MRes Thesis Preparation, Submission and Examination Procedure Flowchart

**ACTIONS**

1. **Thesis preparation**
   - Possible examiners identified (at least 2 months before expected submission date)
   - Electronic examiner nomination submitted, with MRes Supervisor notification and abstract
   - Head of Department endorses examiners
   - Associate Dean (HDR) or Faculty MRes Director approves examiner nominations
   - Associate Dean (HDR) or Faculty MRes Director forwards details of at least two (2) approved thesis examiners to HDRO

2. **Thesis sent to examiners**
   - Examiners complete reviewer reports
   - Review examiner reports, recommended thesis grade and examination outcome (in consultation with MRes Supervisor and Department MRes Director)
   - Associate Dean (HDR) or Faculty MRes Director approves thesis being sent to a third examiner
   - Chair TESC approves thesis being sent to a third examiner
   - HDRO Officer forwards thesis and examination information to third examiner / receives third examiner report
   - Chair TESC reviews and forwards third examiner’s report
   - Associate Dean (HDR) provides written response to third examiner’s report
   - Associate Dean (HDR) convenes panel to recommend outcome for thesis

3. **TESC recommendation**
   - TESC recommends outcome for thesis
   - HDRO Officer reviews and endorses panel recommendation
   - MRes Candidate reviews corrections and makes recommendation to TESC

4. **Thesis submitted**
   - HDRO Officer recommends thesis grade and examination outcome
   - Examiners and MRes Supervisor endorse thesis
   - HDRO Officer forwards recommendation to TESC

5. **Thesis recommendation**
   - HDRO Officer recommends for endorsement by RRTC

6. **Degree awarded**
   - Associate Dean (HDR) or Faculty MRes Director approves final report
   - HDRO Officer issues final report

**RESOURCES**

- Higher Degree Research Office
- MRes Thesis Preparation, Submission and Examination Policy / Procedure
- HDRO

**RESPONSIBILITY**

- MRes Candidate
- MRes Supervisor
- Head of Department
- Associate Dean (HDR) or Faculty MRes Director
- HDRO Officer
- Examiners
- Chair TESC
- Associate Dean (HDR)
- Faculty HDR Office
- Chair TESC
- Associate Dean (HDR)
- MRes Supervisor
- Associate Dean (HDR)
- Head of Department
- MRes Candidate
- HDRO Officer

**Notes**

- In cases where an outcome cannot be determined, including where one of the examiners recommends Revise and Resubmit or Not Award, send the thesis to a third examiner.

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