



**RESEARCH STUDENT CENTRE**

**Step-by-Step Guide to Thesis Preparation and Submission**

1. Theses should be prepared in accordance with the *Guidelines for the Preparation and Submission of Theses* (contained in the thesis pack or on the web).
2. The candidate is required to give the Head of Postgraduate Studies\* (HPS) two months written notice of intention to submit the thesis.
3. At least one month prior to submission, the candidate should discuss the selection of potential examiners with the supervisor/s. Instructions for completing the *Nomination of Examiners Form*:
  - The candidate should complete Part A.
  - In consultation with the supervisor/s, the candidate should complete Part B.
  - The supervisor/s will then complete Part C and forward it to the HPS.
  - The HPS will forward the form to the Research Student Centre.
4. The candidate should submit **three (3)** provisionally bound copies of the thesis to the Research Student Centre together with:
  - (i) *Submission of Thesis and Certification of Completion Form*
  - (ii) *Thesis Declaration Form*
  - (iii) *Application to Graduate*
  - (iv) Floppy disk (PC) containing a copy of the thesis abstract approved by your supervisor.

All forms are contained in the thesis pack or available on the web.

5. Candidates will be advised by the Research Student Centre once the examiners' reports have been received **and** the Thesis Examination Committee has made its resolution. **There is to be no contact between the candidate and the examiners during the examination period.** Candidates will not receive copies of the examiners' reports until after the Thesis Examination Committee has met. The examination procedure takes an average of 4-6 months.
6. If candidates are required to make revisions to their thesis after examination, they will receive advice regarding the nature of these revisions by the Research Student Centre. Details of the likely outcomes of the examination process are contained in the *Guidelines for the Preparation and Submission of Theses*.

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\* *Head of Postgraduate Studies* is a term used by the Research Student Centre to refer to the person responsible for examination matters in relation to postgraduate research students within a faculty. A list of such persons is contained overleaf.

7. Candidates wishing to graduate at a graduation ceremony should apply to graduate on-line during the examination process. Candidates wishing to have their degree conferred at a University Council meeting should advise the Research Student Centre.
8. Before graduation can occur, candidates must submit two bound copies of their revised thesis to the Research Student Centre. To comply with Course Rules, candidates must also submit to the Research Student Centre a soft copy of their thesis for digitisation at the Library.

### **HEADS OF POSTGRADUATE STUDIES (HPS)**

<b>Faculty of Arts</b> Research)	Associate Dean (Graduate Studies and
<b>Faculty of Commerce</b>	Head of School (or delegate)
<b>Faculty of Creative Arts</b>	Associate Dean (Research and Postgraduate)
<b>Faculty of Education</b>	Graduate School Research Co-ordinator
<b>Faculty of Engineering</b>	Director of Studies Postgraduate Research
<b>Faculty of Health &amp; Behavioural Sciences</b>	Head of Department or School
<b>Faculty of Informatics</b>	Head or Associate Head of School (or delegate)
<b>Faculty of Law</b>	Co-ordinator of Postgraduate Programs
<b>Faculty of Science</b>	Head of Department/School (or delegate)