



## HDR THESIS SUBMISSION & FINAL BOUND COPY RULES

Responsible officer	Deputy Dean and Director of Research
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Approved by	Research Committee
Responsible Body	Research Committee
Initial Approval date	24 July 2020
Initial Effective date	24 July 2020
Review date	6 October 2025
Superseded documents	<i>Statement by Supervisor on Submission Thesis/Project form</i>
Related documents	HDR Thesis Examination and Conferral Procedure
Related HE Standards	1.4.6, 4.2.1, 7.2.2.d
Student Lifecycle Stage/s	Examination

### 1. PURPOSE

To outline the rules of submission of an HDR thesis for examination and of the final versions (PDF and hardbound copies) related to conferral.

### 2. DEFINITIONS

HDR stands for Higher Degree by Research.

### 3. SCOPE

These rules apply to HDR candidates.

### 4. RULES

#### 4.1 General Formatting

- Theses should be submitted as PDF files.
- They should be A4 in size, with all margins 2.54cm, 1.5 spaced, double-sided, in 12pt Times New Roman font.
- 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.

#### 4.2 Order of Materials

##### 4.2.1 *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 College 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 College of Theology in fulfilment of the requirements for the award of [insert Doctor of Philosophy or Master of Theology].

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

I also certify that any assistance received in conducting the research embodied in the dissertation, any editorial assistance, and all sources used, have been appropriately described and acknowledged in the text or notes.

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, has been appropriately described and acknowledged; and it conforms to the requirements of the Australian College of Theology, for the degree of [insert Master of Theology, 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)



#### 4.2.2 Main Text

#### 4.2.3 Back Matter

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

### 4.3 Final Version of Text

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

#### 4.3.1 Title Page (*Additions at Bottom of Page*)

- The year of conferral of the degree.
- The names of the examiners and their institutions.

#### 4.3.2 Certification

- *Change the date on the candidate's certification to the date of conferral by the Academic Board (Research Office will advise).*
- *Remove the supervisor's certification.*

### 4.4 Binding

After acceptance of the final PDF, candidates must provide two copies of hardbound theses in dark colours (such as black, dark blue, red or green); one copy for the ACT library and one for the library of the candidate's supervising college.

#### 4.5 Cover

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

#### 4.6 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 title of the degree.
- The year of conferral.
- ACT



5. RELATED DOCUMENTS AND REFERENCES

N/A

6. 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.

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