright infringements and privacy issues.  Any identified are collated into an individual learner Feedback and Approvals form. This is emailed to the learner to undertake the actions, requesting the return of the new redacted thesis/dissertation to the OPRES email. | 5 working days |
| 7 | Learner completes actions required and returns new redacted version of document to OPRES. | 5 working days |
| 8 | OET completes the final review of actions and sends thesis/dissertation to the OPRES Committee requesting approval to upload the redacted version to OPRES. | 5 working days |
| 9 | OPRES Committee reviews redacted documentation and “Approves” or identifies if “Requires Further Work”. | 10 working days |
| 10 | OET on receipt of “approval from the OPRES Committee  a) Submit thesis to Research Bank.  b) Generate a DOI  c) Upload the thesis to OPRES  d) Email the learner, copy to supervisors, and advise that the thesis is now publicly available; provide the URL for Research Bank and OPRES.  OET on receipt of “Requires Further Work – refer back to Step 6. | 10 working days |

**Appendix 4.**

**OPRES SUBMISSION GUIDELINES CHECKLIST**

**Items to be checked in thesis/dissertations before submitting to the Otago Polytechnic Research Repository (OPRES)**

**Common themes identified in thesis/dissertation submissions to OPRES where copyright infringements and privacy issues are prevalent.**

**Students and supervisors/academic mentors please check the following:**

*Learners are permitted to use images/figures/photographs etc, however, these must be attributed to the author/owner/s, including name, year and source hyperlinks and copyright/Creative Commons being asserted.*

*Before your documents can be uploaded to OPRES it is paramount that the copyright being asserted by the author/owner/s of any images/figures/photographs etc., is established to ensure there are no copyright infringements.  If permission has not been granted from the author/owner/s to use (determined by copyright asserted) then redaction is required, with the addition of the relevant attribution information.*

*If Creative Commons is asserted the appropriate licence information must be provided, including the author/owner/s, year and source, hyperlink etc.*

**Title Page**

* Student ID number redacted from title page, any emails or appendices.
* Student name and any personal details such as phone number, address, emails etc., should be redacted.
* The names (including titles such as Dr, if applicable) of supervisors/academic mentors should be added to the title page.
* The qualification being undertaken to be included.

**Attestation/Declaration of Authorship**

* Attestation/Declaration of Authorship must be included. However, your signature needs to be redacted.

**Table of Contents**

* Lists of Figures and Tables must be included within the Table of Contents.
* Figure and Table numbers and page numbers should align with the document page numbers.

**Referencing conventions**

* Referencing conventions should be used consistently throughout the document for example APA, Chicago etc.
* Use the most up-to-date version of the referencing convention i.e. APA V7.
* For Figures and Tables ensure referencing conventions for labelling and positioning are followed.
* Quotations as part of cited references follow the appropriate referencing conventions.
* Quotations from participants or similar need to be presented using correct quotation conventions for the referencing style.

**Images, photographs, figures, tables, poems, quotes, schematics (referred to as ‘item’)**

* Items produced by another used within your document are permitted for educational endeavours (in thesis/dissertations).
* However, when making your document publicly available there can be no copyright infringements or privacy breaches.
* Just like in your reference list where all sources are cited, this applies to any images, photographs, figures, tables, poems, quotes etc., used that have been developed by or belong to someone else.
* The following information is required to be added to an image, photograph, figure, table, poem, quote:
  + the source (journal, book, website (and hyperlink to source)
  + author/s
  + year/date
  + page number/s
  + figure/table numbers
  + you must include the copyright being asserted © or [Creative Commons (CC) Licence](https://creativecommons.org/share-your-work/cclicenses/#:~:text=Creative%20Commons%20licenses%20give%20everyone,creative%20work%20under%20copyright%20law.). Note, copyright being asserted will help you identify if the item will need to be redacted when submitting your thesis to OPRES.
  + if copyright © is being asserted, and you have requested permission to use from the author/s, the words “Used with Permission” will need to be added.
  + if copyright is being asserted and you do not have permission from the author/s you will need to redact the item, leaving the same white space as the original item (this ensures your Table of Contents page numbers align with your document) and add the words “Image Redacted”.
* It is imperative the copyright © or CC Licence being asserted is determined when completing your document. This will help identify what needs to be redacted when submitting the thesis/dissertation.
* Check the copyright © or CC being asserted by the author/s for every item you wish to use when writing your document. Note:
  + an article may be on a website such as “Research Gate” however, they are not necessarily the author/s, and you will still need to determine © or CC being asserted by the author/s.
  + just because an image, photograph etc. is on Wikipedia does not mean it has CC being asserted. This needs to be checked and cited.
  + when adapting an item, the Terms of Use at the source need to be checked to determine if “adaptations” are permitted.
* If using a snippet from a video the above applies.
  + you also need to add the timestamp of where the image appears within the video.
* If copyright © is being asserted, you are required to get permission from the author/s to make these publicly available – this must be obtained from the author/s and included in your submission to OPRES to ensure an auditable trail. If permission cannot be gained – redaction is required.
* Items that are redacted need to be identified in the Table of Contents, Figure and Table Lists, adding the words “Redacted”.
* The words “Redacted” need to be added to where any original item was in your document.
* When redacting an item ensure the same white space remains as the original – this is to ensure that page numbers align with those in the Table of Contents.
* When adapting an item, check the copyright being asserted © to determine if adaptations are permitted. Note: changing the font or colour only of the original item is not classified as an adaptation.

**Whakataukī and Whakatauākī**

If you are using **whakataukī and whakatauākī**, the following are the definitions used by Otago Polytechnic. Check with your supervisor/academic mentor if you require support.

*Note: It is important to be aware that the meaning and use of Whakataukī and Whakatauākī may also differ among iwi, hāpu and whānau.*

* A ***whakataukī*** is an indigenous New Zealand proverb and the source or author is **unknown** (Elder, 2020). The ***whakataukī*** must be written (including the English version translation alongside the te reo) within the text citation, including the source of ***whakataukī***, including the source obtained from and year (book or website including a hyperlink) and use the correct “quoting” conventions for the referencing style being used.
* A ***whakatauākī*** is an indigenous New Zealand proverb attributed to a **known** source or author, often Māori ancestors (Elder, 2020). The ***whakatauākī*** must be written (including the English version translation alongside the te reo), within the text citation, using the correct “quoting” referencing conventions being used. It must also include the words “as cited by the ….” author or source and year (book or website with hyperlink).

**Appendices**

* Appendices such as CVs, Learning Agreements and Review of Learning documentation, participant information etc as part of your original document submitted for assessment should not be included.
  + these need to be redacted from Appendices adding the words “Redacted” after the appendix heading
  + along with adding to each appendix in the Table of Contents the words “Redacted”.
* Always include your
  + Ethics Application Approval Letter
* redact your student ID number
* redact your address, email, phone and any other personal details
* redact the signature on the Ethics Application Approval
* KTO consultation document - ensure the above are all redacted (if applicable)
* Check all appendices to ensure your email, phone, address and any others are redacted.

**Things to complete before submitting OPRES Submission/Consent Form**

* Ensure you provide an email that is “not” your student email – as this will no longer be active after graduation.
* Critical Reflections – you need to check carefully for personal information you do not want publicly available. For any areas you identify you wish to be redacted, leave the same white space and add the words “Redacted”.
* Commercially sensitive information or information that could compromise you, your employment or your organisation once your document is made publicly available needs to be redacted.
  + any commercially sensitive information you identify will require you to complete the “exemption” section in the OPRES online submission/consent form. You will be required to include the rationale for this request. This will be reviewed by the OPRES Committee.
  + if 40-50% of your document is to be redacted due to commercial sensitivity it is suggested that only the Abstract/Executive Summary is submitted. The Abstract/Executive Summary must match that on the actual thesis (the submission form only allows for a 500-word version). Refer to the above regarding requesting an exemption.
  + the document must read as a coherent whole.
* If using personal photographs containing images of others, the permission of all those in the photograph/s must be obtained to have their image publicly available. If this is not possible the photograph should be redacted.
* Keywords – to enable search engines to find your work use ‘keywords’ – not phrases or sentences. The words must accurately allude to the thesis topic.

**Resources:**

[Referencing resources for copyright compliance](https://tekete.ara.ac.nz/file/bc824018-cb46-4804-8c04-40377b0bfdfd/1/Referencing%20resources%20for%20copyright%20compliance.pdf)

[Creative Commons CC Licences](https://creativecommons.org/share-your-work/cclicenses/#:~:text=Creative%20Commons%20licenses%20give%20everyone,creative%20work%20under%20copyright%20law.)