Higher Doctorates
Notes for Examiners

1. Governance

All matters pertaining to higher doctorates are the responsibility of the Graduate Research Committee under the general direction of the University's Academic Board.

2. The submitted work

2.1 The work submitted for a higher doctorate must have been published not less than one year prior to its submission to Monash University for examination.

2.2 Work submitted for a higher doctorate degree may include conjointly authored work provided the conjoint work is clearly indicated and satisfactory evidence is produce to show the applicant was responsible for the major portion of the work. The submission should otherwise contain the original work of the candidate.

2.3 The submitted work must include:
   • a summary of the development of the work (approx 1000 words);
   • a statement of the candidate's view of the extent to which the work contributes to the advancement of knowledge;
   • where appropriate, statements in relation to any art of the work that is conjointly authored or previously submitted for a degree.

2.4 To qualify for the award of degree the work submitted must:
   • make an original, substantial and distinguished contribution to knowledge in the field concerned; and
   • give the candidate authoritative standing in that field and the right to general recognition of this standing by scholars in the field.

3. Examination of the work

3.1 The examination of the work is undertaken by three independent examiners, at least two of whom are from outside the university.

3.2 It is the practice of Monash University to release the names and institutions of examiners to the candidate once the work has been sent for examination.

3.3 The work is forwarded to an examiner in confidence. An examiner is under an obligation to maintain confidentiality and in no circumstance should the work or any part of the examination process be discussed with a third party without the prior approval of the Monash University Institute of Graduate Research.

3.4 There should be no direct contact between the examiners and the candidate throughout the examination period. Any necessary communication should be made through the Monash University Institute of Graduate Research.

3.5 Oral examinations do not normally form a part of the higher doctorate examination process at Monash University.
4. Examiners' assessment

4.1 Each examiner must independently assess the candidate's work and report the results to the Graduate Research Committee.

4.2 The Graduate Research Committee wishes to receive clear advice on specific aspects of the work submitted and, to this end, the examiner is asked to place a tick by each statement as deemed appropriate in the enclosed report form. If an examiner responds negatively to any of the statements presented in Section 1 of the form, s/he should specifically comment on this in the accompanying written report.

4.3 An examiner may request that the University obtains from the candidate clarification of specific points in the work. Such requests should be made only through the Monash University Institute of Graduate Research.

4.4 In cases where examiners deem it necessary to annotate the submitted work, it should be done lightly in pencil or by the use of temporary adhesive labels.

5. Following receipt of three examiners' reports

5.1 Unedited copies of the examiners' reports are forwarded to the candidate in due course.

5.2 Where all three examiners determine that a candidate's work satisfies the requirements of a higher doctorate, the degree can be awarded.

5.3 In the event that one examiner (only) determines that the candidate's work does not satisfy the requirements of the higher doctorate degree, the candidate has the right to appeal. Upon receipt of an appeal the Graduate Research Committee, in consultation with the Higher Doctorate Committee must appoint an adjudicator from outside the university to review the assessment of the dissenting examiner and report to the Committee. The name of the dissenting examiner will not be disclosed to the adjudicator.

5.4 After consideration of the adjudicator's report and consultation with the Higher Doctorate Committee, the Graduate Research Committee will determine whether or not the candidate's work satisfies the requirements of the higher doctorate degree. This decision is final.