# HIGHER DEGREE RESEARCH THESIS PREPARATION, SUBMISSION AND EXAMINATION POLICY

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<tr>
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**First Approved by:** University Council

**Custodian title & e-mail address:**
Manager, Graduate Research School
graduate-research-school@uow.edu.au

**Author:**
Manager, Graduate Research School

**Responsible Division & Unit:**
Graduate Research School, Research and Innovation Division (RAID)

**Supporting documents, procedures & forms:**
- [Admissions Rules](#)
- [Conflict of Interest Policy](#)
- Digital Repository Form
- [General Course Rules](#)
- [Higher Degree Research (HDR) Student Academic Complaints Policy](#)
- [Joint Doctor of Philosophy Agreement Policy](#)
- Nomination of Examiners Form
- [Thesis Examination Committee Terms of Reference](#)

**Relevant Legislation & External Documents:**
- [Council of Australia Society of Editors, Editing Academic Theses](#)
- [Higher Education Standards Framework (Threshold Standards) 2015](#)

**Audience:**
Public

Submit your feedback on this policy document using the [Policy Feedback Facility](#).
Contents

1 Purpose of Policy 3
2 Definitions and Acronyms 3
3 Application & Scope 4
4 Thesis Preparation and Format 5
5 Nomination of Examiners 5
6 Selection of Examiners 6
7 Thesis Submission 6
8 Thesis Examination 7
9 Thesis Examination Committee (TEC) 8
10 Completion of Candidature 9
11 Retention of Theses by the University 9
12 Roles and Responsibilities 9
13 Record Keeping 10
14 Version Control and Change History 11

APPENDIX 1 – UOW HDR THESIS FORMATTING REQUIREMENTS 12
APPENDIX 2 – UOW THESIS BY COMPILATION FORMATTING REQUIREMENTS 14
APPENDIX 3 – SELECTION OF EXAMINERS 15
APPENDIX 4 – EXAMINER REPORTING FORMS 16
APPENDIX 5 – DECISIONS OF TEC 19
1 Purpose of Policy

1. This policy expands on the University’s rules governing the preparation and submission of theses found in Section 10 of the General Course Rules (Higher Degree Research Rules).

2. Its purpose is:
   a. to provide clear, consistent and detailed requirements for thesis preparation, submission and examination at the University of Wollongong (UOW); and
   b. to ensure the academic integrity of Higher Degree Research (HDR) processes.

3. This policy supports UOW’s strategic goal to recruit, support and reward high-quality HDR students, align them to research strengths and develop them to ensure their successful careers in academia, government and industry.

2 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition (with examples if required)</th>
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</thead>
<tbody>
<tr>
<td>ADR</td>
<td>Associate Dean (Research)</td>
</tr>
<tr>
<td>Doctoral Degrees</td>
<td>Doctor of Business Administration (DBA)</td>
</tr>
<tr>
<td></td>
<td>Doctor of Creative Arts (DCA)</td>
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<td></td>
<td>Doctor of Philosophy (PhD)</td>
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<td></td>
<td>Doctor of Philosophy (Clinical Psychology) (PhD(ClinPsyc))</td>
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<td></td>
<td>Doctor of Philosophy (Integrated) (PhD(Int))</td>
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<td></td>
<td>Doctor of Public Health (DPubHlth)</td>
</tr>
<tr>
<td></td>
<td>Doctor of Education (DEd)</td>
</tr>
<tr>
<td>Candidate</td>
<td>A person enrolled to study or registered for a course</td>
</tr>
<tr>
<td>DOR</td>
<td>Dean of Research – oversees all aspects of HDR research administration within the University</td>
</tr>
<tr>
<td>Examiner</td>
<td>A person or persons with responsibility for the assessment of theses</td>
</tr>
<tr>
<td>HDR</td>
<td>Higher Degree Research. HDR courses are: Research Masters Degrees, Doctoral Degrees, Doctoral Degree by Published Works, or Higher Doctoral Degrees</td>
</tr>
</tbody>
</table>
| Higher Doctoral Degrees | Doctor of Laws (LLD)  
<p>|                     | Doctor of Letters (DLitt)                                                                           |
|                     | Doctor of Science (DSc)                                                                             |
| HPS                | Head of Postgraduate Studies – oversees and coordinates all aspect of HDR candidature within faculty schools |</p>
<table>
<thead>
<tr>
<th><strong>International Examiner</strong></th>
<th>A person or persons based outside of Australia, who is not a UOW staff member, with responsibility for the assessment of theses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Joint PhDs</strong></td>
<td>A PhD undertaken under an agreement between UOW and an Overseas institution.</td>
</tr>
<tr>
<td><strong>MPhil</strong></td>
<td>Master of Philosophy</td>
</tr>
<tr>
<td><strong>MRes</strong></td>
<td>Master of Research</td>
</tr>
<tr>
<td><strong>PhD</strong></td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td><strong>Principal Supervisor</strong></td>
<td>The main supervisor of the student, who is responsible for ensuring compliance with all HDR policies and practices</td>
</tr>
<tr>
<td><strong>Research Masters Degree</strong></td>
<td>Master of Philosophy Master of Research</td>
</tr>
<tr>
<td><strong>SMO</strong></td>
<td>Student Management Officer</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td>A person enrolled to study or registered on a course</td>
</tr>
<tr>
<td><strong>TEC</strong></td>
<td>Thesis Examination Committee</td>
</tr>
<tr>
<td><strong>Thesis</strong></td>
<td>A research thesis is a written piece of work which reports on the substantive research undertaken during the course of a student’s candidature</td>
</tr>
<tr>
<td><strong>Turnitin</strong></td>
<td>An online service integrated with the University’s eLearning platform that provides a streamlined process for submitting, assessing student submissions and providing feedback online. It also provides a text-matching tool to assist in preventing and identifying plagiarism</td>
</tr>
</tbody>
</table>

### 3 Application & Scope

1. This policy applies to:
   a. all academic, research and professional services staff involved in the governance and administration of HDR students;
   b. all examiners of HDR theses appointed by UOW; and
   c. all students undertaking the following Higher Degrees by Research at UOW:
      i. Research Masters Degrees;
      ii. Doctoral Degrees;
      iii. Doctoral Degrees by Published Works; and
      iv. Joint PhDs.
2. This policy does not apply to the award of Higher Doctoral Degrees, which are covered by the provisions of the UOW General Course Rules.

3. This policy does not apply to research based assessment undertaken as part of undergraduate or postgraduate coursework degrees, including Honours projects.

4. This policy operates under and should be read in conjunction with the UOW General Course Rules.

4 Thesis Preparation and Format

1. The main requirement for completion of a higher degree by research is the submission of a thesis. Discipline conventions vary with regard to the length and format of a research thesis. Further information is available at Appendix 1 – UOW HDR Thesis Formatting Requirements.

2. While guidance regarding the research design and techniques should be sought from the student’s supervisors, the actual research must be undertaken by the student and the thesis must represent an account by the student of their research project.

3. Students may not submit as the main content of their thesis any work or material which has previously been submitted for a UOW degree or a similar award from another institution except in the instance where a doctoral degree thesis has been resubmitted for examination as a Master of Philosophy.

4. UOW also accepts HDR theses in the compilation format. A thesis by compilation is a thesis where the core chapters consist of papers which have been submitted or accepted for publication. Specific requirements for the thesis by compilation are set out in Appendix 2 – UOW Thesis by Compilation Formatting Requirements.

5. There is no prescribed minimum length for a thesis as this will vary depending on the research topic and the form of presentation. If the thesis is longer than 100,000 words examiners are notified and may refuse to be involved in the examination.

5 Nomination of Examiners

1. Examiners are nominated in accordance with the criteria set out in Appendix 3.

2. Examiners should not have a conflict of interest or close association with the candidate or their supervisor/s as set out in Appendix 3.

3. The identification of potential examiners is the responsibility of the student and supervisors. Four potential examiners are nominated. The student is not permitted to know the identity of the two examiners who are eventually selected to examine the thesis.

4. The following principles apply in the nomination of examiners:
   4.1. The nomination of potential examiners is a process involving both the student and the supervisor.
   4.2. In considering examiners, account should be taken of the examiners’ understanding of the thesis topic and of the methodology employed.
   4.3. The nominated examiners must have substantial knowledge and expertise within the field of study.
4.4. The nominated examiners themselves must have qualifications at least at the level of the student’s thesis.

6 Selection of Examiners

1. Two examiners are selected by the principal supervisor and approved by the HPS to examine each research thesis from the four potential examiners nominated.

2. Both examiners must be external to the University of Wollongong.

3. For doctoral theses, at least one examiner must be an international examiner.

4. Requests for exemptions to clause 6.3 must be made by the supervisor via the Head of Postgraduate Studies to the Chair of the Thesis Examination Committee (TEC). Requests will be considered and decided by the Chair of the TEC in consultation with the Deputy Chair.

5. A standard exemption to clause 6.3 applies to examiners for all creative practice examinations with a live performance or exhibition content. Where creative works need to be sighted in person, examiners may be from two separate states within Australia.

6. Once the supervisor has confirmed the availability of the selected thesis examiners, their appointment is approved by the HPS and confirmed with the examiners by the Graduate Research School (GRS).

7 Thesis Submission

1. Students must be enrolled at the time of submission and cannot submit before the minimum course length specified in the UOW General Course Rules.

Prior to Submission: Supervisor Certification

2. A student must first submit their thesis to the principal supervisor together with a Turnitin report (to ensure the thesis has been prepared in accordance with the University’s relevant requirements for academic integrity).

3. If the Turnitin report is satisfactory and, in the opinion of the principal supervisor, is ready for examination, the principal supervisor certifies that the thesis is prima facie worthy of examination.

4. Following certification by the principal supervisor, the student can submit their thesis to the GRS via the online HDR thesis submission portal.

5. The principal supervisor is required to submit a completed Nomination of Examiners Form to the GRS via the HPS listing the proposed examiners for the thesis.

6. If a principal supervisor believes that a thesis is not yet of sufficient quality to submit and is not willing to certify that a thesis is prima facie worthy of examination, s/he is required to discuss the matter with the HPS and advise the student of their concerns in writing.

7. If, following discussions with the principal supervisor, the student still wishes to submit the thesis, the student may refer the matter to the TEC for consideration.

8. To inform the TEC, the student is required to provide a written statement outlining why the student believes their thesis should be submitted without the principal supervisor’s consent.
9. The principal supervisor (in consultation with the HPS) must provide a written statement outlining why they do not support the submission.

10. The TEC will seek external advice on the matter from an independent academic who has knowledge of the field but is not one of the potential examiners.

11. Based on the advice and the information provided, the Chair of the TEC (on behalf of the Committee) will make a determination about whether to send the thesis out for examination.

12. The decision will be communicated in writing to the student, supervisors and HPS.

13. Should the TEC determine that the thesis can be submitted for examination, the student can submit their thesis to the GRS via the online HDR thesis submission portal

**Submission**

14. Theses will be submitted online via the HDR thesis submission portal.

15. Students will submit their thesis and a thesis abstract via the online portal.

16. At the time of online submission, the student will also be required to enter the following details along with their thesis:
   a. student number,
   b. student name,
   c. degree title,
   d. title of thesis,
   e. certification that the work is the student’s own and has not been submitted for a degree at any other university or institution.

17. Depending on examiners’ requirements, HDR students submitting a thesis for examination will be required to present the Graduate Research School with the required number of printed copies and submit the electronic copy via the online HDR thesis submission portal.

**8 Thesis Examination**

1. Examiners are advised that the task of examination must be undertaken on a confidential basis.

2. Where a student believes there are intellectual property considerations or potentially controversial subject matter, s/he should inform their principal supervisor.

3. On the advice of the principal supervisor, the GRS will request that the examiners sign a confidentiality agreement.

4. Neither the student nor the supervisors may contact the examiners with regard to the thesis for any reason during the examination process.

5. The identity of the examiners may be revealed to the student only once the examination process is completed.

6. Examiners are asked to provide a report to the HPS via the GRS consisting of two separate sections:
a. a completed and signed reporting form, including the Examiner’s final recommendation; and.

b. a separate written report (Full details of the requirements of examiners’ reports and the outcomes that can be recommended are contained in Appendix 4 – Examiner Reporting Forms).

7. The HPS in each faculty is responsible for reviewing the examiner reports, liaising with the supervision team, and preparing a report with recommendations for the TEC to review.

8. The HPS’ report must identify any revisions suggested by the examiners, which, in the opinion of the HPS, are NOT required to be made and must contain reasons why those revisions are not required.

9. The report must confirm that the HPS has thoroughly read the examiners’ reports and engaged with the student’s supervision team.

9 Thesis Examination Committee (TEC)

Remit of the TEC

1. The terms of reference and membership of the TEC are set out at http://www.uow.edu.au/research/committees/UOW008887.html

2. The TEC is responsible for determining a thesis examination outcome based on the examiners’ reports and the report from the HPS. The TEC shall be guided by the thesis examination outcomes listed in Appendix 5 when making its decisions.

3. The TEC meets monthly (except in the month of January) and makes decisions based on the examiners’ reports and HPS recommendations.

Appointment a Third Examiner

4. Where there is a significant difference of opinion between the initial two examiners about a thesis, a third examiner will be appointed by the TEC from amongst the original list of potential examiners identified by the student and supervisors (refer Appendix 5).

5. The third examiner must be external to the University and will examine the thesis independently without being informed about the content of the existing examiner reports.

6. The third examiner’s report will initially be submitted to the HPS via the GRS.

7. The HPS, in consultation with the supervisors, will consider the three examiner reports and submit a further report to the TEC with a final recommendation reflecting the outcome recommended by the majority of examiner reports.

8. As a rule, if two out of three examiners agree on the thesis outcome the majority recommendation will be the thesis outcome. If there are three differing outcomes recommended, in general, an outcome which is in the mid-range of the examiner recommendations will be preferred.

9. The TEC will consider the report from the HPS and the three examiner reports and determine the thesis examination outcome which will be formally approved by the Chair of the TEC.

10. Students are not informed of the examiners’ recommendations until after the TEC has finalised the thesis examination outcome.
11. Once the thesis outcome is finalised, students are provided with the names of their examiners and a copy of each of their examiner reports.

Examination Outcome

12. The GRS is responsible for notifying students of the decisions of the TEC.
13. Where revisions are required, the student must make any revisions requested by the examiner(s), per the final decision of the TEC, and within twelve (12) months from the date of the TEC decision.
14. The student and supervisor(s) may make a request to the Chair of the TEC for an extension to this period under exceptional circumstances. If the revised thesis is not received by the GRS within twelve (12) months, the student will be awarded a fail.
15. In the case of the Master of Research, if the resolution is to award the degree then a percentage mark and grade must also be determined. Each examiner awards a mark and the TEC awards the overall grade and mark, usually based on the average of the marks.

10 Completion of Candidature

1. Once any revisions required by the TEC have been satisfactorily completed by the HDR student and the final version of the thesis has been approved in writing by the HPS, the student shall submit a digital copy of the final thesis, according to the guidelines set out by the GRS.
2. The GRS will not complete the student’s record until the following documentation has been received:
   a. an approved, final electronic copy of the thesis lodged by the student;
   b. written approval by the HPS certifying that the required revisions have been satisfactorily completed; and
   c. a signed digital repository form lodged by the student.
3. Where a faculty requires a bound copy of the thesis, the student will provide it.

11 Retention of Theses by the University

1. A digital copy of the thesis will be accessible, subject to approved access restrictions requested by the student or supervisor, through UOW Library’s Research Online website.
2. A thesis will not be made available through the Research Online website if it contains confidential information which cannot be made freely accessible.
3. Confidentiality will sometimes only apply to a part or parts of the thesis. If practical, confidential material should form a separate confidential section. Alternatively, it may be possible to apply for the thesis to be embargoed for a period of time. The period of restriction normally granted will be twelve (12) months. Requests to restrict access for a longer term will only be approved in exceptional circumstances.
12 Roles and Responsibilities

1. The University has a responsibility to:
   a. ensure that this policy is accessible to all staff and students

2. The GRS has a responsibility to:
   a. ensure that all aspects of thesis preparation, submission and examination are carried out as per this policy;
   b. advise students, supervisors and HPS as to the principles and procedures to be carried out under this policy;
   c. ensure that this policy is implemented and applied consistently across the University of Wollongong; and
   d. ensure the policy is regularly reviewed.

3. Heads of Postgraduate Studies have the responsibility to:
   a. approve and sign nomination of examiner forms;
   b. consult with supervisors to prepare draft reports for the TEC; and
   c. ensure that theses are fully revised in accordance with the TEC decision.

4. HDR Supervisors have the responsibility to:
   a. advise Heads of Postgraduate Studies of the names and credentials of suitable examiners;
   b. advise the HDR candidate as to when and whether the thesis is suitable, in form and content, for submission;
   c. assist the HPS in preparing draft reports for the TEC; and
   d. assist the HDR candidate in making any revisions to the thesis advised by TEC.

5. HDR students have the responsibility to:
   a. submit a thesis which meets the University’s requirements on presentation and content, as outlined in this policy; and
   b. comply with the University’s policies on plagiarism, authorship and the Code of Practice (Research).

6. TEC has the responsibility to:
   a. oversee the processes and policies governing UOW HDR thesis examination;
   b. consider reports from examiners of theses and determine examination outcomes based on those reports and the report from the Head of Postgraduate Studies;
   c. respond to any miscellaneous matters relating to thesis examination; and
   d. liaise with the Manager of the GRS to ensure thesis examination practices and policies are appropriately managed and promoted across the University.
13 Record Keeping

1. Records relating to thesis submission and examination are to be retained and disposed of by the GRS as per the Records Management Policy.
## 14 Version Control and Change History

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 March 2017</td>
<td>University Council</td>
<td>First version.</td>
</tr>
<tr>
<td>2</td>
<td>27 July 2017</td>
<td>Deputy Vice-Chancellor</td>
<td>Administrative amendment to Section 6(5) to address an oversight in the policy which provided that a standard exemption to the overseas examiner requirement for the Doctor of Creative Arts only.</td>
</tr>
</tbody>
</table>
APPENDIX 1 – UOW HDR THESIS FORMATTING REQUIREMENTS

1. A thesis may be formatted in traditional monograph style or, if approved by the supervisor, may include chapters written in a format that is consistent with journal article styles. All theses are to be prepared in accordance with the following specifications, unless a variation to the requirements is approved after application to the Thesis Examination Committee (TEC).

2. All copies of a thesis shall include a statement indicating the extent to which the work is the student's own work and a certification signed by the student stipulating that the work has not been submitted for a degree to any other university or institution.

3. Students should also seek the advice of their supervisors on the general format of the thesis, including the preparation of references and the use of appendices.

4. All theses must contain the following common elements:
   - title page;
   - abstract (the abstract must not be more than 5000 characters);
   - acknowledgements;
   - certification;
   - list of names or abbreviations;
   - table of contents;
   - list of tables, figures and illustrations;
   - main body of text;
   - bibliography or list of references;
   - appendices;
   - other supplementary materials

5. The text of the thesis shall be in English (unless otherwise approved). The thesis shall use A4 pages, with a text of at least 10 point font and shall be in double spaced or one and a half spaced typescript.

6. The margins on each page shall not be less than 40 mm on the left hand side, 20 mm on the right hand side, 30 mm at the top and 20 mm at the bottom.

7. Small diagrams, tables, graphs and photographs should be incorporated into the text. An appropriate label or caption should be included. Legends to figures should be placed below the figure.

8. Occasionally, some theses involve the preparation and presentation of material in large tables or plans greater than A4 size. Such material should be placed after the main body of the thesis in a supplementary section.

9. Any printed copies of theses provided for examination should be:
   - spiral bound and may be printed double or single sided on A4 paper.
   - any outsized materials should be bound in such a way that the volume has an even thickness and the materials can be opened out and read even when the rest of the thesis is closed.
• bound in one volume.
• for a longer thesis, students may find it appropriate to bind the appendices as a separate volume.
• each volume should be clearly labelled and include a separate title page.
APPENDIX 2 – UOW THESIS BY COMPILATION FORMATTING REQUIREMENTS

1. In the case of a thesis that includes chapters written in a format that is consistent with scholarly journal article style guidelines, the thesis should include:

1.1. an abstract;

1.2. a chapter that provides the thesis examiners with a coherent picture of the context of the body of work and how this contributes to the knowledge in the discipline area. It should include the broad aims, methods and a summary of each of the research chapter/s;

1.3. one or more chapters in the format of journal articles, which describe research conducted by the student during their period of candidature. These may be published, submitted for publication, prepared as a manuscript for submission, or any combination thereof. Where published journal articles are included, details of publication must be provided.

1.4. For journal articles that include co-authors, the student must provide a statement that describes their contribution to both the research and each journal article included in the thesis. This statement must be supported and certified by the primary supervisor. It is recommended that the thesis typically include only submissions in which the greater part of the work is directly attributed to the student. The student should, in most cases, be the senior (first) author of all submissions included. Where published journal articles are included, formal permission from the publisher is required in order to ensure copyright compliance.

1.5. a brief chapter summarising the conclusions and identifying future directions for the research area should be included.

1.6. a written agreement between the student and the primary supervisor that the thesis format is by compilation should be submitted along with the thesis.
APPENDIX 3 – SELECTION OF EXAMINERS

1. In the selection of potential examiners section on the Nomination of Examiners form, the student and supervisors must sign off that none of the examiners:
   a. Has, or has had, a close personal or professional relationship with any of the student’s supervisors;
   b. Has been an employee of the University of Wollongong in the last 5 years.
   c. Has graduated with a higher degree from the University of Wollongong in the last 5 years.
   d. Has engaged in collaborative research with any of the student’s supervisors during the last 5 years.
   e. Has seen or been involved with drafts of the thesis.
   f. Has been involved in direct supervision or as part of a supervisory panel in the research and thesis preparation.
   g. Has examined a thesis put forward by the supervisors whose signatures appear on the nomination of examiner form in the 12 months prior to the date the form is submitted.
   h. Is employed by an organisation where the student is currently seeking or has secured employment.
   i. Has been an examiner of a thesis submitted by that student.

For doctoral degrees:
   j. Each examiner shall be external to the University.
   k. No two nominated external examiners are from the same institution.
   l. No two selected examiners are resident in the same country.
   m. At least one selected examiner must be an international examiner, except in the Doctor of Creative Arts, where creative works need to be sighted in person, and the examiners may be from different Australian states or where otherwise exempted by the Chair of the TEC.

For masters by research degrees:
   n. both selected examiners shall be external to the University and no two examiners shall be from the same institution.
APPENDIX 4 – EXAMINER REPORTING FORMS

A  REPORTING FORMS

A1.  Doctor of Philosophy and Professional Doctorates

Criteria

1. Examiners are asked to confirm that:
   a. the thesis provides evidence that the student conducted original research;
   b. the thesis demonstrates that the student has made a significant contribution to the knowledge of the subject concerned;
   c. the thesis reveals that the student has a broad understanding of the discipline within which the work was conducted;
   d. the thesis contains material suitable for publication;
   e. the student has presented the thesis in a manner and level appropriate to the field of research; and
   f. the literary standard of the thesis is adequate.

Reporting Recommendations

2. The examiners’ report will include one of the following recommendations:
   a. the student be awarded the degree without revision;
   b. the student be awarded the degree subject to the minor revisions specified being completed to the satisfaction of the HPS;
   c. the student be awarded the degree subject to substantial revisions specified being completed to the satisfaction of the HPS;
   d. the student be awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the HPS and being sighted by the examiner(s) for confirmation that the revisions are to their satisfaction;
   e. the student be required to resubmit the thesis in revised form for examination after a suitable period of study and/or research;
   f. the student be required to attend an oral examination to determine whether a satisfactory standard of competence in the work has been attained;
   g. the student be awarded the degree of Master of Philosophy without further examination; or
   h. the student be permitted to submit the revised thesis for examination for a Master of Philosophy degree.

A2.  Master of Philosophy

Criteria

1. Examiners are asked to confirm that:
a. the thesis provides evidence that the student conducted original research;
b. the thesis demonstrates that the student has made a significant contribution to the knowledge of the subject concerned;
c. the thesis reveals that the student has a broad understanding of the discipline within which the work was conducted;
d. the thesis contains material suitable for publication;
e. the student has presented the thesis in a manner and level appropriate to the field of research; and
f. the literary standard of the thesis is adequate.

Reporting Recommendations

2. The examiners’ report will include one of the following recommendations:
   a. the student be awarded the degree without revision;
   b. the student be awarded the degree subject to the minor revisions specified being completed to the satisfaction of the HPS;
   c. the student be awarded the degree subject to substantial revisions specified being completed to the satisfaction of the HPS;
   d. the student be awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the HPS and being sighted by the examiner(s) for confirmation that the revisions are to their satisfaction;
   e. the student be required to resubmit the thesis in revised form for examination after a suitable period of study and/or research;
   f. the student be required to attend an oral examination to determine whether a satisfactory standard of competence in the work has been attained.

A3. Master of Research

Criteria

1. Examiners are asked to confirm that:
   a. The thesis demonstrates that the student has an adequate understanding of the field of research;
   b. The thesis demonstrates that the student has designed, undertaken and reported on an investigation in the specified field of research to a satisfactory level;
   c. The student has presented the thesis in a manner and level appropriate to the field of research; and
   d. The literary standard of the thesis is adequate.

Reporting Recommendations

2. The examiners’ report will include one of the following recommendations:
   a. the student be awarded the degree without revision;
b. the student be awarded the degree subject to the minor revisions specified being completed to the satisfaction of the HPS;

c. the student be awarded the degree subject to substantial revisions specified being completed to the satisfaction of the HPS;

d. the student be required to resubmit the thesis in revised form for examination after a suitable period of study and/or research;

e. the student be not awarded the degree.

3. If the degree is awarded, the examiner will record a percentage mark for the thesis, based on the Master of Research marking guidelines.

A4. Doctor of Philosophy by Published Works

Criteria

1. An examiner for the Doctor of Published Works shall report on:

   a. Whether the submitted work provides evidence that the student conducted original research;

   b. Whether the submitted work demonstrates that the student has made a significant contribution to the knowledge of the topic concerned, and

   c. Whether the submitted work reveals that the student has a broad understanding of the discipline within which the work was conducted.

Reporting Recommendations

2. The examiners’ report will include one of the following recommendations:

   a. The student be awarded the degree without further examination; or

   b. The student be not be awarded the degree; or

   c. The published work is worthy of the degree, but the scholarly overview requires revision or expansion.

B WRITTEN EXAMINER’S REPORT

1. In addition to completing an examiner’s report form, examiners are expected to provide a written report on the thesis. The length of the written report may vary depending on the nature of any suggested revisions. The role of the examiner is to provide feedback and suggestions for improvement. For this reason, written reports are often several pages in length and contain suggestions and comments. The written report provides advice to the TEC, student and supervisors on the nature and type of revisions that may be required.
APPENDIX 5 – DECISIONS OF TEC

The full range of reporting thesis outcomes available to TEC is listed below. Please see Appendix 4 for specific options for each degree.

A. AWARDED WITHOUT REVISION

In this instance, the student is not required to make revisions and can supply a digital copy of the final thesis to the relevant Student Management Officer, as an email attachment, as soon as possible.

B. REVISIONS REQUIRED

- the student be awarded the degree subject to the minor revisions specified being completed to the satisfaction of the HPS.
- the student be awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the HPS.
- the student be awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the HPS and being sighted by the examiner(s) for confirmation that the revisions are to their satisfaction.
- the student be required to re-enrol for a further period of study and submit the revised thesis for re-examination by the examiner(s).

C. THIRD EXAMINER REQUIRED

- the thesis to be sent to a third examiner for examination.

A third examiner will be appointed where there is a significant difference of opinion between examiners about a thesis. The third examiner is selected from the original list of four potential examiners. The third examiner will be external to the University and will examine the thesis independently without being informed about the content of the existing examiner reports.

Once the third examiner’s report is received, by the GRS, the HPS prepares a new HPS report and the matter is referred back to the TEC for consideration. The Chair of the TEC, on behalf of the Committee, has the power to make the final decision.

D. FURTHER STUDY REQUIRED

Examiners are able to recommend that a student be required to resubmit the thesis in revised form for re-examination after a suitable period of study and/or research.

If the TEC decides that further study and/or research is required, the student must re-enrol for a further period of study of at least one session. The student will not be required to pay fees. Based on the examiner(s) recommendations and the decision of the TEC, the HPS and supervisors will determine what program of study and/or research is required. After this period of further work, the thesis will be revised and re-submitted. The revised thesis is then sent to the examiner/s for re-examination. Once the examiner’s second report is received by
the GRS, the HPS prepares a new HPS report and the matter is referred back to the TEC for consideration. The TEC has the power to make the final decision.

E. **ORAL EXAMINATION REQUIRED**

- The student be required to attend an oral examination to determine whether a satisfactory standard of competence in the work has been attained.
- Oral examination of students may be conducted when doubts about a thesis judged as ‘border-line’ may be resolved by such examination. An oral examination may then be used to:
  - Examine the depth of the student’s understanding in respect of any particular area of the thesis;
  - Clarify interpretations placed on experimental/empirical work; and/or
  - Test a student’s general knowledge in areas related to the specific work.

In cases where an oral examination is to be conducted, the examination will normally take place at the University of Wollongong. The examining panel will usually consist of the examiners of the thesis; however, examiners are invited to submit questions to be put to the student on their behalf.

F. **DOWNGRADE OF AWARD (Doctoral degree)**

- the student be awarded the degree of Master of Philosophy without further examination.
- the student be permitted to submit the revised thesis for examination for the Master of Philosophy degree.
- the TEC may determine that a thesis submitted for a PhD is only of sufficient quality for a Master of Philosophy degree. The award may be granted by the TEC, or, the thesis may be revised and sent out to new examiners for re-examination as a Master of Philosophy degree.

G. **FAIL**

- the student be not awarded the degree.

The TEC may determine that on the basis of the examiners’ reports, a fail be awarded in relation to the degree program.