

# Guidelines for Submission of Thesis for Examination

Higher Degree by Research Students

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Should you have any queries regarding the thesis examination process, please contact the Thesis Examinations Office, Graduate Research School by phone (08) 9266 2111, or email [GRS.ThesisExams@curtin.edu.au](mailto:GRS.ThesisExams@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/statutes\\_rules.cfm](http://policies.curtin.edu.au/legislation/statutes_rules.cfm).

## Examiners

It is the responsibility of your Thesis Committee to select 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. This must be done prior to you submitting your thesis. Once examiners have been appointed, you will be notified and can proceed with submission as soon as you're ready. We cannot accept your submission until the NoE form has been approved by the FGSC.

## 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 at <http://research.curtin.edu.au/postgraduate/current-students/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).

## 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/current-students/forms/>. Please email your title page to [GRS.ThesisExams@curtin.edu.au](mailto:GRS.ThesisExams@curtin.edu.au). Once approved, you will receive a reply email containing all the relevant information regarding submission. *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/current-students/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."*

## Submission of your Thesis

Please submit your thesis via email: [GRS.ThesisExams@curtin.edu.au](mailto:GRS.ThesisExams@curtin.edu.au), or in person to the Graduate Research School, Building 101, Ground Floor. You will need to provide the following:

- PDF of your thesis (*your thesis will be sent out electronically for examination*);
- *Copyright and Release of Thesis for Examination* form signed by Student and Supervisor;
- Abstract or short summary of no more than 75 words, for inclusion in the Australian Higher Education Graduation Statement;

If an examiner prefers to receive a hard copy over the electronic thesis, you will need to submit a temporary bound copy. **Your Supervisor needs to 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, signed by both your Supervisor and Chairperson, 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.

### ***Permanent Binding***

You are required to present a minimum of two loose-leaf copies of your *final, revised thesis* for permanent binding through G Mart Books (Building 106G, near Concept Cafe). Payment is by cash or credit card. The copies must be securely boxed up in order to be sent to the book binder, off-campus. Please place all copies in an empty A4 photocopy paper box with a lid. The loose leaf copies must also be separated by a divider (preferably coloured card/paper). G Mart will not bear any responsibility for copies that have been submitted incorrectly (e.g. missing pages, upside-down pages, errors in printing etc.). **A Binding Instruction must be included** [ThesisBindingMemo.pdf](#). You may choose to have your copy leather bound and you can select your preferred colour from samples held at the shop. The books take approx. four weeks to return from the bindery and you or a representative is required to collect them from G Mart. Books that haven't been collected after eight weeks will be securely disposed of. One copy is for your Supervisor and the remaining copy/ies for yourself.

### ***Submission of Digital Thesis***

A digital copy of your final thesis along with the *Submission of Digital Thesis* form is required to be uploaded to the University's institutional research repository, [espace@Curtin](mailto:espace@Curtin). For information regarding uploading your thesis and the relevant form: <http://thesesupload.library.curtin.edu.au/>.

### ***Approval to Graduate***

When all requirements have been met (including the digital copy uploaded to the Library), your Committee will submit the *Report of Chairperson* to the Graduate Research School for approval by the University Graduate Studies Committee. In due course you will receive an email advising you that you've been passed and approved to graduate. At this stage you may apply for a Letter of Completion (if required) [Letter of Course Completion](#). The Graduations Office will arrange for your Award to be conferred. **You do not have to apply to graduate.** The Graduations Office will notify you via OASIS on how to register to attend a ceremony or have your Award sent registered post.