

## Delegation Register for the Graduate Research Committee's responsibilities in academic and governance policies and procedures

As drawn from policies in the University Policy Bank @ 30 June 2017

*Delegable powers derived from statutes and regulations that are referred to in policies and procedures are excluded from this register*

Policy and Procedures	Summary of role <sup>1</sup>	Delegate may be:	Conditions on delegation
<b><u>Graduate Research Progress Management Procedures</u></b>			
Clause 30	In exceptional circumstances an extension beyond the 12 week period may be approved.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE candidature officers	MGE officers can only approve applications; any decision not to approve an application can only be made by the Vice-Provost (Graduate Education) OR Academic Director, Graduate Research.
Clause 31	There are no provisions for either a pre-Mid Candidature Review or a pre-Pre-Submission Seminar extension unless it has been determined that exceptional circumstances apply.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
Clause 42	Extension requests sent to Monash Graduate Education will be considered by the delegate of the Graduate Research Committee, who will assess the grounds for the extension.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE candidature officers	Same condition as above.
Clause 43	Any requests for extensions beyond an accumulated 9 months.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
Clause 48	Extension requests sent to Monash Graduate Education will be considered by the delegate of the Graduate	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR	Same condition as above.

<sup>1</sup> This is a summary of the policy or procedural role /responsibility. Please refer to the relevant policy and/or procedure for full details.

<b>Policy and Procedures</b>	<b>Summary of role<sup>1</sup></b>	<b>Delegate may be:</b>	<b>Conditions on delegation</b>
	Research Committee, who will assess the grounds for the extension	MGE candidature officers	
Clause 49	Any requests for extensions beyond an accumulated 4 months will only be considered by the delegate of the Graduate Research Committee under exceptional circumstances.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
Clause 84	Unconfirmed masters – recommendation to transfer to PhD	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE candidature or admissions officers	Same condition as above.
Clause 88	Confirmed masters – recommendation to transfer to PhD	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE candidature or admissions officers	Same condition as above.
Clause 106	Extension provisions – pre 2015 PhD students – extensions up to 6 months	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE candidature officers	Same condition as above.
Clause 111	Where a [PhD] student seeks to apply to extend their thesis submission date beyond 3 years, 6 months EFT, their request is to be sent to Monash Graduate Education for consideration by the delegate of the Graduate Research Committee.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE candidature officers	Same condition as above.
Clause 112	18 month research masters students - Pre-2015 students can apply for up to 6 months EFT in extensions to their thesis submission date.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE candidature officers	Same condition as above.

<b>Policy and Procedures</b>	<b>Summary of role<sup>1</sup></b>	<b>Delegate may be:</b>	<b>Conditions on delegation</b>
Clause 113	18 month research masters students - Post-2015 students can apply for extensions to the thesis submission date of up to 4 months, to a maximum duration of 22 months EFT enrolment.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE candidature officers	Same condition as above.
Clause 114	18 month research masters students – extension beyond 22 months EFT.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
<b><u>Graduate Research Thesis Examination Procedures</u></b>			
Clauses 11 and 12	A student will be approved to exceed the maximum word limit only under exceptional circumstances.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
Clause 69	Unless granted prior written approval by the Graduate Research Committee, a student must not present or support a thesis which: <ul style="list-style-type: none"> <li>• the student, or any student supervised by the student, has presented, or is intending to present, for another award of Monash University or any other tertiary institution; or</li> <li>• has been prepared by, or in conjunction with, a person for whom the student is, or has been, a supervisor.</li> </ul>	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
Clauses 72 and 73	Students not already pre-approved under a Cotutelle or other joint award program agreement to write a thesis in a language other than English must	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	

Policy and Procedures	Summary of role <sup>1</sup>	Delegate may be:	Conditions on delegation
	seek approval from the Graduate Research Committee to submit a thesis written in a language other than English.		
Clause 115	The Chair of Examiners (CoE) is responsible for nominating the examiners and the Graduate Research Committee is responsible for confirming and approving examiners.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE examination officers	<p>1) MGE officers can only approve applications; any decision not to approve an application can only be made by:</p> <ul style="list-style-type: none"> <li>• the Vice-Provost (Graduate Education) OR</li> <li>• Academic Director, Graduate Research.</li> </ul> <p>2) Only the Vice-Provost (Graduate Education) OR Academic Director, Graduate Research, may approve:</p> <ul style="list-style-type: none"> <li>• The nomination of examiners for students enrolled in the IITB joint award; OR</li> <li>• Examiners where a case relating to conflict of interest has been made.</li> </ul>
Clause 129	The thesis is forwarded to an examiner in confidence. An examiner is under an obligation to maintain confidentiality, and under no circumstances should they discuss the thesis or any part of the examination process with a third party without the prior written approval of the Graduate Research	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	

Policy and Procedures	Summary of role <sup>1</sup>	Delegate may be:	Conditions on delegation
	Committee.		
Clauses 130 and 131	<p>The Graduate Research Committee may excuse an examiner and/or annul their report where:</p> <ul style="list-style-type: none"> <li>• the examiner fails to return a completed examination report by the due date following all reasonable attempts to elicit the report.</li> <li>• the student and/or supervisor has/have made unauthorised contact with the examiner during the examination.</li> <li>• the examiner has made contact with the student and/or their supervisors during the examination.</li> <li>• an undisclosed and unacceptable conflict of interest is discovered during or after the examination, and/or</li> <li>• the Committee determines that the examination has otherwise not been properly conducted.</li> </ul> <p>Where any of the circumstances outlined above may apply, the Monash Graduate Education Thesis Examinations team will refer the matter to the Graduate Research Committee for determination.</p>	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE examination officers	<p>MGE examination officers have the authority to excuse an examiner only where:</p> <ul style="list-style-type: none"> <li>• the examiner fails to return a completed examination report by the due date following all reasonable attempts to elicit the report.</li> </ul>
Clause 135	PhD in the specialty of Visual Arts - Normally at least one examiner should have a close affiliation with a recognised university. Where this is not so, the committee would need to	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	

Policy and Procedures	Summary of role <sup>1</sup>	Delegate may be:	Conditions on delegation
	be presented with a very persuasive case.		
Clause 156	Students will be required to undertake an oral exam (or vice voce) where specified by their degree or where otherwise determined by the Graduate Research Committee.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
Clause 162	<b>Joint award/Cotutelle students</b> - upon receipt of written confirmation that all program requirements have been met, students will be recommended to the Graduate Research Committee for award of degree.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
Clause 163	<b>Joint award/Cotutelle students</b> - Upon receipt of advice that the student has not satisfactorily completed the requirements of the oral defence, the Monash Graduate Education thesis examination team will refer the matter to the Graduate Research Committee for determination.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
Clause 186	<b>Revise and resubmit</b> - One final extension to the deadline, of no more than six months equivalent full-time may be granted. Only under exceptional circumstances will the Graduate Research Committee grant a further extension.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	

<b>Policy and Procedures</b>	<b>Summary of role<sup>1</sup></b>	<b>Delegate may be:</b>	<b>Conditions on delegation</b>
Clause 193	Where there is a difference of opinion of the examiners as outlined in Table 1 of the procedures, the Chair of Examiners will nominate a third examiner for consideration and approval by the Graduate Research Committee.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE examination officers	
Clause 207	Requests for an embargo thesis can only be approved by the Graduate Research Committee.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research OR MGE examination officers	
Clause 210	A graduate research degree will only be conferred by Monash University Council upon confirmation by the Graduate Research Committee that the student has satisfactorily completed all requirements of the degree.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
Clause 211	In the case of students enrolled in a joint research masters, PhD or Cotutelle program, the decision to confer the degree will only be made following confirmation from both the Graduate Research Committee and the partner university that the student has satisfactorily met all requirements of the program in which they are enrolled.	Vice-Provost (Graduate Education) OR Academic Director, Graduate Research	
<b><u><a href="#">RTP Scholarship Procedures</a></u></b>			
Clause 3.4.1	Selection is undertaken by the Graduate Research Committee (GRC).		

Policy and Procedures	Summary of role <sup>1</sup>	Delegate may be:	Conditions on delegation
		<ul style="list-style-type: none"> <li>• GRC Scholarship Selection Sub-Committee (in accordance with approved Terms of Reference for this committee).</li> <li>• Outside of the selection round, selection may be undertaken by: <ul style="list-style-type: none"> <li>• Vice-Provost (Graduate Education) OR</li> <li>• Academic Director, Graduate Research OR</li> <li>• Manager, Admissions &amp; Scholarships, MGE OR</li> <li>• Admissions Team Leader, MGE</li> </ul> </li> </ul>	<p>Outside of the selection round, any decision not to select an applicant can only be made by the Vice-Provost (Graduate Education) OR Academic Director, Graduate Research.</p>
<a href="#"><u>Procedure for the Substitution and/or Recognition of Prior Learning of Graduate Research Training Activities</u></a>			
	Approval function of the Vice-Provost (Graduate Education)	<ul style="list-style-type: none"> <li>• Academic Director, Graduate Research OR</li> <li>• Director, Graduate Student Experience OR</li> <li>• Manager, Graduate Education Programs and Projects.</li> </ul>	<p>Any decision not to approve an application can only be made by the Vice-Provost (Graduate Education) OR Academic Director, Graduate Research.</p>

Amended delegations register approved by Graduate Research Committee meeting 5/2017, agenda item 10.2.