

# Thesis Examination Process

---

*The following outlines the steps involved in examining Research Degree theses. This process usually takes around four to six months to complete.*

## 1. Nomination of examiners and thesis submission

The final PDF version of the thesis, and completed [Thesis Declaration Form](#), must be submitted by the relevant Dean's office, via the School Research Committee (SRC), to the Research Office.

Supervisors are required to complete and submit the [Examiner Nomination Form](#) and examiners' CVs (also via the SRC and Dean) to the Research Office. This form should be submitted no more than two weeks following thesis submission. The Research Office will conduct a check to ensure that the nominated examiners are suitably qualified, and that there are no conflicts of interest. The Australian Council of Graduate Research Conflict of Interest Guidelines can be found [here](#).

## 2. Thesis sent to examiners

The electronic version of the thesis is then sent to the examiners. At this time, the student's enrolment status will change from 'Enrolled' to 'Under Examination'. The student's University accounts such as library access and email will remain available during this time.

The Research Office remains in close communication with examiners during this period, and follows up with outstanding examination reports as a priority. However, to protect the integrity of the process, the Research Office is unable to provide students or supervisors with specific details on examination progress.

## 3. Thesis classification

Upon receipt of all examination reports, the examination is placed on the agenda of the next Research Degrees and Scholarships Committee (RDSC) meeting. Meetings are held monthly. The RDSC carefully considers all examination reports before recommending a final classification. This recommendation is then considered by University Executive prior to approval by the Vice Chancellor.

Classifications are as follows:

**Recommendation 1:** The thesis be classified as PASSED UNCONDITIONALLY;

**Recommendation 2:** The thesis be classified as PASSED CONDITIONALLY, subject to corrections identified in the examiner's report being made to the satisfaction of the supervisor/s;

**Recommendation 3:** The thesis be classified as PASSED CONDITIONALLY, subject to amendments as outlined in the examiner's report being made to the satisfaction of the Pro-Vice Chancellor – Research;

**Recommendation 4:** The thesis be RESUBMITTED IN A REVISED FORM FOR REEXAMINATION taking into account the comments and amendments outlined in the examiner's report by the original examiners;

**Recommendation 5:** The thesis be classified as FAILED, without the right to resubmit the thesis, on the basis that a significant amount of additional research work and/or major substantive amendment will not raise the thesis to an acceptable standard.

**4. Notification of classification**

Upon receiving the thesis' classification, the Research Office will notify the student and their supervisors of the outcome in writing.

**5. Submission of Final Version of the Thesis**

After making any required or voluntary revisions (the latter in the case of Recommendation 1), the final version of the thesis must be submitted for approval to the supervisors, who will assess the revisions prior to making a recommendation to the Director of the Research Office, or the Pro Vice Chancellor, depending on the recommendation received.

For those who have received Recommendation 2 or 3, all amendments made throughout the revision process must be clearly tracked for re-submission.

For those who have received Recommendation 4, steps one through five are repeated. Once the revisions are approved, the student will be notified by the Research Office.

The student must then provide one permanently bound copy for each supervisor (unless the supervisor requests otherwise), and one electronic copy of the thesis for the library's digital repository. The Research Office will assist to arrange the binding of the thesis.

Following completion of the process outlined above, the student can proceed to graduation.

---