



PHD and RESEARCH MASTERS 2020 GUIDELINE FOR THESIS/ DISSERTATION SUBMISSIONS

The **AVERAGE** time from
submission to exam outcome is **4 MONTHS**

The process can be delayed for reasons beyond our control

Avoid unnecessary delay and disappointment

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INTENTION TO SUBMIT

- Triggers preparations for receipt of dissertation and appointment of two examiners
 - Failure to complete this step can delay examiner appointment by up to 6 weeks
- Deadline: At least 5 months before the deadline for qualifier entry:
- 1 June 2020 for December 2020
 - 1 September 2020 for Autumn 2021

For a 50% rebate* of the dissertation course fee, submit by
Monday 25 September 2020

For a 25% rebate* of the dissertation course fee, submit by
Monday 27 November 2020

*Only available in your 2nd or subsequent year of registration for dissertation

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SUBMISSION

- ONE electronic copy
- Up to TWO soft copies on request
- Allow at least EIGHT weeks for examination
- Students who intend on submitting by 12 noon, Monday 15 March 2021, are not required to re-register and pay fees for the 2021 academic year

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CORRECTIONS NEEDED?

- 6 months for corrections; 12 months for revise and resubmit
 - To confirm you have met qualification requirements, the Faculty Examination Committee (FEC) exam committee needs:
 - i) Certificate of Corrections approved by Supervisor
 - ii) Evidence revised dissertation has been uploaded to the Library
- Deadline: 31 October for graduation in December 2020 and 18 January 2021 for graduation in Autumn 2021.

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GRADUATION

- Dec 2020: Those confirmed as qualifiers by the FEC by 31 October 2020.
- Missed the 31 October deadline?
 - i) The FEC can still determine whether you qualify
 - ii) Award will be conferred by Senate in April 2021 if your results are on System by 18 January 2021
 - iii) Academic record will confirm your qualifier status (can be used to apply for jobs/study)
 - iv) You can request an additional letter from the Student Records Office