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About this form: Intention to Submit

This *intention to submit form* allows candidates to meet their obligation to provide a **minimum** of 30 days’ notice in writing of their intention to present a thesis/exegesis for examination. This notice must identify the precise title of the thesis/exegesis. Further information about thesis submission and examination is available in the [HDR Handbook](https://federation.edu.au/__data/assets/pdf_file/0011/554663/Handbook-1.4-2022.pdf).

**Note for the Principal Supervisor**
Where the Principal Supervisor does not consider the thesis ready for submission, discussions should be held with the candidate as to the best way forward, including the Graduate Research School’s HDR Co-ordinator for their research area. Where such decisions have been held and the candidate is determined to submit against the supervisor's advice, the Intention to submit form and the [Recommendation of Examiners form](https://policy.federation.edu.au/forms/Recommendation-of-examiners.docx?_ga=2.42319077.138898059.1628121281-2079041447.1618274639) should be completed. In such circumstances, supervisors will have an opportunity to record their views on the [Release of Thesis form](https://policy.federation.edu.au/forms/Release-of-thesis-form.docx?_ga=2.20425592.138898059.1628121281-2079041447.1618274639).

Enrolment and fees during examination

The candidate’s enrolment will be paused during the examination period. Where a candidate pays fees, if the thesis was submitted after the HECS census dates (31 March and 31 August each year) course fees will be charged for that semester. The official date for the recording and commencement of examination will be the date that the thesis/exegesis is submitted.

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**Submission of thesis in pdf format**

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The Graduate Research School: [research.degrees@federation.edu.au](file:///C%3A/Users/ireneh/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/P7U5J94O/research.degrees%40federation.edu.au)

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**For further information on the University’s Examination Process refer to:**

* [HDR Candidate Procedure, Section 8 The Thesis](https://policy.federation.edu.au/research/policy/ch3.pdf)
* [HDR Handbook](https://federation.edu.au/__data/assets/pdf_file/0011/554663/Handbook-1.5-2023.pdf)
* [Toolkit for HDR supervisors](https://federation.edu.au/__data/assets/pdf_file/0007/493279/Toolkit-for-supervisors-HDRCs-ADRs-FINAL.pdf)
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