Graduate Research: Examination Checklist for SUPERVISORS and STUDENTS

The following should be read in conjunction with the Academic Regulations, in particular, see clauses 16 and 17. Research degree students need to refer to the Guidelines for the presentation of the thesis, or exegesis, attached to the regulations.

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| At least three months before submission | 1. **Intent to Submit**  
- **Student** discusses submission timeframe and whether they wish to elect to undertake a defence of the thesis (“defence” or “viva”) as a part of their examination with **Supervisor**  
- **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. | **Intent to Submit**  
- **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) | **Intent to Submit**  
- The intent to submit date can be updated as necessary until the time the supervisor submits the nomination of examiner form |
| 2. **Nomination of Examiners – Discussion and Informal Invitation**  
- **Supervisor** to discuss the suggested examiners with the REPL (or equivalent) and/or Associate Dean: Research to confirm suitability based on the examiners’ qualifications, research background, and expertise  
- **Supervisor** and **student** to consider whether the examiners need to sign a confidential disclosure agreement (if the thesis is required to be treated as confidential). The CDA will be organised by Graduate Research prior to dispatching the thesis.  
- **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** must informally contact the examiners to ascertain their availability in the timeframe the student intends to submit their thesis for examination. The **Supervisor** is to also:  
  - Provide background information about the defence (if applicable)  
  - Indicate the length of the thesis  
  - Confirm that the examiner is happy to receive an electronic version of the thesis  
  - Advise whether a confidential disclosure agreement is required  
  - Send a copy of the student’s abstract | **Nomination of Examiners**  
- **Regulations** for examination and appointment of examiners, see clause 17  
- Template of informal contact from supervisor to examiner located [here](#) | **Nomination of Examiners**  
- 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:  
  - 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:  
    - 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:  
  - Read sections of the thesis and provided comments  
  - Provided substantial guidance on... |
### Nomination of Examiners – Online Submission

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<td>3.</td>
<td><strong>Nomination of Examiners</strong></td>
<td><strong>Nomination of Examiners</strong> accessed via the &quot;Examiner Nominations&quot; tile in the Staff Portal</td>
<td>content or methodology</td>
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<td><strong>online submission</strong></td>
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<td><strong>Supervisor</strong> to submit the nominated examiners via the staff portal, for review and approval by the REPL (or equivalent) and Associate Dean: Research</td>
<td><strong>Forms and guidelines</strong></td>
<td><strong>Other Information</strong></td>
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<td></td>
<td><strong>REPL (or equivalent)</strong> approves or rejects the nominated examiners via online workflow. If approved the information is sent to the Associate Dean: Research for approval. If not approved the REPL (or equivalent) must discuss the reasons why with the <strong>Supervisor</strong></td>
<td><strong>Forms and guidelines</strong></td>
<td><strong>Other Information</strong></td>
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<td><strong>Associate Dean: Research</strong> approves or rejects the nominated examiners via online workflow. If approved the information is sent to Graduate Research. If not approved the Associate Dean: Research must discuss the reasons why with the <strong>Supervisor</strong> and REPL (or equivalent)</td>
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### When thesis is ready for submission

1. **Student** ensures that the thesis has been prepared and presented in accordance with the appropriate guidelines in the Academic Regulations

2. **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".

3. **Student** submits the digital copy of the thesis online, via the student portal, and completes the thesis submission details which certifies:
   - The thesis is composed of the student’s own work
   - 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
   - If the student has elected to defend their thesis
   - If an editor was used and the extent of the editor’s involvement

4. If one or more of the examiners have requested a hard copy of the thesis, the **student** is to organise printing and provide **Graduate Research** with the required number of copies for dispatch to the examiners. An email is to accompany the hard copy submission for notification.

- See the [Guidelines for presentation of the thesis, or exegesis](#)
- The [Research Training Program – Frequently Asked Questions for students](#) page has more information about the requirements for acknowledgement
- **Thesis Submission** accessed via the 'Thesis Management' tile in the Student Portal (MyUniSA)
- 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
- 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.
- **Online workflow** is managed via the Student and Staff Portals
- Students are liable for fees for each day that
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<td>5.</td>
<td>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 REPL (or equivalent) for approval. If not approved the Supervisor must discuss the reasons why with the student.</td>
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<td>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 Associate Dean: Research 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.</td>
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<td>6.</td>
<td>REPL (or equivalent) 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 the Associate Dean: Research for approval. If not approved the REPL (or equivalent) must discuss the reasons why with the Supervisor and the student.</td>
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<td>• Once the Associate Dean: Research has approved the thesis submission the student's consumption and scholarship will be stopped.</td>
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<td>7.</td>
<td>Associate Dean: Research is notified that the REPL (or equivalent) 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 Graduate Research. If not approved the Associate Dean: Research must discuss the reasons why with the Supervisor and REPL (or equivalent), and the student.</td>
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**Examination Process**

1. Graduate Research receives notification that the thesis and examiner nominations have been submitted and approved.

2. Graduate Research dispatch the thesis and examination information.

3. Graduate Research 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 Graduate Research advises the student and Supervisor of the expected date of receipt of the reports.

4. If applicable, Graduate Research, in conjunction with the Division/School, 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).

5. Graduate Research 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, Graduate Research contact the examiner with an overdue reminder. Graduate Research maintains contact with the examiner until the report has been received and the student and Supervisor will remain informed of any expected delays.

6. | | | • Receiving reports back from examiners can take approximately 2-3 months. • 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. |
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<td>Examiners' Reports received</td>
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<td>2. Graduate Research will send the examiner reports and an accompanying letter outlining the timelines and processes for finalisation of the degree or resubmission of the thesis.</td>
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<td>Defence of the thesis (for students who elect to undertake a defence or where it is mandatory)</td>
<td>1. Graduate Research 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.</td>
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<td>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)</td>
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<td>3. Student and Supervisor (if applicable) attend the defence.</td>
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<td>4. Graduate Research will send the examiners' final report to the student and Supervisor after the defence. Graduate Research will also send an accompanying letter outlining the timelines and processes for finalisation of the degree or resubmission of the thesis, if required.</td>
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