

# Preparation of Graduate Research Theses Procedure (MPF1263)

## GOVERNING POLICY

This procedure is made under the [Examination of Graduate Research Students policy](#).

## SCOPE

This procedure applies to all students required to submit a thesis in partial or complete fulfilment for the award of a University of Melbourne graduate research degree

## PROCEDURE

### 1. Materials required for submission of the thesis or compilation

1.1. Students must provide the following materials on submission of their thesis or compilation for examination:

- a completed submission form as required by the Examinations Office
- where multi-authored papers have been submitted as part of the thesis or compilation, agreement by all co-authors that the paper may be included in the thesis, in the format required by the Examinations Office
- three printed copies of the thesis or compilation, prepared in accordance with this procedure.

1.2. If the thesis or compilation is to be examined by three examiners, students must provide an additional copy of the thesis, prepared in accordance with this procedure.

1.3. If a performance or exhibition of visual art works is to be held prior to submission of the thesis, the student must submit an extended abstract of the thesis, no less than one week prior to the performance or exhibition. The extended abstract should be between 1000 – 3000 words for a Doctoral Degree (Research), and 500-1500 words for a Masters Degree (Research).

1.4. One copy of the thesis or compilation will be retained for the reference of the Chair of Examiners.

1.5. Examiners' copies will only be returned to the student if a request for their return was made at the time of submission or if their return is a requirement of a confidentiality agreement signed by the examiners.

1.6. Each copy of the thesis or compilation must:

- be thermal bound and have sturdy front and back covers
- have the student's name clearly marked on the spine, with the family name in capitals
- be printed double-sided, on international standard paper size A4 paper (297mm x 210mm)
- have left and right margins of at least 3cm
- have logically numbered pages
- any folding diagrams and charts should be arranged so as to open out to the top and right.

1.7. The University of Melbourne logo is not permitted to be used in the thesis or compilation.

### 2. Format of the thesis

2.1. The thesis must be presented in the following order:

- title page
- an English language summary of the thesis, where approval was granted for the thesis to be written in a language other than English. The summary should include an introduction, chapter outline and conclusion. It should be 5000 – 10 000 words in length for a Doctoral Degree (Research) and 2500 –5000 for a Master Degree (Research).
- an abstract of 300 – 500 words in length. If the thesis contains creative works the abstract must include a description of the form and presentation of the creative work
- declaration page
- preface, if applicable
- acknowledgments
- table of contents
- list of tables, figures and illustrations where more than 10 such items are included in the thesis
- main text, divided into chapters as appropriate
- bibliography or list of references
- Creative Works, if applicable
- appendices, if applicable.

2.2. The title page must include the following information, in the order specified below:

- the title of the thesis
- the full name of the author (as it appears in the student record)
- the degree for which the thesis is being submitted
- month and year of submission
- the names of the departments/schools or faculties in which the research was carried out
- a statement of whether the thesis is being submitted in partial or total fulfilment of the degree, and whether the degree is being completed under a jointly awarded degree.

2.3. The declaration page must be signed by the student and contain declarations that:

- the thesis comprises only their original work towards the <name of the award> except where indicated in the preface
- due acknowledgement has been made in the text to all other material used
- the thesis is fewer than the maximum word limit in length, exclusive of tables, maps, bibliographies and appendices or that the thesis is [number of words] as approved by the Research Higher Degrees Committee.

2.4. Where applicable, the following information must be included in a preface:

- a description of work towards the thesis that was carried out in collaboration with others, indicating the nature and proportion of the contribution of others and in general terms the portions of the work which the student claims as original
- a description of work towards the thesis that has been submitted for other qualifications
- a description of work towards the thesis that was carried out prior to enrolment in the degree
- whether any third party editorial assistance was provided in preparation of the thesis and whether the persons providing this assistance are knowledgeable in the academic discipline of the thesis
- the contributions of all persons involved in any multi-authored publications included in the thesis.

2.5. The Creative Work component of the thesis may be submitted in electronic format. The following forms of creative works are required:

- a good quality recording of a performance of dance, drama, music

- a folio of a good quality recording of a performance and the accompanying musical score for a degree in music composition
- good quality photographic reproduction or recording of exhibited visual art works.

2.6. Appendices must be limited to supporting material genuinely subsidiary to the main argument of the thesis and may include reprints of journal articles, published creative writing and catalogues and documentation of public performances or exhibited work.

### 3. Materials required for submission of a compilation

3.1. Students must provide the following materials on submission of a compilation for examination:

- a completed submission form as required by the Examinations Office
- where multi-authored papers have been submitted as part of the compilation, agreement by all co-authors that the paper may be included in the thesis, in the format required by the Examinations Office
- three printed copies of the compilation, prepared and bound as described in Clause 1.6 above.

3.2. The compilation must be presented in the following order:



- title page as described in Clause 2.2
- preface as described in Clause 2.4
- general introduction
- literature review, written specifically for the submission that encompasses the historical and current literature
- published papers
- a durable record of any Creative Works
- general discussion
- summary.

### 4. Revised copies of the thesis or compilation

4.1. If the result of the examination is 'pass with minor amendments' or 'pass with revisions', the student must submit an electronic copy of the amended thesis or compilation to the Chair of Examiners.

4.2. If the result of the examination is 'revise and resubmit', the student must submit the required number of copies of the revised thesis in hardcopy as described in Clause 1.6.

### 5. Final copy of the thesis or compilation

2.1. Once a final result of 'pass' has been recommended, the student must provide one print copy and one electronic copy of the thesis or compilation for inclusion in the University of Melbourne Library. The final copies must incorporate any necessary amendments or revisions required by the examiners

5.2 The printed copy must:

- be printed on archival quality paper of international standard paper size A4 paper (297mm x 210mm)
- have the words "Produced on archival quality paper" printed on the title page
- be bound in a permanent hard cover binding, with the following text printed on the spine: the full name of the author as it appears on the student record, the title of the thesis (abbreviated if necessary), the name of the degree (eg PhD) and the year of submission, or if relevant, the year of resubmission

- include a durable record (in print or electronic format) of any creative works presented in the thesis or compilation.

5.3 The electronic copy must be prepared in accordance with the University of Melbourne Electronic Repository guidelines.

## DEFINITIONS

| Term                              | Definition  |
|-----------------------------------|---|
| <b>Compilation</b>                | A collection of prior work, either published or unpublished, submitted for examination of a non-time based course.  |
| <b>Creative Work</b>              | Performance, musical composition, exhibition, writing (poetry, fiction, script or other written literary forms), design, film, video, multimedia or other new media technologies and modes of presentation. |
| <b>Doctoral Degree (Research)</b> | A graduate research course at level 10 of the Australian Qualifications Standards as defined in the Graduate Research Course Structure Policy. Includes Doctor of Philosophy.                               |
| <b>Masters Degree (Research)</b>  | A graduate research course at level 9 of the Australian Qualifications Standards as defined in the Graduate Research Course Structure Policy. Includes Master of Philosophy.                                |

## RESPONSIBLE OFFICER

The President, Academic Board is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

## IMPLEMENTATION OFFICER

The Pro-Vice Chancellor (Graduate Research) is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the implementation officer.

## REVIEW

This procedure is to be reviewed by 31 December 2016.

## VERSION HISTORY

| Version | Approved By    | Approval Date | Effective Date | Sections Modified   |
|---------|----------------|---------------|----------------|---|
| 1       | Academic Board | 5 Dec 2013    | 6 Dec 2013     | New procedure, replaces Research Higher Degree Thesis Examination Policy and Procedures for the Examination of PhD Theses |