



HIGHER DEGREE RESEARCH THESIS PREPARATION, SUBMISSION AND EXAMINATION POLICY

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Relevant Legislation & External Documents:	Council of Australia Society of Editors, Editing Academic Theses Higher Education Standards Framework (Threshold Standards)		
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1 Purpose of Policy

1. The purpose of this policy is:
 - 1.1. to provide clear, consistent and detailed requirements for thesis preparation, submission and examination at the University of Wollongong (UOW); and
 - 1.2. to ensure the academic integrity of Higher Degree Research (HDR) processes.
2. This policy supports UOW's strategic goal to recruit, support and reward high-quality HDR students, align them to research strengths and develop them to ensure their successful careers in academia, government and industry.

2 Definitions

Word/Term	Definition (with examples if required)
ADR	Associate Dean (Research)
Doctoral Degrees	Doctor of Business Administration (DBA) Doctor of Creative Arts (DCA) Doctor of Philosophy (PhD) Doctor of Philosophy (Clinical Psychology) (PhD(ClinPsyc)) Doctor of Philosophy (Integrated) (PhD(Int)) Doctor of Public Health (DPubHlth) Doctor of Education (DEd)
Candidate	A person enrolled to study or registered for a course.
Examiner	A person or persons with responsibility for the assessment of theses.
HDR	Higher Degree Research HDR courses are: Research Masters Degrees, Doctoral Degrees, Doctoral Degree by Published Works, or Higher Doctoral Degrees
Higher Doctoral Degrees	Doctor of Laws (LLD) Doctor of Letters (DLitt) Doctor of Science (DSc)
HPS	Head of Postgraduate Studies – oversees and coordinates all aspect of HDR candidature within faculty schools.
International Examiner	A person or persons based outside of Australia, who is not a UOW staff member, with responsibility for the assessment of theses.
Joint PhDs	A PhD undertaken under an agreement between UOW and an overseas institution.



MPhil	Master of Philosophy
MRes	Master of Research
PhD	Doctor of Philosophy
Principal Supervisor	The main supervisor of the student, who is responsible for ensuring compliance with all HDR policies and practices.
Research Masters Degree	Master of Philosophy Master of Research
SMO	Student Management Officer
Student	A person enrolled to study or registered on a course.
TEC	Thesis Examination Committee
Thesis	A research thesis is a written piece of work which reports on the substantive research undertaken during the course of a student's candidature.
Turnitin	An online service integrated with the University's eLearning platform that provides a streamlined process for submitting, assessing student submissions and providing feedback online. It also provides a text-matching tool to assist in preventing and identifying plagiarism.

3 Application & Scope - Exclusions or Special Conditions

1. This policy applies to:
 - 1.1. All academic, research and professional services staff involved in the governance and administration of HDR students;
 - 1.2. All examiners of HDR thesis appointed by UOW, and
 - 1.3. All students undertaking the following Higher Degrees by Research at UOW:
 - a. Research Masters Degrees;
 - b. Doctoral Degrees;
 - c. Doctoral Degrees by Published Works; and
 - d. Joint PhDs

4 Thesis Preparation and Format

1. The main requirement for completion of a higher degree by research is the submission of a thesis. Discipline conventions vary with regard to the length and format of a research thesis. Further information is available at Appendix 1 – UOW HDR Thesis Formatting Requirements.



2. While guidance regarding the research design and techniques should be sought from the student's supervisors, the actual research must be undertaken by the student and the thesis must represent an account by the student of their research project.
3. Student may not submit as the main content of their thesis any work or material which has previously been submitted for a UOW degree or a similar award from another institution except in the instance where a doctoral degree thesis has been resubmitted for examination as a Master of Philosophy.
4. UOW also accepts HDR theses in the compilation format. A thesis by compilation is a thesis where the core chapters consist of papers which have been submitted or accepted for publication. Specific requirements for the thesis by compilation are set out in the Higher Degree Research (HDR) Thesis by Compilation Guidelines.
5. There is no prescribed minimum length for a thesis as this will vary depending on the research topic and the form of presentation. If the thesis is longer than 100,000 words examiners are notified and may refuse to be involved in the examination.

5 Nomination of Examiners

1. Examiners are nominated in accordance with the criteria set out in Appendix 2.
2. Examiners should not have a conflict of interest or close association with the candidate or their supervisor/s as set out in Appendix 2.
3. The identification of potential examiners is the responsibility of the student and supervisors. Four potential examiners are nominated. The student is not permitted to know the identity of the two examiners who are eventually selected to examine the thesis.
4. The following principles apply in the nomination of examiners:
 - 4.1. The nomination of potential examiners is a process involving both the student and the supervisor.
 - 4.2. In considering examiners, account should be taken of the examiners' understanding of the thesis topic and of the methodology employed.
 - 4.3. The nominated examiners must have substantial knowledge and expertise within the field of study.
 - 4.4. The nominated examiners themselves must have qualifications at least at the level of the student's thesis.

6 Selection of Examiners

1. Two examiners are selected by the principal supervisor and approved by the HPS to examine each research thesis from the four potential examiners nominated.
2. Both examiners must be external to the University of Wollongong.
3. For doctoral theses, at least one examiner must be an international examiner.
4. Requests for exemptions to clause 6.3 must be made by the supervisor via the Head of Postgraduate Studies to the Chair of the Thesis Examination Committee (TEC). Requests will be considered and decided by the Chair of the TEC in consultation with the Deputy Chair.



5. A standard exemption to clause 6.3 applies to examiners for all creative practice examinations with a live performance or exhibition content. Where creative works need to be sighted in person, examiners may be from two separate states within Australia.
6. Once the supervisor has confirmed the availability of the selected thesis examiners, their appointment is approved by the HPS and confirmed with the examiners by the Graduate Research School (GRS).

7 Thesis Submission

1. Students must be enrolled at the time of submission and cannot submit before the minimum course length specified in the rule 4.23 – 4.27 of the HDR Award Rules.

Prior to Submission: Supervisor Certification

2. A student must first submit their thesis to the principal supervisor together with a Turnitin report (to ensure the thesis has been prepared in accordance with the University's relevant requirements for academic integrity).
3. If the Turnitin report is satisfactory and, in the opinion of the principal supervisor, is ready for examination, the principal supervisor certifies that the thesis is prima facie worthy of examination.
4. Following certification by the principal supervisor, the student can submit their thesis to the GRS via the online HDR thesis submission portal.
5. The principal supervisor is required to submit a completed Nomination of Examiners Form to the GRS via the HPS listing the proposed examiners for the thesis.
6. If a principal supervisor believes that a thesis is not yet of sufficient quality to submit and is not willing to certify that a thesis is prima facie worthy of examination, s/he is required to discuss the matter with the HPS and advise the student of their concerns in writing.
7. If, following discussions with the principal supervisor, the student still wishes to submit the thesis, the student may refer the matter to the TEC for consideration.
8. To inform the TEC, the student is required to provide a written statement outlining why the student believes their thesis should be submitted without the principal supervisor's consent.
9. The principal supervisor (in consultation with the HPS) must provide a written statement outlining why they do not support the submission.
10. The TEC will seek external advice on the matter from an independent academic who has knowledge of the field but is not one of the potential examiners.
11. Based on the advice and the information provided, the Chair of the TEC (on behalf of the Committee) will make a determination about whether to send the thesis out for examination.
12. The decision will be communicated in writing to the student, supervisors and HPS.
13. Should the TEC determine that the thesis can be submitted for examination, the student can submit their thesis to the GRS via the online HDR thesis submission portal.

Submission

14. Thesis will be submitted online via the HDR thesis submission portal.
15. Students will submit their thesis and a thesis abstract via the online portal.



16. At the time of online submission, the student will also be required to enter the following details along with their thesis:
 - a. Student number
 - b. Student name
 - c. Degree title
 - d. Title of thesis
 - e. Certification that the work is the student's own and has not been submitted for a degree at any other university or institution.
17. Depending on examiners' requirements, HDR students submitting a thesis for examination will be required to present the Graduate Research School with the required number of printed copies and submit the electronic copy via the online HDR thesis submission portal.

8 Thesis Examination

1. Examiners are advised that the task of examination must be undertaken on a confidential basis.
2. Where a student believes there are intellectual property considerations or potential controversial subject matter, s/he should inform their principal supervisor.
3. On the advice of the principal supervisor, the GRS will request that the examiners sign a confidentiality agreement.
4. Neither the student nor the supervisors may contact the examiners with regard to the thesis for any reason during the examination process.
5. The identity of the examiners may be revealed to the student only once the examination process is completed.
6. Examiners are asked to provide a report to the HPS via the GRS consisting of two separate sections:
 - a. A completed and signed reporting form, including the Examiner's final recommendation; and
 - b. A separate written report ((Full details of the requirements of examiners' reports and the outcomes that can be recommended are contained in Appendix 3 – Examiner Reporting).
7. The HPS in each faculty is responsible for reviewing the examiner reports, liaising with the supervision team, and preparing a report with recommendations for the TEC to review.
8. The HPS's report must identify any revisions suggested by the examiners, which, in the opinion of the HPS, are NOT required to be made and must contain reasons why those revisions are not required.
9. The report must confirm that the HPS has thoroughly read the examiners' reports and engaged with the student's supervision team.



9 Thesis Examination Committee (TEC)

Remit of the TEC

1. The terms of reference and membership of the TEC are set out on the Research committee web page.
2. The TEC is responsible for determining a thesis examination outcome based on the examiners' reports and the report from the HPS. The TEC shall be guided by the thesis examination outcomes listed in Appendix 4 when making its decisions.
3. The TEC meets monthly (except in the month of January) and makes decisions based on the examiners' reports and HPS recommendations.

Appointment a Third Examiner

4. Where there is a significant difference of opinion between the initial two examiners about a thesis, a third examiner will be appointed by the TEC. For the Master of Research degree a third examiner shall be appointed if the two examiner marks differ by more than 15. The third examiner is typically appointed from the original list of potential examiners identified by the student and supervisors (refer Appendix 4).
5. The third examiner must be external to the University and will examine the thesis independently without being informed about the content of the existing examiner reports.
6. The third examiner's report will initially be submitted to the HPS via the GRS>
7. The HPS, in consultation with the supervisors, will consider the three examiner reports and submit a further report to the TEC with a final recommendation reflecting the outcome recommended by the majority of examiner reports.
8. As a rule, if two out of the three examiners agree on the thesis outcome the majority recommendation will be the thesis outcome. If there are three differing outcomes recommended, in general, an outcome which is in the mid-range of the examiner recommendations will be preferred.
9. The TEC will consider the report from the HPS and the three examiner reports and determine the thesis examination outcome which will be formally approved by the Chair of the TEC.
10. Students are not informed of the examiners' recommendations until after the TEC has finalised the thesis examination outcomes. Once the thesis outcome is finalised, students are provided with the names of their examiners and a copy of each of their examiner reports.

Examination Outcome

11. The GRS is responsible for notifying students of the decisions of the TEC.
12. Where revisions are required, the student must make any revisions requested by the examiner(s), per the final decision of the TEC, and within twelve (12) months from the date of the TEC
13. The student and supervisor/s may make a request to the Chair of the TEC for an extension to this period under exceptional circumstances. If the revised thesis is not received by the GRS within twelve (12) months, the student will be awarded a fail.
14. In the case of Master of Research, if the resolution is to award the degree then a percentage mark and grade must also be determined. In the case of two examiners the final mark shall be the



average of the two marks. In the case of three examiners the final mark shall be the average of the two marks that are closest together. If one mark is the average of the other two then that will be the final mark.

15. In certain circumstances, students may appeal against HDR thesis examination outcome. Appeals must be lodged as per the process documented in the Higher Degree Research Academic Complaints Policy.

10 Completion of Candidature

1. Once any revisions required by the TEC have been satisfactorily completed by the HDR student and the final version of the thesis has been approved in writing by the HPS, the student shall submit a digital copy of the final thesis, according to the guidelines set out by the GRS.
2. The GRS will not complete the student's record until the following documentation has been received:
 - a. an approved, final electronic copy of the thesis lodged by the student;
 - b. written approval by the HPS certifying that the required revisions have been satisfactorily completed; and
 - c. a signed digital repository form lodged by the student.
3. Where a faculty requires a bound copy of the thesis, the student will provide it.

11 Retention of Theses by the University

1. A digital copy of the thesis will be accessible, subject to approved access restrictions requested by the student or supervisor, through UOW Library's Research Online website.
2. A thesis will not be made available through Research Online website if it contains confidential information which cannot be made freely accessible.
3. Confidentiality will sometimes only apply to a part or parts of the thesis. If practical, confidential material should form a separate confidential section. Alternatively, it may be possible to apply for the thesis to be embargoed for a period of time. The period of restriction normally granted will be twelve (12) months. Requests to restrict access for a longer term will only be approved in exceptional circumstances.

12 Roles & Responsibilities

1. The University has a responsibility to:
 - a. Ensure that this policy is accessible to all staff and students
2. The GRS has a responsibility to:
 - a. Ensure that all aspects of thesis preparation, submission and examination are carried out as per this policy;



- b. Advise students, supervisors and HPS' as to the principles and procedures to be carried out under this policy;
 - c. Ensure that this policy is implemented and applied consistently across the University of Wollongong; and
 - d. Ensure the policy is regularly reviewed.
3. Heads of Postgraduate Studies have the responsibility to:
 - a. Approve and sign nomination of examiner forms;
 - b. consult with supervisors to prepare draft reports for the TEC; and
 - c. ensure that theses are fully revised in accordance with the TEC decision. .
4. HDR Supervisors has the responsibility to:
 - a. Advise the HDR candidate as to when and whether the thesis is suitable, in form and content, for submission;
 - b. Assist the HPS in preparation draft reports for the TEC; and
 - c. Assist the HDR candidate in making any revisions to the thesis advised by the TEC; and
 - d. Assist the HDR candidate in making any revisions of the thesis advise by TEC.
5. HDR students have the responsibility to:
 - a. Submit a thesis which meets the University's requirements on presentation and content, as outlined in this policy; and
 - b. Comply with the University's policies on plagiarism, authorship and the Code of Practice – Responsibly Conduct of Research.
6. TEC has the responsibility to:
 - a. Oversee the processes and policies governing UOW HDR thesis examination;
 - b. Consider reports from examiners of theses and determine examination outcomes based on those reports and the report from the Head of Postgraduate Studies;
 - c. Respond to any miscellaneous matters relating to thesis examination; and
 - d. Liaise with the Manager of the GRS to ensure thesis examination practices and policies are appropriately managed and promoted across the University.

13 Record Keeping

1. Records relating to thesis submission and examination are to be retained and disposed of by the GRS as per the Records Management Policy.



14 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	1 March 2017	University Council	First version
2	27 July 2017	Deputy Vice-Chancellor (Research & Innovation)	Administrative amendment to Section 6(5) to address an oversight in the policy which provided that a standard exemption to the overseas examiner requirement for the Doctor of Creative Arts only.
3	8 September 2017	Vice-Chancellor	Minor Amendment to remove Appendix 2 and update related references in recognition of formalisation of “Higher Degree Research (HDR) Thesis by Compilation Guidelines.
4	8 January 2019	Vice-Chancellor	Minor amendments, revisions and updates to include Master of Research examinations, frequency of use of examiners, clarification of examiner-supervisor conflicts of interest and better matching between course learning outcomes and the examiner reporting forms.
5	1 January 2020 (Approved 9 June 2020)	Vice-Chancellor	Minor amendments to reflect the rescission of General Course Rules replaced by Higher Degree Research (HDR) Award Rules. Updated 'Purpose' of Policy and 7.1 to align with HDR Award Rules.



APPENDIX 1 – UOW HDR Thesis Formatting Requirements

1. A thesis may be formatted in traditional monograph style or, if approved by the supervisor, may include chapters written in a format that is consistent with journal article styles. All theses are to be prepared in accordance with the following specifications, unless a variation to the requirements is approved after application to the Thesis Examination Committee (TEC).
2. All copies of a thesis shall include a statement indicating the extent to which the work is the student's own work and a certification signed by the student stipulating that the work has not been submitted for a degree to any other university or institution.
3. Students should also seek the advice of their supervisors on the general format of the thesis, including the preparation of references and the use of appendices.
4. All theses must contain the following common elements;
 - a. title page;
 - b. abstract (the abstract must not be more than 500 characters);
 - c. acknowledgements;
 - d. certification;
 - e. list of names or abbreviations;
 - f. table of contents;
 - g. list of tables, figures and illustrations;
 - h. main body of text;
 - i. bibliography or list of references;
 - j. appendices; and
 - k. other supplementary materials.
5. The text of the thesis shall be in English (unless otherwise approved). The thesis shall use A4 pages, with a text of at least 10 point font and shall be in double spaced or one and a half spaced typescript.
6. The margins on each page shall not be less than 40mm on the left hand side, 20mm on the right hand side, 30mm at the top and 20mm at the bottom.
7. Small diagrams, tables, graphs and photographs should be incorporated into the text. An appropriate label or caption should be included. Legends to figures should be placed below the figure.
8. Occasionally, some theses involve the preparation and presentation of material in large tables or plans greater than A4 size. Such material should be placed after the main body of the thesis in a supplementary section.
9. Any printed copies of these provided for examination should be:
 - a. spiral bound and may be printed double or single sided on A4 paper;
 - b. any outsized materials should be bound in such a way that the volume has an even thickness and the materials can be opened out and read even when the rest of the thesis is closed;



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- c. bound in one volume;
- d. for a longer thesis, students may find it appropriate to bid the appendices as s separate volume; and
- e. each volume should be clearly labelled and include a separate title page.



APPENDIX 2– Selection of Examiners

1. In the selection of potential examiners section on the Nomination of Examiners form, the student and supervisors must sign off that none of the examiners.
 - a. Has, or has had, a close personal or professional relationships with any of the student’s supervisors;
 - b. Has been an employee of the University of Wollongong in the last five years;
 - c. Has graduated with a higher degree from the University of Wollongong in the last 5 years;
 - d. Has engaged in collaborative research with any of the student’s supervisors during the last 5 years;
 - e. Has seen or been involved with drafts of the thesis;
 - f. Has been involved in direct supervision or as part of a supervisory panel in the research and thesis preparation;
 - g. Is employed by an organisation where the student is currently seeking or has secured employment;
 - h. Has been an examiner of a thesis submitted by that student;
 - i. Are in breach of the frequency of examination limited (see dot point o);

For doctoral degrees

- j. Each examiner shall be external to the University;
- k. No two nominated external examiners are from the same institution;
- l. No two selected examiners are resident in the same country;
- m. At least one selected examiner must be an international examiner, except in the Doctor of Creative Arts, where creative works need to be sighted in person, and the examiners may be from different Australian states or where otherwise exempted by the Chair of the TEC;

For masters by research degrees

- n. Both selected examiners shall be external to the University and no two examiners shall be from the same institution;

Frequency of examination

- o. Examiners are eligible to examine two research theses in a 12 month period, of which only one can be a doctoral degree. The 12 month period is calculated from the dates the Nomination of Examiner forms are submitted to the GRS; and

Collaborative research

- p. Collaborative research is indicated by joint publications, research grants and research student supervisions. However, researchers sometimes collaborate, typically with a



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large group of their peers, to submit research grants that provide communal infrastructure or other generic support. These types of grants may not be indicative of a close research collaboration, and an exemption from rule 1.d above may be requested from the GRS.



APPENDIX 3 – Examiner Reporting Forms

Doctor of Philosophy and Professional doctorates Criteria

1. Examiners are asked to confirm that the thesis:
 - a. provides evidence that the student conducted original research;
 - b. contains material suitable for publication;
 - c. demonstrates that the student has made significant contribution to the knowledge of the subject concerned;
 - d. demonstrates that the student can critically reflect on, synthesis and evaluate a substantial and complex body of knowledge in the disciplines;
 - e. demonstrates that the student can communicate research findings, and explain and critique theoretical propositions, methodologies and discipline; and
 - f. is of satisfactory literary standard.

Reporting Recommendations

2. The examiners' report will include one of the following recommendations:
 - a. the student be awarded the degree without revision;
 - b. the student be awarded the degree subject to the minor revisions specified being completed to the satisfaction of the HPS;
 - c. the student be awarded the degree subject to substantial revisions specified being completed to the satisfaction of the HPS;
 - d. the student be awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the HPS and being sighted by the examiner(s) for confirmation that the revisions are to their satisfaction;
 - e. the student be required to resubmit the thesis in revised form for examination after a suitable period of study and/or research;
 - f. the student be required to attend an oral examination to determine whether a satisfactory standard of competence in the work has been attained;
 - g. the student be awarded the degree of Master of Philosophy without further examination; or
 - h. the student be permitted to submit the revised thesis for examination for a Master of Philosophy degree.

Master of Philosophy Criteria

1. Examiners are asked to confirm that the thesis;
 - a. contains material suitable for publication;
 - b. demonstrates that the student has made a significant contribution to the knowledge of the subject concerned;



- c. demonstrates that the student can critically reflect on, synthesis and evaluate a complex body of knowledge in the discipline;
- d. demonstrates that the student an explain and communicate research findings, using coherent and sustained arguments;
- e. is of satisfactory literary standard.

Reporting Recommendations

1. The examiners' report will include one of the following recommendations:
 - a. the student be awarded the degree without revision;
 - b. the student be awarded the degree subject to the min or revisions specified being completed to the satisfaction of the HPS;
 - c. the student be awarded the degree subject to substantial revisions specified being completed to the satisfaction of the HPS;
 - d. the student be awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the HPS and being sighted by the examiner(s) for confirmation that the revisions are to their satisfaction;
 - e. the student be required to resubmit the thesis in revised form for examination after a suitable period of study and/or research; and
 - f. the student be required to attend an oral examination to determine whether a satisfactory standard of competency in the work has been attained.

Master of Research Criteria

1. Examiners are asked to confirm that:
 - a. the thesis demonstrates that the student has an adequate understanding of the field of research;
 - b. the thesis demonstrates that the student has designed, undertaken and reported on an investigation in the specified field of research to a satisfactory level;
 - c. the student has presented the thesis in a manner and level appropriate to the field of research; and
 - d. the literary standard of the thesis is adequate.

Reporting recommendations

2. The examiners' report will include one of the following recommendations;
 - a. the student be awarded the degree without revision;
 - b. the student be awarded the degree subject to the minor revisions specified being completed to the satisfaction of the HPS;
 - c. the student be awarded the degree subject to substantial revisions specified being completed to the satisfaction of the HPS;
 - d. the student be required to resubmit the thesis in revised form for examination after a suitable period of study and/or research; and



- e. the student be not awarded the degree.
3. If the degree is awarded, the examiner will record a percentage mark for the thesis, based on the Master of Research marking guidelines.

Doctor of Philosophy by Published Works Criteria

1. An examiner for the Doctor of Published Works shall report on:
 - a. whether the submitted work provides evidence that the student conducted original research;
 - b. whether the submitted work demonstrates that the student has made a significant contribution to the knowledge of the topic concerned; and
 - c. whether the submitted work reveals that the student has a broad understanding of the discipline within which the work was conducted.

Reporting Recommendations

2. the examiners' report will include one of the following recommendations;
 - a. the student be awarded the degree without further examination; or
 - b. the student not be awarded the degree; or
 - c. the published work is worthy of the degree, but the scholarly overview requires revision or expansion.

Written Examiner's Report

1. In addition to completing an examiner's report form, examiners are expected to provide a written report on the thesis. The length of the written report may vary depending on the nature of any suggested revisions. The role of the examiner is to provide feedback and suggestions for improvement. For this reason, written reports are often several pages in length and contain suggestions and comments. The written report provides advice to the TEC, student and supervisors on the nature and type of revisions that may be required.



APPENDIX 4 – Decisions of TEC

The full range of reporting thesis outcomes available to TEC is listed below. Please see Appendix 3 for specific options for each degree.

Awarded Without Revision

In this instance, the student is not required to make revisions and can supply a digital copy of the final thesis to the relevant Student Management Officer, as an email attachment, as soon as possible.

Revisions Required

1. the student be awarded the degree subject to the minor revisions specified being completed to the satisfaction of the HPS.
2. the student be awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the HPS.
3. the student be awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the HPS and being sighted by the examiner(s) for confirmation that the revisions are to their satisfaction.
4. the student be required to re-enrol for a further period of study and submit the revised thesis for re-examination by the examiner(s).

Third Examiner Required

1. the thesis to be sent to a third examiner for examination.

A third examiner will be appointed where there is a significant difference of opinion between examiners about a thesis. The third examiner is selected from the original list of four potential examiners. The third examiner will be external to the University and will examine the thesis independently without being informed about the content of the existing examiner reports.

Once the third examiner's report is received, by the GRS, the HPS prepares a new HPS report and the matter is referred back to the TEC for consideration. The Chair of the TEC, on behalf of the Committee, has the power to make the final decision.

Further Study Required

Examiners are able to recommend that a student be required to resubmit the thesis in revised form for re-examination after a suitable period of study and/or research.

If the TEC decides that further study and/or research is required, the student must re-enrol for a further period of study of at least one session. The student will not be required to pay fees Based on the examiner(s) recommendations and the decision of the TEC, the HPS and supervisors will determine what program of study and/or research is required.

After this period of further work, the thesis will be revised and re-submitted. The revised thesis is then sent to the examiner/s for re-examination. Once the examiner's second report is received by the GRS, the HPS prepares a new HPS report and the matter is referred back to the TEC for consideration. The TEC has the power to make the final decision.



Oral Examination Required

1. The student be required to attend an oral examination to determine whether a satisfactory standard of competence in the work has been attained.
2. Oral examination of students may be conducted when doubts about a thesis judged as 'border-line' may be resolved by such examination. An oral examination may then be used to:
 - a. examine the depth of the student's understanding in respect of any particular area of the thesis;
 - b. clarify interpretations placed on experimental/empirical work; and or
 - c. test a student's general knowledge in areas related to the specific work.

In cases where an oral examination is to be conducted, the examination will normally take place at the University of Wollongong. The examining panel will usually consist of the examiners of the thesis; however, examiners are invited to submit questions to be put to the student on their behalf.

Downgrade of Award (Doctoral degree)

1. the student be awarded the degree of Master of Philosophy without further examination.
2. the student be permitted to submit the revised thesis for examination for the Master of Philosophy degree.
3. the TEC may determine that a thesis submitted for a PhD is only of sufficient quality for a Master of Philosophy degree. The award may be granted by the TEC, or, the thesis may be revised and sent out to new examiners for re- examination as a Master of Philosophy degree.

Fail

1. the student be not awarded the degree

The TEC may determine that on the basis of the examiners' reports, a fail be awarded in relation to the degree program.