



## **Southern Cross Business School**

# **Guide to Higher Degree Research Candidature Handbook**

These processes apply within  
the Southern Cross Business School for the following degrees

Masters by Thesis  
PhD (Doctor of Philosophy)

November 2012

Version 2

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DISCLAIMER: Information on the Southern Cross University, Division of Research Website takes precedence over information within this document. Should you have any further questions please contact the Division of Research at [research@scu.edu.au](mailto:research@scu.edu.au).

This Guide has been produced to assist supervisors and administrators support potential candidates and current candidates through the process of applying and undertaking a Southern Cross Business School Higher Degree Research (non DBA).

If you require any further assistance, please contact the office of the School Director Higher Degree Research Training or the Division of Research.

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# Pre-Admission

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There are four (4) steps in preparing an application for submission to a Higher Degree by Research (HDR) within the Southern Cross Business School.

Step 1: Candidate's eligibility and suitability determined

Step 2: Suitable proposed research project

Step 3: Proposed supervisors secured

Step 4: Apply for Scholarship/s or fee waiver

## Step 1: Candidate's eligibility and suitability determined

You must first determine if you meet the specific entry requirements:

1. Residential status
2. [Previous tertiary study or professional experience](#) (links to the Division of Research)
3. [English language proficiency](#) (links to the Division of Research)

### 1. Residential status

Persons who may apply to undertake HDR at Southern Cross University are those who are:

- (i) Australian citizens, Australian Permanent Resident Visa holders and New Zealand citizens; AND
- (ii) Overseas applicants. This includes:
  - a. overseas students;
  - b. diplomats;
  - c. temporary residents who hold permits for work purposes;
  - d. dependents of any of the above persons; and
  - e. persons who hold a permanent Resident Visa for New Zealand.

## Step 2: Suitable proposed research project

The School advertises research projects seeking Higher Degree Researchers on the [School website](#) under the relevant research node.

If you have a research topic that is outside of what is listed on the School website under the 'Projects seeking Researchers' title, you may contact supervisors directly to discuss your proposal.

Your proposed research topic should align with the School's [research areas](#).

### **Step 3: Proposed supervisors secured**

You will need to secure your supervisors prior to submitting your online application.

Research projects seeking researchers are posted on the School website (as mentioned above in Step 2)

#### [Projects seeking Higher Degree Researcher](#)

You will need to contact the 'Primary Contact' person for the relevant research project to discuss your suitability for the project.

Your supervisory team must consist of at least two (2) SCU or adjunct staff where:

- The Principal Supervisor must be a SCU staff member (with previous higher degree research supervisory completion)
- The Co-supervisor(s) can be a SCU staff member or adjunct appointment/s (an adjunct is a non-SCU employee who is appointed by the Head of School as adjunct for the purpose of supervision for the duration of the candidature)

The relationship you have with your supervisors is critical in ensuring that you have a positive and successful research experience. You should consider the following when looking for a supervisor:

- their area of research and how active they are in that area (i.e. publications/teaching)
- how many students they are currently supervising
- their past supervision experience

#### [Search our academic profiles to find a supervisor](#)

If you and your supervisors agree to work together, they will also be able to guide you in writing your research proposal and complete the application process.

### **Step 4: Apply for Scholarship/s or fee waiver**

Australian and New Zealand citizens and permanent residents of Australia commencing a PhD or a Masters by thesis are exempt from HECS.

Stipend scholarships are available from four main sources:

- Australian Government funded scholarships (APAs & IPRS)
- Southern Cross Business School (SCBS) Scholarships
- Industry-funded scholarships
- Co-operative Research Centre (CRC) scholarships

The Southern Cross Business School (SCBS) also offers a limited number of fee waivers for international students.

Scholarships are non-taxable and candidates can earn an additional amount up to the tax free threshold before tax liability begins. It is best to check with a financial advisor before taking one extra income.

#### **Australian Government Funded Scholarships**

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### Australian Postgraduate Awards (APAs)

A limited number of APAs are made available by the Australian Government and administered by the University. They are open to Australian and New Zealand citizens and permanent residents. Applications for APAs close at the end of October. They are funded for three (3) years in the case of a PhD, and two (2) years in the case of a Masters by thesis.

Awards may be commenced from 1 January. Except where prior approval has been given an award holder must commence studies by 31 March or the award may be withdrawn and reallocated to another applicant. If an award holder has not commenced by 31 July of the year of the award the Australian Government will withdraw the funding.

### International Postgraduate Research Scholarships (IPRAS)

A limited number of IPRS are made available by the Australian Government and administered by the University. All scholarship applicants will be considered for an IPRS provided they are overseas postgraduates who are eligible for the award and for admission to the PhD degree or Masters Degree by research at this University. While the IPRS itself covers tuition fees and medical insurance only, the IPRS recipient automatically receives an additional stipend scholarship from the University.

If you have accepted an offer of a scholarship with stipend at the University you should advise the Division of Research as soon as you have started work. Action can then be taken to commence payments to the bank account you have nominated.

### List of available non-SCBS scholarships

#### **Southern Cross Business School (SCBS) Scholarships**

The aim of these scholarships is to increase the number of high-calibre PhD and MPhil research students in the SCBS. The scholarships are competitive and will be advertised to attract the very best domestic and international higher degree research students to study full-time at one of the main campuses of the school. Awards are made to support the students maintenance costs and do not cover the tuition fees that may apply.

SCBS Scholarship rounds are advertised on the Research Page of the SCBS website under [News & Events](#).

For full details of SCBS scholarships, go to [Research policy and procedures](#)

#### **Southern Cross Business School (SCBS) Scholarship (Stipend) to-ups and Fee Waivers**

The Southern Cross Business School may offer a limited number of School scholarships and fee waivers. Fee waivers and Scholarship (Stipend) top-ups are based on academic merit.

The aim of these fee waivers and scholarships is to increase the number of high-calibre PhD and MPhil research students in the SCBS. They are competitive and are advertised to attract the very best domestic and international higher degree research students to study full-time at one of the main campuses of the school.

Scholarship (Stipend) top-ups will cover funding between the current level of an Australian Postgraduate Award \$23,728 and competitive top scholarship rates \$30,000 (Note rates shown are current for 2012 and are revised annually). The duration of the scholarships are three (3) years for a PhD and two (2) years for an MPhil.

Fee waivers cover tuition fees only. Applicants who are offered a fee waiver may also apply for a SCBS scholarship to cover living expenses. An offer of fee waiver does not guarantee an offer of a scholarship nor does the offer of a scholarship guarantee a fee waiver.

For full details of SCBS scholarships, go to [Research policy and procedures](#)

**Important Note**

Fee waivers must be sought prior to lodging an online PhD/MPhil application.

A scholarship offer does not guarantee an offer of candidature to undertake a higher degree research.

# Admission Stage

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There are four (4) steps within the admission stage.

Step 1: Complete and submit an Online Application, including providing supporting documents

Step 2: Supervisors complete Section 2 of the Application Form

Step 3: Approval from School Director HDR Training and Head of School gained

Step 4: Accept offer and complete the Supervisor/Candidate Agreement Form

## **Step 1: Complete and submit an Online Application, including providing supporting documents**

Complete the Online Application and submit as per the instructions. Your application will then be forwarded to your Principal Supervisor for them to complete Section 2 of the form. You will need to upload supporting documents with your Online Application.

For international candidates, the University's International Office will check your qualifications and English test results following submission.

Use the following checklist to assist you when gathering the information needed.

### **Application Checklist including documents required to be uploaded**

1. All relevant sections of the application have been completed
2. 2-3 page research proposal.
3. Identity documents if not born in Australia.
4. Certified copy of academic transcript if you did not graduate from Southern Cross University
5. Original English language proficiency test results (IELTS test or TOEFL test).
6. 1-2 page summary of your career since Graduation.
7. Details of any theses or publications you have authored and any other research undertaken, giving full bibliographic details for all publications and indicate the proportion of total work they contributed to joint-authored publications.
8. If applying for part-time candidature a statement of the circumstances under which you will be conducting your research and the number of hours per week you expect to devote to it.

### **[How to have your documents certified and translated](#)**

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## **Step 2: Supervisors complete Section 2 of the Application**

On receipt of the Online Application from the Candidate, Student Services will process the application and forward to the Principal Supervisor:

1. The application
2. Supporting Documentation, and
3. Sections 2-4 of the Application form.

The Principal Supervisor is required to ensure that all of Section 2 is completed and forwarded to the School Director HDR Training along with all supporting documentation.

## **Step 3: Approval from School Director HDR Training and Head of School gained**

On receipt of your application from your Principal Supervisor the School Director HDR Training will review the application and make a recommendation to the Head of School.

Further information may be sought if required prior to your application being endorsed by the Head of School. Your application will only be processed once all information has been provided.

Once the Head of School has endorsed your application, your application will be forwarded to the HDRC for consideration.

## **Step 4: Accept offer and complete the Supervisor/Candidate Agreement Form**

Once your application has been processed and approved by the Higher Degrees Research Committee (HDRC), you will receive a formal offer of admission, together with a Supervisor/Candidate Agreement Form.

To accept the offer:

- sign the letter of offer
- complete the Supervisor/Candidate Agreement form and the application for a student ID

And return them as per the instruction in your letter of offer.

Your commencement date will be the date the acceptance and Supervisor/Candidate Agreement forms are received by the Division of Research, unless you wish to commence at a later date. Submission of acceptance documentation constitutes enrolment in the course.

A retrospective date is not permissible.

## **Supervisor/Candidate Agreement**

The relationships you develop with your supervisors are possibly the most important determinant of the success of your candidature. Establishing clear agreements and negotiating expectations from the outset is therefore very important. When you receive the Supervisor/Candidate Agreement form with your letter of offer, contact your supervisors and arrange to meet to work through the agreement together. You can renegotiate the agreement at any time, especially if conditions change during your candidature.

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If you are an international student and are studying in Australia, you can wait until you arrive before filling out this agreement, but remember that your enrolment cannot proceed until the Agreement form and letter of offer have been signed and returned.

**IMPORTANT NOTE**

Your enrolment cannot proceed until the completed Supervisor/Candidate Agreement form and letter of offer have been signed and returned to the Division of Research.

# Early Stage

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- [Step 1: Candidate completes orientation](#)
- [Step 2: Gain ethics approval](#)
- [Step 3: Progress reporting](#)
- [Step 4: Confirmation of Candidature \(PhD only\)](#)
- [Step 5: Attend the Higher Degree Research Symposiums](#)

## Step 1: Candidate completes orientation

As early as possible in your candidature you should attend Postgraduate Orientation, which is a condition of confirmation of candidature. As a newly enrolled student you will be sent an invitation to attend. If for any reason it is not possible for you to attend any program, you will need to apply to for an exemption, stating your reasons, with support from your supervisor. Your principal supervisor can assist you with this.

A Higher Degree Orientation Program is held in February each year on the Lismore campus and a shorter program is held in July /August for candidates who enrol after February. Accommodation is provided for candidates who live more than 100 km from Lismore.

The full program covers information such as the following:

- Introduction to the processes and procedures of candidature
- Introduction to library services, including Endnote training
- How to develop good support systems
- What completing candidates have learned from their candidature
- Introduction to quantitative and qualitative research methods
- What makes a good thesis
- Publishing during candidature
- Human research ethics
- Writing in your discipline
- Managing your supervisor
- Introduction to CRUX, the postgraduate student association

### IMPORTANT NOTE

Attending the Orientation is a requirement of your degree and not optional. You may defer your attendance by applying to the Division of Research with support from your Principal Supervisor.

## Step 2: Gain ethics approval

It is essential to submit an ethics application form before you begin your research if your research entails work with humans or animals.

The Human Research Ethics Committee (HREC) is responsible for the approval of research on humans. The HREC is directly responsible to the Vice-Chancellor for considering the ethical implications of procedures that involve humans, which broadly fit into biomedical, health and

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behavioural areas. SCU's human research ethics guidelines are based on the National Health and Medical Research Council's (NHMRC) National Statement on Ethical Conduct in Human Research.

### Contact the HREC

#### Does your research require ethics approval?

- If you will be conducting survey/interview/questionnaire studies on humans in Australia or overseas you will need HDREC clearance. There is an expedited review process for low-risk research through the Chair of the HREC. Contact the secretary to check if your ethics application can be deemed 'low risk'.
- All surveys carried out by University staff and students should be presented to the HREC. They may not necessarily require HREC clearance, but will be recorded by the HREC secretary.
- If you will be conducting activities involving behavioural responses or experiments of a physical or invasive nature on humans in Australia or overseas, you will need SCU ethics clearance.

### Current application forms and the latest information

## **Step 3: Progress Reports (April & October)**

Six (6) monthly progress reports are completed throughout your candidature (April and October) as an additional means of communicating your progress. Progress reports provide you with the opportunity to make the HDRC aware of any difficulties you may be having and attend to any problems you raise in your report. These reports are a key tool in ensuring that your candidature is a positive experience and are taken very seriously by the HDRC.

Other purposes of these reports include:

- To guarantee that your supervisors and the School Director of Higher Degree Research and Training are aware of any problems that need to be addressed
- To ensure that regular contact between yourself and your supervisors is maintained and
- To monitor that progress is being made in accordance with your research timeline to ensure timely completion.

### **IMPORTANT NOTE**

You may submit a confidential report if you prefer.

If you experience difficulties during your candidature, ensure you raise these immediately with either your supervisor or the School Director HDR Training.

**Do not wait until your 6 monthly Progress Report is due.**

## Step 4: Confirmation of Candidature (PhD and Masters by Thesis)

The most important milestone you will need to achieve by the end of the first twelve (12) months of your PhD or six (6) months of your Masters by Thesis is to have your candidature confirmed, which means you are assessed as having the capacity to both undertake the research project you have nominated and to complete the respective degree. The Confirmation of Candidature process is outlined below:

1. **Submit a written research proposal**, containing a literature review; a research design; proposed methods; an action plan with timelines; and where relevant, evidence that you have completed an ethics application for submission to the relevant Ethics Committee; to the School Confirmation Committee made up of:
  - Your principal supervisor
  - An external academic from your discipline, one who is not involved in your candidature (supervisor to secure)
  - The School Director of HDR Training, who will act as Chair of the Committee
2. **Give a seminar presentation**, to be assessed by the Confirmation Committee. The seminar presentation should be at least 20-30 minutes in length allowing additional time for questions. The seminar is also open to other members of staff and postgraduate students. If you are unable to present in person, arrangements can be made for you to present live online through Elluminate Live! Software.

### [Link to Confirmation of Candidature guidelines](#)

The Committee will make a recommendation to the HDRC that your candidature:

- a) *Is confirmed*, with no further work required or
- b) *Is confirmed*, subject to changes recommended by the Committee that you respond to within three (3) months to the satisfaction of your principal supervisor or
- c) *Is not confirmed*, but you are asked to resubmit your paper and make another presentation within six (6) months or
- d) *Requires remedial action*: Where a resubmission results in a further unsatisfactory outcome, a course of remedial action shall be put in place. This may require a review of the Candidate/Supervisor Agreement or
- e) *Is not confirmed*, and candidature is terminated.

The Confirmation Committee will provide you with a copy of the Candidate Confirmation Report.

## Step 5: Attend the Higher Degree Research Symposiums

It is highly recommended that you attend the six (6) monthly Higher Degree Symposiums.

The Southern Cross Business School holds six (6) monthly Higher Degree Symposiums at the Tweed Gold Coast Campus. At the symposium, you will have the opportunity to meet other candidates, compare your progress, exchange tips and explore different research methodologies. You will also receive advice from experts in a broad range of research areas, network with business leaders and develop ongoing associations and dialogue with fellow candidates.

# Middle Stage

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As you progress through your candidature, the University offers comprehensive range of support services and management tools to support you through your journey.

[Step 1: Attend Higher Degree Research Symposiums](#)

[Step 2: Progress reporting](#)

[Step 3: Support and resources](#)

[Step 4: Changes to conditions of candidature](#)

## Step 1: Attend Higher Degree Research Symposiums

The Southern Cross Business School holds six (6) monthly Higher Degree Symposiums at the Tweed Gold Coast Campus. At the symposium, you will have the opportunity to meet other candidates, compare your progress, exchange tips and explore different research methodologies. You will also receive advice from experts in a broad range of research areas, network with business leaders and develop ongoing associations and dialogue with fellow candidates.

## Step 2: Progress Reports

Six (6) monthly progress reports are completed throughout your candidature as an additional means of communicating your progress. Progress reports provide you with the opportunity to make the HDRC aware of any difficulties you may be having and attend to any problems you raise in your report. These reports are a key tool in ensuring that your candidature is a positive experience and are taken very seriously by the HDRC.

Other purposes of these reports include:

- To guarantee that your supervisors and the School Director of Higher Degree Research and Training are aware of any problems that need to be addressed
- To ensure that regular contact between yourself and your supervisors is maintained and
- To monitor that progress is being made in accordance with your research timeline to ensure timely completion.

You may submit a confidential report if you prefer.

### IMPORTANT NOTE

If you experience difficulties during your candidature, ensure you raise these immediately with either your supervisor or the [School Director HDR Training](#).

**Do not wait until your biannual report is due.**

### **Step 3: Support and Resources**

A comprehensive range of support services are available including:

The Research Training Unit (RTU)

Funding support

Conference assistance

University Library

EndNote<sup>TM</sup>

#### **The Research Training Unit (RTU)**

The Research Training Unit (RTU) works to provide quality assurance across the complete academic cycle of a higher degree research candidate – from enrolment, to supervision selection and supervisory arrangements, to supported candidate progress, through to examination.

The staff members are located on the third floor of R Block at the Lismore campus, and are available to assist you with your enquiries (see contact details).

#### **Funding support**

It is important to establish from the outset of your research program that you have funds to support the research you will need to do.

Small amounts of funds are available to support research students with small sundry items e.g. . stationery, printing, postage, travel. More expensive projects will need to be supported by research grants (further details available at <http://www.scu.edu.au/research/college> ).

Contact [HR & Finance](#) to determine if any funds are available any sundry items you may require.

#### **Conference assistance**

The Division of Research provides assistance for higher degree research candidates to attend conferences, an essential part of your research training. There are two schemes available, the International Conference Support Attendance Scheme and the Conference Presentation Support Scheme.

#### ***International Conference Support Attendance Scheme***

Assistance is available in your first year of candidature to attend an international conference, without having to present, in order to gain the benefit of networking with international scholars in your chosen research field. You need to show that the conference theme aligns with your thesis topic and have the written support of your supervisor. The maximum available is \$1,000, depending on the availability of funds.

[International Conference Support Attendance Scheme forms and guidelines](#)

#### ***Conference Presentation Support Scheme***

Assistance is available to attend national or international conferences where candidates are going to present a paper (or poster where there is evidence that oral presentations are not accepted or where there was keen competition for poster entry). Funds available generally range between \$300 and \$1000 depending on location.

Please note that funds can only be granted after you present receipts for registration and/or travel expenses.

Your application must:

- a) be on the prescribed form ([Division of Research website – forms & documents](#))
- b) include a detailed budget with supporting documentation
- c) include documentary evidence that you meet the eligibility criteria
- d) include documentary evidence that the paper has been accepted
- e) include a supportive statement from your supervisor and
- f) be signed by your School Director of Higher Degree Research Training.

## University Library

The University Library provides a range of resources, services, training, and personal assistance for locating information within the Library or obtaining information from outside the collection. The Library homepage <http://www.scu.edu.au/library> is the access point for all Library services. Check out 'Staff and postgraduates' under the 'Services' menu.

Make use of the document supply service for access to material not available in the Library itself or on the Library's subscribed databases. Any article can usually be supplied within 2-3 days.

## EndNote™

The University has a site license for EndNote, an essential tool for all academics and is available free to SCU staff and postgraduate students. EndNote is bibliographic database software that allows you to link citations to your bibliography, format your references in any style consistently and can also be used as a repository for your literature notes. EndNote training is incorporated into our Orientation program and if it is not possible to attend the introductory training, candidates are strongly recommended to arrange to attend a training session as early as possible in their candidature.

## Step 4: Changes to conditions of candidature

The University acknowledges that your circumstances can change over time and that these changes may affect your candidature. Most circumstances can be easily accommodated, while some may have a greater impact on your candidature. If your circumstances change, you should discuss your circumstances with your supervisors in the first instance.

A number of types of changes will require you to gain approval from your principal supervisor, the School Director HDR Training and the Director of the Research Training Unit. These include:

- Change to thesis topic
- Change to supervision arrangements
- Change to attendance type
- Interruption to candidature
- Resumption of candidature
- Extensions to candidature
- Withdrawal from candidature

Information on how the above changes may affect your candidature and the administrative processes required to affect these changes are available on the [Division of Research website](#).

A [Change of Conditions of Enrolment form](#) is required for each of the above changes to allow the University to correctly process and document the change.

# Final Stage including Submission & Examination

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There are several steps involved in the final stages of a higher degree research journey including:

[Selection and approval of examiners](#)  
[Submission of thesis](#)  
[Examination of thesis](#)  
[Candidate prepares Proposed Step 1 Table of Changes](#)  
[Candidate prepares the Step 2 Table of Changes](#)  
[Post-Examination & Award of Degree](#)

These steps are set out in detail in the [Postgraduate Research Student Handbook](#) and in the [Requirements for Submission and Examination document](#) on the Division of Research website.

**Two key areas of importance** during this time are: 1) securing suitable examiners and timing of nomination examiners to HDRC; and 2) completing the Proposed Step 1 Table of Changes.

A concerted effort and attention to detail is required during this time to assist with a smooth and efficient examination process. Unfortunately, delays to examining your thesis may occur if not enough attention is paid to these areas.

## Suitable examiners and timing of nominations

It is recommended that supervisors and candidates begin discussing and securing potential examiners at least six (6) months before submission.

Principal supervisors are required to submit nominations for examiners to the HDRC no later than three (3) months before the candidate is expecting to submit their thesis for examination. This allows for HDRC to consider the nominations and allows time for supervisors to secure additional/alternative examiners if required.

It is a requirement that nominated examiners have demonstrable eminence in the field and relevance of specialism to the thesis topic. A copy of the nominated examiner's CV – research/publications and an outline of supervision/examination experience is required.

At least one (1) examiner must also be based in a different country from the country where you undertook your candidature e.g. if you studied in Malaysia, at least one (1) examiner must be based outside of Malaysia i.e. Hong Kong, Singapore, Australia etc. This international examiner must not be the reserve examiner.

## Checklist

When preparing to nominate examiners, it is important to keep in mind that while the HDRC members have extensive experience from varying disciplines, they may not have intimate knowledge of the thesis topic. With this in mind, when outlining why the examiners have been nominated, it is important to clearly indicate how the examiners' expertise **directly relates** to the thesis topic area.

The following criteria will assist to ensure that suitable examiners are selected in the first instance:

1. Each examiner is required to have **direct expertise** in the relevant topic area.
2. Each examiner is required to have at least **4-5 publications that directly relate** to the relevant topic area (these need to be easily visible to the HDRC either by including them on the form or by highlighting or asterisk (\*) them in the relevant CV.)
  - a. Should the nominated examiner not have publications that directly relate to the thesis topic, it is the responsibility of the Principal Supervisor to explain how the examiners experience would be relevant to the thesis and how this would make them suitable for the purpose of examination
3. At least one (1) examiner must be international. This international examiner **must not** be the reserve examiner.
4. A 200 word thesis summary is to accompany the nominations.

**The final list of nominated and approved examiners is not made known to the Candidate.**

## Preparation of Step 1 Proposed Table of Changes

It is important to ensure you spend the time preparing your Step 1 Proposed Table of Changes. Do not rush this process. This process is critical and it will actually make your final thesis even better.

The Principal/Coordinating Supervisor will consult with you to address the Examiners' Reports, taking adequate safeguards to preserve the anonymity of the Examiners where appropriate.

**Allow approximately one (1) month to finalise this process.** It is normal for Step 1 Proposed Table of Changes to go through a couple of reiterations following the initial submission to the School Director HDR Training. The more polished the Step 1 Proposed Table of Changes are, the less work you will need to do in preparing the next step, Step 2 Table of Changes.

### Checklist - Things to remember when preparing your Step 1 Changes:

1. Use the template provided – do not change the format of the template in any way.
2. Include in the 'Comment Detail' column the actual comment word for word from the report
3. In the 'Candidate Amendment or Defence' column – identify how you **propose** to address the comment. Do not actually make the changes in your thesis at this stage.
4. If you intend to defend or you disagree with a comment you will need to be very detailed and articulate with your response.
5. Double check spelling and grammar.

*NOTE: No changes should be made to the thesis until HDRC has approved the Step 1 table and advised the Candidate to do so.*

### Higher degree research submission and examination timeline

The following timeline outlines the important steps that need to be considered and undertaken in the last eight months of a candidate's candidature.

up to 6 months	up to 3 months	2 to 3 months	Submit thesis	more than 2 months	2 to 3 months	Graduation
Supervisors/ candidate to discuss & secure examiners	<p>Candidate to give written notice to RTU on intent to submit thesis</p> <p>Supervisors to submit nominations for examiners</p> <p>Candidate is not to know the final list of nominated or approved examiners.</p>	<p>HDRC considered nominated examiners</p> <p>Examiners must be approved by HDRC prior to student submitting thesis to RTU</p> <p>Supervisors secure additional examiners (if required)</p>	<p>Candidate submits thesis to RTU</p> <p>Principal Supervisor submits Submission of Higher Degree Thesis – Statement by Principal Supervisor form via the School Director HDR Training</p>	<p>Thesis examined by examiners</p> <p>Confidential deed sent with thesis if required</p> <p>On receipt of both examiners reports the Thesis Examination Officer forwards examiner reports to the Principal Supervisor and School Director HDR Training for review</p> <p>Principal Supervisor to release examiner reports to the student</p> <p>Candidate to undertake Step 1 Proposed Table of Changes</p>	<p>School Director HDR Training submits the Step 1 Recommendation for consideration of examiners reports to the HDRC who considers the Table of Proposed Changes against the examiners reports and provides recommendations back to the candidate</p> <p>Candidate follows HDRC recommendation/s &amp; submits Step 2 Table of Completed Changes and revised thesis to Principal Supervisor and School Director HDR Training</p> <p>School Director HDR Training will make the Step 2 Recommendation for award of degree to the HDRC for HDRC consideration</p> <p>HDRC reviews changes and recommends award of degree to Student Services and Graduation Office</p>	<p>University's Graduation office forwards candidate an Application to Graduate package</p> <p>Candidate submits final thesis copies; thesis deposit and verification form; electronic copy of thesis; and 100 word synopsis to RTU</p> <p>Candidate graduates at next graduation</p>

October 2012

DISCLAIMER: Information on the Southern Cross University, Division of Research Website takes precedence over information within this guidance document. Should you have any further questions please contact the Division of Research at [research@scu.edu.au](mailto:research@scu.edu.au).

# Acronyms

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APA	Australian Postgraduate Awards
CRC	Co-operative Research Centre
DBA	Doctor of Business Administration
DoR	Division of Research
HDR	Higher Degree Research
HDRC	Higher Degree Research Committee
HECS	Higher Education Contribution Scheme
HoS	Head of School
HREC	Human Research Ethics Committee
IPRAS	International Postgraduate Research Scholarships
NHMRC	National Health and Medical Research Council
OOSR	National Office of Overseas Skills Recognition
PhD	Doctor of Philosophy
RTU	Research Training Unit
SCBS	Southern Cross Business School
SCU	Southern Cross University