

HDR - Presentation of Thesis Procedures

INTRODUCTION

The University is committed to ensuring there is consistent and clear advice on the preparation, presentation and submission of a higher degree by research thesis. The stages of investigation and writing are likely to vary according to the nature of the subject and should be worked out in consultation with the supervisors.

The supervisory panel must be consulted on the general form and the content of the thesis up to the stage of the final draft. All theses must be written in English or in the language in which the course is taught, candidates should, at the stage of thesis preparation, be able to express themselves with precision, clarity and conciseness, and use an appropriate referencing system.

COMPLIANCE

This is a compliance requirement under the:

- [Higher Education Standards Framework \(Threshold Standards\)](#); and
- [National Code of Practice for Providers of Education and Training to Overseas Students](#)

INTENT

This document outlines the specific requirements for the preparation, presentation and submission of a higher degree by research thesis.

RELEVANT DEFINITIONS

In the context of this document

Associate supervisor means an individual who has demonstrated expertise in the candidate's research area and who provides advice in specialised aspects of the research program. This person may not necessarily be a University staff member;

Candidate means a student enrolled in a course leading to a qualification of Masters by Research or Doctor of Philosophy;

Principal supervisor means a full-time academic staff member of the University who holds a qualification and/or experience deemed by the Committee as equivalent to the qualification being undertaken by the candidate and who is primarily responsible for the rigorous supervision of the program of study of the candidate;

Supervisory panel means a group of individuals approved by the Committee to provide academic and administrative support to the candidate that ensures timely submission of a high quality Thesis;

Thesis means the presentation of results of a research project, whether by written or other means. A Masters by Research thesis may take many forms and can include a production or performance component, a dissertation and/or exegesis.

PROCEDURES

Candidate's Responsibility in the Preparation and Presentation of a Research Thesis

It is a candidate's responsibility to ensure that his or her thesis:

- Meets the requirements of the Common Course Rules that govern the higher degree by research in which he or she is enrolled. A thesis which does not comply in this manner may be referred back to the candidate for amendment before being accepted for examination;
- Does not breach any confidentiality agreement, does not contain defamatory material and does not breach copyright; and
- Submit completed sections of the draft thesis to the Principal Supervisor for comment and amend the draft accordingly after any necessary discussion has taken place.

The final draft must be submitted to the Principal Supervisor for comment prior to the examination copies of the thesis is produced.

Principal Supervisor's Responsibility

It is the Principal Supervisor's responsibility to:

- Discuss the nature and structure of the thesis with the candidate, at an early stage of candidature; Read drafts of the major sections of the thesis as they are prepared and return these to the candidate with any comments. Except in extenuating circumstances, drafts will be returned to the candidate with comments within four (4) weeks of the supervisor receiving them;
- Assist the candidate to round off the research and commence the thesis; and should strongly discourage long periods of open-ended research;
- Refer some, but not necessarily all, sections of the thesis to Associate Supervisors, especially where the specialist knowledge of Associate Supervisors is required; and
- Comment critically on the final draft before it is submitted for formal examination and to discuss such comments with the candidate.

If the Principal Supervisor believes that the thesis is not ready for examination he or she will give clear detailed reasons to the candidate and provide all reasonable supervisory assistance to ensure the thesis attains an acceptable standard.

When the Principal Supervisor is satisfied that the draft thesis has attained a standard of content and presentation appropriate to the level of the degree in which the candidate is enrolled, the Principal Supervisor will complete the [HDR-34: Supervisor Certification form](#). This statement must also be signed off by the relevant Head of School and Faculty Associate Dean Research and Research Training before the thesis is sent to the Office of Research and Innovation for examination.

Thesis Style and Presentation

The responsibility for the format, layout of the thesis and selection of the title rests with the candidate after discussion with and agreement by the supervisory panel. The completed thesis should be shown to the supervisory panel before submission. The student must consult with the school/faculty concerning selection of an appropriate style for the thesis.

A Doctoral thesis may comprise either:

- A written narrative presented as typescript;

- A thesis that includes chapters that have been written in publication style or have been published or accepted for publication, but result from research conducted during candidature;
- A portfolio of publications produced prior to candidature; or
- A portfolio of creative practice work/s and an exegesis.

and must incorporate, in the following order:

- A title page giving the title of the thesis in full, the name of the candidate, the name of the school/faculty/s of the University associated with the work and the date (month and year) when submitted for the higher degree by research. There is a limitation of one hundred and sixty (160) spaces and characters in the title of the thesis and candidates must ensure, that the thesis title does not exceed that limit;
- A table of contents;
- An abstract of the thesis that is three hundred (300) words or less;
- A signed statement to the effect that:
 - The thesis contains no material which has been accepted for the award of any other degree or diploma in any university and that, to the best of the candidate's knowledge and belief, the thesis contains no material previously published or written by another person, except where due reference is made in the text of the thesis;
 - The author consents to the thesis being made available for loan and photocopying, and online via the University's Open Access repository eSpace if accepted for the award of the higher degree by research. This statement should be included on the same page as the statement regarding originality (see example below); and
 - If the thesis contains commercial or sensitive information, the student may apply for a period of embargo to be placed on the thesis.
- If the thesis contains matter subject to copyright, this should be declared and approval sought from the copyright holder, prior to inclusion of the subject matter, for the reproduction in the thesis and placement in the public domain. In such cases an additional statement must be included that identifies the copyright material and ownership of such;

Example:

This work contains no material which has been accepted for the award of any other degree or diploma in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text.

I give consent to this copy of my thesis, when deposited in the University Library, being made available for loan and photocopying online via the University's Open Access repository eSpace.

Signed by the candidate and dated.

- The main body of work, including introductory and concluding chapters;
- A literature review must either be included in the introductory chapter or as a separate chapter;
- An acknowledgment of any assistance given or work carried out by any other person or organisation, including the assistance of professional editors;
- Appendices (if any); and
- Bibliography.

Supplementary material, such as folded maps and other large folded sheets and primary data on compact disk may be placed in a pocket inside the back cover of the bound thesis.

Written Narrative presented as Typescript

In the case of a thesis comprising a written narrative presented as typescript, the thesis should incorporate the requirements listed above.

Publications produced during Candidature

In the case of a thesis that includes chapters that have been written in publication style or have been published or accepted for publication, as a result of research conducted during candidature the thesis should incorporate the requirements listed above.

Candidates are not required to reformat published works in the thesis. Publications can be included in full or in parts thereof, where appropriate, to substantiate the contribution to knowledge.

In addition;

- The introductory chapter must link together the various papers submitted as part of the thesis providing continuity for the whole thesis so that the reader understands the logic behind the progression of the research program;
- A minimum of three (3) and a maximum of eight (8) publications, or chapters containing research results may be used. This may vary according to discipline and the nature of the publications; and
- Papers must meet Higher Education Research Data Collection requirements and indicated publication information, for example, in press, publication date, journal;

Where papers included in the thesis have multiple authorship, the Doctor of Philosophy candidate must be the first or principal author on the majority of papers and have written permission of the co-authors. Each jointly authored paper must begin with a clear statement on the contribution made by each author. The description must be sufficiently detailed to describe accurately the contribution of each author and signed by each author;

Publications produced prior to Candidature

In the case of a thesis presented as publications produced prior to candidature the thesis should incorporate the requirements listed above.

Candidates are not required to reformat published works in the thesis. Publications can be included in full or in parts thereof, where appropriate, to substantiate the contribution to knowledge.

In addition;

- The introductory chapter should contain succinct statements describing the research problem investigated, overall objectives and specific aims of the study and an account of research progress linking the scientific papers. The account of research progress must link together the various papers submitted as part of the thesis providing continuity for the whole thesis so that the reader understands the logic behind the progression of the research program;
- A literature review will, of necessity, replicate literature cited in subsequent chapters but should contain a clear statement on the significance of the project aims, a critical review of relevant literature, identification of knowledge gaps and the relationship of the literature to the experimental program. The literature review may be incorporated in the introductory chapter or may be a separate chapter;
- A minimum of three (3) and a maximum of eight (8) publications, or chapters containing research results may be used. This may vary according to discipline and the nature of the publications; and

- An overarching discussion of the main features of the thesis including, inter alia, the principal significance of the findings, problems encountered and future directions of the work. The discussion should not include a detailed reworking of the discussions from individual papers within the thesis.

Where papers have multiple authorship, the Doctor of Philosophy candidate must be the first or principal author on the majority of papers and have written permission of the co-authors. Each jointly authored paper must begin with a clear statement on the contribution made by each author. The description must be sufficiently detailed to describe accurately the contribution of each author and signed by each author.

Creative Practice Thesis Presentation

In the case of a doctoral thesis submitted in the areas of creative practice thesis presentation may be in one of two forms:

- By a theoretical/conventional thesis; or
- By creative work(s) and exegesis.

The creative or visual work must be a substantial opus and the criteria for this work will be determined by the Faculty. Such substantial works would include a book length work in its genre and musical compositions which require more than seventy-five (75) minutes for performance.

The length and format of the exegesis shall be determined by the Faculty but normally should not exceed 50,000 words. It should contain a description of the form and presentation of the artistic practice which constitutes the remainder of the thesis and inter alia, an analytical commentary and consideration of the work in the broader framework of the discipline and/or repertory. It must demonstrate mastery of the conceptual and scholarly skills associated with doctoral candidature.

In the case of a written exegesis or thesis and visual works both presented in the format of a compact disk, the written exegesis or textual portion of the thesis will also be presented in hard copy and must be presented in accordance with these procedures.

Other Presentation

Candidates who wish to submit a doctoral thesis that differs in format from those outlined above, must apply for and receive approval, in writing, from the Deputy Vice-Chancellor prior to commencing preparation of the thesis.

Diagrams and Figures

The following will apply to diagrams and figures:

- Diagrams and figures should be preferably drawn or photographed on size A4 paper and bound in the appropriate place in the text. If it is necessary to mount photographs the mounting should be on paper somewhat heavier than that of the other pages, and great care should be taken to avoid wrinkling the paper or distorting the shape of the volume;
- Figures should either be inserted at an appropriate place in the text, or form a separate page. For normal orientation with the top of the figure upwards, the legend should be at the bottom of the figure. If it is necessary to rotate the figure, it should be placed on a separate page with the top of the figure on the left hand side of the page and if there is insufficient space for the legend, it may be placed on the page facing the figure. This applies regardless of whether the figure forms a left-

hand or a right-hand page, but if the thesis is produced with the text only on right-hand pages, then figures should also appear only on right-hand pages;

- Tables should be inserted in the appropriate place in the text, except that lengthy or bulky tables should appear as an appendix;
- Folded diagrams, maps, tables, etc, should read as right-hand pages when open. Supplementary material, such as folded maps and other large folded sheets and primary data on compact disk may be placed in a pocket inside the back cover of the bound thesis;
- Musical notation and similar forms of written notation must be inserted in the appropriate place in the text, except that lengthy examples should appear as an appendix; and
- Supplementary material, such as folded maps and other large folded sheets and primary data on compact disk may be placed in a pocket inside the back cover of the bound thesis.

Length of Thesis

The length of a thesis will vary according to the topic.

Generally a thesis submitted for a Masters by Research should not be more than two-hundred (200) double spaced pages, or approximately 50,000 words, including maps and diagrams, but excluding the bibliography and appendices. It is accepted that theses submitted in disciplines such as mathematics, fine arts or information technology may be significantly shorter.

Generally a thesis submitted for a Doctor of Philosophy should not be more than four-hundred (400) double spaced pages, or approximately 100,000 words, including maps and diagrams, but excluding the bibliography and appendices. It is accepted that theses submitted in disciplines such as mathematics, fine arts or information technology may be significantly shorter.

Formatting of Thesis

Candidates must ensure that a thesis presented in the written format:

- Is prepared by word-processing techniques resulting in a print quality equivalent to that produced by a laser printer;
- Is printed on good quality bond paper of international size A4, with at least one (1) copy of the final version of the thesis to be produced on acid free paper;
- Is consistent throughout the thesis with a font size for the main body of the text that lies within the range of 10.5pt to 12pt.
- Uses a minimum of double line spacing throughout; and
- The page layout allows margins of not less than 4cm on the inner and 2.5cm on the outer, top and bottom margins of the page;

It is not necessary to reformat any published works in the thesis and double sided printing is acceptable. Further information on the preferred file types for the electronic copy is available from the University's Library.

Binding

At the time of submission for examination, a candidate's thesis must be bound in a temporary soft binding that must be strong enough to prevent damage to the thesis during the ordinary course of handling and postage.

After the examination and following any necessary corrections, the thesis must be bound in a permanent form that includes:

- A full cloth stiff cover;
- The candidate's surname and initials and a short title, not more than ten (10) words, will be printed on the spine and front cover in gold lettering; and
- The year of submission date will be printed on the base of the spine.

The candidate must submit two (2) permanently bound copies and one (1) digital copy on CD of the final version of the thesis along with a completed [HDR-32 Thesis Deposit Form](#) to the Office of Research and Innovation together with a thesis précis.

Right of the University to Display

The copyright of the thesis will remain the property of the candidate, or otherwise, if any additional agreements have been signed between the candidate and any external party. The University normally retains the right to display or copy any or the entire thesis for use within the University and make the thesis available to other organisations for reference purposes or other legitimate educational purposes, including online access.

The candidate may negotiate with the University Library to display his or her thesis in the open access area of eSpace, the University's Institutional Repository.

ESSENTIAL SUPPORTING INFORMATION

Internal

[HDR-32 Thesis Deposit form](#)

[HDR-34: Supervisor Certification form](#)

[HDR - Examinations Procedures](#)

[Research Practice Policy](#)

Document History and Version Control

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Version	Date Approved	Approved by	Brief Description
1.00	30 Jul 2010	Academic Board	Creation of original document and upload to CDU website.
1.01	5 Jan 2011	Governance	<ul style="list-style-type: none"> • Convert guideline document into new procedure template. • Add Faculty HDR Panel to definitions. • Minor changes to spelling and grammar. • Extension of document intent. • Additional supporting information and hyperlinks.
1.02	6 Mar 2012	Governance	<ul style="list-style-type: none"> • DVCRI changed to DVC due to title change. • Minor changes in formatting. • Replace missing definition
1.03	13 Aug 2014	Governance	<ul style="list-style-type: none"> • Assigned document number • Updated hyperlink • Converted document to current template
2.00	2 Apr 2014	Academic Board	<p>Full review of document by the Office of Research and Innovation with approval by the Research and Research Training Committee</p> <ul style="list-style-type: none"> • Update Introduction; Formatting of Thesis • Addition of Thesis Style and Presentation; Written Narrative presented as Typescript; Publications produced during Candidature; Publications produced prior to Candidature; Other Presentation; Diagrams and Figures • Removal of Additional Procedures for the Inclusion of Published Works; Bibliographic Citation; Alternative Forms of Theses paragraphs • Update forms and hyperlinks
2.01	28 May 2014	Governance	Corrected grammatical error
2.02	11 Aug 2017	Governance	<ul style="list-style-type: none"> • Conversion to new Governance template due to new University branding • Updated hyperlinks