

La Trobe University
School of Educational Studies

Minor Thesis Procedures
(Effective 1 January 2005)

Note: These procedures apply to students on all Australian and offshore campuses of the School of Educational Studies.

Before you start a Minor Thesis

You should have satisfactorily completed an approved research methodology unit before starting your minor thesis unless you obtain exemption on the grounds of prior coursework in this area.

The first step is to secure the agreement of a staff member to be your supervisor, (or contact the Research Administrator if you would like us to do this for you) and then complete the [application form](#) . Normally, your supervisor will be someone who has already taught you at least one subject. If additional expertise is required in a specific area, a co-supervisor may be appointed, subject to the agreement of your principal supervisor. Contact details for staff can be found here. [Academic staff profiles](#).

You should obtain the supervisor's signature and lodge the application with the Research Administrator, who will obtain the signature of the Postgraduate Coordinator and confirm your eligibility to proceed to minor thesis. Normally, only those students with an average B grade over the last three units will be eligible. Your details will be recorded in the school database and you and your supervisor will be informed of the decision in writing.

Enrolment procedures

a) Australian campuses

Students on Australian campuses must complete their re-enrolment by the due date as advised in the re-enrolment information package that is sent in the mail by the Student Records Office. Students should follow the supervision/approval procedures outlined above, but may provisionally re-enrol in the minor thesis unit code/s pending prior semester results and Postgraduate Co-ordinator's approval. If approval to undertake a minor thesis is not granted, students must complete a Variation of Enrolment Form changing their enrolment from the minor thesis to 60 credit points of coursework units, and submit this to the School Executive Officer.

Full time candidates are enrolled for one semester (60 credit points) and P/T will be enrolled for the next two semesters with 30 credit points per semester.

b) Offshore campuses

Offshore candidates are enrolled part time in two semesters with 30 credit points per semester. The [application form](#) must be received by the School of Educational Studies between 1 January and 31 March (for semesters 1 and 2 of the current year) or between 1 June and 31 August (for semester 2 of the current year and semester 1 of the following year).

Deadline for submission of the thesis for examination

- Your thesis should be written in one semester if you are a full time student, but can be written over two semesters if you are a part time student. You must plan to submit your minor thesis at the end of the semester.

Working with Your Supervisor

You will develop the content of the thesis in consultation with your supervisor. If you are enrolled full time, you are expected to see your supervisor every second week for one hour, at times that have been negotiated. If you are part time, you are expected to see or consult via email with your supervisor once a month. You should negotiate with your supervisor when they need to receive any written material to be discussed at these meetings. Most supervisors need at least one week in advance of the meeting to read your material of up to 10 pages, or two weeks if it is more. If you need to have email feedback, the supervisor will be able to return comments within two weeks for less than 10 pages, and 3-4 weeks for longer pieces of work.

If you are receiving feedback by an electronic method, you will need to make sure you maintain an email account with a large email box which can receive large files, and that you check this frequently. These larger mail boxes may be more costly.

Preparation of the final draft

In order to ensure that your supervisor has the time to comment adequately on your final draft, you should submit this for feedback from your supervisor at least two months before the final submission date (see above for dates). The draft will normally be returned to the student within three weeks.

Submitting the thesis

You should read the “*[Guidelines for Submission of a Minor Thesis for examination.](#)*”

You must submit four softbound copies of the final version of your thesis to the Research Administrator in the appropriate format with the required [Certificate from the Supervisor](#) completed.

For further information contact Mrs Ruth Farr, Higher Degrees Administrator. Email: <mailto:r.farr@latrobe.edu.au>

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