

HDR Theses and Examinations Procedure

Policy Code: RS1938

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Purpose

The purpose of this procedure is to outline the expectations and responsibilities of University and Higher Degree by Research candidates regarding the presentation of theses and examination.

Scope

This procedure applies to:

- all candidates enrolled in a HDR programs at Federation University
- registered HDR supervisors
- all individuals invited to participate in a HDR examination for a Federation University candidate, and
- all staff with administrative responsibilities related to HDR students, supervisors and examiners.

This procedure also applies to all Higher Degree by Research (HDR) programs offered by Federation University, including:

- Masters by Research
- Doctor of Philosophy
- Doctor of Professional Studies

Theses developed for undergraduate honours programs are not covered by this policy and procedure, and honours students should instead refer to School or course-specific information.

Legislative Context

- Federation University Australia Act 2010
- Regulation 5.1, Degree of Doctor of Philosophy, Masters by Research and Professional Doctorate
- The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Higher Education Standards Framework (Threshold Standards) 2015

Definitions

Term	Definition
Approved submission date	The approved date by which a candidate must submit their thesis.
ADR	Associate Dean Research
Candidate	Student enrolled in a Higher Degree by Research program.
Deferred	An examination outcome; The thesis should be classified as DEFERRED; the thesis requires substantial revision and re-examination by external experts and the Candidate should be permitted to submit the thesis for examination in a revised form
DGRS	Dean, Graduate Research School – Federation University staff member responsible for: academic oversight of HDR programs, HDR candidates and HDR supervision. The DGRS is assisted in this role by the ADRs.
Enrolment	The process by which a person, having received a written offer of a place, registers their program and course of study with Federation University by submitting a form of enrolment signed by both the applicant and the course coordinator or person of equivalent authority.
Failed	An examination outcome; The thesis should be classified as FAILED
Federation University	Federation University Australia
Higher Degree by Research (HDR) Program	One of the following courses of study: Masters Degree (Research), Doctoral Degree (Research), Doctoral Degree (Professional).
Higher Degree by Research candidate	A student enrolled in a Higher Degree by Research Program at Federation University.
Graduate Research School (GRS)	Central department of the University with oversight of matters pertaining to higher degree by research.
Major corrections	An examination outcome; The thesis should be PASSED subject to major corrections made to the satisfaction of the Academic Board; (i.e. the thesis requires new data collection, new or revised data analysis, substantive rewriting of one or more chapters, or a large volume of stylistic/presentation errors. These actions should be undertaken with ongoing input from the supervisory team)
Minor corrections	An examination outcome; The thesis should be classified as PASSED, subject to minor corrections made to the satisfaction of the Academic Board; (i.e. the thesis is suitable for conferral once the author has addressed nominated passages, textual errors, and referencing corrections.

Term	Definition
	These actions should largely be able to be undertaken independently by the candidate)
Passed	An examination outcome; The thesis should be classified as PASSED without further examination.
RHDC	Research Higher Degrees Committee – A standing committee of Academic Board that deals with matters pertaining to Higher Degree by Research
RTP	Research Training Program: Federal Government funding scheme that enables the provision of HDR fee offset and stipend scholarships.
School (School of enrolment)	Academic unit at Federation University in which candidates are enrolled
SEC	School Examination Committee – committee of the School of enrolment
Supervisor - Principal Supervisor (PS)	A staff member of Federation University who meets the requirements of and has been approved for inclusion on the Register of Supervisors as a Principal Supervisor and has primary oversight of a HDR candidate's research.

Actions

1. Thesis presentation

1.1 The thesis or folio components will normally be formatted on A4 international standard paper with mirrored margins set to inside at 3.18 cm and outside to 2.54 cm. Pages may be printed on one or both sides. Line spacing should be set to 1.5 (if using Harvard style) or double (if using APA style). Theses submission should ordinarily be made in PDF format unless approval is sought from the Graduate Research School before submission.

1.2 The title page of every volume (or the cover of every multimedia item submitted) will give the following information in the order listed:

- the full title of the thesis
- the subtitle (if any)
- the full name of the author
- the qualification for which the thesis is submitted
- the name of the institution to which the thesis is submitted (this must be written as Federation University Australia, not Federation University or any other forms or abbreviations)
- the month and year when the thesis was originally submitted for examination; as well as the month and year when the thesis was accepted for the award of degree
- *optional: the School in which the program of research and study was undertaken
- *optional: the names of the supervisory panel.

1.3 The thesis will be presented in the following order:

- title page
- abstract of not more than two A4 pages. This will provide a synopsis of the thesis, and clearly state the nature and scope of the research undertaken, and the contribution made to the knowledge of the subject
- acknowledgments (to include acknowledgement of funding)
- a signed declaration of authorship and originality of thesis (declaration)
- a copyright statement

- table of contents
- table of tables and figures and other captioned content
- table of publications and presentations arising from and/or relevant to the thesis work
- if applicable, a signed declaration of the candidate's statement of contribution to any jointly-published work and a statement of the direct contribution of work by others that is included within the thesis
- main text
- references
- appendices which should be labelled e.g. Appendix A, Appendix B etc.

1.4 The preferred typescripts are Times New Roman 12, Arial 11 or Calibri 12 or another font of similar size and appearance.

1.5 Ordinarily, page numbering is in the footer as follows:

- title page - no page number
- front matter - small Roman numerals commencing at i and
- main text and end matter - Arabic numerals commencing at 1.

1.6 Non-print materials which are an integral part of the thesis, but which cannot be bound in the forms prescribed above, must be submitted for deposit in the Library in a manner as prescribed by the University librarian (or nominee).

2. Thesis incorporating published papers

2.1 Where published material is to be included in the thesis, a clear list of all of the candidate's relevant published work and presentations should be provided, including full bibliographic citations

2.2 If work published by the candidate during candidature is ancillary to the thesis and does not form part of the core thesis argument, the publications should be listed immediately prior to the main text of the thesis under the heading 'Additional Publications by the Candidate Relevant to the Thesis but not Forming Part of it'.

2.3 A thesis which includes publications must also include a statement for each publication which provides clear advice to examiners as to what material is fully published, under review, or submitted at the time of submission of the thesis for examination.

2.4 Joint publications are acceptable as part of a HDR thesis. The nature and extent of the candidate's work must be precisely identified and attributed.

2.5 Where papers are included which have co-authors who are HDR candidates and where the publication will be included in both theses, a statement must be included, that clearly attributes the contribution of each candidate to the conception, design and writing of the paper.

2.6 Published material may be presented in a thesis in several different ways:

- passages and data previously included in published papers and book chapters may be paraphrased and integrated with other material and elaborated upon in the thesis. Such data and passages must be appropriately referenced;
- passages and data from published papers and book chapters can be transferred directly (or in appropriately edited and referenced form) into one or more chapters of the thesis; or
- a peer reviewed published paper, book chapter or accepted manuscript can form a single thesis chapter (or several papers and/or book chapters may form successive thesis chapters) with minor editing.

2.7 A thesis must not infringe on copyright in any way, and should include a statement to the effect that where copyright has been assigned to a publisher, permission should be sought to reproduce the work in the thesis (even

if it is the candidate's own work). Publisher websites should be checked for copyright policy in relation to publications in a thesis.

2.8 Where published material has undergone editing, amendment or any other form of adaptation, it must be clearly shown where the material differs from the published form.

2.9 Where the main text of the thesis is entirely represented by published work, the 'minimum treatment' rule should be followed. This means that, at minimum, a Thesis Incorporating Publications must contain:

- an introduction to the aims and design of the candidate's research project which must incorporate an independent and original review of pertinent existing work in the field that is entirely the candidate's own work. This introduction will contextualise the candidate's project and research question in relation to the present state of knowledge in the field, and (where appropriate) to key debates in the discipline and/or to social, cultural, or policy contexts
- a framing chapter. The framing chapter should give an account of how the work fits into the field of scholarly literature and, where appropriate into the discipline through a discussion of key theoretical, methodological and empirical questions
- chapters (represented by publications) should form a logical and cogent sequence that supports the main findings of the thesis. Further expansion of aspects of published papers such as more comprehensive descriptions of the methodology or statistical treatments is encouraged through the use of appendices or additional text in a chapter.
- an independent and original general discussion that is entirely the candidate's own work. This should integrate the most significant findings of the thesis and present the needs and prospects for future research.

3. Pre-submission process

	Activity	Responsibility	Steps
1.	<p>Complete <i>Intention to Submit</i> and <i>Recommendation of Examiners</i> forms</p> <p>Note: These forms must be received before the GRS is able to accept any completed thesis from HDR candidates.</p>	<p>Candidate, ADR (or nominee), Principal Supervisor, School Dean, Graduate Research School</p>	<p>1. The Intention to Submit form is completed by the candidate, approved by the Principal Supervisor and Associate Dean Research (ADR) or nominee and submitted to the Graduate Research School.</p> <p>2. The Recommendation of Examiners Form and Release of Thesis form are to be completed by the Principal Supervisor, and signed by the ADR or nominee and the School Dean before being provided to the Graduate Research School. Information required for the Recommendation of Examiners form includes:</p> <p>a. names of three potential examiners which have no conflict of interest (forms with only two named examiners will be returned to the supervisor, and the</p>

	Activity	Responsibility	Steps
			<p>examination not able to proceed until three nominees are provided),</p> <p>b. a statement regarding conflict of interest with potential examiners with either the student or any member of the supervisory panel,</p> <p>c. CV for potential examiners which must include a list of publications and academic appointments,</p> <p>d. a statement of the number of previous supervision completions and examinations undertaken (PhD and Masters separately) by the nominated examiners, and</p> <p>e. email acceptance from potential examiners for them to be nominated.</p>
2.	The Dean, Graduate Research School (DGRS) assesses suitability of examiners	DGRS	<p>The DGRS may:</p> <p>a. approve nomination/s of examiners from the list of three provided,</p> <p>b. request additional information about a nominated examiner from the Principal Supervisor, or</p> <p>c. reject nominations and request new nominees from the Principal Supervisor</p>

4. Thesis Submitted

	Activity	Responsibility	Steps
1	Candidate and School complete Release of Thesis form	Candidate, Principal Supervisor, ADR, Dean of school of enrolment	1. The candidate must complete all declarations included on the form and include the required 30 word abstract and 300 word summary, as outlined on the Intention to Submit form.
2.	Candidate submits and Release of Thesis form to GRS	Candidate	1. Candidate submits thesis / exegesis to Graduate Research School via email using the required format.

	Activity	Responsibility	Steps
3.	Candidate grade changed to TD	Graduate Research School	1. Candidate grade changed to TD (assessment deferred up to 12 months) by the Graduate Research School and examination stage formally noted.

5. Examination Process

Activity	Responsibility	Steps
Thesis / Exegesis assessment for examination	Graduate Research School	<p>The Graduate Research School emails the two approved nominated examiners a PDF copy of thesis with an overview of the examination process. Examiners are advised that they have 6-8 weeks to return the examiner's report. Information provided to the examiners will include:</p> <ol style="list-style-type: none"> a. statement on conflict of interest, b. statement on confidentiality in the examination process, c. link to HDR Theses and Examination Procedure, d. details on how to assess specific thesis types (e.g. PhD Exegesis or MR traditional thesis), e. payment information and forms, and f. the possible recommendations for outcome of thesis examination.

A c t i v i t y	Responsibility	Steps
2C a n d i d e n t i f i e d	Graduate Research School	The Graduate Research School emails the candidate, their supervisory team and the School ADR informing them that the thesis/exegesis has been sent for examination. Candidates are informed that future correspondence regarding the examination should be directed to their Principal Supervisor.
3E x a m i n e r	Graduate Research School	The Graduate Research School contacts examiner after four weeks to remind them of the examination due date.

A c t i v i t y	Responsibility	Steps
e m i n d e d o f t i m e l i n e s		
4 F i n a l r e m i n d e r t o e x a m i n e r o f f e	Graduate Research School	Where required the Graduate Research School sends a final reminder notice to examiner/s who have not yet returned their report one week before the final due date.

A c t i v i t y	Responsibility	Steps
p o r t d e a d l i n e		
5 E x a m i n e r r e t u r n s r e p o r t	Examiner	<p>Examiner returns the Examiner Report to the Graduate Research School.</p> <p>Examiners may return one of the following recommendations:</p> <ul style="list-style-type: none"> • The thesis should be classified as PASSED without further examination • The thesis should be classified as PASSED, subject to minor corrections made to the satisfaction of the Academic Board; (i.e. the thesis is suitable for conferral once the author has addressed nominated passages, textual errors, and referencing corrections. These actions should largely be able to be undertaken independently by the candidate); or • The thesis should be PASSED subject to major corrections made to the satisfaction of the Academic Board; (i.e. the thesis requires new data collection, new or revised data analysis, substantive rewriting of one or more chapters, or a large volume of stylistic/presentation errors. These actions should be undertaken with ongoing input from the supervisory team); or • The thesis should be classified as DEFERRED; the thesis requires substantial revision and re-examination by external experts and the Candidate should be permitted to submit the thesis for examination in a revised form. • The thesis should be classified as FAILED
6 E x a m i n e r d o e s	Graduate Research School	<p>Where an examiner does not return the report by the due date, the Graduate Research School will contact the examiner. Where an examiner fails to produce a report by an agreed timeline they will be advised that it is no longer required and the thesis will be sent to a subsequent examiner with the approval of the DGRS.</p>

Activity	Responsibility	Steps
not returned by date		

6. Post-examination process

	Activity	Responsibility	Steps
1.	Examiner reports collated	Graduate Research School	The Graduate Research School collates the Examiner Reports and provides to the DGRS
2.	DGRS Report completed	Dean, Graduate Research School	The DGRS reviews Examiner Reports and completes DGRS Report
3.	School Examination Committee formed	School of enrolment	The Graduate Research School emails the School ADR requesting establishment of the School Examination Committee (SEC) and notification of members.
4.	DGRS Report sent to SEC and Principal Supervisor	Graduate Research School, SEC	GRS forwards the DGRS Report to the Chair, SEC.

	Activity	Responsibility	Steps
			The Principal Supervisor should not action the DGRS Report until the Chair, SEC confirms the outcome.
5.	Chair, SEC assesses DGRS Report	Chair, SEC	<p>The Chair, SEC may do one of the following:</p> <ul style="list-style-type: none"> • Refer the report directly to the Principal Supervisor and Candidate for action and advise the GRS. • Convene a SEC for further consideration and advise GRS of outcome. <p>Where a SEC recommends an outcome different from the recommendation in the DGRS report, the GRS should be notified. Further, where the SEC recommends “deferred” or “failed” and the recommendation in the DGRS Report differs, the SEC must refer its recommendation to RHDC for consideration.</p> <p>The RHDC recommendation will be enacted by the Chair, SEC, as appropriate.</p>

6.1 SEC Recommendation: Passed or Failed

- The thesis should be classified as **PASSED without further examination**
- The thesis should be classified as **FAILED**.

	Activity	Responsibility	Steps
1.	Chair, SEC advises supervisory team and Candidate of outcome	SEC	<p>Chair, SEC should advise the supervisory team and candidate of the examination outcome and advise the GRS.</p> <p>The Chair, SEC must provide a recommended course of action, where required, to the Supervisor and candidate within seven working days of receiving the DGRS Recommendation Report, except where the matter is being referred to RHDC.</p>

	Activity	Responsibility	Steps
			Where examiners are unanimous in having recommended a 'fail' result and the SEC disagrees with that result, the matter must be referred to RHDC.
2.	GRS provides candidate with opportunity to amend thesis summaries and provides to SEC		Candidate may update summaries, as required.
3.	SEC completes the Results Recommendation Form	SEC	The SEC completes the Results Recommendation Form confirming the result. Where a thesis was passed without further examination, the SEC must also approve the thesis summary and confirm that the thesis is ready for a Recommendation of Award.
4.	SEC returns the Results Recommendation Form to the GRS	Chair, SEC, GRS	The Chair, SEC returns the Results Recommendation Form to the Graduate Research School for approval by the Chair, RHDC and Chair, Academic Board.
5.	Recommendation of Award completed	Graduate Research School, Chair RHDC, Chair Academic Board	The Graduate Research School completes Recommendation of Award template for approval by Chair Academic Board and Chair RHDC.
6.	Candidate notified of outcome	Graduate Research School	The Graduate Research School emails the candidate to formally advise them of outcome. Successful candidates are provided with a Completion letter (cc'd to School and supervisors) where required.
7.	Program and supervisor records updated	Graduate Research School	The GRS adds evidence of completion of supervisory team members to the HDR Supervisor Register, where required. GRS updates student management system to confirm result.

6.2 SEC Recommendation: Corrections/Deferred

- The thesis should be classified as **PASSED, subject to minor corrections** made to the satisfaction of the Academic Board. That is the thesis is suitable for conferral once the author has addressed nominated passages, textual errors, and referencing mistakes. These actions should largely be able to be undertaken independently by the candidate; or

- The thesis should be **PASSED subject to major corrections** made to the satisfaction of the Academic Board. That is the thesis requires new data collection, new or revised data analysis, substantive rewriting of one or more chapters, or correction of a large number of stylistic/presentation errors. These actions should be undertaken with ongoing input from the supervisory team; or
- The thesis should be classified as **DEFERRED**. That is the thesis requires substantial revision and re-examination by external experts and the Candidate should be permitted to submit the thesis for examination in a revised form.

	Activity	Responsibility	Steps
1.	SEC provides outcome to Supervisory team and Candidate	Chair, SEC	<p>Where recommended result is:</p> <p>b. Passed, subject to minor corrections</p> <p>c. Passed, subject to major corrections</p> <p>d. Deferred</p> <p>The SEC will recommend a timeline for completion of corrections and review by the SEC.</p> <p>The Chair, SEC must provide a recommended course of action to the Supervisor, candidate and GRS within seven working days of receiving the DGRS Recommendation Report, except where the matter is being referred to RHDC.</p>
2.	Principal Supervisor and candidate discuss required corrections/ revisions	Principal Supervisor, Candidate	The Principal Supervisor meets with the candidate to discuss the report and to plan a suitable response to the feedback. Principal Supervisor advises the SEC and GRS of planned submission/re-submission date. The submission/ resubmission date must be within the timeline recommended by the SEC.
3.	Candidate corrects/ revises thesis	Candidate	Candidate responds to comments, corrects/ revises thesis and completes Candidate Summary of Revisions. Candidate must submit a marked up copy to the SEC.
4.	Principal Supervisor approves corrections/ revisions	Principal Supervisor, Candidate	The Principal Supervisor approves the corrections/ revisions and candidates' responses to the comments, signs and submits completed Candidate Summary of Revisions, thesis and summaries

	Activity	Responsibility	Steps
			to the SEC and the Graduate Research School.
5.	SEC meets to complete Results Recommendation Form	SEC	<p>1. School Examination Committee (SEC) meets to discuss corrections/revisions and complete the Results Recommendation Form for a passed or failed result.</p> <p>Where corrections have been undertaken, the SEC may:</p> <ul style="list-style-type: none"> a. recommend to the pass thesis, or b. refer the corrections back to the Principal Supervisor and Candidate where comments have not been adequately addressed and request the thesis returned to the SEC by a specific date for approval (Principal Supervisor and Candidate repeat steps 3-5), or c. recommend thesis be failed and not submitted for re-examination or further correction (Refer to section 5.1). The SEC may recommend re-submitting for lower award. <p>2. Where revisions for thesis resubmission have been undertaken following a deferred recommendation, the SEC may:</p> <ul style="list-style-type: none"> a. Recommend that the thesis is ready for reexamination (proceed to section 10 – Re-examination), or b. Refer the amended thesis back to Principal Supervisor and Candidate where comments have not been adequately addressed and request the thesis returned to the SEC by a specific date for approval (Principal Supervisor and Candidate repeat steps 3-5), or c. recommend thesis be failed and not submitted for re-examination or further correction (Refer to section 5.1). The SEC

	Activity	Responsibility	Steps
			<p>may recommend re-submitting for a lower award.</p> <p>Where the SEC recommends the thesis be failed or re-submitted for examination for a lower award, the SEC must refer its recommendation to RHDC for consideration.</p>
6.	Recommendation of Award completed	Graduate Research School	The Graduate Research School completes Recommendation for Award for approval by Chair Academic Board and Chair RHDC.
7.	Candidate notified of outcome	Graduate Research School	The Graduate Research School emails the candidate to formally advise them of outcome. Successful candidates are provided with a Completion letter (cc'd to School and supervisors) where required.
8.	Program and supervisor records updated	Graduate Research School	<p>The GRS adds evidence of completion of supervisory team members to the HDR Supervisor Register.</p> <p>GRS updates student management system to confirm result.</p>

7. Post-examination process - dissimilar examiner report recommendations

	ACTIVITY	RESPONSIBILITY	STEPS
1.	SEC considers DGRS Report	School Examination Committee	<p>The SEC meets to consider the DGRS Report. The SEC will make one of the following recommendations:</p> <ul style="list-style-type: none"> a. a result (Refer to Section 6 - Post-examination – concordant reports) b. to refer the Report to RHDC c. examination by a third examiner <p>Where the DGRS Report is referred to RHDC;</p> <ul style="list-style-type: none"> a. RHDC may recommend a result, the process continues with

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>along 'similar results' corresponding route (Refer to Section 6 Post-examination - concordant reports).</p> <p>b. RHDC may approve a third examiner.</p> <p>The SEC should notify the Principal Supervisor and GRS of their recommendation.</p>
2.	Graduate Research School sends to third examiner	Graduate Research School	<p>The Graduate Research School emails the approved nominated examiner a PDF copy of thesis with an overview of examination process. Examiners are advised that they have 6-8 weeks to return the examiner's report. Information provided to the examiners will include:</p> <p>a. statement on conflict of interest,</p> <p>b. link to HDR Examination Procedure,</p> <p>c. details on how to assess specific thesis types (e.g. PhD Exegesis or MR traditional thesis),</p> <p>d. payment information and forms, and</p> <p>e. the possible recommendations for outcome of thesis examination.</p>
3.	GRS emails Chair, SEC and Principal Supervisor to advise thesis sent	Graduate Research School	The Graduate Research School emails the Principal Supervisor and the Chair of SEC informing them that the thesis/exegesis has been sent to a third examiner for examination. The SEC or supervisor may advise the candidate at their discretion.
4.	Examiner reminded of timelines	Graduate Research School	The Graduate Research School contacts examiner after four weeks to remind them of the examination due date.
5.	Final reminder to examiner of report deadline	Graduate Research School	The Graduate Research School sends a final reminder notice to examiner/s who have not yet

	ACTIVITY	RESPONSIBILITY	STEPS
			returned their report one week before the final due date
6.	Examiner returns report	Examiners	Examiner returns the examination report to the Graduate Research School.
7.	Dean, Graduate Research School considers all Examiners Reports and provides a recommendation	Dean, Graduate Research School	<p>The DGRS considers all three examination reports and provides a DGRS Report to the SEC.</p> <p>The SEC continues the procedure from Section 5 (The examination process) Step B, however the thesis cannot be sent to another examiner.</p>

8. Re-examination process following a deferred outcome

	ACTIVITY	RESPONSIBILITY	STEPS
1.	Candidate provides revised thesis (including a marked up copy) and supporting documents to GRS	Candidate, Principal Supervisor	Revised thesis and Summary of Revisions provided to the Graduate Research School.
2.	GRS sends documents to Examiner	Graduate Research School	<p>Revised thesis, original thesis and Summary of Revisions provided to the examiner by the Graduate Research School.</p> <p>Examiner/s advised to evaluate the revised thesis in reference to the Summary of Revisions (no new comments should be made or issues raised).</p>
3.	Examiner provides recommendation	Examiner	<p>Examiner provides a recommendation only:</p> <ul style="list-style-type: none"> • Passed: The examiner is satisfied that the candidate has addressed all the required recommendations satisfactorily and the revised thesis meets the required standards for the award of the Doctoral degree. • Passed subject to minor corrections: The examiner is satisfied that the candidate has addressed all the required recommendations satisfactorily and the revised thesis meets the required standards for the award of the Doctoral degree. Suggestions for typographical

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>and grammatical changes are permitted, but only if they are of a minor nature and can be reasonably addressed by the candidature within a two week timeframe.</p> <ul style="list-style-type: none"> • Failed: The examiner considers that that candidate has not satisfactorily addressed the required recommendations and the candidate should be failed.
4.	Examiner Reports collated	Graduate Research School	Examiner Reports are collated by the Graduate Research School and provided to the DGRS.
5.	DGRS completes DGRS Report	Dean, GRS	<p>The DGRS completes the DGRS Report recommending only of of the re-examination outcomes.</p> <p>The process recommences in Section 5, Step D.</p>

9. Final ratification and award of the degree

	Activity	Responsibility	Steps
1.	Award of the Degree	RHDC and Academic Board	<p>Chair, RHDC and Chair, Academic Board recommends that the degree be awarded.</p> <p>GRS advises the candidate of the procedures to qualify for admission to the degree. Academic Board via RHDC recommends to Council that the candidate be admitted to the degree.</p>

10. Distribution of Copies of the Thesis After Final Ratification

The degree will not be awarded until one electronic copy of the final thesis has been lodged with the University thesis repository.

11. Graduation

Candidates are eligible to graduate after the University Council approves the award of the degree. Candidates will be contacted by the Graduation Office regarding their eligibility for conferral

Supporting Documents

[HDR Candidate Selection Policy](#)

[HDR Candidature Management Policy](#)

[HDR Candidature Management Procedure](#)

[HDR Supervision Policy](#)

[HDR Theses and Examination Procedure](#)

[Higher Education Deferral or Leave from Studies Procedure](#)

[Higher Education Graduate Attributes Policy](#)

[Regulation 4.1](#)

[Responsibilities for Supervision of HDR Candidates Procedure](#)

[Selection and Awarding of HDR Place Procedure](#)

[Student Appeal Policy](#)

[Student Appeal Procedure](#)

[Student Complaints Policy](#)

[Student Complaints Procedure](#)

[Supervision of Higher Degree by Research Candidates Procedure](#)

[Withdrawal from All Studies Procedure \(Higher Education\)](#)

Responsibility

Deputy Vice-Chancellor (Research & Innovation) as the Approval Authority is responsible for monitoring the implementation, outcomes and scheduled review of this procedure

Dean, Graduate Studies as the Policy Sponsor is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

Promulgation

This procedure will be communicated throughout the University community in the form of:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure;
2. distribution of e-mails to Head of School / Head of Department / University staff; and/or
3. documentation distribution, eg posters, brochures
4. notification to Schools

Implementation

This procedure will be implemented throughout the University via:

1. An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure;
2. Staff induction sessions
3. Training sessions
4. Through RHDC agenda

Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
DGRS Report	Graduate Research School	Dean, Graduate Research School or delegate	Temporary - retain on the student file for 7 Years from date of program completion
Recommendation of Examiners form	Graduate Research School	Dean, Graduate Research School or delegate	Temporary - retain on the student file for 7 Years from date of program completion
Release of Thesis forms	Graduate Research School	Dean, Graduate Research School or delegate	Temporary - retain on the student file for 7 Years from date of program completion
Examiners Reports	Graduate Research School	Dean, Graduate Research School or delegate	Temporary - retain on the student file for 7 Years from date of program completion
Results Recommendation Form	Graduate Research School	Dean, Graduate Research School or delegate	Temporary - retain on the student file for 7 Years from date of program completion
Recommendation of Award	Graduate Research School	Dean, Graduate Research School or delegate	Temporary - retain on the student file for 7 Years from date of program completion