

Research Examinations: Examination Checklist for SUPERVISORS and STUDENTS

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

Timeline	Action	Forms and guidelines	Other Information
<p>At least three months before submission</p>	<p>1. <u>Intent to Submit</u></p> <ul style="list-style-type: none"> • Student discusses with Supervisor their submission timeframe and whether they wish to elect to undertake a defence of the thesis (“defence” or “viva”) as a part of their examination. Students who commenced a PhD after 1 January 2016 are required to undertake a mandatory oral defence. • Student enters ‘intent to submit’ date in the Student Portal • Notification of intent to undertake a defence to be emailed to research.examinations@unisa.edu.au (where applicable) at least 3 months prior to the thesis submission. <hr/> <p>2. <u>Nomination of Examiners – Discussion and Informal Invitation</u></p> <ul style="list-style-type: none"> • Supervisor to discuss the suggested examiners with the RDC and/or Dean of Research (or delegate) to confirm suitability based on the examiners’ qualifications, research background, and expertise • Supervisor: Notification of intent to undertake a defence to be emailed to research.examinations@unisa.edu.au (where applicable) and where student hasn’t already done so. • Supervisor <u>must informally contact</u> the examiners to ascertain their availability in the timeframe the student intends to submit their thesis for examination. The Supervisor is to also: <ul style="list-style-type: none"> • Provide background information about the oral defence (if applicable) • Indicate the length of the thesis • Send a copy of the student’s abstract • Let them know who else is on the supervisory panel to help determine potential conflicts of interest • Obtain a Confidential Disclosure Deed from the examiner <p>3. <u>Nomination of Examiners – Online Submission</u></p> <ul style="list-style-type: none"> • Supervisor to submit the nominated examiners via the staff portal, for review and approval by the Dean of Research (or delegate). 	<p><u>Intent to Submit</u></p> <ul style="list-style-type: none"> • Intent to Submit date entered in the ‘Intent to Submit’ page in the Student Portal. This is accessed via the Thesis Management tile from the myResearch link in the Student Portal. • Notification of intent to undertake an oral defence to be emailed to research.examinations@unisa.edu.au (where applicable) <hr/> <p><u>Nomination of Examiners</u></p> <ul style="list-style-type: none"> • Procedure AB-58 P6 Research Degrees Thesis Preparation and Examination Section B for examination and appointment of examiners • Template of informal contact from supervisor to examiner located here • Nomination of Examiners accessed via the “Examiner Nominations” tile in the Staff Portal 	<p><u>Intent to Submit</u></p> <ul style="list-style-type: none"> • The intent to submit date can be updated as necessary until the time the supervisor submits the nomination of examiner form <hr/> <p><u>Nomination of Examiners</u></p> <ul style="list-style-type: none"> • Where creative works are included, the same examiners must examine both the written component and creative work(s). If the creative work includes an exhibition the examiner will be required to view the exhibition as a part of the examination. • Students do not have a right of veto; however students can provide: <ul style="list-style-type: none"> • A list of suitable academics in the field • A list of academics in the field they DO NOT wish to examine the thesis. For example: <ul style="list-style-type: none"> ▪ Academics where there are major methodological differences ▪ Academics where there are different professional or personal stances on particular issues • Students are required to notify the supervisor of those academics who have: <ul style="list-style-type: none"> • Read sections of the thesis and provided comments

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	<ul style="list-style-type: none"> • Dean of Research (or delegate) approves or rejects the nominated examiners via online workflow. If approved the information is sent to Research Examinations. If not approved the Dean of Research (or delegate) must discuss the reasons why with the Supervisor. 		<ul style="list-style-type: none"> • Provided substantial guidance on content or methodology
<p>When thesis is ready for submission</p>	<ol style="list-style-type: none"> 1. Student ensures that the thesis has been prepared and presented in accordance with the appropriate guidelines. 2. Does your thesis contain published research? Student and Supervisor discuss whether the thesis contains published research and if it meets the criteria to be examined as such. As per the Guideline, a thesis containing published research must meet the requirements, some are listed below (<i>refer to the Guideline for the full list</i>): <ul style="list-style-type: none"> • each publication must be peer reviewed and recognised for the University's publication collection • each publication must be published or accepted for publication pending revisions for publication in significant journals, books and/or conference proceedings relevant to the discipline • for publications that have been accepted for publication pending revisions, the Principal Supervisor must provide written confirmation that revisions required by referees and/or the editor have been made • each co-authored publication included in the thesis must be accompanied by a statement by the student describing the contribution of each author to each publication (refer to the statement of authorship form) • the student must be the greatest, or equal greatest contributor to any co-authored publications included in the thesis • the publications must be compliant with copyright law and intellectual property requirements <p>If it is identified that the thesis contains published research, a Statement of Authorship must be signed for each publication and by each author, with the forms incorporated in an appendix to the thesis.</p> 3. Student and Supervisor discuss the thesis submission and confirm it is ready for submission including, if applicable, ensuring the appropriate acknowledgement is included in the thesis where Australian Government support has been provided. The acknowledgement must include the mention of your support through an "Australian Government Research Training Program Scholarship". 4. Student runs their thesis through the iThenticate online tool and saves the report for inclusion in the online submission in Step 5. 	<ul style="list-style-type: none"> • See the Guideline AB-58 AD7: Presentation of the Research Degree Thesis, or Exegesis (Consolidated) • If your thesis contains published research, the Statement of Authorship form should be completed and attached as an appendix in your thesis. • The Research Training Program – Frequently Asked Questions for students page has more 	<ul style="list-style-type: none"> • The student and Supervisor are expected to discuss the thesis and submission prior to the student submitting the thesis for examination online • The thesis should be reviewed and ready for examination prior to online submission. • Only the final examination copy of the thesis should be submitted online. • The student must sign the declaration at the front of the thesis • Online workflow is managed via the Student and Staff Portals • Students are liable for fees for each day that they are consuming candidature as a full fee paying student. For domestic students this is after their allocated RTS has expired and for international students this is while they are not covered by a tuition fee scholarship. Consumption is stopped once the Dean of Research (or delegate) approves the thesis for examination. It is important to allow sufficient time for the approval process to occur and consumption to stop. You should allow 5 – 10 days for this process. • Once the Dean of Research (or delegate) has approved the thesis submission the student's consumption and scholarship will be stopped

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	<p>5. Student submits the digital copy of the thesis online and the iThenticate report generated in Step 4, via the student portal, and completes the thesis submission details which certifies:</p> <ul style="list-style-type: none"> • The thesis is composed of the student's own work and has not been submitted for a previous degree • The iThenticate report is included in the submission • The data collection was done by the student • The analysis was done by the student • The research was conducted in a responsible manner and in accordance with approved ethics policies and the Australian Code for the Responsible Conduct of Research • Consent was 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 required are selections about:</p> <ul style="list-style-type: none"> • If the thesis contains published research • If an editor was used and the extent of the editor's involvement <p>6. Supervisor is notified that the student has submitted the thesis for examination and will then approve or reject the submission via online workflow. If approved, the thesis submission is sent to the Dean. If not approved the Supervisor must discuss the reasons why with the student.</p> <p>7. Dean of Research (or delegate) is notified that the Supervisor 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) must discuss the reasons why with the Supervisor, and the student.</p>	<p>information about the requirements for acknowledgement</p> <ul style="list-style-type: none"> • The Academic Integrity page has information about registering for iThenticate and additional resources for its use. • Thesis Submission accessed via the 'Thesis Management' tile in the Student Portal (MyUniSA) 	
<p>Examination Process</p>	<ol style="list-style-type: none"> 1. Research Examinations receives notification that the thesis and examiner nominations have been submitted and approved 2. Research Examinations dispatch the thesis and examination information. 3. Research Examinations advises the student and Supervisor when the thesis has been dispatched to both of the examiners. Once both examiners have acknowledged receipt of the thesis Research Examinations advises the student and Supervisor of the expected date of receipt of the reports. 		<ul style="list-style-type: none"> • If a hard copy of the thesis is required by one or more of the examiners it must be heat bound (no spiral or strip binding is allowed). The copies must have soft covers and must be printed on both sides of the paper. Hard copies should not be organised unless you are contacted to prepare them. • Receiving reports back from examiners can take approximately 2-3 months.

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	<p>4. Research Examinations will advise if an examiner requests a hard copy of the thesis.</p> <p>5. If applicable, Research Examinations, in conjunction with the Academic Unit, coordinates the defence – normally scheduled between 8-12 weeks after the thesis dispatch date – and advises all parties (if the student elected to undertake a defence or if it is mandatory)</p> <p>6. Research Examinations monitors the examination timelines. If the examiner reports have not been received 2 weeks before the due date, the examiner is contacted with a reminder of the upcoming report submission date. If the report is not received by the anticipated due date, Research Examinations contact the examiner with an overdue reminder. Research Examinations maintains contact with the examiner until the report has been received and the student and Supervisor will remain informed of any expected delays.</p>		<ul style="list-style-type: none"> • However, it is possible that examiners experience delays with the return of their report due to unexpected circumstances and this should be considered in any planning being undertaken by the student.
Examiners' Reports received	<p>1. Examiner reports will be dispatched to the student and Supervisor once they have both been received by Research Examinations.</p> <p>2. Research Examinations will send the examiner reports and details outlining the timelines and processes for finalisation of the degree or resubmission of the thesis.</p>		
Defence of the thesis (for students who elect to undertake a defence or where it is mandatory)	<p>1. Research Examinations will send the examiners' preliminary reports to the student, Supervisor, and Chair at least 10 working days before the defence. Each examiner will also receive a copy of the other's report.</p> <p>2. Student and Supervisor review the examiners' preliminary reports and prepare for the defence (note: the student should not make any corrections until after the defence).</p> <p>3. Student and Supervisor (if applicable) attend the defence.</p> <p>4. Research Examinations will send the examiners' final report to the student and Supervisor after the defence. Research Examinations will also provide details outlining the timelines and processes for finalisation of the degree or resubmission of the thesis, if required.</p>		