AUSTRALIAN UNIVERSITY OF THEOLOGY

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.

You should submit your NOITS **at least three months prior** to the expected submission date of your thesis to enable examiners to be appointed. Please be realistic in setting that date, as failing to meet it may affect examiner availability. Your supervisor is responsible for ensuring your work has been processed through Turnitin or similar software prior to submission for examination. From 1 January 2028, candidates will also present to a submission panel for final verification of their thesis.

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 AUT Research Office: research@aut.edu.au.

It is the responsibility of the supervisor(s) and candidate to nominate **6 potential examiners** in order of preference. Please only list **external** examiners on your form and provide their contact details, a brief explanation of their suitability, and their recent relevant publications. Normally, appointed examiners would meet the AUT criteria for 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 or significant contributions to the field over many years.

Any potential conflicts of interest must be disclosed. Consult the ACGR Conflict of Interest guidelines for details. The Deputy Vice-Chancellor (Research) will determine whether a conflict of interest is significant enough to preclude the appointment of an examiner.

The Research Office, on behalf of the Higher Degree Research Examination Panel (HDREP), will appoint two examiners for MTh (Res) theses and three examiners for doctoral theses. If the nominated scholars are either unsuitable or unavailable, the Research Office will request additional names. Internal examiners should only be nominated at the request of the Deputy Vice Chancellor (Research).

When the AUT Research Office has finalised the appointment of the 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 the thesis according to the HDR Thesis Submission & Final Bound Copy Rules.

AUSTRALIAN UNIVERSITY OF THEOLOGY

Notice of Intention to Submit Thesis

Candidate's Details

Legal Name in Full :
(as shown on your passport)

Title *First Name(s)* *Surname*

Date of Birth : D D / M M / Y Y

AUT Number :
(if known)

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 :** D D / M M / Y Y

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.

Contribution to the mission of the church

Please include a 50-200 word statement on how your research contributes to the mission of the church.

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 candidate: **Date:**

Signature of Principal Supervisor : **Date:**

Signature of Postgraduate Coordinator : **Date:**

Please submit this form and thesis abstract as two separate files to the AUT Research Office: research@aut.edu.au

Office Check List

- ☐ Candidate's Details
- ☐ Thesis Title
- ☐ Outstanding Fees Check
- ☐ Abstract