

## Submission of a Final Bound Copy of a Higher Degree Thesis

### Summary of the Course Completion Process

Once the examination process of your thesis is complete, Candidature Services will invite you to submit the Final Bound copy of your thesis.

Please note that, due to ACU Graduation deadlines, Final Bound copies received after the relevant deadline may need to wait until the following Graduation ceremony to have their award conferred. Details of the documentation deadline can be found on the [Managing your Candidature](#) section of the ACU Graduate Research webpage.

Upon receipt of the below documentation, Candidature Services will prepare a Graduation memo for signing by the Pro Vice-Chancellor (Research) and the Chair of Academic Board. Candidature Services will then provide the fully-signed memo to Course Completions, who will in turn, process a candidate's program completion.

The ACU Graduations team will then contact the candidate to arrange for the conferral of their award.

---

All forms referred to henceforth are available for download on the ACU Graduate Research website under [Managing your Candidature](#).

### Final Submission Documentation

- **Final Bound Copy of thesis**

Please refer to the Guidelines on Preparation and Presentation of a Research or Professional Doctoral Thesis for Examination on requirements, in particular section 9.3 onwards.

Ensure title of the thesis is exactly the same as the title on the thesis sent out for examination.

Changes to a thesis title after examination can only be made if a recommendation to do so was included in the ADR's Report on Thesis Examination *and* was endorsed by the PVCR or URC.

Such recommendations are specified in the list of required amendments that a Candidate receives with their Final Result memo.

- **Layperson's Summary of the Thesis (Form D)**

A summary of the thesis, able to be understood by an ordinary layperson, is required for possible use at the graduation ceremony or as part of a media release. The summary should indicate broadly what the research was about, provide details on one or two of the major outcomes of the research, and state the contribution it has made to our society and the knowledge of the area. This summary may be edited by the University.

- **Consent to Release a Thesis for Perusal on the Internet Form**

While the copyright of theses remains with the respective authors, graduands are strongly encouraged to publish their research findings and to agree to access of their theses by scholars and researchers online.

- **Claim for Reimbursement of Costs in Presenting a Thesis**

Candidates who have held an Australian Catholic University Postgraduate Award (ACUPA) with stipend or a Research Training Program Stipend Scholarship may apply for reimbursement of costs associated with the printing and binding of a thesis. See the relevant Conditions of Award.