Graduate Research: Post-Examination Checklist for SUPERVISORS and STUDENTS

The following should be read in conjunction with the Academic Regulations: [http://w3.unisa.edu.au/researchstudents/responsibilities/policies.asp](http://w3.unisa.edu.au/researchstudents/responsibilities/policies.asp) - 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.

### Timeline

<table>
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<tr>
<th>Action</th>
<th>Forms and guidelines</th>
<th>Other information</th>
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<tbody>
<tr>
<td><strong>Undertaking Corrections – Submission of FINAL Thesis for conferral (e.g. 1, 2 or 3a)</strong></td>
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<tr>
<td>1. Student to discuss the examination reports with their Supervisor in preparation for addressing the examiners’ comments.</td>
<td>• Final Thesis, Summary of Amendments, Citation and Author’s Consent all submitted online via the Student Portal. This is accessed via the Thesis Management tile from the myResearch link in the Student Portal.</td>
<td>• The student and Supervisor are expected to discuss the final thesis and submission prior to the student submitting the thesis online.</td>
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<td>2. Student to make the required changes to the thesis in line with the examiners’ comments. A Summary of Amendments must also be prepared, addressing both examiner comments where necessary.</td>
<td>• Alternatively, you are able to email your Author’s Consent form to <a href="mailto:research.examinations@unisa.edu.au">research.examinations@unisa.edu.au</a> once it has been signed by your Principal Supervisor.</td>
<td>• Digital thesis only is required to be submitted to Graduate Research. Hard copy theses are no longer required for conferral (unless requested by the School or Division to be kept at the local area).</td>
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<td>3. Student submits the digital copy of the final thesis online, via the student portal, and completes the submission details which certifies:</td>
<td>• The student and Supervisor are expected to discuss the final thesis and submission prior to the student submitting the thesis online.</td>
<td>• Timelines for changes to finalise thesis:</td>
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<td>- The thesis is composed of the student’s own work</td>
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<td>1 – pass forthwith – four weeks</td>
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<td>- The required changes have been made to the thesis and documented in the summary of amendments</td>
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<td>2 – pass following minor corrections – six weeks</td>
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<td>- A 900 character (with spaces) citation has been prepared</td>
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<td>3a – pass following major corrections – three months</td>
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<td>- An Author’s Consent form has been approved by the Supervisor</td>
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<td>3b – pass following major corrections – three months (re-submission for examiner approval)</td>
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<td>It is important to allow sufficient time for the approval process to occur in order to meet the deadline dates for conferral. You should allow 5 – 10 days for this process.</td>
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<td>4 – revise and re-submit – six months (re-submission for re-examination)</td>
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<td>4. Supervisor is notified that the student has submitted the final thesis for conferral and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to the Independent Reviewer (for 3a results) or REPL (or equivalent) (for 1 and 2 results) for approval. If not approved the Supervisor should discuss the reasons why with the student.</td>
<td>• Citation information</td>
<td>The citation of no more than 900 characters (including spaces) is to be approved by your supervisor. The citation is a brief description of your research and/or its findings. It should be written in plain English so that it is easily understood by those not familiar with your specific area of research. This will appear on your Australian Higher Education Graduation Statement and cannot be amended once produced. You should make sure that it is accurate and grammatically correct.</td>
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<td>5. Independent Reviewer is notified that the Supervisor has approved the revised thesis 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 Independent Reviewer should discuss the reasons why with the Supervisor and the student if necessary.</td>
<td></td>
<td>• Timelines for changes to finalise thesis:</td>
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 Last Updated July 2018
6. REPL (or equivalent) is notified that the Supervisor has approved the final thesis for conferral and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to the Associate Dean: Research Education for approval. If not approved the REPL (or equivalent) should discuss the reasons why with the Supervisor and the student if necessary.

7. Associate Dean: Research Education is notified that the REPL (or equivalent) has approved the final thesis for conferral and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to the Associate Dean: Research Education for approval. If not approved the REPL (or equivalent) should discuss the reasons why with the Supervisor and the student if necessary.

Conferral

1. Graduate Research actions the final thesis submission and prepares the student record for conferral. An email will be sent to the student email account advising of the next steps required in the completion process. This will include instructions for confirming the parchment details.

2. Graduate Research arranges for the completion to be noted by the Research Degrees Committee (RDC) and approved by University Council.

3. Following conferral, Graduate Research will provide the Library with a digital copy of the final thesis (the thesis will be published unless an embargo has been approved).

4. In the 1-2 weeks following conferral at University Council, Graduate Research will send the graduand a conferral letter (via email and post), signed by the Dean of Graduate Studies.

Undertaking Corrections – Submission of REVISED thesis (e.g. 3b or 4)

1. Student to discuss the examination reports with their Supervisor in preparation for addressing the examiners’ comments.

2. Student to make the required changes to the thesis in line with the examiners’ comments. A Summary of Amendments must also be prepared, addressing both examiner comments.

3. Student submits the digital copy of the revised thesis online, Revised Thesis and Summary of Amendments are submitted online via the Student Portal. This is accessed via the Thesis Management tile from the myResearch link in the Student Portal.

• Author’s Consent Form
The Author’s Consent form indicates whether the thesis can be made available to the wider community immediately or whether it is to be embargoed for a period of 2 years. The form can be uploaded with the final thesis submission or can be emailed to research.examinations@unisa.edu.au at the same time as the final thesis submission online.

• Graduation information:
http://unisa.edu.au/Campus-Central/Graduations/

• Ceremony Dates and Times:

• A ‘pre-completion’ letter can be provided by Graduate Research following the approval of the final thesis submission, prior to conferral. The letter will confirm the upcoming conferral date. Contact research.examinations@unisa.edu.au if you require such letter.

• The Summary of Amendments should address both examiner comments. This is so that it is clear to the examiner conducting the 3b review/re-examination why some comments may have been addressed and others may not have been, where there were differences in the original 2 examiners’ comments.

• The School or Division will need to provide Graduate Research with the details of
via the student portal, and completes the submission details which certifies:
- The required changes have been made to the thesis and documented in the summary of amendments

4. **Supervisor** is notified that the **student** has submitted the revised thesis and will then approve or reject the submission via online workflow. If approved, the revised thesis is sent to the **REPL (or equivalent)** for approval. If not approved the **Supervisor** should discuss the reasons why with the **student**.

5. **Independent Reviewer** is notified that the **Supervisor** has approved the revised thesis 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 **Independent Reviewer** should discuss the reasons why with the **Supervisor** and the **student** if necessary.

6. **REPL (or equivalent)** is notified that the **Independent Reviewer** has approved the revised thesis and will then approve or reject the submission via online workflow. If approved the thesis submission is sent to the **Associate Dean: Research Education** for approval. If not approved the **REPL (or equivalent)** should discuss the reasons why with the **Supervisor** and the **student** if necessary.

7. **Associate Dean: Research Education** 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 Education** should discuss the reasons why with the **Supervisor** and **REPL (or equivalent)**, and the **student** if necessary.

### 3b Review or Re-examination

1. **Graduate Research** will dispatch the revised thesis and Summary of Amendments to the original examiner(s).

2. **Graduate Research** will advise the **student** and **Supervisor** once the thesis has been dispatched and will provide an approximate date for the receipt of the 3b confirmation or re-examination report.

3. **Graduate Research** monitors the examination timelines and maintains contact with the examiner(s) throughout the examination process. The **student** and **Supervisor** will

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**Independent Reviewer** as soon as they are known so that they may be included in the online workflow.

- **Digital thesis only** is required to be submitted to Graduate Research.
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<th>remain informed of any expected delays.</th>
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<td>4.</td>
<td><strong>Graduate Research</strong> provides the 3b confirmation/re-examination report to the student and Supervisor, with detailed instructions of the next steps in the examination process.</td>
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