

# What to expect in the examination process?

## Summary

As part of its quality procedures, the University Research Committee (URC) regularly reviews the examination procedures to make the examination process clear.

The University uses external examiners at national and international level to benchmark the quality of its degrees. Doctoral degrees will be examined by two examiners, both will be external, and at least one will belong to an international institution. For master degrees, there will be two external examiners. All examiners will be appointed under the Appointment of Examiners and Examination Process and Procedures.

Potential examiners are invited and requested to advise whether they will be able to read and assess the thesis within 4 to 6 weeks (for master level) or 6 to 8 weeks (for doctoral level) of receiving the thesis. However, it is not unusual for this time frame to be extended from time-to-time because of unforeseen circumstances.

If a candidate has not been informed by their principal supervisor about the status of the examination after four months of lodging the thesis, he or she may contact Candidature Services at [res.cand@acu.edu.au](mailto:res.cand@acu.edu.au).

After the examiners' reports have been received, Candidature Services will facilitate finalisation of the result. The procedure for determining the result is detailed in the [Appointment of Examiners and Examination Procedures](#), section 5.

## Examination process preparations and commencement

Here are the main stages leading to and instigating the thesis examination process.

### 1. Preparation of thesis

Refer to the [Guidelines on the Preparation and Presentation of a Higher Degree Research Thesis for Examination](#). This document sets out the technical requirements of the presentation of your thesis. We urge you to study it carefully before preparing the final manuscript. It details the stipulations on maximum word length, and printing and binding.

The University Research Committee (URC) asks you to carefully proofread your thesis before lodging the thesis for examination. Your examiners may recommend that a thesis be deferred for re-examination or failed (if necessary) if they believe the number of errors indicates the thesis does not reach an acceptable standard for a higher degree.

If your research required ethics clearance, then you must include a copy of your ethics approval bound among the appendices of your thesis. Your thesis should also include a statement of authorship. Refer to Section 11.2 of the Guidelines on the Preparation and Presentation of a Higher Degree Research Thesis for Examination for more on what this statement needs to address.

You must ensure you sign the statement of sources/statement of authorship on each copy of the thesis you submit for examination. This includes on the e-copy.

Title page format: as per the University Guidelines, all theses must include a title page illustrating the required information. A sample title page can be found at the end of this document.

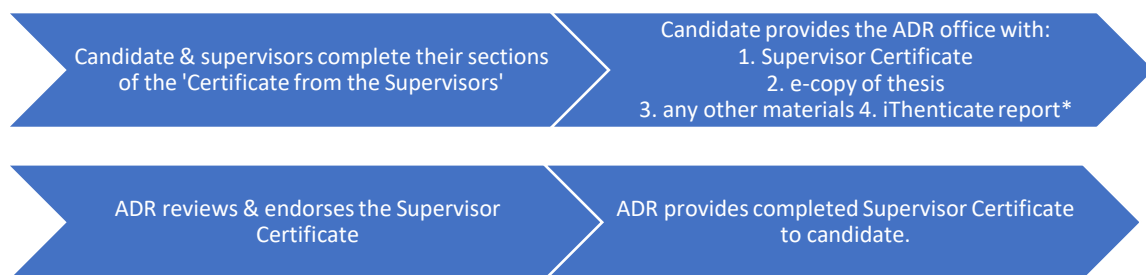
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## 2. Appointment of examiners (AOE) – Principal Supervisor



- See [Appointment of Examiners and Examination Policy](#), section 4
- See [Appointment of Examiners and Examination Procedures](#), section 3
- Candidate will provide a completed [Thesis Summary form](#) to the principal supervisor

## 3. Seek endorsement to submit for examination – Candidate



- See [Appointment of Examiners and Examination Procedures](#), section 4
- \* (check with the Faculty ADR office as they may do this on your behalf)
- NOTE: providing thesis and documentation to the ADR for endorsement is not submitting for examination – see next step.

## 4. Submit for examination – Candidate



- See [Appointment of Examiners and Examination Procedures](#), section 4
- NOTE: to avoid fees for the relevant term, this step must be completed before term census date; see [Study Periods](#).

For information regarding examination outcome and completion, please refer to the [Appointment of Examiners and Examination Procedures](#), sections 6 and 7.

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**FULL TITLE OF THESIS**

Submitted by

[Full name of candidate and degrees held]

A thesis submitted in total (partial) fulfilment of the requirements of the degree of

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School/Research Institute of -----

Faculty of -----

Australian Catholic University

Date of submission