

## Thesis and Project Submission and Examination –

### What You Should Know

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#### Prior to Submitting Your Thesis

Please lodge a *Notice of Intention to Submit Thesis* form three months prior to the expected date of submission. This allows the ACT office to make the necessary arrangements for the examination of your thesis including the appointment of your examiners.

For information on Presentation and Submission requirements all candidates should read the relevant section of the Postgraduate Handbook which is available from the following website:

[http://www.actheology.edu.au/handbooks\\_postgraduate.php](http://www.actheology.edu.au/handbooks_postgraduate.php)

#### Submitting Your Thesis

Once you have completed the write up of your thesis you will need to have your thesis bound. The ACT encourages candidates to submit their thesis for examination in temporary or spiral binding.

If you are seeking to be examined for a Doctor of Ministry (DMIN) or Doctor of Theology (ThD) you will need to submit **3 three** bound copies of your thesis.

If you are seeking to be examined for Master of Theology (MTh) you will need to submit **2 two** bound copies of your thesis.

You will also need to submit a *Supervisor Statement on Submitting Thesis/ Project* form which confirms that the thesis is in an examinable form.

#### The Examination Process

Once you have lodged your thesis your enrolment status will be updated to *Under Examination*.

The Postgraduate Administrator in the ACT office will then distribute your thesis to examiners.

Examiners are provided with two months to review the work and return a report to the ACT office.

Examiners' reports will first be submitted to the Principal Supervisor. The supervisor, will in consultation with the candidate review the examiners' reports and submit a response to the ACT Higher Degree Research Examination Panel (HDREP) of the Research and Research Studies Committee (R&RSC).

The average time for the examination process is around 6 months. This timeframe may not be appropriate in all cases. The ACT office cannot provide any information to candidates until this initial examination phase is complete.

Once the outcome of the initial examination phase is known a letter will be sent to you and your supervisor. This letter will provide details on the outcome of the examination process. It may also give further instructions on how to complete your candidature. These instructions will vary according to the outcome of the initial examination phase. At this point your supervisor shall provide you with hard copies of the examiners' reports.

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