

NOTICE OF INTENTION TO SUBMIT A HIGHER DEGREE
THESIS FOR EXAMINATION

Family Name: Student No:

Other Names: Title:

Address:
 Telephone:

Postcode:

Faculty: School:

Degree undertaken:

Supervisors(s):

I hereby give notice of my intention to submit for examination my thesis to be entitled:

Anticipated Submission Date: / /

*I acknowledge that if my thesis is not lodged with the Research Services Office within 6 months of the NOI being submitted to the RSO, this current NOI will lapse and a new NOI will be required a minimum of 3 months before the new submission date. **Please indicate if this is a renewed NOI.***

Candidate's Signature: Date: / /

I confirm that the anticipated submission date as detailed above is a realistic date for completion of the thesis

Supervisor

Print Name:

DATE: / /

Head of School/PG Coordinator

Print Name:

DATE: / /

Please Note: Candidates need to have a current enrolment (and have been enrolled in the previous semester) to be able to submit their thesis.
International students are reminded that normally, once a thesis is submitted by a Student Visa holder, they are expected to leave the country within 28 days of submission. If a student wishes to remain in the country during the examination period, they should contact an International Student Advisor at the La Trobe International Office.

1. NOTICE OF INTENTION (FORM A)

Candidates are required to give at least three months notice of intention to submit a thesis for examination using this form. This time is necessary to enable suitable examiners to be recommended, appointed and their availability established. Insufficient notice may cause delay in securing examiners and therefore in sending a thesis for examination.

2. SUMMARY OF THESIS - FOR THE INFORMATION OF PROSPECTIVE EXAMINERS (FORM B)

A typed summary, using not more than 300 words, is required with the notice of intention because it is information essential to inviting prospective examiners to accept appointment. Be sure that you return the summary with your notice so that it is ready to send to prospective examiners, and delay in appointment is not incurred. Your summary may not be glued or taped to Form B.

3. CHECK LIST TO BE SUBMITTED WHEN LODGING A HIGHER DEGREE THESIS FOR EXAMINATION (FORM C)

A check list is attached as Form C and is designed to ensure that your thesis will conform with Schedule B. Please complete, date and sign the form and submit it with the **four** copies (**three** for Masters) of your thesis for examination.

4. CERTIFICATE FROM YOUR SUPERVISOR(S) (FORM D)

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 his or her supervisor(s) with a copy of the final typed thesis (before being bound) and a copy (attached) of Schedule B;
- if a candidate has more than one supervisor, a certificate completed and signed by each (either jointly or separately) is required, and
- **FOUR COPIES OF A DOCTORAL AND THREE COPIES OF A MASTERS THESIS MUST BE SUBMITTED.**

5. PRESENTATION OF YOUR THESIS

Attached is a copy of Schedule B (Presentation of a Thesis) for your information and referral to your supervisor(s). This schedule sets out all the technical requirements and you are urged to study it carefully, well in advance of the final manuscript, observe the stipulations on maximum permissible word length, consult your supervisor(s) and ensure before you proceed to photocopying and binding that your thesis, when submitted, will meet the requirements.

The Higher Degrees Committee (Research) calls your attention especially to the requirement that you proof read your thesis and that all spelling, grammatical and punctuation errors be corrected before lodging the thesis for examination. Your examiners may recommend that a thesis be deferred for re-examination or failed (if necessary) if the number of errors is thought to indicate the thesis does not reach an acceptable standard for a higher degree.

6. CLAIM FOR REIMBURSEMENT OF COSTS IN PRESENTING A THESIS

Candidates who hold or have held an Australian Postgraduate Award or a La Trobe University Postgraduate Scholarship within the past twenty-four months should contact the Research Services Office, to obtain the appropriate claim form or further information. Please note that signed and dated original receipts must accompany a claim form. Reimbursement covers University requirements only.

7. NATIONAL LIBRARY OF AUSTRALIA

This Library is interested to know about successful theses; if it wishes to have a copy, it will make payment and guarantee to honour any restrictions as to access. If you wish to pursue an enquiry, please write directly to:

Chief Librarian, National Library of Australia
Parkes Place
Canberra, ACT 2600

FORM B

SUMMARY OF THESIS FOR THE INFORMATION OF PROSPECTIVE EXAMINERS
(Required with your Notice of Intention – Form A)

Please type on this form a summary of your thesis using not more than 300 words. This summary need not be identical with the summary to be included in your thesis. It is required with your notice so that it is ready for sending to prospective examiners when they are formally invited to accept appointment.

Your summary may not be glued or taped on this form.

Candidate's Name: Student No:

Signatures:

Candidate

Supervisor

Date:

Supervisor

FORM C

CHECK LIST (to be submitted when lodging a higher degree thesis for examination)

Please check that your thesis complies with Schedule B, date and sign as requested below. (Tick each area as appropriate.)

- 1. The Title page contains all required information as per attached sample.
- 2. I have proof read my thesis carefully and have corrected all typing, spelling, grammatical and punctuation errors. (See note 5 on Form A.)
- 3. The various sections in the thesis are in the order as set out in Schedule B, that is:
 - i. Title page.
 - ii. 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 ix below.
 - iii. A summary of not more than 300 words.
 - iv. A **signed and dated** 'Statement of Authorship' (date of first soft-bound submission or soft-bound resubmission after deferral):
 - (a) as follows **(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.

The thesis has not been submitted for the award of any degree of diploma in any other tertiary institution."
 - (b) **Further paragraphs shall be included in the statement if applicable, specifying:**
 - (aa) The extent of collaboration with another person or persons,
 - (bb) The extent and the nature of any other assistance received in the pursuit of the research and preparation of the thesis, and
 - (cc) That all research procedures reported in the thesis were approved by the relevant Ethics or Safety Committee or authorised officer as appropriate.
 - v. The main text of the thesis.
 - vi. Appendices, if any.
 - vii. Bibliography or list of references, unless lists or works consulted are appended at the end of each chapter.
 - viii. Index if any.
 - ix. 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.

Date:

Candidate's Signature:

(SAMPLE TITLE PAGE)

(TITLE OF THE THESIS)

Submitted by
(Name of candidate and previous degrees held)

A thesis submitted in total fulfilment
of the requirements for the degree of
(Master of..... or Doctor of Philosophy or Doctor of)

School of
Faculty of

La Trobe University
Bundoora, Victoria 3086
Australia

Month and Year
(date of **first soft-bound** submission or **soft-bound resubmission** after deferral and 12 months revision period)

FORM D

CERTIFICATE FROM THE SUPERVISOR(S) OF A HIGHER DEGREE THESIS**Section 1 – for completion by the candidate**

Family Name:	<input type="text"/>	Student No:	<input type="text"/>
Other Names:	<input type="text"/>	Mr/Ms/Mrs/Miss:	<input type="text"/>
Address:	<input type="text"/>	Telephone:	<input type="text"/>
	<input type="text"/>	Postcode:	<input type="text"/>
Email Address:	<input type="text"/>		
Faculty:	<input type="text"/>	School:	<input type="text"/>
Degree Undertaken (full title):	<input type="text"/>		
Exact title of the thesis (reproduced from the title page):	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

IMPORTANT NOTES FOR SUPERVISORS:

1. Supervisors are required to sign a statement stating that they have seen a copy of a candidate's final typed thesis and that in their opinion the presentation of the thesis complies with the provisions of Schedule B and its requirement that all typographical errors have been corrected, that the spelling, grammar and punctuation are correct and that the expression is worthy of a candidate for a higher degree. Supervisors are reminded that examiners may recommend that a thesis be deferred for re-examination or failed (if necessary) if the number of errors is thought to indicate that the thesis does not reach an acceptable standard for a higher degree. The Higher Degrees Committee (Research) expects that supervisors will inform candidates whenever typing, spelling, grammatical and punctuation errors need to be corrected. However, it is noted that the final responsibility for making the necessary corrections rests with the candidate prior to the lodging of the thesis for examination.
2. **If the form of presentation does not comply with Schedule B and its requirements, supervisors should indicate that the thesis 'does not comply' and inform the candidate in writing as to the reasons.**
3. This certificate must be completed and accompany the thesis (four copies for doctoral theses, three copies for Masters) when submitted for examination. The thesis cannot be sent for examination until the completed certificate has been provided.
4. It is the candidate's responsibility to arrange for completion of the certificate, by referring it to his/her supervisor(s) and the Head of School with a final typed copy of the thesis and a copy (attached) of Schedule B.
5. If a candidate has more than one supervisor, a certificate completed and signed by each (either jointly or separately) is required.

Section 2 – for completion by the supervisor(s). Please tick as appropriate.

In compliance with the requirements, I hereby state that I have seen a copy of the final typed thesis, and that:

(a) the presentation of the thesis:

- complies with 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)

(b) the candidate's declaration of authorship:

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

(c) if the candidate is submitting their thesis in fulfilment of a Professional Doctorate degree, that:

- the student has completed the necessary coursework component of the degree.

Signature(s): Supervisor	<input type="text"/>	Date	<input type="text" value="/ /"/>
Supervisor	<input type="text"/>	Date	<input type="text" value="/ /"/>

FOOTNOTE: A supervisor who makes comments to the committee is requested to forward these in writing to the Research Services Office and include a statement as to whether he or she has advised the candidate of them.

Section 3 – 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	<input type="text"/>	Date	<input type="text" value="/ /"/>
Print Name:	<input type="text"/>		

REQUIREMENTS OF THE THESIS

- (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 for the preparation and presentation of a thesis detailed in Schedule B.
- (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.

SCHEDULE B PRESENTATION OF A THESIS

Candidates for doctoral degrees shall present **four typed copies** of their thesis and candidates for Masters degrees by research **three typed copies** of their 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 (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 in non-Sciences 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 fulfillment 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 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 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 and right-hand side respectively of the obverse side and 19mm and 38mm in width on the left-hand side and right 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 Area 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, tables, illustrations, symbols or other abbreviations, and details of any other material of a type as designated under 4(i) 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.

cloth. Lettering on the spine of the cloth cover shall show the candidate's name, the title of the thesis and 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 of 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 at the same time.

39. **Retention and Availability of Theses**

- (1) Where a thesis is accepted for the award of a masters or doctoral degree the University Secretary shall deposit one electronic 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) may, in the case of a thesis submitted for a Masters Degree by Research or a Doctoral degree, where he or she 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.

SPECIAL SHORT SUMMARY OF DOCTORAL/MASTERS BY RESEARCH THESIS

PLEASE TYPE OR PRINT DETAILS	
Student Number	<input type="text"/>
Family Name	<input type="text"/>
Given Name	<input type="text"/>
School of Enrolment	<input type="text"/>
Title of Thesis	<input type="text"/>
<input type="text"/>	
Previous degrees awarded	<input type="text"/>

Please type below a summary of no more than three sentences in non-specialist terminology, about the general nature of the research undertaken and (where appropriate) give some indication of its relevance and usefulness. If you prefer you may email the summary including the information requested above to rgs@latrobe.edu.au

The summary should be written in a manner that will be easily understood by the general public. The summary may be used for University publications such as the *Bulletin*, *Research Report* and the *University's World Wide Web Page*.

THESIS SUMMARY:

Signature:

Date: / /

PLEASE RETURN THE COMPLETED FORM TO THE RESEARCH SERVICES OFFICE AS SOON AS POSSIBLE.

La Trobe University respects the privacy of your personal information. We collect personal information about you on this form to facilitate the examination of your thesis. For this purpose, we will use this information and typically disclose it to the Department of Education, Employment and Workplace Relations. If your personal information is not provided to us on this form, then we cannot process your notice of intention to submit. You may have the right to access your personal information that we hold about you subject to any exception in laws by contacting us on (03) 9479 2971.

CRICOS provider Number 00115M