Now that your studies for a HDR are well underway you can start planning for submission of your thesis. Remember that further details are available in the University Guidelines for Doctoral/Masters Students (web site [http://research.curtin.edu.au/graduate/hdrguidelines/contents.html](http://research.curtin.edu.au/graduate/hdrguidelines/contents.html)).

### Selection of a presentation mode

The University has 3 standard modes for presentation of a thesis:

- **monograph mode** – typically consisting of a series of chapters something like: Introduction, Literature Review, Study 1 method and results and discussion, Study 2 method and results and discussion, Overall Discussion, Conclusions
- **exegesis and creative work**
- **series of papers**

You need to discuss which mode will be most appropriate for you with your supervisory team. The School is encouraging students to publish papers as they progress through their studies. This provides valuable peer review, interim deadlines and progressive achievement. It also takes some anxiety away from the final examination process. Copies of past theses in various modes are available to assist you.

The University is developing electronic thesis policy and you will be required to submit an electronic copy of your thesis.

### Selection of potential examiners

Your supervisor should select 3 potential examiners. Their selection is based on their academic expertise, lack of any bias towards the student or project and availability.

Your supervisor will have to submit a Nomination of Examiners form (web site [http://research.curtin.edu.au/graduate/forms.html#candidacy](http://research.curtin.edu.au/graduate/forms.html#candidacy)). This should be done about 3 months before your anticipated submission date.

### Finalising your thesis

A perfect thesis on a perfect study probably does not exist in reality. However your thesis needs to be of excellent standard both in terms of presentation (spelling, grammar, formatting) and content (clear flow of ‘story’, demonstrated depth of understanding, adequate detail of methods and results, significant (and for PhD, novel) contribution to knowledge). Most students find it useful to complete a draft, set it aside for a short period then come back to it afresh.

Another very useful process is to have an ‘internal reader’ evaluate your thesis prior to submitting it for formal examination. Discuss this with your supervisor.
The title page for your thesis needs to follow a set format ([http://research.curtin.edu.au/graduate/forms.html#thesisexam](http://research.curtin.edu.au/graduate/forms.html#thesisexam)) and be submitted to Thesis Examinations Officer (TEO) for approval. We suggest you do this about 3 months prior to anticipated submission date.

You may either fax the Title Page to the TEO on (08) 9266-3793 or you may bring it in to the Office of Research and Development. The TEO will need to notify you if amendments are required - so if faxing, please include your Student ID Number, your return fax number and a phone number on which you can be reached on that day.

Once all your supervisory team are satisfied with your thesis you will need to submit a copy to the Director of HDR for final checking. After this checking you will need to:

- Gain the signature of your supervisor to confirm the thesis is ready to submit
- Make 3 copies and arrange for temporary binding
- Hand in the following to your HDR secretary:
  - thesis copies
  - Copyright and Release of Thesis for Examination form ([http://research.curtin.edu.au/graduate/forms.html#thesisexam](http://research.curtin.edu.au/graduate/forms.html#thesisexam))

**What happens to my thesis after I submit?**

Your thesis is sent to the University Graduate Studies Office. The UGSO sends copies of your thesis and examination instructions to the examiners nominated by your supervisor and approved by DGSC. Examiners are given 8 weeks to examine, prepare a report and return the report to UGSO. Examiners failing to meet this deadline are chased by the UGSO. Examiner reports are received by the UGSO and sent to your thesis chair. Your thesis chair will discuss the reports with your supervisor. Your supervisor will discuss the reports with you.

If the examiners marked the thesis as A, there are just minor typographical errors to correct.
In this case you need to make the corrections and show the corrections to your supervisor.

If the examiner marked the thesis as B there are minor typographical errors and some other content additions or corrections to make.
In this case you must discuss the examiners comments with your supervisor and make the appropriate changes to your thesis. You need to prepare a list of the examiner comments with details about what changes you have made or reasons why you have not made the changes. It is usually easiest to do this examiner by examiner. You should deal with every issue raised by all examiners.
Your supervisor will need to check the changes you have made and confirm that they believe they are appropriate.
Your supervisor will discuss your revised thesis and summary of examiners comments and your responses with the thesis chair.
When your thesis chair is satisfied with the changes, they will forward the letter from your examiner, your detailed response to examiners and your revised thesis to the Director of HDR.
The Director of HDR will check your response then ask you to provide 3 copies of the revised thesis to the Secretary.
The DoHDR will recommend to DGSC for your thesis to be passed based on the examiners reports, your response and your supervisors letter.
DGSC will review the recommendation.
If the examiners marked the thesis as C or D there are more changes required. See Director of HDR for more details.

After DGSC has approved the recommendations made based on your examiners reports the UGSC needs to approve your completion and this needs to be ratified by the University’s Council. You will then receive official notification of completion. You will also be sent details of graduation.

If you haven’t already published your studies, you need to discuss this with your supervisor and agree to a plan for submitting papers to journals. You should also discuss publicising your results via conference presentations and via the mass media. Remember it is often considered unethical to use resources and conduct research without publicizing your results.