

# Higher Degree by Research Policy

## Section 1 - Purpose

(1) This Policy establishes the academic governance of Higher Degree by Research programs including Doctor of Philosophy, Doctor of Philosophy by Prior Publication, Research Professional Doctorates and Masters by Research.

## Section 2 - Glossary

### Higher Degrees by Research

(2) Higher Degrees by Research are programs containing a research component which is 66% or more of the whole program: Doctor of Philosophy, Doctor of Philosophy by Prior Publication, Research Professional Doctorate and Master by Research.

(3) [Australian Qualifications Framework](#) (AQF)- is the national policy for regulated qualifications in Australian education and training. The AQF provides a comprehensive framework which includes standards and descriptors for Australian qualifications. Research Masters must comply with AQF Level 9 Criteria and Research Doctorates must comply with AQF Level 10 criteria.

### Doctoral Degrees

(4) 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. 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

### Doctor of Philosophy

(5) A Doctor of Philosophy candidate is required to undertake original and significant research on an approved topic.

### Doctor of Philosophy by Prior Publication

(6) A Doctor of Philosophy by Prior 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.

### Research Professional Doctorate

(7) A candidate in a Research Professional Doctoral program is required to successfully conduct research into a current problem/issue relevant to their 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.

## **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. 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 a Master by Research degree must demonstrate through presentation of the work in a thesis an appropriate theoretical and methodological knowledge.

## **Supervisory Team**

(9) Each Higher Degree by Research candidate will have an appropriately qualified, Charles Sturt University approved, supervisory team comprised of a Principal Supervisor and one or more Co-supervisors.

## **Thesis**

(10) A Thesis is the whole of the examinable work submitted for examination. The Thesis may include previously published material, creative or artistic components, software, codes, models and appendices.

(11) Detailed requirements for a thesis are published in [Schedule 3 - Requirements for Thesis](#).

## **Candidature**

(12) Candidature is the period of enrolment undertaken as a candidate of a Higher Degree by Research program.

# **Section 3 - Policy**

## **Enrolment and Progress**

### **Admission to Higher Degree by Research Programs**

(13) The Policy governing admission to Higher Degree by Research programs is as published in the [Admissions Policy](#).

### **Credit in Higher Degree by Research Programs**

(14) The Policy governing general enrolment matters during Higher Degree by Research programs is as published in the [Credit Policy](#).

## **Leave**

(15) Candidates are required to be working towards their candidature throughout the calendar year other than when on approved leave. For administrative purposes candidates are required to be formally enrolled for two academic sessions per calendar year for each year of their candidature, except where a specified period of Leave of Absence has been approved.

(16) All Higher Degree by Research candidates are entitled to twenty days recreation leave, public holidays and compulsory University closures annually. This is not deemed to be Leave of Absence for the purpose of calculating total candidature duration.

(17) The timing of annual recreation leave should be agreed between the candidate and the supervisory team.

(18) Any single period of leave in excess of twenty days will be considered for approval by the Director, Research as a Leave of Absence. Periods of approved Leave of Absence do not contribute to the calculated duration of candidature.

(19) During periods of approved Leave of Absence, candidates are expected not to be working towards their higher degree qualification, therefore support from the Supervisory Team will be limited.

(20) Scholarship recipients are responsible for checking the conditions of their award regarding the scholarship payments during a Leave of Absence. Typically payments would be suspended for the period.

(21) Leave of Absence from a program of study is generally not permitted under the conditions of international visas. It is the responsibility of International candidates to monitor and comply with the conditions of their visa.

(22) Reasons for a Leave of Absence include maternity leave, extended periods of other leave due to sickness or carer responsibilities and other personal leave, for example to meet employment requirements or for personal financial reasons.

(23) An administrative Leave of Absence may be applied for up to six months in circumstances where candidature progress is being impeded for reasons such as change of supervision or approval of change to the program of research. Limited supervisory support will be available during this period.

(24) A candidate may apply for a Leave of Absence after enrolling, but not before confirmation of candidature has occurred, other than in approved exceptional circumstances.

(25) Where a candidate has exceeded the maximum duration of candidature a Leave of Absence will only be approved in exceptional circumstances and must be approved by the Director, Research.

(26) A Leave of Absence will only be approved for a maximum of six calendar months at any one time except other than in exceptional circumstances.

(27) The total leave of absence accumulated in a given candidature will not exceed one year full time equivalent within the maximum duration of the degree candidature except other than in exceptional circumstances.

(28) A request for Leave of Absence must be made on the appropriate form and submitted to the Research Office a minimum of two weeks before the relevant census date and prior to commencing the leave.

(29) Retrospective leave will not be approved, other than in exceptional circumstances and where supporting evidence is provided. Retrospective leave will normally only be approved where:

- a. there has been an administrative error by the the University; or
- b. due to exceptional circumstances, the Higher Degree by Research candidate was unable to apply for a leave of absence at the time it was required.

(30) All applications for Leave of Absence require a supporting statement from the Principal Supervisor and Sub Dean (Graduate Studies).

### **Minimum Period of Candidature**

(31) A candidate for a Doctor of Philosophy or Research Professional Doctorate shall not be permitted to submit a thesis for examination within three years (full-time equivalent) of the date of commencement of candidature.

(32) A candidate for a Doctor of Philosophy or Research Professional Doctorate who has commenced their candidature at another University shall not be permitted to submit their thesis for examination within the first twelve months (full-time equivalent) of candidature at Charles Sturt University or prior to completion of a total of three years candidature across both institutions (full-time equivalent).

(33) A candidate for the Doctor of Philosophy by Prior Publication shall not be permitted to submit a thesis for examination within six months (full-time equivalent) of the date of commencement of candidature.

(34) A candidate for a Master by Research degree shall not be permitted to submit a thesis for examination within one year (full-time equivalent) of the date of commencement of candidature.

### **Maximum Period of Candidature**

(35) A candidate for a Doctor of Philosophy or Research Professional Doctorate will be required to submit a thesis for examination within four years (full-time equivalent) of the date of commencement of candidature.

(36) A candidate for the Doctor of Philosophy by Prior Publication will be required to submit a thesis for examination within one year (full-time equivalent) of the date of commencement of candidature.

(37) A candidate for a Masters of Research will be required to submit a thesis for examination within two years (full-time equivalent) of the date of commencement of candidature.

### **Variations to Candidature Duration Requirements**

(38) In exceptional circumstances, variations to minimum and maximum periods of candidature requirements may be approved by the Director, Research.

### **Probationary Candidature**

(39) Admission to candidature for any Higher Degree by Research program, except candidates for the Doctor of Philosophy by Prior Publication, shall commence on a probationary basis unless exemption is approved by the Research Committee or nominee.

(40) Probationary candidature shall normally last for a period of up to twelve months (full-time equivalent).

(41) The Sub Dean (Graduate Studies) shall, in consultation with the Principal Supervisor, specify the conditions of the probationary period at the time of admission.

(42) The conditions of the probationary period must include the following components:

- a. attendance/participation at induction;
- b. completion of a literature review/ synopsis of literature to a standard approved by the Supervisory team;
- c. submission of a written research proposal to a standard approved by the Supervisory team and the Sub-Dean (Graduate Studies);
- d. presentation of research proposal seminar to a standard approved by the Supervisory team;
- e. other additional conditions specified by the Faculty and approved by the Director, Research.

(43) A candidate may be required to study additional subjects as a requirement of probation as approved by the Director, Research, on the recommendation of the Sub Dean (Graduate Studies). The candidate will not incur subject fees for additional subjects.

### **Confirmation of Candidature**

(44) Sub Dean (Graduate Studies), in consultation with the candidate and Principal Supervisor, shall consider the candidate's progress during the probationary period.

(45) Upon completion of the probationary period, on the advice of the Sub Dean (Graduate Studies), the Director, Research, will determine that:

- a. the candidature be confirmed; or
- b. the probationary period be extended due to exceptional circumstances; or
- c. that the candidate be issued with a show cause (as per clauses 51 to 53).

(46) Once the candidature is confirmed, then the total period of candidature will normally be deemed to have begun from the date of commencement of study.

### **Progress Reports**

(47) As a condition of candidature the progress of candidates in Doctor of Philosophy, Research Professional Doctorate and Master by Research programs shall be reviewed by the Director, Research, or nominee at least every six months.

(48) A progress report is not required from candidates enrolled in the Doctor of Philosophy by Prior Publication.

(49) As a result of the review of progress reports, the Director, Research or nominee, may:

- a. endorse continuation of the candidature; or
- b. terminate the candidature; or
- c. take such other action as considered appropriate including imposing specific conditions for continuation of candidature.

### **Change of Research Focus**

(50) Once a Research Proposal has been approved the research focus may only be changed on the recommendation of the Sub Dean (Graduate Studies) by the Director, Research.

### **Termination of Candidature**

(51) The Sub Dean (Graduate Studies) will advise the Director, Research if a candidate is not making satisfactory progress or has failed to comply with the provisions of the University Policies.

(52) The candidate shall be given one month's notice in writing of the University's intention to terminate the candidature or to make changes in the conditions of the candidature as appropriate. Before making such a determination the candidate shall be given an opportunity to respond to the Director, Research, and 'show cause' as to why the candidature should be allowed to continue.

(53) The Director, Research, shall consider any such show cause response received from the Candidate and shall approve one of the following;

- a. no changes to be made to the candidate's conditions of candidature; or
- b. specify changes to be made to the candidate's conditions of candidature; or
- c. candidature shall be terminated.

### **Supervision**

#### **Register of Supervisors**

(54) The Research Office will maintain a Register of Supervisors. The Register will contain the names and other details of persons who may be appointed as a Principal Supervisor or as a Co-supervisor.

(55) Admission to the register will be approved by the Director, Research, on recommendation by the Faculty Sub Dean (Graduate Studies) where the proposed supervisor will normally have satisfied the conditions in [Schedule 1 – Conditions for Admission to the Register of Supervisors](#).

#### **Supervision Team**

(56) For each Higher Degree by Research candidate, the Research Committee shall approve a team of supervisors

made up of the following;

- a. a Principal Supervisor who will be an academic staff member of the University or, under exceptional circumstances, be a person who has been granted an adjunct academic position and be on the CSU Register of Supervisors;
- b. one or more Co-supervisors except for Doctor of Philosophy by Prior Publication candidates.

(57) At least one member of the Team of Supervisors will be an academic staff member of the University and be listed on the CSU Register of Supervisors.

### **Appointment of Supervisors**

(58) Supervisors are appointed on the recommendation of the Sub Dean (Graduate Studies):

- a. where the candidate is to be enrolled in a Higher Degree by Research program that does not have a coursework component, supervisors will be appointed at the time of submission of the prospective candidate's recommendation for admission to the Research Office; or
- b. where the candidate is to be enrolled in a Higher Degree by Research program that has a coursework component, supervisors will be appointed prior to the approval of the candidate's research proposal.

(59) A person appointed as Principal Supervisor shall:

- a. have expertise relevant to the proposed research;
- b. normally hold a degree at the equivalent or higher AQF level as the degree to be supervised;
- c. expect to be available for the planned duration of the candidature; and
- d. have been admitted to the CSU Register of Supervisors.

(60) A person appointed as a Co-supervisor shall:

- a. have been admitted to the CSU Register of Supervisors; or
- b. be a person external to the University who can demonstrate expertise in the particular area of research, study or profession (as appropriate for the type of research program), provided another supervisor has been admitted to the CSU Register of Supervisors.

(61) In the event that a Principal Supervisor is unable to supervise a candidate for an extended period of time, another member of the supervisory team who has been admitted to the CSU Register of Supervisors as a Principal Supervisor shall act as Principal Supervisor for that period.

(62) In the event that a Principal Supervisor resigns or otherwise leaves the University, unless granted an honorary or adjunct position or otherwise approved by the Research Committee to continue supervision, the Research Committee or nominee shall appoint a replacement Principal Supervisor on the recommendation of the Sub Dean (Graduate Studies). Until a replacement Principal Supervisor is appointed the Sub Dean (Graduate Studies) will act as Principal Supervisor.

(63) In the event that a Co-supervisor is unable to provide supervision, the Research Committee or nominee shall appoint a replacement Co-supervisor on the recommendation of the Faculty Associate Dean, Research.

### **Principal Supervisor Roles and Responsibilities**

(64) The Principal Supervisor is accountable to the Sub Dean (Graduate Studies) for advising and monitoring the progress of a candidate and leading the supervisory team. The Sub Dean (Graduate Studies) has final responsibility for the decisions made by the supervisory team.

(65) Responsibilities of a Principal Supervisor are detailed in [Schedule 2 - Roles and Responsibilities of the Supervisory Team](#).

(66) If the Principal Supervisor does not meet one or more of the responsibilities of a Principal Supervisor, the Research Committee or nominee may approve that the supervisor:

- a. continue as Principal Supervisor with conditions; or
- b. be appointed as a Co-supervisor with a replacement Principal Supervisor appointed; or
- c. be removed from the Supervisory Team.

### **Supervisory Team Roles and Responsibilities**

(67) Responsibilities of the Supervisory Team are detailed in [Schedule 2 - Roles and Responsibilities of the Supervisory Team](#).

(68) Co-supervisors may have responsibilities relating only to certain aspects of a Higher Degree by Research candidate's project.

### **Examinable Works**

#### **Requirements for the Thesis**

(69) The thesis submitted by a Higher Degree by Research candidate for examination shall comply with requirements detailed in [Schedule 3 - Requirements for Thesis](#).

#### **Notice to Submit**

(70) To facilitate the timely appointment of examiners, a candidate shall give no less than thirty (30) days' notice in writing to the Research Office of their intention to submit the thesis.

#### **Readiness for Examination**

(71) Normally, a thesis shall be submitted to the Research Office when the candidate and the Principal Supervisor agree that the thesis is ready for examination.

(72) If the Principal Supervisor does not agree with the candidate that the thesis is ready for examination, an arbitration committee shall be appointed consisting of the relevant Head of School or nominee, Sub Dean (Graduate Studies) and Executive Dean or nominee. The Principal Supervisor and the Candidate may provide a written submission to the arbitration committee. The arbitration committee will recommend to the Director, Research, one of the following;

- a. that the candidate may submit the thesis for examination; or
- b. that further thesis preparation is required; or
- c. other recommendation appropriate to the situation (e.g. that further research content or analysis is required).

#### **Presentation of the Thesis**

(73) The rules for presentation of a thesis are detailed in [Schedule 3 - Requirements for Thesis](#).

#### **On-Site Bodies of Work(s)**

(74) For assessment of on-site bodies of work such as exhibitions, installations and performances, the written thesis component which outlines to examiners the nature and scope of the body of work for examination will be provided to the Research Office by the candidate (in consultation with their supervisor) at least four weeks prior to the on-site

examination. Any additional items such as video of the performance, visual presentation of artwork, recording, should either be:

- a. supplied to the examiners with the written thesis; or
- b. supplied to examiners as soon as the documentation is available.

### **Reproducible Bodies of Work(s)**

(75) For thesis components that are bodies of work(s) that are able to be reproduced physically but not electronically, four copies should accompany the written thesis component and be provided to the Research Office.

## **Examination of the Thesis**

### **Examiners**

(76) The Director, Research, shall, on the recommendation of the Sub Dean (Graduate Studies), review the proposed examiners' curriculum vitae to determine suitability and appoint examiners.

(77) The nomination of examiners must conform to the principles identified in the Conflict of Interest in the Appointment of Examiners Guidelines.

(78) Prior to distribution of the thesis where a thesis contains material which is either confidential or contains commercially sensitive material each examiner is required to confirm in writing that he or she will not release the confidential or commercially sensitive material.

(79) Three examiners will be appointed for all higher degree by research thesis examination, all of whom shall be external to the University. In exceptional circumstances, two external and one internal examiner may be appointed if approved by the Director, Research.

(80) Where an examiner fails to provide a report on a thesis within two months of receipt, the Director, Research, may appoint a replacement examiner.

(81) Academic 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 is being examined.

(82) Industry-based Examiners shall exhibit demonstrated excellence in the profession in which the candidate's research was conducted.

(83) Examiners or arbiters shall be paid an honorarium at the rate decided by the Director, Research. The payment of honoraria to examiners and arbiters shall be in accordance with the following:

- a. examiners or arbiters who are not staff of Charles Sturt University shall be paid an honorarium at the rate recommended from time to time by Universities Australia;
- b. examiners or arbiters who are staff of Charles Sturt University 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 Charles Sturt University shall not be regarded as a staff member and shall therefore be entitled to payment of an honorarium.

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



## **Confidentiality of the Examination Process**

(85) Examiners may not collaborate in the preparation of their reports or in the formulating of their recommendations.

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

(87) The name of an examiner shall be included when the examiners' reports are released to the candidate unless the examiner specifically requests their name not to be released.

## **Examination Criteria**

(88) Examiners shall examine a thesis with respect to the standards and expectations for the relevant Higher Degree by Research qualification and principally in terms of the following general criteria:

- a. the candidate's understanding of the field of study;
- b. the originality of the work embodied in the thesis;
- c. the significance of the thesis 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 appropriateness of the approach, the arguments advanced to support conclusions); and
- e. the worthiness of the thesis for publication.

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

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

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

## **Examination of a Thesis**

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

(92) Each examiner shall, independently of the other examiner(s), examine the thesis and provide a written report and make one of the recommendations as set out in clause 93. For courses containing a coursework component, this recommendation is subject to successful completion of that component.

(93) Examiners will recommend that the thesis be:

- a. PASSED, WITH NO AMMENDMENTS (NA) and the candidate be awarded the degree;
- b. PASSED, SUBJECT TO MINOR AMENDMENTS (MA) as indicated in the report to the satisfaction of the Sub Dean (Graduate Studies);
- c. PASSED, SUBJECT TO SUBSTANTIVE AMENDMENTS (SA) consistent with the recommendations in the report. The candidate shall submit a detailed report to the Research Committee outlining the amendments to the thesis for final classification. The thesis or response to examiners will not be referred back to the examiners;
- d. RE-SUBMITTED (RR) for examination after completing the required extra work and revision consistent with the examiners reports. 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; OR
- e. FAILED (FL). In this circumstance the candidate will not be awarded the research higher degree and will not be

permitted to resubmit the thesis in a revised form.

### **Consideration of Examiners' Reports**

(94) Examiners' reports shall be received initially by the Research Office. Once all reports are received, they shall be forwarded to the Sub-Dean (Graduate Studies). The Sub-Dean (Graduate Studies), after consideration of the reports, shall refer them to the Principal Supervisor who, in turn, will provide the examiners' comments to the candidate.

(95) Where examiners' recommendations include options as set out in clause 93 b, c, d, or e, the candidate shall provide to the Faculty a response to the examiners' reports. The candidate should craft this response in conjunction with the Principal Supervisor, however, the response need not reflect the view of the Principal Supervisor or any other person. Other than in exceptional circumstances where an extension is approved by the Director, Research, the candidate must re-enrol if the response to the examiners' reports is not provided within six months of receipt.

(96) If the candidate does not make satisfactory progress in making the required amendments the candidature may be terminated as per clauses 51 to 53.

(97) The Principal Supervisor shall provide a commentary on the examiners' reports and the candidate's response and forward both to the Sub Dean (Graduate Studies).

(98) The Director, Research shall receive from the Sub Dean (Graduate Studies) the examiners' reports, the candidate's response to examiners and a copy of the Principal Supervisor's report; and shall:

- a. recommend to the Deputy Vice-Chancellor (Research and Engagement) that the award be conferred; or
- b. agree that, subject to the minor amendments being made to the satisfaction of the Sub Dean (Graduate Studies), will recommend to the Deputy Vice-Chancellor (Research and Engagement) that the award be conferred; or
- c. if at least one of the examiners recommend options as set out in clauses 93 c, d, or e an Examination Committee may be convened, at the discretion of the Director, Research, to determine the final outcome of the submission.

(99) If under clause 98a or 98b the Deputy Vice-Chancellor (Research and Engagement) is satisfied with the recommendation that the award be conferred they will recommend to the University Council that the award be conferred.

(100) If an Examination Committee is formed, the composition of which will be determined by the Sub Dean (Graduate Studies), the Examination Committee will recommend to the Deputy Vice-Chancellor (Research and Engagement):

- a. that, subject to the substantive amendments and other changes being made to the satisfaction of the Examination Committee the award be conferred; or
- b. require the candidate to re-submit the thesis in a revised form by a specified date which may require a further period of enrolment; or
- c. appoint an arbiter to review the thesis and examiners' reports; or
- d. the thesis not be awarded the degree of Doctor of Philosophy but the candidate be invited to revise the thesis and to resubmit for examination for the award of Master by Research; or
- e. decide that the thesis be failed, the candidate not be permitted to resubmit the thesis and candidature be terminated.

### **Re-Submission**

(101) Where the Deputy Vice-Chancellor (Research and Engagement) requires the candidate to re-submit the thesis in a revised form, a period of further enrolment maybe required, as provided in clause 93d. Resubmission shall

normally occur between six months and twelve months full-time equivalent after the notification of revision or as determined by the Director, Research.

(102) When the thesis is revised, it shall be submitted by the candidate for examination and shall be examined as required and the examiners shall only recommend that:

- a. the thesis be PASSED, WITH NO AMENDMENT, and the candidate be awarded the degree; or
- b. the thesis be PASSED, SUBJECT TO MINOR AMENDMENTS as indicated in the report to the satisfaction of the Sub Dean (Graduate Studies); or
- 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 for the same degree.

(103) A thesis may only be resubmitted once after major revision.

(104) The examiners of a revised thesis shall normally be the examiners of the original thesis.

(105) Deputy Vice-Chancellor (Research and Engagement), on the recommendation of the Sub Dean (Graduate Studies) may appoint a replacement Principal Supervisor, or an additional Co-supervisor for any period of further enrolment or to assist in the re-submission process.

### **Appointment of an Arbiter**

(106) Where the Deputy Vice-Chancellor (Research and Engagement) appoints an arbiter, the arbiter shall:

- a. receive a copy of the originally examined thesis, the examiners' reports, the candidate's response to the examiners' reports and the report of the Principal Supervisor; and
- b. be requested to review, within thirty days, the documentation required in clause 106a and recommend one of the options in clause 93.

(107) The arbiter's report and recommendation shall be considered under this policy in the same manner as the original examiners' reports.

### **Failed Thesis**

(108) Where the Deputy Vice-Chancellor (Research and Engagement) fails a thesis as per clause 93 above, the thesis shall not be resubmitted for the award for which it was originally submitted and the candidature shall be terminated.

### **Submission of Final Thesis**

(109) Following the completed examination process and notification that the Deputy Vice-Chancellor (Research and Engagement) has recommended that the degree be awarded, the candidate shall upload a digital copy of the thesis to the University Repository. Students will not graduate until all requirements have been met, including the submission of the final thesis.

### **Format of Thesis**

(110) The thesis must be submitted as specified in [Schedule 3 - Requirements for Thesis](#).

### **Intellectual Property/Confidentiality**

(111) The thesis presented by the candidate to the Research Office shall become the property of the University.

(112) The thesis will be available for open access except as provided in clause 113.

(113) Where a thesis 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 Deputy Vice-Chancellor (Research and Engagement) may approve restriction of the circulation, copying and electronic access of the thesis.

(114) When forwarding the thesis 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 for reasons relating to the intellectual property rights or confidentiality of material in the thesis. The Library will set the date of release from the embargo in consultation with the Deputy Vice-Chancellor (Research and Engagement).

(115) If a partial or full embargo on circulation, copying or electronic access is approved, the entire thesis will in any case become available two years after the thesis has been deposited with the Research Office or such longer period as determined under clause 113.

## **Section 4 - Procedures**

(116) Nil.

## **Section 5 - Guidelines**

(117) Nil.

## Status and Details

<b>Status</b>	Current
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