



# Student Handbook Higher Degrees Research

**GRADUATE SCHOOL**

## Welcome

Individuals contemplating enrolling in a Higher Degree by Research often face a bewildering array of decisions to make, while candidates recently enrolled face a barrage of procedures, policies, guidelines, and other information.

In this Handbook, we have brought together a collection of information that we hope will assist you in making decisions before candidature, and will assist in your progression during candidature through to the examination process.

If you have an issue and the solution is not in the Handbook, please do not hesitate to contact the Graduate School on (+61) 2 6626 9147/ (+61) 2 6626 9426 or [gradschool@scu.edu.au](mailto:gradschool@scu.edu.au)

Good luck with your Higher Degree Research.

Dean, Graduate School

# Student Handbook

## Higher Degrees Research

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Please refer to the full Southern Cross University Rules to find the detailed [Rules for Awards](#).

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### **Common Abbreviates Used**

ACEC: Animal Care and Ethics Committee

COC: Confirmation of Candidature

HDRC: Higher Degrees Research Committee

HREC: Human Research Ethics Committee

OoR: Office of Research

DHDRT: Director of Higher Degrees Research Training

# 1. Introduction

## Graduate School

The Graduate School under the leadership of the Dean, Graduate Studies, supports and administers postgraduate research candidature through:

- centralising all administration procedures to do with candidature, from enrolment through to examination
- quality assurance of supervisors and candidates
- offering comprehensive orientation programs twice per year
- providing training for supervisors of HDR candidates
- assisting with the submission of human research ethics applications
- providing academic mentoring and support throughout candidature
- facilitating and liaising with the Higher Degree Research Committee

## Office of Research

The Office of Research (OoR) provides services to assist researchers, including assistance with establishing commercial terms with industry partners supporting research at Southern Cross University. The OoR can assist with grant applications and budgets and provides the process and pathway through the University in the establishment of research projects. The OoR can assist you with various matters, including scholarship agreements and Student Participation Agreement (intellectual property assignments), especially if you are working on projects funded by an external party. The OoR also acts as a liaison point for gaining legal clearance through the University's Legal Office for these agreements.

## The Higher Degrees Research Committee

The Higher Degrees Research Committee (HDRC) is a Sub-Committee of the Academic Board at Southern Cross University and is facilitated by the Graduate School. The HDRC liaises with the Graduate School to formulate policy and procedural proposals to Academic Board and discuss matters raised by the Faculty Directors of HDR Training.

## 2. Application for Admission: How to apply

### Step 1: Select Course

Choose the [course](#) (PhD, Masters by Research or Professional Doctorate) and the field of study in which you wish to enrol.

#### Determine Your Eligibility

Refer to the [Rules of the relevant Award](#) for which you want to apply, to determine your eligibility, and to ensure you have the relevant tertiary qualifications or equivalent relevant experience. You will be required to submit certified copies of all relevant documents with your application. Applicants who have completed degrees overseas must submit Certified English Translations as well as copies of the original documents.

Specific Award Rules can be found can be reviewed as follows:

- [Rules relating to awards - Rule 7 - Masters by Thesis Awards](#)
- [Rules relating to awards - Rule 8 - Professional Doctorate Awards](#)
- [Rules relating to awards – Rule 9– Doctor of Philosophy](#)

If you are unsure whether your qualifications are sufficient to satisfy minimum requirements, discuss the matter with the Director of Higher Degrees Research Training of the Faculty in which you wish to study. The list of [Directors of Higher Degree Research Training](#) (DHDRT) can be found on the Graduate School's website.

#### English Language Proficiency

If your undergraduate studies were not undertaken in English, or if your first language is not English, you must satisfy the University that your standard of English is sufficient for you to study successfully here. You must submit either:

- an original [IELTS](#) test result, showing a score of 6.5 or better, including a minimum score of 6.0 in the sub-bands; or
- an original TOEFL (iBT) test result showing a score of 79 or better with no less than 21 in writing and 20 in other areas

Other evidence of ability to study in English may be considered, and any evidence should not be more than two (2) years old at the date of application. For citizens of some countries, an IELTS test is required by the Australian Government for the granting of a student visa.

*Please note that without these documents it is not possible to assess your application if English is not your first language.*

Contact details for Australian Government offices around the world can be located at <http://www.immi.gov.au>.

### Step 2: Contact Proposed Supervisors

The [Higher Degree Research \(HDR\) Register of Supervisor Policy](#) requires that all supervisors of postgraduate students at Southern Cross University be registered as approved supervisors on the Southern Cross University HDR Supervisor Register, which is a requirement in order to undertake the role of Principal or Co-Supervisor for a potential or current candidate.

Before you start an application for admission to study at Southern Cross University, it is important that you have made contact with a prospective supervisor. This supervisor must:

- have the relevant expertise to supervise you
- be an approved supervisor on the HDR Supervisor Register

- the capacity to supervise
- be willing to be nominated as your Principal Supervisor.

Please use the List of Supervisors in each Faculty to assist you in your decision. If you need assistance with finding an appropriate supervisor please consult with the appropriate [DHDRT \(contact list\)](#) to discuss possible supervisors.

### **Step 3: Complete an Application for Admission**

After gaining the approval of both the DHDRT and the Associate Dean (Research), and having discussed your project with your proposed supervisors, complete the online [Application for Admission](#), which is located on the Graduate School's website. Applications can be made at any time of the year. All required documentation is listed within the online application. Where transcripts are in a language other than English, you must organise to have the documents transcribed into English and certified as correct and true copies of the originals.

After the application is submitted online, it is forwarded to your proposed Supervisors, DHDRT, and Associate Dean (Research) for review and additional supporting documentation prior to being sent to the Graduate School for approval. The Dean, Graduate School will then review your application for admission and the Graduate School will convey their decision to you in a formal communication.



### 3. Admission & Enrolment

Once your application has been approved by the Dean, Graduate Studies, you will receive a formal offer of admission, together with an offer package, including a Supervisor Candidate Agreement form. There are two steps that need to be taken before you are formally enrolled in your course.

#### Step 1: Accept the Offer of Admission

To accept the offer, sign the letter of offer in the space provided, and return it, together with the application for a student ID card, to the Student Services or [hdrsupport@scu.edu.au](mailto:hdrsupport@scu.edu.au). For domestic students, they will need to accept the offer within **1 month of the offer** and enrol within **3 months of receipt of the offer**. For international students, they will need to accept the offer within **3 months of receipt of the offer** and enrol within **six months of the date of offer** unless approval is sought from the Dean for them to enrol at a later date.

Once you have **accepted** this offer, you will need to complete a Supervisor Candidate Agreement form prior to the commencement of your enrolment.

#### Step 2: Complete the Supervisor Candidate Agreement Form

The relationship you develop with your supervisor is possibly the single 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 offer letter, contact your supervisors and arrange to meet to work through the agreement together, or at least discuss it over the phone. Remember you can renegotiate the agreement at any time, especially if conditions change during your candidature. The form can be downloaded from the [Supervisor Candidate Agreement form](#) section of the Graduate School website.

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 offer letter have been signed and accepted.

## 4. Scholarships

Stipend scholarships are available from three main sources:

- Research Training Program Scholarships Stipend and Fee Offset Scholarships (domestic and international)
- University Fee Offset and Stipend Scholarships – funded by the University
- Externally funded/co-funded Scholarships – funded by Industry

### **Australian Government Research Training Program (RTP) Scholarships**

The Graduate School manages the Australian Government Research Training Program Scholarships for HDR candidates. Candidates enrolled full time, or individuals applying for HDR study at Southern Cross University, may apply for Commonwealth Scholarships once a year in August, for the commencement of the scholarship in the following year.

Information for applicants, including conditions of the award, and the application form can be found on the [Graduate School's webpage](#) approximately one and a half months prior to the closing date of each round.

More information about Commonwealth Scholarships can be found [here](#).

### **Higher Degree Research Scholarships**

Scholarships offered by the University will be advertised on the Graduate School website. These scholarships are not part of the Research Training Program funded by the Commonwealth Government.

Information for applicant, selection and offer procedures and associated information will be available on the Graduate School website.

## 5. Early Candidature

### Orientation

As early as possible in your candidature, you should attend HDR Orientation, which is a requirement for all candidates. If it is not possible for you to attend any program, please apply to the Dean, Graduate School applying for an exemption, stating your reasons, with support from your supervisors.

All newly enrolled students will be sent an invitation to attend one of the two Orientation sessions run each year at the Lismore campus. Accommodation is provided for candidates who live more than 100 km from Lismore.

Some of the items covered at the Orientation are:

- Introduction to the processes and procedures of candidature
- Introduction to library services
- What makes a good thesis
- Publishing during candidature
- Organising and managing your research
- Research ethics
- Writing in your discipline
- Managing your supervisor

One of the most important aspects of your candidature discussed at Orientation is setting up peer support networks, especially for students who are studying their degrees in isolation. We strongly encourage you to form a group that meets regularly. The main benefits are to support each other on your postgraduate research journey, to maintain accountability to your research goals, to get support for publication, and to maintain passion and interest in your research.

### Ethics approval process

It is essential to obtain ethical clearance of your proposed project *before* you begin your research if your research entails work with animals or humans. This requirement is set out by legislative bodies and protects both researchers and the institution. For current application forms, the latest information, and contact details, please visit the [Ethics Website](#).

For both human and animal research, all Southern Cross University staff and students are required to submit an application outlining their proposed research and detailing how the research will address research principles outlined in the *National Statement on Ethical Conduct in Human Research* or the *Australian code of practice for the care and use of animals for scientific purposes*.

The Human Research Ethics Committee (HREC) and the Animal Care and Ethics Committee (ACEC) are directly responsible to the Vice Chancellor for considering the research ethics implications for research involving human participants and animals, respectively. Both HREC and ACEC require approved researchers to comply with monitoring and reporting procedures as communicated once ethics approval has been granted.

### The Human Research Ethics Committee

Human research proposals are reviewed, depending on the degree of risk posed to participants and the participant group involved. There is two review processed at the *Southern Cross University* HREC:

Moderate to high-risk research will be reviewed by the full HREC at one of the scheduled HREC meetings. Negligible to low-risk research may be reviewed via an expedited process involving the Chair of the HREC and can be requested at any time. Definitions of the level of risk are found in the [National Statement on Ethical Conduct in Human Research](#).

Human research is defined as being research that is conducted with or about people, their data or tissue, and involves human beings:

- taking part in surveys, interviews or focus groups
- undergoing psychological, physiological or medical testing or treatment
- being observed by researchers
- researchers having access to their personal documents or other materials
- the collection and use of their body organs, tissues or fluids (eg skin, blood, urine, saliva, hair, bones, tumor and other biopsy specimens) or their exhaled breath
- access to their information (in individually identifiable, re-identifiable or non-identifiable form) as part of an existing published or unpublished source or database
- Please note that all surveys carried out by University staff and students should be presented to the HREC. They may not necessarily require HREC clearance but should be recorded by the HREC secretary.

### Animal Care & Ethics Committee

Researchers wishing to undertake any form of animal research are required to lodge an application for research approval on a specific form. All such proposals must be considered by the ACEC.

Animal research is defined as being research that is conducted with or about animals, their data or tissue, and involves animals in:

- being observed by researchers
- being surveyed or otherwise recorded in their natural habitat
- experimental research
- abnormal husbandry or dietary conditions
- collection of blood, tissue or other body samples
- being used for teaching;
- product testing
- feeding trials and field surveys

If you are in doubt as to whether your research requires research ethics approval, you can discuss this with the Secretaries or the Chair of the research ethics committees.

## 6. Progression through Candidature

As you progress through your candidature, there are a number of processes that will help you stay on track. To allow us to give you the best possible service, please ensure that you:

- a. advise the Graduate School when any of your personal details change, especially changes of address, email or phone details; and
- b. ensure that you check your Southern Cross University email address that is allocated to you at the start of candidature. You can arrange to have an email that goes to your Southern Cross University address diverted to an alternative email address (please contact [servicedesk@scu.edu.au](mailto:servicedesk@scu.edu.au) for details).

### Enrolment

PhD enrolment at Southern Cross University is expected to be 3 years full-time and six (6) years part-time, with the allowable maximum candidature being 4 years full-time equivalent and 8 years part-time equivalent. Masters by Research students have two (2) years full-time and four (4) years part-time. Professional Doctorate candidates have three (3) years full-time or six (6) years part-time to complete their study.

As a Doctor of Philosophy or Masters by Thesis candidate, there is no need for you to re-enrol with the University each Research Semester. Your candidature is time-based, and therefore you are enrolled until your submission date, except when on an approved interruption.

Professional Doctorate Candidates are expected to undertake the prescribed coursework units and ensure timely completion of the required units. It is expected this should take students one-year full-time equivalent to complete. Once all Coursework units are successfully completed as detailed in the 'Special Conditions' of the candidate's letter of offer, the candidate will then be eligible to be enrolled into the thesis unit – Doctor of Business Administration Thesis. The course coordinator will advise the Graduate School of a candidate's eligibility and their successful completion of coursework units. Upon receipt of this advice, the Graduate School will action the enrolment into the thesis unit for the candidate in question. A candidate is expected to complete the thesis component of the award within 2 years full-time equivalent from the commencement date of their enrolment into the thesis unit.

### Confirmation of Candidature

PhD candidates are expected to complete this milestone no sooner than 6 months (full-time equivalent) from the commencement of their enrolment, and no later than 9 months (full-time equivalent) from the commencement of their enrolment.

Masters by Thesis candidates are expected to complete this milestone within 6 months (full-time equivalent) from the commencement of their enrolment.

Professional Doctorate candidates are expected to complete this milestone within 6 months (full-time equivalent) from the commencement of their enrolment into the thesis unit.

#### **Please note:**

- That the proposal approved by your supervisory team **MUST** be emailed/submitted to the members of your Confirmation Panel **14 days prior** to the confirmation seminar.
- The Confirmation of Candidature proposal must be submitted through the University's text matching software Turnitin via the Graduate School Blackboard site prior to being sent to the Confirmation Panel.

- The Turnitin report must be sent to the Confirmation Panel members together with the research proposal.
- Failure to comply with either of the above requirements will mean the cancellation of the Confirmation of Candidature presentation. This will mean the presentation has to be rescheduled and in some instances, this may lead to the termination of your candidature.

The Confirmation of Candidature (CoC) process requires the candidate to fulfill the following elements to a requisite standard.

**1) Confirmation of Candidature requires a written research proposal (at least 7,000 words but no more than 10,000 words), a seminar presentation and, as applicable, the fulfillment of any special conditions required by the Dean, Graduate Studies.**

I. The written research proposal must contain the following:

- Cover page;
- Table of contents;
- A 200 word abstract of the proposed project;
- A critical literature review identifying gaps in the knowledge and areas for further study;
- A brief philosophical and/or theoretical framework;
- Hypotheses and/or study aims and objectives, proposed methodology;
- Detailed research plan with a timeline;
- If ethics approvals and other research permits are required (including any specialized WH&S requirements), then an indication of the proposed process and timelines for securing these will need to be provided;
- Any special conditions required by the Dean, Graduate School to ensure the student attains the requisite HDR standard must also be satisfied.

II. The seminar presentation must:

- Be 20-30 minutes in duration.
- Allow a further 20-30 minutes for questions;
- Be open to other members of staff and other students;
- Where applicable, contain arrangements to enable online students who cannot attend on-campus to present online through the relevant University online forum.

Following the question time, the open component of the CoC is closed and the Confirmation Panel meets privately to discuss the written and oral research proposal, and whether it meets requirements for Confirmation. The Panel will then complete the CoC report. The Candidate will then be invited back into the room and advised of the outcome and what may be further required.

Following the conclusion of the oral presentation of the CoC, the Director Higher Degree Research Training (DHDRT), will ensure that all documents are completed, prepared and submitted to The Graduate School for approval. You and your Principal Supervisor will then be formally advised of the recommended outcome via a letter and email.

**2) Confirmation Panel**

I. The Faculty Confirmation Committee will comprise the:

- Director Higher Degree Research Training (as Chair);
- Principal Supervisor;
- Co-supervisor(s);
- Minimum of one independent panel member<sup>1</sup>; and

- As applicable, any other person recommended by the Dean, Graduate Studies.

*Note: if the DHDRT is a supervisor, the Deputy DHDRT / Associate Dean (Research) or Delegate must act as the Chair of the Confirmation Panel.*

<sup>1</sup> *an independent panel member can be someone who is (obviously) independent<sup>2</sup> of the student and supervisors and can add value to the CoC presentation. This person can be from Academia (from SCU or another University). If from SCU, they must be a current academic or Adjunct. They can also be from industry. If from industry, they must be well placed in that industry to be able to provide the critical feedback required to assist the candidate in progressing with their candidature. They must also hold an equivalent or higher qualification than the candidate is undertaking the presentation for. The independent panel member, must review the submitted work prior to the presentation and contribute feedback and input to the assessment of the student's work. They have the same voting and input rights as the supervisors and the Director/Chair of the panel.*

<sup>2</sup> *Please refer to the Conflict of Interest Guidelines for Confirmation of Candidature Panel Members*

- II. The Panel must provide a written report to the student which contains feedback with respect to the research proposal and the seminar presentation. This report is to be written by the Director of HDRT in consultation with the Confirmation Panel.

### **3) What responsibilities and role does the Principal Supervisor have in the CoC process?**

The Principal Supervisor is the academic and administrative leader of the supervisory team. It is very important that the Principal Supervisor is involved in determining (with the student), whether or not the student is ready for confirmation. When a candidate is ready for CoC, the Principal Supervisor should advise the Director, Higher Degree Research Training.

The Principal Supervisor's responsibilities are then:

- I. To identify a potential **independent expert to sit on the Confirmation Panel**, and obtain agreement from them to participate in the confirmation;
- II. To advise The Director HDRT of the identity of the proposed independent member, and who will make up the rest of the panel;
- III. To provide the Director with the CV of the nominated independent member, and a statement that there is no conflict of interest (please refer to the conflict of interest guidelines). The Principal Supervisor will also be required to provide a brief outline of the expertise/experience of the independent panel member. The DHDRT will assess the suitability of the proposed independent panel member and advise the Principal Supervisor of any concerns with the suitability of the proposed panel member;
- IV. To inform the Director HDRT of possible dates for Confirmation (wherein the student, the supervisory team and the independent member are available) and confirm the mode that the independent examiner will be attending (e.g. in person, by Skype/zoom or video conference, etc.).

### **4) What responsibilities and role does the Director HDRT have in the CoC process?**

The Director of Higher Degree Research Training is responsible for providing the following advice and documentation to the Graduate School so they can book and advertise the confirmation:

- The identity of the student undertaking the confirmation.
- The date and time they would like the Graduate School to book a room for the confirmation.
- The panel members for the confirmation so the Graduate School can copy the panel members into the confirmation invitation.
- Provide the 200-word abstract of the research proposal so that the Graduate School can advertise the confirmation to all staff and students.
- The Director HDRT supplies a Zoom code to the Graduate School and then the Graduate School advertises the confirmation one week prior to the presentation.
- The Director HDRT will collate and distribute the paperwork to the Confirmation Panel ahead of the scheduled date.
- The Director must review the submitted work prior to the presentation and contribute feedback and input to the assessment of the student's work. They have the same voting and input rights as the supervisors and the independent panel member on the panel.
- The Director HDRT is responsible for the oversight of the completion of the confirmation report/form and notifying the Graduate School of the outcome.

## **5) The Written Report**

- I. As a guide, it is suggested the report includes whether or not the student has demonstrated a capacity to fulfill the following requirements:
  - Critically review the literature relevant to the project;
  - A theoretical framework outlining the PhD's ontological, epistemological and theory/ies;
  - Design a feasible research project, with appropriate methodology;
  - Exhibit clear and logical writing and presentation;
  - Appropriately respond to questions and critical feedback on the presentation.
- II. The Confirmation Report must be submitted to the Dean, Graduate School with a recommendation that candidature is:
  - (A) Confirmed, with no further work required;
  - (B) Confirmed, with changes recommended by the committee to the satisfaction of the Principal Supervisor;
  - (C) Conditionally confirmed after major revisions to the literature review and research plan as recommended by the Panel and made within 3 months to the satisfaction of the Confirmation Panel (resubmission and final sign-off to be coordinated by the Chair of the Confirmation Panel);
  - (D) Not confirmed but the candidate is required to revise and resubmit their paper and make another presentation within 6 months for Doctor of Philosophy Candidates, and within 4 months for Masters by Thesis and Professional Doctoral candidates;
  - (E) Remedial Action: the Remedial action or recommended transfer to Masters by Research (if Confirmation is for PhD)



- (F) Not Confirmed and candidature is terminated.

**Queries in relation to the confirmation of candidature process should be directed to the Director Higher Degree Research Training, the Principal Supervisor or the Graduate School.**

### **In Candidature review**

A formal In-candidature review for all HDR students post-confirmation is now a requirement for all HDR candidates.

For PhD candidates, an In-candidature review would be 12 months post Confirmation of Candidature (full-time equivalent).

For Masters by Research candidates, an in-candidature review would be 9 months post Confirmation of Candidature (full-time equivalent).

For Professional Doctorate candidates, an in-candidature review would be 9 months post Confirmation of Candidature (full-time equivalent).

The In-Candidature Review Panel will include:

- The principal supervisor
- The co-supervisors
- The Director HDRT

An external panel member (\*it is recommended that where possible the same external panel member for the Confirmation of Candidature will be the external panel member for the In-Candidature Review).

The format for the In-Candidature Review will be

- a) A written document containing draft chapters of the thesis.
- b) An oral presentation of a minimum of 15 minutes (required length to be determined by the panel) which addresses:
  - What was approved at the Confirmation of Candidature- (research aims, methodology, design, and timeline).
  - The progress achieved to date, against the timeline provided at Confirmation of Candidature.
  - Discussion of any barriers/ issues or changes to the research project.
  - A detailed timeline for completion and submission of the thesis with clear and measurable milestones.
- c) Any other written material as requested by the panel.

The outcome of the In-Candidature review will include:

- A brief report highlighting any issues identified, which will be signed by the In-Candidature review committee members and submitted to the Graduate School for recording against the student's record.
- Where further support, training or intervention is required, a detailed plan and timeline (to the due date of submission) will be written and submitted together with the above-mentioned report.

## Progress Reports

Once you have been accepted into your candidature, you are expected to make satisfactory progress toward the completion of your degree. Per Southern Cross University Rules, you are expected to report on your candidature every six months by filling in a progress report that is signed off by your Supervisors and DHDRT. Please note that progress reports will be required even when you have recently completed your confirmation of candidature or are about to complete your confirmation of candidature.

The major purpose of progress reports is to make the Graduate School aware of difficulties you may be having related to your research and/or supervision. Progress reports also allow the Graduate School to ensure that your supervisors and DHDRT are aware of any problems that need to be addressed, that you are maintaining regular contact with your supervisors, and that you are making satisfactory progress in accordance with your research timeline. The Graduate School makes every effort to attend to problems you or your supervisors raise. If you or your supervisors wish to submit a confidential report, you may do so in addition to the required progress reports by emailing [manager.gradschool@scu.edu.au](mailto:manager.gradschool@scu.edu.au).

## Support Available to You

While the Graduate School assists in the provision of appropriate resources to support quality research, the Faculty in which you are studying will supply the main resources for your research.

### Funding Support

It is important to establish from the outset of your program, that you have funds to support the research you will need to do. Most Faculties have small amounts of funds available to support research students with costs such as postage, phone calls, travel, thesis binding and printing. Make sure you find out what is available from your Faculty, and include this in the Supervisor Candidate Agreement form. More expensive projects may need to be supported by research grants. For help with research grants, please contact the [Research and Commercial Services Unit](#) within the Office of Research.

### Information Technology

To apply for your student ID card please click on the following link [Student Id card](#). You will need this in order to use the Student printers on campus.

If you are eligible for unlimited printing please contact [servicedesk@scu.edu.au](mailto:servicedesk@scu.edu.au) to activate your printing access.

To determine if you are eligible to receive a computer provided by the University please refer to the Technology Services [Postgraduate students and adjuncts staff computer supply](#)

### 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](#) is the access point for all library services. There is a specific section for Research and Postgraduate Support within the Library's website.

Each Faculty has a [Liaison Librarian](#), who is a subject specialist and can help you identify relevant databases, journals and other resources. An individual consultation with your Liaison Librarian is an excellent place to start your research.

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™**

Southern Cross University has a site license for EndNote, an essential tool for all academics, which is available free to Southern Cross University 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. The Library provides EndNote training, which we strongly recommend that you attend as early as possible in your candidature.

## **Changes to conditions of candidature**

During the period of your candidature, there are likely to arise in situations where the conditions of your candidature set down at the time of your enrolment need to change. The following types of changes all require you to complete a Change to Conditions of Enrolment form, available from the [Changes to Conditions of Enrolment](#) section under Forms and Downloads on the Graduate School website and require the approval of the supervisor, DHDRT and the Graduate School:

### **Change to Thesis Topic**

If you need to change your topic, you will need to check whether it entails a change to your Supervisors or the Faculty in which you are enrolled. This can have funding implications, so it is important to be clear on the form whether these changes follow from your decision to change your topic.

### **Change to Supervision Arrangements**

If you need to change one (or more) of your supervisors, both the new supervisor and the supervisor who is being replaced will need to sign off. You also may wish to change who is your principal supervisor and who is your co-supervisor or associate supervisor. Any change of supervisor will require a new Supervisor Candidate Agreement.

### **Change to Attendance Type**

If you want to change your enrolment from internal to external (or vice versa) or from full to part-time (or vice versa), you can apply to do so by filling out this form.

### **Interruption to Candidature**

Interruptions to candidature will not be considered for candidates prior to confirmation of candidature. If extenuating circumstances exist, a case can be made to the Dean, Graduate School for special consideration. It should be noted, that if an interruption to candidature is approved by the Dean, Graduate School due to extenuating circumstances, the period of interruption cannot exceed 3 months.

Interruptions to candidature subsequent to the successful completion of confirmation of candidature need to be submitted to the Graduate School for consideration. Candidates need to provide a valid reason in order for a request to interruption to candidature to be considered. It is not possible to apply for an interruption to your candidature retrospectively. Interruptions of 12 months or longer will require approval from the Dean, Graduate Studies. If you are on a scholarship you will need to notify the Graduate School and [dorfinance@scu.edu.au](mailto:dorfinance@scu.edu.au) so that the scholarship can be suspended.

### **Sick leave and Recreation leave**

All students are required to notify the Graduate School of any leave from their studies. Students wishing to take sick leave or Recreation leave during their candidature will need to complete an application for Sick leave or Recreation leave form which must be submitted to the Graduate School. For Scholarship recipients please refer to the [Higher Degree Research Scholarships Policy](#) Section 4. This form is located on the [Graduate School website](#).

## Extensions to Candidature

If you wish to apply for an extension to your candidature beyond the due date for completion, you will need to complete an Application for Extension to Candidature form and forward it to the Graduate School two months *before* the normal term of your candidature expires. This form can be found on the [Forms and Documents](#) section of the Graduate School website. While you may choose to seek the comments of your principal supervisor before submitting your application, it remains your responsibility to ensure the application reaches the Graduate School 2 months before your candidature end date.

All extensions to candidature require the approval of the Dean Graduate Studies.. Please be aware that extensions are only provided in exceptional circumstances beyond your control. If your candidature is taking longer than you expected and does not involve exceptional circumstances, consider taking an interruption before your candidature expires.

Please note that you must have your progress reports up to date before an application for extension will be considered.

## Withdrawal from Candidature

If you wish to withdraw your candidature for any reason, there is no need to fill out a form. Just email the [hdrsupport@scu.edu.au](mailto:hdrsupport@scu.edu.au) advising you wish to withdraw.

## Termination of Candidature

Be assured we make every effort to ensure that any problems are dealt with before taking the step of terminating candidature, provided you keep us and your supervisors informed of your progress. However, it is important for you to know that candidature can be terminated under certain circumstances which include:

- failure to have your candidature confirmed at the required time.
- if, in the opinion of the supervisors, the DHDRT, and the Associate Dean (Research), you have not made satisfactory progress.
- if you have failed to submit progress reports or have made no contact with your supervisors or the Graduate School for a period of 12 months or more, despite repeated attempts to contact you.
- inability to proceed with candidature as evidenced by multiple interruptions.
- if you make repeated applications for interruption without any indication that your candidature is likely to be completed within a reasonable time frame.
- if your candidature has expired without any contact from you.

## Lapsed Candidature

[Per Southern Cross University Rules](#), a candidate who exceeds the maximum tenure of their candidature without an approved extension will be deemed to be, and recorded as having, 'lapsed candidature'. Any lapsed candidate can apply to the Graduate School for readmission to candidature for the purpose of submitting their thesis within the following time periods:

- candidates who were enrolled full-time at the time of their candidature's lapse, up to six (6) months from notification of lapse of candidature
- candidates who were enrolled part-time at the time of their candidature's lapse, up to 12 months from notification of lapse of candidature

In the event, your candidature is lapsed and not resumed (including for the reason that the University declines your application), your academic transcript will record your status as 'Withdrawn'. This would mean your candidature was terminated by the University.

For information about applying for readmission to submit, please see [Section 11](#).

## 7. Late Candidature

### Prior to Submission: Thesis Requirements

Candidates are required to give two (2) months' notice of the expected date on which the thesis will be submitted to [hdrexamination@scu.edu.au](mailto:hdrexamination@scu.edu.au).

### Preparing the Thesis for Submission

All Candidates are required to provide a final draft of their thesis to their Principal Supervisor for advice and comment before the thesis itself is finalised. The Graduate School strongly recommends that Candidates have their thesis professionally proofread and edited for expression prior to submission for examination.

A PhD thesis should not be more than 400 pages or 100,000 words, while a Professional Doctorate or Masters by Research thesis should not be more than 200 pages or 50,000 words. This includes maps and diagrams but excludes the reference list and appendices. However, as conventions vary between disciplines, Candidates are advised to consult their Supervisor or Faculty Director HDR Training (DHDRT) on the appropriate length of their thesis.

On completion of their studies, a Candidate must submit a thesis that complies with the requirements as set out below.

### Thesis Presentation

- The thesis should be word processed and may be printed double-sided, in not less than 1.5 line spacing on International Standards Organisations paper size A4 paper (297mm x 210mm) or a standard size as close to this as possible.
- Faded, dirty, or faint copies will not be accepted.
- Recommended font size is 12 point for Times New Roman and not less than 11 points (10 points for footnotes) and printed using a high-quality laser printer or equivalent.
- The inside margin must be 3cm wide. The top, bottom, and outside margins must be at least 2cm wide to allow for trimming by the printer.
- Where part of the thesis contains work which the Candidate has had accepted for publication, or published, details of all publications must be clearly stated.

## Components of the Thesis

All copies will include the following components, in this order:

**Title Page** showing:

- the title in full;
- the Candidate's full name and degrees;
- the Faculty in which the Candidate is enrolled for the degree;
- the name of the degree for which the thesis is submitted; and
- the date of submission of the thesis

**Thesis Declaration**, where the usual wording takes the following form, followed by the Candidate's name, signature, and date:

*I certify that the work presented in this thesis is, to the best of my knowledge and belief, original, except as acknowledged in the text, and that the material has not been submitted, either in whole or in part, for a degree at this or any other university.*

*I acknowledge that I have read and understood the University's rules, requirements, procedures and policy relating to my higher degree research award and to my thesis. I certify that I have complied with the rules, requirements, procedures and policy of the University (as they may be from time to time).*

**Abstract** of no more than 400 words. The abstract would normally include a summary of the research context, research questions, methodology, and results. You would also submit this abstract two to three months before submission to the Principal/Coordinating Supervisor who forwards it to potential examiners.

**Acknowledgements**, in which the Candidate would acknowledge those who have provided guidance and support during their candidature.

**Table of Contents**

**List of Figures & Tables**

**List of Abbreviations used in the thesis**

**The main text**, consisting of chapters covering the introduction, a review of literature, methodology, results, and conclusions in a form appropriate to the Candidate's discipline.

**Reference List**, covering sources cited in the text of the thesis only. All citations and references need to be consistent in a format acceptable to the Candidate's discipline.

**Appendices**

### Examples of conventional structure of Masters by Thesis and PhD Theses.

The following examples of thesis structures reflect the number of data intensive chapters both supervisors and examiners expect when reviewing a Master by Thesis or Doctoral Thesis for examination in STEM/HASS disciplines, and will provide a template or example of the structure of creative works based thesis:

**NB:** *Students should be guided by their supervisor's expert advice which may differ from the below.*

#### **Example of a Conventional Masters by Thesis Structure (STEM/HASS):**

- Introduction
- Literature review – back ground etc.
- General Methods
- **Data intensive chapter - Study 1** – introduction, methods, results, discussion
- **Data intensive chapter - Study 2** – introduction, methods, results, discussion
- General discussion
- Conclusion

#### **Example of a Conventional PhD Structure (STEM/HASS):**

- Introduction
- Literature review – background etc.
- General Methods
- **Data intensive chapter - Study 1** – introduction, methods, results, discussion
- **Data intensive chapter - Study 2** – introduction, methods, results, discussion
- **Data intensive chapter - Study 3** – introduction, methods, results, discussion
- General discussion
- Conclusion

#### **Creative Practice Research Theses**

Creative practice research is understood as constituting an enquiry that is undertaken jointly across both artistic and traditional scholarly forms – that is, students undertaking a creative practice research degree pursue a research question across multiple forms, and the thesis will normally consist of both a creative component and a written exegesis that have a symbiotic relationship. The weighting between creative component and exegesis should be negotiated between the candidate and supervisors early in the project, and made evident in the introduction to the thesis. Weighting will vary according to the nature of the project, but as the two components are considered equally important in constituting the thesis as a whole, should be understood as 50/50% up to 60/40%. Thus, while these weightings will vary according to the nature of the project, the written component of a creative practice research PhD would normally be 30,000-40,000 words, and 15,000-20,000 for a Masters.

The structure of a creative practice research exegesis will also often differ according to the discipline and form of the creative works, and the approach. Creative projects may focus on practical concerns to do with process, materiality and discipline, or thematic concerns to do with the conceptual underpinning of the works, or a combination of both.



### **Example structure of a Creative Practice Research MA or PhD exegesis**

- Introduction/Background
- Literature Review / Repertoire Review (Music) / Artefact Review (visual arts, media art, creative writing)
- Methodology
- Analysis / discussion of creative works or process in terms of conceptual or practical concerns
- Results/Reflection on Research and Creative Work
- Conclusion

### **Scope and scale of the creative component: Masters**

Questions of scope and scale will vary across the different forms, media and disciplines in a creative project, but the following can be taken as general guide:

- Creative writing: a novella of 15,000 – 30,000 words; a collection of short stories or poems
- Music: a selection of compositions totaling 20-30 minutes; 20-30 minutes of an original film score; score and libretto for an operetta of 20-30 minutes duration
- Visual or media art; a solo exhibition of 5-10 significant pieces or a lesser number of complex interactive or multi-media works; a film of 15-20 minutes duration.

### **Scope and scale of the creative component: PhD**

- Creative writing: a novel of 30,000-60,000 words or more; a substantial collection of short stories or poems
- Music: a selection of compositions totaling 40-60 minutes; 40-60 minutes of an original film score; score and libretto for an operetta of 40-60 minutes duration
- Visual or media art; a solo exhibition of 10-20 significant pieces or a lesser number of highly complex interactive or multi-media works; a film of 30-40 minutes duration or longer.

## 8. Submission & Approval of Examiners

### Approval of Examiners

Examiners are approved by the Dean, Graduate School on the recommendation of the Principal/Coordinating Supervisor and DHDRT.

Candidates should discuss potential examiners with their supervisors four (4) to six (6) months prior to submitting their thesis. It is likely the Candidate is in the best position to make recommendations about examiners; however, the final list of approved examiners is not made known to the Candidate.

Once an agreement between the Candidate and Principal/Coordinating Supervisor has been reached on the final list of proposed examiners, the Supervisor will contact the potential examiners informally. At this time the potential examiners will receive a thesis title, abstract, and proposed submission date.

After the potential examiners have agreed to examine the thesis, the Principal/Coordinating Supervisor recommends the examiners (2+1 for PhD, Masters by Research and Professional Doctorate) to the DHDRT. When the DHDRT agrees with the list of potential examiners, the proposed examiners are submitted to the Graduate School ([hdrexamination@scu.edu.au](mailto:hdrexamination@scu.edu.au)) for final approval.

When the Graduate School approves the proposed examiners, the examiners are then in a position to receive the thesis for examination when submitted.

### Submission of Thesis for Examination

Candidates must in accordance with [Rules relating to Doctor of Philosophy](#), [Rules relating to Professional Doctorate Awards](#) and [Rules relating to Masters by Thesis Awards](#) submit their thesis for text-matching analysis in accordance with the [Text Software Matching Policy](#) and the [Text Matching Software Higher Degree by Research Procedures](#).

All students are required to submit an electronic copy of their thesis to the Graduate School for examination. Depending on examiner preference candidates may be required to submit hard copies of their thesis to the Graduate School for examination. The number of hard copies required for examination will be advised to the student once examiners have been approved by the Dean, Graduate School. If hardbound copies are required for examination, the thesis copies must be submitted in temporary binding, preferably spiral-bound format. The temporary binding should be strong enough to prevent damage to the thesis during the ordinary course of handling or postage.

*NOTE: Theses unbound, stapled, or presented in ring-binder folders will not be accepted.*

When submitting the thesis, it must be accompanied by a Statement signed by the Principal Supervisor that indicates that the thesis satisfies the University's formal presentation and format requirements and that there is prima facie evidence that the work, including the thesis, is in a form suitable for examination.

**Ethics approval:** If the candidate was required to obtain Ethics approval for their research during their candidature, they will be required to submit, a copy of the Ethics Application and the Ethics approval notification as an appendix within their thesis prior to going out for examination. Once your thesis has been examined, if you wish to remove your full Ethics application from your thesis before it is submitted to the University repository, please advise [hdrexamination@scu.edu.au](mailto:hdrexamination@scu.edu.au)

once you have been recommended for award of degree. This information will be included in the final submission documentation too.

## 9. Examination

### Appointment of Examiners

- 1) The recommendation of Examiners is confidential and must not be communicated to the Candidate at any time.
- 2) In order to avoid delays in the examination process, at least two months before the submission of the thesis, the Principal Supervisor will:
  - a. consult with the candidate on any objections the candidate may have to potential examiners. Any such objections will be taken into account in the process of selection of examiners;
  - b. consult with the co-supervisors and Director of Higher Degree Research and Training (DHDRT) regarding potentially suitable examiners and any possible conflicts of interest. MAJOR conflicts of interest would normally preclude the involvement of the proposed examiner. In the case of MINOR conflicts of interest, it is up to the Principal Supervisor to make a case as to why the proposed examiner is still appropriate – this information will be passed by the DHDRT to the Dean, Graduate School for a decision;
  - c. provide a list of suggested examiners via email to the DHDRT with associated URL's /CV/publications, along with the thesis title and summary.
- 3) The DHDRT will then:
  - a. Independently check for potential conflicts of interest (e.g. current and previous institutional affiliations, co-authored papers etc);
  - b. scrutinise the suitability of the proposed examiners based on qualifications, expertise and relevance to the project;
  - c. if necessary, raise any concerns with the supervisor and discuss potential alternatives.
- 4) Once there is an in-principle agreement about the suitability of examiners between the supervisors and DHDRT, the Principal Supervisor can approach the potential examiners to establish their willingness and availability to examine the thesis. When contacting the potential examiners, Principal Supervisors should preferably use the template letter provided by the Graduate School. The following information must be provided:
  - a. the name of the Candidate and an indication of the predicted date of thesis submission;
  - b. the thesis title and summary/abstract;
  - c. an indication of the expected timeframe for examination (8 weeks);
  - d. reference to the conflict of interest guidelines;
  - e. if applicable, an indication of whether they are being recommended as a reserve examiner and the importance of this role.
- 5) The Principal Supervisor also should obtain the following information from potential examiners for administrative purposes:
  - a. the best email address to contact them on for the examination process;
  - b. telephone contact number;

- c. the number of Higher Degree Research students at the Masters, PhD, and Professional Doctorate levels which they have supervised;
  - d. the number of Higher Degree Research theses at the Masters, PhD, and Professional Doctorate levels which they have examined;
  - e. if relevant the details of any perceived conflict of interest between themselves and the Candidate;
  - f. whether they prefer to examine a hard copy or an electronic copy of the thesis and a physical address for hard copies if relevant (no PO Boxes)
- 6) The Principal Supervisor will also advise the potential examiners of the honorarium payable for examining a thesis from Southern Cross University. Honorariums differ and the honorarium payable to external examiners is AUD\$477.00 for PhD and Professional Doctoral theses and AUD\$268.00 for Masters by Thesis.
- 7) Once the required number of examiners have been secured, the Principal Supervisor should fill out the Recommendation of Examiners form.
- 8) After considering the examiners that have been formally nominated by the Principal Supervisor, the DHDRT will make the recommendation to the Dean, Graduate Studies. In order to approve the recommended examiners, the Dean must be provided with the Recommendation of Examiners form and supporting information from the Principal Supervisor including:
  - a. thesis summary/abstract;
  - b. CV or URL link to CV for all the proposed examiners;
  - c. Details of at least 3-5 research publications from each examiner and an explanation of their relevant expertise in relation to the thesis;
  - d. An explanation of any perceived conflicts of interest.
- 9) After the examiners have been approved by the Dean, Graduate Studies, their details will be recorded and stored until the thesis has been submitted and approved for examination by the supervisory team and DHDRT.
- 10) Examiners will be made familiar with the requirements of the University, AQF standards for the degree and the essential parts of the Course Rules governing the particular degree.
- 11) After the thesis has been submitted, all subsequent liaison with the examiners will be made by the Graduate School. Principal Supervisors are not to contact the examiners under any circumstances and if the examiners contact the supervisors, their inquiries should be immediately referred to the DHDRT and Graduate School.
- 12) In order to preserve the integrity and independence of the examination process, the identity of examiners will not be revealed to candidates until the examination process has been completed and not then if an examiner has requested to remain anonymous.

## Provision of Thesis to Examiners

After the student submits the thesis for examination, and the format of the thesis has been approved by the Principal Supervisor and DHDRT, the Graduate School submits the thesis to the two primary examiners for a PhD and Masters by Thesis.

The examiners are requested to return their examination reports and associated documentation within six to eight weeks of receipt of the thesis.

## Standards of Examination

A **Masters by Thesis** work must show evidence of competence in research and scholarship including:

- (i) reviewing literature in a critical and focused manner;
- (ii) deploying analytic, comparative and critically reflective skills as appropriate;
- (iii) gathering and analysing material and interpreting results in an informed and competent manner;
- (iv) utilising and justifying appropriate methodologies, techniques and processes.

The Thesis must be clearly, accurately and cogently written and suitably documented. The work must demonstrate originality and a thorough understanding of the field of study.

A **PhD Thesis** must embody all of the above features of a Masters by Thesis along with the following additional requirements:

- (v) make an original and significant contribution to knowledge and understanding in the field;
- (vi) demonstrate a high-level capacity for independent research

## Examiners' Reports

Each Examiner must submit an independent report which is made up of the Summary Report form provided to each examiner, as well as an in-depth written report. Comments and suggestions must be detailed enough to enable the Dean, Graduate School to gauge the quality of the thesis. Comment on the originality and critical insight of the work are particularly appreciated.

Examiners are invited to indicate whether, and to what extent, they wish to remain anonymous with respect to the supervisor and to the candidate. If preservation of anonymity is not clearly requested by the examiner, anonymity will not normally be preserved.

It is requested that the report conclude with a recommendation of one of the following categories: **(Please note: the A to E designations are categories and are not aligned with the University's grading system)**

**A Award with no/after minor amendments**

The thesis meets the required AQF standards in terms of nature and quality of work, and should be accepted as satisfactory for the award of degree once the minor/typographical errors referenced in my report are revised or defended to the satisfaction of the Dean, Graduate Studies. These corrections would normally be completed within a period of three months

**B Award after amendments**

The thesis meets the required AQF standards in terms of nature and quality of work. However, there are passages that need to be revised or defended to the satisfaction of the Dean, Graduate School prior to the thesis being accepted as satisfactory for the award of degree. These amendments would normally be completed within a period of three months.

**C Allow revision and re-examination**

The thesis does not yet meet all required AQF standards for the award of the degree and the candidate should complete a further period of research and/or writing to build upon the current work and submit for re-examination. These corrections will be considered by the Principal/Primary Academic/Coordinating Supervisor and Director of Higher Degrees Research Training prior to submission for re-examination, and would normally be completed within six months for a full-time student or 12 months for a part time student.

**D Do not award**

The thesis does not meet the required AQF standards for the award of the degree, and does not warrant a further period of research and/or writing. The candidate should not be awarded the degree, nor should they be permitted to revise and submit for re-examination.

**E Allow revision and re-submission as a Masters by Thesis (Note this option is only available for PhD and Professional Doctorate)**

The thesis does not meet the AQF standard for award of Doctor of Philosophy. The candidate should not be awarded the degree of PhD, but should be allowed to revise the thesis and re-submit the thesis for examination as a Masters by Thesis.

## Outstanding Thesis Award

In addition, the Chancellor of Southern Cross University awards the Chancellor's Medal for an Outstanding PhD Thesis. The medal is given where both examiners highly commend the thesis and agree that the thesis makes an outstanding contribution to the scholarship in its discipline. This opinion would then need to be supported by the Dean, Graduate Studies.

The Medal is awarded when both examiners comment on the significance of the thesis and rank it in the top 5% of the total number of theses each has examined (which total number is taken into account by the Dean, Graduate Studies) and, in the opinion of the Dean, Graduate Studies, the thesis makes a distinguished contribution to the area of research.

If an Examiner recommends an **A - Award with no/after minor amendments** they are required to provide, the following additional information in their Examiner's Report:

- In your opinion does the thesis make an outstanding contribution to scholarship in its discipline (NB: as a guideline the University would estimate that a maximum of 5% of all theses would reach this level of attainment).
- State the reasons for your 'outstanding contribution' assessment in terms of the international significance of the work and its level of excellence. Please ensure that, if you have not included the reasons in your detailed report, you provide them below.
- How many Higher Degree Research theses have you examined to date?
- Are there other indicators of your professional standing relevant to your assessment of the thesis? If so, please identify.

The recommendation will also need to be endorsed by the relevant the Director, Higher Degree Research Training in support of the student being recommended to receive the Chancellor's Medal. If the Director, Higher Degree Research Training does not support the recommendation, they must provide written reasons for their decision to the Dean, Graduate Studies.

The Dean, Graduate School will determine whether to recommend the award to Academic Board

who will recommend to Council.

The award would be announced at Graduation.

## Dealing with Examiners' Reports

1. If both examiners award either A or B grades, the candidate can proceed with a Table of Changes and Responses documenting the changes that have been implemented and those which will be challenged, including a detailed justification for the latter. In addition, a thesis file with the changes implemented in track-changes mode will be provided. The Table of Changes and Responses will need to be cross-referenced to the Amended Thesis.

The HDRT Director and Principal Supervisor are responsible for approving the Table of Changes and Responses and updated thesis before they are sent to the Dean of Graduate Studies for approval. Once approved by the Dean, a final version of the thesis is submitted along with a recommendation by the HDRT Director that Academic Board award the degree to the candidate.

2. As part of the first round of examination, if one of the examiners awards either an A or B grade and the other examiner awards a C, D or E grade, the thesis will be sent out to the reserve examiner. The course of action taken will be guided by the majority recommendation. If the third examiner awards an A or B grade then the process under point 1 is followed. If the third examiner awards a C, D or E then the process under point 3 is followed. It should be noted that the third examiner is still part of the first examination round.

In the case where one of the examiners awards either an A or B grade and the other examiner awards a C grade, but which reads like a B, the Principal Supervisor and Director of HDRT can make a case to the Dean to have it dealt with as such. This could be approved at the Dean's discretion. In general, this would be an option where the majority of issues linked with the C grade were presentation, grammar and spelling, as well as misinterpretation by the examiner of aspects of the thesis. The latter would require strong justification by the candidate and agreement from the HDRT Director and Principal Supervisor.

3. If both examiners award C, D or E grades, the process enters the second round of examination phase. Here the candidate will need to revise the thesis extensively taking into account the examiners' comments and recommendations. As part of this, the candidate will provide a Table of Changes and Responses indicating what they have addressed and defending any comments they do not agree with.

The revised thesis will then be sent out to two examiners - these examiners may or may not have been involved in the original examination process. The supervisory team and HDRT Director will nominate two examiners and provide justifications for the choice, if they are different to the original panel, for approval by the Dean. In the case of an original examiner being involved in the second examination process, a Table of Changes and Responses dealing with their examiners comments will also be sent out to them.

If the two re-examiners award either A or B grades, the candidate can proceed with the process outlined under point 1 above.

If the two re-examiners award C, D or E grades, the thesis will be deemed to have not

passed the second round of examination. Consequently, in accordance with SCU Rules relating to awards – Rule 7 – Masters by thesis (47), Rules relating to awards – Rule 8 - Professional Doctorate (47) and Rules relating to awards - Rule 9 - Doctor of Philosophy (48), the degree will not be awarded. In the case of PhD and Professional Doctorate, an award of two C's, two E's or a C and E, will provide the option for re-examination as a Master by Thesis.

If the two re-examiners provide conflicting reports of A/B and C/D/E then the next step is Adjudication. Here an Adjudicator is chosen by the Principal Supervisor and HDRT Director in consultation with the Dean. This Adjudicator would not have been involved in the previous examination process. The revised thesis, and re-examiner's comments and Table of Changes and Responses will be provided to the Adjudicator. The Adjudicator will not be made aware that the thesis has undergone two rounds of examination. If the Adjudicator concludes that that the candidate's responses and revision warrant an A or B grade, the process under point 1 is followed. If the Adjudicator concludes that this has not been achieved, the thesis will be deemed to have not passed the second round of examination. Consequently, in accordance with SCU Rules relating to awards – Rule 7 – Masters by thesis (47), Rules relating to awards – Rule 8 - Professional Doctorate (47) and Rules relating to awards - Rule 9 - Doctor of Philosophy (49), the degree will not be awarded. In the case of PhD and Professional Doctorate, an award of two C's, two D's or a C and D, will provide the option for re-examination as a Master by Thesis.

### **The Dean, Graduate School is Responsible for:-**

- (i) Approving the candidate Table of Changes and the corrected the thesis
- (ii) Providing the candidate with the opportunity to revise and resubmit the thesis for a second round of examination, if required;
- (iii) Appointing an adjudicator if required;
- (iv) Recommending to Academic Board the award of the degree;

After a decision on the award of a degree has been made, the Dean, Graduate School will normally communicate to the candidate, whether successful or unsuccessful.

### **A candidate may Request Examination**

The Dean, Graduate School will consider a request from a candidate that the thesis be submitted to the examiners, even if this is against the advice of the supervisor.

### **Notification to Examiners of Outcome**

All examiners are notified of the outcome of the examination process once the examination process is completed.



## 10. Post-Examination & Award of Degree

Once a Candidate has completed all changes to the thesis and Dean, Graduate School has recommended the award of degree, it is a prerequisite of course completion that Candidates provide the following material to the HDR Officer.

### PhD & Masters by Research

1. One electronic copy of the final thesis in PDF format; and
2. One unbound copy of the final thesis; and
3. A 100 word Abstract of the thesis; and
4. A fully signed Thesis Deposit and Verification Form. This requirement is pursuant to the University's policy that, subject to authorised exemption, all theses are to be included in the University Library's repositories.
5. If applicable, if your Ethics application included any confidential information you can elect to have this redacted/removed from the final library copy.
6. All of the abovementioned copies of the final thesis (both hard and electronic), the 100-word Abstract, and the deposit form are lodged with the Graduate School. To avoid doubt, Candidates will not be considered to have completed the course and therefore will not be eligible to graduate unless and until this material is provided. This material should be lodged as soon as possible to ensure meeting graduation deadlines.
7. Once the Graduate School has received all of the above material, this information will be provided to:
  - a. Student Services for the purpose of finalising academic transcripts; and
  - b. the Graduation Office for the purpose of preparing for the Candidate's graduation.
8. The Graduation Office will schedule the conferral of the award, and will then contact the Candidate to advise of the date of graduation and ceremony options. The Graduation Office will use the information held in the University's student database for all contact. Therefore, it is critical that Candidates ensure all contact and other enrolment details are maintained as current and correct. This information may be verified with Student Services at [enrol@scu.edu.au](mailto:enrol@scu.edu.au).
9. It is also the Candidate's responsibility to respond to the Graduation Office about their intentions to attend or not to attend a ceremony, including confirming the Principal/Coordinating Supervisor's name and whether or not they will attend with you. For information about Southern Cross University graduation, please visit <http://www.scu.edu.au/graduation>.

## 11. Lapsed Candidature

### Resumption from Being a Lapsed Candidate

A lapsed, former student may apply to the Graduate School for readmission to HDR candidature in order to submit their thesis for examination within six months of the commencement of their lapse in the case of full-time students and within twelve months of the commencement of their lapse in the case of part-time students.

An application for readmission will be considered on the basis of all of the following criteria:

- a. whether the thesis accompanying the application is suitable to be sent out for examination;
- b. whether a suitable academic staff member is available to propose examiners for the thesis;
- c. whether a suitable academic staff member is available to supervise the applicant during the phase following receipt of the examiners' reports; and
- d. whether the DHDRT approves the former candidate be readmitted for purposes of submitting a thesis for examination.

Upon receipt of a properly submitted application for readmission and copies of the thesis, the Graduate School will consult with the Faculty in which the applicant was formerly enrolled with respect to each of the readmission criteria detailed above.

Subject to the outcome of that consultation, the Graduate School will notify the applicant of the decision. An application shall be declined on the basis that one or more of the criteria detailed above has not been satisfied.

If the thesis is suitable for examination and a suitable supervisor is available, proposed examiners must be submitted to Dean, Graduate School per the guidelines in [Section 8](#). When Dean, Graduate School has approved examiners, the applicant will be re-enrolled and the thesis will be sent for examination. At this point, normal examination processes shall apply.

An applicant must, at the time he or she submits an Application for Readmission for Purposes of Submitting a Thesis, provide a final electronic PDF copy of his or her thesis. In the event the application for readmission is successful, further spiral bound copies may be required for the examination process.

## 12. Expired Lapsed Candidature

### Re-admission from expired lapsed candidature

Any lapsed candidate, who does not apply for re-admission to submit a thesis for examination by the end of their maximum period of lapsed candidature, needs to complete an application to re-enroll for the purpose of submitting their thesis. This form ([Expired lapsed candidate application form](#)) is to be used in the event of candidature which was lapsed by the University because the former candidate's Thesis was not submitted by the due date and, the period of lapsed candidature has expired, and the former candidate is now ready to submit their Thesis

Please note that from the date of approval of your re-enrolment from lapsed candidature, you will be charged a fee of \$500 for every two (2) months or part thereof until such time you submit your thesis for examination.