

LA TROBE UNIVERSITY

**REGULATION 21.12
EXAMINATIONS AND ASSESSMENT**

R21.12**DEFINITIONS**

1. In this Regulation, unless a contrary intention appears:

“academic misconduct” means cheating, plagiarism or any other conduct engaged in by a student with a view to gain for himself, herself or another an unjustified advantage in assessment whether such advantage occurs or not, and includes any conduct which constitutes a breach of a relevant Statute or Regulation, the Academic Misconduct Policy, or any other relevant University policy.

“Academic Misconduct Policy” means the academic misconduct policy approved by the Academic Board for the purposes of the Statutes or the Regulations, as amended by the Academic Board from time to time.

“Academic Organisational Unit” means any Program, Department or School (if it is not formalised into Departments) as determined by the Faculty Board, or the equivalent to a School as determined by the University Council, as appropriate for this regulation.

“assessment” means the evaluation of any work submitted for examination in order to determine

- (a) whether a student has passed or failed;
- (b) whether a student has otherwise satisfied the examiners; or
- (c) what grade a student is to be awarded

in relation to that work.

“chief examiner” means an examiner appointed by the Faculty Board under this Regulation.

“Doctoral degree” means a Higher Doctorate under Regulation 21.1, the degree of Doctor of Philosophy under Regulation 21.2 and Professional Doctoral Degrees under Regulation 21.3.

“examination” includes;

- (a) written tests, including presentation at formal examinations and essays;
- (b) practical work including field or clinical work;
- (c) oral or aural examinations and tests; and
- (d) any other tasks required to be completed by a student, the results of which are wholly or partly used for assessment.

“Examination centre” means a place so designated by the Vice-Chancellor (or delegate of the Vice-Chancellor) where formal examinations are conducted.

“examiner” means a person appointed pursuant to the statutes and regulations to conduct assessment.

“external examiner” means an examiner who is not a member of the academic staff of the University, has not during the relevant period taught at the University in the unit or course to which an examination relates and has not acted as an external supervisor of the candidate for that examination.

“Faculty Board” means a faculty board established in accordance with Regulation 11.11 and “relevant Faculty Board” means the Faculty Board established in the relevant faculty and responsible for assessment in a course offered by that faculty.

“Faculty Academic Misconduct Committee” means a committee of that name established under Regulation 16.2.

“formal examination” means a supervised examination held in a place and under conditions specified by the Vice-Chancellor (or delegate of the Vice-Chancellor).

“Head of School” means the head of a school as appointed by the Vice Chancellor and “relevant Head of School” means the Head of School in the school to which a matter dealt with under this Regulation relates.

“Higher Degrees Committee (Research)” means the committee of that name established under Regulation 21.11.

“HDC(R)” means the Higher Degrees Committee (Research).

“Higher Doctorate” means a degree under Regulation 21.1 Higher Doctorates.

“Masters Degree Committee (Coursework)” means a committee howsoever named which is established within a Faculty to administer masters degrees by coursework.

“Masters Degree by Coursework” means a degree under Regulation 21.4 Masters Degree by Coursework.

“Masters Degree by Research” means a Masters Degree by Research under Regulation 21.5 Masters Degrees by Research.

“relevant period” means the semester or other academic period to which assessment relates.

“Secretary” means the person appointed to act as secretary to the HDC(R).

“special examination” means an examination as so specified in this Regulation.

“supplementary examination” means an examination as so specified in this regulation.

“thesis component” means a dissertation required to be submitted by a candidate for a degree under the regulations governing that degree.

“unit” means any unit of study relating to a course for a degree diploma or other award or non-award studies.

**ACADEMIC BOARD RESPONSIBLE FOR CONDUCT OF ASSESSMENT BUT
MAY DELEGATE POWERS**

2. (1) The Academic Board shall be the responsible body to oversee the conduct of examinations and assessment.
- (2) The Academic Board may delegate all or any of its responsibilities under this Regulation to the relevant Faculty Board or, where an examination relates to the thesis component of a Masters degree by research or a Doctoral degree, to the HDC(R).
- (3) Any delegation under this Regulation does not prevent the exercise of any power or function by the Academic Board.
- (4) The Academic Board may revoke any delegation given under sub-section (2).

PART I **DEGREES DIPLOMAS AND OTHER AWARDS OTHER THAN MASTERS DEGREES BY RESEARCH AND DOCTORAL DEGREES**

FACULTY BOARD TO APPOINT CHIEF EXAMINER AND OTHER EXAMINERS FOR DEGREES AND DIPLOMAS AND OTHER AWARDS OTHER THAN MASTERS DEGREES BY RESEARCH AND DOCTORAL DEGREES

3. (1) A Faculty Board shall in each year appoint a chief examiner and examiners in each school or Academic Organisational Unit within a Faculty.
- (2) A Faculty Board may delegate the appointment of examiners in each school or Academic Organisational Unit within a Faculty to the chief examiner appointed in that school or Academic Organisational Unit.
- (3) The Faculty Board may establish guidelines for the administration and co-ordination of assessment duties and responsibilities.
- (4) A Faculty Board shall ensure that in each School or Academic Organisational Unit within that Faculty each unit is assessed by one or more examiners in consultation with the chief examiner.
- (5) The chief examiners and examiners appointed under this section shall be chief examiners and examiners for all degrees and diplomas and other awards other than the thesis component of Masters Degrees and Doctoral Degrees.

DIRECTOR, ACADEMIC SERVICES TO ADMINISTER THE CONDUCT OF FORMAL EXAMINATIONS

4. (1) The Director, Academic Services shall be responsible for the administrative arrangements in relation to formal examinations and shall:
- (a) appoint chief supervisors of examinations and such other supervisors for examinations as the Director, Academic Services considers appropriate;
- (b) take such action as the Director, Academic Services considers appropriate to achieve the good conduct of examinations; and
- (c) determine the form in which and the dates upon which results of examinations will be published.
- (2) The Director, Academic Services will publish examination instructions to students which shall include instructions concerning any material permitted in the examination room and the conduct required of students at

a formal examination and in an examination centre.

- (3) The Director, Academic Services shall cause any instruction referred to in Section 4(2) to be displayed on an official notice board together with the timetable relevant to that examination and at the entrance to each examination centre within which any such formal examination is to be held.
- (4) Any student may apply to the Director, Academic Services for a copy of any examination instructions referred to in this Section.
- (5) Where the University enters into an arrangement with a third party for the provision or conduct of a degree, diploma, course or other unit of study, notwithstanding any other provision in these Regulations or any other Regulation, the Academic Board on the recommendation of the Faculty Board may decide that such third party be wholly or partly responsible for the assessment and examination of any students undertaking such study, and may impose any conditions it considers necessary in respect of the conduct of such assessment and examinations and the moderation of such assessment and examinations by the University.

UNAUTHORISED MATERIAL AT EXAMINATIONS

EXAMINATIONS AND OTHER ASSESSABLE WORK

5. (1) Formal Examinations

- (a) An examination supervisor may remove any material which that supervisor considers may constitute a breach of the instructions for that examination.
- (b) Where the examination supervisor believes that a student has deliberately breached examination instructions, that supervisor will report the matter in writing to the Examinations Unit of Academic Services as soon as reasonably practicable and will include in that report any material removed under Section 5(1)(a) and shall so advise the student.
- (c) The Examinations Unit of Academic Services shall notify the relevant Head of School as soon as reasonably practicable of any report made to the Examinations Unit under this Regulation and shall forward to the Head of School copies of any material removed and shall so advise the student.

- (2) Examinations Other Than Formal Examinations and Other Assessable Work
- (a) A chief examiner or any member of the academic staff who suspects that an act of academic misconduct may have been committed by a student at an examination will report the matter in writing to the relevant Head of School as soon as reasonably practicable and shall so advise the student.
 - (b) Any member of the academic staff who suspects that an act of academic misconduct may have been committed by a student in undertaking any assessable work towards a unit will report the matter in writing to the relevant Head of School as soon as reasonably practicable.

ACTION BY HEAD OF SCHOOL

6. (1) Within 10 working days of receiving a report pursuant to section 5(1) or 5(2), the Head of School must either:
- (a) dismiss the case and take no further action; or
 - (b) notify the student in writing of the details of the alleged academic misconduct and of the deadline of 10 working days in which to respond to those allegations in writing.
- (2) The Head of School may, within the 10 working days that the student has to respond as referred to in Section 6(1)(b), request that the student attend an interview with the Head of School within that 10 day period. The interview will be held in accordance with the following:
- (a) that it be conducted for the purpose of clarifying any issues regarding the allegation of academic misconduct; and
 - (b) that it allows for an informal discussion with the student; and
 - (c) that the student may wish to bring a support person, other than a legal practitioner or person with a law degree; and
 - (d) that where the Head of School deems it necessary, a member from the academic staff may be invited to attend; and
 - (e) that the student may decline to attend the interview.

- (3) Within 10 working days of receiving a written response from the student in accordance with Section 6(1)(b) or following the expiration of 10 working days from the request to the student for a response in accordance with Section 6(1)(b), whichever is the earlier, the Head of School will decide and so advise the student:
- (a) that the allegation of academic misconduct is not substantiated and direct that the work submitted by the student be assessed or that the student be given an additional examination or allowed to submit further work for assessment; or
 - (b) that the allegation of academic misconduct is substantiated but is not considered a serious offence and direct that:
 - (i) the work submitted by the student be examined; or
 - (ii) the work submitted by the student be examined but the mark awarded in respect of that work be reduced by a percentage specified by the Head of School; or
 - (iii) the work submitted by the student not be examined and a zero mark be recorded in respect of that work; or
 - (iv) the work submitted by the student not be examined and a zero grade awarded for the unit;
- or
- (c) that the allegation of academic misconduct is considered to be a serious offence and should be referred to the relevant Faculty Academic Misconduct Committee for hearing by that Committee in accordance with Regulation 16.2.
- (4) Before imposing a penalty in respect of a finding of academic misconduct, the Head of School must have regard to any previous findings of academic misconduct made against the student concerned pursuant to the Regulations.
7. (1) The Head of School will report any decision made under Section 6(3) (a) or (b) to the student and the Director, Academic Services, within 5 working days of the date upon which the decision is made and, if the Head of School decides to refer the matter to the Faculty Academic Misconduct Committee in accordance with Section 6(3)(c), the Head of School must notify the Faculty Academic Misconduct Committee and the Director, Academic Services within 5 working days of the date upon which the decision is made.
- (2) The Director, Academic Services will provide a report to the University

Academic Committee in June of each year on any cases heard under this regulation and of any penalties imposed.

RESULTS WITHHELD PRIOR TO ACTION BY THE HEAD OF SCHOOL

8. A Head of School will, prior to making any decision under section 6, ensure that the academic results in the units undertaken by the student for that academic period which are relevant to the case are withheld pending that decision using such of the codes specified in Schedule A as the Head of School considers appropriate.

APPEAL BY STUDENT FROM DECISION OF HEAD OF SCHOOL

9. A student notified by the Head of School under Section 6(3)(b) of a penalty being imposed for academic misconduct under this Regulation may give notice of appeal by:
- (a) submitting a written notice of appeal to the Director, Academic Services, within 10 working days of the date on which the notice of the relevant decision was provided to the student; and
 - (b) specifying in the written notice whether the appeal is being made:
 - (i) in respect of the severity of a penalty imposed by the relevant Head of School; and/or
 - (ii) the finding of academic misconduct by the relevant Head of School.
 - (c) The appeal will be heard by the relevant Faculty Academic Misconduct Committee in accordance with Regulation 16.2 as amended from time to time.

FUNCTION OF EXAMINERS

10. General

- (1) The examiners appointed under Section 3 shall conduct an assessment of each student and shall recommend to the chief examiner a grade for a unit in accordance with the codes specified in Schedule A.
- (2) In assessing a student under sub-Section (1) the examiners may take into account any application for special consideration made by a student relating to the effects of illness or other cause on a student's performance in relation to that assessment in accordance with Section 17 or 18.

TIMES FOR HOLDING EXAMINATIONS

11. **Formal Examinations**

- (1) The Director, Academic Services shall post on official notice boards the dates, times and locations of formal examinations.

Supplementary and Special Examinations

- (2) Supplementary and special examinations shall be held at such times as the Director, Academic Services or the Head of the relevant School shall determine subject to any directions of the Faculty Board.

Other Examinations

- (3) Work submitted for examination other than under sub-Sections 11(1) and 11(2) shall be submitted within the time and in the manner specified by the relevant Faculty Board or the relevant School in relation to that work.

FUNCTION OF CHIEF EXAMINER FOR DEGREES DIPLOMAS AND OTHER AWARDS

12. The chief examiner, after receipt of the recommendations under Section 10, shall recommend to a meeting of examiners in a discipline (“examiners’ meeting”) an assessment of each student using such of the grades specified in Schedule A (“the grades”) as the chief examiner considers appropriate.

MEETINGS OF CHIEF EXAMINERS

13. (1) The Faculty Board shall arrange examiners’ meetings in each Faculty to consider the assessment recommended by each chief examiner under Section 12.
- (2) The chair of an examiners’ meeting in a Faculty shall be the Dean or nominee of the Dean.
- (3) An examiners’ meeting shall, after considering the chief examiner’s recommendations confirm the grades and results to be awarded in each unit and make decisions on a student’s overall course progression.

APPROVAL OF RESULTS BY FACULTY BOARD

14. (1) The Faculty Board may at a meeting held after receipt of a report from an examiners’ meeting under sub-Section 13(3).
- (a) approve the final results so recommended and so advise the Director, Academic Services; or
- (b) approve the final results so recommended in part and so advise the

Director, Academic Services and may withhold any results or grades not approved until advice is received from the chief examiner in relation to those results or grades.

- (2) The Faculty Board may delegate the obligations under sub-Section 14(1) to the chair of an examiners' meeting.

DIRECTOR, ACADEMIC SERVICES TO PUBLISH RESULTS

15. The Director, Academic Services shall be the officer responsible for the release or publication of information regarding a students results or grades.

SUPPLEMENTARY EXAMINATION AND CONCEDED PASSES

16. The Academic Board may make rules prescribing the conditions under which supplementary examinations and conceded passes may be granted by a Faculty and any such rules shall be published in the Handbook.

SPECIAL CONSIDERATION

ILLNESS OR OTHER CAUSE AFFECTING PERFORMANCE IN AN EXAMINATION

17. (1) A student who fails to attend an examination or whose performance at an examination has been adversely affected by illness or other cause and who wishes to apply for special consideration shall
- (a) lodge a written application with the Director, Academic Services within 3 working days after the commencement of the examination; and
 - (b) in that written application provide reasons for the failure to attend or details of the basis of that illness or other cause; and
 - (c) with that application lodge documentation which supports the application including a medical certificate where the application involves illness.
- (2) The Director, Academic Services shall forward a copy of the application to the relevant Academic Organisational Unit for consideration by the chief examiner.

ILLNESS OR OTHER CAUSE AFFECTING PERFORMANCE DURING AN ACADEMIC PERIOD

18. (1) A student who considers that his or her studies during an academic period have been adversely affected by illness or another cause may make an application for special consideration to the Director, Academic Services.
- (2) A student who makes an application under sub-Section 18(1) shall:
- (a) lodge such application in writing with the Director, Academic Services;
 - (b) in that written application provide details of the basis of the illness or other cause and list the units and examinations to which the application relates;
 - (c) where that application relates to illness lodge a medical certificate; and
 - (d) lodge such application before any examination to which any such application relates.
- (3) The Director, Academic Services shall forward a copy of the application to each relevant Academic Organisational Unit for consideration by the chief examiner.
- (4) A chief examiner may in relation to an application for special consideration under this section or Section 17:
- (a) recommend to a examiners' meeting that the student be granted a special examination; or
 - (b) amend the result obtained by the student for an examination to which the application for special consideration relates.

COMPLAINT REGARDING FINAL ASSESSMENT

19. A student who is aggrieved by the final assessment in any unit may seek a review of that assessment in accordance with procedures determined by the Academic Board for the purpose and published in the Handbook.

PART II MASTERS DEGREE BY COURSEWORK**MASTERS DEGREE BY COURSEWORK - MINOR THESIS****ROLE OF THE MASTERS DEGREE COMMITTEE AND SUBMISSION OF NOTICE OF INTENTION TO SUBMIT THESIS**

20. (1) The examination of any minor thesis required for submission for a Masters Degree by coursework shall be administered by the Faculty in which the course is conducted.
- (2) A masters degree committee (coursework) in a faculty (“the Committee”) established under regulations governing the courses for Masters degrees by coursework shall appoint examiners to examine the minor thesis and the academic qualifications for such examiners shall be determined by the Faculty Board in accordance with guidelines established by the Academic Board.
- (3) Subject to this regulation the Committee shall permit a candidate to present for examination for the degree who:
- (a) is enrolled as a candidate for the degree; and
- (b) has complied with the regulations governing the degree.
- (4) A candidate for the degree shall submit a notice of intention to present a thesis (“the thesis”) for examination at least one month prior to the date upon which the thesis is presented for examination and such notice shall specify the precise title of the thesis and be accompanied by a summary of not more than 300 words which contains the argument advanced in the thesis or the topic of the thesis.
- (5) The notice of intention under sub-Section 20(4) shall be submitted to such person as the Committee shall determine from time to time and shall be in a form prescribed by the Committee for the purposes of this regulation.
- (6) The Committee may require a candidate to present for oral examination on the subject matter of the thesis.

REQUIREMENTS: THESIS FOR MASTERS DEGREE BY COURSEWORK

21. (1) The thesis submitted for the degree shall be in the English language unless the Committee determines otherwise.
- (2) The candidate shall comply with the requirements for the thesis detailed in Regulation 21.4 Masters Degree by Coursework.
- (3) The thesis shall include a statement of authorship and be accompanied

upon presentation by a supervisor's certificate both in the form specified in Schedule B.

EVALUATION OF THESIS BY THE COMMITTEE

22. (1) A supervisor may make comments on the thesis to the Committee and copies of any such comments shall be provided to the candidate.
- (2) The Committee may evaluate the thesis and shall consider any comments made by a supervisor under sub-Section 22(1) and may appoint other persons to assist the Committee in the evaluation.
- (3) After considering the comments of a supervisor and any other person appointed under this Section, the Committee may determine that the thesis should be examined or may recommend to the candidate that the thesis be rewritten in whole or in part or that the thesis be withdrawn by a candidate.
- (4) A candidate may, despite the result of any evaluation under this Section, request the Committee to appoint examiners to examine the thesis and the Committee shall do so.

APPOINTMENT OF EXAMINERS

23. (1) The Committee shall appoint on the recommendation of the Head of School at least two persons, one of whom shall be an external examiner, to be examiners of a Masters degree by coursework thesis.
- (2) Subject to sub-Section 23(3) no person who has during the time of preparation of the thesis supervised the candidate or otherwise assisted the candidate shall be appointed an examiner for that thesis.
- (3) The Committee may where it considers that exceptional circumstances warrant such action, appoint a person referred to in sub-Section 23(2) as an examiner for the thesis.
- (4) (a) Any appointment under sub-Section 23(1) shall be made on the joint recommendation of the professor of the relevant discipline and the candidate's supervisor.

(b) Where there is no professor of the relevant discipline, the appointment shall be made on the joint recommendation of the Head of School or Postgraduate Coordinator and the candidate's supervisor.
- (5) The Committee shall specify a time within which examiners' reports shall be submitted and shall ensure that each examiner is aware of such time limits prior to appointing that examiner.

- (6) In the event that an examiner fails to submit a report within the time specified or any extension of that time granted by the Committee, the Committee may appoint another examiner to examine the thesis in lieu of that examiner.

EXAMINATION OF THESIS

24. (1) Each examiner appointed under Section 23 shall examine the thesis and in particular shall take into account the matters specified in Section 21 and each shall make a written report on the thesis which shall be submitted to the Committee within the time specified.
- (2) No examiner may discuss the contents of the thesis with any other examiner unless prior approval for such consultation has been granted by the chair of the Committee.
- (3) The Committee shall consider the examiners' reports and if the reports differ or if the Committee so determines shall refer the examiners' reports to the relevant Faculty representative on the Committee and direct that representative to convene a Faculty Higher Degree Advisory Panel ("a Panel") in accordance with this Section.
- (4) (a) A Panel convened under this section shall consist of the following persons
 - (i) the Chair of the Committee;
 - (ii) the Chair of the Faculty Board or a nominee of such chair;
and
 - (iii) a person of senior academic status as so classified by the Committee and who has expertise in the discipline area of the thesis.
- (b) A Panel shall consider the examiners' reports and shall make recommendations to the Committee to resolve the matter.
- (5) The Committee may, where the examiners' reports differ and the difference cannot be resolved under sub-Sections 24(3) and 24(4), appoint another examiner to examine the thesis or may appoint an assessor to examine the thesis and assess the examiners' reports and make recommendations to the Committee in relation to resolving the matter.
- (6) The Committee after considering the examiners' reports, may require a candidate to make corrections to the thesis or take such other action as it considers appropriate before making any recommendation in relation to the thesis to the Faculty Board.
- (7) Where the Committee after considering the examiners' reports and any

corrections made by a candidate under sub-Section 24(6) is not satisfied that the candidate has satisfied the requirements for the degree, the Committee may invite the candidate to submit a revised thesis.

- (8) Where the Committee allows a candidate to submit a revised thesis it shall provide the candidate with guidelines for that revision based on the comments of and approved by the dissenting examiners and shall determine the time by which such revision is to be submitted to the Committee.
- (9) The time determined by the Committee under sub-Section 24(8) shall be not more than twelve months from the date of advice to the candidate of the decision to allow a resubmission unless the Committee considers that exceptional circumstances exist which would warrant a longer time.
- (10) A candidate may submit only one revision of a thesis unless the Committee determines that exceptional circumstances exist which would justify a further revision.
- (11) The examiners when examining a revised thesis shall take into consideration the matters specified in the guidelines issued to a candidate under sub-Section 24(8).
- (12) If, after considering the examiners' reports, the Committee is of the view that academic misconduct may have occurred in connection with the thesis, the Committee shall refer the matter to the relevant Faculty Academic Misconduct Committee within 10 working days for hearing by that Committee in accordance with Regulation 16.2 and shall so advise the student.

FACULTY BOARD TO RECOMMEND PASS OR FAIL

25. The Faculty Board shall, after considering the Committee report, the supervisors comments and, where appropriate the results of the oral or written examination, recommend to the Academic Board that the candidate
 - (a) be admitted to the degree; or
 - (b) not be admitted to the degree.

PART III MASTERS DEGREE BY RESEARCH

ROLE OF THE HIGHER DEGREE COMMITTEE (RESEARCH) AND SUBMISSION OF NOTICE OF INTENTION TO SUBMIT THESIS

26. (1) The examination for the degree of Master by Research (“the degree”) shall be administered by the HDC(R).
- (2) Subject to this regulation the HDC(R) shall permit a candidate to present for examination for the degree who:
- (a) is enrolled as a candidate for the degree; and
- (b) has complied with the regulations governing the degree.
- (3) A candidate for the degree shall submit a notice of intention to present a thesis (“the thesis”) for examination at least three months prior to the date upon which the thesis is presented for examination and such notice shall specify the precise title of the thesis and be accompanied by a summary of not more than 300 words which contains the argument advanced in the thesis or the topic of the thesis.
- (4) The notice of intention under sub-Section 26(3) shall be submitted to the Secretary of the HDC(R) or to such other person as the HDC(R) shall determine from time to time and shall be in a form prescribed by the HDC(R) for the purposes of this regulation.
- (5) The HDC(R) may require a candidate to present for oral examination on the subject matter of the thesis.
- (6) The HDC(R) may, where a coursework component for a degree is prescribed, direct that any such coursework component be submitted for examination to a master’s degree committee (coursework) within the relevant Faculty.

REQUIREMENTS FOR MASTERS DEGREE BY RESEARCH

27. (1) The thesis submitted for the degree shall be in the English language unless the HDC(R) determines otherwise.
- (2) The thesis shall comply with the requirements detailed in Regulation 21.5 Masters Degree by Research.
- (3) The thesis shall comply with the requirements for the preparation and presentation of a thesis detailed in Schedule B.
- (4) The thesis shall include a statement of authorship and be accompanied upon presentation by a supervisor’s certificate both in the form specified

in Schedule B.

EVALUATION OF THESIS BY HDC(R)

28. (1) A supervisor may make comments on the thesis to the HDC(R) and copies of any such comments shall be provided to the candidate.
- (2) The HDC(R) may evaluate the thesis and shall consider any comments made by a supervisor under sub-Section 28(1) and may appoint other persons to assist the HDC(R) in the evaluation.
- (3) After considering the comments of a supervisor and any other person appointed under this Section, the HDC(R) may determine that the thesis should be examined or may recommend to the candidate that the thesis be rewritten in whole or in part or that the thesis be withdrawn by a candidate.
- (4) A candidate may, despite the result of any evaluation under this Section request the HDC(R) to appoint examiners to examine the thesis and the HDC(R) shall do so.

APPOINTMENT OF EXAMINERS

29. (1) The HDC(R) shall appoint at least two persons who are external examiners to be examiners of a Masters degree thesis unless the HDC(R) determines that there are exceptional circumstances which justify the appointment of one or more internal examiners.
- (2) Subject to sub-Section 29(3) no person who has during the time of preparation of the thesis supervised the candidate or otherwise assisted the candidate shall be appointed an examiner for that thesis.
- (3) The HDC(R) may where it considers that exceptional circumstances warrant such action, appoint a person referred to in sub-Section 29(2) as an examiner for the thesis.
- (4) Before appointing examiners under sub-Section 29(1) the HDC(R) must have regard to any recommendations made by the candidate's supervisor and by the professor of the relevant discipline or, if there is no professor in the relevant discipline, by the relevant Head of School.
- (5) The HDC(R) shall specify a time within which examiners' reports shall be submitted and shall ensure that each examiner is aware of such time limit prior to appointing that examiner.
- (6) In the event that an examiner fails to submit a report within the time specified or any extension of that time granted by the HDC(R), the HDC(R) may appoint another examiner to examine the thesis in lieu of

that examiner.

EXAMINATION OF THESIS

30. (1) The HDC(R) will consider the examiners' reports and if the reports differ or if the HDC(R) so determines may:
- (a) direct the examiners to consult to resolve the differences or to submit a joint report;
 - (b) appoint a new examiner to assess the thesis and examiners' reports and to submit a written report following such assessment;
 - (c) refer the examiners' reports to the relevant Faculty representative on the HDC(R) and direct that representative to convene a Faculty Higher Degree Advisory Panel ("a Panel") in accordance with sub-Section 30(4).
- (2) The HDC(R) shall consider the examiners' reports and if the reports differ or if the HDC(R) so determines shall refer the examiners' reports to the relevant Faculty representative on the HDC(R) and direct that representative to convene a Faculty Higher Degree Advisory Panel ("a Panel") in accordance with this Section.
- (3) (a) Unless the Faculty representative after consultation with the HDC(R) determines otherwise, a Panel convened under this Section shall consist of the following persons
- (i) the Faculty representative on the HDC(R) who shall be chair;
 - (ii) a person of senior academic status as so classified by the HDC(R) and who has expertise in the discipline area of the thesis; and
 - (iii) the Chair of the Faculty Research and Graduate Studies Committee or of the higher degrees committee of the relevant faculty or a nominee of such chair.
- (b) The Faculty representative on the HDC(R) shall use his or her best endeavours to ensure that gender balance is observed in the appointment of members of a Panel.
- (c) A Panel shall consider the examiners' reports and shall make recommendations to the HDC(R) to resolve the matter.
- (4) The HDC(R) may where the examiners' reports differ and the difference cannot be resolved under sub-Sections 30(3) and 30(4) appoint another examiner to examine the thesis or may appoint an assessor to examine the thesis and assess the examiners reports and make recommendations to the

HDC(R) in relation to resolving the matter.

- (5) The HDC(R) after considering the examiners' reports, may require a candidate to make corrections to the thesis or take such other action as it considers appropriate before making any recommendation in relation to the thesis to the Academic Board.
- (6) Where the HDC(R) after considering the examiners' reports and any corrections made by a candidate under sub-Section 30(6) is not satisfied that the candidate has satisfied the requirements for the degree, the HDC(R) may invite the candidate to submit a revised thesis.
- (7) Where the HDC(R) allows a candidate to submit a revised thesis it shall provide the candidate with guidelines for that revision based on the comments of and approved by the dissenting examiners and shall determine the time by which such revision is to be submitted to the HDC(R).
- (8) The time determined by the HDC(R) under sub-Section 30(8) shall be not more than twelve months from the date of advice to the candidate of the decision to allow a resubmission unless the HDC(R) considers that exceptional circumstances exist which would warrant a longer time.
- (9) A candidate may submit only one revision of a thesis unless the HDC(R) determines that exceptional circumstances exist which would justify a further revision.
- (10) The examiners when examining a revised thesis shall take into consideration the matters specified in the guidelines issued to a candidate under sub-Section 30(8).
- (11) Where the examination of a revised thesis results in a recommendation that the thesis be failed or that the result be deferred the HDC(R) may direct the Head of the School in which the candidate is undertaking studies to nominate a person as an assessor and that assessor shall consider the thesis, examiners' reports and revision guidelines and recommend whether the thesis be passed or failed.
- (12) Where, after considering the examiners' reports the HDC(R) is of the view that academic misconduct may have occurred in connection with the thesis, the Committee shall refer the matter to the Higher Degrees Academic Misconduct Committee within 10 working days for hearing by that Committee in accordance with Regulation 16.2 and shall so advise the student and the Director, Research and Graduate Studies Office.

RECOMMENDATION TO PASS OR FAIL

31. The HDC(R) shall, after considering the examiners' reports, the supervisor's

comments and, where appropriate, the results of the oral or written examination and any assessor's recommendation, recommend to the Academic Board that the candidate

- (a) be admitted to the degree; or
- (b) not be admitted to the degree.

PART IV DOCTORAL DEGREES OTHER THAN HIGHER DOCTORATES

ROLE OF HDC(R) AND SUBMISSION OF NOTICE OF INTENTION TO SUBMIT THESIS

32. (1) The examinations for a doctoral degree other than a Higher Doctorate ("the degree") shall be administered by the HDC(R).
- (2) Subject to this regulation the HDC(R) shall permit a candidate to present for examination for the degree who:
- (a) is enrolled as a candidate for the degree; and
 - (b) has completed any coursework requirements of the degree; and
 - (c) has complied with the regulations governing that degree.
- (3) A candidate for the degree shall submit a notice of intention to present a thesis ("the thesis") for examination at least three months prior to the date upon which the thesis is presented for examination and such notice shall specify the precise title of the thesis and be accompanied by a summary of not more than 300 words which contains the argument advanced in the thesis or the topic of the thesis.
- (4) The notice of intention under sub-Section 32(3) shall be submitted to the Secretary of the HDC(R) or to such other person as the HDC(R) shall determine from time to time and shall be in a form prescribed by the HDC(R) for the purposes of this regulation.
- (5) If the University enters into an arrangement with a third party (being a university or other accredited institution) concerning a double-badged or joint doctoral degree program, then notwithstanding any other provision in these Regulations or any other Regulation the HDC(R) may:
- (a) decide that such third party be partly responsible for the assessment or examination of any students undertaking such program; and
 - (b) approve any conditions or requirements it considers appropriate regarding the administration, conduct and assessment of the doctoral

degree program, including without limitation any alternate thesis requirements or alternate supervisor arrangements.

REQUIREMENTS FOR DOCTORAL DEGREES

33. (1) The thesis submitted for the degree shall be in the English language unless the HDC(R) determines otherwise.
- (2) The thesis shall comply with the requirements of the thesis detailed in regulation governing the degree.
- (3) The thesis shall comply with the requirements for the preparation and presentation of a thesis detailed in Schedule B.
- (4) The thesis shall include a statement of authorship and be accompanied upon presentation by a supervisor's certificate both in the form specified in Schedule B.

EVALUATION OF DOCTORAL DEGREE THESIS BY HDC(R)

34. (1) A supervisor may make comments on the thesis to the HDC(R) and copies of any such comments shall be provided to the candidate.
- (2) The HDC(R) may evaluate the thesis and shall consider any comments made by a supervisor under sub-Section 34(1) and may appoint other persons to assist the HDC(R) in the evaluation.
- (3) After considering the comments of a supervisor and any other person appointed under this Section, the HDC(R) may determine that the thesis should be examined or may recommend to the candidate that the thesis be rewritten in whole or in part or that the thesis be withdrawn by a candidate.
- (4) A candidate may, despite the result of any evaluation under this Section, request the HDC(R) to appoint examiners to examine the thesis and the HDC(R) shall do so.

APPOINTMENT OF EXAMINERS TO EXAMINE A DOCTORAL THESIS

35. (1) The HDC(R) must appoint at least three persons to examine a thesis under this part. Unless the HDC(R) determines otherwise, one of the examiners must be from within Australia and one must be from a country outside Australia.
- (2) Before appointing examiners under sub-Section 35(1) the HDC(R) must have regard to any recommendations made by the candidate's supervisor and by the professor of the relevant discipline or, if there is no professor in the relevant discipline, by the relevant Head of School.

- (3) Subject to sub-Section 35(4), all persons appointed under sub-Section 35(1) shall be persons who are not members of staff of the University.
- (4) The HDC(R) may where it considers that exceptional circumstances warrant such action appoint persons who would otherwise be excluded under sub-Section 35(3).
- (5) No person who has been a supervisor or associate supervisor of a candidate for a period considered by the HDC(R) to be a major part of the period of candidature of a candidate shall be appointed an examiner.
- (6) The HDC(R) shall specify a time within which examiners' reports shall be submitted and shall ensure that each examiner is aware of such time limit prior to appointing that examiner.

DUTIES OF EXAMINERS AND REPORTS

36. (1) Each examiner appointed under Section 35 shall examine the thesis and make a separate written report on the merit of the thesis and on the material claimed in support of the thesis including publications cited.
- (2) An examiner may before submitting the report under sub-Section 36(1) request, through the HDC(R), written clarification from a candidate of specific matters in the thesis or supporting material.
- (3) An examiner shall submit reports within the time specified by the HDC(R) in respect of that examination or any extension of that time granted by the HDC(R) and in the event that an examiner fails to so submit the HDC(R) may appoint another examiner to examine the thesis in lieu of that examiner.

EXAMINATION OF THESIS

37. (1) The HDC(R) will consider the examiners' reports and if the reports differ or if the HDC(R) so determines may:
 - (a) direct the examiners to consult to resolve the differences or to submit a joint report;
 - (b) appoint a new examiner to assess the thesis and examiners' reports and to submit a written report following such assessment;
 - (c) refer the examiners' reports to the relevant Faculty representative on the HDC(R) and direct that representative to convene a Faculty Higher Degree Advisory Panel ("a Panel") in accordance with sub-Section 37(2).

- (2) (a) Unless the Faculty representative after consultation with the HDC(R) determines otherwise, a Panel convened under this Section will consist of the following persons:
 - (i) the Faculty representative on the HDC(R) who will be chair;
 - (ii) a person of senior academic status as so classified by the HDC(R) and who has expertise in the discipline area of the thesis; and
 - (iii) the Chair of the Faculty Research and Graduate Studies Committee or of the higher degrees committee of the relevant faculty or a nominee of such chair.
- (b) The Faculty representative on the HDC(R) will use his or her best endeavours to ensure that gender balance is observed in the appointment of members of a Panel.
- (c) A Panel will consider the examiners' reports and will make recommendations to the HDC(R) to resolve the matter.
- (3) (a) The HDC(R) may require a candidate to be examined orally on the thesis, any publications appended to the thesis and on the candidate's knowledge of the background of the subject which is the topic of the thesis;
- (b) Any oral examination under sub-Section 37(3)(a) shall be conducted in consultation with the examiners, the candidate's supervisor and the Head of the School or Department in which the candidate is undertaking studies;
- (c) The candidate shall be advised in advance of the date time and place of any such oral examination and of the persons who will be present at that examination.
- (4) (a) The HDC(R) may require a candidate to undertake a written examination on the thesis where the HDC(R) considers that the conduct of an oral examination would be inappropriate.
- (b) Any written examination under sub-Section 37(3)(a) shall be set by the examiners of the thesis and shall cover the matters raised in sub-Section 37(3)(a);
- (c) Any such written examination shall be conducted in consultation with the candidate's supervisor and the Head of the School or Academic Organisational Unit in which the candidate is undertaking studies and the date by which the written examination is to be submitted shall be specified.
- (5) If, after considering the examiners' reports the HDC(R) is of the view that

academic misconduct may have occurred in connection with the thesis, the Committee shall refer the matter to the Higher Degrees Academic Misconduct Committee within 10 working days for hearing by that Committee in accordance with Regulation 16.2 and shall so advise the student and the Director, Research and Graduate Studies Office.

HDC(R) TO RECOMMEND PASS OR FAIL

38. (1) The HDC(R) shall, after considering the examiners' reports, the supervisor's comments and, where appropriate, the results of the oral or written examination, recommend to the Academic Board that the candidate
- (a) be admitted to the degree; or
 - (b) not be admitted to the degree; or
 - (c) not be admitted to the degree but be given leave to apply to the HDC(R) for permission to incorporate the research used in the thesis in the preparation of a thesis to be submitted for a Masters Degree by Research; or
 - (d) not be admitted to the degree but be invited to submit a revised thesis.
- (2) (a) Where the HDC(R) makes a recommendation under sub-Section 38(1)(d) the HDC(R) shall issue guidelines for that revision based on the reports of the examiners and, unless the HDC(R) determines otherwise, one revision only may be submitted.
- (b) No examiner who has examined the thesis shall be an examiner for any revised thesis submitted for a Masters Degree by Research under sub-Section 38(1)(c) unless approval has been granted by the Chair of the HDC(R).
- (3) Where the HDC(R) makes a recommendation under sub-Section 38(1)(d) the revised thesis must be submitted not later than 12 months from the date of the recommendation and the HDC(R) may appoint other examiners to examine the revised thesis.
- (4) Where any time limits are specified under this Section the HDC(R) may extend the time where it considers that exceptional circumstances warrant such action.
- (5) Where, after considering the examiners' reports, the HDC(R) is of the view that academic misconduct may have occurred in connection with the thesis, the Committee shall refer the matter to the Higher Degrees Academic Misconduct Committee.

PART V**39. RETENTION AND AVAILABILITY OF THESIS**

- (1) Where a thesis is accepted for the award of a Masters or Doctoral degree the Research and Graduate Studies shall deposit one bound copy in the University Library and one bound copy in the Research and Graduate Studies Office and shall return any other copies to the candidate.
- (2) Where a thesis is not accepted for the award of a Masters or Doctoral degree a copy of the thesis shall be retained by the University and other copies returned to the candidate.
- (3) A thesis deposited under sub-Section 39(1) may be made available for perusal loan or photocopying subject to the provisions of the Copyright Act 1968, provided that the author of the thesis has consented in writing to such availability.
- (4) In the event that an author does not consent to making the thesis available under sub-Section 39(3), then despite the absence of any such consent, the thesis shall be available for perusal, loan or photocopying three years after the degree has been awarded to or conferred on the author.
- (5) Despite the provisions of sub-sections 39(3) and 39(4), the HDC(R) in the case of a thesis submitted for a Masters Degree by Research or a Doctoral degree, or the relevant Masters Degree Committee (Coursework) in the case of a minor thesis submitted for a Masters Degree by Coursework, may, where it considers it appropriate, recommend that a thesis be withheld from general availability in whole or in part for a period not exceeding thirty years after the award of the degree.
- (6) Where a thesis has been withheld from general availability under sub-Section 39(5) the thesis or any part of the thesis shall be made available only with the permission of the University Librarian and on conditions specified by the University Librarian after consultation with the Vice-Chancellor.

SCHEDULE A

Assessment Grades

A (80% - 100%) B (70% - 79%) C (60% - 69%) D (50% - 59%)) Pass Grades for subjects) or thesis component of Masters Degree by Coursework.))
H1 H1A H2 H2A H2B H3 HN KH	Results for Honours Year work. First Class Honours. First Class Honours – Division A. Second Class Honours. Second Class Honours Division A. Second Class Honours Division B. Third Class Honours. Honours Fail. Withdrawn Very Early.
EX	Exempted from subject.
K	Withdrawn (not counted as a failure).
KN	Withdrawn late (counted as a failure).
N	Failure.
NA	Result not available.
NC	Granted a Conceded Pass.
NP	Where a part-time student has obtained a mark such that he or she may become eligible for a conceded pass.
NR	No result awarded.
NS	Did not present any work for assessment either by examination or by other form of assessment or both (counted as a failure).
NX	Excluded from examination (counted as a failure).
P	Ungraded Pass. May also denote satisfactory completion of a Masters (Preliminary) course.
PS	Ungraded pass after supplementary assessment.
W	Result Withheld.

	Masters Degree by Research Thesis Doctoral Degrees (other than Higher Doctorates) Thesis
**	No result available.
K	Withdrawn from research.
KU	Withdrawn – upgrade.
P	Research complete.
UP	Unsatisfactory progress.
X	Unit continuing.

Administrative Codes

NC – A	Supplementary Assessment/ Conceded Pass – Non-centrally managed examination or other assessment
NC – E	Supplementary Assessment/ Conceded Pass – Centrally managed examination
SA – A	Student Granted Supplementary Assessment – Non-centrally managed examination or other assessment
SA – E	Student Granted Supplementary Assessment – Centrally managed examination
SAH – A	Student Granted Supplementary Assessment Hurdle – Non-centrally managed examination or other assessment
SAH – E	Student Granted Supplementary Assessment Hurdle – Centrally managed examination
SP – A	Special Assessment Granted – Non-centrally managed examination or other assessment
SP – E	Special Assessment Granted – Centrally managed examination
X	Indicates that no formal grade has yet been recorded in the case of a subject undertaken over several years, and the student may proceed with the remainder of the course.
**	No result available.

SCHEDULE B**THESIS REQUIREMENTS****OPTION ONE: Standard Presentation of a Thesis**

A candidate for a doctoral degree shall present four typed copies of the thesis and a candidate for a Masters degree by research three typed copies of the thesis in conformity with the requirements set out in this Schedule. A thesis may be rejected as unsuitable for examination if it does not conform to these requirements.

1. General requirements

- (a) Every thesis shall be written as concisely as possible.
- (b) Subject to sub paragraph 1(d) a thesis for the degree of Doctor of Philosophy must not exceed 100,000 words and it is recommended that it not exceed 50,000 words in Science subjects or 75,000 words in non-Science subjects.
- (c) A thesis for a Degree of Doctor of Philosophy in Visual Art shall consist of a thesis of not more than 50,000 words and a portfolio of material consisting of a gallery exhibition of artworks which illustrate a defined set of themes supporting the arguments in the thesis.
- (d) A thesis for the Professional Doctorate by Research must not exceed 75,000 words and it is recommended that it not exceed 60,000 words.
- (e) A thesis for the Professional Doctorate by Coursework must not exceed 50,000 words and it is recommended that it not exceed 40,000 words.
- (f) A thesis for the degree of Master must not exceed 60,000 words and it is recommended that it not exceed 50,000 words or 200 pages in Science subjects or 50,000 words in non-Science subjects.
- (g) A thesis submitted in fulfilment of 20% to 66% of the requirement for the degree of Master in non-Science subjects must not exceed 40,000 words and it is recommended that it not exceed 35,000 words.
- (h) The degree of Master of Visual Art shall consist of a thesis of not less than 10,000 words and a portfolio of material consisting of a gallery exhibition of artworks which illustrate a defined set of themes supporting the arguments in the thesis.
- (i) A candidate shall state generally in the preface and bibliography and specifically in notes the sources of information used and the extent to which the candidate has used the work of others.

- (i) Where a thesis is based upon research work conducted jointly the nature and extent of the candidates contribution to that research shall be indicated by the candidate clearly in the thesis and in accordance with guidelines issued by the HDC(R).

2. **Typing and Copy**

- (a) The thesis shall be typed on good quality paper, international size A4 (297mm x 210mm), using at least one or one and a half line spacing and a minimum of 10 point type in a clear font.
- (b) The copies of the thesis to be deposited in the University Library and the University Records Office may be typed on both sides of the sheet with margins of not less than 38mm and 19mm in width on the left-hand side and right-hand side respectively of the obverse side and 19mm and 38mm in width on the left-hand side and right-hand side respectively of the reverse side. The top and bottom margins for each sheet shall be not less than 19mm.
- (c) Footnotes may be typed on single line spacing and shall be clearly separated from the text.
- (d) Each copy of the thesis shall be clearly legible.

3. **Checking**

Before submitting the thesis for examination the candidate must check the typescript to ensure to the best of his or her 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.

4. **Arrangement**

The thesis shall incorporate, in the following order -

- (a) A title page setting 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 whether the thesis is submitted in total or in partial fulfilment of the requirements for that degree,
 - (iv) the Faculty and its School or other Academic Organisational Unit associated with the work, and

- (v) the name of the University and its address as follows:

La Trobe University
Bundoora, Victoria 3086
Australia

- (vi) the month and year when the thesis was submitted for the degree.

- (b) A table of contents and, where applicable, a list of plates, illustrations, symbols or other abbreviations, and details of any other material of a type as designated under paragraph 4(j) below.
- (c) A summary of not more than 300 words.

- (d) (i) A signed and dated Statement of Authorship in the following form verbatim:

“Except where reference is made in the text of the thesis, this thesis contains no material published elsewhere or extracted in whole or in part from a thesis submitted for the award of any other 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.”

- (ii) Where applicable, additional paragraphs shall be included in the statement specifying:
- (A) the extent of collaboration with another person or persons;
- (B) the extent and the nature of any other assistance received in the pursuit of the research and preparation of the thesis; and
- (C) that all research procedures reported in the thesis were approved by the relevant Ethics Committee or Safety Committee or authorised officer.

- (e) The main text.
- (f) Appendices, if any.
- (g) Bibliography or list of references, unless lists of works consulted are appended at the end of each chapter.
- (h) Index, if any.

- (i) 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 or other.
5. A Supervisor's Certificate in the form below, signed and dated by the candidate's supervisor and Head of School, shall be submitted with any thesis submitted for examination:

For completion by the Supervisor(s) (Please tick as appropriate.)

In compliance with the requirements of Regulation 21.12 – Examinations and Assessment I hereby state that I have seen a copy of the final typed thesis, and that

the presentation of the thesis:

- complies with the provision of that Regulation, including Schedule B and its requirement that the candidate correct any typing, spelling, grammatical and punctuation errors prior to submitting the thesis for examination.
- does not comply (see footnote below)

the candidate's declaration of authorship:

- is correct and complies with the verbatim requirement of Schedule B;
- is not correct.

Signature(s):

Supervisor Date: / / ____

Supervisor Date: / / ____

For completion by the Head of School

I confirm that I have seen a final copy of the thesis, that the standard of presentation is acceptable, that it meets the requirements for submission and is submitted with the approval of the School.

Head of School _____ Date: ____/____/____

6. Illustrative material and bibliographical references

The presentation in a thesis of tables, diagrams, maps, plates or other illustrative material, and of bibliographic citations, shall follow consistently a standard determined by the HDC(R) to be appropriate.

7. Binding

- (a) Each copy of the thesis submitted for examination shall be bound in a stitched soft cover. Hard bound copies for deposit in the Library shall be submitted in A4 size with stiff covers and cloth. Lettering on the spine of the cloth cover shall show the candidate's name, the title of the thesis and the year of submission. No lettering is required on the soft cover binding.
- (b) Published papers submitted as additional evidence shall 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 shall be bound and marked as described in sub-paragraph (a) above and shall carry the volume number on the spine.
- (d) Any material submitted under paragraph 4(a) above shall be clearly labelled: (eg)

‘Submitted by(full name or candidate) in support of (or: as part of) a Masters degree thesis entitled Date of submission ...’

8. Supervisor's comments

Where a Supervisor makes comment on a thesis to the HDC(R) the Supervisor shall contemporaneously advise the candidate of those comments.

OPTION TWO: Alternative Requirements for Presentation of a Thesis

- 1 As an alternative to the traditional format for a higher degree thesis, it is permissible for candidates to submit a thesis in the form of a series of articles. These must be along a central theme and may or may not be already published. The presentation of the articles should take into account current regulations for PhDs (see Regulation 21.2.9), for Professional Doctorates (see regulation 21.3.9) and for Masters by Research (see Regulation 21.5.9). Where the thesis includes work of joint authorship the candidate shall produce evidence to the HDC(R) that his or her contribution has been sufficient to warrant inclusion of the material.
- 2 The presentation of a thesis as a collection of articles must include at least one substantial integrating article or preferably a separate introduction, and general discussion and conclusion that in combination provide an integration of the material presented
- 3 The number of articles to be included will depend on the content and length of each and should take full account of the University's requirements for the degree as well as the amount of research expected for the degree in that discipline.
- 4 With respect to the regulation governing the completion of the work undertaken during candidature, (see point 1), it is expected that unless written approval is given to

include work undertaken prior to candidature at La Trobe University, e.g., a small proportion of data collected during the Honours degree to be re-analysed, all work will have been completed during the period of candidature. Work published prior to commencement of candidature must **not** be included in the thesis, although reference to such material is permitted.

- 5 With respect to the regulation governing joint authorship (see point 1) the candidate would have been expected to have made significant and leading contribution to the work reported, equivalent to that expected for a traditional thesis.
- 6 A published book can also be submitted as a thesis for a Masters, PhD or Professional Doctorate, provided that it fulfils the requirements set out in the above five clauses of these guidelines.
- 7 The thesis will be examined in the normal way and according to the normal requirements set out for the degree (see Appendix A and Appendix D of the *Handbook for Candidates and Supervisors for Masters Degrees by Research and Doctoral Degrees*).
- 8 The decision to submit a thesis in the form of a series of published or unpublished articles should be given careful consideration. In particular candidates should note that submitting a series of articles is not a universally accepted practice. Moreover, it is likely, especially with published articles along one theme, that there will be considerable repetition across the articles which may detract from the presentation of the thesis. For these reasons, and noting that electronic manuscript versions of articles are probably available, candidates may wish to consider modifying the electronic versions so that the thesis reads as a more coherent whole. Such modifications must of course take due account of copyright. In addition, a clear statement must be included in the thesis indicating what chapters are based on published articles and providing full publication details of these articles.

Approved by Council – 4 June 2007

Promulgated 5 day of June 2007 by direction of the Vice-Principal (Resources and Administration)

Amendment No. 1 approved by Council – 1 October 2007

Promulgated this 9 day of October 2007 by direction of the Vice-Principal (Resources and Administration)