

## Graduate Research Degrees Procedure

### Purpose and Scope

To provide information on the processes relevant to the graduate research degrees.

This procedure applies to all staff and students.

These procedures are relevant to all graduate research degrees *in the Handbook, effective from 1 January 2022.*

### Overarching Policy

*Graduate Research Degrees Regulations*

### Procedure

#### Implementation Steps

1. All forms can be downloaded from the Graduate Research Office (GRO) intranet site: [murdochuniversity.sharepoint.com/sites/GraduateResearchSchool](https://murdochuniversity.sharepoint.com/sites/GraduateResearchSchool) (hereafter the GRO website).
2. Candidates must ensure that their contact details are updated regularly on MyMurdoch.
  - 2.1. Candidates must use the email address provided to them by Murdoch University.

#### **PROCEDURES RELEVANT TO SECTION 1 OF THE GRADUATE RESEARCH DEGREES REGULATIONS**

##### **Application for Admission**

3. Initial enquiries can be made to GRO or respective School/Institute.
  - 3.1. details on eligibility for admission into graduate research degrees are provided in the *Graduate Research Degree Regulations*.
  - 3.2. In accordance with the Australian Government Research Training Program Scholarship (hereafter RTP Scholarship), candidates transferring from another institution must declare their enrolment period from their previous institution and submit this declaration on the Previous Candidature form.
4. Candidates must submit the appropriate application for admission with all documentation as specified to the GRO.

5. Candidates who wish to be enrolled in the external mode must complete the external candidature section of the application for admission form to the Manager of Candidacy (hereafter the Manager), when applying for admission.
6. Candidates proposing to carry out research in the course of employment and using the employer's facilities must include a signed statement from the employer giving:
  - 6.1. consent to allow the candidate sufficient time to pursue the research;
  - 6.2. approval for the use of the employer's facilities for this purpose;
  - 6.3. consent to the publication of the thesis to be submitted by the candidate, subject to any thesis access restrictions outlined in the *Graduate Research Degrees Regulations*; and
  - 6.4. where appropriate, the name of a person from the employer's organisation recommended for appointment as an External Supervisor.
7. Candidates seeking to undertake a thesis with a creative component must reach an agreement with the Principal Supervisor:
  - 7.1. identifying the facilities, technical and human resources required for the research program and how these are to be secured. Where relevant, the appropriate technical staff must be consulted and the likely impact on their time and/or facilities identified and agreed to; and
  - 7.2. identifying the required budget and, if this exceeds the standard maintenance allowance provided, indicating where additional funding will be sourced.
8. Applications can be submitted at any time to GRO.
  - 8.1. Candidates who are also applying for an RTP Scholarship must submit their applications by the advertised deadline.
9. The Manager will forward applications to the respective School/Institute for assessment based on the following criteria:
  - 9.1. the candidate's qualifications;
  - 9.2. the candidate's research area and how this aligns with the University strategic research focus;
  - 9.3. the candidate's research potential;
  - 9.4. the availability of Supervisor/s; and
  - 9.5. the availability of facilities and resources to execute the research proposed.
10. Applications must be endorsed by the Head of School, by whatever name known or Pro Vice Chancellor Institute, or delegate, and the Head of the Graduate Research Office by whatever name known (Dean).
11. The Manager sends a Letter of Offer to the prospective candidate.

## **Enrolment**

12. The Manager enrolls the candidate following receipt of the acceptance of offer and appropriate enrolment forms.

13. Candidates who have consumed their maximum enrolment period may apply to the Dean for an extension stating the exceptional circumstances and attaching all supporting documents.
14. Candidates enrolling in a concurrent program must obtain approval from the Dean in writing, stating the name of the concurrent program with an attached signed recommendation from the Principal Supervisor, and endorsement by the Head of School, by whatever name known or Pro Vice Chancellor Institute and Postgraduate Research Chair (PGRC).

#### Leave Entitlements

15. Candidates must apply for Parental Leave, and/or a Leave of Absence in writing, prior to the start date of the proposed period of leave, stating its commencement and end dates.
  - 15.1. Leave of Absence: Candidates must obtain the recommendation of the Principal Supervisor and endorsement of the PGRC.
  - 15.2. Leave of Absence in the coursework component of a graduate research degree: Candidates must obtain approval from the Dean for any variation that may be required, especially if units will be discontinued or will not be available on their return from Leave of Absence.
  - 15.3. Retrospective leave will not normally be considered.
16. Candidates must apply to extend their approved period of leave before it ends.
17. Candidates must apply to resume their candidature, with the endorsement of the relevant PGRC, before the end of their approved period of leave.
18. Candidates must record their approved period of leave on the Annual Progress Report.
19. Candidates must inform the Principal Supervisor of any Annual or Personal Leave taken, and these must be recorded on the Annual Progress Report.
  - 19.1. Annual Leave should be taken at a time negotiated with the Principal Supervisor.
  - 19.2. Personal Leave notification must be accompanied by appropriate documentation.

#### **Supervision**

20. Supervisors must meet the eligibility criteria in the *Graduate Research Degrees Regulations* and maintain their status on the University's Supervisor Register by completing approved training, as detailed on the GRO website.
21. The Principal Supervisor chairs all Supervisory Panel meetings, coordinates supervision, and is responsible for administrative matters relating to supervision.
  - 21.1. The Principal Supervisor must inform the candidate of the relevant regulations, policies, procedures, guidelines and any other legislation pertinent to the candidature, and where these documents can be located.
  - 21.2. The Principal Supervisor must advise the candidate in regards to obtaining any required ethics and safety approvals before the commencement of the relevant research activity.
    - 21.2.1. The Principal Supervisor will also provide advice on continued compliance throughout the research activity.

22. Where a Supervisor will be on leave for more than three (3) months, including on a Research Studies Program, they must advise the Head of School, by whatever name known or Pro Vice Chancellor Institute, the PGRC, the Supervisory Panel, and GRO of the arrangements agreed to with the candidate before going on leave.
  - 22.1. If the Principal Supervisor is on such extended leave, they should arrange for a temporary Principal Supervisor for the candidate.
    - 22.1.1. The Principal Supervisor may continue regular contact with the candidate.
    - 22.1.2. The temporary Principal Supervisor will be responsible for all administrative duties relating to supervision and other assistance required by the candidate.

#### Change of Supervisor/s

23. Candidates or Supervisors wishing to change the supervision arrangements should submit their application on the Change of Supervision Arrangement form.
24. Where an actual or perceived conflict of interest exists between a Supervisor and candidate, the Supervisor, in discussion with the Head of School, by whatever name known or Pro Vice Chancellor Institute, must remove themselves as a Supervisor for that candidate by applying to the Dean.

#### **Research Training**

25. Candidates are responsible for completing any mandatory training as posted on the GRO website.
  - 25.1. Candidates should complete any training offered by GRO before their Confirmation of Candidature unless otherwise specified.
  - 25.2. On admission, candidates are sent information on how to access and complete any online modules required.
26. All research degree candidates will attend an Induction meeting with their Supervisory Panel within the first month of candidature.
  - 26.1. Schools will provide candidates with relevant School-specific induction programs in the first semester of candidature.
27. Candidates should actively seek guidance from their Supervisors on all matters relating to research conduct at all stages of the research program including:
  - 27.1. identifying the research objectives and approach;
  - 27.2. determining the most appropriate formatting of their thesis, consistent with discipline norms;
  - 27.3. the thesis structure;
  - 27.4. obtaining ethics, safety and other required approvals;
  - 27.5. applying for grants and funding;
  - 27.6. conducting the research; and
  - 27.7. reporting research outcomes, as appropriate to the School.

28. Following agreement with their Supervisors, candidates enrolled for PhD or MPhil may undertake coursework units of study at the University to further their knowledge and skills as detailed below.
  - 28.1. The total credit must not be more than 12 points.
  - 28.2. The units must be of central relevance to the research program.
  - 28.3. Applications must be submitted by the deadlines stipulated on the Application for Additional Unit Enrolment form via [IRMA](#).

### **Confirmation of Candidature**

29. Candidates must complete all confirmation of candidature requirements within the timeframe stipulated in *the Handbook*.
30. Candidates must attend orientation.
31. Candidates must obtain the following approvals:
  - 31.1. Human research ethics approval, in accordance with the *Human Research Ethics Policy*, before commencing on data collection;
  - 31.2. Animal ethics approval for the care and use of animals for scientific purposes, in accordance with the *Animal Ethics Policy*, before working with animals;
  - 31.3. Safety approval by completing the Risk Assessment Murdoch Project (RAMP) form and any relevant associated forms, in accordance with the *Health and Safety Policy*, before working in the respective areas; and/or
  - 31.4. High-Risk Travel Approval, where a research project may involve travel to a high-risk country (DFAT Risk Level 3 'Reconsider Your Need To Travel' or DFAT Level 4 'Do Not Travel'. Risk levels are subject to change), from the University's High-Risk Travel Approver on the *High-Risk Travel Approval In-Principal Letter* from Audit and Risk.
32. The following components must be completed to the satisfaction of the Supervisory Panel and endorsement of the PGRC:
  - 32.1. A Research Proposal that establishes the rationale for the proposed research, the aims of the research, the methodology to be adopted, and the timeline that enables completion within the enrolment period stated in the [Graduate Research Degrees Regulations](#).
  - 32.2. A cohesive piece of academic writing and analysis on a topic approved by the Supervisory Panel and conforming to guidelines for the discipline area and research approach. This task may normally be a literature review, representing a critical analysis of relevant published research which locates the rationale for the proposed research.
    - 32.2.1. The Written Component (requirements 32.1 and 32.2 above) may be prepared either as a single, cohesive document or as two (2) separate documents (as described above), based on discipline norms and School-level guidelines.
    - 32.2.2. For research degrees that have probationary periods of 6 months, the Written Components described in 32.1 and 32.2 above should sum to approximately 10,000 words, with the research proposal normally around 4000 words and the Literature Review 6000

words. For graduate research degrees that have a probationary period of three (3) months, the written components should sum to approximately 6000 words, with the proposal normally consuming around 2000 words and the Literature Review 4000 words. The probationary periods are set out in *the Handbook*.

- 32.3. A budget, as outlined in the *Graduate Research Degrees Maintenance Funds Procedure*, should be attached to the Written Component.
- 32.4. An oral presentation at the Confirmation of Candidature Seminar of the research proposal that provides a comprehensive overview of the rationale for – and significance of – the research, its aims, proposed methodology (including justification of approach taken) and timelines. The presentation will be evaluated and will normally require 30 to 60 minutes (including question time). It will be advertised by the GRO as an open attendance presentation.
- 33. While not mandatory, the Supervisory Panel should consider inviting two (2) Expert Readers to review the Written Documents and evaluate the Oral Presentation.
  - 33.1. Expert Readers are recognised authorities in the area of the proposed research.
  - 33.2. At least one (1) Expert Reader should be external to Murdoch (particularly for PhD, MPhil, Professional Doctoral Degrees).
  - 33.3. Neither Expert Reader should have prior involvement in the research.
  - 33.4. Expert Readers should be present at the Confirmation of Candidature Seminar (or via Skype/Zoom) to ask questions of the candidate.
- 34. To ensure that the candidate has the sufficient skills and knowledge to successfully complete their research degree, the Confirmation of Candidature Written and Oral components will be assessed by the Supervisory Panel and endorsed by the PGRC.
  - 34.1. The PGRC, who is not usually a “content expert”, provides additional support to the candidate and Supervisors as necessary.

#### Oral Presentation Process

- 35. The Confirmation of Candidature Seminar should be as follows:
  - 35.1. The candidate selects a date and time for the Confirmation of Candidature Seminar in discussion with the Supervisory Panel within the timeframe stated in *the Handbook*.
  - 35.2. The GRO invites the Supervisory Panel, PGRC, and any Expert Readers, to the Confirmation of Candidature Seminar.
  - 35.3. When possible, the Confirmation of Candidature Seminar should be completed in person using a hybrid model for those that cannot attend.
    - 35.3.1. Under extraordinary circumstances, the Confirmation of Candidature Seminar can be completed in an online (e.g., videoconferencing) mode only.
  - 35.4. The Principal Supervisor chairs the Confirmation of Candidature Seminar.
  - 35.5. The candidate delivers the Oral Presentation as per Procedure 32.4.

- 35.6. Following this presentation, the candidate fields questions from the audience.
- 35.7. Expert Readers, if present, have first opportunity to ask questions. They should be allocated ~10 minutes each (~20 minutes total).
36. During the question time, the emphasis should be on the candidate's ability to respond to questions and defend their proposal.
- 36.1. Supervisors should not answer on the candidate's behalf. Any questions that the candidate does not answer appropriately should be discussed by the Supervisory Panel, PGRC, and any Expert Readers, following the presentation.
- 36.2. The audience should not respond to each other's questions. While useful suggestions may arise from such discussion, it does not assess the candidate's ability to undertake a research degree. These conversations should best take place at another time.
37. After the Oral Presentation, the Supervisory Panel, PGRC, and any Expert Readers, discuss the candidature without the candidate present.
38. Following this discussion, the Supervisory Panel, with the endorsement of the PGRC, makes one of the recommendations, as set out in the [Graduate Research Degrees Regulations](#), to the Dean.
39. If an extension has been recommended, the Supervisory Panel will re-convene to evaluate any revised work before making a final recommendation on the candidature.
40. The candidate must enter the Confirmation of Candidature milestone in [IRMA](#), which generates email prompts for the Supervisory Panel and the PGRC to approve the milestones.
41. The Principal Supervisor enters the appropriate supervisory milestone in [IRMA](#).
42. The Dean informs the candidate and Supervisory Panel of the outcome.

### **Progress Reports**

43. The Supervisory Panel and the candidate must meet to review progress to jointly submit required Progress Reports to GRO, after obtaining the PGRC's endorsement, via [IRMA](#).

### **Variations to Candidature**

44. Domestic candidates who wish to change from the internal to external mode of enrolment, or vice versa, must submit the Variation of Candidature/Scholarship form via [IRMA](#) to the Manager for approval.
45. International candidates who wish to change their enrolment mode must consult the Manager.
46. The Request for leave/suspension form must be submitted via [IRMA](#) to the Manager prior to the following taking place:
- 46.1. Leave of Absence;
- 46.2. Parental or Partner Leave;
- 46.3. Change of enrolment type (full-time to part-time or vice versa); or
- 46.4. Change of course.

47. A candidate who has applied for an approved period of leave under Procedures 46.1 and 46.2 will have an Intermittent status with the following privileges normally limited:
  - 47.1. Suspended access to supervision;
  - 47.2. Reduced access to library and email;
  - 47.3. Suspended maintenance funds; and
  - 47.4. Suspended scholarship payments.
48. Candidates wishing to resume candidature following an approved period of leave under Procedures 46.1 and 46.2 must complete the relevant milestone in IRMA.

#### Withdrawal from Candidature

49. To withdraw from candidature, the candidate must submit the Notification of Withdrawal form via IRMA.

#### Withdrawal from a Coursework Unit

50. To withdraw from a coursework unit, candidates must consult with the GRO before submitting a written request, with appropriate documentation and the Principal Supervisor recommendations, for approval before the relevant census.
51. The application for a an Approved Withdrawal from, or Fee Remission for, a coursework unit must be in writing to GRO, and must include relevant documentation, a recommendation from the Principal Supervisor, and endorsement of the PGRC.

#### Transfer of Candidature

52. Candidates wishing to transfer from a Master of Philosophy (MPhil) to a Doctoral Degree (Research) (PhD) must submit the Transfer of Degree type form via IRMA, supported with the candidate's Annual Progress Report or a comparable progress report, and endorsement from the Principal Supervisor and PGRC that the MPhil work is capable of development to a PhD level, and subject to admission conditions, as outlined in the *Graduate Research Degrees Regulations*.
53. Candidates wishing to transfer from a PhD to an MPhil must apply in writing to the GRO, with an endorsement by the Principal Supervisor and PGRC, in accordance with the *Graduate Research Degrees Regulations*.

#### **Thesis Submission**

54. At least three (3) months prior to the submission of the thesis for examination:
  - 54.1. Candidates enrolled before 1 January 2022 must advise if they will elect to undertake an oral examination.
  - 54.2. Doctoral Degree candidates enrolled prior to 1 January 2022 not undertaking an oral examination must give a completion seminar prior to submitting their thesis for examination.
    - 54.2.1. GRO will coordinate the details of the completion seminar procedures with the Supervisory Panel and the candidate.
55. At least two (2) months before the thesis is submitted for examination, the following must take place:



- 55.1. Candidates must submit the thesis title and a draft abstract of approximately 300 words to GRO, Supervisors and relevant PGRC as notification of their intention to submit.
- 55.2. The Principal Supervisor must nominate recommended examiners, confirm their agreement to be nominated as an examiner, and submit the nominations on the Nomination of Examiner form to GRO.
- 55.3. The Principal Supervisor will send the abstract to the examiners in the invitation.
56. The Principal Supervisor must provide a Supervisor Statement in IRMA which:
  - 56.1. advises that the candidate has completed the approved research program under the direction of the Supervisors during the enrolment period, in accordance with the *Graduate Research Degrees Regulations*;
  - 56.2. confirms that the thesis is of sufficient merit to warrant examination;
  - 56.3. confirms that the thesis is of an appropriate English language and presentation standard to warrant examination; and
  - 56.4. comments on any special circumstances relevant to the thesis preparation and examination.
57. The candidate and Principal Supervisor must jointly submit a Candidate/Supervisor Declaration in IRMA.
58. Except in extraordinary circumstances, GRO will not dispatch the thesis to examiners until the following forms have been received via IRMA and the nominated examiners have been approved by the Dean:
  - 58.1. Nomination of Examiner;
  - 58.2. Supervisor Statement; and
  - 58.3. Candidate/Supervisor Declaration.
59. The candidate must ensure that the thesis presentation and format meet the following requirements:
  - 59.1. must not exceed 100,000 words for the Doctoral Degree (Research), 60,000 for the Doctoral Degree (Professional), Master of Philosophy (M Phil) and Master of Laws by Research (LLM (Res)), and 40,000 for other Masters Degrees (Research) listed in the Handbook, excluding footnotes, maps, diagrams and bibliography, unless otherwise approved by the Dean on the recommendation of the Principal Supervisor;
  - 59.2. must have at least the following sections:
    - 59.2.1. An abstract;
    - 59.2.2. Table of Contents: each chapter/section of the thesis should be listed in order of appearance, with universal page numbering applied;
    - 59.2.3. Introduction: a critical overview of the entire thesis project and its contribution to the field of research, followed by a brief chapter overview or structural outline of the thesis;
    - 59.2.4. Literature Review: a comprehensive and current review of key research in the field;

- 59.2.5. Relevant chapters related to the research conducted.
- 59.2.6. Conclusion: a synthesis of the overall project and its significance; and
- 59.2.7. Reference list: a universal list of references cited in the entire thesis, including references from individual papers, at the end of the thesis.
- 59.3. must be in 1.5 or double-spaced typescript;
- 59.4. should normally be in size 12 font;
- 59.5. may be printed double-sided if hard copies are required;
- 59.6. must be in a format suitable for examination, with both a digital and hard copy of the thesis available on request, and as set out in Procedure 61; and
- 59.7. must include the candidate's statement verifying its authorship and originality, and contribution, in accordance with the *Graduate Research Degrees Regulations*, citing that:
  - 59.7.1. the thesis is the candidate's own research, except where other sources are fully acknowledged in the appropriate format; or
  - 59.7.2. the work of others has been used, documented by a per cent allocation of work by other contributors, and signed by the candidate and Principal Supervisor;
  - 59.7.3. All contributors should have sighted the document and agree to the percentages through email confirmation, uploaded to IRMA.
  - 59.7.4. (except for a resubmitted thesis) the thesis contains as its main content work which has not been previously submitted for a degree at any university;
  - 59.7.5. the University supplied plagiarism software has been used to ensure the work is of the appropriate standard to send for examination;
  - 59.7.6. any editing and proof-reading by professional editors comply with the standards set out on the GRO website; and
  - 59.7.7. all necessary ethics and safety approvals have been obtained, including their relevant approval or permit numbers, as appropriate.
- 59.8. Irrespective of the work included, the thesis, when possible, should be a continuous piece of work utilising continuous page numbering, figure, table and image numbers and a single unified reference list.
- 59.9. Any Murdoch University logo used must comply with the Murdoch University *Brand Policy*.
- 60. The structure of the thesis should be discussed with the Supervisory Panel, and the candidate should refer to the GRO website for advice on possible structures or review examples provided within their own disciplines.
- 61. Candidates for Doctoral and Masters Degrees must submit an electronic (PDF) copy for examination along with the required number of print copies (as specified by GRO) to meet examiner requirements.
  - 61.1. Print copies required by any examiners should be spiral-bound.

### Structure of the thesis with a creative component:

62. The thesis with a creative component must comprise two (2) components that together make up the thesis.
  - 62.1. It must include a major research question, or set of questions, investigated through the two different means (scholarly writing and creative work), both aspects of which address the same question.
63. Candidates must have sole responsibility for the research -relevant aspect of the work if it is a collaboratively achieved production and must be the sole author of the written component.
64. Candidates must be the single or lead practitioner in their proposed creative component, i.e. primary artist, director, dramaturg, choreographer or writer for performance.
65. Where the creative component is a piece of creative writing, the combined maximum word length must comply with the limits stipulated in the *Graduate Research Degrees Regulations*.
66. The creative component, where it is not already in a written form such as creative writing or scripts, should be appropriately documented in a suitable digital format.
  - 66.1. Candidates and their Supervisors should give consideration to how the work can be adequately and appropriately captured for examination and for ensuring that the original data are recorded and stored in accordance with the University's applicable policies.

### **Thesis Examination**

67. All examiners will be provided with guidelines suitable to the type of thesis under examination.
68. If the examiner's report is not received within six (6) weeks, GRO sends a reminder of the due date to the examiner.
69. If the examiner's report is not received within eight (8) weeks, GRO contacts the examiner.
70. If the examiner fails to provide a report within twelve (12) weeks of receipt of the thesis, the Dean may request that the thesis be sent to the reserve examiner, who was nominated by the Principal Supervisor at the thesis submission.
71. The Supervisory Panel may request that examiners complete a non-disclosure agreement (NDA) in situations that the thesis contains information sensitive to commercial interests.
72. Each examiner recommends one of the following classifications, as outlined in the *Graduate Research Degrees Regulations*:
  - 72.1. Award (A);
  - 72.2. Revise and Resubmit (RR);
  - 72.3. Non-Award (NA); or
  - 72.4. Alternative Degree (AltD).
73. Following the receipt of the examiner reports, for candidates enrolled before 1 January 2022 not undertaking an oral examination, the examiner reports on the

written thesis are returned as recommended outcomes and are actioned as outlined in Procedure 84.

#### Examination of a Live Performance

74. Examiners normally engage with the documentation (in digital format) of the live event rather than be in attendance.
75. In the event that some or all of the examiners may be able to attend the live performance, that practical component of the thesis may be presented for examination up to six (6) months in advance of the written component.
76. All examiners, in any case, are provided with the documentation of the live event when they are sent the thesis.
77. The examiner is asked to prepare a single report considering both the practical and written components of the thesis and is *not* be asked to submit a separate report on the performance.
  - 77.1. similarly an examiner is asked to make a single recommendation in respect of the award of degree.
78. As with the normal practice of examination, the examiners *may not* consult each other in respect of either or both performance and written components but are asked to reach an individual judgement.

#### Oral Examination

79. Candidates enrolled after 1 January 2022 must proceed to the oral examination.
80. For candidates enrolled before 1 January 2022 who have elected to undertake the oral examination, following the receipt of the examiner recommendations, the Dean recommends that the candidate:
  - 80.1. proceeds to the oral examination; or
  - 80.2. should not proceed to the oral examination and that the recommended outcomes be sent to the Board of Studies for further discussion and resolution.
81. Candidates undertaking the oral examination proceed to the oral examination within twenty (20) days of the GRO approving all the examiner reports.
82. The GRO informs the candidate and Supervisory Panel of the details for the oral examination which:
  - 82.1. must consist of the candidate, an independent Chair of the proceedings, and the examiners;
  - 82.2. have a duration of one to two (1-2) hours inclusive of all discussion and decision-making; and
  - 82.3. is conducted in a hybrid meeting model using an appropriate online collaborative meeting software, as necessary.
83. Following the oral examination, GRO collates the examiner reports on both the written thesis and oral examination and proceeds to Procedure 84 for the recommended outcomes to be actioned.

#### Recommended Outcomes

84. Upon receipt of the examiners' recommendations, the documents are checked for consistency and appropriateness by the PGRC, who then approves the

- recommendations to the Dean, after which, if approved, are forwarded to the Candidate and Supervisory Panel.
- 84.1. Identified issues with the examiners' recommendations are forwarded to the Dean for action prior to sending to the Candidate and Supervisory Panel.
85. The examiners' recommended outcomes are actioned according to the award classification.
86. Where all examiners recommend award A:
- 86.1. The GRO provides the examiner reports to the candidate, Supervisory Panel and the relevant PGRC.
- 86.2. The candidate must document any corrections/additions in a point-by-point format for approval by the Principal Supervisor, PGRC and Dean, before it is submitted to the GRO within two (2) months of receiving the outcome.
- 86.3. The Dean sends a letter of congratulations to the candidate with further instructions on the process for addressing any reviewer comments and graduating.
87. Where all examiners recommend RR:
- 87.1. The GRO provides the examiner reports to the candidate, Supervisory Panel and the relevant PGRC.
- 87.2. The candidate is provided three (3) months to make the necessary changes to the thesis for resubmission to the original examiners.
- 87.2.1. The candidate may only resubmit once;
- 87.2.2. All changes, or the rationale for not addressing a concern, should be recorded in a separate point-by-point response document, and all changes should be highlighted in the thesis; and
- 87.2.3. Upon resubmission, the examiner(s) are provided with the revised thesis, de-identified copies of original examiner reports and the point-by-point responses.
- 87.3. At resubmission, examiners are only allowed to recommend A or NA;
- 87.4. The Board of Studies may recommend termination of candidature if:
- 87.4.1. Any examiner in the revised thesis recommends NA; or
- 87.4.2. The candidate fails to resubmit within the allowed timeframe without an approved extension.
88. Where one examiner recommends A and the other RR:
- 88.1. All procedures outlined in 87 are followed for the result of RR.
- 88.2. Alternatively, the candidate and Principal Supervisor may request in writing that the Board of Studies review the examiner reports and appoint an adjudicator.
- 88.2.1. The request must be presented in writing and highlight issues that the candidate and Principal Supervisor believe indicate a substantive disagreement between the recommendations of the examiners

- 88.2.2. If the Board of Studies recommends that an adjudicator is to be appointed, the thesis, de-identified examiners' reports and the justification for an adjudicator are sent to the Adjudicator for consideration.
  - 88.2.3. Instructions to the Adjudicator are provided by the GRO following the recommendation from the Board of Studies.
  - 88.2.4. The Adjudicator will provide a recommendation for the adjudication of the provided outcomes and will not act as an additional examiner.
  - 88.2.5. If the Board of Studies recommends that an adjudicator is not to be appointed, Procedure 88.1 applies.
89. Where one of the examiners recommends NA or AltD the first time:
- 89.1. The Dean will contact the Supervisory Panel and relevant PGRC to discuss the outcome and possible options.
  - 89.2. The matter is referred to the Board of Studies for the appropriate action, which could include:
    - 89.2.1. That Supervisors and the candidate be asked to submit a response to the examiner to provide recommendations for further consideration by the Board of Studies;
    - 89.2.2. That the thesis should be sent to either an adjudicator or a third examiner;
    - 89.2.3. That the thesis be revised and resubmitted for re-examination;
    - 89.2.4. That, in the instance of two (2) or more examiners recommending NA, that the examination be recorded as NA and candidature terminated; or
    - 89.2.5. Any other course of action as deemed appropriate to the situation.
90. The Dean communicates the examiner recommendations and the course of action recommended by the Board of Studies to the candidate, the Supervisory Panel, and relevant PGRC within ten (10) University working days following the Board of Studies decision.
91. The Board of Studies will not recommend that a degree be awarded and may recommend termination of candidature if:
- 91.1.1. All examiners recommend NA;
  - 91.1.2. An appointed adjudicator supports the recommendation of NA;
  - 91.1.3. An additional examiner recommends NA;
  - 91.1.4. Examiners recommend the candidate be awarded another degree;
  - 91.1.5. Examiners recommend the candidate resubmit the thesis for examination for another degree; or
  - 91.1.6. The candidate has failed to undertake the actions required by the Board of Studies within the specified timeframe without an approved extension and after notification has been given.

#### Appointment of a new examiner

92. To request an alternative examiner, a formal written request with supporting evidence must be provided by the candidate and Supervisors to the Board of Studies to consider if an examiner was biased or otherwise inappropriate in their assessment.
93. If an additional examiner is approved, the report from the additional examiner will be considered by the Board of Studies in conjunction with the original allowed examiner report.

#### Resubmission of Thesis

94. Candidates who are required to submit their thesis for re-examination following the Board of Studies recommendation must:
  - 94.1. tabulate all major amendments required by all examiners on the Summary of Amendments form before the thesis is submitted for re-examination;
  - 94.2. resubmit the thesis for examination within three (3) months from the date of notification by GRO, except where the Dean is satisfied that this timeframe should be extended.
95. The Principal Supervisor must approve the amended copy of the thesis, as detailed in Procedure 60<sub>1</sub>, before it can be dispatched for re-examination.

#### Final Outcome

96. All examiners are advised of the final outcome of the examination process.
  - 96.1. when the Board of Studies requires that the thesis be revised and resubmitted, the examiners are advised of that decision at the time it is made and, where necessary, invited to re-examine the revised thesis.
  - 96.2. examiners are provided with a de-identified copy of the allowed reports of the other examiner(s).
97. Following the final outcome, the candidate and Principal Supervisor proceed towards the final production of the thesis in Procedure 98.

#### Final Production of Thesis

98. Before a degree is conferred:
  - 98.1. The candidate must complete any amendments and changes to the thesis, and summary of amendments, as required by the Dean or the Board of Studies;
  - 98.2. The Principal Supervisor must submit the Acknowledgment of Completion of Amendments, with the summary of amendments attached, to the GRO;
  - 98.3. The Dean must approve that the amendments and changes have been satisfactorily completed;
  - 98.4. The Principal Supervisor must approve the Graduation Statement; and
  - 98.5. The candidate must deposit one (1) digital copy of the thesis in the University Library. The format for the thesis must comply with the repository requirements as approved by the Library.
    - 98.5.1. GRO transmits to Academic Council the recommendation that the degree be awarded once confirmation has been obtained that the digital copy of the thesis has been submitted to the Library, and any

fees encumbrance identified on the student record has been cleared.

99. The candidate must provide a digital copy to each Supervisor and may provide a bound print copy to the Principal Supervisor on request.
100. Candidates wishing to apply for an access restriction (embargo) on the thesis may do so in writing to the Dean, with the Principal Supervisor's endorsement.

### **Graduation**

101. Candidates in the Research Masters with Training (RMT) and Accelerated RMT (aRMT) must apply for a fieldname on the Application for Fieldname – Research Masters with Training (RMT) form.

101.1. Candidates should refer to the *Award Nomenclature, Certification and Issuance Policy*.

### **PROCEDURES RELEVANT TO SECTION 2 OF THE GRADUATE RESEARCH DEGREES REGULATIONS**

102. Candidates and Supervisors must contact the respective Discipline for procedures relevant to the coursework component of the graduate research degree.
103. Candidates must enrol in a unit in the first week of the academic period.
  - 103.1. Unit enrolment in the second week of the academic period is permitted only with written permission from the Unit Coordinator.

### **Award of Credit or Advanced Standing**

104. Candidates in the Doctoral Degree (Professional) and Masters Degree (Research) that include coursework should discuss the course requirements with the Supervisors and apply to the Dean on commencement for Award of Credit or Advanced Standing.
105. Where advanced standing of 6 points or more is granted, the maximum course candidature time will be reduced accordingly (i.e. by 3 months for every 6 points of advanced standing awarded).

### **Completion of Coursework Component**

106. Upon completing the coursework component of the graduate research degree, candidates must advise GRO to request enrolment in the thesis component of the course.

## **Governance**

<b>Approval Authority</b>	Deputy Vice Chancellor Research and Innovation
<b>Owner</b>	Deputy Vice Chancellor Research and Innovation
<b>Legislation mandating compliance</b>	
<b>Category</b>	Primarily academic



<b>Related University Legislation and Policy Documents</b>	<a href="#">Animal Ethics Policy</a>
	<a href="#">Graduate Research Degrees Dispute Resolution Procedure</a>
	<a href="#">Graduate Research Degrees Joint Doctoral Degree (Research) Policy</a>
	<a href="#">Graduate Research Degrees Regulations</a>
	<a href="#">Human Research Ethics Policy</a>
	<a href="#">Health and Safety Policy</a>
	<a href="#">Graduate Research Degrees Maintenance Fund Procedure</a>
<b>Date effective</b>	08/08/2023
<b>Review date</b>	12/12/2025

## Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Administrative amendment	08/05/2024	
Administrative amendment	08/08/2023	
Approved	12/12/2022	RDSC/12/2022(i) and RDSC/13/2022
Administrative Amendment	12/07/2020	
Approved	13/09/2021	RDSC/09/2021(v)
Administrative Amendment	08/10/2020	
Approved	13/02/2020	RDSC/02/2020(i)(ii)
Approved by AC	12/03/2019	AC/16/2019(ii)
Approved	16/03/2017	RDSC/03/01/2017
Approved	25/11/2014	RDSC/11/01/2014
Rescinded 2012	25/11/2014	RDSC/11/02/2014
Noted by AC	05/11/2014	AC/145/2014(i)

Approved	16/10/2014	RDSC/10/02/2014
Noted by AC	08/08/2012	AC/124/2012(vi)
Approved	2012	

*Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.*