A Quick Guide to HDR Examinations

NOMINATION OF EXAMINERS

• Two months before intended submission date
  • Principal Supervisor identifies and informally invites Examiners, taking into account any potential conflicts of interest advised by the Candidate.
  • It is inappropriate for the Candidate to contact any of the nominated Examiners until after Graduation has taken place.
  • Principal Supervisor completes and signs the Recommendation of Examiners form (HDR-25) and submits it to the Faculty.
  • The Faculty recommends Examiners taking into account the guidelines and submit this to the Office of Research and Innovation (ORI).
  • ORI checks the form and arranges for review by a sub-committee of the Research & Research Training Committee.
  • Research & Research Training Sub-Committee considers and approves/rejects the proposed Examiners.

SUBMISSION OF THESIS

• Candidate completes thesis and provides Supervisory Panel with an electronic version.
  • Supervisory Panel reads the thesis and discusses any comments thoroughly with the Candidate.
  • Candidate revises thesis and provides 'soft bound' copies to the Principal Supervisor (3 copies for Masters and 4 copies for PhD) with the Candidate’s Thesis Submission Checklist and Declaration Form (HDR39) and copies of any necessary ethics final reports.
  • Each copy of thesis includes a signed declaration page.
  • All Supervisors sign the HDR Supervisor Certification Form (HDR 34) stating that in their opinion the thesis, in its current form, is ready for examination.
  • Principal Supervisor submits thesis and forms to the Faculty PVC Delegate.
  • Faculty PVC Delegate checks thesis and forms for compliance and forwards to ORI.

EXAMINATION

• ORI sends the Thesis to the appointed Examiners (2 for Masters, 3 for PhD) - the other copy is kept in case required for a Reserve Examiner.
  • Examiners read and assess the thesis and return their completed Examiner’s Report forms, including their recommendation on the thesis, to ORI.
  • The Examiners are asked to return their reports within 8 weeks of receipt of the thesis; however in reality the average time for all reports to be received is 14 weeks.
  • ORI arranges payment of an Honorarium to Examiners.

OUTCOME

• When all Examiner reports are received, the ORI sends the Examiners’ Reports to the Faculty.
  • The Faculty Higher Degrees by Research (HDR) Panel consider the Examiners’ Reports and the examination guidelines and provide a recommendation to the Deputy Vice Chancellor (DVC).
  • The DVC makes the final determination on the outcome of the examination: normally this will include a requirement of minor corrections to the thesis; (occasionally a major rewrite is required, whereby the candidate needs to re-enrol and the examination process is repeated).

LODgement

• The Candidate carries out any revisions to the thesis as required and prepares a Table of Amendments made and a thesis precis (approx. 150 words) in plain English for inclusion in the graduation booklet.
  • The Supervisors check the thesis to ensure that appropriate corrections have been completed and checks the thesis precis to ensure it accurately reflects the thesis and is compliant with preparation instructions.
  • The Faculty HDR Panel endorses the changes and forward their recommendation to the DVC, who approves lodgement of the thesis.
  • The Candidate submits two hard bound copies and one CD copy of the final version of the thesis along with the Thesis Deposit Form: ORI sends one bound copy and the electronic copy to the University Library; the other hard copy to the Supervisor.

GRADUATION

• The ORI informs Graduation Officer that Candidate has completed the requirements for the degree.
  • The Graduation Officer provides Graduand Selection Report (GSR).
  • The DVC endorses GSR and ORI returns signed GSR and thesis precis to the Graduation Officer.
  • The Graduation Officer includes the Candidate in the next graduation ceremony (provided the Ceremony is greater than 8 weeks post lodgement date).
  • Graduation takes place twice a year, normally in May and October.

For more detailed information on the examination process, please refer to the official CDU HDR Examination Process, available on the CDU Governance website: http://www.cdu.edu.au/governance/research.html.

To access the forms referred to above: http://www.cdu.edu.au/research/office/researchcodesandforms.htm