**Check list for quality in submitted theses**

*Demonstrating research craft competance*

1. Which referencing system is used in the thesis? Is its use correct (footnotes/in text citations, reference list/bibliography
2. Is the strategy for using references academically rigorous (are page references precise; is the system for building academic authority functioning correctly?)

*Demonstrating rigour in positioning research subject and research method*

1. Do the introductory sections of the thesis undertake a literature review, environmental scan or state of the art survey which adequately positions the work in the thesis according to the conventions within the disciplinary context/academic genre in which it is written?
2. Do the introductory sections of the thesis described and contextualise the analytical methods used in the thesis in a manner acceptable to the conventions within the disciplinary context/academic genre in which it is written?

*Demonstrating academic rigour in the research*

1. Is the employment of the methods chosen by the candidate to do the work rigorous and does it hold academically?
2. Has the candidate articulated/reflected on the ethical component of the research and does the thesis demonstrate that requirements relating to ethical conduct in the research have been met?

*Demonstrating competency in establishing the scope of the study and in the research design*

1. Does the thesis establish its scope in a responsible way and argue for the material it includes and excludes?
2. Does the thesis clearly advance a hypothesis or question(?)?
3. Does the thesis show that the series of activities undertaken during the thesis, and the analytical work that results from these activities, contributes to testing the hypoethesis it advances or answering the question it poses?

*Demonstrating competance in communication*

1. Are the written sections of the thesis properly proof read?
2. Is the language used in the thesis clear and understandable?
3. If the thesis makes use of sources in several languages, have any translations/ transcriptions been properly checked?
4. If the thesis makes use of copyright material has this use been clearly articulated in the correct way (credit for the reuse of image material, text material, and any other sort of pre-existing material that constitutes intellectual property?
5. Does the thesis conform to the guidance on length and format required by AHO?

*Form of submission*

1. Is the submission formatted as one clear Pdf file that can be sent to the committee?
2. If other content is required in order to examine the thesis has this been checked, agreed and is it clear from the submitted pdf document how the committee can access it during the examination period?
3. Has the candidate arranged for the permanent storage of such content in accordance with AHO guidelines?