

**Memo to All Supervisors of HDR students, Heads of Postgraduate Studies, Heads of Units**

I am writing to you to highlight an important issue in the submission of Masters and Doctoral theses. Recently some thesis examiners have requested clarification regarding the contribution of collaborators (including supervisors) in theses, as no information has been provided by the student. It is understood that the work of Higher Degree Research (HDR) students is often done in collaboration with supervisors and other researchers. However, it is only under special cases that studies ‘carried out jointly with other persons may be accepted’ (Part 10 Higher Degree Research Rules, Section 45, General Course Rules: [http://www.uow.edu.au/about/policy/UOW058680.html#P876\\_86358](http://www.uow.edu.au/about/policy/UOW058680.html#P876_86358)).

In such cases, examiners need to be clearly informed about the roles of any collaborators in the work presented in a thesis. To provide examiners with the necessary information, the Thesis Examination Committee has determined that a clear explanation be provided at the beginning of all such theses. Effective immediately, the certification that is written at the front of all such theses must include a full explanation of the level of contributions from any collaborators for work presented in the thesis. This includes contributions from supervisors that are beyond the standard supervisory role (See Part 6 of the Code of Practice – Supervision <http://www.uow.edu.au/about/policy/UOW058665.html>). For example, explanations about a supervisor’s contributions would be needed where the supervisor is the first author on a publication resulting from work done within the thesis or where the supervisor has undertaken data collection, analysis or interpretation.

Accordingly, the ‘certification’ pro-forma has been amended to stress the need for such clarification. The amended declaration reads

‘I,..... declare that this thesis.....is wholly my own work unless otherwise referenced or acknowledged *below*. The document has not been submitted for qualifications at any other academic institution.’

Supervisors and Heads of Postgraduate Studies are requested to be diligent in ensuring that there has been full disclosure in the certification and that the Code of Practice – Supervision and course rules have not been breached.

Your help in this matter will ensure that your students receive fair and comprehensive examinations.

Yours sincerely



Assoc. Prof. Kris French  
Chair, Thesis Examination Committee  
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