HDR Examination Process Flowchart

Legend

Candidate

Primary Supervisor/Faculty

HDR Support, Graduate Research

DVC (Research & Innovation)

Student Connect Business Operations and Events teams

NOTE: Thesis examination is a lengthy process, typically taking 6 months or more from submission to course completion. Unforeseen circumstances may delay the examination process, due to examiners experiencing personal events out of their control e.g. competing deadlines, illness, family trauma or natural disaster

Candidate

Completes all necessary forms for submission to HDR Support at least one month prior to intended submission date:

- * Intention to Submit a Thesis for Examination form
- 100 word abstract (only required for PhD and Prof Doc);

Student discusses possible examiners with Primary Supervisor

Identifies examiners and issues an invitation, completes and arranges approval of the Appointment of Examiners one month prior to thesis submission to avoid delaying the examination process.

Primary Supervisor

The Appointment of Examiners is approved by the Associate Dean Research. Paperwork submitted to HDR Support for

processing

Candidate

Submits thesis as well as the required forms, ensuring the Certificate of Authorship is signed and inside the thesis (hard and electronic). Candidate and Primary Supervsor may check RGrad for examination progress.

HDR Support

Sends the examiners the examination documentation including the thesis (hard or electronic or both). Examiners are asked to complete and return the documentation within 2 months of receiving the thesis.

HDR Support

Follows up any delayed examiners' reports. Once all examination reports are returned, the reports are forwarded to the Candidate. Supervisory Panel, Associate Dean Research, HDR Convenor, and potentially the **Examination Outcomes Committee (if** recommendation of **D** or **E**).

Candidate and Primary Supervisor prepare responses to examiners' reports within 3 weeks of receiving the examiners' reports, and send these responses to HDR Support

Associate Dean Research

determines the outcome based on the:

- 1. Examiners' reports and
- Candidate and Primary Supervisor responses.

If examiners recommend categories A, B, and/or C determination

If an examiner has recommended category D or E determination

Examination

Outcomes Committee

determines the outcome based on the: 1. Examiners' reports and

2. Candidate and Primary Supervisor responses.

'Award Degree'

determination proceeds to course completion immediately.

'Minor Revisions'

determination will require further work. Final signoff on revisions completed is with the Primary Panel.

'Revisions as Specified'

determination will require further work. Final sign off on revisions completed is with the Associate Dean Research.

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'Revise and Resubmit' or 'Not Award Degree'

determination requires major revisions, or not award degree result.

Primary Supervisor advises HDR Support that the thesis has now been amended and is complete. HDR

Support requests the Candidate to supply:

- PDF of final thesis:
- 1 x Hard bound double sided copy of final thesis.

HDR Support arranges Course Completion with the Student **Connect Business Operations &**

Primary Supervisor advises Associate Dean Research that the thesis has now been amended and is complete. On determination of Associate Dean Research, HDR

Support is advised and the student

proceeds to course completion.

Candidate

revises and resubmits thesis for re-examination, or is not awarded the degree.

Student Connect Business Operations & Events enacts the graduation process