

### School of Business & Tourism

#### Post-thesis examination guidelines

*Candidates and supervisors will be notified that the examiners reports have been returned by the Higher Degree Research Officer on behalf of the Research Training Unit. **NOTE:** Both the SDHDR and Principal Supervisor must undertake safeguards to preserve the anonymity of the Examiners throughout the process if required.*

#### **Step changes (1 & 2)**

- Candidates will receive a letter from HDRC advising of the step changes required. These may be either: a) Step 1, and then Step 2 or b) Step 1 & 2 combined. This depends on the grades received from the examiners and is a decision that is made by HDRC. There may be iterations of this process if further work is required. The step changes table template will be attached to the letter.
- Candidates are to submit their Step changes and thesis (as a Word document) through their Principal or Co-ordinating Supervisor with their recommendation to [hdr.sbat@scu.edu.au](mailto:hdr.sbat@scu.edu.au).
- The SDHDR will review the Step changes and will suggest changes to the text in track changes and will use comment boxes to signal where further work is required.
- The document will be sent back to the candidate. The Candidate will accept the changes if he/she agrees to them. The Candidate is then to respond to the SDHDR's comments.
- Please retain the comment boxes and use track changes for the new text that you are inserting, i.e., when the SDHDR sees the document for the second time, he/she will only see the material added by you, in addition to the SDHDR's comment boxes.
- The SDHDR will review the changes to the Step table. If there is no further work required, he/she will accept all changes and delete all comment boxes. The Candidate and Principal or Co-ordinating Supervisor will be advised of the outcome and the documentation will be forwarded to the HDRC for consideration.
- **If further work is required, the candidate must re-submit the Step changes.**
- The Higher Degree Research Officer will advise of the outcome of the HDRC's review and provide further instructions.
- Please retain these Step changes and/or thesis as the latest version of your work and ensure that these files are the basis of any additional work that you may be required to do.