 HDR Thesis Preparation, Submission and Examination Procedure Flowchart

**RESOURCES**

- HDR Thesis Preparation, Submission and Examination Policy / Procedure
- Higher Degree Research Rules

**ACTIONS**

1. **Thesis preparation**
   - Notification to examinees (at least 2 months prior to expected submission date)
   - Possible examiners identified
   - Electronic examiner nomination submitted, with Principal Supervisor certification* and abstract
   - TESC approves examiner nomination?
     - TESC confirms
     - HDRO Officer
     - HDRO Officer
2. **Thesis submission**
   - Thesis submitted
   - Thesis sent to approved examiners
   - Principal Supervisor comments on examiner reports
   - TESC reviews examiner reports and Principal Supervisor commentary
   - TESC recommendation (for endorsement by RRTC)
   - TESC / RRTC
   - HDR Candidate

3. **Thesis recommendation**
   - Corrections required
   - TESC recommendation (for endorsement by RRTC)
   - Further study / research and resubmission
   - Degree not awarded
   - Copy of thesis sent to Library**

4. **Degree awarded**
   - HDR Candidate
   - HDRO Officer

**RESPONSIBILITY**

- HDR Candidate
- HDRO Officer
- HDR Candidate / Principal and other Supervisors
- TESC
- TESC
- Executive Director, RT & IRTP

**NOTES**

- HDR Thesis Preparation, Submission and Examination Procedure
- TESC may approve a thesis moratorium on application from the candidate and recommendation from Faculty Executive Dean.

* If a Principal Supervisor declines Certification a candidate may submit thesis to TESC against advice of the Principal Supervisor.

** If you have difficulty accessing these documents, please contact the Policy Unit policy@mq.edu.au or 9850 4791.