

Replaces (please remove) Section 5.15 issued 04/09

5.15 RULES REGARDING THE EXAMINATION AND AWARD OF RESEARCH HIGHER DEGREES

This document has been prepared to provide information regarding research higher degrees examination procedures. It is not an attempt to cover every detail of the administrative procedure but it does seek to meet a perceived need for information relating to practical details regarding handling and administrative procedures.

1. Rules for Preparation and Submission of a Dissertation

For detailed advice candidates should refer to Section 4.5 Guidelines for the Preparation of Research Dissertations.

1.1 Print Allowed for Dissertations

The dissertation should be printed using the equivalent of a high quality bubblejet or laser printer.

1.2 Photographs

Full page photographs should be properly bound into the dissertation. Smaller photographs must be firmly fixed to the page and a margin of at least 40mm wide should be left on the binding edge.

1.3 Binding at Time of Submission

At the time of submission for examination a dissertation should be bound in temporary form. The temporary binding must be strong enough to prevent damage to the dissertation during the ordinary course of postage and handling.

Ring and spring folders are not acceptable.

1.4 Number of Copies Required at Time of Submission

All research programs - 4 copies

These are used by the Office of Research and Higher Degrees for the examination process. One copy is held in the Office in case of damage or loss during mailing to external examiners. If fewer copies are submitted than the number specified, the examination is delayed until outstanding copies are submitted.

1.5 Provision of Information by Candidates at Time of Submission

At the time of submission candidates are required to complete a form (HD3) providing information that will be used as the basis for all further correspondence, and to update records. (Note: a candidate with outstanding fees will have an embargo placed on the examination of the dissertation.)

1.6 Responsibilities of the Principal Supervisor at this Stage

The University places major responsibility on higher degree supervisors to ensure that a dissertation is ready for formal examination before it is submitted.

A supervisor's statement form (HD4) should be completed and signed by the supervisor, endorsed by the Dean and forwarded to the Office of Research and Higher Degrees.

2. Nomination of Examiners

A completed nomination form (HD2) must be completed and forwarded to the Office of Research and Higher Degrees. To minimise delays, it is suggested that a Faculty representative contact prospective examiners to confirm their willingness and availability to examine the dissertation. It is recommended that a reserve examiner be nominated. If a Faculty representative has not ascertained the willingness of the nominated examiners to review the dissertation, a formal letter of invitation and a copy of the abstract will be sent from the Office of Research and Higher Degrees.

3 Submission of Dissertation

- 3.1 A candidate shall give at least one month's written notice to the Dean of intention to submit the dissertation for examination. Such notice shall include the full title of the dissertation.
- 3.2 The candidate's principal supervisor shall countersign the notice, and certify that the candidate has completed all preliminary studies prescribed for the degree. The candidature shall end when the dissertation is submitted.
- 3.3 Should the principal supervisor withhold endorsement for any reason other than failure to complete prescribed studies, the candidate may appeal to the Dean for the dissertation to be submitted for examination.
- 3.4 Four copies of the dissertation to be examined shall be submitted to the examiners through the Office of Research and Higher Degrees. They shall be accompanied by the 'Statement by Supervisor' form certifying that the dissertation is of a satisfactory standard of presentation and the 'Statement by Candidate' form. Presentation shall include the legibility, accuracy and general appearance of the typing, the quality of graphic material or illustrations and of binding (even when this is of a temporary nature).

4 Postage of Dissertations

All dissertations are sent by Express Courier in Australia and by Economy Air to overseas countries. The University bears postage costs. If a student wishes to have the dissertation sent at a rate not normally covered by the University (eg priority paid) this cost must be met by the student.

5 Follow-up Action

Examiners are requested to return their reports within six weeks. The Office of Research and Higher Degrees sends reminder messages to examiners as appropriate.

6 Consideration of Examiners Reports

When all examiners' reports have been received they are forwarded to the Dean together with a copy of the dissertation for the provision of a Faculty recommendation to the Research Committee of the University. The recommendation together with the examiners' reports and a copy of the dissertation should be returned to the Office of Research and Higher Degrees within two weeks.

Faculties are responsible for the payment of fees to external examiners. The AVCC regards the fee as an honorarium rather than a payment for the work involved in examining the dissertation, and provides an annual recommendation of fees. (This schedule is available from the Office of Research and Higher Degrees and is forwarded to the Deans each year.)

7 University Decision on the Award of a Research Higher Degree

The Research Committee shall make a decision regarding the outcome of the examination process. This responsibility normally resides with the Chairperson of the Committee. The decision will be based on the recommendation of the examiners and with due consideration of the comments provided by the Dean who should provide a recommendation regarding the timelines for revision and submission for re-examination.

The Office of Research and Higher Degrees shall provide formal written advice to the candidate on the outcome of the examination process and the nature of any required revisions.

8 Submission of Permanently Bound Copies of the Dissertation

As from 2001, the University has participated in the Australian Digital Theses (ADT) Program. This provides for the routine storage of USQ research dissertations in digital form. Candidates who commenced their course on or after January 2001 are required to submit a copy of their final dissertation in electronic format. Candidates who commenced before January 2001 are encouraged to deposit their dissertation in digital format. This electronic copy must be sent to the Office of Research and Higher Degrees together with three or four permanently bound copies. The Library will archive a paper copy should the student wish to provide a copy in that format.

The University Library will be responsible for submitting data to the Central Australia Digital Theses database and uploading the dissertation to a USQ server in the appropriate format and using ADT program software.

The corrected and permanently bound copies of the dissertation must be delivered to the Office of Research and Higher Degrees before the degree can be awarded. In most cases, a statement from the Dean certifying that all required revisions have been completed satisfactorily should

accompany these copies of the dissertation. It is the candidate's responsibility to make all corrections.

9 Award of the Degree

The Deputy Vice-Chancellor (Academic) gives executive approval for the award of the degree. Research degrees are awarded as from the date of executive approval by the Deputy Vice-Chancellor (Academic) even though the next relevant graduation ceremony may be some time away.

10 Distribution of Dissertation copies

Copies of the dissertation are distributed as follows:

10.1 one copy to the Principal Supervisor

10.2 one copy to the Library (electronic copy if candidature commenced after January 2001)

10.3 one copy to the Dean to be retained by the Faculty

10.4 any remaining copies are returned to the student unless special instructions have been received to the contrary.

If the candidate requests restrictions to be placed on access to the dissertation copies held in the University libraries, the request is referred to the Research Committee for consideration. If this is approved, the candidate is notified and a copy of this letter is sent to the libraries involved.