

APPROVED RULE CHANGES

Pursuant to the UTS By-law (Part 4, clause 44), the following rule changes have been made by UTS Council.

At its 19/3 meeting on 17 June 2019, Council approved the following amendments to the UTS Rules:

COU/19-3/57

Council resolved to:

...

- .2 approve the proposed amendments to UTS Student Rules section 11 as detailed in Part A of Attachment 1 of Document 5.5;

...

Minor administrative changes were made under Delegation 3.14.2 to the approved Rules to include correct terminology regarding fees and clarify wording.

THE APPROVED AMENDMENTS TO THE UTS RULES ARE PROVIDED BELOW
[new text **bold underlined**, text to be deleted in ~~**bold and strikethrough**~~]

11.1 Application of these Rules

11.1.1 This section of the Rules applies to all students enrolled in graduate research courses.

11.1.2 Admission requirements for graduate research courses are provided for in ~~S~~**section 5** (Admission).

11.1.3 In section 11 of the Rules:

'Procedures' means the Graduate Research Candidature Management Thesis Preparation and Submission Procedures as approved by the Graduate Research School Board from time to time.

11.2 Course requirements

11.2.1 Students admitted to Doctoral ~~D~~**d**egrees are required to:

- (1) undertake a program of study and **supervised** research which demonstrates the capability for substantial independent research ~~or creative activity~~ and which has made an original and distinct contribution to knowledge **in one or more fields of investigation, scholarship or professional practice; and/or professional practice in the relevant field;**

(2) undertake any mandatory or program-related training elements;

~~(2)~~ **(3)** undertake a research component which is to comprise no less than two-thirds of the total course requirement; and

~~(3)~~ **(4)** submit a thesis, which may include a product and/or artefact, in a format according to requirements specified by the Graduate Research School Board.

11.2.2 Students admitted to Masters degrees (Research) are required to:

(1) undertake a program of study and research which demonstrates **application of an advanced body of knowledge in a range of contexts for research and scholarship** ~~competence in research or creative activity as well as an understanding of and contribution to knowledge;~~

(2) undertake any mandatory or program-related training elements;

~~(2)~~ **(3)** undertake a research component which is to comprise no less than two-thirds of the total course requirement; and

~~(3)~~ **(4)** submit a thesis, which may include a product and/or artefact, in a format according to requirements specified by the Graduate Research School Board.

11.3 Enrolment

11.3.1 Prior to initial enrolment:

(1) ~~each student who has been~~ **students who have been** admitted to a graduate research course ~~is~~ **are** required to certify that ~~he or she~~ **they** can devote sufficient time to the advanced study and research such that ~~he or she~~ **is they are likely able** to complete the program within the approved period of candidature determined by the Graduate Research School Board;

(2) ~~each student~~ **students** must comply with the requirements in Rule 2.5.2;

(3) the relevant faculty is required to certify that it will provide appropriate resources and facilities for ~~the students~~ **to** undertake ~~their~~ **research** and ~~will undertake responsibility is responsible~~ **for providing appropriate supervision in line with University policy** ~~of the student and the student's work;~~ and

(4) any research to be undertaken at a site external to the University must be in accordance with policy and ~~or~~ **procedures** approved by the Graduate Research School Board **or other appropriate UTS authorities** from time to time.

11.3.2 Students are required to enrol in the components of the course ~~as~~ specified by the relevant faculty and published in the UTS: Handbook.

11.3.3 Students are required to enrol in and satisfactorily complete such prerequisite or concurrent coursework ~~as may be~~ considered appropriate to their individual

circumstances by the principal supervisor their supervisory panel on the recommendation of the Responsible Academic Officer.

11.4 Research work

11.4.1 Students must agree on a Graduate Research Study Plan with their supervisor as outlined in the Procedures.

~~11.4.1~~ 11.4.2 All research work and related activities for graduate research courses shall be carried out at locations and under conditions approved in accordance with policy and procedures approved by the Graduate Research School Board from time to time. All work undertaken as part of a graduate research course will be carried out at approved locations and conditions in accordance with the Procedures.

~~11.4.2~~ 11.4.3 Students are ~~required~~ expected to participate in such colloquia, research seminars and other work of the University as may be considered appropriate by their supervisory panel.

11.5 Course transfer

11.5.1 ~~A student~~ Students who wishes to transfer from one graduate research course to another shall ~~apply~~ obtain the recommendation of the principal supervisor and the Responsible Academic Officer prior to submitting an application to the Dean, Graduate Research School for approval on the appropriate form. ~~Such applications would normally be received at the time of the candidature assessment and no later than the end of the third half year of study.~~

11.5.2 ~~A student is~~ Students are not usually considered eligible for course transfer until ~~he or she has~~ they have completed at least one half year of full-time study (or equivalent) in the enrolled course, except in exceptional circumstances. Exceptional circumstances will be considered by the Dean, Graduate Research School.

11.5.3 ~~A student~~ Students may apply to transfer: ~~(1)~~ into a graduate research course at the same level or at a different level. ~~The student must demonstrate to the satisfaction of the Dean, Graduate Research School (or nominee) and in accordance with guidelines approved by the Graduate Research School Board with respect to:~~ Transfer applications may be submitted following candidature stage assessment (refer Rule 11.15.6(2)) or in exceptional circumstances. Students must demonstrate, to the satisfaction of the Dean, Graduate Research School, and in accordance with the Procedures:

(~~a~~1) evidence of satisfactory progress ~~to date~~ in the enrolled course;

(~~b~~2) ~~the way in which~~ how the proposed changes to the research project ~~will be redefined to~~ satisfy the requirements of the course into which transfer is sought;

(~~c~~3) suitability of the research already undertaken in relation to the requirements of the course into which transfer is sought; and

~~(d4)~~ certification from the student, the relevant faculty and any external site management in accordance with the requirements of Rule 11.3.1.

~~(2) following candidature assessment (refer Rule 11.15.6(2)) or examination of thesis (refer Rule 11.20.7), the student must demonstrate to the satisfaction of the Dean, Graduate Research School (or nominee) and in accordance with guidelines approved by the Graduate Research School Board:~~

~~(a) the way in which the research project will be redefined to satisfy the requirements of the course into which transfer is sought;~~

~~(b) suitability of the research undertaken in relation to the requirements of the course into which transfer is sought; and~~

~~(c) certification from the student, the relevant faculty and any external site management in accordance with the requirements of Rule 11.3.1.~~

~~11.5.4 The Dean, Graduate Research School will approve or reject the application for transfer on advice from the relevant Responsible Academic Officer.~~

~~11.5.5~~ 11.5.4 Where a transfer is approved, the new period of candidature will be determined by the Dean, Graduate Research School taking into account the contribution of the current research towards the requirements of the course into which transfer has been approved.

11.6 Recognition of prior research

11.6.1 ~~A student who has~~ Students who have undertaken a research course, but not submitted their work for examination at UTS this University or another university or institution, ~~but has not submitted that work for examination at this University or another institution~~ may be given recognition of prior research for work done while undertaking that research course.

11.6.2 Recognition of prior research, including the extent of any such recognition, ~~and~~ the period of candidature and exemption from any candidature stage assessments, shall must be approved by the Dean, Graduate Research School on the recommendation of the Responsible Academic Officer. The recommendation ~~of the Responsible Academic Officer~~ must include consideration of the following:

(1) the nature, duration and quality of the prior ~~work~~ research;

(2) the suitability of the prior ~~work~~ research relative to the proposed UTS graduate research course; and

(3) the recommended period of candidature as a consequence of the recognition of prior research.

11.7 Period of candidature

11.7.1 ~~The maximum time to complete a research degree is as follows:~~

~~(1) Doctoral degree by research, professional Doctoral degree and Doctoral degree by creative works:~~

~~(a) four years for a full-time student; or~~

~~(b) eight years for a part-time student.~~

~~(2) Masters degree (Research):~~

~~(a) two years for a full-time student; or~~

~~(b) four years for a part-time student.~~

Students must complete a research degree and submit a thesis for examination in accordance with the following timeframes:

(1) Doctoral degree: not less than two years and not more than four years of full time (or equivalent part time enrolment)

(2) Masters degree (Research): not less than one year and not more than two years of full time (or equivalent part time enrolment).

11.7.2 Notwithstanding the provisions of Rule 11.7.1, ~~a student who has had~~ **students with** prior study and research recognised as contributing to the requirements of the current course may be required by the Dean, Graduate Research School to complete the program in less than the normal time.

11.8 Extension of candidature

11.8.1 ~~Students~~ **A student who has reached the maximum period of candidature as need more time to complete their degree than the timeframes** specified in Rules 11.7.1(1) and 11.7.1(2) ~~and who wishes to extend the period of his or her candidature is required to~~ **must, with the recommendation of the principal supervisor and the Responsible Academic Officer,** seek approval from the Dean, Graduate Research School **for an extension of the candidature period. Approval will only be considered in exceptional circumstances. The application for extension must include evidence to support the exceptional circumstances.**

11.8.2 An extension of the approved period of candidature granted by the Dean, Graduate Research School shall not include periods of approved leave of absence.

11.8.3 ~~If approved, the maximum period of extension shall not, except in exceptional circumstances, exceed:~~

~~(1) for Doctoral degrees, six months at a time and a maximum of two extensions;~~

~~(2) for Masters degrees (Research), six months at a time and a maximum of one extension.~~

Regardless of the student's study load, the Dean, Graduate Research School may approve a maximum period of extension:

(1) Doctoral degree: one calendar year approved for up to six months at a time

(2) Masters degree (Research): up to six months in total.

11.8.4 Where an extension of candidature ~~means that~~ **results in** a domestic student ~~will exceed~~ **ing** the maximum Commonwealth funded period of candidature, the student may be liable for ~~tuition-candidature overtime~~ fees for ~~this the approved~~ period of extended time.

11.8.5 ~~A student~~ **Students** who ~~has~~ **have** reached the ~~maximum period end~~ of candidature as specified in Rules 11.7.1(1) and 11.7.1(2) and ~~has~~ **have** not applied for an extension of candidature **within the timeframe specified by the Procedures** or submitted a thesis for examination will ~~be withdrawn from the course~~ **have their candidature discontinued** as specified in Rule 11.23.2(1)(a) (refer Rule 11.10).

11.8.6 ~~A student~~ **Students** who ~~has~~ **have** reached the maximum extended period of candidature as specified in Rules 11.8.3(1) and 11.8.3(2) and ~~has~~ **have** not submitted their thesis at the end of this approved period will ~~be withdrawn from the course~~ **have their candidature discontinued** as specified in Rule 11.23.2(1)(a) (refer Rule 11.10).

11.9 Leave of absence Student leave

11.9.1 ~~A research student~~ **Students** who wishes to ~~withdraw suspend studies~~ temporarily from a course must lodge an application for leave of absence in accordance with ~~published the P~~ **procedures prescribed by the Dean, Graduate Research School no later than the census date of the enrolment period for which leave is being sought.**

11.9.2 ~~Leave of absence shall not be granted in the first half year of candidature.~~ **Leave of absence will only be granted after the first six months of candidature.**

11.9.3 Leave of absence shall not be granted for a total period exceeding one year. **For transfer students, this one-year period includes any leave of absence period undertaken in previous research degrees which students transferred from.**

11.9.4 In exceptional ~~and documented special or mitigating~~ circumstances, ~~a student~~ **s** may request variations to the application of Rules 11.9.2 and 11.9.3. Any variation will require **documentary evidence and recommendations from the principal supervisor and the Responsible Academic Officer prior to seeking approval by from** the Dean, Graduate Research School.

11.9.5 Students resuming a course after leave of absence shall be subject to ~~the~~ course requirements in operation at the time of their return resumption and ~~will be~~ are required to be enrolled as directed by the Dean, Graduate Research School.

11.9.6 In addition to public holidays identified in the University calendar, students are entitled to a maximum of 20 working days of annual leave. The annual leave is not accruable and must be taken within a year. Requests for annual leave are negotiated with the principal supervisor.

11.10 Failure to complete

11.10.1 ~~A student~~ Students who ~~does~~ not submit a thesis for examination within the approved period of candidature, including any approved extension, will, ~~except in exceptional circumstances,~~ have ~~his or her~~ their candidature discontinued due to unsatisfactory progress (refer Rule 11.23.2).

11.11 Supervision

11.11.1 ~~All s~~Students shall have a supervisory panel recommended by the relevant faculty, appointed by the Responsible Academic Officer and approved by the Dean, Graduate Research School, ~~and the~~ The composition of the supervisory panel shall be in accordance with the guidelines Graduate Research and Supervision Policy as approved by ~~the Graduate Research School Board and reported to~~ Academic Board from time to time.

11.11.2 The criteria necessary for appointment as a supervisor of ~~research~~ students shall be approved by the Graduate Research School Board and reported to Academic Board from time to time.

11.11.3 The Graduate Research School ~~Board~~ shall be responsible for maintaining a register of suitably qualified research student supervisors who are recommended by the relevant faculty and approved by the Dean, Graduate Research School ~~and for the appointment of suitably qualified staff to the register.~~

11.11.4 All members of supervisory panels shall operate in accordance with the Procedures and the Graduate Research and Supervision Policy.

11.11.5 Where ~~the students~~ undertakes a major portion of ~~his or her~~ their research at sites external to the University, the Dean, Graduate Research School may appoint, in addition to the supervisory panel, an external supervisor or adviser upon the recommendation of the Responsible Academic Officer.

11.11.6 ~~Where the student has been approved at admission to undertake a program of study~~ Where students have a candidate program agreement to present a thesis in a language other than English, the principal supervisor must be competent in that language.

11.11.7 Where students seek to change the supervisory panel, the request must be recommended by the Responsible Academic Officer for approval by the Dean, Graduate Research School.

11.12 Thesis topic

~~11.12.1 The student shall submit the topic of his or her thesis to the Dean, Graduate Research School for approval in accordance with the following time frames:~~

~~(1) Doctoral degree not later than one year after initial enrolment; or~~

~~(2) Masters degree (Research) not later than one half year after initial enrolment.~~

Students shall submit their thesis topic to the Responsible Academic Officer for approval in accordance with the timeframes set out in the Procedures.

~~11.12.2 Any change to the approved thesis topic requires the approval of the Dean, Graduate Research School. must be recommended by the principal supervisor and approved by the Responsible Academic Officer.~~

11.12.3 The approved thesis topic must comply with all relevant legislative requirements including without limitation those prescribed under Rules 2.5.2 and 3.3.

11.13 Review of progress

~~11.13.1 All students, including students on leave of absence, are is required to submit to the relevant faculty each half year a reports to enable review of progress. Reports are to be submitted and reviewed in accordance with and at times specified by the Procedures. Students will be notified of the outcome in accordance with the Procedures. ~~guidelines approved by the Graduate Research School Board from time to time. A report shall not be required in respect of a student who has submitted his or her thesis to the faculty.~~~~

~~11.13.2 The principal supervisor shall submit to the relevant Responsible Academic Officer each half year a report on the student's progress.~~

~~11.13.3 The relevant Responsible Academic Officer will consider the progress reports, take any necessary action within the faculty and when appropriate make recommendations to the Dean, Graduate Research School on overall progress in accordance with the guidelines and procedures approved by the Graduate Research School Board from time to time.~~

~~11.13.4 Upon receipt of a recommendation of unsatisfactory progress the Dean, Graduate Research School will provide:~~

~~(1) notification to the student that may include a request that the student attend an interview with the Responsible Academic Officer to discuss the recommendation of unsatisfactory progress and develop a suitable progress plan; and~~

~~(2) notification of a warning to the student that further unsatisfactory progress may result in discontinuation of candidature; or~~

~~(3) notification of discontinuation of candidature due to unsatisfactory progress (refer Rule 11.23.2).~~

~~11.13.5~~ **11.13.2** Failure by ~~a student~~s to submit a review of progress report to the relevant faculty at times specified by the Procedures ~~in a particular half year~~ will normally be deemed as unsatisfactory progress for that time period ~~half year~~.

11.14 Review of unsatisfactory progress

11.14.1 Grounds for review

~~A student~~ **Students** may apply to have ~~an report of~~ unsatisfactory progress **report** reviewed by the Dean, Graduate Research School. The ~~only~~ grounds on which ~~a student~~s may request a review are that there were procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the unsatisfactory progress report.

11.14.2 Review application

(1) An application for review of an unsatisfactory progress report must be in writing **and should** specify and substantiate the grounds for a review. **It must and** be lodged with the Dean, Graduate Research School within 10 working days of notification of the unsatisfactory progress report.

(2) Requests for a review of an unsatisfactory progress report will be considered by the Dean, Graduate Research School. The Dean, Graduate Research School may seek the advice of the Graduate Research School Board, the Responsible Academic Officer and other relevant academic staff members.

(3) In exceptional circumstances, students may request the Dean, Graduate Research School to consider an extension of time to submit an application for review of an unsatisfactory progress report. Any such request must be received by the appeal deadline with evidence to support the exceptional circumstances.

(4) Where students do not specify procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the outcome, the Dean, Graduate Research School has a right to dismiss the review and the outcome of review of progress remains unsatisfactory.

(5) Once the Dean, Graduate Research School has reviewed the request, the outcome is final, and no further review is available.

11.14.3 Notification

The Dean, Graduate Research School will notify the student in writing of the final decision.

11.15 Candidature stage assessment

11.15.1 ~~Each student is~~ Students are required to undertake a candidature stage assessments:

(1) to ensure that ~~he or she is~~ they are equipped with the knowledge and skills to ~~carry out~~ conduct their ~~his or her~~ research program and complete the degree and future research activities; and

(2) to demonstrate that ~~he or she has~~ they have made sufficient progress in ~~his or her~~ their study and in the development of ~~his or her~~ their research skills to make it likely that ~~he or she~~ they will complete within the prescribed time; and

(3) to ensure that they are conducting research within the University's expectations regarding research integrity and research management practices.

11.15.2 The candidature stage assessments will be completed in accordance with the Procedures guidelines approved by the Graduate Research School Board from time to time.

11.15.3 The requirements for each candidature stage ~~of candidature~~ assessment will be determined by each faculty, subject to the approval of the Dean, Graduate Research School and in accordance with the Procedures guidelines as approved by the Graduate Research School Board from time to time.

11.15.4 ~~The outcome of all candidature assessments will be reported by the Responsible Academic Officer to the Dean, Graduate Research School. The Responsible Academic Officer is responsible for sending candidature stage assessment outcomes to the student and Graduate Research School as specified by the Procedures.~~

11.15.5 ~~A student who satisfies~~ Students who satisfy the requirements of a candidature stage assessment will be eligible to proceed with ~~his or her~~ their research program in accordance with the Procedures guidelines as approved by the Graduate Research School Board from time to time and will be subject to further review of progress as provided for in Rules ~~11.13.1 to 11.13.4.~~

11.15.6 ~~A student who does~~ Students who do not satisfy the requirements of a candidature stage assessment:

(1) may be permitted by ~~the Dean, Graduate Research School on advice from~~ the Responsible Academic Officer to undertake a candidature stage re-assessment ~~within a specified period of time~~ by a prescribed date; or

(2) with the Responsible Academic Officer's support, may be permitted to apply for a course transfer as provided for in Rule 11.5; or

(3) will may have ~~his or her~~ their candidature discontinued due to unsatisfactory progress (refer Rule 11.23.2).

11.16 Review of an unsatisfactory candidature stage assessment

11.16.1 Grounds for review

~~A student~~ **Students** may apply for a review of an unsatisfactory candidature **stage** assessment by the ~~Dean, Graduate Research School~~ **Responsible Academic Officer**. The **only** grounds on which ~~a student~~ **students** may request a review are that there were procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the unsatisfactory candidature **stage** assessment.

11.16.2 Review application

(1) An application for review of an unsatisfactory candidature **stage** assessment must be in writing, specify and substantiate the grounds for a review and be lodged with the ~~Dean, Graduate Research School~~ **Responsible Academic Officer** within 10 working days of notification of the unsatisfactory candidature **stage** assessment.

~~(2) Requests for a review of an unsatisfactory candidature assessment will be considered by the Dean, Graduate Research School. The Dean, Graduate Research School may seek the advice of the Graduate Research School Board, the Responsible Academic Officer and other relevant academic staff members.~~

(2) In exceptional circumstances, students may request the Responsible Academic Officer to consider an extension of time to submit an appeal against unsatisfactory candidature assessment. Any such request must be received with evidence to support the exceptional circumstances and within 10 working days of notification of the unsatisfactory candidature stage assessment.

(3) Where students do not specify procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the outcome, the Responsible Academic Officer has a right to dismiss the review and the outcome of candidature stage assessment remains unsatisfactory.

(4) Once the Responsible Academic Officer has reviewed the request, the outcome is final, and no further review is available.

11.16.3 Notification

The ~~Dean, Graduate Research School~~ **Responsible Academic Officer** will notify the student in writing of the final decision.

11.17 Thesis requirements

11.17.1 The nature and format of a thesis shall reflect international practices in the discipline or field and provide evidence of completion of substantial research ~~or~~ **creative work** in the form of:

(1) a written document which may include work published or publishable as a result of the student's candidature at the University as appropriate; or

~~(2) material which gives evidence of a scholarly or creative work; or~~

~~(3) a combination of (1) and (2).~~

(2) a written document which also includes artefacts, exhibition, performance or portfolio of professional or creative work relevant to the discipline.

11.17.2 A thesis shall comply with the following requirements:

(1) ~~subject to Rule 11.17.3,~~ it must be in English, with the exception of a thesis written under a collaborative agreement (refer to Rules 11.11.6 and 11.17.3);

(2) it must reach a satisfactory standard of presentation in accordance with the Procedures guidelines approved by the Graduate Research School Board from time to time;

(3) it must consist of the ~~student's~~ students' own account of ~~his or her~~ their work, except that, in special cases, work done conjointly with other persons may be accepted provided the ~~Dean, Graduate Research School~~ Responsible Academic Officer is satisfied as to the extent of the student's part in the joint work;

(4) it must be embodied in a format as approved by the ~~Dean,~~ Graduate Research School Board;

~~(5) it must contain an abstract of not more than 400 words;~~

~~(6)~~ (5) it must not include any work or material previously submitted in full or in part for another award, except as fully acknowledged within the text of the thesis; and

~~(7)~~ (6) it may include work previously published by the student only if it bears on the subject of the thesis. Joint publications will be acceptable provided the ~~Dean,~~ Graduate Research School is satisfied with the graduate research student's part in the joint work.

11.17.3 In the event that ~~a student has~~ students have a collaborative candidate program agreement to present a thesis in a language other than in English, the following requirements must be complied with:

~~(1) approval must be included in the signed agreement which includes the justification for presenting a thesis in a language other than English;~~

(1) justification for presenting the thesis in a language other than English must be included in the approved candidature agreement;

(2) the thesis must comply with the Rules;

(3) following the examination, ~~a substantial summary of the thesis (approximately 5000–10,000 words)~~ an extended abstract of 500–1000 words in English ~~should~~ must be included in the thesis, ~~with such summary to comprise an introduction, brief chapter outline and conclusion;~~ and

(4) examiner reports for the thesis must be available in English.

11.18 Oral presentation of thesis

11.18.1 ~~Doctoral research s~~Students are required to make an oral presentation of the thesis to an audience drawn from within the broad disciplinary area, as part of their candidature stage assessments.

~~11.18.2 The oral presentation shall normally be made during the final six months prior to the submission of the thesis.~~

11.18.3 Notwithstanding Rule 11.18.1, Thean oral presentation may form part of the approved examination process as provided for in the Procedures ~~approved by the Graduate Research School Board.~~ and/or in a collaborative degree agreement. If an oral presentation is part of the examination process, timing of the presentation will be set in consultation with the principal supervisor and Responsible Academic Officer, and approved by the Dean, Graduate Research School.

11.19 Submission of thesis for examination

11.19.1 ~~A s~~Students shall provide two months prior notice in writing to the Dean, Graduate Research School of ~~his or her~~ their intention to submit the thesis for examination.

11.19.2 ~~A student may, when~~ Prior to submitting a thesis for examination, students may indicate that the thesis contains restricted or confidential information that ~~the student they~~ does not wish to be disclosed freely and may apply to the ~~Dean, Graduate Research School~~ Responsible Academic Officer for consideration of restriction to access, with the support of the principal supervisor.

~~11.19.3 The Dean, Graduate Research School may approve such restriction indefinitely or for a specified period not normally exceeding two years and may impose conditions on disclosure of such information.~~

11.19.4 ~~11.19.3 The student shall~~ Students must submit their thesis and documents as specified by the Procedures to the ~~relevant~~ Responsible Academic Officer. The examination process and approval are set out in the Procedures.

~~(1) the required number of copies of the thesis including a certificate of authorship and originality;~~

~~(2) a student statement to confirm that the work has not been submitted previously for a degree or other award; and~~

~~(3) if appropriate, a statement for consideration by the Dean, Graduate Research School identifying any parts of the thesis the student considers should have restricted distribution or disclosure and the period of any such restriction.~~

~~11.19.5 11.19.4~~ Submission of any other part of the material which gives evidence of a scholarly or creative work **shall must** be in accordance with **the Procedures, guidelines approved by the Graduate Research School Board from time to time.**

~~11.19.6 11.19.5~~ The thesis ~~and other works shall must~~ be provided to the **Dean, Graduate Research School** by the **relevant faculty Responsible Academic Officer** with a certificate signed by the principal supervisor **and the Responsible Academic Officer** certifying that:

~~(1) the thesis has been completed and is ready for examination;~~ **and**

~~(2) in the case of a Doctoral degree, the student has satisfactorily completed their candidature stage assessments.~~

~~The Responsible Academic Officer must also certify that the thesis is ready for examination.~~

~~11.19.7 11.19.6~~ If the principal supervisor and the Responsible Academic Officer decline to certify that a thesis is ready for examination, the student may request a review of this decision by the **Graduate Research School Board Thesis Examination Committee.**

~~11.19.8 11.19.7~~ The **only** grounds on which a students may request a review are that there were procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the decision not to certify that a thesis is ready for examination.

~~11.19.9 11.19.8~~ An application for review **by the Thesis Examination Committee** must be in writing, specify and substantiate the grounds for a review, and be lodged with the **Dean, Graduate Research School** within 10 working days of notification that a thesis is not ready for examination. **In exceptional circumstances, students may request the Thesis Examination Committee to consider an extension of time to submit an application for review. Any such request must be received within 10 working days of notification that a thesis is not ready for examination, with evidence to support the exceptional circumstances.**

The outcomes of a review are:

(1) the student is permitted to submit the thesis for examination; or

(2) the thesis is deemed not ready for submission and the student must revise the thesis in accordance with a timeframe recommended by the Thesis Examination Committee; or

(3) the thesis is deemed not ready for submission and the student's candidature is discontinued (Rule 11.23.2).

11.19.10 11.19.9 Requests for a review will be considered by the **Graduate Research School Board Thesis Examination Committee.**

(1) Where students do not specify procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the outcome, the Thesis Examination Committee has a right to dismiss the review. The thesis will be deemed as not ready for examination and the student's candidature will be discontinued (Rule 11.19.8(3)).

(2) Once the Thesis Examination Committee has reviewed the request, the outcome is final, and no further review is available.

11.19.11 11.19.10 The **Dean, Graduate Research School Thesis Examination Committee** will notify the student in writing of the final decision.

11.20 Examination of thesis

11.20.1 Under certain circumstances, the procedures and arrangements for examination of a thesis may **be varied**, with the approval of the **Dean, Graduate Research School Thesis Examination Committee** ~~be varied from those prescribed in Rules 11.20.3 to 11.20.5~~. These circumstances include but are not limited to:

(1) theses produced as a result of research candidature conducted jointly with another university as part of a collaborative **Doctoral** degree;

(2) research degrees where the material which gives evidence of a scholarly or creative work necessitates a variation in examination procedures.

11.20.2 In cases where a variation of thesis examination procedures and arrangements is required, the proposed procedures and arrangements must be documented and submitted for approval **by to** the **Dean, Graduate Research School Thesis Examination Committee** on advice from the Responsible Academic Officer within two months of the expected thesis submission date.

~~**11.20.3 On the recommendation of the Responsible Academic Officer the Dean, Graduate Research School shall appoint examiners who shall be as follows:**~~

~~**(1) in the case of a Doctoral degree, a minimum of two and a maximum of three examiners all of whom must be external examiners;**~~

~~**(2) in the case of a Masters degree, at least two examiners both of whom must be an external examiner.**~~

~~(3) meets examiners' criteria as prescribed by the Graduate Research School Board~~

~~(4) satisfactorily passes the university sanction checking process~~

~~An external member of the student's supervisory panel is not normally permitted to be an examiner. Rule 11.20.3 may be varied in the exceptional circumstance that suitable examiners are not available.~~

~~11.20.4 Where restricted distribution or disclosure of certain parts of the thesis has been approved by the Dean, Graduate Research School, the principal supervisor, the Responsible Academic Officer, the University Librarian and the examiners shall be informed which parts are classified and the period, if any, of restriction. If further precautions are required in the handling or transmission of the thesis the costs incurred are to be borne by the student.~~

~~11.20.5 Should examiners or any other parties to the examination process question whether the work is that of the student, the Dean, Graduate Research School, in consultation with the Responsible Academic Officer, will consider the matter and take action in accordance with the Research Ethics and Integrity Policy, the Graduate Research and Supervision Policy and Section 16 (Student misconduct and appeals).~~

~~11.20.6 11.20.3 A student Students may be required to undertake an oral examination of ~~his or her~~ their thesis as provided for in the Procedures ~~approved by the Graduate Research School Board.~~~~

~~11.20.7 11.20.4 The reports of the examiners shall be submitted forwarded to the ~~Chair of~~ Graduate Research School ~~Board, whowhich~~ shall consult forward the reports to the Responsible Academic Officer, ~~and may decide, on behalf of Graduate Research School Board, upon advice of Director, Student Administration Unit, and in accordance with the Statement of Assurance—Conferral of Awards (PDF), to recommend to Academic Board:~~~~

~~The Responsible Academic Officer will make recommendations to the Dean, Graduate Research School or the Thesis Examination Committee in accordance with the Procedures.~~

~~(1) that the student has satisfied requirements for the award of the degree; or~~

~~(2) that, subject to minor changes being made to the thesis as required in Rule 11.20.8, the student has satisfied requirements for the award of the degree; or~~

~~(3) that the student be permitted to re-submit a revised thesis within a specified period of 12 months for re-examination (or such other period as, in exceptional circumstances, the Dean, Graduate Research School considers appropriate) by one or more examiners; or~~

~~(4) that the student has failed to satisfy requirements for award of the degree and that the student's candidature be discontinued; or~~

~~(5) to take any other action it deems appropriate before making a decision.~~

~~11.20.8~~ **11.20.5** After examination of the thesis, any ~~minor changes~~ **revisions** to the thesis that do not require re-submission for re-examination, must be completed to the satisfaction of the Responsible Academic Officer within six months of date of notification. The Responsible Academic Officer will report satisfactory completion of the ~~changes~~ **revisions** to the Dean, Graduate Research School.

Students who do not require re-examination must submit their final thesis for graduation within six months of receiving the final examination outcome.

~~11.20.9~~ **11.20.6** ~~If a student who has~~ **students who have** been given the opportunity to submit a revised thesis for re-examination ~~fails to do so in the specified period (refer Rules 11.7.1 and 11.8.1), the student they~~ will be deemed to have failed to satisfy requirements for the award of the degree **consistent with Rule 11.20.7(4)** and their ~~student's~~ candidature will be discontinued (refer Rule 11.23.2(2)).

~~11.20.10~~ **11.20.7** A thesis submitted for re-examination **consistent with Rule 11.20.7(3) may can** only be submitted once **in accordance with the submission for examination process and thesis requirements as outlined in the Procedures.**

11.21 Student misconduct

11.21.1 Student misconduct is dealt with in Rule 16.2.

11.21.2 Student misconduct that occurs in relation to a graduate research course will be dealt with in accordance with the provisions of ~~S~~section 16 (Student misconduct and appeals).

11.22 Deposit of thesis Graduation

11.22.1 The final thesis and documents specified by the Procedures must be submitted to the Responsible Academic Officer.

11.22.2 When submitting a thesis for graduation, students must indicate if it requires restricted access. If restricted access is required, they must apply for an embargo to the Dean, Graduate Research School with the recommendation of the principal supervisor and the Responsible Academic Officer. The Dean, Graduate Research School may approve such restriction indefinitely or for a specified period not normally exceeding two years and may impose conditions on disclosure of such information.

~~11.22.4~~ **11.22.3** ~~A student is~~ **Students are** required to deposit **a digital copy of their final thesis** with the University Library for permanent retention, ~~a digital copy~~

~~of each thesis for which the award of a degree is recommended~~ subject to the Procedures, following requirement:

(1) ~~Any~~ material which gives evidence of ~~a scholarly artefacts, exhibition, performance or portfolio of professional~~ or creative work must be recorded or produced in a format approved by the Thesis Examination Committee ~~Dean, Graduate Research School~~ on the advice of the University Librarian in regard to its preservation and maintenance.

~~11.22.2~~ 11.22.4 A digital copy ~~shall~~ **must** be provided ~~in the format and~~ in accordance with the Procedures ~~approved by the Graduate Research School Board.~~

~~11.22.3~~ 11.22.5 The copy of the thesis deposited with the University Library will be available for consultation or copying at the discretion of the University Librarian unless the Dean, Graduate Research School on the application of the student, determines that the thesis, or parts of the thesis, shall not be available until after the expiry of a period, which shall not normally exceed two years.

11.23 Withdrawal or discontinuation of candidature

11.23.1 A student who wishes to withdraw permanently from candidature in a research course must lodge an application for withdrawal in accordance with the Procedures ~~prescribed by the Dean, Graduate Research School.~~

(1) If withdrawal occurs prior to thesis submission, the result for the thesis component will be recorded as withdrawn.

(2) If withdrawal occurs after the thesis has been submitted for examination, the result for the thesis component will be recorded as fail.

11.23.2 The University may discontinue a student's candidature in a research course in certain circumstances including but not limited to:

(1) unsatisfactory progress:

(a) where a student has not submitted a thesis for examination within the approved period of candidature as specified in Rule 11.7 (refer Rule 11.8.3 and 11.10);

(b) where a student has not satisfied progress requirements (refer Rule 11.13);

(c) where a student has not satisfied candidature **stage** assessment requirements (Rule 11.15);

(d) where the principal supervisor and the Responsible Academic Officer decline to certify that a thesis is ready for examination (refer Rule 11.19.6);

(e) where a student is absent without leave for a period exceeding six months;

~~in which case the student's candidature in the course will be discontinued and the result for the thesis component will be recorded as withdrawn.~~

(2) unsatisfactory examination:

(a) where a student has not re-submitted a revised thesis for re-examination in the required time period (refer Rule ~~11.20.9~~ 11.20.6);

(b) where a student has failed to satisfy requirements for the award of the degree (~~refer Rule 11.20.7(4)~~);

(c) where students have not made necessary revisions and submitted their final thesis for graduation within six months of receiving the final examination outcome (refer Rule 11.20.5).

~~in which case the student's candidature in the course will be discontinued and the result for the thesis component will be recorded as a failure.~~

(3) student misconduct determined under ~~S~~section 16 (Student misconduct and appeals).

(4) supervisory arrangement ceases and an appropriate alternative cannot be identified; ~~in which case the student's candidature in the course will be discontinued and the result for the thesis component will be recorded as withdrawn.~~

(5) when a student's project is no longer viable and an appropriate alternative cannot be identified; ~~in which case the student's candidature in the course will be discontinued and~~

Where a student's candidature in a research course is discontinued based on Rule 11.23.2(1), 11.23.2(3), 11.23.2(4) or 11.23.2(5), the result for the thesis component will be recorded as withdrawn.

Where a student's candidature in a research course is discontinued based on Rule 11.23.2(2), the result for the thesis component will be recorded as a failure.

~~11.23.3 Prior to the University's decision to discontinue a student's candidature, representatives from the Graduate Research School, the student's faculty, and any other relevant stakeholders shall confer regarding the potential discontinuation.~~

~~11.23.4~~ 11.23.3 Where a student's candidature has been discontinued by the University, the student shall be notified in writing by the Graduate Research School as soon as reasonably possible and giving the reason for the discontinuation.

11.24 Appeal against discontinuation of candidature

11.24.1 ~~A student~~ **Students** whose candidatures ~~is are~~ discontinued in accordance with Rule 11.23.2 may lodge an appeal against the discontinuation of candidature with the Dean, Graduate Research School.

11.24.2 An appeal against discontinuation of candidature must **be in writing and** reach the Dean, Graduate Research School within 20 working days of the date of official notification.

11.24.3 ~~A student~~ **In exceptional circumstances, students** may request the Dean, Graduate Research School to consider an extension of time to submit an appeal against discontinuation. ~~Except in exceptional circumstances, a~~ **Any** such request must be received **by the appeal due date with evidence to support the exceptional circumstances. within 15 working days of the date of official notification.**

11.24.4 The grounds for appeal against a decision of discontinuation of candidature due to unsatisfactory progress made pursuant to Rule 11.23.2(1) are:

- (1) procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the candidature assessment and/or the review of progress;
- (2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's progress, which were not known at the time and which would have reasonably led to a decision other than the discontinuation of candidature; and/or
- (3) the decision was based on factual errors of such magnitude as to invalidate the decision.

Where students do not specify one of the grounds for appeal contained in Rule 11.24.4, the Appeals Committee has a right to dismiss the appeal.

Once the Appeals Committee has reviewed the request, the outcome is final and no further review is available.

11.24.5 The grounds for appeal against a decision of discontinuation of candidature due to an unsatisfactory examination made pursuant to Rule 11.23.2(2) are:

- (1) procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the conduct of the examination; and
- (2) documentary evidence of errors or irregularities on the part of one or more of the examiners.

Where students do not specify one of the grounds for appeal contained in Rule 11.24.5, the Appeals Committee has a right to dismiss the appeal.

Once the Appeals Committee has reviewed the request, the outcome is final and no further review is available.

11.24.6 At any time during the appeal process (up until the Appeals Committee convenes), ~~the students~~ shall have the right to discontinue the appeal by notifying the ~~University Secretary~~ Dean, Graduate Research School in writing. If ~~the students~~ exercises ~~his or her~~ their right to discontinue the appeal, the decision of the Dean, Graduate Research School to discontinue the ~~students~~ shall stand.

~~11.24.7 The Dean, Graduate Research School will refer the appeal to the Responsible Academic Officer of the relevant faculty. The Responsible Academic Officer should consult appropriate academic staff members he or she considers relevant to enable a recommendation to be prepared for the Graduate Research Student Appeals Committee.~~

The appeal steps are outlined in the Graduate Research Students' Appeals Committee Procedures.

~~11.24.8 The recommendation of the Responsible Academic Officer of the relevant faculty, together with any supporting documentation, must be forwarded to the Dean, Graduate Research School.~~

~~11.24.9 The Dean, Graduate Research School will then refer the Responsible Academic Officer's recommendation to the student for the student to provide a written response to the recommendation.~~

~~11.24.10~~ 11.24.8 Upon receiving the Responsible Academic Officer's response to the appeal against discontinuation of candidature, ~~the student's~~ response must reach the Dean, Graduate Research School within 10 working days of the date of notification.

~~11.24.11~~ 11.24.9 In exceptional circumstances the Dean, Graduate Research School may approve an extension of time for the student to respond to the Responsible Academic Officer's recommendation.

In exceptional circumstances, students may request the Dean, Graduate Research School to consider an extension of time of up to 10 working days to submit a response to the Responsible Academic Officer's recommendation. Any such request must be received by the appeal deadline with evidence to support the exceptional circumstances.

~~11.24.12 The Dean, Graduate Research School has the right to change his or her mind at any point and stop the appeal process. If the Dean, Graduate Research School exercises his or her right to stop the appeal process, this must be in writing and the discontinuation of the student's candidature made under Rule 11.23.2, shall be null and void. The student and RAO must receive this notification within 5 working days.~~

~~11.24.13 The Dean, Graduate Research School will collect and maintain all records associated with graduate student appeals.~~

~~11.24.14 The Dean, Graduate Research School will refer the letter of discontinuation and its supporting material, the student's appeal, the Responsible Academic Officer's recommendation and the student's response~~

~~to the Graduate Research Students' Appeals Committee, constituted under Rule 17.2, for consideration and decision. The student's complete file will be available to the Graduate Research Students' Appeals Committee at the meeting, and before the meeting, it will be available to Committee members upon request. The student may view his or her complete file at any time upon request.~~

11.25 Result of appeal

11.25.1 Where an appeal against discontinuation due to unsatisfactory progress is upheld:

- (1) the student's candidature will be reinstated; and
- (2) the Dean, Graduate Research School will, upon advice from the Responsible Academic Officer, determine the period of candidature remaining and any other requirements for the student to complete the course.

11.25.2 Where an appeal against discontinuation due to unsatisfactory examination is upheld:

- (1) the student's candidature will be reinstated; and
- (2) the ~~Dean, Graduate Research School~~ **Thesis Examination Committee** will, upon advice from the Responsible Academic Officer, determine the steps and processes necessary for the re-examination to be conducted in an appropriate timeframe or for the examination to be repeated as appropriate.

11.25.3 Where an appeal against discontinuation is **not upheld dismissed**, the discontinuation of candidature will be confirmed **to the student, the Responsible Academic Officer and the Dean, Graduate Research School.**