

THESIS SUBMISSION/EXAMINATION – Masters by Research in the Faculty of Information Technology

Six to 8 Weeks Prior to Submission of your Thesis

- Research Services send out a thesis reminder letter approximately 6 to 8 weeks before the thesis due date to remind you that your thesis is due to be submitted soon. In this letter we let you know what you need to provide when the thesis is ready for submission.

One to Two Weeks Prior to Submission of your Thesis

- Research Services will require the Nomination of Examiners for Masters by Research Theses form to be submitted by the supervisor. This form is available from <http://www.infotech.monash.edu.au/research/for-students/hdr/hdr-forms.html>
- Once this form is received we arrange for it to be approved by the Associate Dean Research Training (ADRT) or nominee. We are then in a position to send out your thesis very soon after it has been submitted.

Upon Thesis Submission

When your thesis is ready to be submitted, Research Services requires

- a thesis submission form (available from <http://www.infotech.monash.edu.au/research/for-students/hdr/hdr-forms.html>) (sections A and B are to be completed); and
- four (4) temporarily bound copies (ie. spiral or thermal binding) of the thesis (please ensure you include a declaration or originality that states that the thesis is your own work).

Your thesis can be submitted at any campus.

After Initial Submission

- Research Services send you a letter (with courtesy copies to your Supervisor and School Research Administrator) saying that the thesis has been assigned to external examiners and that you will be informed of the results of your thesis examination in approximately three to six months.

When the Examiners reports Are Returned

Depending on what the examiners reports say you are normally given 6 weeks (for minor amendments) or 3 months (for major amendments) to update your thesis in accordance with the examiner recommendations [If there are substantial differences between the examiners reports advice is sought from the (ADRT) as an Advisory panel may need to be formed].

We send you a letter (with courtesy copies to your Supervisor and School Research Administrator) advising you of the results of the examination. Copies of the examiner reports are also sent to you. You are given a date when your final thesis is to be submitted.

Final Submission

When the examiner report recommendations have been incorporated into your thesis, it is ready for final submission. The following must be submitted

- a thesis submission form (as above) (sections A and C) are to be completed
- three (3) bound copies of the final version of the thesis
library release authorisation form (available from <http://www.infotech.monash.edu.au/research/for-students/hdr/hdr-forms.html>).

The final copies should be A4 size bound in royal blue with gold lettering down the spine.

After Final Submission

- You will be sent a letter saying you have satisfied the requirements for the degree. A final mark and grading will be provided.
- A stamped copy of your thesis will be sent to you. The School will retain one copy, and the third copy will be sent to the Main Library to be catalogued.

Applying to Graduate

Please refer to <http://www.monash.edu.au/graduations/>

More information:

A useful guide on thesis and examination matters is available from <http://www.mrgs.monash.edu.au/research/examination/mphilexamination.doc>