

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 Conduct of 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 Graduate Research.

After the examiners' reports have been received, Graduate Research will process the result. The procedure for determining the result is detailed in the Policy on the Appointment of Examiners and the Conduct of the Examination Process, section 3.7.

Instructions to the 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 *Research and Professional Doctorate 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 Conduct of 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](#).

Prior to Submission

Notice of Intention (Form A)

Candidates are required to give at least three months notice of intention to submit a thesis for examination by completing the *Notice of Intention to Submit a Higher Degree Thesis for Examination (Form A)*. This 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.

A typed summary, using not more than 300 words, is to be submitted on the *Thesis Summary Form* along with the *Notice of Intention to Submit a Higher Degree Thesis for Examination (Form A)*. This information is a required part of the examiner appointment and invitation process.

On First Submission (Submission 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.

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) and a copy of the *Guidelines on the Preparation and Presentation of a Research or Professional Doctoral Thesis for Examination*;
- 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 bound copies** and **one electronic copy** of the thesis are to be submitted to Graduate Research. The thesis should be spiral bound for examination.

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 copies of the thesis for examination.

On Final Submission

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

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