SCHEDULE B: MINOR THESIS APPROVAL FORM

Approved by the Dean SGR, 7 April 2022

This form must be submitted to the Dean of the School of Graduate Research **no later than the census date** of the semester in which the student will begin the thesis. It is the responsibility of the student to obtain signatures from all relevant authorities prior to submission of the form.

## Student information

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| **Student details** |
| Name of student |       | College |  | UD ID |       |
| Name of UD course  |       |
| **Minor Thesis enrolment** |
| Duration | [ ]  | 1 semester | [ ]  | 2 semesters |
| **Supervisor** |
| Name |       | Supervisor’s college |       |

## Minor Thesis

#### Assessment: One 16,000-word Minor Thesis

|  |  |
| --- | --- |
| **Topic/title** (to appear on your transcript) |       |
| **Description of the topic** |       |
| **Description of Methodology**  |       |
| **Outline of Thesis chapters/sections**  |       |
| **Agreed due date**  | (No later than the end of the examination week of the relevant semester) |
|   /  /     (dd/mm/yyyy) |
| **Resources** (classes to audit, special requirements etc ) |       |
| **Indicative reading list**(if necessary, attach a separate sheet) |       |

### Human research

If your research involves human subjects, or use of records not in the public domain, then you will also need to complete a draft HREC application, and include it with this application so that your project’s research methodology can be considered for endorsement. A specialist in the discipline of your research will be asked by the Research Coordinator at your College to advise if the proposed methodology is appropriate. It may be that your supervisor is the appropriate specialist. (After this approval, your project will then need to be submitted to HREC.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does your research involve human subjects, or use of records not in the public domain? | [ ]  | Yes | [ ]  | No |
| If YES, draft HREC application submitted | [ ]  | Yes |

**Processing flow** from student:

> Supervisor

> Research Coordinator

> Dean of the School of Graduate Research

> Deputy Chair of Examiners

> Dean of the School of Graduate Research

## Suggested examiners

To be completed by the supervisor – please provide email contact for examiners.

The Minor Thesis is to be marked independently by two examiners, neither of whom shall be the supervisor. Both examiners may be internal to the university. However, the second examiner must be external to any college of the university with which the supervisor or candidate are associated.

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| **Proposed first examiner** |
| Full name |       |
| Academic qualifications |       |
| College |       | Position held |       |
| Day phone |       |
| Email |       |
| **Proposed second examiner** |
| Full name |       |
| Academic qualifications |       |
| College |       | Position held |       |
| Day phone |       |
| Email |       |
| **Proposed third examiner**  |
| Full name |       |
| Academic qualifications |       |
| College |       | Position held |       |
| Day phone |       |
| Email |       |

## Approvals

|  |
| --- |
| **Supervisor** |
| Supervisor (Name) |       |
| Supervisor (Signature) |       | Date |   /  /     |
| **College Research Co-ordinator** |
| College Research Co-ordinator (Name) |       |
| College Research Co-ordinator (Signature) |       | Date |   /  /     |
| **UD Dean of the School of Graduate Research** |
| UD Dean of SGR(Name) | Dr Liz Boase |
| UD Dean of SGR (Signature) |       | Date |   /  /     |
| **Deputy Chair of Examiners** |
| Deputy Chair of Examiners (Name) |       |
| Deputy Chair of Examiners (Signature) |       | Date |   /  /     |

### Submission: Please send the completed form to:

The Dean of the School of Graduate Research at lboase@divinity.edu.au