Policy Document Administrator	Edwina Murphy, Deputy Vice-Chancellor (Research)
Policy Document Approver	Research Committee
Responsible Body/Person	Research Committee
Next Review date	July 2028
Superseded documents	None
Related documents	HDR Examination Policy HDR Thesis Examination and Conferral Procedure *Thesis Repository Form*
Related HE Standards	4.1, 4.2, 7.2
Related National Code Standards	N/A

1. PURPOSE

To outline the rules of submission of a **Higher Degree by Research (HDR)** thesis for examination and of the final versions (PDF and hardbound copies) related to conferral.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the Policy Glossary. The first instance of each defined term has been outlined in bold.

3. SCOPE

These rules apply to HDR candidates.

4. RULES

3.1 General Formatting

- Theses should be submitted as PDF files.
- They should be A4 in size, with all margins 2.54cm, 1.5 spaced, in 12pt Times New Roman font (or similar), footnotes in 10pt.
- All pages should be numbered consecutively (front matter – small Roman numerals, no number on Title Page; main text onwards – Arabic numerals).
- Candidates should keep a copy of their work.

3.2 Order of Materials

3.2.1 Front Matter (each on a separate page)

- *Title Page*
  - Title of the thesis in full.
  - Wording as specified below:

For DMin: A thesis submitted to the Australian University of Theology in partial fulfilment of the requirements for the award of Doctor of Ministry.

For a thesis only: A thesis submitted to the Australian University of Theology in fulfilment of the requirements for the award of [insert Doctor of Philosophy or Master of Theology (Research)].

- The name of the candidate.
- The names of the Principal and Co-supervisor(s).
- The name of the Supervising College.

- *Certification*

  Candidate

  I certify that the substance of this thesis of [insert number of words] words has not previously been submitted for any degree and is not currently being submitted for any other degree. Any previously submitted material has been acknowledged in the notes.

  I also certify that any assistance received in conducting the research embodied in the dissertation, any editorial assistance, and all sources used, including any AI use (e.g., for transcription, data analysis, text generation, etc.), any editorial assistance (human or AI), and all sources have been appropriately described and acknowledged in the text or notes. [Include the following if AI has been used: A log of my AI usage is available here (insert DOI)]

  Signature_____ Date: ___/___/____

  Supervisor

  I consider that this thesis is sufficiently well prepared to be examined and certify that it has been checked using Turnitin. To the best of my knowledge: the research and writing embodied in the thesis are those of the candidate, except where due reference is made in the text; any assistance in its writing, including editorial assistance or AI usage, has been appropriately described and acknowledged; and it conforms to the requirements of the Australian University of Theology, for the degree of [insert Master of Theology (Research), Doctor of Ministry, or Doctor of Philosophy]. [Include the following only if human participant research was undertaken] I confirm that all necessary ethics clearances have been obtained for this project.

  Signature_____ Date: ___/___/____

- *Abstract* of not more than 300 words.
- *Acknowledgements*
- *Table of contents*
- *List of illustrations* (if any)
- *List of tables* (if any)
- *List of abbreviations*
- *Glossary* (if necessary)

3.2.2 Main Text

3.2.3 Back Matter

- *Appendices and excursuses* (if any)
- *Reference list of bibliography*
  - primary sources
  - secondary sources

3.3 Final Version of Text

After examination, in addition to any required corrections, the following changes are to be made when creating the final PDF:

3.3.1 Title Page (Additions at Bottom of Page)

- The year of conferral of the degree.
- The names of the examiners and their institutions. Note: Only include examiners who recommended 'award' or 'award with corrections.'

3.3.2 Certification

- *Remove the certification page.*

The final version of the PDF must be viewed and approved by the primary supervisor prior to submission to the Research Department in accordance with the HDR Thesis Examination and Conferral Procedure. The final PDF should also be accompanied by the completed *Thesis Repository Form*. The final PDF and *Thesis Repository Form* must be submitted before the thesis can go to Academic Board for conferral.

3.4 Binding

After acceptance of the final PDF, candidates must provide two copies of the thesis, hardbound in dark colours (such as black, dark blue, red or green); one copy for the AUT library and one for the library of the candidate's supervising college. These should be printed double-sided.

3.5 Cover

- Gold or silver lettering.
- The title of the thesis in full.
- The name of the candidate.

3.6 Spine

- Gold or silver lettering (same as cover).
- Title of the thesis (this can be a shortened version if need be), running longways down the spine.
- The name of the candidate, running longways down the spine.

And under the above, printed horizontally:

- The abbreviated title of the degree (e.g. DMin or PhD). MTh (Res) should be set over two lines.
- The year of conferral.

- AUT.

4 RELATED LEGISLATION AND REFERENCES

N/A

5 VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	R&RSC	24 July 2020	24 July 2020	New Template/formatting
2	Research Committee	6 October 2023	6 October 2023	Title modified from HDR Final Hardbound Copy of Thesis or Project Rules; formatting; inclusion of submission details.
3	Research Committee	4 October 2024	4 October 2024	Addition of reference to genAI; minor changes to thesis formatting and degree titles; modified reference to examiners.
4	Research Committee	11 July 2025	11 July 2025	Minor change to reference to AI in citation, minor changes to thesis formatting.
5	Research Committee	3 July 2026	3 July 2026	Changes to certification.

Any hard copy of this electronic document may not be current as the AUT regularly reviews its rules. The latest version can be found online at https://www.aut.edu.au/documents.