



Notice of Intention to Submit Thesis

Please carefully read these notes before completing the Notice of Intention to Submit (NOITS) form.

More details are available in the [HDR Examination Policy](#) and the [HDR Thesis Examination and Conferral Procedure](#).

Only complete this form after a full draft of your thesis has been delivered to your principal supervisor. You should submit your NOITS **at least three months prior** to the actual submission of your thesis to enable examiners to be appointed. Your supervisor is responsible to ensure your work has been processed through Turnitin, or similar software, prior to submission for examination.

The completed NOITS and the abstract of your thesis should be submitted as two separate files to your Postgraduate Coordinator, who will forward them to the ACT Research Department: research@actheology.edu.au.

It is the responsibility of the supervisor(s) and candidate to nominate 5–6 potential examiners in order of preference. Please provide their contact details, a brief explanation of their suitability, and their recent relevant publications. Normally, appointed examiners would meet the ACT criteria of World Standard Research activity in the field of research (see the [Research Active Policy](#)), although other factors may also be taken into account e.g. appointment at a prestigious university, significant contribution to the field over many years.

Any potential conflicts of interest must be disclosed. Consult the [ACGR Conflict of Interest guidelines](#) for details.

The Director of Research, on behalf of the Higher Degree Research Examination Panel (HDREP), will appoint two examiners for MTh theses, at least one of whom is external to the ACT. For doctoral theses, three examiners will be appointed, all external to the ACT, unless there are exceptional circumstances. Under no circumstances will there be fewer than two external examiners of a doctoral thesis.

If a number of potential examiners are unavailable or unsuitable, the Research Department may request additional names from the principal supervisor.

Usually, examiners will be sent a PDF. If an examiner requires a soft bound hard copy of the work to be examined, you will be advised. When the ACT Research Department has finalised appointment of your examiners, you will be informed of their names.

Supervisors and candidates must not contact examiners from the time the NOITS has been submitted until the conclusion of the examination process. If they happen to meet (at a conference, for example), the thesis must not be discussed.

Thesis submission

Please format your submission according to the [HDR Thesis Submission & Final Bound Copy Rules](#).



Candidate's Details

Legal Name in Full :

(as shown on your passport)

Title

First Name(s)

Surname

Date of Birth :

/

/

ACT Number :
(if known)

D

D

M

M

Y

Y

Contact Details :

Street Address :

Suburb :

State :

Post Code :

Country :

Phone :

Email address :

Supervisors

Supervising College :

Principal Supervisor :

Name :

Email :

Co-supervisor :

Name :

Email :

Co-supervisor :

Name :

Email :

Thesis

Course :

MTh (Res)

DMin

PhD

Thesis Title :

Number of words :

Expected date of submission :

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D

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M

Y

Y

Full draft processed through TurnItIn:

Yes

No

Date completed:

Abstract Attached :

Yes

Will you have completed the minimum number of credit points required for the award at time of submission (96 cps for MTh (Res), 288 cps for DMin and PhD)?

Yes

No

If you have not completed the minimum number of credit points at time of submission, you will be enrolled in the remaining credit points during the examination process and will be subject to the associated tuition fees.

Awards will not be conferred until all fees are paid.

List of Examiners

Please include each examiner's email address and institution, a brief explanation of their suitability, and their recent publications.

1. Name : Institution :

Email :

Suitability :

Recent Relevant Publications :

2. Name : Institution :

Email :

Suitability :

Recent Relevant Publications :

3. Name : Institution :

Email :

Suitability :

Recent Relevant Publications :

4. Name : Institution :

Email :

Suitability :

Recent Relevant Publications :

5. Name : Institution :

Email :

Suitability :

Recent Relevant Publications :

6. Name : Institution :

Email :

Suitability :

Recent Relevant Publications :

Conflict of Interest Declaration

Candidate

Are there any potential conflicts of interest?

Yes No

If yes, with which examiner:

What is the nature of the potential conflict of interest:

Supervisors

Are there any potential conflicts of interest?

Yes No

If yes, with which supervisor:

Which examiner:

What is the nature of the potential conflict of interest:

Signature of student :

Date:

Signature of Principal Supervisor :

Date:

Signature of Postgraduate Coordinator :

Date:

Please submit this form and thesis abstract as two separate files to the ACT Research Department:
research@actheology.edu.au

Office Check List

Candidate's Details

Thesis Title

Outstanding Fees Check

Abstract

TurnItIn