

Master of Research Thesis Preparation, Submission and Examination Procedure

Section 1 - Purpose

(1) This Procedure establishes the required actions for the preparation, submission and examination of a Master of Research (MRes) Thesis. The Research Degree Subcommittee (RDSC) of the Research and Research Training Committee (RRTC) reviews and recommends actions to the Research and Research Training Committee in relation to the thesis preparation, submission and examination process.

Scope

(2) This Procedure applies to the preparation, submission and examination requirements for the thesis component of the MRes.

Section 2 - Policy

(3) Refer to the [Higher Degree Research Thesis Preparation, Submission and Examination Policy](#).

Section 3 - Procedures

Responsibilities and Required Actions

(4) This procedure requires actions by the following:

- a. Candidate;
- b. Research and Research Training Committee (RRTC);
- c. Higher Degree Research Office (HDRO) Officer;
- d. MRes Supervisor;
- e. MRes Director / Advisor;
- f. Head of Department;
- g. Associate Dean, Higher Degree Research or Faculty MRes Advisor;
- h. Research Degree Subcommittee (RDSC).

Candidate

(5) Prepare the thesis in accordance with the [Higher Degree Research Rules](#) and the [Higher Degree Research Thesis Preparation, Submission and Examination Policy](#).

MRes Supervisor

(6) Discuss the examination process with the candidate approximately two (2) months before the expected thesis submission date and give the candidate an opportunity to discuss the names of any persons the candidate does not

wish to examine the thesis and ensure they are not nominated as an examiner.

(7) Contact possible examiners to ascertain their availability to examine the thesis.

(8) Submit an electronic nomination to the Associate Dean, Higher Degree Research for review and approval. This normally includes a list of two (2) examiners.

(9) Certify in writing that the thesis has been prepared in accordance with the [Higher Degree Research Thesis Preparation, Submission and Examination Policy](#) and includes an abstract of approximately 200-300 words.

(10) If the MRes Supervisor declines to certify in writing that the thesis meets all the University preparation requirements, a candidate may submit a thesis for examination against the advice of the MRes Supervisor, to the Head of Department. The Head of Department will receive and review the submission and make an appropriate recommendation to the Associate Dean, Higher Degree Research for decision.

Head of Department

(11) Review and endorse the list of nominated examiners.

Associate Dean, Higher Degree Research or Faculty MRes Director

(12) Certify that the examination panel conforms to all the requirements of the [Higher Degree Research Thesis Preparation, Submission and Examination Policy](#).

(13) Approve the examination panel.

Candidate

(14) Prepare the thesis in accordance with the [Higher Degree Research Thesis Preparation, Submission and Examination Policy](#).

(15) Discuss the names of anyone they do not wish to examine the thesis with the MRes Supervisor.

(16) Submit the thesis and other required forms in PDF format.

(17) A candidate who does not submit their thesis by their expected work submission date will be penalised one (1) percentage point from their final MRes thesis grade per calendar day until their thesis is submitted.

(18) In the case of a thesis re-submitted for examination, the candidate must also submit a detailed report outlining the exact changes made to the thesis during the period of re-enrolment (Corrections Report) for consideration and approval by the Associate Dean, Higher Degree Research.

MRes Supervisor

(19) Review and approve thesis and Abstract.

(20) Upload the MRes thesis to iThenticate* and generate an iThenticate originality report. [* NOTE: The use of iThenticate is not yet mandatory for MRes examination.]

(21) Review the iThenticate originality report in line with the [Higher Degree Research iThenticate Procedure](#).

(22) Forward the thesis and associated documents for consideration and approval by the Head of Department (or nominee) and Associate Dean, Higher Degree Research and forward to HDRO.

RDSC

(23) In the case of a re-submission, review the documentation and determine if the thesis is approved for re-examination.

HDRO Officer

(24) Forward the thesis (and any relevant examination information) to approved examiners electronically.

(25) Administer the thesis examination process electronically including reporting on progress to the MRes Supervisor and the candidate.

(26) Receive examiner reports and:

- a. forward them to the Associate Dean, Higher Degree Research; or
- b. in the case of one of the examiners recommending Revise and Resubmit or Not Award, send the thesis to a third examiner; or
- c. in the case of both of the examiners recommending Revise and Resubmit or Not Award, forward to RDSC.

Associate Dean, Higher Degree Research

(27) Receive the examiner reports from the HDRO Officer.

(28) Examine the reports (with or without consultation with the MRes Supervisor and Department MRes Advisor or nominees) and:

- a. if the reports can be easily reconciled, give equal weight to the two reports, recommend a thesis grade and examination outcome, in accordance with [Schedule 3 - HDR Thesis Examination Criteria](#), to RDSC for endorsement and to the Research and Research Training Committee for approval; or
- b. if the reports cannot be easily reconciled, recommend to the Chair of RDSC that the thesis be sent to a third examiner.

Chair of RDSC

(29) Approve that the thesis be sent to a third examiner.

Procedure for a Third Examiner of an MRes Thesis

HDRO Officer (where a third examiner is appointed)

(30) Forward the thesis (and any relevant examination information) to the third examiner electronically.

(31) Receive the third examiner's report and forward with the original two examiner reports to the Associate Dean, Higher Degree Research.

Associate Dean, Higher Degree Research (where a third examiner is appointed)

(32) Receive the examiner reports and forward to the MRes Supervisor for a written response.

MRes Supervisor (where a third examiner is appointed)

(33) Provides written response and recommendation of examination outcome to Associate Dean, Higher Degree Research.

Associate Dean, Higher Degree Research (where a third examiner is appointed)

(34) Receive the written response from the MRes Supervisor and convene a panel consisting of the Associate Dean, Higher Degree Research, Departmental MRes Director / Advisor, a Departmental MRes Director / Advisor from another Faculty and a researcher in a cognate discipline outside the Department of the candidate's enrolment to recommend a percentage outcome based on all three reports and recommended outcome for the thesis examination (see also [Schedule 3 - HDR Thesis Examination Criteria](#)).

(35) Reviews, endorses and forwards to RDSC the written recommendation of the panel.

RDSC (in all cases)

(36) Determine the recommendation to RRTC in accordance with the [Higher Degree Research Thesis Preparation, Submission and Examination Policy](#):

- a. recommend to RRTC the award of the degree;
- b. require that corrections to the thesis to the satisfaction of RDSC be carried out by the candidate before the award of the degree;
- c. require that the candidate undertakes further study and research, and resubmits the thesis for re-examination by one or more examiners;
- d. in the event of substantial disagreement amongst examiners, appoint a further examiner, moderator or adjudicator or request that an oral examination be held;
- e. determine that an oral, written or practical examination be used to resolve concerns about the thesis;
- f. recommend that the degree be not awarded; or
- g. take such action as it deems appropriate before making a recommendation to RRTC on the examination outcome.

HDRO Officer (in all cases)

(37) Advise the candidate of the outcome of the determination by RDSC and RRTC referred to above as follows:

- a. If (a) advise candidate of the need to provide a copy of the final digital thesis and digital thesis submission form to the HDRO.
- b. If (b) advise the candidate of the need to complete the corrections and submit the corrections report within one (1) month for approval by the Associate Dean, Higher Degree Research.
- c. If (c) enrol the candidate, and advise they will be enrolled for a period of three (3) months to revise their thesis for resubmission and re-examination.
- d. If (d), (e) or (f) advise the candidate of the outcome and other options (if applicable).

Candidate

(38) If advised that the degree is to be awarded, submit the final version of the thesis electronically.

(39) If advised that corrections are required, prepare and submit the corrections report electronically within one (1) month of notification of the outcome.

(40) A candidate who does not submit their corrections report and corrected thesis within the required time period will be deemed to have not satisfied the requirements for the award of the degree.

(41) Candidate may appeal a decision relating to the award of MRes degree in accordance with the [Academic Appeals Policy](#). Appeals on this basis are limited to procedural grounds only. Students have twenty (20) working days to submit an appeal following notification of the decision.

Associate Dean, Higher Degree Research (where corrections required)

(42) Review corrections undertaken and make a recommendation to RDSC of the examination outcome.

RDSC (where corrections required)

(43) Note the recommendation of the Associate Dean, Higher Degree Research of the examination outcome, and recommend to RRTC that the requirements of the Degree have either been met or not met.

(44) RDSC may, in its discretion, approve a thesis moratorium on application from the candidate and recommendation from the Faculty Executive Dean. If approved, the thesis will not be available for publication in the University online thesis repository until after the expiry of a period which shall not exceed three (3) years in total. Requests of up to twelve months per application will be considered.

Research and Research Training Committee

(45) Determine that requirements for the MRes award have been satisfied.

HDRO Officer

(46) Forward the electronic copy of the thesis to the Library.

Section 4 - Guidelines

(47) Nil.

Section 5 - Definitions

(48) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are contained in the [Higher Degree Research Thesis Preparation, Submission and Examination Policy](#).

Status and Details

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Responsible Executive	Sakkie Pretorius Deputy Vice-Chancellor (Research) +61 2 9850 8645
Responsible Officer	Simon Handley Pro Vice-Chancellor, Graduate Research +61 2 9850 8030
Enquiries Contact	Louise Dwyer Operations Director, Graduate Research +61 2 9850 1891