

THESIS EXAMINATION PROCESS

WHAT HAPPENS TO MY THESIS NOW?

The following information provides answers to some commonly asked questions-

Once the thesis is submitted and all relevant forms/paperwork are in order, AND the Appointment of Examiners has been approved by the Higher Degree Research Committee then:

1. Copies of the thesis will be despatched to examiners within 1 week. Theses which travel outside Australia are sent by courier. NOTE: Examiners are invited to retain their copy of the thesis, unless otherwise advised by Higher Degree Research Office.
2. Examiners are requested to provide their report within 6 weeks of their **receipt** of the thesis (students should expect that it may take up to two weeks from the date of thesis submission, if examiners have been approved, for the examiner to receive the thesis).
3. Email reminders are sent to examiners at weekly intervals if the report or a response from the examiner has not been received within the 6 weeks
4. If no report is received by the given date or there has been no response from the examiner, the University may appoint a replacement examiner (9 weeks after despatch of the thesis). Candidates will be informed of progress at this point.
5. When all reports have been received from examiners, the supervisor is notified and provided with a copy of those reports. The supervisor is invited to provide his/her comments on the reports to the next available meeting of the Higher Degree Research Committee.
6. The Higher Degree Research Committee will make a determination regarding the outcome of the examination, in the light of the examiners' reports. The range of determinations comprise: Award; Award with Library Copy Corrections; Minor Corrections; Major Corrections; Revision and Resubmission; Award of a Lesser Degree (examination of Honours Degree of Master only); Not Award.
7. A letter is sent to the candidate advising the decision of the Higher Degree Research Committee regarding the examination process and a copy of the examiners' reports will be enclosed with that letter. Examiner identity will be withheld if so requested by the examiner. If the Committee determines that either corrections or a revision to the thesis are required, the candidate will be advised of the time allowed in which to undertake the corrections. If a Revision and Resubmission determination is made, the candidate is enrolled for twelve months and must pay tuition fees if in a tuition fee program. The commencement date for this enrolment is three weeks after the date of the meeting. All examiners from the first examination process are invited to participate in the re-examination.
8. A corrected or revised thesis must be again presented to the HDR Committee for consideration.
9. When the Higher Degree Research Committee has determined that the requirements for the degree have been satisfied, it will recommend to Academic Senate that the candidate has completed all requirements.
10. After Academic Senate has approved the completion, the candidate will receive a formal letter from the University advising of completion, and the expected month of the graduation ceremony.
11. If the completed degree is a Doctorate, you may use the title of "Dr" only after the degree has been conferred by the Chancellor at Graduation.

For any queries regarding this process, please contact the
Completions Officer: (02) 9850-7345 or email: hdrexam@vc.mq.edu.au.

Further Useful Information

- A. The Higher Degree Research Committee Meeting schedule. (<http://www.research.mq.edu.au/students/hdrc>)
- B. Academic Senate meet 8 times each year.
- C. Graduation Ceremonies are held twice yearly - April/May and September.