

Submission of a Higher Degree Thesis for Examination

Summary of the Examination Process

As part of its quality procedures, the University Research Committee (URC) regularly reviews the examination procedures with a view to making the examination process as clear as possible.

The University uses external examiners at national and international level to benchmark the quality of its degrees. Doctoral degrees will be examined by two examiners, both will be external and at least one will belong to an international institution. For master degrees, there will be two external examiners. All examiners will be appointed in accordance with the *Policy on the Appointment of Examiners and the Examination Process*.

Potential examiners are invited, and requested to advise whether they will be able to read and assess the thesis within two months (for master level) or three months (for doctoral level) of receiving the hard copy. However, it is not unusual for this time frame to be extended from time-to-time as a result of unforeseen circumstances.

If a candidate has not been informed by their principal supervisor about the status of the examination after four months of lodging the thesis, he or she may contact Candidature Services (res.cand@acu.edu.au).

After the examiners' reports have been received, Candidature Services will process the result. The procedure for determining the result is detailed in the *Policy on the Appointment of Examiners and the Examination Process*, section 3.8.

Instructions to Candidates

Below is an outline of the key steps in the submission of a thesis. For further information regarding this process please refer to the *Higher Degree Research Regulations, the Guidelines on the Preparation and Presentation of a Research or Professional Doctorate Thesis for Examination*, and the *Policy on the Appointment of Examiners and the Examination Process*. These can be found online under [Research Training Policies](#).

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

After the Final Year Review Milestone

Once a candidate has been notified by Candidature Services that they have successfully completed the Final Year Review Milestone, preparations are made to receive the thesis for examination.

To facilitate this process, two forms must be submitted to the Faculty Associate Dean Research (ADR) Office for checking and approval. The Faculty ADR Office will then provide the approved documentation to Candidature Services:

- *Thesis Summary Form*. This must be completed by the Candidate and submitted to the Faculty ADR Office.
- *Appointment of Examiners form*. This must be completed by the Candidate's supervisors and submitted to the Faculty ADR Office.

It is essential that the above paperwork is submitted in a timely manner after successful completion of the Final Year Review Milestone as time is needed to enable suitable examiners to be recommended, appointed and their availability established. Insufficient notice may cause delay in securing examiners and therefore in sending a thesis for examination.

Submitting a thesis for Examination

Presentation of a Thesis

Refer to the *Guidelines on the Preparation and Presentation of a Research or Professional Doctoral Thesis for Examination*. This document sets out the technical requirements of the presentation of your thesis. You are urged to study it carefully well in advance of the final manuscript being prepared. It details the stipulations on maximum permissible word length, and printing and binding.

The University Research Committee (URC) calls your attention especially to the requirements that you proof read your thesis and that all spelling, grammatical, and punctuation errors be corrected before lodging the thesis for examination. Your examiners may recommend that a thesis be deferred for re-examination or failed (if necessary) if the number of errors is thought to indicate the thesis does not reach an acceptable standard for a higher degree.

If your research required ethics clearance, then you must include a copy of your ethics approval bound among the appendices of your thesis. Your thesis should also include a statement of authorship. Refer to Section 11.2 of the *Guidelines on the Preparation and Presentation of a Research or Professional Doctoral Thesis for Examination* for more on what this statement needs to address.

You must ensure you sign the statement of sources/statement of authorship on *each* copy of the thesis you submit for examination. This includes on the e-copy.

Title page format

As per the University Guidelines, all theses must include a title page illustrating the required information. A sample title page can be found at the end of this document.

Certificate from your Supervisor(s) (Form B)

The *Certificate from the Supervisor(s) of a Doctoral or Master's Research Thesis (Form B)* must accompany your thesis when submitted for examination. Please keep in mind that:

- the thesis cannot be sent for examination until the completed certificate has been provided;
- it is the candidate's responsibility to arrange for completion of the certificate, by referring it to his or her supervisor(s) with a copy of the final thesis (before being bound);
- if a candidate has more than one supervisor, a certificate completed and signed by each (either jointly or separately) is required; and
- at the examination stage, **three spiral/comb bound copies** and **one electronic copy** of the thesis are to be submitted to Candidature Services.

Checklist to be Submitted When Lodging a Higher Degree Thesis for Examination (Form C)

To assist in the final preparation of the thesis for examination, the *Check List to be Submitted when Lodging a Higher Degree Thesis for Examination (Form C)* has been designed to ensure that your thesis will conform to the University's Regulations. Please complete, date and sign the form and submit it with the three spiral/comb bound copies of the thesis for examination.

FULL TITLE OF THESIS

Submitted by

[Full name of candidate and degrees held]

A thesis submitted in total (partial) fulfilment of the requirements of the degree of

School/Research Institute of -----

Faculty of -----

Australian Catholic University

Date of submission