

Research Examinations: Post-Examination Checklist for SUPERVISORS and STUDENTS

The following should be read in conjunction with the Research Degree Policies and Procedures, [Procedure AB-58 P6 Research Degrees Thesis Preparation and Examination](#). Research degree students need to refer to the [Guideline AB-58 AD7: Presentation of the Research Degree Thesis, or Exegesis \(Consolidated\)](#) attached to the Policies and Procedures.

Timeline	Action	Forms and guidelines	Other information
<p>Undertaking Corrections – Submission of FINAL Thesis for conferral (e.g. 1, 2 or 3a or final copy after 3B or 4 review approved by examiner)</p>	<ol style="list-style-type: none"> 1. Student to discuss the examination reports with their Supervisor in preparation for addressing the examiners' comments. 2. Student to make the required changes to the thesis in line with the examiners' comments. A Summary of Amendments must also be prepared, addressing both examiner comments where necessary. 3. Student submits the digital copy of the final thesis online, via the student portal, and completes the submission details which certifies: <ul style="list-style-type: none"> - The thesis is composed of the student's own work and not submitted for a previous degree - The required changes have been made to the thesis - The research was conducted in a responsible manner - Consent has been obtained where data or information has been used that identifies people or it was already in the public domain - All ethics requirements have been met - The data have been stored in a safe location <p>Also included is:</p> <ul style="list-style-type: none"> - a summary of amendments table - A 900 character (with spaces) citation has been prepared - An Author's Consent form has been completed and approved by the Supervisor <p>CHECK YOUR CITATION: Your citation must be no longer than 900 characters including spaces. You should check that your citation meets this requirement in your Portal by clicking on the hyperlink in the Submission of Final Thesis page, under point #2, "Check the length of your citation here before you upload it". Copy and paste your citation from Word into the text box provided and click 'Done'. If your citation is too long, you will receive the message "Citation length exceeds 900 characters (with spaces). Please adjust it and reduce the length before uploading with the submission."</p> <p>NOTE: You should upload a 'clean' version of your thesis which will be published by the Library. You should also upload a version with tracked changes/highlighting in addition to the clean version for publication. This version will be used by your internal reviewers. Ensure each document is clearly labelled to identify the difference between the clean version and the</p> 	<ul style="list-style-type: none"> • Final Thesis (clean version and marked/highlighted version), Summary of Amendments, Citation and Author's Consent all submitted online via the Student Portal. This is accessed via the Thesis Management tile from the myResearch link in the Student Portal. • Alternatively, you are able to email your Author's Consent form to research.examinations@unis.a.edu.au once it has been signed by your Principal Supervisor. 	<ul style="list-style-type: none"> • The student and Supervisor are expected to discuss the final thesis and submission prior to the student submitting the thesis online. • Digital thesis only is required to be submitted to Research Examinations. Hard copy theses are no longer required for conferral. • Timelines for changes to finalise thesis: <ul style="list-style-type: none"> 1 – pass forthwith – four weeks 2 – pass following minor corrections – six weeks 3a – pass following major corrections – three months 3b – pass following major corrections – three months (re-submission for examiner approval) 4 – revise and re-submit – six months (re- submission for re-examination) • Citation information The citation of no more than 900 characters (including spaces) is to be approved by your supervisor. The citation is a brief description of your research and/or its findings. It should be written in plain English so that it is easily understood by those not familiar with your specific area of research. This will appear

	<p>version with tracked changes/highlighting.</p> <p>It is important to allow sufficient time for the approval process to occur in order to meet the deadline dates for conferral. You should allow 5 – 10 days for this process.</p> <ol style="list-style-type: none"> 4. Supervisor is notified that the student has submitted the final thesis for conferral and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to the Independent Reviewer (for 3a results) or Research Degree Coordinator (RDC) (for 1 and 2 results) for approval. If not approved the Supervisor should discuss the reasons why with the student. 5. Independent Reviewer is notified that the Supervisor has approved the revised thesis and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to the Dean of Research (or delegate) for approval. If not approved the Independent Reviewer should discuss the reasons why with the Supervisor and the student if necessary. 6. RDC is notified that the Supervisor has approved the final thesis for conferral and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to the Dean of Research (or delegate) for approval. If not approved the RDC should discuss the reasons why with the Supervisor and the student if necessary. 7. Dean of Research (or delegate) is notified that the Independent Reviewer or RDC has approved the final thesis for conferral and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to Research Examinations. If not approved the Dean of Research (or delegate) should discuss the reasons why with the Supervisor and RDC, and the student if necessary. 		<p>on your Australian Higher Education Graduation Statement and can't be amended once produced. You should make sure that it is accurate and grammatically correct.</p> <ul style="list-style-type: none"> • Author's Consent Form The Author's Consent form indicates whether the thesis can be made available to the wider community immediately or whether it is to be embargoed for a period of 6 months or 12 months. The form can be uploaded with the final thesis submission or can be emailed to research.examinations@unisa.edu.au at the same time as the final thesis submission online. • The Academic Unit will need to provide Research Examinations with the details of the Independent Reviewer as soon as they are known so that they may be included in the online workflow.
<p>Conferral</p>	<ol style="list-style-type: none"> 1. Research Examinations actions the final thesis submission and prepares the student record for conferral. An email will be sent to the student email account advising of the next steps required in the completion process. This will include instructions for confirming the parchment details. 2. Research Examinations arranges for the completion to be noted by the Research Degrees Committee (RDC) and approved by University Council. 3. Following conferral, Research Examinations will provide the Library with a digital copy of the final thesis (the thesis will be published unless an embargo has been approved). 4. In the week following conferral at University Council, Research Examinations will send an email confirming conferral and provide details of how to access transcripts and parchments. 	<ul style="list-style-type: none"> • Graduation information: http://i.unisa.edu.au/Campus-Central/Graduations/ • Ceremony Dates and Times: http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Graduations/Ceremonies/Ceremony-dates-and-times/ 	<ul style="list-style-type: none"> • A 'pre-completion' letter can be provided by Research Examinations following the approval of the final thesis submission, prior to conferral. The letter will confirm the upcoming conferral date. Contact research.examinations@unisa.edu.au if you require such letter.

Resubmission for further review by examiner(s)

Timeline	Action	Forms and guidelines	Other information
<p>Undertaking Corrections – Submission of REVISED thesis (e.g. 3b or 4)</p>	<ol style="list-style-type: none"> 1. Student to discuss the examination reports with their Supervisor in preparation for addressing the examiners' comments. 2. Student to make the required changes to the thesis in line with the examiners' comments. A Summary of Amendments must also be prepared, addressing both examiner comments. 3. Student submits the digital copy of the revised thesis online, via the student portal, and completes the submission details which certifies: <ul style="list-style-type: none"> - The required changes have been made to the thesis - The research was conducted in a responsible manner - Consent has been obtained where data or information has been used that identifies people or it was already in the public domain - All ethics requirements have been met - The data have been stored in a safe location <p style="margin-left: 40px;">Also included is:</p> <ul style="list-style-type: none"> - a summary of amendments table <p>NOTE: You should upload a 'clean' version of your thesis which will be sent to the Examiner. You should also upload a version with tracked changes/highlighting in addition to the clean version. This version will be used by your internal reviewers. Ensure each document is clearly labelled to identify the difference between the clean version and the version with tracked changes/highlighting.</p> 4. Supervisor is notified that the student has submitted the revised thesis and will then approve or reject the submission via online workflow. If approved, the revised thesis is sent to the Research Degree Coordinator (RDC) for approval. If not approved the Supervisor should discuss the reasons why with the student. 5. Independent Reviewer is notified that the Supervisor has approved the revised thesis and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to the RDC for approval. If not approved the Independent Reviewer should discuss the reasons why with the Supervisor and the student if necessary. 6. RDC is notified that the Independent Reviewer has approved the revised thesis and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to the Dean of Research (or delegate) for approval. If not approved the RDC should discuss the reasons why with the Supervisor and the student if necessary. 	<ul style="list-style-type: none"> • Revised Thesis and Summary of Amendments are submitted online via the Student Portal. This is accessed via the Thesis Management tile from the myResearch link in the Student Portal. 	<ul style="list-style-type: none"> • The Summary of Amendments should address both examiner comments. This is so that it is clear to the examiner conducting the 3b review/re-examination why some comments may have been addressed and others may not have been, where there were differences in the original 2 examiners' comments. • The Academic Unit will need to provide Research Examinations with the details of the Independent Reviewer as soon as they are known so that they may be included in the online workflow. • Digital thesis only is required to be submitted to Research Examinations.

	<p>7. Dean of Research (or delegate) is notified that the RDC has approved the thesis for examination and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to Research Examinations. If not approved the Dean of Research (or delegate) should discuss the reasons why with the Supervisor and RDC, and the student if necessary.</p>		
<p>3b Review or Re-examination</p>	<ol style="list-style-type: none"> 1. Research Examinations will dispatch the revised thesis and Summary of Amendments to the original examiner(s). 2. Research Examinations will advise the student and Supervisor once the thesis has been dispatched and will provide an approximate date for the receipt of the 3b confirmation or re-examination report. 3. Research Examinations monitors the examination timelines and maintains contact with the examiner(s) throughout the examination process. The student and Supervisor will remain informed of any expected delays. 4. Research Examinations provides the 3b confirmation/re-examination report to the student and Supervisor, with detailed instructions of the next steps in the examination process. 5. Go back to the start of this checklist to review the steps required for the final submission of the thesis for conferral. 		