This training provides an overview of the examiner reports and post examination processes for higher degrees by research students. The processes outlined in this module are applicable to both PhD and Masters by Research students.
In this module we will cover the timelines associated with revising your thesis, the requirements for a final submission, and the approval, conferral and graduation process. At the end of the module we will also provide some useful web links.
Examiners are asked to provide a recommendation in accordance with the Academic Regulations. The options available range from pass forthwith to fail, and in the case of PhDs recommending the awarding of a Masters’ degree.

They will also provide a written report and in some cases a marked up copy of the thesis is provided. Examiner reports and associated materials are made available to students and supervisors once both examiners have completed their examination.

The amount of time you have to complete corrections will depend on the recommendation from the examiners. The Academic Regulations outline the amount of time each assessment outcome has for undertaking corrections. It ranges from 4 – 6 weeks for minor corrections to 3 months for major corrections and 6 months where the thesis is needing to be re-submitted for examination.

A schedule of Research Degree Committee and University Council meeting dates will be sent with your examination reports so that you are aware of the deadlines for the final submission of your thesis.
Associate Dean: Research Education before the deadline date in order to be eligible for conferral. There are multiple opportunities for conferral throughout the year. The timing of your conferral will also determine which graduation ceremony you are able to attend.
Students who are undertaking an oral defence of the thesis will follow a slightly different path following examination.

Examiners will prepare preliminary examination reports. The preliminary reports are provided to the student and supervisory panel once both examiners have completed their examination.

The oral defence meeting date and time will be determined before the examiners have submitted their reports. There will be a minimum of 10 working days between the student receiving the preliminary examiner reports and the day of the meeting. If examiner reports are received late it is possible that the meeting will be changed to ensure there is sufficient time to prepare for the meeting.

The oral defence meeting is facilitated by an independent Chair and examiners will usually participate via video conference. Your supervisory panel is able to attend the meeting but only as observers.

On conclusion of the defence, students and supervisors will leave the room and the examination panel will agree a final thesis examination result and finalise the report. Once this has occurred the student and supervisors are invited back into the room for the result.

The final report is then available within 48 hours of the meeting. The amount of time for completing corrections and the schedule for conferral
is the same as outlined in the previous section.
After receiving results, students have the opportunity to submit an appeal to the Examinations & HDR Academic Quality Panel if they have received conflicting examiners’ reports with pass and non-pass recommendations or both examiners make non-pass recommendations. Students should work with their supervisors to provide documentation and a recommendation to the Associate Dean: Research Education.

It is important to read the regulations relating to the appeals process to ensure the requirements and timeframes are understood.
Your final thesis is submitted in the same way your initial thesis was submitted, online via the student portal. Select the myResearch option from your student portal and then select the Thesis Management tile.

There are declarations which need to be completed. Upload your revised thesis, summary of amendments document, a signed Author’s Consent form and a citation of no more than 900 characters (including spaces) and submit the documents.

Once submitted it will be made available to your Principal Supervisor overnight. They will receive an automated notification to alert them you have submitted.

Once your Principal Supervisor has provided approval it will move to your Independent Reviewer (if required), Research Education Portfolio Leader (or equivalent) and then to your Associate Dean: Research Education. There are three to four people involved in the approval process which is why it is important to allow enough time for this to occur to meet the deadlines for conferral. Your final submission must be fully approved by all parties by the deadline date in order for you to be eligible for the current conferral round.

Refer to the Post Examination checklist for supervisors and students.
for more detailed information about the process.

• If you are resubmitting your thesis to be sent back to an examiner, you also follow this process by uploading through the student portal however you don’t need to include the Author’s Consent form or citation. These are only required when you submit your final version.
Once your final thesis has received all the required approvals you will receive an email. This email is sent to your student email account so it's important to check this account regularly once you submit your final thesis.

Your documentation will be checked to ensure you have met all the requirements. If everything has been supplied correctly you will be sent an email and asked to check and confirm your parchment details. There are deadlines associated with completing these tasks so it's important to carefully read and action any emails sent about your completion. Failure to do so could result in your degree not being conferred.

It's important to check your mailing address is correctly recorded. Your transcripts and completion letter will be posted to your address recorded in the system.

Your thesis will be reported to the Research Degree Committee and then conferred at the Council meeting. Completion letters are available to students in the week following the Council meeting.

Parchments are available for collection approximately a week after the Council meeting. If you're unable to collect your parchment you can have it mailed to you.

Links to graduation information, including ceremony dates and times,
are available in the Post Examination checklist for supervisors and students. You can still attend the graduation ceremony if you have already collected your parchment. You will receive a substitute parchment when you cross the stage.
The Ian Davey Research Thesis Prize is awarded each year to a PhD thesis of excellence that has passed without changes or only minor corrections, noted for the quality, international standing of the examiners and content of their report, accepted or most likely to be accepted for publication and likely to have a significant impact on communities beyond the university.

The award aims to encourage the recipient to travel overseas and undertake further research.

Candidates for the award will be nominated by institute directors, directors of research centres or deans research (or equivalent), by the end of December, for presentation at a graduation ceremony in the following year.
The web links that have been referred to throughout this training are provided here.

The email redirect information may be helpful if you don’t access your student email account very often. All emails throughout the post examination process will be sent to your student email account so it’s important you check it regularly or put a re-direct in place.
If you have any queries about your post examination requirements please email the Graduate Research Examinations team.