

Schedule B: Presentation of a Thesis

(taken from *Regulation 21.12 Examinations and Assessment*)

Candidates for a Masters degree by coursework shall present four typed copies of their thesis 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 (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 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.
- (j) Where a thesis is based upon research work conducted jointly the nature and extent of the candidate's 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 name of the Faculty and its School or Department associated with the work, and
 - (v) the name of the University and its address as follows:
La Trobe University
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 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 acknowledgment 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. 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.

6. 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 ...'

7. Retention and Availability of Thesis

- (1) Where a thesis is accepted for the award of a masters or doctoral degree the University Secretary shall deposit one bound copy in the University Library and one bound copy in University Records 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 (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 (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 (3) and (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 (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.

Approved by Council December 2000
as at February 2001