



2010

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**UWS Research
Higher Degree Examination**

UWS Research Higher Degree Examination

“I am grateful to have had the opportunity to read such an excellent thesis . . . (it) represents a very impressive piece of scholarship, which has clear resonances . . . and from which I learnt a great deal; I wish (the candidate) every success in the future.”

Comment by an examiner of a UWS thesis

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UWS Research Higher Degree Examination

The first part of this booklet explains the steps in the process of research higher degree examinations.

The second section contains non-compulsory guidelines on the physical presentation of the thesis, for those who would like direction on the presentation of material. Compulsory requirements are contained in the body of section one.

'Thesis' is used in this booklet to encompass any text-based component of the examinable work which may be a thesis, exegesis, overarching statement, dissertation or portfolio.

For additional information contact:
The Registrar's Office, email:
sa-research@uws.edu.au
<http://www.uws.edu.au/about/adminorg/devint/ors/degrees/current/examinations>

Candidate Resources

Bourke, S. (2008). PhD thesis quality: The views of examiners. *South African Journal of Higher Education*, 21(8), 1039-1050.

Bourke, S., Holbrook, A., Fairbairn, H., & Lovat, T. (2008). Consistency and inconsistency in PhD thesis examination, *Australian Journal of Education*, 52(1), 35-47.

Kiley, Margaret (2009) 'You don't want a smart Alec': selecting examiners to assess doctoral dissertations', *Studies in Higher Education*, 34: 8, 889 — 903, First published on: 23 October 2009. URL: <http://dx.doi.org/10.1080/03075070802713112>

Lovat, T., Holbrook, A., & Bourke, S. (2008). Ways of knowing in doctoral examination: How well is the doctoral regime? *Educational Research Review*, 3(1), 66-76.

'It's a PhD, not a Nobel Prize': How Experienced Examiners Assess Research Theses'

Mullins, G. and Kiley, M. 2002, *Studies in Higher Education*, vol 27, no 4.

Bourke, S., Holbrook, A., & Lovat, T. (2007a). Examiners and examination outcomes. In C. Denholm & T. Evans (Eds.), *Supervising Doctorates Downunder: Keys to Effective Supervision in Australia and New Zealand* (pp. 234-242). Melbourne: ACER Press.

On-Line Program – Completion and Beyond

Completion and Beyond comprises **six modules** covering specific aspects of completing and submitting a Masters (Honours) or doctoral thesis, as well as planning for life after the thesis. Each module is self-contained, so candidates can choose when and in what order they wish to access them.

Check in vUWS if you have access, if not, send a request with your staff or student id to Mary Krone, m.krone@uws.edu.au

This course incorporates video clips of supervisors, candidates and career advisors. You can chat to other people who are completing. It has online tools to support candidates' progress through the modules. The **My Journal** tool can be used create a private log of thoughts or responses to module tasks, while the **Discussion Forum** facilities allow candidates to discuss their experiences and explore concerns and problems with other candidates and the program facilitators.

Module content

1 – Writing to Finish

This module is designed to help candidates identify and hone those practical skills needed to write the first full draft of their thesis.

It's important to recognise that the process of writing and writing quickly is a difficult one. In the *Writing to Finish* module candidates will discuss how to develop a well-crafted argument and how to effectively structure their thesis.

This module will also provide candidates with a series of practical tips on managing their thesis documents, right through to practical tips on using templates, dealing with footnotes and references, and using bibliographic programs such as RefWorks and EndNote. Further information is provided on what to do if things go wrong, or what to do if candidates want to further develop their word-processing skills.

2 – The Editing Clinic

One of the most under-appreciated skills a candidate can possess is the ability to edit effectively. More often than not editing a full draft of a Masters (Honours) or doctoral thesis takes candidates a lot longer than they anticipated.

In the *Editing Clinic* there is advice on how to edit for structure and argument, write effective introductions, develop 'flow' and manage concepts.

Divided into two discrete sections – macro editing and micro editing – the module also talks about polishing and clarifying language as well as the importance of using paragraphs effectively, pruning overly long sentences and proofreading documents properly.

3 – Submission and Examination

This module explores the process of examination and how examiners go about the task of examining a thesis. There are also first-hand accounts of examination – from both candidates and supervisors.

The formal steps required in order to submit are outlined in this module as a way of helping you to understand how your thesis will be judged, how your examiners are chosen and what they are looking for in a thesis.

4 – Maintaining Momentum

This module is about much more than just time and task management! Although effective project and time management skills are vital in order for you to complete, this module recognises that there is more to maintaining momentum than merely writing and sticking to a schedule.

Staying motivated and managing the challenges of work commitments are also some of the common obstacles that beset many candidates. If you are feeling less than passionate about your thesis or if you are experiencing some doubts as to whether you are going to complete your thesis, then this module will give you some practical tips on how to rediscover your interest and get your drive back.

5 – Supervision – Managing the Changing Relationship

In this module, the issues and challenges presented by the changing nature of the supervisory relationship are discussed as a way of helping you to keep this most vital of relationships in tip-top health.

You will be asked to reflect on your current supervisory relationship, which in turn will help direct you through the remainder of the module. You will be encouraged to work out what you need from your supervisor during these final stages of your research degree

and be given advice on how to negotiate what you need.

Also, if things aren't going as well with your supervisor as you would like then look to this module for some strategies that might help smooth the changes that inevitably take place in any supervisory relationship.

6 – Beyond the Research Degree

If you are concerned about what lies beyond the research degree, then this module is a good one for you to work through.

Advice concerning career awareness and professional development is discussed, as well as writing for publication and oral presentations.

Grants and postdoctoral opportunities are also presented, and you are encouraged to do an inventory of your skills and competencies. This module can provide you with some assistance with the transition from HDR candidature to whatever you choose to do beyond the research degree!

Workshops

'Final Stages' workshops are conducted by the Office of Research Services. The workshops are designed for research candidates who plan to submit their thesis for examination within the following year. Participants and presenters discuss the processes of preparing for submission, the appointment of examiners, the rules and responsibilities of supervisors and candidates, writing the abstract, editing, the submission of the thesis, what to expect, possible outcomes, who decides the outcome and what to do if things don't go as expected. The workshop includes discussion about what examiners look for in a thesis. Presenters have information about research into the research higher degree examination process within Australia. The workshop also covers aspects of life after graduation and career planning, including skills identification and publishing.

To register for a workshop:

http://www.uws.edu.au/research/current_research_students/candidate_support#1

'I've been so focussed on finishing my chapters that I felt quite panicky when it came to finally getting my thesis printed. The workshop explained the process so I know what to do now and what to expect after I hand it in.'

Workshop participant

UWS Digital Theses and the Australasian Digital Theses Program.

<http://library.uws.edu.au/adt.phtml>

The University of Western Sydney is a member of the Australasian Digital Theses Program. This is a national collaborative program which aims to establish a distributed database of digital versions of theses produced by postgraduate research candidates at Australasian universities.

Candidates and Supervisors may wish to view theses at this site for ideas about presentation and organisation of chapters.

Choosing Examiners

Selecting the right examiners is critical, particularly where the work crosses discipline boundaries. Examiners should always be academic experts but their expertise must also be aligned with the approach taken by the candidate.

A well-written abstract is very important in situating the candidate's work. It will help the examiner decide if they are the right one for the examination.

You should not be afraid of high flyers, often they are generous encouragers of new scholars. Examiners reports have a life beyond the granting of the award and may be used in job applications and as references.

Having a well known and respected examiner can be an additional benefit after graduation.

'I was delighted to be contacted by one of my examiners after I graduated. He congratulated me and offered to be put forward as a referee. We have since met and we plan to do some work together.'

UWS graduate

Occasionally, it may be best to delay the exam for a brief period if a highly sought examiner is not immediately available.

'I must congratulate . . . it is without doubt one of the most interesting and provocative PhD theses I have read in twenty years.'

extract from an examiner's report

Supervisors are advised to nominate examiners up to three months before final submission of the thesis to allow time for approval of the nominees and for contact to be made with minimum delay of the examination. The Principal Supervisor nominates an examining panel to the College Associate Dean, Research.

'Selecting the right examining panel is one of the most important tasks that the supervisory panel will undertake. It can make or break a candidature, and the reputation of the supervisor.'

Who to Nominate and What to Tell Them?

- All examiners should be leaders in the field of research undertaken by the candidate.
- Examiners will normally hold qualifications at least at the level at which they are asked to examine.

- UWS staff may not be nominated.
- A person may not be appointed as an examiner if they have ever been a member of the supervisory panel of the candidate.
- Supervisors should refer to the UWS Conflict of Interest Guidelines for further information.
- Supervisors need to think about the mix of experience of the examiners. Research suggests that inexperienced examiners tend to be harsher in their judgment.
- Principal supervisors may wish to consider nominating an examiner in the home country of international students. The examiner may possibly act as a mentor for the candidate after graduation.
- Overseas examiners may be invited but there is no requirement that an examining panel must have international members nor is there a limit on the number of international examiners.

Supervisors should make an informal approach to potential examiners and ask them for a brief CV which includes information on the proposed examiner's experience in supervision and examination of theses, their qualifications, publications summary and affiliations.

The examiner should be told when to expect the thesis and that they will be expected to complete their report within six weeks of receipt of the thesis.

Doctor of Creative Arts (DCA) examiners must to be told about arrangements for exhibitions or performances, if applicable, and they should know ahead of time when to expect to attend an event and when they will receive the exegesis. It is not unusual for the exegesis to follow the attended event by up to a couple of months, but the examiner should be made aware of this and their availability for both parts of the examination should be confirmed.

It is the responsibility of the Office of the Registrar to make all formal contact with the examiner and to provide them with information and instructions. However, supervisors should make initial informal contact, which must include discussion about the nature of the thesis topic and line of inquiry. This should include the abstract.

Supervisors may also tell examiners that the Office of the Registrar will post instructions on the examination with the thesis and that they will be paid an honorarium at the rate recommended by the Australian Vice-Chancellors Committee (AV-CC). Information available at:

http://www.uws.edu.au/research/research_candidates/examination/examiners_advice#8

Examiners may require information about the structure of Australian research degrees, particularly if they are from an academic tradition that includes substantial course-work in doctoral study, e.g., North America.

You may want to use these words:

Australian universities are funded by the Federal Government and are established by individual Acts of Parliament. They must adhere to external statutory requirements on matters of quality standards, fiscal responsibility, reporting and planning etc. There is not an accreditation process as such but rather a system of checks and balances that ensures acceptable standards. The systems are part of the establishment of the universities and continuous reporting (which determines funding) by the Federal government.

The Australian research higher degree model is based on the UK Oxbridge design of a program composed either entirely, or at least two-thirds, of independent research where the candidate must uncover new knowledge either by the discovery of new facts, the formulation of theories or the innovative re-interpretation of known data and established ideas. The Australian

system of doctoral education uses a rigorous process of external examination by academic peers, in Australia and overseas. Some doctoral programs may include a course work component of no more than one-third of the program. However, most do not. In all doctorates the candidate undertakes independent research under the supervision of academic leaders in the field.

Candidates and selection of examiners:

Candidates and supervisors should be thinking about potential examiners from an early stage in the candidature.

'I saw someone presenting at a conference and thought Wow; she'd make a great examiner for me. I approached her in the break and had a talk but she just wasn't interested in what I am doing. I don't think I'll put her name forward'

Candidate talking about examiner selection

Candidates should tell their supervisors of their preferences, both who they would like and who they would prefer not to have. Candidates should not know the final composition of their examining panel at the time of examination. Supervisors may reject a candidate's suggestion based on their knowledge of the examiner; in this case the candidate would be wise to accept the supervisor's judgement. However, where the candidate requests that an examiner not be used, the supervisor should respect those wishes.

Candidates may eventually learn the identity of their examiners if the examiner agrees to their name being disclosed on the thesis report. Examiners may request that their identity not be disclosed.

Number of examiners

There are three examiners for research masters. Two examiners are required plus a reserve. An additional examiner may be appointed.

There are three examiners for doctorates (includes professional doctorates; Doctor of Education, Doctor of Creative Arts, Doctor and Cultural Research, Doctor of Business Administration). Two examiners are required plus a reserve. An additional examiner may be appointed.

A reserve must always be included. They are used quite frequently as unforeseen circumstances prevent other examiners from proceeding.

Accessing a Nomination of Examiners Form

The form may be found at:
http://www.uws.edu.au/research/research_candidates/examination/nomination#6

Processing the Nomination Form

The principal supervisor should supply examiner contact information, sign to attest that the nominees have not contributed to the thesis and attach the additional information (CV's). This is to be sent to the College Associate Dean, Research for endorsement. Please include email addresses wherever possible.

It is important that contact information be accurate; clear to read, current and that names are spelt correctly and that titles are correct.

Cotutelle Examination

These guidelines apply where the candidate is enrolled at UWS. An additional examiner is required for a Cotutelle examination. One nomination is made by the partner university and two by UWS, both institutions must agree on the proposed examiners and a

fourth, reserve examiner. Both institutions must agree that the thesis is ready for examination and sign to agree to the examination taking place.

UWS and the partner institution must agree on the examination outcome and may undertake some discussion to reach agreement. Both institutions are given the examiners reports and asked to make a recommendation on the outcome according to UWS rules. If the partner institution requires an oral defence it will be undertaken as part of the examination process, and it will be organised by the partner institution.

Application for Early Submission for Examination

Candidates who wish to submit work for examination before completion of the minimum period of candidature should apply in writing to the Research Studies Committee with the support of their supervisory panel and College. The Research Studies Committee will seek evidence that no purpose would be served by continuing the candidature in terms of academic readiness of the work.

Format and Presentation of the Thesis

Section 2 of this booklet has non-compulsory suggestions for how to present material. There is advice on format and style, order of pages; including the title page, dedication page, statement of authentication page and acknowledgements page, the table of contents, lists of tables, abbreviations, references, bibliography, glossary, index, style of font, font size, line spacing, margins, spelling, footnotes, endnotes and in-text references, corrections, printing, illustrations, photographs, diagrams and tables, charts and maps, pockets, page numbering, checklist and non-text components.

The UWS Library has extensive resources on Style Guides, at this site:
<http://library.uws.edu.au/citing.php>

Candidates should speak to their supervisor about discipline requirements.

Responsibilities

Candidates are solely responsible for the content, style and presentation of the thesis and for certifying its authenticity. Candidates are required to state the extent to which the work of others has been used in general terms in the statement of authenticity and more specifically in the text by referencing and footnoting the sources.

Generally speaking, candidates will not be permitted to incorporate in their thesis work which may have been submitted for another degree.

Candidates have a responsibility to ensure that they understand and avoid plagiarism.

For more information see:

<http://library.uws.edu.au/turnitin.php>

EndNote

EndNote is a database program for storing and managing bibliographic references. It allows you to import references from library catalogues or other electronic databases into EndNote reference libraries using filters. You may also connect directly to some databases and catalogues and search them using EndNote, saving retrieved references directly to an EndNote library. References in EndNote libraries can be sorted and searched, and incorporated automatically into papers. EndNote can make writing papers a lot simpler and easier and as a result save you time and ensure accuracy of citations.

EndNote software can be downloaded from the UWS Library web site by UWS staff and postgraduate candidates, see:

<http://library.uws.edu.au/endnote.php?arg=1&p=ps>

Number of Copies

PhD and Professional Doctorate candidates are required to submit three copies of their thesis for examination. Masters (Hons) candidates are required to submit three copies. One copy remains in the safekeeping of the Office of the Registrar while others are being examined.

Binding

The thesis may be hard or soft bound for examination. Hard bound theses are sewn and bound and covered with bookcloth or buckram or other binding fabric. Temporary binding in the form of Perfect Binding or heat tape binding is acceptable.

No Spiral binding please, it falls apart and irritates examiners.

Lettering on Cover and Spine of Hard Bound Theses

The front cover and the title page should contain:

- the title of the thesis
- the candidate's initials and surname
- the title of the degree
- the year of submission
- University of Western Sydney

The spine should include:

- an abbreviated thesis title
- candidate's initials and surname
- abbreviated title of the degree
- year of submission

'I often joke with students about creating a good impression by not committing errors on the cover or spine of the thesis yet this dissertation manages to make three such errors on the front cover.'

The opening remarks in an examiner's report

Statement of Authentication

This paragraph should be centred on the page and must be signed by the author. Here is an example:

Statement of Authentication

The work presented in this thesis is, to the best of my knowledge and belief, original except as acknowledged in the text. I hereby declare that I have not submitted this material, either in full or in part, for a degree at this or any other institution.

.....
(Signature)

Paper type and size

The thesis must be printed on white International Standard A4 size paper (297mm x 210mm). The paper must be heavy enough to be opaque.

Length

UWS does not prescribe a word limit and candidates should seek the advice of the supervisory panel. However, one hundred thousand words is considered to be the upper limit for doctorates. Most disciplines have a general expectation of a minimum of sixty thousand words for a doctorate. Eighty thousand words is considered the upper limit for research masters. Most disciplines have a general expectation of a minimum of forty thousand words for a research masters.

Copyright

For general information from the Australian Copyright Council (ACC):

<http://www.copyright.org.au/>

The ACC information specifically for Australian research candidates;

<http://www.copyright.org.au/information/cit011/wp0024>

Writing the Abstract

The abstract is a more than a sophisticated summary of the candidates work. The abstract will be used to assist potential examiners in determining whether they should undertake the examination by clearly placing the work and methodology. It will also be used in library searches after graduation as the thesis will be available on-line through the Australian Digital Thesis Project.

The following advice on how to write an abstract was provided by Dr Claire Aitchison in the UWS Learning Skills Unit.

Evans and Gruba (2004) recommend the abstract for a thesis addresses the following:

- Why you did the work and what you were trying to achieve
- What methods you used and what results you obtained
- What you concluded from it.

Hart (2005) says the abstract provides a summary of the principal elements of your research and will commonly follow the structure of the thesis itself. He recommends you do the following:

- State the purpose of the research (i.e. aims, hypothesis, research questions)
- Outline the methodology used (e.g. the research tradition)
- State the methods (i.e. data collection and analysis)
- Summarise the findings (avoid evaluating the findings here)

Others recommend you clearly outline your 'thesis' or the central argument pursued – this is particularly likely in cultural studies theses for example.

Depending on the kind of study, you should also indicate your theoretical framework.

Some structural and linguistic features:

Opinions vary about the length but most abstracts for a thesis are 1–2 pages long.

Ensure you use key words for the purposes of indicating your mastery of discipline-specific jargon and also because electronic searching of theses depends on you using the 'right' key words.

Make this text as informative and yet as accessible as possible, therefore use paragraphs to break the text into its component parts.

Make sure your writing is focussed and precise – dense with detail and relatively sparse in 'padding' such as adjectives, adverbs.

Ensure enough space is given to a discussion of your results or findings (about 1/3 maximum).

Use time markers and location-specific indicators as appropriate. For example does it suit your purposes to state that the study takes place in 'twentieth century rural NSW' or 'during 2004 in Sydney, Australia'? Remember a PhD is an international qualification so clearly indicate location using appropriate descriptors; geographic descriptors may not be useful in portraying your point. For example you might replace 'Western suburbs' with 'a group of outlying suburbs with lower socio-economic status on the fringes of a major Australian city'.

References:

Evans, D. & Gruba, P. (2004). *How to write a better thesis*. Melbourne: MUP.

Hart, C. (2005). *Doing your masters dissertation: Realising your potential as a social scientist*. London: SAGE

Candidates may like to look at examples of abstracts written by UWS graduates at the Library digital theses collection: <http://library.uws.edu.au/adt.phtml>

'I'd been talking to a potential examiner about my student's work. She was very enthusiastic about the topic area and the time frame was ok for her. Just to make sure, I sent her the abstract. Luckily! She said that the methodology was outside her approach and while she was interested in the work she didn't feel she would be the best examiner for my candidate.'

UWS supervisor

Publications

It is recommended that candidates co-author conference papers and journal articles with their supervisors, or on their own, during their candidature. However, it may not be recommended that the text of the co-authored paper be directly inserted into the thesis. Normally, the style and structure of a paper would be quite different to that required for the thesis. By inserting a co-authored paper as a complete chapter it is impossible for the examiners to know just who did the research and the write-up. It is better to include in the thesis (as an Appendix) a list of published papers produced from the research. However, this should be discussed with the supervisory panel as discipline practices may differ.

'As an examiner I am always pleased to see that the candidate has been published. It gives added confidence about the quality of work when I see that other independent academic experts have endorsed the rigour of the work.'

Examiner for UWS

Confidential material

It is University policy that a candidate should not normally undertake research that is likely to result in a thesis which cannot be made publicly available immediately. Nonetheless, candidates may apply for examiners to sign a confidentiality agreement for the purposes of examination. This should be approved by the College Associate Dean, Research and the Office of the Registrar must be notified when the examiners are nominated.

When the degree is awarded, a copy of the thesis is lodged on-line at the University Library website where it becomes immediately available for consultation. In certain instances graduates may withhold public access to their thesis for a specified period. This is done using a 'Right of Access to Thesis Form'.

Candidates who believe their interests would be at risk if the thesis were made immediately available may apply in writing to the College Associate Dean, Research (with the support of the supervisory panel) for a deferment of its public availability. Such deferments will not ordinarily exceed one year.

'I might have agreed to put my thesis in the university library if it was just being put on the shelf but I have withheld access for twelve months as I have a commercial publisher and I don't want my work on the web just yet.'

UWS Graduate

Thesis Lodgement

The Thesis Submission Form is available at: http://www.uws.edu.au/research/current_research_students/examination/thesis_lodgement

A Thesis Submission Form must be included when lodging theses for posting to examiners.

The first section is completed by the candidate and is a statement that they have presented their work for examination. The candidate should take their examination copies of the thesis and the submission form to their principal supervisor. In the second section the supervisory panel signs to attest that the thesis and/or other work is of a standard suitable for examination.

The third section is an acknowledgment of the above by the College Associate Dean, Research. Theses will not be posted to examiners unless an endorsed thesis submission form has been received by the Office of the Registrar. For purposes of meeting submission by the DEEWR census day, (March 31st or August 31st) the exam ready thesis must be presented to the Registrar's Office with a signed thesis submission form by close of business of the census day.

Advice given to examiners by the Office of the Registrar as formal notice of expectations of the examination can be found at this site: http://www.uws.edu.au/research/current_research_students/examination/examiners_advice

Submission Without Panel Authorisation

If the supervisory panel does not agree that the work is ready for examination, the candidate may refer the matter to the College Research Studies Committee for determination of whether examination of the thesis can proceed. If examination has been refused because the thesis does not meet the prescribed format and presentation, the examination will not proceed. The College Research Committee may refer the matter to the UWS Research Studies Committee for a determination if the College is unable to reach agreement. If the examination is refused the candidate will be asked to remain enrolled and to take advice on further work from their principal supervisor.

The Editing of Research Theses by Professional Editors

Policy developed by the Deans and Directors of Graduate Studies collaboratively with the Council of Australian Societies of Editors

Background

Professional editors need to be clear about the extent and nature of help they offer in the editing of research students' theses and dissertations. Academic supervisors of research students also need to be clear about the role of the professional editor as well as their own editorial role. This policy has been developed primarily to give guidance to professional editors. It also provides a guide for academic supervisors. This document has been developed with close attention to the current *Australian Standards for Editing Practice (ASEP)*. Academic supervisors are encouraged to become familiar with this very useful publication.

Proof-reading and Editing of Research Theses and Dissertations

It is expected that the academic supervisors of research higher degree students will provide editorial advice to their students. This type of advice is covered in Standards C, D and E of *ASEP*:

- Standard C, Substance and Structure
- Standard D, Language and Illustrations
- Standard E, Completeness and Consistency.

Students may use a **professional editor** in preparing their thesis for submission, but they should discuss this with their principal supervisor and provide the editor with a copy of this policy before they commence work.

Professional editorial intervention should be restricted to:

- Standard D
- Standard E

Where a professional editor provides advice on matters of structure (Standard C), exemplars only should be given.

Material for editing or proofreading should be submitted in hard copy. In electronic copy it is too easy for the student to accept editorial suggestions without thinking about their implications.

When a thesis has had the benefit of professional editorial advice, of any form, the name of the editor and a brief description of the service rendered, in terms of *Australian Standards for Editing Practice*, should be printed as part of the list of acknowledgements or other prefatory matter. If the professional editor's current or former area of academic specialisation is similar to that of the candidate, this too should be stated in the prefatory matter of the thesis.

The Australian Standards for Editing Practice is available on the following website: www.case-editors.org

Where to Send the Exam Copies

The thesis submission form and one copy should be sent to the Associate Dean Research (ADR) for endorsement. The other copies may be sent directly to the Registrar's Office with a note to explain that one copy and the Thesis Submission form has been sent to the ADR.

Registrar's Office Address:

Fax No: (02) 47 360 013

Email: sa-research@uws.edu.au

Registrar's Office

Research Building K, Kingswood
University of Western Sydney
Research Services
Locked Bag 1797
PENRITH SOUTH DC
NSW 1797, AUSTRALIA

Physical Location

Penrith Campus (Kingswood)
Rooms 111-124, First Floor,
Building K, Second Avenue,
Kingswood NSW 2747, Australia.
Facsimile: (02) 4736 0013

The Associate Dean, Research will send the copy that was sent to them and the completed Thesis Submission form to the Registrar's Office for posting to examiners.

'I was so relieved to hand in my thesis I hadn't anticipated how I would feel later. It was a bit like leaving your child on their first day at school.'

Candidate suffering separation anxiety

Reimbursement of Thesis Production Costs

Candidates may be eligible for reimbursement of the cost of producing the thesis. Scholarship holders should check their Conditions of Award or contact the Scholarships Officer, Tracy Mills, t.mills@uws.edu.au. Centre/Schools may have funds available for non-scholarship holders.

How Long Will It Take?

Examiners are asked to complete their report within six weeks but the whole process is complex and delays sometimes occur. A list of steps in the process is included at the end of this booklet. An examination without any delays might take about three to four months, but some variables will determine the final length of time. Sometimes you may wait a few weeks for the availability of an examiner; sometimes examiners have complications that prevent them from meeting the six week deadline. If a report is late the Registrar's Office will contact the examiner. In some cases the complexity of the reports will require a little more time than usual for their consideration by the supervisory panel and College and some examination reports will be sent to a full committee meeting of the Research Studies Committee.

When to Call on the Reserve

This is a difficult decision as it may seem preferable to continue with an examiner who might be a little delayed rather than start the whole process over again. However, even if the result is three reports at the one time, that would be a preferable situation to the possibility of extended delays. If there are delays the Registrar's Office will discuss the matter with the supervisor and may call on the ADR to make a decision to appoint the reserve. In some cases the examiner will make it clear that they cannot proceed and the reserve will be approached immediately.

'The examiner was a month late with the report. I knew my candidate had a job interview coming up. I spoke to the Registrar's Office and they contacted the examiner again. This time he said he could finish it but it would take a further eight weeks because of some unexpected complications in his life. We sent the thesis to the reserve.'

UWS supervisor

Conjoint Reports

UWS does not encourage conjoint reports by examiners though they may be considered on request of an examiner. If such a request is made, it will be referred to the principal supervisor and College Associate Dean, Research.

The Office of the Registrar will formally approach the examiner on behalf of UWS and will organise all formal contact with the examiners.

Basis of Examination:

The research masters degree is aimed at the professional development of the candidate, with particular emphasis on research methodology appropriate to the field of study. It is intended to provide candidates with the opportunity to develop their potential for research, enhance their skills of problem identification and specification, and their ability to develop and present solutions.

The doctoral program provides training which aims to produce graduates able to conduct research independently at the highest level of originality and quality. The doctorate is recognition of successful research experience of international standards in the discipline. A doctoral candidate should uncover new knowledge either by the discovery of new facts, the formulation of theories or the innovative re-interpretation of known data and established ideas. The thesis as a whole makes an original contribution to

the knowledge of the subject with which it deals.

In addition, for both research masters and doctoral examinations, the examiner should determine if:

- The thesis provides a sufficiently comprehensive study of the topic appropriate to the degree in the discipline area, or in related interdisciplinary areas.
- The methods adopted are appropriate to the subject matter and are appropriately applied.
- The research findings are suitably set out, accompanied by adequate exposition and are discussed critically in the context of the discipline.
- The quality of English and general presentation is satisfactory.

Examination Results

Examiners are asked to recommend one of the following outcomes and to write a full report on their findings.

- A the degree be awarded.
- R the candidate be required to undertake rewriting (as identified by the examiners) to the satisfaction of the supervisory panel and Associate Dean, Research before the degree is awarded.
- X the candidate be required to revise and resubmit for further examination within a specified time.
- F the degree not be awarded.

Option X

Option X cannot be recommended a second time. However, on completion of a second examination, a candidate may be required to undertake further rewriting to the satisfaction of the Supervisor and Associate Dean, Research.

A re-examination under option X will be conducted on the basis of specific advice given to the candidate on what must be achieved in rewriting.

The specific instructions to the candidate for rewriting for re-examination will be approved by the Research Studies Committee. The rewriting instructions will be written by the supervisory panel and endorsed by the College Associate Dean, Research.

These instructions will be provided to the examiner for the re-examination as they will form the basis of the second examination.

No new criticisms may be introduced by the examiner in the second examination.

The examiner(s) who recommended that the thesis be re-examined shall be invited to undertake the re-examination. An examiner who recommended that the candidate fail will not be invited to re-examine the thesis. An examiner who recommended that the degree be awarded without change to the thesis will not be invited to re-examine the thesis.

The rewritten thesis will be presented for the second examination with a thesis submission form.

Under Option F the Research Studies Committee may recommend resubmission for a research masters award. The work may have to be rewritten before it is submitted for examination at research masters level.

Examiner's Reports

When all of the reports have been received they are sent by the Registrar's Office to the College Associate Dean, Research. The supervisory panel will be invited to comment on the reports and prepare a recommendation on the overall outcome.

'I am quite impressed by every aspect of this work and I learned a great deal from reading it'

Examiner of UWS thesis

The supervisor's report should address all points raised by the examiners. Where the supervisors do not accept a point made by an examiner they must provide an academic argument justifying their view. For clarity and thoroughness it is recommended that supervisors list the comments of the examiners and respond to each of them, whether they agree or not, and explain the recommended action. This is best done in tabular format. The supervisors should also provide an overview of their recommendations.

Examiner's recommendations are not averaged to determine a final decision. Each is considered for its content and in relation to the other reports and the supervisor's comments. An examiner's comment can not be disregarded on the grounds that other examiners have not made the same point.

In some cases there may be a discrepancy between the overall outcome recommended by the examiner and the content of their report. In these cases decisions on outcome will be guided by the intention of the report. For example where an examiner recommends that the degree be awarded (Option A) and includes a substantial list of typographical errors, this would be regarded as reflecting an outcome of R.

Quote from an ADR: 'Well presented, clear reports speed up the process. It's important that I can clearly see that all of the examiners comments have been addressed in some way. It's ok to reject a suggestion, provided there is sound academic justification. I will not accept reports that gloss over examiners comments.'

The principal supervisor's report will be considered by the College Associate Dean, Research. The College Associate Dean, Research may refer the matter to the full committee of the College Registrar's Office

of Studies Research Committee or the University Research Studies Committee.

If one or more of the examiners nominate either X or F, the College recommendation will be referred to the Research Studies Committee (RSC) for consideration. The Chair of the RSC may make a decision by executive authority.

The Registrar's Office will advise the candidate of the decision.

Examination outcomes remain confidential until a final recommendation is decided.

Time to Revise

The Research Studies Committee may specify the time within which any additional work shall be completed. Normally all corrections will be made within one session of the candidate being advised to make changes or rewrite for re-examination.

UWS Resources for Rewriting

The principal supervisor must advise the Office of the Registrar if a candidate who is re-writing will need to access the library and other facilities as the candidate is no longer enrolled after thesis submission.

Options if Result is Unclear

In certain circumstances where the outcome is not clear, before making any determination, the Research Studies Committee may take one or more of the following actions:

- Appoint an additional examiner.
- Appoint an arbiter. An arbiter shall read the reports by the examiners and provide a final recommendation on the examination outcome. The original thesis, together with the re-written thesis document, will be provided to the arbiter. The Arbiter will be advised that extra comments on the thesis are not required. The Arbiter

will not be provided with the names of examiners. The requirement will be for the Arbiter to explicitly state the result.

- Invite the examiners to confer with each other and/or with the Research Studies Committee with a view to the presentation of a consolidated recommendation.
- Direct that the candidate undertake such further examinations; oral, written or practical as the Research Studies Committee may specify.

Copies of Reports

Candidates will be given a copy of each examiner's report upon request unless the examiner requests, in writing, that their name be withheld.

When the Research Studies Committee is satisfied that all requirements have been met, it shall advise Senate that the degree be awarded.

Documenting Changes

Candidates must write a report on the changes they have made that includes what they were asked to do and how they have responded. The supervisor must check that this has been done and that the final copy of the thesis reflects those changes. This is particularly important where there will be a second examination, as it will be conducted on the basis of the candidate's response to directions following the first examination. However, in all cases the Associate Dean Research will want to see evidence that the work has been satisfactorily completed.

Library Copy

On successful completion of the degree, a candidate must submit to the Office of the Registrar one digitised (CD or disc in PDF format) copy of the thesis incorporating all amendments and/or rewriting that was required as an outcome of the examination. Additional information can be found at

http://www.uws.edu.au/research/current_research_students/examination/library_lodgement

For more information on the Australian digital thesis project:

<http://library.uws.edu.au/adt.php>

Candidates may like to get some bound copies of their thesis, for themselves, friends and relatives. It may be difficult to do this later on. Candidates should also present their supervisor with a copy.

The Thesis after Graduation

Graduates are encouraged to communicate their findings to the broader community and there are projects designed to assist you to achieve publication of your work. This is aside from presenting previously unpublished parts of your thesis for peer reviewed journals, which you may also want to undertake.

Section Two: Thesis Format

This section is offered as a guide. It is NOT compulsory

Format and Style

The thesis can be seen to consist of three main parts: the preliminary pages, the main text and the reference/appendices section. The style of presentation selected must be maintained throughout the sections. Accepted rules of grammar must be followed, and forms of spelling and punctuation must be consistent. It is the responsibility of the candidate to ensure that typographical errors have been eliminated and punctuation corrected, and that the language of the thesis reflects the highest standards of scholarly expression.

Format refers to the overall physical appearance of the manuscript. The University does not prescribe any single style for theses because formats will differ across disciplines. Candidates should follow a style approved by their School/ Centre or supervisory panel. Sometimes it is preferable to follow the style of a standard journal in the discipline.

'A word of caution about practices that can undo your formatting. I sent out copies of my work for other people to check and when I tried to import them I found the formatting was undone. Be careful! I had planned to get it printed before the weekend and had to spend another four days sorting it out. Very tedious!'

UWS candidate

Order of Items

Title Page

This page contains the thesis title, the authors full name, the name of the degree for which the thesis is submitted, the name of the university and the year of submission. This page is not numbered.

Dedication Page

The dedication honours those who inspired or encouraged the writing of the thesis. A maximum of one page is permitted. This page is not numbered and is optional.

Acknowledgements Page

This is a brief paragraph expressing recognition of and appreciation for special professional assistance provided by academic supervisors, other persons, agencies and institutions. A maximum of one page is permitted. The page is not numbered and is optional.

Statement of Authentication Page

This is a signed statement to the effect that the work has not been submitted for a higher degree at any other institution and an undertaking that the work is original and a result of the candidates own research endeavour. This page is not numbered.

Table of Contents Page

The table of contents page is a guide to the contents of the text. The first item listed is the first item appearing after the Table of Contents. Every heading and subheading within the text should be listed verbatim in the Table of Contents. The headings on this page should be indented in a consistent style. Page numbers should be aligned with the appropriate heading or with the last line of multi-line heading.

List of Tables Page

Tables (including those in appendices) should be listed and numbered (Arabic numerals) in the order of appearance in the manuscript. Even if there is only one table it should be included in a List of Tables.

List of Figures and Illustrations Page

The List of Figures/Illustrations is to be formatted similarly to the List of Tables.

Abbreviations Page

Provide a list of acronyms and other abbreviations used in alphabetical order.

Abstract Page

The Abstract is a precise condensation of the research project indicating the purpose of the study, the research methodology and a summary of the outcomes. There is advice about writing the abstract in the first section of this booklet.

Text of the Thesis

Details are provided in the format guidelines above. Each chapter or major section of the work should begin on a new page.

References

All manuscripts must have references for every source mentioned in the text. Each reference recorded in the list should be consistent with the style manual or journal standard adopted. This section is usually entitled List References or Literature Cited or References Cited and entries should be listed in strict alphabetical order by author surname. Hanging indentation is suggested – single spaced within entries and double spaced between.

Bibliography

Background materials or other sources used in carrying out the research that are not specifically listed and references in the text should be included in a separate bibliography following the same style manual used for the references.

Glossary

An alphabetical list of specialised and technical terms used within the thesis,

together with their definitions, should be included.

Appendices Cover page

Appendices consist of supplementary, informational, and/or illustrative material too lengthy for inclusion in the text. Each appendix must be labelled on the top margin (at left or centred) sequentially using capital letters and Arabic numerals (Examples: Appendix A or Appendix 1). Table and figures should be numbered consecutively as 'A-1', 'A-2' etc.

Index

An index with entries listed in alphabetical order may be included.

Typeface

Style of Font

The selected font should be black, neat and dense characters and be used consistently throughout the manuscript.

Any legible typeface, except script, italic, decorative or ornamental, is acceptable for the body of the text. It is suggested that a serif font be used for the main text (i.e. *Baskerville, Garamond, Lucida, Modern Roman, Palatino, Times Roman, or Times*). Monospaced computer typefaces that emulate typewriters such as *Courier* should not be used except for computer programs or computer printouts, which form part of the thesis. Boldface type should be used for headings and italics for quotations and words in a foreign language or to emphasise particular points. Underlining should not be used.

Type used for references, appendices, charts, drawings, graphs, captions and tables may differ from that used for the text. It is not uncommon for fonts such as *Arial, Helvetica, Helvetica Narrow* or *Univers* to be used for these purposes.

Font Size

The font size of the main body text must be 10 or 12 points, with smaller sizes (8-9 points) permitted for footnotes, graphs, formulae, appendices etc. Fonts larger than 12 points are not recommended for the main text.

Chapter headings should be centred on the page at least 5 cm from the top and should be 4 points larger than the main text.

Line Spacing

Line spacing should permit ease of reading and should be suitable for the typeface, page size and line length. Due to the number of possible combinations of these factors it is difficult to give precise guidelines though some generalisations can be made.

The text of the manuscript should be one and a half or double-spaced, except when the preferred style manual or journal dictates otherwise such as lengthy quotes, captions for figures etc where single spacing may be more appropriate. Footnotes, bibliographic entries, items in lists, tables and appendices may be single spaced. Single lines of text at the top of any new page (referred to as widows and orphans in word processing packages) should be avoided.

The spacing of subheadings should consistently follow the chosen style manual or journal standard. Subheadings should not appear as the last line of type on a page.

Numbering of sections or paragraphs should be consistent within each chapter and throughout the manuscript.

Margins

Margins for the text, including tables, figures, charts, illustrative materials, references, appendices should be set at 2.5cm from the right, bottom and top edges and 4cm from the left edge of the paper to allow for binding. Left margins may be justified if preferred. The

main text should appear within this frame. Running headers and footers may be placed outside the margins but not closer than 15mm from the outer edges of a page.

Spelling

The *Macquarie Dictionary* is the basic reference for spelling used in Australian theses.

Footnotes, Endnotes and In-Text References

Depending on the style manual or standard adopted, footnotes may be placed at the bottom of text pages and endnotes at the end of each chapter. Footnotes are normally separated from the text by a rule. In-text parenthetical references that correspond to a reference list at the back of the manuscript should be carefully placed so as not to unduly interrupt the flow of the sentence. Endnotes and footnotes should be numbered sequentially within each chapter.

Referencing, Standard Conventions

The term 'references' and 'bibliography' are often used synonymously, but in fact each serves a different purpose within a document. References refer solely to the works cited within the document, while a bibliography is an attempt to draw together a range of documents on the same topic. A list of references should include only items which have been cited in the main text. If other items are to be included they can be listed separately under the heading of 'Bibliography' or 'Further Reading'.

Schools/Centres will probably have a preferred style for referencing which candidates are expected to use. Where this is not the case, a consistent referencing style appropriate to the discipline, or as specified in one of the style manuals listed above should be followed.

Corrections

Corrections made with correction fluids or tapes are not acceptable. Pages with illegible or disfiguring erasures or corrections or with changes likely to be unclear in photographic reproduction are not acceptable.

Printing

Laser printing from computer output is recommended. All pages of all copies must be clean, clear and error-free. The print on the original must be dark enough to support the number of copies required.

Illustrations

The presentation of illustrative material should be consistent throughout the thesis. Tables, charts and graphs may be presented horizontally (landscape) or vertically (portrait) but in either case must fit within the required margins and the placement of page numbers should be consistent with the requirement stated earlier.

Colour prints made on a laser copier are acceptable if they are printed on quality paper. Inconsistency of the letter quality or colour is not acceptable nor is a copy that has a grey or dark cast to the background.

Photographs

Photographs should be printed on single weight paper with a glossy finish. All prints must be processed according to nationally established standards for chemical permanence. Photographs with dark backgrounds should be avoided.

If coloured photographs are to be included they should be dry mounted within the thesis. Photographs reproduced directly on photographic paper are also acceptable.

Diagrams and Tables

Diagrams and Tables should be designed to fit in standard A4 size page or should be reduced to fit if necessary. They must be clearly readable after reduction. All tables and figures must be numbered consecutively with Arabic numerals and should be dispersed through the body of the text. In each case, the table or figure should appear on the page immediately following the first text reference next to it. Titles should appear on the page immediately following the first text reference to it. Titles should be on the same page as the figure or table. Tables and figures may be placed in either portrait or landscape mode. In either case the title and any accompanying information should be placed in the same mode as the table or figure.

Charts and Maps

Charts and maps on oversized pages must be carefully folded into the manuscript and attached to paper suitable for binding. The print quality must be clear and sharp. There is also the option of placing the material in a pocket attached to the inside back cover of the thesis. Maps taken from published sources will usually require copyright permission.

Pockets

Special pockets can be attached to the inside back cover for materials that cannot be mounted on standard A4 size paper. When it is necessary for to use pockets, all material to be placed in the pockets must be sealed in an envelope marked clearly with the author's full name and thesis title and must be submitted with the thesis. There must be one envelope, with contents, for each copy of the thesis.

It is not generally necessary to include computer programs with the thesis unless they constitute a major part of the thesis or are necessary for the understanding of the thesis.

Organisation

Page Numbering

Each page of the entire manuscript must be numbered, except where stated below, in the upper right corner or the bottom centre of the page no less than 15mm from the edge of the page. The placement of page numbers should be consistent throughout the manuscript.

Preliminary pages (*Abstract, Table of Contents List of Tables, Abbreviations, etc.*) should be numbered in lower case roman numerals (i, ii, iii etc) and centred 15 mm from the bottom edge of the paper. The first numbered page (i) is the Table of Contents. Page numbers are not placed on the Statement of Authentication, Title Page, Dedication Page or Acknowledgements Page.

All pages of the main body of the thesis, beginning with the Chapter One, must be numbered consecutively with Arabic numerals. This includes pages containing illustrations, tables, bibliography, and appendices. When landscape mode is used for pages containing figures, tables or illustrations, the page number position must be modified so that it appears at either the upper right or bottom midpoint as on other pages. After all material has been assembled, the thesis should be verified carefully for completeness, for the order of the pages and sections, and for correctness of pagination.

Checklist

Below are a few general suggestions which may be helpful.

Good Ideas

- Plan the structure of the thesis so that it will be easier to sort material to fit the established structure
- Be precise, but not simplistic. Concise writing style and well chosen language convey much about your scholarly work

- Ensure that all assertions, claims, purported facts etc can be verified, either by your research findings or by sources you have cited
- Ensure that your references are complete, accurate, consistent and properly linked to the text
- Acknowledge all sources
- Provide an explanation for any abbreviations used

To be Avoided

- Personalising your text, overusing exclamation marks or in-jokes
- Inventing new words for concepts which already exist
- Padding out the text unnecessarily
- Including references which have not been used or having incomplete or inaccurate references
- Using a quotation without acknowledgment
- Using inappropriate or out of date references

Final Check

Format

- Is the title page formatted correctly using the appropriate wording?
- Are all pages numbered consecutively, including figures, appendices etc
- Is a signature included below the Statement of Authentication?
- Is the Copyright symbol and wording included on the title page?
- Is a list of abbreviation included?
- Is the order of pages correct and is the quality of photocopying after duplication of an adequate standard?
- Is the print clear and legible on every page?
- Have all photographs, tables been included and numbered and are their captions suitable located?
- Have copyright permissions been obtained and supplied?

Referencing

- Read selected parts of chapters of the text and do a random check of the references to ensure accuracy
- Are footnotes formatted and numbered consistently?
- Does every book reference have an author, title, publication date, place of publication and publisher's name?
- Does every journal reference have an author, title, journal name, volume number, page numbers, date?
- Are references strictly in alphabetical order?

Spelling

- Is the title page free of typographical errors?
- Has a spelling check been run on each chapter of the manuscript?

Grammar

Have someone you know with a good command of English read your thesis.

'I've read the thesis so many times I can't see it anymore. I thought I had it right but a colleague found more typos. Now I've given it to my supervisor, a couple of friends, an uncle and between us we should find all the little things that have escaped me.'

UWS candidate

Other Checks

- Do a random check of several entries in the list of Figures and Tables to ensure correct captions and page numbers
- Check that each chapter begins on the page indicated in the Table of Contents
- Check the lettering on the cover and spine of the thesis

Non-Text Components, Including the DCA

Non-Text Components may include presentation of material in a form other than text such as film, video, DVD, or computer program. This may form part of a doctoral thesis.

A creative work supported by an exegesis, as required by the Doctor of Creative Arts, is a different matter and the creative work may be presented in a text format such as a novel or anthology of poetry. The DCA candidate develops knowledge through action, undertaking the development of a body of original creative work within the chosen discipline. New knowledge comes from investigatory practice that is intellectually rigorous.

The exegesis explains the contextual and theoretical underpinning of the creative work. It includes a survey of recent representative literature in the chosen discipline(s). It is a reflexive analysis of creative process and is an engaging piece of writing constructed as a scholarly essay of approximately 25,000 to 30,000 words. Photography, sound or video recordings, and web material may also support the writing. The relative weighting of the exegesis as a component of the submission for examination is at least 30% of the total, with the creative work constituting no more than 70%.

In the DCA the creative work has a different role to non-text creative material in a thesis. The creative work demonstrates independent critical thinking to identify the research niche and constitutes a product that is supported by a written exegesis. In the DCA it is integral to the research and should be at an international standard, e.g., suitable for an international exhibition or broadcast on a widely publicly accessed carrier such as the ABC.

Where the creative work is text based the candidate may present it as a separate volume, following the same guidelines for general presentation as described above, unless the presentation forms a component of the creative development.

Exhibitions and performances must be organized through the School. Performances and exhibitions should occur at UWS or associated venues. Consultation with the supervisory panel in conjunction with the Associate Dean (Research) may lead to external or professional engagements being considered as part of the submission.

A candidate presenting a body of creative work is required to present the exegesis concurrently. However, where the creative work is public performance or exhibition the candidate is required to submit the exegesis no later than three months after the final event. This implies that careful planning is required to ensure that the DCA submission is made within the time specified for candidature.

Communication

A substantial portfolio of work in the communication discipline is required. It should be equivalent to a series of programs for television, radio or multimedia presentation, or one program of substantial length. The work must be broadcast to a public audience; and an exegesis of approximately 25,000 to 30,000 words in length must be submitted. Other formats for communication dissertations could be developed on HDV, DV, DVD, DAT, CD, and photo-media.

Dance

High level choreography or leading role performance in publicly presented productions, including one of 90 minutes duration; and an exegesis of approximately 25,000 to 30,000 words in length.

Electronic arts

Three solo exhibitions in galleries and festivals, or presentations in performative modalities. These may include tele-presencing, online interactivity, sensor driven interactivity, as well as the use of archival and recording technologies; and an exegesis of approximately 25,000 to 30,000 words in length.

Music and sound arts

Composition: a folio of compositions including works that employ large resources or performance media demonstrating a variety of 'architecture', colours, textures – for example a full-length musical, opera or symphonic score, or 6-8 equivalent compositions for smaller resources or other media; and an exegesis of approximately 25,000 to 30,000 words in length.

Performance: three 60-90 minute recitals demonstrating high levels of artistry. For example, a full-length solo and chamber music performances, a concerto or its equivalent in western or non-western performance traditions; and an exegesis of approximately 25,000 to 30,000 words in length.

Theatre

High level direction or leading role performance in publicly presented productions, including one of 90 minutes duration; and an exegesis of approximately 25,000 to 30,000 words in length.

Visual arts

Three solo exhibitions in painting, in photo-media, in sculpture; or a 90-minute video or film; or video installation and exhibition; and an exegesis of approximately 25,000 to 30,000 words in length.

Writing

A folio of creative work such as a poetry collection (70-80 pages), a play script or film script (90 minutes production), or a novel (70,000 words); and an exegesis of approximately 25,000 to 30,000 words in length.

The examination process is described in the UWS Professional Doctorate Rule. Examination will incorporate the creative component but recommendations of examiners for any additional work described in examination outcome options M, R or X will be made only to the exegesis.

Summary of Processes

Candidate informs the supervisor of their intention to complete, up to six months beforehand

Supervisor submits Nomination of Examiners Form to College Assoc Dean, Research (ADR) three months prior to submission

ADR endorses nominations
Registrar's Office contacts examiners to confirm availability

One copy of the thesis, with a Thesis Submission Form signed by the Principal Supervisor, is sent to the ADR for quality checking and endorsement. The copy and form are forwarded to Registrar's Office by the ADRs office

In the meantime, other copies of the thesis have been sent directly to Registrar's Office, where they will wait until the Thesis Submission Form is received

Candidate sent acknowledgement of receipt of thesis and an explanation of the exam process

Theses posted to examiners with examination guidelines, an examiners cover sheet and payment of honorarium details

Examiners are reminded two weeks before the report is due, and two weeks after, if not already received

All reports are sent to the ADR, with all relevant cover sheets

ADR forwards reports to the Supervisory Panel for discussion

The Supervisory Panel forwards a recommendation to the ADR. Some Schools also ask a Research Committee/Co-ordinator to review the recommendation

The ADR approves an outcome if all of the examiners have recommended an A or R

If one or more of the examiners has recommended an X or F the Research Studies Committee makes a decision, taking into account the response of the ADR and Supervisory Panel

The RSC approves all graduations as delegated by Academic Senate

Registrar's Office advises the Supervisor, candidate and examiners of the outcome

The candidate contacts the Supervisor to discuss any changes that may be required. The candidate should document all changes for reporting purposes

The supervisor and candidate report that changes have been made, as instructed, and send a copy to the ADR for endorsement

The ADR forwards a recommendation for the award of the degree to Registrar's Office

The Research Studies Committee approves the award of the degree. Registrar's Office advises the candidate, Graduations Office and Supervisor

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