

Higher Degree by Research Policy - Examinable Works and Examination

Section 1 - General

(1) A major output of a Higher Degree by Research is the examinable work which may be in the form of a thesis or portfolio or other equivalent examinable work. The exact nature and format of the examinable work may vary with research discipline and the specific Higher Degree by Research program requirements. The production of an appropriate examinable work is the culmination of a Higher Degree by Research candidature and provides documentation of the research undertaken.

Section 2 - Research to be Reported Through the Examinable Work

Doctor of Philosophy

(2) The Doctoral degree qualifies individuals who apply a substantial body of knowledge to research, investigate and develop new knowledge in one or more fields of investigation or scholarship. Doctoral research must demonstrate an original and significant contribution to knowledge of the subject.

(3) The examinable work generated by a Doctor of Philosophy candidate would normally be in one of the following forms:

a. Print Thesis

- i. A Doctor of Philosophy candidate is required to undertake original and significant research on an approved topic. Candidates for the award of a Doctoral degree must demonstrate through presentation of the work in a thesis advanced theoretical and methodological knowledge and that the research makes an original and significant contribution to knowledge or understanding.
- ii. The format for a print thesis can be either a typescript or a series of papers that have been published, have been submitted for publication and/or manuscripts that could be submitted for publication. Where a series of papers is presented, there must be a comprehensive explanatory introduction and a final review to link the papers and to establish the broader academic context.

b. Non-Print Thesis

- i. A Doctor of Philosophy candidate is required to undertake original and significant research on an approved topic, resulting in a new body of work(s) which are presented by exhibition, performance, installation, electronic form, or other appropriate form. The work(s) presented will normally be supported by documentation that demonstrates the underlying evolution of the work(s) and a piece of critical writing/exegesis which places the work(s) into an historical and contemporary context. Candidates for the award of a Doctoral degree must demonstrate advanced theoretical and methodological knowledge and the research should make an original and significant contribution to knowledge or understanding.

Doctor of Philosophy by Publication

(4) A Doctor of Philosophy by Publication degree qualifies individuals who apply a substantial body of knowledge to research, investigate and develop new knowledge in one or more fields of investigation or scholarship. Doctoral research must demonstrate an original and significant contribution to knowledge of the subject.

(5) The examinable work generated by a Doctor of Philosophy by Publication candidate would normally take one of the following forms:

a. Print Thesis

- i. A Doctor of Philosophy by Publication candidate is required to demonstrate the originality and significance of a body of relevant research published prior to enrolment in the program. These prior publications and a significant integrating essay are presented in the thesis. In the published research and the thesis, candidates must have demonstrated advanced theoretical and methodological knowledge and have demonstrated how the research has made an original and significant contribution to knowledge or understanding.
- ii. The format for a print thesis shall comprise the approved series of previously published papers and, where approved, any additional related manuscript(s) that has been or could be submitted for publication. In addition, the print thesis shall present a substantial integrating essay that demonstrates advanced theoretical and methodological knowledge underpinning the research.

b. Non-Print Thesis

- i. A Doctor of Philosophy by Publication candidate is required to demonstrate the completion, prior to the candidature, of original and significant research. These prior works form the basis of a new body of work which is presented by exhibition, performance, installation, electronic form, or other appropriate form. The work presented will normally be supported by documentation that demonstrates the underlying evolution of the work and a piece of critical writing/exegesis which situates the work in an historical and contemporary context. Candidates must demonstrate advanced theoretical and methodological knowledge and the research should make an original and significant contribution to knowledge or understanding.

Research Professional Doctorate

(6) A Research Professional Doctoral degree qualifies individuals who apply a substantial body of knowledge to research, investigate and develop new knowledge in one or more fields of investigation, scholarship or professional practice. A Research Professional Doctoral thesis or portfolio must be an original contribution to professional practice, policy or knowledge.

(7) The examinable work generated by a Research Professional Doctorate candidate would normally take one of the following forms:

a. Print Thesis

- i. A candidate in a Research Professional Doctoral program is required to successfully conduct research into a current problem/issue relevant to the profession. Candidates for the award of a Doctoral degree must demonstrate through the presentation of work in a thesis advanced theoretical, professional and methodological knowledge and that the work makes an original contribution to professional practice, policy or knowledge.
- ii. The format for a print thesis can be either a typescript or a series of papers that have been published, have been submitted for publication and/or manuscripts that could be submitted for publication. Where a series of papers is presented, there must be a comprehensive explanatory introduction and a final review to link the papers and to establish the broader academic context.

b. Non-Print Thesis

- i. A candidate in a Research Professional Doctoral program is required to successfully conduct research into a current problem/issue relevant to the profession. The work(s) presented will be supported by documentation that demonstrates the underlying evolution of the work(s) and a piece of critical writing/exegesis which places the work(s) into an historical and contemporary context. Candidates for the award of a Doctoral degree must demonstrate advanced theoretical, professional and methodological knowledge and the work must demonstrate an original contribution to professional practice, policy or knowledge.

c. Portfolio

- i. A candidate in a Research Professional Doctoral program is required to successfully conduct research into a current problem/issue relevant to the profession. Candidates in specified research professional doctoral programs shall report the findings of their research as a portfolio. A portfolio consists of a compilation of scholarly documents which can include academic or professional journal articles and conference papers, plans, and reports and policy documents. The portfolio is submitted with an analysis/exegesis which integrates the research or investigation within the profession while demonstrating academic and professional development over the course of study.

Master by Research

(8) A Masters by Research program qualifies individuals who apply an advanced body of knowledge in a range of contexts for research and scholarship and as a pathway for further learning. Masters by Research outputs must demonstrate a distinct contribution to knowledge of the subject.

(9) The examinable work generated by a Master by Research candidate would normally take one of the following forms:

a. Print Thesis

- i. A Master by Research candidate is required to undertake research on an approved topic, the results of which should result in a distinct contribution to knowledge of the subject. Candidates for the award of Master degree by research must demonstrate through presentation of the work in a thesis an appropriate theoretical and methodological knowledge.
- ii. The format for a print thesis can be either a typescript or a series of papers that have been published, have been submitted for publication and/or manuscripts that could be submitted for publication. Where a series of papers is presented, there must be a comprehensive explanatory introduction and a final review to link the papers and to establish the broader academic context.

b. Non-Print Thesis

- i. A Master by Research candidate is required to undertake research on an approved topic, resulting in a new body of work(s) which are presented by exhibition, performance, installation, electronic form, or other appropriate form. The work(s) presented will be supported by documentation that demonstrates the underlying evolution of the work(s) and a piece of critical writing/exegesis which places the work(s) into an historical and contemporary context. The research should result in a distinct contribution to knowledge of the subject. Master by Research candidates must demonstrate appropriate theoretical and methodological knowledge.

Section 3 - Requirements for the Thesis or Portfolio

(10) The thesis or portfolio submitted by a Higher Degree by Research candidate for examination shall comply with the following requirements:

- a. it must be an accurate account of the research;
- b. it must be an account of a candidate's own work but, if any jointly authored papers are included, the work done by the candidate must be clearly indicated and the co-author(s) must certify that they agree to the inclusion of the paper in the thesis;
- c. it must relate to the approved research proposal;
- d. it must not include as its main content work which has been submitted for any other academic award or work conducted prior to the commencement of candidature. The exception is that academic work conducted prior to commencement of candidature is permitted for inclusion by Doctor of Philosophy by Publication candidates. Where the main content of the thesis or portfolio consists of any significant extension or elaboration of the candidate's earlier work, that portion referring to previous work must be clearly indicated;
- e. examinable print works and the written components of examinable non-print works must be written in English except where, on the recommendation of the Faculty, the Research Advisory Committee approves that it may be written in another language;
- f. examinable print works and the written components of examinable non-print works, must achieve a satisfactory standard of expression and presentation;
- g. any substantial assistance provided to the candidate during the conduct of the research and the production of the examinable work must be acknowledged. The candidate must obtain written permission from the Principal Supervisor before obtaining paid editorial assistance with the examinable work. If permission is granted to obtain paid editorial assistance, such assistance must be acknowledged in the examinable work and if the professional editor's current or former area of academic specialisation is similar to that of the candidate, then this must also be acknowledged (refer to the Higher Degree by Research Policy - Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works, clauses 30-31);
- h. where a series of papers is presented, there must be a comprehensive explanatory introduction and a final review to link the papers and to establish the broader academic context;
- i. conform to the Higher Degree by Research Policy - Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works or, for the body of works in a non-print thesis, to the requirements of the individual program;
- j. for a Doctor of Philosophy by Publication, the following additional requirements must be satisfied:
 - i. it contains an approved collection of prior publications and an integrating essay of a substantive nature which may involve additional introductory and concluding chapters;
 - ii. published works must have been accessible within the public domain and have undergone a refereed or substantive review process;
 - iii. the integrating essay should set out the way the works submitted represent an original and significant contribution to knowledge in the candidate's discipline or field;
 - iv. the essay must also contain a substantial theoretical component relevant to the candidate's discipline or field.

Section 4 - Length of Thesis or Portfolio

(11) The stated maximum length for a thesis or portfolio is exclusive of appendices.

Doctor of Philosophy

Print Thesis

(12) The maximum length for a Doctor of Philosophy thesis shall be 100,000 words.

Non-Print Thesis

(13) The research documentation that is presented to support the body of work(s) for a Doctor of Philosophy shall not exceed 75% of the total work(s) submitted for the award. The maximum length for the piece of critical writing/exegesis shall be 50,000 words.

Doctor of Philosophy by Publication

Print Thesis

(14) The maximum length for the integrating essay or additional chapters in a Doctor of Philosophy by Publication thesis shall be 20,000 words.

Non-Print Thesis

(15) The research documentation that is presented to support the body of work(s) for a Doctor of Philosophy by Publication shall not exceed 75% of the total work(s) submitted for the award. The maximum length for integrating essay or additional chapters shall be 20,000 words.

Research Professional Doctorate

Print Thesis

(16) The maximum length for a Research Professional Doctoral thesis shall be 60,000 words.

Non-Print Thesis

(17) The research documentation that is presented to support the body of work(s) for a Research Professional Doctorate shall not exceed 75% of the total work(s) submitted for the award. The maximum length for the piece of critical writing/exegesis shall be 30,000 words.

Portfolio

(18) The maximum length for the analysis/exegesis that is presented to support the portfolio for a Research Professional Doctorate shall be 30,000 words.

Master by Research

Print Thesis

(19) The maximum length for a Master by Research thesis shall be 50,000 words.

Non-Print Thesis

(20) The research documentation that is presented to support the body of work(s) for a Master by Research shall not exceed 75% of the total work(s) submitted for the award. The maximum length for the piece of critical writing/exegesis shall be 30,000 words.

Variations to Maximum Length

(21) The stated maximum length for a thesis or portfolio may only be exceeded with permission of the Research Advisory Committee.

Section 5 - Appendices & Supplementary Materials

Appendices to Thesis or Portfolio

(22) Appendices may contain material or information that has been used in the study, referred to in the study or has informed the study, and which would be needed to replicate it but which is not generally available elsewhere. A candidate may include original (raw) data in an appendix if it:

- a. is related to the thesis or portfolio but not included in the text;
- b. confirms other data presented in the thesis or portfolio; or
- c. is felt to be important to the reader/examiner.

(23) Candidates may submit confidential appendices as specified in the Higher Degree by Research Policy - Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works .

Appendices in Electronic Format

(24) The Research Advisory Committee may approve the inclusion of original (raw) data as an appendix to a thesis in electronic format. A candidate wishing to submit such an electronic formatted appendix shall seek the permission of the Principal Supervisor prior to submission of the thesis for examination.

(25) The Research Advisory Committee recommends the use of a standardised format such as portable document format (pdf).

Print Theses or Portfolios Containing Non-Print Materials

(26) On the recommendation of the Faculty, the Research Advisory Committee may approve that a candidate may submit non-print materials to supplement the print thesis or portfolio. Candidates are to seek the advice of their Principal Supervisor in all such cases.

(27) Non-print materials (a three dimensional artefact, sound or video recording, computer software, photographs or paintings, etc) which relate to a print thesis or portfolio should not normally account for more than ten percent of the content of material submitted for examination.

(28) Where a candidate wishes to submit substantially non-print materials for examination in a course where a print thesis or portfolio is the norm, the candidate must obtain Faculty approval to do so.

Section 6 - Notice to Submit

(29) To facilitate the timely appointment of examiners, a candidate shall give not less than two months' notice in writing to the Research Office of intention to submit the thesis or portfolio.

Section 7 - Submission of the Thesis or Portfolio for Examination

Readiness for Examination

(30) Normally, a thesis or portfolio shall be submitted to the Research Office when the candidate and the Principal Supervisor agree that the thesis or portfolio is ready for examination. Should the Principal Supervisor disagree with the

candidate that the thesis or portfolio is ready for examination, the FacultySub-Dean(Graduate Studies) shall retain a record of the reasons for disagreement.

Presentation of the Thesis or Portfolio

(31) The rules for presentation of a thesis are provided in the Higher Degree by Research Policy - Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works.

Copies Required for Examination

Print Theses, Portfolios and the Written Component of an Examinable Non-Print Work

(32) Four copies of a doctoral thesis or portfolio (or of the written component of a non-print thesis) and three copies of a master thesis (or of the written component of a non-print thesis) shall be provided to the Research Office. These copies shall be soft-bound copies as specified in the Higher Degree by Research Policy - Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works.

On-Site Bodies of Work(s)

(33) For assessment of on-site of bodies of work including, exhibitions, installations and performances, documentation will be provided by the candidate (in consultation with their supervisor) which outlines to examiners the nature and scope of the body of work for examination. Formal appointment of examiners will be confirmed prior to the examiner's viewing of the on-site body of work.

Reproducible Bodies of Work(s)

(34) For bodies of work(s) which are able to be reproduced, four copies for a non-print doctoral thesis and three copies for a non-print master thesis shall be provided to the Research Office.

Section 8 - Examination of the Thesis or Portfolio

Examiners

Appointment of Examiners

(35) The Research Advisory Committee shall, on the recommendation of the Executive Dean of Faculty, appoint examiners.

(36) The nomination of examiners must conform with the principles identified in Conflict of Interest in the Appointment of Examiners Guidelines (published by the Research Office).

(37) A candidate's Principal Supervisor and Co-supervisor shall not be appointed as examiners of the candidate's thesis or portfolio.

(38) Where a thesis or portfolio contains material which is either confidential or contains intellectual property issues, prior to distribution of the thesis or portfolio, each examiner is required to confirm in writing that he or she will not release the confidential or intellectual property material.

Number Appointed

Doctor of Philosophy Thesis

(39) The Research Advisory Committee shall appoint three examiners for a Doctor of Philosophy thesis, at least two of whom shall be external to the University.

Doctor of Philosophy by Publication Thesis

(40) The Research Advisory Committee shall appoint three examiners for a Doctoral of Philosophy by Publication thesis, at least two of whom shall be external to the University.

Masters by Research Thesis

(41) The Research Advisory Committee shall appoint two examiners for a Masters by Research thesis, at least one of whom shall be external to the University.

Research Professional Doctoral Thesis or Portfolio

(42) The Research Advisory Committee shall appoint three examiners for a Research Professional Doctoral thesis or portfolio, at least two of whom shall be external to the University. One of these examiners may be an industry-based examiner.

Replacement Examiner

(43) Where an examiner fails to provide a report on a thesis or portfolio within two months of having received it, the Research Advisory Committee may appoint a replacement examiner.

Qualifications

Academic Examiners

(44) Examiners shall be of high academic standing in the field in which the candidate's research was conducted, and, for professional doctorate examiners, shall demonstrate knowledge of the professional area in which the thesis or portfolio is being examined.

Industry-based Examiner

(45) The examiner shall exhibit demonstrated excellence in the profession in which the candidate's research was conducted.

Payment

(46) The payment of honoraria to examiners and arbiters shall be in accordance with the following clauses:

- a. examiners or arbiters who are not staff of CSU shall be paid an honorarium at the rate recommended from time to time by Universities Australia;
- b. examiners or arbiters who are staff of CSU shall not be paid an honorarium; and
- c. for the purposes of this clause an academic associate (such as an honorary or adjunct staff member) of CSU shall not be regarded as a staff member and shall therefore be entitled to payment of an honorarium.

(47) Payment shall be made when an examiner's recommendation and written report are received and the cost shall be met by the appropriate Faculty.

Confidentiality of the Examination process

(48) Examiners may not collaborate in the preparation of their reports or in the formulating of their recommendations under clauses 55-56 below.

(49) Communication with the Examiners will only occur via the Research Office during the Examination process.

(50) The name of an examiner shall be released to the candidate together with the examiner's report on the thesis or

portfolio.

Examination Criteria

General Criteria

(51) Examiners shall examine a thesis or portfolio with respect to the standards and expectations for the relevant Higher Degree by Research qualification (as described in section 2 above) and principally in terms of the following criteria:

- a. the candidate's understanding of the field of study;
- b. the originality of the work embodied in the thesis or portfolio;
- c. the significance of the thesis or portfolio as a contribution to knowledge in the field of study;
- d. the adequacy of the research methodology (e.g. the construction of hypotheses, the analysis of data, the arguments advanced to support conclusions); and
- e. the worthiness of the thesis or portfolio for publication.

Specific Criteria

(52) For specific programs, there may be additional criteria as identified by the Faculty concerned and approved by the Research Advisory Committee.

(53) In addition, where industry-based examiners are appointed, they shall examine a thesis or portfolio principally in terms of the following criteria:

- a. the significance of the thesis or portfolio to the practice or profession as a whole;
- b. the appropriateness of the thesis or portfolio for publication and the extent to which this publication could be of value to the particular profession/industry; and
- c. the veracity of the research findings from an industry/professional viewpoint.

Examination of a Thesis or Portfolio

(54) Examiners will be provided with detailed assessment criteria from the Research Office.

Examiners' Reports and Recommendations

(55) Each examiner shall, independently of the other examiner(s), examine the thesis or portfolio, provide a written report and make one of the recommendations set out below. For courses containing a coursework component, this recommendation is subject to successful completion of that component.

(56) The thesis be:

- a. PASSED without any amendments and the candidate be awarded the degree (NA).
- b. PASSED, SUBJECT TO MINOR AMENDMENTS as indicated in my report to the satisfaction of the Executive Dean of the Faculty (MA).
- c. PASSED, SUBJECT TO SUBSTANTIVE AMENDMENTS along the lines indicated in my report. The candidate be instructed to submit a detailed report to the Research Advisory Committee outlining the amendments to the thesis for final classification, without further references to the examiners (SA).
- d. RE-SUBMITTED for examination after completing the required extra work and revision indicated in my report (RR). (A thesis which must be re-submitted requires alterations of such scale, complexity and/or conceptual significance that their adequacy should be appraised again by an external expert/s).
- e. FAILED and the candidate NOT be awarded the research higher degree and NOT be permitted to resubmit the

thesis in a revised form (FL).

Consideration of Examiners' Reports

The Reports

(57) Examiners' reports shall be received initially by the Research Office. Once all reports are received, they shall be forwarded to the Sub-Dean. The Sub-Dean, after consideration of the reports, shall refer them to the candidate via the Principal Supervisor.

Candidate's Response

(58) Where examiners' recommendations include options as set out in clause 56b, c, d, or e above, the candidate shall provide to the Principal Supervisor a response to the examiners' reports. The candidate's response need not reflect the view of the Principal Supervisor or any other person. The candidate must re-enrol if the response to the examiners' reports is not provided within six months of receipt.

Supervisor's Recommendation

(59) The Principal Supervisor shall forward the candidate's response to the examiner's reports and provide a report on the candidate's response and the examiners' report to the Sub Dean.

Research Advisory Committee's Decision

(60) The Research Advisory Committee shall receive from the Sub-Dean the examiners' reports, the candidate's response to examiners and a copy of the Principal Supervisor's report; and shall:

- a. recommend to the University Council that the award be conferred;
- b. agree that, subject to the minor amendments being made to the satisfaction of the Executive Dean, it will recommend to the University Council that the award be conferred;
- c. agree that, subject to the substantive amendments and other changes being made to the satisfaction of the Research Advisory Committee, it will recommend to the University Council's that the award be conferred;
- d. require the candidate to re-submit the thesis or portfolio in a revised form by a specified date after a further period of enrolment;
- e. appoint an arbiter to review the thesis or portfolio and examiners' reports;
- f. the thesis not be awarded the degree of Doctor of Philosophy but the candidate be invited to revise the thesis or portfolio and to resubmit for examination for the award of Master by Research; or
- g. decide that the thesis or portfolio be failed, the candidate not be permitted to resubmit the thesis or portfolio and candidature be terminated.

Substantive Amendments

(61) Where the Research Advisory Committee requires the candidate to make substantive amendments to the thesis or portfolio as provided in clause 60c above, the candidate shall normally provide an adequate response within eight weeks of the notification of the required amendments. The candidate must re-enrol if the required amendments are not provided within six months of notification.

(62) If the candidate does not make satisfactory progress in making the required amendments the candidature may be terminated, as in the Higher Degree by Research Policy - Enrolment and Progress, clause 11.

Re-Submission

(63) Where the Research Advisory Committee requires the candidate to re-submit the thesis or portfolio in a revised

form, a period of further enrolment is required, as provided in clause 60d above. Resubmission shall normally occur following between six months and 12 months full-time equivalent after the notification of revision, although the Research Advisory Committee may specify a longer period.

(64) When the thesis or portfolio is revised, it shall be submitted by the candidate for examination and shall be examined as required by this regulation except that the examiners shall only recommend that:

- a. The thesis be PASSED without any amendments and the candidate be awarded the degree (NA).
- b. The thesis be PASSED, SUBJECT TO MINOR AMENDMENTS as indicated in my report to the satisfaction of the Executive Dean of the Faculty (MA).
- c. The thesis be FAILED and the candidate NOT be awarded the Higher Degree by Research and NOT be permitted to resubmit the thesis in a revised form (FL).

(65) A thesis or portfolio may only be submitted once after major revision.

(66) The examiners of a revised thesis or portfolio shall normally be the examiners of the original thesis or portfolio.

(67) The Research Advisory Committee, on the recommendation of the Sub-Dean of Faculty, may appoint a replacement Principal Supervisor, or an additional Co-supervisor for the period of further enrolment.

Appointment of an Arbiter

(68) Where the Research Advisory Committee appoints an arbiter as provided in clause 60e above, the arbiter shall:

- a. receive a copy of the thesis or portfolio, the examiners' reports, the candidate's response to the examiners' reports and the report of the Principal Supervisor; and
- b. be requested to review the documentation in 68a above and recommend one of the options a), b) c), d), f) or g) in clause 60 above. The appointment of another arbiter shall not be an option.

(69) The arbiter's report and recommendation shall be considered under this regulation in the same manner as the original examiners' reports except that the Principal Supervisor under clause 59 above shall be permitted to recommend the appointment of another arbiter.

Failed Thesis or Portfolio

(70) Where the Research Advisory Committee fails a thesis or portfolio as provided in clause 60g above, the thesis or portfolio shall not be resubmitted for the award for which it was originally submitted and the candidature shall be terminated.

Section 9 - Hard-bound and Digital Copies of the Thesis or Portfolio

(71) Following the completed examination process and notification that the Research Advisory Committee has recommended that the degree be awarded, the candidate shall forward to the Research Office hard-bound and digital copies of the thesis or portfolio as set out below. The candidate is responsible for the cost of binding. Students may not graduate until all requirements have been met, including the submission of hard bound and digital copies of the thesis, noting any restrictions under clauses 80-84 below.

Format of Thesis or Portfolio

(72) Three hard-bound copies and a digital copy of the thesis or portfolio must be submitted, as specified in the Higher

Degree by Research Policy - Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works. One of the hard-bound copies must meet the requirements of a Library Copy as per clauses 76-77 below.

(73) The preferred file format for the digital copy is Adobe PDF (portable document format).

Format of Non-Print Thesis

(74) Three hard-bound copies and a digital copy of the written component of the thesis must be submitted as specified in the Higher Degree by Research Policy - Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works. One of the hard-bound copies of the written component must meet the requirements of a Library Copy as per clauses 76-77 below.

(75) Each copy shall be accompanied by a copy of representations of the body of work(s) as advised by the Principal Supervisor. If possible a digital copy of the representations should be in a format suitable for including in the Institutional Research Outputs repository (CRO). The preferred file format for the digital version of the written component is Adobe PDF.

Library Copy

(76) One copy of the thesis or portfolio printed on permanent paper (acid-free or archival paper) and with the signed Certificate of Authorship (as specified in the Higher Degree by Research Policy - Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works) and shall be forwarded by the Research Office to the University Library.

(77) The candidate shall also submit a digital thesis or portfolio to the Institutional Research Outputs repository (CRO) as part of the eTheses Collection. The eTheses Collection contains metadata which is electronically accessible via the Australian Digital Theses site; the full text will be available electronically in the eTheses Collection.

Intellectual Property/Confidentiality

University Provisions

(78) The University provisions relating to inventions, patents, copyright and registered design shall apply, except as provided in clauses 80-84 below.

Ownership of Thesis or Portfolio

(79) The digital and three bound copies of the thesis or portfolio presented by the candidate to the Research Office shall become the property of the University for lodgement by the Office in the Library, with the Principal Supervisor and with the Faculty.

Restriction on Circulation of Thesis or Portfolio

(80) All theses or portfolios will be available for open access except in the following circumstance provided in clause 81 below.

(81) Where a thesis or portfolio contains matters affecting national or industrial security, commercial-in-confidence content, culturally sensitive content, content which would breach privacy laws, or any other content which would pose a risk to the author, university, or any other third-party, the Research Advisory Committee may restrict the circulation, copying and electronic access of the thesis or portfolio, upon considering a recommendation by the Executive Dean of Faculty based on a written request from the candidate. If there are restrictions on parts of the content, an abridged hard copy and digital versions (edited by the candidate), excluding the restricted material will normally be made available.

(82) When forwarding the hard-bound and digital copy of the thesis or portfolio to the University Library, the Research Office shall advise the Library of any embargo the Library should place on the availability via open access of the thesis or portfolio for reasons relating to the intellectual property rights or confidentiality of material in the thesis or portfolio. The Library will set the date of release from the embargo as specified by the author.

(83) The hard-bound and digital copies of the thesis or portfolio deposited in the Library will normally be available for circulation, copying, and electronic access except where a restriction is imposed by the Research Advisory Committee as provided for in clause 81 above.

(84) If the Research Advisory Committee approves an embargo on circulation, copying or electronic access, the entire thesis or portfolio will in any case become available two years after the thesis or portfolio has been deposited with the Research Office, or such longer period as may be approved by the Research Advisory Committee or requested under clause 81 above.

Status and Details

Status	Historic
Effective Date	22nd May 2014
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Approval Authority	Academic Senate
Approval Date	22nd May 2014
Expiry Date	6th September 2014
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