

Submission checklist for entrants

Please complete this list and submit it with your entry.

DECLARATION

- I have discussed my entry and potential implications for prior publication and intellectual property with my thesis supervisor
- This work is my own; where I have received advice or assistance this has been acknowledged

TECHNICAL

- My entry – excluding title and reference slides – displays for no more than 60 seconds
- My entry is in PowerPoint file (.pptx) or video (.mp4) format. **Please note if you win the Curtin competition you will need to convert your entry to an .mp4 file format.**

If submitting an entry in PowerPoint,

- The slides are set to advance automatically, and video and audio starts automatically
- My entry has no separate media files or links to online content, i.e. all media is embedded in the PowerPoint file
- My entry has been tested using PowerPoint 2016 for Windows

If submitting an entry as a video (.mp4) file,

- The format is 16:9 wide screen
- The file is in HD
- I have checked that my entry is rendered correctly

PROOFING

- The title slide and reference slide(s) are included and are updated with my details
- I have included a valid ORCID on the title slide
- My entry has been proof-read

ACCESSIBILITY

- My entry is accessible to and respectful of diverse audiences
- My entry includes captions, or a transcript, if voiceover or sound was used in a way that conveys substantive information

REFERENCING & PERMISSIONS

- My reference slide includes all resources (incl. usage permissions and licences) used to create my entry
- Citations include any media used or created, including images, audio and video files
- The use of media, including images, audio and video files, complies with the competition's copyright rules and has been used under licence or with the permission of the relevant copyright owner
- If any content was created in third-party applications, appropriate licences (i.e. permitted for commercial use) have been obtained and noted in the references
- Acknowledgements include people, or groups, who helped with my project or entry

Competitor FAQs

Can I change the layout and design of PowerPoint template for my entry?

Yes and no! As long as you retain the pre-formatted bookend slides (= the title and references) you are free to add your own content – this can be in the form of images, video and/or audio, and does not have to be just text.

How long should my entry be?

There is a **60 second time limit** for entries; however, you can **include as few or as many slides as you wish**, keeping in mind that:

- You must include the first slide and last slide, i.e. the title slide and references slides
- Your presentation (excl. bookend slides) should run for a maximum of 60 seconds
- Your title and reference slide(s) should run for 5 seconds each

Can I include audio in my entry?

Yes, you can include audio in your entry. You must ensure that any audio material is copyright compliant and referenced appropriately. Considering the nature of the competition, which emphasises *visualising* your thesis, we recommend that audio is used to enhance, not carry an entry – your entry should be able to stand on its own, without the audio elements.

The University of Melbourne is committed to creating an accessible International Competition gallery, so if your entry progresses to the International Competition you may be required to caption your entry.

Can I include images, music or other audio-visual items that I find on the web in my entry?

You can, provided that the material is copyright compliant and/or you have the appropriate licences and permissions to reproduce it. Broad categories that web-sourced material you use should fall into are

- Creative Commons licensed material (excluding material with a Share-alike (SA) or Noncommercial (NC) licence)
- Public Domain works (= materials which are not protected by copyright and other intellectual property laws)
- Material under license or with permission

For more information refer to the copyright resources and videos on the Visualise Your Thesis International Competition website (<https://sites.research.unimelb.edu.au/visualise-your-thesis#resources>).

Make sure that all materials used in your entry are cited, regardless of source.

Where can I find free images, music or other audio-visual items to use in my entry?

There are numerous websites which provide access to Open Access images – Pixabay, Unsplash, and Snappy Goat are a few examples. Many archives and libraries (including the British Library) make their digitised collections available via Flickr Commons – Flickr being another popular image hosting website.

For music, sites like Incompetech, MuseOpen and ccMixer offer Creative Commons-licensed content. CC Search (<https://search.creativecommons.org/>) links to media, image and music platforms with content you can use and remix.

Make sure to check the individual licence of any object you are thinking of using, and include appropriate citations in the reference slide of your entry.

Do I have to create my entire entry in PowerPoint?

No. You are welcome to create content outside of PowerPoint, then embed it into the template (retaining the title and reference slides). If you create content in third-party applications (such as animation tools) make sure that you have the appropriate permissions or licences, and note these on your reference slide. Many tools offer a free account, but make sure to check the Terms of Use.

I'm enrolled for a degree that has a thesis component – can I enter the competition?

The Visualise Your Thesis competition is open to *currently-enrolled graduate researchers* (i.e. students enrolled in M.Phil., Masters by Research, Ph.D. or Professional Doctorate programmes) at *any stage of their candidature* who are *active and attending*.

Not eligible to enter the competition are

- Honours students
- Masters by coursework students (even if their program has a research/thesis component).

I'm a graduate researcher and also an employee at my university – can I enter the competition?

Currently-enrolled graduate researchers who are employed by their university who may have, or may be perceived to have, influence over the competition outcome, research funding or related resourcing, or an otherwise unfair advantage over the other entrants from their university, may be deemed ineligible to participate. Entrants who are currently employed by their university are encouraged to disclose their employment status and provide information about whether their employment status may provide them with an unfair advantage over other entrants from their university.

I'm on a leave of absence, can I still submit an entry?

No. Only currently-enrolled graduate researchers who are active and attending are eligible to enter the competition. If you are on a leave of absence unfortunately you are not eligible to enter. If your candidature has lapsed you are also ineligible to enter the competition.

I'm affiliated with a research institute and a university and both run a VYT competition. Can I enter twice?

No. You can only enter once, so you will have to decide whether you'd like to represent your university or research institute.

Can I re-submit an entry from a previous year?

Entries should be unique and original. The resubmission of previous entries is only permitted where substantial revision has occurred. And no doubt your research has progressed significantly, and you'd like your entry to reflect this!

Got a question that is not included here?

Please email us at: ROC-excellence@curtin.edu.au