Higher Degree by Research Thesis Submission Schedule

1 Purpose

To establish the process, responsibilities, and requirements for the submission of Higher Degree by Research (HDR) Theses at the University.

2 Scope

This schedule must be read in conjunction with the HDR Thesis Examination Procedure and is subordinate to it.

3 Schedule

3.1 Examination of Thesis

All HDR Academic Programs offered by the University include a Thesis component. The HDR Thesis Examination Procedure sets out the requirements for the:

- examiner nomination;
- preparation of Thesis for examination;
- submission of Thesis to the examiners;
- Thesis examination criteria;
- assessment of Thesis and result recommendation;
- notification of outcome;
- revisions and re-examination;
- completion of examination.

The requirements for the presentation of a Thesis are set out in the HDR Thesis Presentation Schedule.

3.2 Editing of Thesis

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

The HDR Supervisory Team is expected to provide editorial advice to the Student prior to the submission of the Thesis for examination. Students are permitted, under their own arrangements and at their own expense, to use additional editors in preparing their Thesis for examination. Students should discuss this with their Principal Supervisor and provide any editor with a copy of this procedure before they commence work.

Editorial assistance is restricted to:

- proofreading: that is, detecting and correcting the presentation of the text to conform with standard usage and conventions (e.g., spelling, quotations, italics, lists, word usage, punctuation, graphs, charts, citations, references, heading hierarchies, symbols and equations, headers and footers, style of numbers, etc.); and
- the identification and provision of advice, with corrections and exemplars only, in matters of structure (the need to restructure and reword, deletions, additions); the conventions of grammar and syntax; use of clear language; logical connections among phrases, clauses, sentences, paragraphs, and sections; voice and tone; and how to avoid ambiguity, repetition and verbosity.

When the Thesis has had the benefit of professional editorial advice, the name of the editor and a brief description of the service rendered should be printed as part of the list of acknowledgements near the front of the work when it is to be presented for examination.

If the professional editor's current or former area of academic specialisation is similar to that of the Student, this too should be stated in the acknowledgements.

3.3 Submission of final Thesis

All HDR Programs will be awarded on the basis of the successful completion of the Thesis examination process as well as the successful completion of any required Coursework.

In order for the Award to be conferred, Students are required to submit a copy of their final Thesis in electronic format. An electronic copy as a single file, normally in PDF format, must be provided to the Graduate Research School.

Any additional requirements for graduation will be communicated in writing to the Student. Failure to submit all requested documentation by the due date may result in the Student's graduation being delayed.

The University Library is responsible for submitting the Thesis to the University's research information management system.

3.4 Thesis embargo

Normally the final Thesis accepted for the Award of a UniSQ Higher Degree by Research will be

placed on embargo for a minimum period of 12 months. This will allow Students to publish from their research before the Thesis enters the public domain. A Student may request a further extension to the embargo period or make the research available immediately to the wider community by indicating their preference using the approved form. HDR forms and guidelines are available on the Graduate Research School webpages of the UniSQ website.

3.5 Approval for conferral of Award

The Deputy Vice-Chancellor (Academic and Research) or nominee gives executive approval for the degree to be conferred by the University Council. Upon receiving executive approval, the Graduate Research School will advise that the Student has satisfied the requirements of the Award Program. This advice will inform the Student of any associated title (for example Doctor for PhD) that can be used from its receipt. The Student is entitled to use any associated title (for example Doctor for PhD) on receipt of the letter. The Award will be conferred at the next graduation ceremony.

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Academic and Research)
Responsible Officer	Dean (Graduate Research School)
Policy Type	University Procedure
Policy Suite	Higher Degree by Research Student Policy
Approved Date	5/5/2026
Effective Date	2/1/2026
Review Date	2/1/2031
Relevant Legislation	*Electronic Transactions Act 1999* *Higher Education Support Act 2003*
Policy Exceptions	Policy Exceptions Register
Related Policies	Academic Programs and Courses Quality Policy Admissions, Enrolment and Graduations Policy Assessment Policy

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

	Handling Personal Student Information Policy and Procedure Marketing and Brand Policy Student Grievance Resolution Policy
Related Procedures	Assessment Procedure Higher Degree by Research Student Progress Procedure Student Appeals Procedure Student Grievance Resolution Procedure Website Procedure
Related forms, publications and websites	Graduate Research School
Definitions	**Terms defined in the Definitions Dictionary**
	Academic Program An approved Higher Education Award of the University, consisting of a combination of Courses the successful completion of an offering of which, together with any credit transfers and Exemptions in accordance with the relevant requirements, will fulfil the prescribed requirements for that particular Award. Award The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule . Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Higher Degree by Research (HDR) A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as

	research work. Higher Degree by Research (HDR) Student A Student enrolled in an HDR program. Higher Degree by Research (HDR) Supervisor A member of a Student's HDR Supervisory Team. An HDR Supervisor may hold the position of Principal HDR Supervisor or Associate Supervisor. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. Testamur A certificate issued by the Council of the University to signify that a Student has satisfied the requirements of a specific program and has graduated. Thesis Also known as a Standard Thesis, is the material outcomes of a program of research. It is also referred to as a 'dissertation'. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this schedule only
Keywords	PhD, exegesis, thesis, doctoral
Record No	15/858PL

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.