Thesis Defence Seminar Procedure

The Thesis Defence Seminar occurs at least one month before the thesis is sent to examination. This allows time for all feedback to be responded to by the candidate before the thesis is submitted for examination.

The thesis is to be read by at least one other academic (in addition to the Principal Supervisor and Co-Supervisor) before proceeding to examination. This quality assurance process ensures the student responds to all suggestions made by each of the readers before sending the thesis out for examination.

The committee to hear the presentation of the thesis defence consists of:

- National Coordinator of Research Degrees (Associate Dean, RRTP) or their nominee (normally State Coordinator of Research Degrees) to serve as Chair of the committee;
- One academic staff member external to the Faculty, or representative of the profession, possessing a Doctoral degree ;
- Head of School (or their nominee) where the candidate is undertaking the degree;
- Supervisor and Co-Supervisor of the candidate.

All committee members must receive a soft bound copy of the thesis, (the cost of copying thesis will be the responsibility of the School of the Principal Supervisor) at least seven (7) days in advance of the seminar to review chapter/s and familiarisation of topic. The committee is required to document what chapters have been read on the Thesis Defence Seminar form.

Invitations to staff and students of the Faculty will be sent by email to attend the seminar. The candidate may invite a collegial friend to attend the thesis defence seminar and subsequent meeting with the committee at the conclusion.

The format of the thesis defence seminar is:

1. Welcome, introductions and outline of procedure.
2. Presentation by the candidate.
3. Questions and responses.
4. The candidate and invited guests leave.
5. The committee and reviewers meet and make one of the following recommendations;
   a) the thesis is ready for examination with no amendments required, or
   b) the thesis is ready for examination with recommendations for consideration, or
   c) the thesis is ready for examination with required changes, or
   d) the thesis is not yet ready for examination.
6. Candidate and collegial friend return to hear recommendations and further discussion.
7. Chair of the Panel signs of that the thesis is ready for examination.

Notes: The Chair will complete the Thesis Defence Seminar Form by recording the result of the seminar including a summary of amendments (if required). This form requires the signature of committee, candidate and guests.

The Thesis Defence Seminar Form pathway is:

Panel Chair ⇒ Associate Dean (RRTP) ⇒Faculty Research Administrator ⇒Office of Research

Revised: March 2008