

Examinations/ Graduations

There are 2 specific stages of the "examination" process.

1 Pre Submission Process

Students are required to advise the Examination Officer of their intention to submit 2 months in advance. See: <http://www.anu.edu.au/cabs/rules/ResearchAwardsRules.pdf>

When an intention to submit is received, the Nomination of Examiners form is sent electronically to the departmental administrator for completion and approval by the College Dean, and at the same time the student will receive 3 forms – Personal Information form, Library Access form and the Supervisor Form

- For Action by College:
 Nomination of Examiners Form is completed by HOD and the nominations are to be:
 1. recommended by HOD
 2. endorsed by Delegated Authority
 3. approved by Dean of College
 4. return to the Examinations Officer (ideally prior to intended submission date)

- For Action by Student:
 Complete Personal Information form and Library Access form
 Provide supervisor with the thesis and the Supervisor Form
 Make an appointment with HDE Officer to submit the thesis
 On the day of submission:
 1. bring 4 copies of thesis
 2. Personal Information form and Library Access form
 NB. Students may submit without appointment

- For Action by Supervisor:
 Complete Supervisor Form and send to Examinations Officer or send it with the student at submission time.

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- A letter of confirmation of appointment is sent electronically to the examiners together with relevant documents, including

2. Post Submission

Once all examiners reports are received by the Examinations Office, the reports are sent with a covering letter to the HOD for recommendation.

1. Recommendation by HOD
2. Endorsed by Delegated Authority
3. Approved by Dean of the College
4. Returned to Examinations Officer

If the recommendation is for unconditional approval, no further action by the College is required.

If corrections are required the Examinations Officer advises the student:

5. Student submits corrected thesis to HOD
6. HOD writes memo to Dean, through the Delegated Authority, that corrections have been made to his/her satisfaction.
7. Delegated Authority endorses
8. Dean approves

If revise and resubmit is recommended the student is advised by RSO, will be required to enrol again in the program and a new examination will take place after the revised thesis is submitted.

Graduation:

Colleges are urged to be mindful of the Graduation cut off dates when making their recommendations close to ceremony dates.