

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

## EXAMINATION OF THESES FOR HIGHER DEGREES BY RESEARCH PROCEDURE

<b>Parent Policy Title</b>	Examination of Theses for Higher Degrees by Research Policy																											
<b>Associated Documents</b>	Notice of Intention to Submit - Research Degree Thesis for Examination form Authority to Submit – Research Degree Thesis for Examination form The Schedule for Presentation of a Thesis for a Higher Degree by Research																											
<b>Preamble</b>	This is the Procedure for the examination of theses for higher degrees by research and for making recommendations to Academic Board for award of the degrees.																											
<b>General</b>	Theses are examined by scholars (as required by the Examination of Theses for Higher Degrees by Research Policy), under the direction of the Board of Graduate Research which makes recommendations to Academic Board for award of higher degrees by research based on those examinations.																											
<b>Table of Contents</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Item</i></th> <th style="text-align: left;"><i>Section</i></th> </tr> </thead> <tbody> <tr> <td>Notice of Intention to Submit - a Research Degree Thesis for Examination form</td> <td>1</td> </tr> <tr> <td>Selection and Invitation of Examiners</td> <td>2</td> </tr> <tr> <td>Appointment of Examiners</td> <td>3</td> </tr> <tr> <td>Administration of Examinations</td> <td>4</td> </tr> <tr> <td>Requirements of Theses</td> <td>5</td> </tr> <tr> <td>Submission of Theses</td> <td>6</td> </tr> <tr> <td>Examination</td> <td>7</td> </tr> <tr> <td>Reminders to examiners and use of Reserve Examiner</td> <td>8</td> </tr> <tr> <td>Examiners' Recommendations</td> <td>9</td> </tr> <tr> <td>Action after Pass Recommendation</td> <td>10</td> </tr> <tr> <td>Action after Defer or Fail Recommendation</td> <td>11</td> </tr> <tr> <td>Fail Recommendations and appeal processes</td> <td>12</td> </tr> </tbody> </table>		<i>Item</i>	<i>Section</i>	Notice of Intention to Submit - a Research Degree Thesis for Examination form	1	Selection and Invitation of Examiners	2	Appointment of Examiners	3	Administration of Examinations	4	Requirements of Theses	5	Submission of Theses	6	Examination	7	Reminders to examiners and use of Reserve Examiner	8	Examiners' Recommendations	9	Action after Pass Recommendation	10	Action after Defer or Fail Recommendation	11	Fail Recommendations and appeal processes	12
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Action after Defer or Fail Recommendation	11																											
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<b>1. Notice of Intention to Submit a Higher Degree Thesis for Examination form</b>	<p>Students submit "Notice of Intention to Submit - Research Degree Thesis for Examination form" three months prior to the date on which they anticipate submitting their theses.</p> <p>Once the form is submitted to the Graduate Research School the Graduate Research School checks the student's compliance with the conditions of</p>																											

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	<p>candidature, requirements of the degree and administrative requirements (including payment of fees or other monies owed to the University) and informs the student and principal supervisor of any actions required for compliance. Acceptance of theses for examination may be delayed until any such requirements are satisfied.</p>
<p><b>2. Selection and Invitation of Examiners</b></p>	<p>Supervisors discuss possible examiners with the student and approach potential examiners to determine their suitability and availability. The student's views are obtained to identify researchers whose interests are most relevant to the thesis and to avoid examiners who may be unsuitable. There is no obligation to adopt the student's recommendations.</p> <p>The identity of examiners is not revealed to the student until the examination process is complete.</p>
<p><b>3. Appointment of examiners</b></p>	<p>Schools recommend people who meet the criteria required by the Examinations of Theses for Higher Degrees by Research Policy to be examiners.</p> <p>Two examiners are required for masters theses and three for doctorates (both doctors of philosophy and professional doctorates).</p> <p>Recommendations are made on the Nomination of Examiners form and approved by the Board of Graduate Research.</p>
<p><b>4. Administration of Examinations</b></p>	<p>Administration of the examination of theses for higher degrees by research (including sending invitations and general instructions to examiners, delivery of theses, collection of reports and payment of examiners) is carried out by the Graduate Research School.</p>
<p><b>5. Requirements of Theses</b></p>	<p>The conditions for the format, presentation and submission of theses for examination and the statements, declarations and necessary components of content of theses that the Board of Graduate Research may determine as provided by the Examinations of Theses for Higher Degrees by Research Policy will be published in <i>the Schedule for Presentation of a Thesis for a Higher Degree by Research</i>. <i>The Schedule</i> is available to all students enrolled in a higher degree by research, their supervisors and other relevant staff and people such as external co-supervisors and Research Progress Panel members.</p> <p>The Board of Graduate Research may amend <i>the Schedule for Presentation of a Thesis for a Higher Degree by Research</i> from time to time and advise all students enrolled in higher degrees by research, their supervisors and other relevant staff, as soon as practicable.</p>
<p><b>6. Submission of Theses</b></p>	<p>Theses for Higher Degrees by Research are submitted to the Graduate Research School with completed Authority to Submit – Research Degree Thesis for Examination form..</p> <p>Supervisors certify that in their opinion the thesis complies with the</p>

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	<p>provisions of <i>The Schedule</i> (described in Section 4 above) and that the expression is worthy of a candidate for the degree.</p> <p>The <i>Authority to Submit</i> is also signed by the Head of School.</p> <p>Students may request the Board of Graduate Research to allow examination of their thesis without the Authority to Submit – Research Degree Thesis for Examination Form.</p>
<b>7. Examination</b>	<p>Theses are provided to examiners with any forms required by the Board of Graduate Research, and instructions including relevant details of these Procedures and the Examinations of Theses for Higher Degrees by Research Policy.</p> <p>Examiners are paid for their work at standard rates determined by the Graduate Research School.</p>
<b>8. Reminders to Examiners and use of Reserve Examiner</b>	<p>The Graduate Research School will regularly follow up reports and examination forms not returned as requested.</p> <p>If an examiner does not return a report within the time required by the Board of Graduate Research, another examiner may be invited to examine the thesis.</p>
<b>9. Examiners' Recommendations</b>	<p>Examiners may recommend that the thesis be:</p> <ul style="list-style-type: none"> <li>• Passed, with or without amendment</li> <li>• Deferred</li> <li>• Failed</li> </ul> <p>Examiners are requested to include justifications of their recommendations in their reports, provide students with feedback and when appropriate list amendments required to bring the thesis up to a standard appropriate for the degree.</p>
<b>10. Action after Pass Recommendation</b>	<p>Unanimous recommendations to Pass are referred to the Board of Graduate Research, and a recommendation for the award of the degree made to Academic Board out of session by the Chair.</p> <p>The Manager Graduate Research School then advises the student's supervisor of the decision and asks the supervisor to advise the student.</p>
<b>11. Action after Defer or Fail Recommendation</b>	<p>Recommendations to defer or fail are referred to a 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"> <li>• Passed</li> <li>• Deferred and Revised</li> <li>• Failed</li> </ul> <p>If the Panel recommends deferral and revision of the thesis, the Manager,</p>

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	<p>Graduate Research School notifies the student 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 student 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 pass the thesis (with or without amendments) it will be referred to the Board of Graduate Research, and may be passed out of session by the Chair. The Manager, Graduate Research School then advises the student's supervisor of the decision and asks the supervisor to advise the student.</p>
<b>12. Fail Recommendations and appeal processes</b>	<p>If the Examiners and the Panel agree that the thesis should be failed, the supervisor is advised by the Manager, Graduate Research School and asked to notify the student.</p> <p>Students may appeal the decision to fail the thesis. Arrangements for such an appeal should be made through the Manager, Graduate Research School. Students may also access the University dispute and grievance mechanisms or contact the University Ombudsman in such circumstances.</p>
<b>Status</b>	<p>Minor revisions in line with FFR March 2015. Revisions approved by Academic Board, 9 May 2012, Minute 456.3.4; RGSC, 16 March 2012. Prior approvals: Academic Board, 13 May 2009, Minute 431.3.2(c); HDC(R), 5 June 2009. The implementation of the latest version of this policy supersedes all previous versions of this policy.</p>
<b>Approval Body</b>	Academic Board
<b>Initiating Body</b>	Board of Graduate Research
<b>Date Effective</b>	9 May 2012
<b>Next Review Date</b>	September 2016
<b>Keywords</b>	Examination, research thesis, research theses, thesis, higher degree research, higher degree thesis, theses
<b>Owner/Sponsor</b>	Pro Vice-Chancellor (Graduate Research)
<b>Author</b>	Manager, Graduate Research School

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