



University of  
South Australia

Student and  
Academic Services



## Thesis Submission and Examination

• Educating Professionals • Creating and Applying Knowledge • Engaging our Communities



This training provides an overview of the thesis submission and examination processes for higher degrees by research students. The processes outlined in this module are applicable to both PhD and Masters by Research students.

## Overview



- Academic Regulations – revised every year
- Thesis presentation requirements
- Thesis submission requirements
- Nomination of examiners
- The examination process
- Useful web links

In this module we will cover the Academic Regulations associated with Higher degrees by Research, the tools available to assist with the presentation of your thesis, the requirements to consider for your thesis submission, how to submit your thesis online, the nomination of examiners and the examination process. At the end of the module we will also provide some useful web links.

<p>Academic regulations for Higher Degrees by Research</p> <p><a href="http://i.unisa.edu.au/policies-and-procedures/university-policies/research/res-10-regulations/">http://i.unisa.edu.au/policies-and-procedures/university-policies/research/res-10-regulations/</a></p>	<div style="text-align: right;">  </div> <p><b>Thesis Presentation</b> </p> <ul style="list-style-type: none"> <li>• Use a thesis template – <b>Word for thesis writing</b></li> <li>• Follow the guidelines for the presentation of a thesis or exegesis</li> </ul> <p>Refer to the regulations (clause relating to <b>The thesis</b>) and the Guidelines for the presentation of the thesis, or exegesis (at the end of the regulations).</p>
---	--

- The Academic Regulations are available on our website and are revised and republished every year. The regulations cover everything from Admission and Enrolment through to the nomination of examiners and the examination itself. The regulations are a useful source of information and will dictate much of what happens in the lifecycle of your candidature.
- The regulations also outline how your thesis should be presented for examination.
- The guidelines for the presentation of a thesis or exegesis can be found online at the bottom of the Regulations. The guidelines cover information on the format of the thesis, the length of the thesis and the content of the thesis. Your thesis needs to contain a number of items including a declaration regarding your work. If you have been in receipt of a Research Training Program (RTP) Scholarship you need to ensure appropriate acknowledgement is included in the thesis. The acknowledgement must include the mention of your support through an "Australian Government Research Training Program Scholarship". It is also appropriate to acknowledge any other funding you have received to support your research.
- Using a thesis template can assist with the structure of the document and ensures all requirements are met. The Word for thesis writing workshop, as well as others, can be accessed by students through EDGEx which is your one stop shop for skill development resources.

## Thesis Submission Requirements



Prior to submitting the thesis online discuss with your Supervisor:

1. If a Confidential Disclosure Agreement is required to be signed by the examiners (are there any intellectual property considerations?)
2. Whether undertaking an oral defence (this is mandatory for PhD students commencing after 1 January 2016)

In particular ensure you understand when your consumption is stopped and fees stop accruing. Make sure you allow enough time for your thesis to be approved.

Check the information on the [Thesis Submission and examination](#) website to ensure you understand the process.

There are a few things you need to think about in the lead up to your submission and discuss with your supervisor

1. Does your thesis contain information that has intellectual property implications? If the examiner is required to sign a Confidentiality agreement it will be sent out to them prior to the examination commencing.
2. If you commenced a PhD after the 1<sup>st</sup> of January 2016 you are required to undertake an oral defence. If you commenced a PhD prior to the 1<sup>st</sup> of January 2016 you have the option to participate in an oral defence. The oral defence of the thesis provides PhD research degree students with an opportunity to discuss their research directly with international experts and to establish stronger ties and networks across their field of study. The key steps involved in the thesis defence are:
  - Following receipt of the written thesis, the examiners prepare preliminary examiner reports
  - The research student defends their thesis via video conference with the examination panel, facilitated by an independent Chair
  - On conclusion of the defence, the examination panel agrees a final thesis examination result and finalises their examiner reports.

Ensure you know when your consumption stops and fees will no longer accrue. Your consumption stops when your Dean provides the approval for your submitted thesis. Once you submit your thesis online, you need to allow at least 5 – 10 days for the approval process to occur.

There is an Examination checklist for supervisors and students available on the Thesis Submission and examination website which outlines the requirements for submission. Ensure you are familiar with this checklist and what is required of you at each stage.


## Research portal – thesis submission

Submit online via the **Thesis Management** tile in **myResearch**, accessed from the Student Portal.

Complete the declarations and upload your thesis.


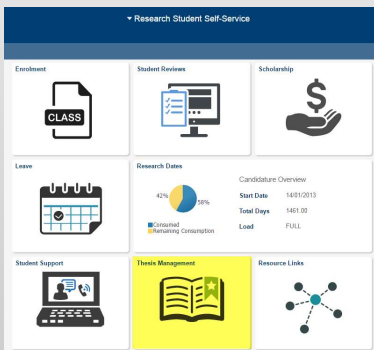
Your thesis will be made available to your Supervisor overnight.

Refer to the [Thesis Submission for Examination User Guide](#) for help with the online submission.



University of  
South Australia

Student and  
Academic Services

- Your thesis is 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 and there is space to add details about any editing support received.
- Once your thesis has been uploaded and 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 Research Education Portfolio Leader and then to your Dean. There are three people involved in the approval process which is why it is important to allow enough time for this to occur so as not to impact your consumption.
- There is a detailed step-by-step user guide available for the online submission process.



## Nomination of Examiners

- **Research students have the right to be consulted about the choice of examiners, but do not have the right to nominate or veto the selection of examiners**
  - Supervisors will nominate 3 examiners (2 examiners plus 1 reserve) that meet the criteria as outlined in the **Appointment of Examiners** clause of the regulations.
  - Where possible there should be 1 International examiner
  - The nomination of examiners is an online process and is approved by the REPL and the Dean.

- Your Principal Supervisor is responsible for submitting the examiner nominations online via their research portal. Once submitted, the Research Education Portfolio Leader and Dean will approve the examiner nominations via the online process.
- There must be at least 2 examiners nominated and often a third is provided as a backup in case one of the other examiners is unable to participate.



### The examination process

- The thesis will be dispatched to the examiners once **both** the nomination of examiners and thesis submission has been approved.
- The thesis will be sent electronically.
- In some cases an examiner may request a hard copy and we will contact you if this is required.

**Confidentiality** must be maintained during the examination process. Dialogue about the examination is not permitted between the Supervisor(s)/ Research student and examiners.

- Once your thesis and examiners have both been approved your examination can commence.
- the Graduate Research Examinations team will send the examiners an electronic copy of your thesis as well as other information about the process and the examination criteria.
- If the examiner asks for a hard copy of your thesis you will be contacted via email with the requirements. Hard copies can be ordered through UniPrint or other printing providers such as Office Works.
- It is important that confidentiality is maintained throughout the examination process. As such, the examiners are **not** permitted to have any contact with either the supervisors or the student.

## Monitoring of examination



Examiners have 6 weeks from receipt of the electronic copy of the thesis to examine (unless an alternative timeframe is arranged).

A reminder is sent 2 weeks before the due date.

Overdue reports are closely monitored and followed up with examiners on a specified schedule.

Reports and information on the next steps are sent to the student, supervisors, REPL and Dean when both reports have been received.



- The examiners will usually take six weeks to complete their examination. Once examined, they will submit a recommendation and a written report to the Graduate Research Examinations team.
- It is possible that a longer timeframe will be granted if requested by the examiner. If the additional timeframe is more than a couple of weeks, the Graduate Research Examinations team will liaise with your supervisor to determine whether the delay is acceptable. You and your supervisor will be informed once a report submission date has been determined. We will keep you and your Supervisor informed of any changes to the expected due date of examiner reports throughout the entire examination process.
- The Graduate Research Examinations team will send a reminder email to examiners around 2 weeks prior to their report due date.
- There is a structured process in place to follow up overdue reports. This process starts on the Monday following the due date of examiner reports.
- When reports have been received from both examiners they will be made available to the student, supervisors, REPL and Dean. Included at this time will be information outlining what you are required to do next.
- This process is described in more detail in the Examination reports and post exam training module.

## Web resources



- Thesis template  
<https://lo.unisa.edu.au/course/view.php?id=8447>
- Thesis submission and examination checklists and process  
<https://i.unisa.edu.au/students/research-students/completing-students/thesis-submission-and-examination/>
- Academic Regulations  
<http://i.unisa.edu.au/policies-and-procedures/university-policies/research/res-10-regulations/>
- Email redirect (redirect student emails to another email account)  
<https://i.unisa.edu.au/askit/students/email/using-email/redirect/>



University of  
South Australia

Student and  
Academic Services

- 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 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.

## Contact



For any queries regarding the examination process please email the Graduate Research, Exams and Results team at

[research.examinations@unisa.edu.au](mailto:research.examinations@unisa.edu.au)

If you have any queries about your examination please email the Graduate Research Examinations team.