




DOCUMENT TYPE	D	 LA TROBE UNIVERSITY
ACADEMIC	1	
RESEARCH AND RESEARCH TRAINING	3	
RESEARCH TRAINING	1	
NUMBER	007	
		Policy Database Document Reference Number 131007D

EXAMINATION OF RESEARCH THESES PROCEDURES

Parent Policy Title	Examination of Research Thesis Policy																				
Associated Documents	Handbook for Candidates and Supervisors of Masters by Research and Doctoral Degrees Notice of Intention to Submit a Higher Degree Thesis for Examination form																				
Preamble	Research theses must be submitted to the Research and Graduate Studies Office (RGSO) for examination																				
General	Three months notice of intention to submit a higher degree thesis for examination must be provided to the RGSO on the appropriate form.																				
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1. Notice of Intention to Submit a Higher Degree Thesis for Examination form	<p>The student must submit a "Notice of Intention to Submit a Higher Degree Thesis for Examination" form three months prior to submitting their thesis.</p> <p>Once the form is submitted to the RGSO the student's enrolment is checked on the student system and any follow up action required is undertaken by RGSO (eg requiring payment of outstanding monies owing to the University, or extension of candidature on the system).</p>																				
2. Nomination of Examiners Form to supervisor	After completing the system and enrolment checks, the RGSO sends the "Nomination of examiners" form to the candidate's supervisor requesting the names and contact details of appropriate examiners.																				
3. Invitation of Examiners	After the supervisor returns the completed Nomination of Examiners form to the RGSO, invitations are sent to those examiners not already invited by the School.																				

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<p>4. After thesis submission</p>	<p>Once the candidate submits his or her thesis to the RGSO, enrolment details are re-checked for discrepancies. If the enrolment details are current and no monies are owed to the University, the copies of the thesis are sent to examiners.</p> <p>RGSO asks examiners to return their examiner's report within six weeks of their receipt of the thesis.</p>
<p>5. Reminders to Examiners and use of Reserve Examiner</p>	<p>Reminders to examiners are sent on the following schedule:</p> <ul style="list-style-type: none"> • Eight weeks after the thesis was sent to the examiner (from RGSO teams) • Ten weeks (from RGSO teams) • Twelve weeks (from Manager, Research Scholarships and Candidature) • Fourteen weeks (from the Chair, Higher Degrees Committee (Research)). <p>After the 14 week reminder, if there continues to be no response, a copy of the thesis is sent by RGSO to the Reserve Examiner.</p>
<p>6. Examiners' Recommendations</p>	<p>Examiners may recommend that the thesis be:</p> <ul style="list-style-type: none"> • Passed, with or without amendment • Deferred • Failed
<p>7. Action after Pass Recommendation</p>	<p>Unanimous recommendations to <i>Pass</i> are referred to the HDC(R), and are normally passed out of session by the Chair.</p> <p>The Manager, Research Scholarships and Candidature then advises the candidate's supervisor of the decision and asks the supervisor to advise the candidate.</p>
<p>8. Action after Defer or Fail Recommendation</p>	<p>Recommendations to <i>Defer</i> or <i>Fail</i> are referred to a Faculty Higher Degrees Advisory Panel.</p> <p>The Panel is given all of the examiners reports and may recommend that the thesis be:</p> <ul style="list-style-type: none"> • Passed • Deferred and Revised • Failed <p>If the Panel recommends <i>Deferral and Revision</i> of the thesis, the Manager, Research Scholarships and Candidature notifies the candidate of this recommendation. The Panel's draft revision guidelines are sent to the examiners who requested deferral and revision for their approval, along with an invitation to examine the revised thesis.</p> <p>After the revision guidelines have been agreed by the Panel and examiners, they are sent to the candidate with an invitation to provide the relevant revisions within 12 months for consideration by the examiners.</p> <p>If a recommendation is made by the Panel to <i>Pass</i> the thesis (with or without amendments) it will be referred to the HDC(R), and normally passed out of</p>

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	<p>session by the Chair. The Manager, Research Scholarships and Candidature then advises the candidate's supervisor of the decision and asks the supervisor to advise the candidate.</p>
<p>9. Fail Recommendations and appeal processes</p>	<p>If the Examiners and the Panel agree that the thesis should be failed, the supervisor is advised by the Manager, Research Scholarships and Candidature and asked to notify the candidate.</p> <p>Candidates may appeal the decision to Fail the thesis. Arrangements for such an appeal should be made through the Manager, Research Scholarships and Candidature, although the University dispute and grievance mechanisms or the University Ombudsman may also be contacted in such circumstances.</p>
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Definitions	
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Author	Manager, Research Scholarships and Candidature
Contact person or area	Manager, Research Scholarships and Candidature