

Science HDR Thesis Submission FAQ

What do I need to do to submit my thesis for examination?

Step One:

Two to three months before you expect to complete your thesis for examination, a [Notification of Intention to Submit form](#) is submitted to the Graduate Research School (GRS).

Step Two:

Submit all of the following Science Research, at the Faculty Office **by your EWS date**:

- The spiral bound thesis hardcopies - one per examiner
- Along with a [Student Statement form and Supervisor Certificate for Submission of Thesis](#)
- Email a digital copy of the thesis to science.research@uts.edu.au
- Your supervisor will need to arrange the Nomination of Examiners and send this separately to science.research@uts.edu.au **This form and details of the examiners is confidential from the student.**

Who selects and appoints examiners?

The principal supervisor nominates the examiners they believe have the appropriate expertise.

At least two examiners assess the thesis.

The student may know how many examiners they have and if they will use a digital or hardcopy thesis, but **the supervisor may not reveal the names and details of the examiners.**

Can I submit an electronic version of the thesis for examination?

If the supervisor confirms the examiner is willing to accept a digital copy, then a printed copy is not required.

When the supervisor completes the Nomination of Examiner form, the form must show the tick box selected for "Digital Copy" preferred. (This form is confidential from the student.)

How long do the examiners have to complete the examination?

Examiners have 6-8 weeks to complete the examination. There can however be a lot of variation in how quickly examiners reports are returned to GRS. If there are delays to the examiner reports the Faculty will contact the student to let them know.

Supervisors/Students/Faculty may not contact the examiner during the examination process. Only GRS may contact the examiner to chase up late reports.

How do I get copies of the examiners' reports?

The Faculty will email your results and examiner reports as soon as they are released from GRS. The email will also include the next steps on how to submit your final thesis (or re-examination process if required).

What are the examination recommendations?

Recommendation 1

The candidate be admitted to the degree, subject to the correction of typographic errors without any amendments

Recommendation 2

The candidate is admitted to the degree, subject to the correction of any nominated minor clarifications and textual amendments, to the satisfaction of the Responsible Academic Officer (RAO).

Recommendation 3

The candidate is admitted to the degree subject to specific criticisms of the thesis as recommended by the examiners being addressed to the satisfaction of the Responsible Academic Officer, and any rewriting not changing the substantive conclusions of the thesis.

Recommendation 4

The candidate not be admitted to the degree but be permitted to re-submit the thesis in a revised form for re-examination following a period of further study.

Recommendation 5

The candidate not be awarded the degree and not be permitted to resubmit.

How long do I have to make the corrections?

If you receive Recommendations 1-3, you are expected to complete the changes within 1-2 months to meet the next conferral deadline. The conferral deadline will be advised in your notification of results email from the Faculty.

The final thesis must be submitted no later than 6 months of the results notification.

I've made the corrections, what do I do next?

Your corrections must respond to the examiners' criticisms. All corrections must be completed in consultation with your supervisor. Changes made must be documented in a Statement of Changes signed by your Principal supervisor and submitted to the Faculty.

What is the Statement of Changes?

The Statement of Changes is a document of corrections you have made to the thesis. There is no set format for the Statement of Changes. Most students will table the examiner comments and the changes in a spreadsheet or dot point out the examiner comments and the changes made. The Statement of Changes is signed by you and your supervisor.

Is the final thesis a digital copy?

Yes – from 2018 the final thesis is submitted in digital format, a hardcopy final thesis is no longer required.

The Statement of Changes is emailed to science.research@uts.edu.au for RAO approval along with a copy of the [Certificate of Authorship](#) page from your thesis. Once the Statement of Changes and Certificate of Authorship are approved, you may go ahead with the final digital submission.

If you have any questions regarding the thesis examination and final submission please contact science.research@uts.edu.au

More information:

http://www.lib.uts.edu.au/finding/collections/digital_theses

UTS policy on Intellectual Property & Copyright

(<http://www.gsu.uts.edu.au/policies/documents/intellectualpropertypolicy.pdf>)

Graduate Research School – [Thesis presentation](#)