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Initial Thesis Submission Form

**PhD, Professional Doctorate or Masters by Research**

**Completed form to be emailed to Research Assessments** [researchassessments@ecu.edu.au](mailto:researchassessments@ecu.edu.au)

This form is for initial thesis submissions ONLY. Please complete the following steps to submit your thesis or exegesis:

1. Upload your thesis/exegesis directly to the SharePoint folder using the provided link in your ECU student email account when your Nomination of Examiners form was submitted.
2. Complete this form “Thesis Submission Form” and email your completed form to Research Assessments at [researchassessments@ecu.edu.au](mailto:researchassessments@ecu.edu.au). After receiving your emailed submission form and uploaded thesis, you will receive a confirmation notification.

*If you do not receive confirmation within five (5) business days or encounter issues with uploading your thesis to SharePoint, please contact Research Assessments at* [*researchassessments@ecu.edu.au*](mailto:researchassessments@ecu.edu.au)

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| **SECTION 1: CANDIDATE DETAILS** | | | | | | | |
| Student Number: | Click or tap here to enter text. | | | | | | |
| Candidate Given Name(s): | Click or tap here to enter text. | | | | | | |
| Family Name: | Click or tap here to enter text. | | | | | | |
| Course Title: | Click or tap here to enter text. | | | | | | |
| Thesis Type: | Standard | With Publication | Writing | Creative Research with  Exegesis | | | Other |
| Thesis Title: | Click or tap here to enter text. | | | | | | |
| My thesis is ready for submission: | | Yes | I have advised the Scholarship Office (if applicable) | | | | |
| CANDIDATE SIGNATURE: | |  | | | DATE: | Click or tap to enter a date. | |
|  | | | | | | | |
| **SECTION 2: PRINCIPAL SUPERVISOR DETAILS** | | | | | | | |
| Principal Supervisor’s Name: | | Click or tap here to enter text. | | | | | |
| Principal Supervisor’s email address: | | Click or tap here to enter text. | | | | | |
| Candidate’s thesis is ready for submission: | | Yes | No, please provide comments below | | | | |
| Comment if ‘No’ to the above: | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| Nomination of examiner form approved and submitted: | | | Yes (Must be completed before submitting thesis) | | | | |
| PRINCIPAL SUPERVISOR SIGNATURE | |  | | | DATE: | Click or tap to enter a date. | |

**SECTION 3: CREATIVE COMPONENT DETAILS FOR EXAMINATION OF MASTER & DOCTORAL THESES BY RESEARCH**

***This section only needs to be completed by those candidates that have a creative component for their research.***

The creative component of the research for Creative Research Master & Doctoral candidates can vary. The following information is required to be completed by the Principal Supervisor and to accompany the completed and approved Nomination of Examiners form.

Alternatively, if the details are not known at the time the Nomination of Examiners form is submitted, this form should be emailed to Research Assessments as soon as the details are available **BUT**prior to submission of your thesis.

***Please be advised where the exhibition is set to be held within the two weeks of the examination report due date, there may be a 2-4 week delay in the examination of your thesis.***

Creative Research Master & Doctoral candidates have the option of submitting the exegetical component of their thesis **before**, **after** or **with** the creative component. Please indicate which option/s below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Exegesis** | | | |
| In relation to the examination of the creative component the exegesis is to be submitted: | Before | After | With the creative component |
| Exegesis to be submitted to: | Examiner 1 | Examiner 2 | Examiner 3 |
| Format by which the creative component will be presented with the exegesis for  examination: | CD | Thumb Drive | Interactive pdf |
| Other (please specify): Click or tap here to enter text. | | |

Creative Research Master & Doctoral candidates who submit the creative component of their thesis **before** the exegetical component must provide a **framing document or abstract** to the examiners prior to the examination of the creative component. Please indicate which option/s below.

|  |  |  |
| --- | --- | --- |
| **Framing Document or Abstract** | | |
| A Framing Document or Abstract will be provided to the examiners. Please select from the checkbox menu (right). | Examiner 1: | Choose an item. |
| Examiner 2: | Choose an item. |
| Examiner 3: | Choose an item. |

Creative Research Master & Doctoral candidates must be examined on the creative component (exhibition or performance) of their thesis in person or by various electronic means provided by the candidate. If the creative component is to be examined by one or more of the examiners in person, please indicate this below.

|  |  |  |
| --- | --- | --- |
| **Creative Component (Performance/Exhibition)** | | |
| Please give details of the Performance/Exhibition: | Choose an item. | |
| Time: | Click or tap here to enter text. | |
| Date: | Click or tap here to enter text. | |
| Location: | Click or tap here to enter text. | |
| Attendance by: | Examiner 1: | Choose an item. |
| Examiner 2: | Choose an item. |
| Examiner 3: | Choose an item. |

If the details were not known at the time the Nomination of Examiners form was submitted, email completed section 3 only with any requested supplementary documentation to Research Assessments at [researchassessments@ecu.edu.au](mailto:researchassessments@ecu.edu.au) prior to submission of your thesis.