



Preparing for thesis examination and completion - Information for postgraduate research candidates at UC

Appointment of thesis examiners

You should discuss with your supervisors the choice of examiners for your thesis *several months* before you intend to submit. The relevant committee needs to approve appointments so that the thesis can be sent for examination as soon as it is ready.

Your supervisor is *required to consult you* on the choice of examiners. You have the opportunity to nominate examiners you think would be suitable for your thesis and individuals you would NOT like to see appointed. (Note that examiners should be in basic agreement with the approach and methodology you have adopted.) However, the University makes the final choice of examiners and you are not told who they are while the examination is in progress.

Higher Degree by Research theses are examined by minimum of two examiners, both external to the University. Some Faculties/University Research Centres nominate a third examiner as reserve.

- Full information on appointment of examiners is in the *Gold Book, Part 7: Examination of Higher Degree by Research Theses Policy*, Points 23 to 27, at <http://www.canberra.edu.au/research/students/gold-book>
- Information on thesis requirements for examination submission in each type of degree (PhD, Professional Doctorate and Masters by research) is in *Schedule One (S1) of Part 7 of the Gold Book*.
- The Appointment of Examiners form your supervisor will need is at <http://www.canberra.edu.au/research/policies/goldbook/appendices>

Formatting requirements for theses

Before you prepare your final copy, please check *Schedule Two (S2) of Part 7 of the Gold Book: Formatting Requirements for the Thesis* (format, layout, spacing, binding, copies to be submitted, etc).

The *number of copies* required for examination will depend on the number of examiners appointed. You must submit a copy for each examiner and a spare copy which is retained in the Research Students' Office.

Forms

Several forms are required at this stage of candidature. All are appendices to the *Gold Book*:

- Certificate of Completion of Thesis (Form A), to be completed by your supervisor and delivered with the thesis for examination;
- Certificate of Authorship of Thesis (Form B), to be completed by you and your supervisor and bound into the thesis submitted for examination (wording rather than form must be reproduced);
- Retention and Use of Thesis by the University (Form C), to be submitted by you with the final copies of the thesis *after examination*; and
- Higher Degree by Research candidates' Details for Graduation (Form D).

Completion of other requirements for the degree

After the thesis examination, before resolving completion of the degree, the Research Services Office will need to confirm that you have met all other academic requirements of the course of study. You should check this now. Some research programs include a coursework component. All candidates for research degrees are required to present a *final research seminar* either before or after submission of the thesis. If you have not already done your final seminar, you should plan for it now (and ensure your supervisor advises the Associate Dean Research of your host Faculty or Director of your host University Research Centre).

Academic progress requirements are set out in Part 6 of the Gold Book.



Final advice on submission-

Please allow time for final editing and changes to your thesis required by your supervisor. **Don't submit at the last minute.** This is particularly important if you are a domestic student approaching the end of your Commonwealth Research Training Scheme (RTS) funding entitlement.

The examination process

This information sheet does not cover the examination process in detail. We recommend you read the relevant sections in *Part 7* of the *Gold Book*. However, please note the following:

- Examiners are asked to report within eight weeks but some take longer. Delays may occur in committee processes. *Do not expect your exam result to be available in two months.*
- Examiners' reports are forwarded to your supervisor (who passes them on to you) when *all* reports have been received.
- Candidates are required to respond to the reports in writing before the relevant committee considers the reports. Your supervisor will comment too.
- Each examiner makes a *recommendation* on the examination result. The Associate Dean Research of your host Faculty or Director of your host University Research Centre *decides* the result after considering the reports and your response.
- You then make any changes to the thesis that are required. (It is unusual for examiners not to request any changes.)
- Completion of the degree is resolved when the changes have been signed off by the appropriate authority and other academic requirements have been confirmed. Final copies of the bound thesis, a single sided, loose-leaf copy and an electronic copy are required at this time.

Please consult with your supervisors for advice with regard to the preparation of the thesis for submission. For queries with regard to the administrative processes involved in thesis submission and examination, please contact the Research Students' Office at postgrad.research@canberra.edu.au .