

FACULTY OF EDUCATION
School of Educational Studies

Guidelines for Submitting a Minor Thesis

A summary of the main points

- 1 **Check List**
A check list is included in the accompanying notes and is designed to ensure that your thesis will conform with School requirements.

- 2 **Certificate from your Supervisor(s)**
A certificate, completed by your supervisor(s), must accompany your thesis when submitted for examination. Please keep in mind that:
 - the thesis cannot be sent for examination until the completed certificate has been provided;
 - it is the candidate's responsibility to arrange for completion of the certificate, by referring it to their supervisor(s) with a copy of the final typed thesis (before being bound);
 - if a candidate has more than one supervisor, a certificate completed and signed by each is required.
 - Four copies of the softbound thesis must be submitted for examination.

- 3 **Summary of Thesis**
A summary, using not more than 300 words, is required with the four copies of your soft bound thesis. It is information essential to the process of inviting prospective examiners to accept the appointment.

- 4 **Presentation of Your Thesis**
This sets out the technical requirements and you are urged to study it carefully, well in advance of the final manuscript, and to observe the stipulations on maximum permissible word length. Consult your supervisor and ensure before you proceed to binding your thesis that when submitted it will meet the requirements.

- 5 **Statement of Authorship**
An original signature must appear on each copy of the thesis.

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



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General Requirements

A Masters by Coursework thesis should normally be between 15,000 and 20,000 words. It must not normally exceed 25,000 words.

Before submitting the thesis for examination the candidate must check the typescript to ensure to the best of their ability that all typographical errors have been corrected, that the spelling, grammar and punctuation are correct and that the standard of expression is worthy of a candidate for a higher degree.

Four softbound copies of the thesis must be presented for examination in the following format. The thesis may be rejected as unsuitable for examination if it does not conform to these requirements.

Presentation of the Thesis

The thesis must be typed on good quality paper, international size A4 (297mm x 210mm) using at least one and a half line spacing.

It may be typed on both sides of the sheet with margins of not less than 38mm and 19mm in width on the left-hand and right-hand side respectively of the obverse side, and 19mm and 38mm in width on the left-hand side and right side of the reverse side.

The top and bottom margins for each sheet must be no less than 19mm

All four copies of the thesis must be clearly legible.

Arrangement of the Thesis

The thesis must incorporate the following:

- (a) A title page set out in the following order -
 - (i) the full title of the thesis
 - (ii) the names and degrees of the candidate
 - (iii) the degree for which the thesis is submitted and a statement declaring the thesis to be in partial fulfilment of the requirements for that degree.
 - (iv) the name of the School or its department associated with the work, and the name of the University and its address as follows:

La Trobe University
Bundoora, Victoria, 3086
Australia
 - (v) the month and the year when the thesis was submitted for the degree.
- (b) a table of contents and, where applicable a list of plates, tables, illustrations, symbols or other abbreviations, and details of any other material of a type as designated under (j) below.
- (c) A summary of not more than 300 words (which will also be used to help appoint examiners).
- (d) A statement of authorship, signed and dated by the candidate. Each copy of the thesis must be signed by the candidate, especially the two hardbound copies. A photocopy of the signature will not do.

Example of “Statement of Authorship”

"Except where reference is made in the text of the thesis, this thesis contains no material published elsewhere or extracted in whole or part from a thesis by which I have qualified for or been awarded another degree or diploma.

No other person's work has been used without due acknowledgement in the main text of the thesis. This thesis has not been submitted for the award of any degree or diploma in any other tertiary institution.

I understand that the work may be reproduced and/or communicated for the purposes of detecting plagiarism."

As appropriate, the statement should also say:

“All research procedures reported in this thesis were approved by the relevant Ethics Committee (Approval No: _____)

Further paragraphs may be included in the statement if applicable, specifying:

the extent of the collaboration with another person or persons and the extent and the nature of any other assistance received in the pursuit of the research and preparation of the thesis.

- (e) The main text
- (f) Appendices if any
- (g) Bibliography or list of references, unless a list of works consulted is appended at the end of each chapter.
- (h) Index, if any
- (j) Supplementary material separate from the bound thesis and submitted as part or in support of the thesis such as computer printouts, films, models, musical scores, tape recordings, etc.

Binding

- (a) Each copy of the thesis submitted for examination must be bound securely in a soft cover. **Spiral binding is not acceptable.** (No lettering is required on the spine of the **soft** cover.)
- (b) Once the thesis has been passed, two copies for deposit in the Library must be submitted in hard cover. Gold lettering on the spine of the **hard** cover must show the candidate’s name, the title of the thesis and year of submission.
- (b) Published papers submitted as additional evidence must be bound in the thesis as an appendix
- (c) If the thesis is too bulky to be bound in a single volume, each volume forming part of the thesis must be bound and marked as described above and must carry the volume number on the spine.
- (d) Any extra material, such as video tapes submitted must be clearly labelled in the following way:

Submitted by.....(name of candidate) in support of (or as part of) a

Masters degree thesis entitled.....Date of Submission.....

Check List for presentation of thesis for examination (softbound)

Have you:

- | | | |
|---|---|--------------------------|
| 1 | prepared four copies. | <input type="checkbox"/> |
| 2 | Obtained a signed Certificate from your Supervisor(s) | <input type="checkbox"/> |
| 3 | Checked that the title page contains all required information as per the following sample | <input type="checkbox"/> |
| 4 | proof read your thesis carefully and corrected all typing, spelling, grammatical and punctuation errors. | <input type="checkbox"/> |
| 5 | Ensured that the various sections in the thesis are set out in the following order: | |
| | • Title page | <input type="checkbox"/> |
| | • Table of contents and, where applicable, a list of plates, tables, illustrations, symbols or other abbreviations, and details of any other material submitted | <input type="checkbox"/> |
| | • A summary of not more than 300 words. | <input type="checkbox"/> |
| | • A <u>signed and dated</u> "Statement of Authorship" | <input type="checkbox"/> |
| | • The main text of the thesis | <input type="checkbox"/> |
| | • Appendices, if any. | <input type="checkbox"/> |
| | • Bibliography or list of references, unless lists of works consulted are appended at the end of each chapter. | <input type="checkbox"/> |
| | • Index, if any | <input type="checkbox"/> |
| | • Supplementary material separate from the bound thesis and submitted as part, or in support, of the thesis such as computer printouts, films, models, musical scores, tape recordings etc. | <input type="checkbox"/> |

Sample of Title Page

(Title of the Thesis)

Submitted by

(Name of the candidate and degrees held, and name of awarding institutions)

A thesis submitted in partial fulfilment
of the requirements for the degree of
(name of degree)

Faculty of Education
School of Educational Studies

La Trobe University
Bundoora, Victoria 3086
Australia

(month and year of original submission)

Submitting Your Thesis

Along with the four soft copies of your thesis you must also include a signed “Certificate from the Supervisor” form and a summary of your thesis; the summary will be used to help in inviting examiners. You will receive a receipt from the office on submitting your thesis.

Process of Examination

Once you have submitted the four copies of your soft bound thesis, the process of examination commences.

First the School of Educational Studies nominates at least two examiners, one of whom is internal and one external. Once the examiners have been nominated and invited by the School to examine and have accepted the invitation, they must be approved by the Postgraduate Coordinator on behalf of the Research and Graduate Studies Committee.

Once the examiners have been approved the thesis is sent to them and is then under examination. **It is School of Educational Studies policy that the examiners should remain anonymous.**

Once both examiners' reports are sent back to the School, along with the soft bound copies, the reports are sent to the School Research Committee for approval. Once approved, the reports are sent with a covering letter to the supervisor. Your supervisor will tell you the result. The onus is then on you to make any amendments needed to your thesis, if this has been recommended, to have it hard bound and submitted to the School to complete the process.

If you do not hand in the hard bound copies, the School cannot request that you be qualified.

Once the School has received the two hard bound copies the Research Committee recommends to the Faculty Board that you be awarded the degree. The Board meets once a month during the academic year. The first meeting is in early February and the last meeting is in November.

Once the candidate has been approved by the Board and qualified on the Student Information System a letter from the School and a form from the Examinations and Graduations Office is sent with information regarding graduation procedures. The graduation ceremonies are normally held from March through to May, and again in September for mid-year qualifiers.

The examination process can take from three months to one year depending on the examiners, the supervisor and whether the examiners agree or not.

If the thesis is deferred by one examiner and passed by another the usual procedure is to get the two examiners to confer and come to an agreement. If they cannot come to an agreement, then an outside assessor is appointed.

If the thesis is deferred for resubmission, then the candidate must re-enrol for a semester in the minor thesis.

