

Common Rules – Courses leading to the Degree of Master by Research

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COMMON RULES - Courses leading to the Degree of Master by Research.

Council has made Common Rules which provide course structures and rules for Higher Education Awards.

Initially, these were approved as a single document which covered the full range of Higher Education Award types, but for ease of use, they have now been dissected into separate documents, with each document having common Introduction, Definition and General Rule's sections.

1. INTRODUCTION

The processes involved in ensuring public accountability in terms of standards for the courses that CDU offers are quite distinct. For a higher education course CDU is self-accrediting hence the need for its own rules under which to operate. Within the VET sector CDU does not generally self-accredit and so must adhere to external national principles and rules. Even in cases of self accreditation these external rules are followed. Consequently Charles Darwin University has no general rules for VET courses as for these awards a framework for accreditation exists external to the University. Nationally endorsed training packages are progressively replacing many accredited vocational courses. Training Package qualifications provide nationally consistent qualifications based directly on competency standards.

These course rules apply to higher education diplomas, advanced diplomas, associate degrees, degrees of Bachelor, Honours Bachelor degrees, postgraduate certificates and diplomas, degrees of Master and doctorates; specific awards are listed in the By-Laws.

For all these awards there are some General Rules; as described below.

For each category of award there is a common set of rules applicable to all programs leading to an award in that category. In addition, each course may have associated with it Specific Rules that apply only to that course in addition to the Common Rules; Specific Rules are described elsewhere with course details.

In this framework the same nomenclature is used in describing all courses, and courses in the same category have the same basic structure. The result is a simple and flexible arrangement that supports a wide variety of courses of study and a substantial degree of choice.

2. DEFINITIONS

<i>"Council"</i>	means the Council of the Charles Darwin University.
<i>"Faculty/IAS"</i>	means the Faculty or the Institute of Advanced Studies in which the candidate is enrolled for their course.
<i>"Faculty/ IAS Board"</i>	means the primary academic body responsible for policy regarding academic affairs of the Faculty or Institute of Advanced Studies.
<i>"Dean/ Director"</i>	means the Dean/ Director (or delegate) of the Faculty/ IAS in which the student is enrolled as a candidate.
<i>"the University"</i>	means the Charles Darwin University.
<i>"Award"</i>	is a recognised certification of achievement or competence which may be granted to a student after completions of all the requirements of a course.

<i>“Course”</i>	is a program of study formally approved/accredited and which leads to an academic award of the University.
<i>“Specialisation”</i>	is an approved combination of units from one identified disciplinary or multi-disciplinary sequence/strand which totals at least 60 credit points of which, at least 40 credit points must be 200 and 300 level units.
<i>“Unit”</i>	<p>is a set amount of academic work often characterised by a set of lectures, tutorials, workshops and other teaching and learning sessions, the basic building block of a course. A unit is normally studied over one semester.</p> <p>With each unit is associated a number of credit points which are intended to give a value to the unit, indicating its contribution to the requirements of a course and to the enrolment load of the student. It is also an indicator of the amount of work the unit might entail. Most units are 10 credit points; such a unit represents a quarter of a load for a semester, that is, about 10 - 12 hours total study time for a week for an average student. A full coursework load for a semester is 40 points; a full load for the year is 80 credit points. Credit points are normally associated with units in multiples of 10 only.</p> <p>A unit is identified as level 100, 200, 300, 400, according to its academic level.</p> <p>Units making up a course are also classified as:</p> <ul style="list-style-type: none"> • core units which cover the fundamental principles and knowledge that are compulsory for study within the course; • specialist electives which cover material that is desirable for study within the course or which are needed for specialisation in a particular area; • electives covering material that may or may not be directly relevant to the field of study underlying the course, but which are relevant to undergraduate study generally.
<i>“Independent study unit”</i>	is a unit whose content and structure are agreed by a student and a staff member responsible for the course of which it is intended to be a part.
<i>“Specific Rules”</i>	are rules specific to a course and separate to the Common Course Rules, approved by Academic Board.
<i>“Standard Load”</i>	is a real or notional program of studies, which a student would be required to undertake in a full year of a particular course. The University has adopted 80 credit points as its standard load.
<i>“Intensive Study”</i>	is when the workload for a period is higher than would normally be expected for the period. For example, a one year course where units total 120 points of study is equivalent to one which would be studied over 18 months at normal pace. A number of courses are available in intensive mode.
<i>“Combined Degrees”</i>	consists of two awards for which all course requirements have been met through an approved program of study. Such a degree generally requires a longer period of study than for the individual awards comprising it, but the total study period may be less than that required to meet the requirements of the awards individually.
<i>“Conjoint Awards and/or Conjoint Degrees”</i>	<p>refer to situations where two institutions arrange to deliver an award or course and issue testamurs that contain both institutional logos. They should not be confused with combined degrees (such as Bachelor of Arts/Bachelor of Laws).</p>

3. GENERAL RULES

A small number of rules apply to all courses; these are outlined below. In addition, unless otherwise stated in common or specific rules, all courses are subject to University policies including those dealing with admission, credit transfer, recognition of prior learning, assessment and exclusion. In particular, for courses at or beyond the level of the degree of Bachelor, credit for skills recognition of any form will not exceed two thirds of the total credit points; for all other courses, credit for skills recognition may be up to one hundred per cent of the total credit points for the course.

The following rules apply to all courses:

3.1 Registration

A candidate for an award shall be registered in one Faculty/IAS for an award as specified in the Degrees and Other Awards By-laws but may study in more than one Faculty/ IAS.

3.2 Concurrent Studies

Except with the prior approval of the Dean of the Faculty/ Director IAS in which the candidate is registered or, in the case of a candidate for a research degree, the Deputy Vice Chancellor, Research, a candidate shall not be registered concurrently for any other award of the University or any other tertiary institution, except if undertaking a conjoint award. A candidate undertaking a combined degree shall enrol through a single Faculty/ IAS with the designated administrative responsibilities for the particular award.

3.3 Leave of Absence

The Dean/ Director of the Faculty/ IAS in which a candidate is registered, or the Deputy Vice Chancellor, Research on the recommendation of the appropriate Dean/ Director in the case of a candidate for a research degree, may grant leave of absence from a course of study in special cases. The period of such leave shall not be counted as part of the period of candidature specified for the course.

3.4 Termination

A candidate whose progress is unsatisfactory may be excluded or have candidature terminated from an award in accordance with the provisions of the Exclusion Rules. Candidature for research degrees and Professional Doctorates may be terminated by the Deputy Vice Chancellor, Research and relevant Faculty/ IAS Board respectively, pursuant to the Rules for these awards set out below.

3.5 Show Cause

A candidate may be issued with a notice to show cause in an award in accordance with the provisions of the Exclusion Rules. Candidates for research degrees and Professional Doctorates may be issued with a notice to show cause by the Deputy Vice Chancellor, Research and relevant Faculty/ IAS Board respectively, pursuant to the Rules for these awards set out below.

4 COMMON RULES - COURSES LEADING TO THE DEGREE OF MASTER BY RESEARCH

Definitions

<i>"the Panel"</i>	means the research Panel and/or the Chair of the Research Panel who is the Deputy Vice Chancellor, Research
<i>"Candidate"</i>	means candidate for a degree of Master by Research.
<i>"Course"</i>	means a course of study and research undertaken to qualify for a degree of Master by Research.
<i>"Dean/ Director"</i>	means Dean of Faculty/ Director of the IAS or delegate
<i>"Thesis"</i>	means the presentation of results of the research component, whether by written or other means.
<i>"Supervisor"</i>	means a full-time academic staff member of the University who holds a degree and/or experience deemed by the Deputy Vice Chancellor, Research as equivalent to a degree of Master by Research and who is responsible for the rigorous supervision of the program of study of a Masters student.

4.1 Preliminary

- (1) These Rules may be cited as the “Master by Research Rules”.
- (2) These Rules apply to courses of study leading to a degree of Master by Research, as listed in the Schedule.
- (3) Candidates for the degree of Master by Research shall be trained in critical evaluation, appropriate to their field of study, and in the application of such methodology by conducting a specified program of research under appropriate supervision.
- (4) The Council may confer a degree of Master by Research upon a candidate whom Academic Board has determined has fulfilled all the requirements of these Rules.
- (5) These rules supersede all previous rules for a degree of Master by Research at the University.

4.2 Application

A person shall apply to the Deputy Vice Chancellor, Research on the prescribed form and shall submit with the application an outline of the proposed course and any other such information as the Panel may determine.

4.3 Qualifications for Admission

- (1) An applicant for admission to candidature for a degree of Master by Research:
 - (a) shall have qualified for admission in the University to the degree of Bachelor with first or second class Honours; or
 - (b) holds from this, or any other tertiary education institution, qualifications deemed by the Panel, on the recommendation of the Dean/Director of the Faculty/ IAS in which the applicant seeks to be registered, as sufficient qualification to be equivalent to clause 4.3(1)(a) hereof; or
 - (c) holds such other qualifications and/or experience as the Panel determines to be equivalent or superior to such a degree cited in clause 4.3(1)(a) hereof and shall have demonstrated in an appropriate discipline or disciplines a capacity for research deemed by the Panel on the recommendation of the Dean/ Director, to be acceptable for the purpose of proceeding to the degree of Master by Research; or
 - (d) provides evidence of such academic and professional attainment, and demonstrates in an appropriate discipline or disciplines a capacity for research deemed by the Panel, on the recommendation of the Dean/ Director, to be acceptable for the purpose of proceeding to a degree of Master by Research.
- (2) A person may appeal against the determination of the Panel not to admit to candidature for a degree of Master by Research. Persons wishing to lodge an appeal should refer to the following processes, located on CDU’s Governance website:
 - (a) Student Administrative Complaints and Appeals Process
 - (b) Student Grievance, Academic Complaints and Appeals Process

4.4 Provision of Supervision and Resources

- 1) At the time of application, in accordance with the Policy on Postgraduate Research Supervision, the Dean/ Director shall nominate a supervisory panel consisting of:
 - (a) a primary supervisor with relevant expertise, who is a full-time academic staff member at the University and who holds a degree and/or experience deemed by the Panel as equivalent to a degree of Master by Research; and
 - (b) at least two associate supervisors as seen fit.
- (2) At the time of application the Dean/ Director shall forward to the Panel the names of nominated supervisors for the applicant.
- (3) The Dean/ Director shall specify to the Panel what resources will be available for the research program at the time of application, in addition to those specified in the Guidelines on Minimum Resources for Research Degree Candidates.
- (4) The Panel may at any time on the grounds of illness or absence from the University of a supervisor, or on application by the candidate or supervisor on grounds accepted as

reasonable by the Panel, appoint another person as supervisor on the recommendation of the Dean/ Director.

- (5) Unless otherwise approved by the Deputy-Vice Chancellor Research, the candidate shall have a 3-person supervisory panel throughout their candidature.

4.5 Program of Study

- (1) A candidate shall follow a program of advanced study and research which has been approved by the Panel.
- (2) The program shall include the presentation of a thesis and/or other work approved by the Panel, embodying the results of the candidate's study and research, for examination.
- (3) The program shall also include participation in at least 5 identified generic skills training workshops/seminars throughout the duration of candidature.
- (4) Notwithstanding the provisions of Rule 4.11 hereof, work done conjointly with others may be included.
- (5) Examiners of a Masters by Research thesis shall satisfy themselves that candidates have a thorough understanding of the relevant techniques in the field; demonstrated both by their application and thorough review of the literature: that they have demonstrated competence in the chosen field through judicious selection and application of methods to yield fruitful results and the capacity to critically evaluate these results and has the capacity to present them in a well written work.

The thesis shall conform to Rule 4.11 hereof and the Rules for the Presentation of a Thesis Submitted for a Professional Doctorate or a Higher Degree by Research.

- (6) The Panel, on the recommendation of the Dean/ Director, may approve the transfer of candidature to the degree of Doctor of Philosophy. An application for such a transfer must:
 - (a) be submitted to the Panel within twelve months for full-time study or 24 months for part-time study, from the date of commencement of candidature in the Master program;
 - (b) be accompanied by a research proposal outlining the expanded scope of the project for the proposed PhD program, with the addition of any draft chapters or publications from the Master program;
 - (c) be accompanied by a completed approval form, signed by the Dean/ Director.

4.6 Candidature and Enrolment

- (1) A candidate shall be registered in one Faculty/ IAS but may pursue part of the course of study in another Faculty/ IAS within the University.
- (2) Within four months of the candidate commencing, or eight months in the case of a part-time candidate, a Supervision Agreement and mature Research Proposal shall be submitted to the Panel.
- (3) Candidature of a commencing candidate must be confirmed after a period of up to six months for full-time study or twelve months for part-time study has been completed. Confirmation of candidature shall be granted by the Panel to a candidate who has:
 - a) Submitted a detailed research proposal which has been endorsed by the primary supervisor, the Dean/Director and the Panel.
 - b) Submitted a supervision agreement endorsed by the supervisory panel, the Dean/Director and the Panel.
 - c) Passed an oral presentation to a group of disciplinary peers on the detailed research proposal and any preliminary results as assessed by the Faculty/IAS Panel.
- (4) The Dean/ Director shall ensure that resources will be available for the research program.
- (5) Failure to submit the documents at 4.6(2) within the time specified or to achieve confirmation of candidature within the time specified at 4.6(3) shall result in the candidate being required to show cause why candidature should not be terminated. The Panel may

then either extend the term for submission of the research proposal and/or supervision agreement and/or oral presentation or terminate candidature.

- (6) The Panel, on the recommendation of the Dean/ Director, shall designate the enrolment status of a candidate as full-time or part-time. Such designation shall be made after the Panel has assessed the extent of the candidate's commitments other than those related to the program of study.
- (7) The Panel may, following a change of circumstances experienced by the candidate and on the recommendation of the Dean/ Director, alter the enrolment status of a candidate at any time during the period of candidature.
- (8) A candidate may not concurrently enrol in or attend any other course or unit at the University or another tertiary education institution without the prior approval of the Panel.
- (9) A candidate shall re-enrol each year and complete any other administrative requirements determined by the Executive Director Corporate Services, by the dates prescribed each year, in order to maintain candidature.
- (10) A candidate may withdraw from candidature at any time by written notice of withdrawal.
- (11) A candidate may be required to withdraw from candidature, as the Panel sees fit, when there is a major change in the focus of research. A new application for admission into a program of study, based on the revised research project, may be made. The date of commencement shall coincide with the new application. Advanced standing may, subject to Rule 4.7(1) hereof, be approved by the Panel as it sees fit.

4.7 Periods of Candidature, Attendance and Leave

- (1) Periods of candidature shall apply as follows:
 - (a) the minimum period of candidature for a full-time student shall be six months;
 - (b) the maximum period of candidature for a full-time student shall be two years;
 - (c) the minimum period of candidature for a part-time student shall be one year;
 - (d) the maximum period of candidature for a part-time student shall be four years;
- (2) The Panel may vary the periods of candidature as it sees fit.
- (3) The minimum attendance required during a period of candidature is normally nine weeks. Attendance periods at the University shall be approved by the Dean/ Director. Under special circumstances, the Panel, on the recommendation of the Dean/ Director, may reduce the minimum attendance period for a candidate. During periods of attendance the student shall:
 - (a) be resident in the vicinity of the University;
 - (b) regularly attend seminars, workshops, course work and all other Faculty/ IAS activities as required by the supervisory panel; including participation in the generic skills training program;
 - (c) be in contact with the supervisory panel, as required by the supervisory panel.
- (4) Total leave of absence, excluding sick, maternity or paternity leave, granted during the period of candidature shall not exceed the full time equivalent of one year.
- (5) In determining the period of candidature for the purposes of Rule 4.7(1) hereof, periods of leave of absence, sick leave, maternity and paternity leave, shall not be taken into account.
- (6) Notwithstanding leave granted under Rule 4.7(3) hereof a candidate is eligible for twenty (20) days annual recreation leave to be taken during a period or periods of time approved by the Dean/ Director.
- (7) Candidates who require an extension to their maximum period of candidature must apply in writing to the Deputy Vice Chancellor, Research. The application must include the reasons for the candidate not being able to complete within the maximum period of candidature, together with written submissions from the primary supervisor and Faculty/ IAS either supporting or not supporting the application for extension. The candidate must also include a timetable which details the remaining work required for submission of the thesis.

- (8) Should a candidate whose thesis has been examined be required to re-enrol to complete further work and, the candidate has reached their maximum period of candidature, the candidate will have three months from the date of written advice of examination results to apply in writing to the Deputy Vice Chancellor, Research for an extension to their maximum period of candidature. The application will be required to provide justification that an extension will result in an outcome and should provide objective reasons for the granting of an extension.
- (9) On receipt of an application for extension of candidature the Deputy Vice Chancellor, Research will make a decision on the application. If the Deputy Vice Chancellor, Research is supervisor of the candidate, the Vice Chancellor will make the decision.
- (10) A candidate may appeal against the determination of the Panel. Persons wishing to lodge an appeal should refer to the following processes, located on CDU's Governance website:
 - (a) Student Administrative Complaints and Appeals Process
 - (b) Student Grievance, Academic Complaints and Appeals Process

4.8 Conditions of Candidature

- (1) A candidate shall complete yearly and interim reports on the prescribed form in the manner determined by that form, and submit the report to the Panel by the date required.
- (2) A candidate shall inform the Dean/ Director and primary Supervisor of any intention to undertake paid or unpaid employment. This does not apply to part time students.
- (3) The candidate may not undertake any paid or unpaid employment, which, in the opinion of the Panel, on the recommendation of the Dean/ Director (after consultation with the primary Supervisor), will be to the detriment of the candidate's studies.
- (4) A candidate who wishes to alter the focus of research at any time after the commencement of the course of study shall notify the Dean/ Director and seek the approval of the Panel. The Panel shall review the conditions of the student's candidature, subject to Rule 4.6(8) hereof, and may at its discretion change the conditions of candidature.
- (5) Candidates shall obtain clearance from the University Human Research Ethics Committee or Animal Ethics Committee if their research projects involve people (as defined by the National Health and Medical Research Council code) or experimentation involving vertebrate animals respectively.
- (6) Throughout the period of candidature the Panel may impose any other reasonable conditions of candidature as it sees fit.

4.9 Termination of Candidature

- (1) The Panel may terminate candidature where a candidate fails to:
 - (a) maintain a rate of progress satisfactory to the Dean/ Director(after consultation with the primary Supervisor and Candidate);
 - (b) comply with any reasonable direction of the Panel, the Dean/ Director or the Supervisory panel;
 - (c) comply with any other reasonable requirement of the Panel in relation to the program;
 - (d) comply with the requirements of these Rules.
- (2) A candidate may appeal against the determination of the Panel. Persons wishing to lodge an appeal should refer to the following processes, located on CDU's Governance website:
 - (a) Student Administrative Complaints and Appeals Process
 - (b) Student Grievance, Academic Complaints and Appeals Process

4.10 Study outside the University

- (1) A candidate may, subject to the approval of the Panel, undertake part of an approved program of study at another institution, provided that:
 - (a) minimum attendance times have been met in accordance with Rule 4.7(2) hereof;

- (b) the place of study and research external to the University has been approved by the Panel, on the recommendation of the Dean/ Director;
 - (c) an associate supervisor at the other institution is recommended by the Dean/ Director, and approved by the Panel;
 - (d) the primary supervisor shall seek reports from the associate supervisors on the progress of the candidate's work as directed by the Dean/ Director.
- (2) Where periods of field work require the candidate to reside away from the University a candidate may be permitted to spend that time without supervision provided that the candidate reports to his/her supervisor at the University.

4.11 Thesis

- (1) A thesis shall be submitted to the Research Office for examination as a requirement for a degree of Master by Research, and may be submitted provided that:
- (a) the thesis is presented in the manner prescribed by the Panel; and
 - (b) the work contained therein is original and is not part of a previously examined body of work.
- (2) The work submitted for final examination shall not be subsequently or concurrently submitted in any form as part of any other examination for any other award or degree in the University or any other tertiary education institution.
- (3) The subject matter of the thesis shall conform to the approved course of study for the candidate.
- (a) Subject to provision of Rule 4.11(2) hereof, a candidate may submit as part of a thesis research results published in academic literature. Where material of joint authorship is included the candidate must clearly identify the contribution of others. The previously published material shall be accompanied by a full explanatory statement linking the paper or papers to the text of the thesis. Citation of the published work shall be included in the bibliography.
 - (b) A thesis may include a description of unpublished work done in conjunction with any supervisor or any other person within the field of expertise provided that the contribution of others is clearly stated.
- (4) A thesis shall be presented in English, unless otherwise approved by the Panel, and shall be of a high literary standard.
- (5) The thesis shall:
- (a) include a title page which shall provide the title of the thesis in full, the full names and degrees of the candidate, the Faculty/ IAS in which the candidate was enrolled, the degree for which the thesis is submitted and the date of submission;
 - (b) include a table of contents citing all major headings and the page numbers on which they occur, followed by a list of all diagrams and illustrations;
 - (c) include an Abstract of no more than 300 words which indicates the aims, scope and conclusions of the study;
 - (d) include indication in the form of citations and a bibliography, the sources of information and the extent to which work of other researchers has been used;
 - (e) include a signed declaration by the candidate that it is the candidate's own account of the research that was completed during the course of study undertaken by the candidate.
- (6)
- (a) A thesis submitted for examination shall be accompanied by a certificate from the supervisor to indicate that:
 - (i) the candidate has completed the approved program of study;
 - (ii) the title is consistent with that approved by the Panel;
 - (iii) the thesis conforms to Rule 4.11 hereof, and to the guidelines on thesis presentation;

- (iv) any inconsistencies in presentation have been pointed out to the candidate.
 - (b) A thesis may be submitted by a candidate without the approval of the supervisor, but with the prior approval of the Panel.
- (7) A candidate shall submit to the Research Office three examination copies, prepared and bound in a manner approved by the Panel.
- (a) Where a thesis contains matters affecting social, national or industrial security the Panel may, upon considering a recommendation from the Dean/ Director, declare the thesis to be confidential for a specified period of time.
 - (b) The copies of a thesis submitted by a candidate shall become the property of the University. The copies shall be subject to any agreements entered into by the University, the candidate and/or any sponsoring body of the research.

4.12 Appointment of Examiners

- (1) A list of potential examiners shall be drawn up by the supervisory panel. The final list of examiners shall be jointly agreed upon by the Dean/ Director, the primary supervisor and the candidate, who shall each then indicate their agreement in writing. The candidate may indicate in writing, giving reasons, any person or persons who, in the opinion of the candidate, would be inappropriate as examiners.
- (2) The Panel, on the recommendation of the Dean/ Director, shall appoint two examiners, and at least one reserve examiner. At least one examiner of the thesis shall be external to the University. A person may not act as an examiner for a candidate whom that person has supervised.
- (3) The Panel may appoint, as it sees fit, any additional examiners.
- (4) The candidate shall submit a declaration that he or she will not attempt to influence any examiner of the thesis with regard to the thesis examination until the Panel has made a final judgement on the outcome of the examination.

4.13 Thesis Examination

- (1) A candidate shall submit three copies of a thesis to the Research Office and the Panel shall determine to send the thesis to examiners.
- (2) The examiners shall not consult with each other, or seek further information from the candidate except through the Panel. A copy of such information sought and provided shall be sent to all the examiners.
- (3) Each examiner of a Masters by Research, shall submit for transmission to the Panel through the Dean/ Director, a written report on the prescribed form setting out the examiner's opinions about the quality of the work in relation to the award of the degree. Notwithstanding the provisions of Clause 4.5(4) examiners of a Masters by Research thesis shall satisfy themselves that candidates have a thorough understanding of the relevant techniques in the field; that they have demonstrated competence in the chosen field through judicious selection and application of methods to yield fruitful results; and they have the capacity to critically evaluate these results and present them in a well written work. The report shall be concluded with a recommendation of one of the following options:
 - (a) the degree be awarded without further alteration to the thesis;
 - (b) the degree be awarded, subject to the typographical errors being amended as specified in this report, to the satisfaction of the Research Panel;
 - (c) the degree be awarded, subject to amendments being completed as specified in this report, to the satisfaction of the Research Panel;
 - (d) the candidate be required to submit to a written, oral or practical examination as specified in this report;
 - (e) the candidate be required to re-enrol to complete further work and the thesis be resubmitted for examination;
 - (f) the degree not be awarded.

- (4) The Panel shall receive the recommendations of the Dean/ Director on the examiner's reports, and shall determine whether, subject to the completion of any alterations or conditions recommended under Rule 4.13(3) hereof, the candidate has fulfilled all the requirements for the degree.
 - a) The Panel may, in making its determination, consult with the examiners, obtain further information from the candidate or the examiners, arrange for additional oral, written or practical examination or appoint additional examiners for the thesis, as it sees fit.
 - (b) The Panel shall inform the candidate and the Dean/ Director of its determination.
- (5) A candidate may appeal against the determination of the Panel. Persons wishing to lodge an appeal should refer to the following processes, located on CDU's Governance website:
 - (a) Student Administrative Complaints and Appeals Process
 - (b) Student Grievance, Academic Complaints and Appeals Process

4.14 Award of the Degree of Master by Research

When any alterations to the thesis recommended by the examiners and/or determined by the Dean/ Director have been completed to the satisfaction of the Research Panel the candidate shall submit two permanently bound copies and one electronic copy (on CD) of the final version of the thesis to the Research Office. The thesis shall conform to the Rules for Presentation of Theses or be presented in an alternative form approved by the Panel. Two copies shall be lodged with the University Library, one of these copies shall be printed on acid free paper. The other copy shall be lodged with the Faculty/ IAS, to become the property of the supervisor. The Research Office shall notify the Panel of the lodgement of the thesis, prior to a recommendation for award of a degree of Master by Research being forwarded through Academic Board to Council.

Where a candidate satisfies the requirements of the course, Council, on the recommendation of the Academic Board, shall award that degree.

5. INTERNATIONAL STUDENTS

International students, on a student visa, should note that some of the rules above may not apply to them because of the conditions of their student visas. Therefore, international students on student visas must refer to the International Office or the International Facilitator in Support and Equity for advice regarding admission, enrolment, attendance, overseas study, or study at another university in Australia, leave of absence or employment. International students must seek advice on the specific terms and conditions of their candidature from the Research Office.

Document History and Version Control Record

Version	Date Approved	Approved By	Brief Description
1.0	12.12.05	Council	Whole Document
1.1	05.03.06	Chancellor	<p>Editorial Changes</p> <p>Remove the inactive govt link</p> <p>Insert the word Grievance where the Student Grievance, Academic Complaints and Appeals Process is mentioned.</p> <p>4.3 (2) (b) 4.7 (10) (b) 4.9 (2) (b) 4.13 (5) (b)</p> <p>(4) Definitions “the Panel” add the Research Panel and/or the Chair of the Research Panel who is</p> <p>4.8 (2) add - This does not apply to part time students.</p>
02.00	15/06/2007	CDU Council	<p>Updated in line with AUQA requirements for panel supervision for example, Changed</p> <p>“4.4 Provision of Supervision and Resources (1) At the time of admitting, in accordance with the Policy on Postgraduate Research Supervision, the Dean/ Director shall nominate: (a) a supervisor with relevant expertise, who is a full-time academic staff member at the University and who holds a degree and/or experience deemed by the Panel to be equivalent to a degree of Doctor of Philosophy; (b) any associate supervisors as deemed fit.”</p> <p>To</p> <p>“(1) At the time of admitting, in accordance with the Policy on Postgraduate Research Supervision, the Dean/ Director shall nominate a supervisory panel consisting of:</p> <p>(a) a primary supervisor with relevant expertise, who is a full-time academic staff member at the University and who holds a degree and/or experience deemed by the Panel to be equivalent to a degree of Doctor of Philosophy; and</p> <p>(b) at least two associate supervisors as deemed fit.”</p>
3.00	20/06/2008	CDU Council	A new process for confirmation of candidature has been inserted at 4.6.