



Faculty of Arts

HDR Thesis Editing Support Guidelines

The Faculty of Arts allows for provision of professional editing on theses requiring special attention. In the past, recipients of this funding have been dealt with in an ad-hoc or on a case-by-case basis. This document sets out general principles for selection and editing of special case theses in accordance with the guidelines for editors established by the Deans and Directors of Graduate Studies and adopted by the URC.

Faculty will call for expressions of interest from Professional Thesis Editors every two years. The call will be advertised (on Arts website/email/in the press) requesting that interested people provide their hourly rates and/or one-off consultancy fee.

Thesis Editors will be selected from the resulting register on a competitive basis of both rates and experience with Social Sciences and Humanities writing subject to availability at the time.

All supervisors, students and any Professional Editors used by the Faculty of Arts should ensure they have read the Policy developed by the Deans and Directors of Graduate Studies collaboratively with the Council of Australian Societies of Editors – available at: <http://www.ddogs.edu.au/download/959815888>

Policy:

1. Proof reading, final editing and providing the best possible finished product for submission is an integral part of the training process of academia. In normal circumstances, the HDR candidate is expected, under guidance from supervisors, to produce a clearly argued and well expressed thesis that will require minimal correction from external readers.
2. Care in ensuring all enrolled HDR candidates meet the Faculty language requirement of an IELTS level of 6.5 will normally ensure that theses of an acceptable level of expression can be produced within the standard supervisory process.
3. Where there are needs for editorial help identified early in the supervision process, sample chapters should be taken to the Learning Development Centre for workshopping.
4. The Faculty acknowledges, however, that in some instances capable HDR students admitted to Faculty may have special needs requiring assistance beyond the normal duties of supervisors and LDC staff (e.g. people with English as a Second Language, medical conditions affecting language ability).
5. Accordingly, Faculty will maintain a budget line in the FRC for provision of limited outside professional editorial reading of theses.

Procedure/conditions:

6. Students will normally make application through supervisors.

7. Supervisors of the student will need to supply, in writing, a supporting argument for professional editorial work outside of normal supervisory help countersigned by the student.
8. Applications should be submitted to the Chair of the Faculty Research Committee (FRC) through the Faculty's Research Support Team along with the first two chapters of the draft.
9. The Chair of the FRC will convene a sub-committee to determine that the work requires more than the usual supervisory input and that the case is a deserving one.
10. Normally assistance will be provided only where there is evidence of the need being recorded in formal review processes (Initial Research Presentation Review/Annual Progress Report) prior to the session in which the thesis is to be submitted.
11. Professional thesis editing will only be supplied upon proof of a whole thesis being near completion in final draft form (at least three quarters of the planned work).
12. Professional thesis editing is available only for the Academic Session for which the student will be submitting their Thesis for examination.
13. There is a maximum of \$3000 available to each applicant deemed in need of professional editorial support. This sum will be reviewed annually.
14. All correspondence with the Editor will be handled through the Research Support Team, who provide administration for the FRC.
15. The Editor's comments will be forwarded to supervisors, who will check on clarity of instructions and consistency with their own advice and then make recommendations to the student for amendments to the draft thesis.
16. Once the amendments have been made to the supervisors' satisfaction, a report of the outcome will be submitted to the Chair of the FRC signed by both supervisors and the candidate.
17. Supervisors and the Head of Postgraduate Studies should note the requirement to indicate in the submission papers that editorial assistance has been used, the closeness of fit between the editor's academic specialisation and the thesis discipline, and the extent of the editor's intervention.

Revised and ratified at Faculty Executive 02.03.07