Business School
DBA Thesis Examination Process

The DBA thesis examination process is managed by the Business School Research Office. Please direct all queries to Rani Varathan rani.varathan@uwa.edu.au

Step 1:

Step 2:
Submission of Thesis for Examination: When the thesis is ready to be examined, the candidate should complete the Submission of Thesis for Examination form. http://www.business.uwa.edu.au/__data/assets/rtf_file/0009/548622/Submission_of_Thesis_for_Examination.rtf

The thesis should be formatted according to the following specifications:
- A4 size paper; left-hand margin of 4cm or more, other margins 2cm;
- Each volume no more that 6cm in spine width and 2.5kg in weight.
- Page settings should be set for double-sided binding

Theses submitted for examination must be certified by the supervisor(s) Associate Dean Research and approved by the Business School Board of Higher Degrees by Research.

The completed Submission of Thesis for Examination form should be submitted along with one hard copy of the thesis (double-sided) to Rani Varathan, Business School Research Office. In addition, an electronic copy of the thesis should be sent to rani.varathan@uwa.edu.au

Step 3:
Examination: Examiners are given eight weeks from the date of receipt of a thesis to examine. The process of examination can take up to three months from the date of submission.

Step 4:
Examination Outcome: The Business School will advise the candidate of the outcome of the examination. Depending on the examiners’ recommendations the candidate might be asked to resubmit the thesis after further work has been completed. The candidate will be notified in writing of the procedure for resubmission of thesis.

Step 5:
Certification of Final Thesis: Once the thesis has been certified as ‘Passed’, the candidate and coordinating supervisor should complete the Certification of Final Thesis form. With effect from 16th November 2010 an Australian Higher Education Graduation Statement (AHEGS) has to be submitted at the time of thesis certification. This is an abstract or summary of the thesis up to 100 words. Details of process can be found in section 6 of Certification of Final Version Thesis form.

A template of thesis cover page is on the website. The completed form and one hard-copy of the final thesis should be submitted to Rani Varathan, Business School Research Office. In addition, an electronic copy should be emailed to rani.varathan@uwa.edu.au. Please note that this should be submitted by email (PDF) only with no track changes.

Step 6:
Permanent Binding of Thesis: The Business School Research Office submits to UniPrint unbound paper copy of the thesis for permanent binding and a digital copy included for the University’s Digital Thesis Repository. Permanent binding normally takes about two weeks. The Business School Research Office will distribute the bound thesis as follows:
- 1 copy for the library
- 1 copy for the Supervisor(s)
- 1 copy for the school
- 1 copy for the student (additional copies can be requested at the student’s own expense)

Step 8:
Graduation:
The Graduation Office will contact the student regarding the graduation process. http://www.studentadmin.uwa.edu.au/welcome/graduation