

## Submission of Thesis for Examination

Higher Degree by Research Students

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If upon reading this information sheet you have any queries regarding the thesis examination process, please contact the Thesis Examinations Officer, Graduate Research School by phone (08) 9266 2111, or email [thesis@curtin.edu.au](mailto:thesis@curtin.edu.au).

All thesis examination procedures are governed by Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research. These documents are available on the web at [http://policies.curtin.edu.au/legislation/internallegislation/statutes\\_rules.cfm](http://policies.curtin.edu.au/legislation/internallegislation/statutes_rules.cfm).

### Examiners

It is the responsibility of the Enrolling Area to nominate examiners using the *Nomination of Examiners* form. Following approval by the Head of Enrolling Area, this form must also be approved by the relevant Faculty Graduate Studies Committee, after which it will be provided to the Thesis Examinations Officer (TEO). This must be done before you submit your thesis. Please check with your Supervisor to see if examiners have been appointed as we cannot accept your submission until this form has been received.

### Forms Required for Submission

Your Supervisor must approve the release of your thesis before it can be submitted for examination. The *Copyright and Release of Thesis for Examination* form must be signed by you and your Supervisor. This form is available on the web at <http://research.curtin.edu.au/postgraduate-research/current-research-students/student-forms/>. On this form you will need to provide evidence in an appendix to the thesis that you have obtained, where necessary, permission from the copyright owners to use any third-party copyright material reproduced in the thesis, or to use any of your own published work in which the copyright is held by another party (e.g. publisher, co-author). You will also need to confirm that you have emailed an Abstract, or short summary of your thesis of not more than 75 words which has been approved by your Supervisor, to the Thesis Examinations Officer for inclusion in the Australian Higher Education Graduation Statement.

### Title Page

Prior to submitting your thesis, you are required to get the title page approved by the TEO. A template showing preferred style, format and layout is available in the *Thesis examination* section titled *Thesis Title Page Details* <http://research.curtin.edu.au/postgraduate-research/current-research-students/student-forms/>. Please email your completed title page to [thesis@curtin.edu.au](mailto:thesis@curtin.edu.au). Once approved, it will be emailed back to you and copied to the Guild Copy & Design Centre as reference for your final binding. Please ensure no changes are made to the approved title page when you print the final thesis.

### Declaration Page

The page immediately following your title page must contain a declaration as per the template found in the *Thesis examination* section <http://research.curtin.edu.au/postgraduate-research/current-research-students/student-forms/>. A signed and dated Declaration page must be included in each copy of the thesis (see *Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research, Section 11(d) (iii)*).

### Bibliography/Reference List

The following statement must be included at the end of the Bibliography/Reference List in the thesis.  
*"Every reasonable effort has been made to acknowledge the owners of copyright material. I would be pleased to hear from any copyright owner who has been omitted or incorrectly acknowledged."*

### Permanent Binding

Once your title page has been approved, please arrange payment of the permanent, hardcover thesis binding at the Guild Copy & Design Centre, Building 106B (next to the Tavern) Ph. +61 8 9266 2925 Email: [copy.design@guild.curtin.edu.au](mailto:copy.design@guild.curtin.edu.au).

Payment is by cash or credit card. If your School/Department wishes to pay, written authorisation from your Enrolling Area is required, providing the name of the person to whom the invoice should be sent. The Guild can also arrange your final thesis printing.

### **Submission of your Thesis**

Please submit your thesis in person or via email to the Graduate Research School, Building 101, Level 1. You will need to provide the following:

- PDF of your thesis (*your thesis will be sent out electronically for examination*);
- copy of Guild binding receipt (maximum 2 copies required – 1 x Supervisor, 1 x Student);
- *Copyright and Release of Thesis for Examination* form signed by Student and Supervisor;
- 75 word Abstract for inclusion in AHEGS statement.

If an examiner prefers to receive a hard copy over the electronic thesis, you will need to organise a thermally bound copy through the Guild. Your Supervisor should advise you prior to submission if this is required.

Once you've submitted, your enrolment status will be changed to 'Under Examination'. Any tuition fees for the Higher Degree by Research (HDR) course for which you are enrolled in will cease following the submission of your thesis. Please note that the cessation only relates to tuition fees for the HDR course and excludes other fees and charges such as fines, debts, sanctions, and the Student services and amenities fee (SSAF).

### **Time-frame for Examination of your Thesis**

Your thesis will be sent out to be examined by two examiners. Examiners are requested to complete their review within six weeks of receiving the thesis. The average examination takes 3 months from the time of submission until you receive the examiners' recommendations. Please be aware that your examination may take longer than this. The TEO does its best to minimise the duration of examinations, however the process is not entirely within our control. When both examiners' reports have been received they will be sent to the Chairperson of your Thesis Committee. Your Supervisor is responsible for advising you of the Committee's directions for any required amendments.

### **Corrections to the Thesis**

If you are required to undertake any corrections to the thesis, including typographical errors, you must provide a statement to your Supervisor and Chairperson that addresses the examiners' comments and confirms that the amendments have been carried out. Once your Supervisor and Chairperson are satisfied that you have completed all necessary amendments, the Chairperson will initiate the paperwork to enable you to graduate (except where you have been instructed to resubmit your thesis - see next paragraph).

### **Resubmission of Thesis for Re-examination**

If you are required to revise and resubmit your thesis for re-examination, you will be informed by your Enrolling Area of the requirements for re-submission of the thesis. A new *Copyright and Release of Thesis for Examination* form must accompany the revised thesis, together with a statement outlining the revisions you have made. A student who must re-submit their thesis is not required to re-enrol. A thesis that is re-submitted for re-examination will usually be sent only to those original examiners who so requested the re-submission. Examiners reviewing a re-submitted thesis are asked to complete their report within four weeks.

### **Final Binding**

You are required to present two loose-leaf copies of your final revised thesis to the [Guild Copy and Design Centre](#) for permanent binding (this applies to both Doctoral and Masters students). Students may choose to have their copy leather bound and you can select your preferred colour from samples held at the Guild. Once you've submitted your final copies, your theses will be sent to the book binder and you may collect them approx. 3 weeks later. One copy is to be given to your Supervisor and the remaining copy/ies is for yourself.

### **Submission of a Digital Copy of Your Thesis for the Australian Research Online (ARO) Repository**

Research students who enrolled in their higher degree on or after January 1, 2005 are required to upload the final version of their thesis to the Library along with the completed *Submission of Digital Theses* form. Approval to graduate will not proceed unless the Digital Thesis Team can confirm receipt of your submission. Further information, the guidelines and form are available on the web at <http://thesesupload.library.curtin.edu.au/>.

### **Other Administrative Information**

At the end of the examination process, when all of the above requirements have been met, you will receive a letter from the Associate Deputy Vice-Chancellor, Research Training informing you that you have been approved to graduate. At the same time we will notify the Graduations Office who will arrange for the conferral of your degree. **You do not have to apply to graduate.** The Graduations Office will only contact you via OASIS regarding registration to receive your Award or attend a Graduation Ceremony, so please ensure you check your student email account regularly.