



THE UNIVERSITY OF  
MELBOURNE

# 2024 Programme Entrant Pack

Visualise  
*your thesis*<sup>TM</sup>

a programme for graduate researchers

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## Welcome

<Customise your own welcome message – include, for example, details of the timeline for your local programme, where to find out more, and whom to contact for additional support or information>.

<Please feel free to use all or some of the information provided in this Entrant Pack, in a way that's most appropriate for your institution.>

# Visualise Your Thesis

## What is Visualise Your Thesis, and why should I enter?

Visualise Your Thesis (VYT) challenges graduate researchers at any stage of their candidature to present their projects in a 60-second, eye-catching, video. Using a pre-supplied template, you are tasked with developing a striking video presentation that succinctly describes your research, and its potential benefits, to a non-specialist audience.

VYT provides you with an opportunity to build and apply your information and digital literacy skills. By creating a “visual elevator pitch” you will develop crucial employability skills including effective communication, information and digital literacy, and visual storytelling. You will also build your awareness of open access to information and copyright.

Curious to see how others have responded to this challenge? Have a look at the Visualise Your Thesis figshare site (<https://visualiseyourthesis.figshare.com/>), which features winning entries from local programmes held at Australian and international universities. **<If you ran VYT in previous years and have an online gallery add link here>**

## VYT eligibility

Visualise Your Thesis 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* of registered VYT 2024 institutions.

Not eligible to enter VYT are;

- Honours students
- Masters by coursework students (even if their program has a research/thesis component)
- Graduate researchers on a leave of absence (= inactive and not attending)
- Lapsed candidates
- Graduate researchers who are employed by their university who may have, or may be perceived to have, influence over the outcome, research funding or related resourcing, or an otherwise unfair advantage over the other entrants from their university

Research institutes affiliated with multiple universities may run their own VYT programme. However, graduate researchers may only enter one local round per year.

Entries should be unique and original. The resubmission of previous entries is only permitted where substantial revision has occurred.

## Prizes

**<Insert your local prize details here, and awards event details (if applicable)>**

The winning entry (first place) will represent **<name of your institution>** in the 2024 Visualise Your Thesis International Programme. The prizes will be announced in 2024; check [the VYT International website](#) and follow the official LinkedIn page ([@VisualiseYourThesisInternational](#)) for details and updates.

## Judging criteria

<Insert your local judging details here (if applicable)>

The winning entry will be judged against the following criteria at VYT International:

CATEGORY	CRITERIA
<b>TOPIC UNDERSTANDING</b>	<ul style="list-style-type: none"><li>Does the video leave you with a better understanding of the topic?</li></ul>
<b>COMMUNICATION AND LANGUAGE</b>	<ul style="list-style-type: none"><li>Is the research communicated / presented in language appropriate for a non-specialist audience?</li></ul>
<b>CREATIVITY AND ENGAGEMENT</b>	<ul style="list-style-type: none"><li>Is the video creative and engaging (e.g. visually striking and memorable)?</li></ul>
<b>TOPIC SIGNIFICANCE</b>	<ul style="list-style-type: none"><li>Is the significance of the research clearly explained?</li></ul>

## Supervisor approval

You should discuss your Visualise Your Thesis participation with your supervisor/advisor. In particular, you should discuss your entry and potential implications for prior publication, patent and grant applications, and intellectual property (IP) rights and responsibilities. If you are working on team-based projects, collaborative projects with your supervisors, or on ongoing programs in large research centres or labs, you need to be aware of, and respect, the IP rights and responsibilities of all individuals involved.

Supervisor/advisor approval to enter VYT forms part of your submission checklist.

## Indigenous Cultural and Intellectual Property (ICIP)

<Insert your local ICIP details here (if applicable).>

If your research involved the use of Indigenous Cultural and Intellectual Property (ICIP), this should be referenced as appropriate. ICIP commonly includes;

- Traditional knowledge
- Traditional culture expression
- Performances
- Cultural objects
- Human remains and tissues
- The secret and sacred material and information
- Documentation of First Nations peoples' heritage in all forms of media
- If this is applicable to research being presented with VYT, graduate researchers and institutions should refer to what is culturally appropriate as stated by cultural groups and organisations based in their geographical location.

## Generative Artificial Intelligence (GAI)

**<Insert your local GAI details here (if applicable).>**

VYT treats Generative Artificial Intelligence (GAI) tools just as we do any other type of software or resource being used. Graduates Researchers are able to use such tools if referenced appropriately. Several GAI tools are free, however if a student has purchased a tool then we recommend the institution have proof of purchase, just as we do with personal purchases of software such as Adobe Creative Cloud.

## Language

**<Insert your local language and transcript details here (if applicable). Please note – all videos in VYT International Programme are required to have subtitles or a transcript provided>**

VYT accepts videos in any language, however we recommend providing the subtitles or a transcript in English.

## Copyright Requirements

Correct referencing of material and copyright compliance are important elements of Visualise Your Thesis, just as it is with the creation of all forms of research outputs. All content included in your entry must be copyright compliant and conform to the guidelines below.

Any type of material that meets the guidelines for compliance can be used. These may include:

- Visual: photographs, charts, graphs, animations, sketches, cartoons, etc.
- Audio: music, sound effects, narrative voiceovers, etc.
- Software: programmes or website platforms used to create videos.

Submissions can include:

### 1. Original works

- All original material created by the entrant can be used in the submitted entry.
- All third-party original works must be cited appropriately and under licence or with permission.
- If entrants are collaborating or working as a part of a research team, they must consult with their supervisor to discuss their participation in VYT, in particular with respect to any publication or intellectual property considerations.

### 2. Creative Commons licensed material

- All Creative Commons works can be used except for those with a Share-alike (SA) licence.
- Creative Commons works with No Derivatives (ND) can be used so long as the work has not been modified.
- All Creative Commons works must be cited appropriately and must include licensing information and the URL where the work was sourced.

### 3. Public Domain works

- Public Domain works are materials which are not protected by copyright and other intellectual property laws.
- All Public Domain works must be cited appropriately and must include the URL where the work was sourced.

### 4. Material under license or with permission

- Works created using licensed software may be used as long as the terms and conditions of using the software allows for the work to be included as part of the entry.
- Works used with permission must be documented in writing.
- All works used under licence or with permission must be cited appropriately and must include information about the grant of permission or license, e.g. "Photograph used with permission from Joe Bloggs" or "Used under license".

Submissions cannot include:

### 1. Material available under a share-alike (CC BY-SA) licence:

- Visualise Your Thesis does not allow material licensed for share-alike use to be included in entries. This avoids issues with students assigning a different creative commons license onto their own work which may be in conflict to published work with a CC BY-SA.

**Important:** All materials used in the entry must be cited, regardless of source. If you are using material under licence, or with permissions, make sure to include details in your references.

For more information on copyright refer to resources on **<add details of your local copyright office's website>**.

The sample reference slide in the Presentation template contains examples of citations for different media and source types, and content created under licence conditions, sourced from the open access sites, created in third-party tools, etc.

## **General terms**

**<The full General Terms for Entrants are included in the Appendix of the Programme Admin Pack – update this document for your institution and add details here of where they are available to your local entrants (website behind log-in, have been sent on registration, etc.)>**



# Technical instructions

## Using the Visualise Your Thesis template

Download the Visualise Your Thesis Presentation template to your computer, delete the text, images and video in the template and add your own content. You may add additional slides to the template, however:

- Your presentation (excluding the pre-formatted bookend slides, i.e. title and reference slides) will be displayed for a **maximum of 60 seconds**, and
- The bookend slides are set to display for 5 seconds – you can add additional reference slides if required

**<note: you may have to update the instructions below on setting PowerPoint slides to advance automatically below, depending on the version of PowerPoint you are advising students to use>**

Set your slides to **advance automatically** in PowerPoint:

1. Select the Transitions tab.
2. Tick the After checkbox.
3. Enter the number of seconds you wish to display the slide for.

For further instructions, see: [Set the speed and timing of transitions](#)

Your entry must be compatible with **<insert version of PowerPoint available at your university here, e.g. PowerPoint 2013 for Windows>**. Please test your entry before submitting it.

To test your entry, view your presentation slideshow on a computer at the university that has standard software installed, such as on any student computer in a **<insert details of institution computer labs here>** that you need to log in to.

## Tips for creating your entry

**Be creative** and change the layout, text boxes, colours and fonts, just make sure you:

- Do not change the layout, design, or colours of the bookend slides, being the title slide and the references slide (i.e. the first and last slides)
- Do not use a body text font size smaller than **14 pt**
- Do not change the **Page Setup** in PowerPoint (your entry will be displayed on a screen in **widescreen** format)

Ensure copyright compliance, particularly when adding images, audio or video to your presentation, see the advice on the **<insert link to institution's copyright office/advice website>**

Consider including your **LinkedIn, Twitter or Instagram handle** to help disseminate your research.

## Adding audio and video to your entry

Your entry must be compatible with **<insert version of PowerPoint here, e.g.: Microsoft PowerPoint 2016 for Windows>**, so ensure that any audio or video files you embed in your presentation are in formats supported.

Video and audio file formats supported in PowerPoint: <https://support.office.com/en-us/article/video-and-audio-file-formats-supported-in-powerpoint-d8b12450-26db-4c7b-a5c1-593d3418fb59> <you may need to update this link, depending on the version of PowerPoint you are recommending students use>

Note that all media must be contained within your entry – for example, you cannot embed a link to an online video from YouTube or Vimeo. The file must be saved within your PowerPoint.

If animations or videos do not run, **they may be removed without discussion with you**. Therefore, it is recommended that you provide a **representative image in the correct place**, in case this is necessary.

Make sure your audio and video:

1. Is **embedded** in the PowerPoint file. Do not submit separate media files.
2. **Starts automatically** and plays for the duration of the slide or entry.
3. Is **optimised** and **compressed**.

<note: you may have to update the links below depending on the version of PowerPoint you are advising students to use>

## Submitting your entry

<suggested steps below; update with your local submission process>

Once you have completed your VYT entry:

1. Save a copy of your entry file – only PowerPoint (.pptx) or video (.mp4) format will be accepted <if you only accept one of these formats adjust this. Please note International entries must be in .mp4 file format. If your winner has a .pptx you must convert this to .mp4>
2. Email your entry to: <insert appropriate email address here> with the subject line: <insert appropriate subject line here>
3. If the file is less than <insert email file attachment size limit here, e.g. 25 MB>, you can attach your PowerPoint file to the email
4. If the file is larger than <insert email file attachment size limit here, e.g. 25 MB>, include a link in the email to your entry on <insert your preferred file sharing service, e.g. Dropbox, Google Drive, FileSender>.
5. Include the “Submission checklist for entrants” with your entry.

**Important:** You are responsible for proof-reading and testing your entry before submission.

## Submission checklist for entrants

Please complete this list and submit it with your entry. **<if you prefer, make this list available as a standalone document, or include it as an appendix>**

### 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 **<if you only accept one of these formats delete instructions for the other. Please note International entries must be in .mp4 file format. If your winner has a .pptx you must convert this to .mp4>**

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 **<update these specifications if your institution runs a different version>** 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 **<update these details if your institution has other accessibility requirements>**
- My entry has a content warning, if required

### 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 2024 VYT 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

## 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. first slide and last slide) should run for a maximum of 60 seconds
- Your title and reference slide(s) should run for 5 seconds each

Most VYT videos end up being around 70-75 seconds. Remember, your title slide needs to be 5 seconds and your content needs to be no longer than 60 seconds.

### Can I include audio in my entry?

Yes, you are welcome to include audio, be that music, sound effects, or spoken word. If you are using music or sound effects that you have not created or if you have used a software to edit make sure they do not breach copyright or creative commons.

### Can I include spoken audio in my entry?

Yes, you can include spoken audio in your entry, although you do not have to. If you do, you will need to include subtitles or provide a transcript upon submission

### Can I use Generative Artificial Intelligence (GAI) tools in my entry?

Yes, you can include GAI tools and software in your entry. Just as with other tools and software you may be using, these need to be fully referenced in your citation slides.

### 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. Remember- just because something is on the internet does not mean you are free to use it, or to use it without correct referencing.

For more information refer to the copyright resources on **<add details of your local copyright office's website>**.

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 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.

Again, make sure to check the individual creative commons licence of any object you include and have appropriate citations in the reference slide of your entry.

## Does my video need to be an animation?

No, it does not. You are welcome to use still images, video footage, or a different visual. Part of VYT is presenting your research in a visual format so it does need to be visually engaging.

## 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 to include the content in your entry, 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 VYT?

The Visualise Your Thesis programme 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* of registered VYT 2023 institutions.

Not eligible to enter VYT are

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

## I have only just started my research/only in my first year of research – is it worth me entering?

Many students complete the VYT programme in their 2<sup>nd</sup> or 3<sup>rd</sup> year, however you are welcome to participate in VYT at any stage in your candidature. You can also enter more than once throughout your candidature- but make sure your entries are significantly different!

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

Currently-enrolled graduate researchers who are employed by their university who may have, or may be perceived to have, influence over the 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.

<insert your institution's stance on this topic here>

### **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 participate in VYT. 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 participate in VYT.

### **I'm affiliated with a research institute and a university and both run a VYT programme. 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: <insert your institution's contact email here>