

Monash University Procedure

[This procedure comes into effect from 30 June 2017]

Procedure Title	Graduate Research Thesis Examination Procedures
Parent Policy	Graduate Research Thesis Examination Policy
Date Effective	30-June-2017
Review Date	29-June-2019
Procedure Owner	Vice-Provost (Graduate Education)
Category	Academic and Quality Standards
Version Number	1.0
Content Enquiries	policy-education@monash.edu
Scope	<p>This procedure applies to:</p> <ul style="list-style-type: none"> • All campuses and teaching locations. • All graduate research courses, including joint or dual awards. • All current graduate research students. • All former students who have been approved by the Graduate Research Committee to submit their thesis under lapsed enrolment, in accordance with section 3 of the <i>Graduate Research Re-admission Procedures</i>.
Purpose	<p>This procedure outlines the processes for submitting and examining a thesis submitted to meet in part or in full the requirements of a higher degree by research at the University.</p> <p>It also outlines the process for calculating an examination outcome based on the recommendations of the examiners appointed to examine a thesis.</p>
PROCEDURE STATEMENT	

Purpose of this procedure

1. This procedure outlines the processes for submitting and examining a thesis submitted to meet in part or in full the requirements of a higher degree by research at the University.
2. It also outlines the process for calculating an examination outcome based on the recommendations of the examiners appointed to examine a thesis.

Structure of these Procedures

3. The procedure comprises the following sections:
 - Section 1: Preparation of the thesis
 - Section 2: Thesis submission
 - Section 3: Dispatch of thesis, duration of examination and student status while under examination

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- Section 4: Appointment of examiners
- Section 5: Assessment of theses
- Section 6: Examination recommendations and outcomes
- Section 7: Thesis archival
- Section 8: Award of degree

Section 1: Preparation of the thesis

1.1 Eligibility to submit a thesis for examination

4. In order to be eligible to submit a thesis for examination, a student must have submitted any outstanding paperwork relating to their enrolment, including Return to Study forms etc. AND satisfactorily completed all:
 - coursework and/or training requirements of their degree.
 - progress milestones applicable to the degree in which the student is enrolled, as set out in the [Graduate Research Progress Management Procedures](#).
5. The examination of a thesis submitted by a student who has yet to submit outstanding enrolment paperwork or who has not completed all required coursework and/or training or progress milestones will not commence until those requirements have been satisfactorily met.
6. The examination of a thesis submitted by a student who is subject to a discipline proceeding as defined under Part 7 of the Monash University (Council) Regulations or an unsatisfactory progress proceeding as defined under Part 6 of the Monash University (Council) Regulations will not commence until these proceedings are complete and only where the student is permitted to continue their enrolment at the University.
7. A student whose examination remains pending will remain enrolled at the University and subject to any fees where applicable.
8. A former student whose enrolment has lapsed will only be permitted to submit their thesis in accordance with **section 3** of the [Graduate Research Re-admission Procedures](#). In such cases, the thesis will only be accepted for examination where the former student agrees to be subject to the statutes, regulations, policies and procedures of the University as amended from time to time.

1.2 Length of theses and additional requirements

9. The word length for a thesis **excludes** footnotes, references, appendices, equations, tables, diagrams or other illustrations.
10. Where footnotes are included as in-text citation - that is, within the body of the thesis, as required by some disciplinary and citation conventions – students are to ensure that they are not excessive, and clearly support the argument of the thesis, for example, by verifying evidence.
11. A student will be approved to exceed the maximum word limit only under exceptional circumstances.
12. In such cases, a request must be submitted by the Head of Academic Unit (or delegate) to Graduate Research Committee (GRC) via email mge-thesisexams@monash.edu at **least three months** in advance of the thesis being submitted for examination, preferably as an outcome of the student's Pre-Submission Seminar or Final Review milestone. The request should include clear academic justification for the word limit and be supported by the student's main supervisor.
13. The maximum word length and any additional requirements for the following **doctoral degrees**:

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Course	Maximum word length	Additional requirements
14. PhD	80,000 words 100,000 words for students enrolled prior to 1 January 2015.	Refer to the University Handbook Refer to the 2014 University Handbook
15. PhD in the specialty of Visual Arts (Studio research)	30,000 words	Refer to the University Handbook
16. PhD in the specialty of Music Composition	20,000 – 25,000 words	Refer to the University Handbook
17. PhD in the specialty of Creative Writing	80,000 words 100,000 words for students enrolled prior to 1 January 2015.	Refer to the University Handbook Refer to the 2014 University Handbook
18. PhD in the specialty of Theatre Performance	80,000 words 100,000 words for students enrolled prior to 1 January 2015.	Refer to the University Handbook Refer to the 2014 University Handbook
19. PhD in the specialty of Music Performance	25,000 - 30,000 words	Refer to the University Handbook .
20. PhD in the specialty of Translation Studies	80,000 words 100,000 words for students enrolled prior to 1 January 2015.	Refer to the University handbook . Refer to the 2014 University Handbook Where it is appropriate or necessary for the examiner to be provided with a copy of the original literary text, this will not be bound with the assessable components for the degree but rather provided to the examiners as a separate entity.
21. PhD in the specialty of Journalism	80,000 words 100,000 words for students enrolled prior to 1 January 2015.	Refer to the University Handbook Refer to the 2014 University Handbook
22. Doctor of Psychology in Clinical Neuropsychology	70,000 words	Details for Doctor of Psychology in Clinical Neuropsychology refer to the University Handbook .
23. Doctor of	70,000 words	Details for Doctor of Psychology in

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	Psychology in Clinical Psychology		Clinical Psychology refer to the University Handbook .
24.	Doctorate of Public Health (DPH)	70,000 words	No longer taking students
25.	Doctorate of Public Health (Global Health) (DrPH)	NA	No longer taking students
26.	Doctor of Juridical Science (SJD)	50,000 words	Refer to the University Handbook

27. The maximum word length and any additional requirements for **research master's degrees** are as follows:

Degree	Maximum thesis length (words or time)	Additional requirements
28. MPhil	35,000 words	50,000 words for students enrolled prior to 1 January 2015.
29. Master of Arts (Art, Design & Architecture)	40,000 words	Refer to the University handbook
30. Master of Fine Art	20,000 words	The Master of Fine Art, both the visual work and exegesis submitted, must have been produced during the candidacy. In the case of the Master of Fine Art, the thesis as examined will normally consist of an exhibition of visual work and a bound, written exegesis. Unless site-specific, the faculty requires master's examination exhibitions to be conducted on-campus at the Caulfield campus Refer to the University Handbook .
31. Master of Design (by Research)	20,000 words	The Master of Design (by Research), both the visual work and the exegesis submitted, must have been produced during the candidacy. In the case of the Master of Design (by Research), the thesis as examined will normally consist of an exhibition of visual work and a bound, written exegesis. Unless site-specific, the faculty requires master's examination exhibitions to be conducted on-campus at the Caulfield campus Refer to the University Handbook .
32. Master of Arts	40,000 words	Refer to the University Handbook .

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<p>33. Master of Arts (Creative Writing) (pre-2015 enrolment, course code 3773)</p>	<p>40,000 words</p>	<p>The Master of Arts (Creative Writing), both the creative writing component and the exegesis submitted, must have been produced during candidacy. The creative writing component will characteristically demonstrate the student's grasp of a research methodology relevant to creative processes, research skills in the handling of language in multiple discursive contexts, and in investigating relevant aspects of intertextuality and paratextuality.</p> <p>The exegesis will place the research demonstrated in the creative piece in the context of wider literary research fields, explain the particular research question(s) being addressed, and will demonstrate that the student has appropriate scholarly skills and can develop a self-reflexive critique of the project, as required by the concept of a research degree.</p> <p>The creative writing piece word length is 25,000; and the exegesis limit is 15,000 (total for examination must not to exceed 40,000 words).</p> <p>Refer to the University Handbook (2014).</p>
<p>34. Master of Arts (Music Composition) (pre-2015 enrolment, course code 3063)</p>	<p>15,000 words</p>	<p>The Master of Arts (Music Composition), thesis consists of a folio of original compositions (recorded), and a bound written exegesis.</p> <p>The folio must include one substantial piece of work of a large ensemble and/or electroacoustic media, and one piece of work that makes competent use of music technology. The critical commentary must address the following:</p> <ul style="list-style-type: none"> • formulation of aesthetic arguments that provide a conceptual basis for the submitted compositions; • research and development of compositional approaches and techniques; • aesthetic placement and stylistic predecessors; and • sonic realisation and performance context). <p>Students will also be expected to conduct research in the School's sound studios and/or their home studio.</p> <p>Students will be required to attend the School of Music's graduate seminars and present a seminar on their own compositional research.</p> <p>All of the compositional activities and their documentation take place in personal consultations between the student and the supervisor(s).</p> <p>An exegesis of between 10,000 and 15,000 words is required. The exegesis should be scholarly in</p>

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		<p>character, and, at a minimum, address the following:</p> <ul style="list-style-type: none"> • explication of aesthetic arguments that provide the conceptual basis for the submitted compositions; • research and development of compositional approaches, processes, and techniques; • aesthetic placement and stylistic predecessors; and • performance context. <p>Refer to the University handbook (2014)</p>
35.	Master of Arts (Music Performance)	Refer to the University handbook (2014)
36.	Solo stream (pre-2015 enrolment, course code 3059)	
37.	Master of Arts (Music Performance)	Variable Refer to the University handbook (2014)
38.	Orchestral Studies Stream (pre-2015 enrolment, course code 3059)	
39.	Master of Arts (Theatre Performance)	15,000 words <p>Both the 60-minute performance project and the 15,000 word exegesis submitted must have been produced during candidacy.</p> <p>The performance project should embody, in the broadest sense, evidence of the student's research into the social, historical and performance contexts of the project. It should also embody evidence of the student's research into theoretical issues germane to the project, and demonstrate that the student has developed the capacity to manipulate the aesthetic elements of the chosen practice genre in order to make an advanced work for theatre performance.</p> <p>The exegesis should demonstrate that the student has developed the capacity to research and address contextual, methodological and/or theoretical issues that relate to the performance project. It should demonstrate that the student has acquired the ability to research and analyse creative processes or concerns related to the production of a theatre performance.</p> <p>Refer to the University Handbook (2014)</p>

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40.	Master of Arts by Research & Coursework	25,000 words	Disestablished
41.	Master of Education (Research)	40,000 words	Refer to the University handbook
42.	Master of Education (Research & Coursework)	25,000 words	Refer to the University handbook
43.	Master of Engineering Science (Research)	50,000 words	Refer to the University handbook
44.	Master of Information Technology (Research)	35,000 words	Refer to the University handbook
45.	Master of Information Management and Systems (Research)	50,000 words	Disestablished
46.	Master of Business Systems (Research)	50,000 words	Disestablished
47.	Master of Laws (Research)		Disestablished
48.	Master of Biomedical Science	50,000 words	Refer to the University handbook
49.	Master of Nursing (Research)	50,000 words	Disestablished
50.	Master of Reproductive Sciences	50,000 words	Refer to the University handbook
51.	Master of Social Work (Research)	40,000 words	Disestablished
52.	Master of Surgery	50,000 words	Refer to the University handbook
53.	Master of	20,000 words	Refer to the University handbook

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Pharmaceutical Science		
54. Master of Science	50,000 words	Refer to the University handbook

1.3 Joint Research Masters, PhD or Cotutelle award requirements

55. Students should refer to the relevant agreement and their student schedule (where applicable) for any specific thesis requirements relating to their joint award thesis.
56. In the case of students enrolled in the Monash-Warwick Joint PhD Award, students should refer to the relevant [guidelines](#).
57. Students enrolled in joint awards need to ensure that they plan their thesis submission well in advance of their thesis submission date and speak to their supervisors regarding any special provisions that may apply such as an oral defence or viva. If in doubt, students should contact the Monash Graduate Education thesis examination team via email mge-thesisexams@monash.edu **at least 6 months** prior to their thesis submission date.

1.4 General provisions for Staff PhD and MD (unsupervised) students

58. Requirements outlined below are for currently enrolled students only, as students are no longer admitted into unsupervised PhD or MD (unsupervised) study programs at Monash.
59. Staff PhD or MD (unsupervised) theses are normally based on published or unpublished papers, which together should demonstrate a general theme. In the case of staff PhD students at least 75% of the research in these papers must have been conducted during the period of employment at Monash University.
60. Staff PhD and MD students are advised to identify recent advances in the field via linking passages in the thesis, so that earlier foundation work can be placed in the appropriate context.
61. Where joint or multi-authored papers are incorporated into the thesis, a statement signed by the student and the other authors indicating the relative contribution of each must be included in the thesis. However, work undertaken in association with another student who has been supervised by the submitting student at any time, or work that has been or will be presented by the second student for another degree, must not be included.

1.5 Specific provisions for Staff PhD students in practice-based degrees

62. Staff PhD students in one of the practice-based degrees identified in Sections 1.3.5 to 1.3.11 of the [Handbook for Doctoral Degrees](#) must meet all requirements governing the relationship of the exegesis to the practice-based component. The exegesis may be submitted as a single document, a series of published or unpublished papers, or as a combination of a framing and linking and concluding papers. Overall, the material presented for examination needs to equate to that which would otherwise be presented for the degree as required under Section 1.3.5 to 1.3.11 of the [Handbook for Doctoral Degrees](#).
63. Staff PhD students in practice-based degrees must also provide evidence that 75% of both the practical and exegesis component was conducted during the period of employment at Monash University.

1.6 Specific provisions for applicants of a Higher Doctorate degree

64. Eligibility and work submission requirements for candidates of a higher doctorate degree are outlined in [Appendix L](#) of the *Handbook for Doctoral Degrees*.

1.7 Thesis content and academic integrity provisions

65. The student is responsible for determining the layout of the thesis and selection of the title in consultation with their supervisory team.

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66. The student should state in the preface, bibliography, and by citation methods appropriate to the discipline, the sources of the information and the extent to which the thesis draws on the works of others. Full and appropriate attribution must be made in accordance with the University's [Authorship Policy](#) and the [Australian Code for the Responsible Conduct of Research](#).
67. In preparing their thesis, students should ensure that they comply with the *Australian Code for the Responsible Conduct of Research* statements on ethics and integrity in research, and will be asked to confirm that their thesis and the research contained therein complies with the academic and research integrity and Intellectual Property policies and procedures of the University.
68. Students who intend to publish their thesis online in the Monash University Research Repository should ensure they have secured all necessary [copyright](#) permissions. Students should refer to [Chapter 6: Intellectual property](#) of the relevant [Handbook](#).

1.8 Restrictions on thesis content

69. Unless granted prior written approval by the Graduate Research Committee, a student must not present or support a thesis which:
- 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
 - has been prepared by, or in conjunction with, a person for whom the student is, or has been, a supervisor.

1.9 Thesis including Published Works

70. Where a student is intending to present a thesis for examination which includes published works, they must refer to [Thesis including Published Works Guidelines](#).
71. Students must only include published works in their thesis which have been researched **and** written during the course of their candidature in the relevant degree at Monash.

1.10 Thesis written in a foreign language

72. 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 seek approval from the Graduate Research Committee to submit a thesis written in a language other than English.
73. Such a request should be made within the first 12 months of full-time equivalent enrolment and be sent to the mge-thesisexams@monash.edu for consideration by the Graduate Research Committee.
74. Any such request will only be considered under exceptional circumstances where the intrinsic nature of the research requires expression in the foreign language. Examples of this are where a linguistic analysis of the foreign language is being undertaken or where translation into English could not be undertaken without the loss of the nuances of the original language. It must be referred through to the mge-thesisexams@monash.edu for consideration by the Graduate Research Committee.
75. Where permission for this is granted, the submitted thesis must contain a substantial synopsis written in English of 10,000 words in length.

1.11 Editing assistance from third parties

76. Where a thesis or dissertation is to have input from a professional editor, the student must obtain written permission from their main supervisor.
77. In such cases, the student should supply the editor with a copy of this permission, along with the manuscript, in accordance with the *Guidelines for Editing Research Theses* which form part of the Australian Standards for Editing Practices.
78. Professional editorial assistance should be restricted to matters of language, illustrations, completeness and consistency. Where a professional editor provides advice on matters of structure, only exemplars should be given.

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79. It is the responsibility of the student to consider whether or not to accept each suggested editorial change.
80. The name of the editor and a brief description of the service rendered should be included in the acknowledgements or other prefatory matter of the thesis when it is submitted for examination.
81. If the professional editor's current or former area of academic specialisation is similar to that of the student, this must be stated in the prefatory matter, to clarify if the editor's advice to the student has extended beyond guidance on English expression, and included advice on the substance and structure of the thesis.

1.12 Acknowledgement: Research Training Program (RTP) students

82. Students in receipt of a RTP Scholarship must acknowledge the Australian Government's support in any published materials related to their research project. This relates to any time, both during and after completion of their graduate research degree. Materials include items such as books, articles, newsletters or other literary or artistic works which relate to the awardee's research project.
83. The acknowledgement statement should read: "This research was supported by an Australian Government Research Training Program (RTP) Scholarship".

1.13 Text and printing paper size

84. Printing (and binding) of the thesis copies are the responsibility of the student.
85. For ease of reading, it is preferred that the text spacing be double or one-and-a-half spacing; however students may choose single spacing. A font **not less** than 10 points must be used for the main text.
86. The thesis should be printed on International A4 paper. Both sides of the paper may be used, at the discretion of the student. If both sides are used, special care must be taken in the placing of margins.

1.14 General formatting of the thesis

87. Margins should not be less than 2.5 centimetres on the binding edge and 1.5 centimetres on the other outer edges to allow for binding and trimming.
88. Template [thesis preliminary pages](#) have been created to guide students on general formatting. The template includes examples of:

<ul style="list-style-type: none"> • Cover page • Copyright notices • Abstract 	<ul style="list-style-type: none"> • Declarations • Publications • Acknowledgements
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89. Thereafter, the thesis should contain the main text; list of references or bibliography; and appendices if any.

1.15 Reference citation

90. Guidance on citing and referencing, including guidance on specific subject areas, can be found on the Monash University Library citing and referencing [home page](#).
91. If in doubt, students should direct any questions regarding citation and referencing conventions to their supervisor/s or Graduate Research Coordinator/Program Director.

1.16 Diagrams, figures and tables

92. In their presentation of diagrams, figures and tables, students may consider the following as examples of normal practice:
- Diagrams and figures, etc. should be included at the appropriate place in the text

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- Where the thesis is printed on only one side of the page figures should form a right-hand page with the legend either at the bottom or, if necessary, on the page facing the figures.
- Figures may be interspersed throughout the text.
- Printed graphics must be of photographic resolution and quality.
- Tables should be inserted in the appropriate place in the text, except for lengthy or bulky tables which should appear as appendices.
- Diagrams, maps, tables, etc. exceeding A4 size should be folded so as to read as a right-hand page when open.

Section 2: Thesis Submission **Initiating the thesis submission process**

93. Students must discuss their thesis submission with their supervisory team prior to initiating the thesis submission process, to ensure there is agreement that the thesis is worthy of examination.
94. Students initiate the submission process by logging into the Monash Graduate Education Thesis Submission dashboard and completing the required information.
95. Students submit a PDF copy of their thesis via the [Monash Graduate Education Thesis Submission dashboard](#).
96. Electronic storage media (CD/DVD) if applicable must be inserted inside the back cover of each thermally-bound thesis copy.

2.2 Submission of thermally-bound copies of the thesis for the purposes of examination

97. In addition to submitting an electronic copy of their thesis via the Monash Graduate Education Thesis Submission dashboard as per **paragraph 94** above, the student is required to submit two **soft thermally-bound** copies of their thesis to the relevant office below:

Australian based students	Malaysia based students
Monash Graduate Education Building 3D, 26 Sports Walk, Clayton Campus Wellington Rd VIC 3800 Australia Monday to Friday: 9:00am - 5:00pm	Monash University Malaysia Research Management Jalan Lagoon Selatan Bandar Sunway 47500 Selangor Darul Ehsan Malaysia
South Africa based students	Postal submission
Monash University South Africa Research Office 144 Peter Road Johannesburg 1725, South Africa	Sent via courier to: Monash Graduate Education Building 3D, 26 Sports Walk, Clayton Campus Wellington Rd VIC 3800, Australia

98. In relation to the two bound copies, only professional soft thermal binding is acceptable. Loose-leaf, spiral, spring-type or screw-type binding is not acceptable.
99. Where a student submits their thesis on binding other than soft thermal binding, their examination will remain pending until such time as the soft thermal copies are submitted. During this period, students will remain enrolled and be subject to any applicable fees.

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100. The following information should be printed on the spines of the thermally-bound copies:
- Title of thesis (abbreviated if necessary);
 - Family name of student (first name is optional);
 - The title of the degree, e.g. 'Master of Arts' (or approved abbreviation, e.g. MA; see list below);
 - The year of submission;
 - Volume number - if more than one thesis volume.

101. Approved abbreviations for the University's masters by research degrees are:

MPhil	MEd(Thesis&Crswrk)
MFA	MEngSc(Res)
MDes(Res)	MBusSys (Research)
MA	MIMS(Research)
MA(CreatWrit)	MIT(Res)
MA (Mus Composition)	LLM (Research)
MA (Theatre Perf)	MBiomedSc
MBioeth	MNsg(Research)
MEnvSc	MSocWk (Research)
MA(Res&Cw)	MSurg
MAMusPerf	MRepSc
MEnvSc (Res&Cw)	MPharmSc
MEd	MSc

102. The student must use the name under which they are officially enrolled at the University on the thesis and all documentation. An alternative name will not be accepted unless an official document such as a deed poll or marriage certificate to prove change of name is provided at the time of submitting the thesis.
103. Abbreviation may be made on the thesis cover or spine to ensure best fit. In that case, the full thesis title must feature on all other forms and documents.
104. When published papers are submitted as additional evidence, they should be bound at the back of the thesis as appendices.

Section 3: Dispatch of thesis, duration of examination and student status while under examination

3.1 Dispatch of thesis and student notification

105. Monash Graduate Education dispatches theses once all examination requirements have been met. The PDF thesis is dispatched electronically. If a thermal copy is required, it will be sent once the examiner has provided their postal address.

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106. Students will receive an email notification at the time of thesis dispatch.

3.2 Duration of examination

107. The standard duration of an examination is between four and six months, but may be longer where the examiners are not unanimous in recommending a thesis pass.

108. Examiners are given a maximum of eight weeks to complete their reports. Examiners are requested to contact Monash Graduate Education should an extension be required. Students will be notified of any extensions.

109. Monash Graduate Education will issue reminders to examiners one week ahead of the deadline. Monash Graduate Education will manage overdue examiner reports in consultation with the Chair of Examiners and the main supervisor. A replacement examiner may be appointed in accordance with **section 4.5** of these procedures.

3.3 Contact with examiners

110. Students and supervisors must not contact examiners during the examination process in matters pertaining to the thesis or the thesis examination. Any correspondence with the examiners must be made through the Monash Graduate Education examination team and only if provided with prior written approval.

3.4 Status of student while under examination

111. A student ceases to be enrolled upon the submission of their thesis for examination once it has been determined that they have met all the requirements of the thesis submission process.

112. If a student is on a scholarship that is subject to the University's **RTP Scholarship Policy**, this ceases upon submission of their thesis.

113. A student under examination retains all Monash student authcate access. Library access is restricted. Students should contact the library for any queries relating to library access. (See <http://monash.edu/library/index.html>).

114. Students on an international student visa should direct any queries relating to their student status to Monash Connect.

Section 4: Appointment of Examiners

4.1 Chair of Examiners (CoE)

115. The Chair of Examiners (CoE) is responsible for nominating the examiners and the Graduate Research Committee is responsible for confirming and approving examiners.

116. The Chair of Examiners nominates examiners following consultation with the student's supervisors, who must ensure they follow the process as outlined below in **sections 4.2** and **4.3** of these procedures.

117. If the CoE is unavailable for a period such that the progress of the examination will be delayed, the head of academic unit must appoint a new CoE. The previous CoE has no further role in the examination.

4.2 General Eligibility Provisions

118. All examiners must be external to the University and must:

- be of appropriate standing in the field of study concerned;
- hold a qualification equal to the level of the award they are examining or have equivalent experience and expertise;

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- have previous experience as a supervisor or examiner at the AQF level at which they will examine; and
- be from different institutions.

119. A person is ineligible to be appointed an examiner if they have a pending appointment with, or are currently employed by, the university, in accordance with the [Conflict of Interest Guidelines for the nomination of higher degree by research thesis examiners](#)
120. A person is also ineligible to be appointed an examiner where they have held a staff or adjunct appointment with the university in the last five years or where they are a current employee of an affiliated institute of the university.
121. To ensure independence of the examination process, an examiner will not be approved where there is an actual or perceived serious conflict of interest with the student, a supervisor, the University, subject matter or with another examiner. There are a range of circumstances which can lead to a conflict of interest. The Chair of Examiner is to refer to the [Conflict of Interest Guidelines for the nomination of higher degree by research thesis examiners](#) for further information.
122. Where in doubt regarding the potential suitability of an examiner in relation to conflict of interest matters, the Chair of Examiners should contact the Monash Graduate Education thesis examinations team on email mge-thesisexams@monash.edu prior to submitting their nomination of examiners via the [Monash Graduate Education Thesis Submission dashboard](#).

4.3 Selection of examiners

123. Students are entitled to participate in informal discussions regarding potential examiners, and supervisors should ensure that students are consulted.
124. Students should be invited to name individuals whom they do not wish appointed as examiners.
125. Examiners, and replacement examiners, are nominated by the Chair of Examiners but will only be confirmed following approval by the Graduate Research Committee.
126. At least one examiner must be from outside Victoria. Where two Victorian examiners are nominated, justification from the Chair of Examiners will be required.

4.4 Contacting prospective examiners

127. The student's main supervisor is to **informally approach** the prospective examiners before the thesis is submitted and asked whether they are willing to examine. It is also appropriate at this stage to ask whether an examiner will be able to complete the examination within eight weeks from the estimated date of receipt of the thesis. Supervisors are encouraged to use the [examiner invitation](#) template for this purpose.
128. The supervisor should inform potential examiners that it is University practice to advise students of the names of the examiners at the time the thesis is sent for examination. In nominating examiners, the Chair of Examiners is indicating that the nominated examiners have informally agreed to act. Where culturally-sensitive material may have been reported in the work or where a patent-worthy discovery or invention arises from the research described in the thesis, it should be indicated to potential examiners that a formal confidentiality agreement may need to be completed before the thesis can be sent to them. Examiners should also be told if the thesis exceeds the word limit.
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 Committee. (Any such approval must be sought by contacting the Monash Graduate Education thesis examinations team on email mge-thesisexams@monash.edu prior to any contact with the third party being made).

4.5 Replacement examiner

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130. The Graduate Research Committee may excuse an examiner and/or annul their report where:
- the examiner fails to return a completed examination report by the due date following all reasonable attempts to elicit the report.
 - the student and/or supervisor has/have made unauthorised contact with the examiner during the examination.
 - the examiner has made contact with the student and/or their supervisors during the examination.
 - an undisclosed and unacceptable conflict of interest is discovered during or after the examination, and/or
 - the Committee determines that the examination has otherwise not been properly conducted.
131. Where any of the circumstances outlined in **paragraph 130** may apply, the Monash Graduate Education Thesis Examinations team will refer the matter to the Graduate Research Committee for determination.
132. Where the Graduate Research Committee determines that a replacement examiner is required, the Monash Graduate Education Thesis Examinations team will contact the Chair of Examiners requesting a nomination of a replacement examiner in accordance with **sections 4.2** and **4.3** of this procedure.
133. In such cases and where the Chair of Examiners has previously nominated a third examiner as part of the original nomination of examiners, the Monash Graduate Education Thesis examinations team will contact the Chair of Examiners to confirm if this person should be nominated to act as replacement examiner.

4.6 Examiner provisions specific to research masters degrees

134. Normally at least one examiner should have a close affiliation with a recognised university. Where this is not so, a case must be made and include a statement that the proposed examiner:
- understands the research master's degree process (the standards expected of a research master's degree thesis)
 - is the only suitable person available (perhaps because the field is a specialist one; others have been approached but have declined).
 - If s/he has had previous connection with a university this should be documented.

4.7 Examiner provisions for specialty doctoral degrees

Degree	Examiner Requirements
135. PhD in the specialty of Visual Arts	<p>Two external examiners are appointed, at least one of whom must be of international standing and one of whom must reside outside Victoria.</p> <p>The two nominated examiners must not be employed by the same institution and at least one of the two nominated examiners must have had previous experience in doctoral thesis examination.</p> <p>Normally at least one examiner should have a close affiliation with a recognised university. Where this is not so, the committee would need to be presented with a very persuasive case which would include a statement that the proposed examiner:</p> <ul style="list-style-type: none"> • understands the PhD process (the standards expected of a doctoral thesis); and

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	is the only suitable person available (perhaps because the field is a specialist one; others have been approached but have declined).
136. EdD	In the case of examiners of the EdD thesis, it is required that of the two external examiners nominated, one is an academic and the other an appropriately qualified professional practitioner.
137. PhD in the specialty of Music Performance	<p>Three persons, each external to the University, shall be nominated.</p> <p>Two nominees will be appointed as examiners and will attend the live music performance and undertake the examination of the full work (music performance and written exegesis). The third nominee will attend the live music performance but will hold their report on file, to be used only should the appointment of an adjudicator or replacement examiner become necessary in the examination process.</p> <p>The nomination of examiners must be submitted to Monash Graduate Education at least six weeks prior to the scheduled live music performance. This time frame is important to ensure the attendance of the examiners at the performance. The supervisor(s) and/or School of Music must provide the examiner nominees with the details of the live performance event when requesting their agreement to act as an examiner or reserve examiner.</p> <p>Examiners must have qualifications equivalent to a PhD, be experienced in the examination of performance theses and be active in their field.</p>
138. PhD in the specialty of Theatre Performance	<p>Three persons, each external to the University, shall be nominated.</p> <p>Two nominees will be appointed as examiners and will undertake the examination of the full work (performance project and written dissertation). The third nominee will attend the live presentation of the performance, if appropriate for the examination of the creative project, but will hold their report on file, to be used only should the appointment of an adjudicator or replacement examiner become necessary in the examination process.</p> <p>The nomination of examiners must be submitted to Monash Graduate Education at least six weeks prior to the scheduled live presentation of the performance. This time frame is important to ensure the attendance of the examiners at the performance. Supervisors and/or academic units must provide the nominees with the details of the live performance event when requesting their agreement to act as an examiner or reserve examiner.</p> <p>Examiners must have qualifications equivalent to a PhD, be experienced in the examination of performance theses and be active in their field.</p>
139. PhD in the specialty of Translation Studies	<p>Two examiners both of whom must be external to the University must be appointed.</p> <p>Examiners must have qualifications which are equivalent to a PhD research degree, be experienced in the supervision and/or examination of practice-based theses and be active in the field of Translation Studies as accredited professionals and/or researchers.</p>

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<p>140. PhD in the specialty of Journalism</p>	<p>Two examiners both of whom must be external to the University must be appointed.</p> <p>Examiners must have qualifications which are equivalent to a PhD research degree, be experienced in the supervision and/or examination of practice-based theses and be active in the field of journalism as accredited professionals and/or researchers.</p>
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4.8 Examiner Provisions for specialty research masters degrees

Degree	Examiner Requirements
<p>141. Master of Fine Art</p>	<p>Two examiners are required, one of whom must be external to the University. At least one examiner must have qualifications which are equivalent to a research master's degree, be experienced in the examination of master's theses and be active in their field. Nomination of examiners must be submitted to the Faculty of Art, Design and Architecture at the time of exegesis submission.</p>
<p>142. Master of Design (by Research)</p>	<p>Two examiners are required, one of whom must be external to the University. At least one examiner must have qualifications which are equivalent to a research master's degree, be experienced in the examination of master's theses and be active in their field. Nomination of examiners must be submitted to the Faculty of Art, Design and Architecture at the time of exegesis submission.</p>
<p>143. Master of Arts (Creative Writing)</p>	<p>Two examiners are recommended, one of whom must be external to Monash University. At least one examiner must have qualifications which are equivalent to a research master's degree, be experienced in the examination of master's theses and be active in their field.</p>
<p>144. Master of Arts (Music Composition)</p>	<p>Two examiners are recommended by the Theatre, Performance and Music Graduate Research Program. The Graduate Research Program will ensure that nominated examiners are chosen on the basis of their knowledge and standing in the field of musical composition. At least one of the examiners must be external to the University.</p>
<p>145. Master of Arts (Music Performance)</p>	<p>Examiners must have qualifications equivalent to a Master of Arts research degree, be experienced in the examination of performance theses and be active in their field.</p> <p>Two examiners are required, one of whom must be external to the University. The examiners will either attend the live music performance or receive a recording of the live performance and undertake the examination of the full work (music performance and written exegesis). The nomination of examiners must be submitted to Monash Graduate Education at least eight weeks prior to the scheduled live music performance. This time frame is important to ensure the attendance of the examiners at the performance. Supervisors and/or the Theatre, Performance and Music Graduate Research Program must provide the examiner nominees with the details of the live performance event</p>

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	when requesting their agreement to act as an examiner.
146. Master of Arts (Theatre Performance)	<p>Examiners must have qualifications equivalent to a Master of Arts research degree, be experienced in the examination of performance theses and be active in their field.</p> <p>Two examiners are required, one of whom must be external to the University. The examiners will undertake the examination of the full work (performance project and written exegesis). The nomination of examiners must be submitted to Monash Graduate Education at least eight weeks prior to the scheduled live presentation of the performance. This time frame is important to ensure the attendance of the examiners at the performance. Supervisors and/or the Theatre, Performance and Music Graduate Research Program must provide the nominees with the details of the live performance event when requesting their agreement to act as an examiner or reserve examiner.</p>

Section 5: Assessment of theses

5.1 Doctoral theses (all students)

147. Examiners are provided with advice concerning the examination of a doctoral thesis. They are requested to complete a form indicating whether the student has met the listed criteria as outlined under **paragraph 149** below, to recommend a particular examination outcome and to provide a written report. The advice and form will vary depending on the degree program undertaken.
148. Examiners will be notified of the nature and duration of any program requirements.
149. In assessing the doctoral thesis, examiners are asked to indicate whether the student:
- makes an original and substantial contribution to the discipline or area of professional practice.
 - is able to critically reflect on, and engage with, complex ideas to create new knowledge and understanding.
 - has presented a thesis which, in format and presentation, is appropriate to the standard expected of the degree.
150. The examiner must provide an overall recommendation. Recommendations include:
- a) **Pass** (MPhil degrees require an overall grade where appropriate):
- **Straight**, the student be awarded the degree without further amendments or examination
 - **Minor amendments**, the award of degree is subject to insertion of minor amendments noted in the enclosed list of amendments to the satisfaction of Monash.(e.g.: typos, grammatical errors or referencing)
 - **Major revisions**, the award of degree is subject to insertion of amendments noted in the enclosed list. The amendments should be certified by the examiner or Monash academic delegate.
- b) **Revise and re-examination** will require the student to re-enrol for a period of up to 12 months. The revised thesis will be considered a new thesis. Revisions could range from extensive reformatting to conducting further research, analysis and clarification or re-analysis of results.
- c) **Fail** should only be made when the examiner has determined that the student should not be awarded the degree and not be permitted to resubmit for re-examination.

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5.2 Research master's theses (all students)

151. Examiners are provided with notes for the examination of a research master's thesis. They are requested to complete a form indicating whether the student has met listed criteria as outlined under **paragraph 153** below, to recommend a particular examination outcome, including a numerical mark and grade where applicable, and to provide a written report.
152. Students enrolled in the Master of Engineering (Research) will be marked as either pass or fail only.
153. In assessing the research master's thesis, examiners are asked to provide a numerical grade for the thesis in those degrees where a numerical mark and grade is awarded, and to indicate whether the student:
- demonstrates advanced learning, knowledge and understanding of the relevant field of research and/or practice.
 - has presented a coherent and sustained argument.
 - has presented a thesis which, in format and presentation, is appropriate to the standard expected of the degree.
154. Where an examiner is required to award a numerical mark as part of a research master's degree examination, the following grading system is used:

Grading Descriptors		
H1	80-100%	The student is highly likely to be capable of completing a PhD
H2A	70-79%	The student is likely to be capable of completing a PhD but would not be in the top half of PhD students within the field
H2B	60-69%	The student is not likely to successfully complete a PhD in reasonable time
	0-59%	Represents a fail.

Detailed descriptions
<p><u>H1: 80 – 100%</u></p> <p>A mark in this range indicates exceptional work that stands out for its combination of independent thought with critical arguments and its depth and scope of knowledge. The student's work satisfies the high standards of presentation, organisation and articulation of material expected of the top 25% of Research Master's theses. The thesis indicates a distinctive approach or project, and at the upper end of the range it makes a significant and original contribution to debate. If the work is of sufficient originality or quality to warrant publication in a refereed journal, then it should receive a mark in this range, although this is not a necessary requirement for an H1 grade.</p>
<p><u>H2A: 70-79%</u></p> <p>A work with a mark in this range shows a comprehensive understanding of the relevant debates, texts, and arguments, and extensive knowledge enabling appropriate contextualisation of the material. The work displays high standards of scholarship and presentation and is well structured. It exhibits convincing, well-articulated arguments and maintains a sustained critical engagement with the subject matter with an element of originality. A mark in the top section of the range manifests the appearance of an original approach or project. The student is likely to be capable of completing a</p>

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PhD but would not be in the top half of PhD students within the field.
<p><u>H2B: 60-69%</u></p> <p>The student's work manifests a reasonable understanding of the relevant material, and an adequate level of competency in articulation and argumentation. Its scholarly presentation is fair. However, the work presents one or more of the following deficiencies:</p> <ul style="list-style-type: none"> • It is overly descriptive and lacks evidence of sustained critical thinking, rendering it barely satisfactory as a piece of postgraduate work; • Its focus lacks breadth and the range of primary and/or secondary text references is too narrow; and/ or • An insufficiency in the presentation and organisation of material, or the argumentative expression, causes a substantial compromise to the work's overall quality and consistency. <p>This student would not be encouraged to progress to a PhD.</p>
<p><u>0-59%</u></p> <p>This work is unsatisfactory at postgraduate level. It fails to produce a coherent argument and does not engage in critical thinking to any significant degree. It manifests serious deficiencies in both knowledge and understanding of the field, and its expression of information and argument is unclear, weak and incoherent.</p>

155. Where an examiner or examiners recommend the thesis be passed or passed subject to amendments, the mark they recommend must be 60% or above.

5.3 Oral examination (all students)

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.

5.4 Oral examination (Cotutelle or Joint PhD or Joint Research Master's Degree students)

157. Students enrolled in Cotutelle or Joint PhD or Joint Research Master's Degree programs may be required to undertake an oral examination. If in doubt, students should follow the process outlined in **section 1.3** of these procedures.
158. Where a student is required to undergo an oral defence as part of the program requirements of a Cotutelle or Joint PhD or Joint Research Master's Degree programs, they must liaise with their relevant academic unit at Monash **at least 3 months prior to submitting their thesis** to commence arrangements for the defence.
159. It is the responsibility of the Chair of Examiners within the student's Monash academic unit to organise the oral defence where the student's home university is Monash; or, where Monash is not the home university, to liaise with their counterpart at the partner university to ensure its organisation.
160. Following completion of the oral defence, the Chair of Examiners is to provide written advice to the Monash Graduate Education thesis examination team via email mge-thesisexams@monash.edu that the student has either met or not met the requirements of the oral defence.
161. Upon receipt of written advice that the student has satisfactorily completed the requirements of the oral defence, the Monash Graduate Education thesis examination team will liaise with their counterpart at the partner university to confirm in writing that the student has satisfactorily completed all requirements of the program.

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162. In such cases and 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 as per **section 8** of these procedures.
163. 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.

5.5 Specialty Doctoral Degrees

Degree	Assessment requirements
<p>164. Visual Arts</p>	<p>In the case of the PhD in the specialty of Visual Arts by exhibition, the work must constitute a doctoral-level contribution of substantial cultural significance. Each examiner is asked to indicate whether:</p> <ul style="list-style-type: none"> • the work makes a significant contribution to culture in the visual arts; • the work makes a significant contribution to knowledge in the visual arts, displays mastery of the field of work and indicates understanding of its cultural significance; • the complete work contains material worthy of publication in a form suitable to the discipline; and • the format and literary presentation of the exegesis are satisfactory. <p>The core assessment is an exhibition with supporting documentation. For further information, consult the Faculty of Art, Design and Architecture. The exegesis documentation will be submitted no less than 10 weeks prior to the student's scheduled exhibition opening date, which will be, where possible, the officially recorded candidature end-date. The date on which the exhibition opens will be considered the official submission date.</p>
<p>165. PhD in the specialty of Theatre Performance</p>	<p>In the case of the PhD in the specialty of Theatre Performance, the performance project embodies evidence of doctoral-level research into the practice genre: specifically, the social, historical, and performance contexts of the project; the aesthetic elements of the practice genre; and theoretical issues germane to the project.</p> <p>Normally the performance project will be presented live to an audience in a public performance venue. The examiners will be required to be present at the live presentation. The examiners will be reminded that they must not consult with each other regarding the work before, during or after the performance. The examiners will be asked to write a report on the performance immediately after the live presentation of the performance and to 'hold' that report on file pending receipt of the written dissertation.</p> <p>When the creative project is a performance text, the examination can be based on either a performance of the text or the written text itself. Where the primary examination of the creative project is on the written text, examiners will be invited to a rehearsed reading. The written dissertation is expected to be submitted</p>

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	<p>within three months of the live presentation of the performance project. The examiners will be sent a recording of the performance together with a copy of the written dissertation to examine. The examiners will submit a written report on the performance project and written dissertation as for 'traditional' Monash University PhD theses.</p> <p>Each examiner is asked to indicate whether:</p> <ul style="list-style-type: none"> • the creative work makes a significant contribution to knowledge of the relevant aspect of theatre performance and displays mastery of the field; • the written dissertation demonstrates substantial conceptualisation of the topic, independent research and contribution to the field; • the complete work contains material worthy of publication in a form suitable to the discipline; • the format and presentation of the creative component are satisfactory; and • the format and literary presentation of the written dissertation is satisfactory.
<p>166. PhD in the specialty of Music Performance</p>	<p>In the case of the PhD in the specialty of Music Performance, the performance project embodies evidence of doctoral-level research into music performance.</p> <p>Normally the performance project will be up to 120 minutes in length, of which at least 80 minutes will be from a final live performance that is presented live at the School of Music's auditorium or alternate approved venue. The performance will be recorded by the School of Music and a copy as CD or DVD will be available to the examiners.</p> <p>The examiners will be required to be present at the live presentation. Examiners will assess the student's role in the performance. If the performance involves performers other than the student, examiners will assess the performance of the individual within the ensemble.</p> <p>The examiners will be reminded that they must not consult with each other regarding the work before, during or after the performance. The examiners will undertake the examination of the full work (performance project and exegesis). The examiners will be asked to write a report on the performance immediately after the live presentation of the performance and to 'hold' that report on file pending receipt of the written dissertation.</p> <p>The project performance and exegesis are normally expected to be prepared simultaneously, with the exegesis to be submitted within two months of the live presentation. The examiners will be sent a recording of the performance together with a copy of the written exegesis to examine. The examiners will submit a written report on the performance project and exegesis as for 'traditional' Monash University PhD theses.</p>

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[This procedure comes into effect from 30 June 2017]

	<p>Each examiner is asked to indicate whether:</p> <ul style="list-style-type: none"> • the creative work makes a significant contribution to knowledge concerning music performance and displays mastery of the field; • the exegesis demonstrates substantial conceptualisation of the characteristics of the topic, independent research and contribution to the field; • the complete work contains material worthy of publication in a form suitable to the discipline; • the format and presentation of the performance project are satisfactory; and • the format and literary presentation of the written exegesis is satisfactory.
<p>167. PhD in the specialty of Creative Writing</p>	<p>Students are required to submit a piece of their own creative writing (or a body of work) together with an exegesis. Both items must be produced during candidature and under supervision.</p> <p>The creative writing component should be constituted by a novel, a group of short stories, a play or group of plays, a sequence of poems, or a portfolio of works of various genres.</p> <p>The writing of the creative component is considered an act of research into the nature of literary creativity. To satisfy the requirements of the degree it must make a significant contribution to knowledge concerning literature and culture, and display mastery of the field.</p> <p>The exegesis should be constituted by a piece of critical writing focused on the student's piece of creative writing. It will be the result of research into the various aspects of the creative writing project: the characteristics of the genre, the theoretical and literary influence of the context and the shaping elements in a work of art. To satisfy the requirements of the degree it must demonstrate substantial conceptualisation of the characteristics of the genre, the influence of the context and the shaping elements in a creative work.</p> <p>The creative component and the exegesis must each be no less than 35,000 words. The combined word total of the creative writing and exegesis must not normally exceed 100,000 words or be less than 75,000 words.</p> <p>Examiners are provided with notes for the examination of Doctor of Philosophy in the specialty of Creative Writing. They are requested to complete a form indicating whether the student has met certain listed criteria, to recommend a particular examination outcome, and to provide a written report.</p> <p>The exegesis in the PhD in Creative Writing is to be assessed as a contextualisation of the research undertaken in the form of critical writing, and not as a separate research paper. In other words, the creative writing component constitutes the research outcome and the exegesis is intended to comment on that</p>

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	<p>research as it was applied to the student's creative process.</p> <p>Each examiner is asked to indicate whether:</p> <ul style="list-style-type: none"> • the creative work makes a significant contribution to knowledge concerning literature and culture, and displays mastery of the field; • the exegesis demonstrates substantial conceptualisation of the characteristics of the genre, the influence of the context and the shaping elements in a creative work; • the complete work contains material worthy of publication in a form suitable to the discipline; and • the format and literary presentation of the creative component and the exegesis are satisfactory.
<p>168. PhD in the specialty of Music Composition</p>	<p>The PhD in Music Composition consists of 100% research leading to a substantial folio of original music compositions. A minimum of 50% of the music compositions in a folio must have been performed in public concerts, which must be evidenced by the concert program notes. The folio of music compositions must also include the concert program notes and a critical commentary on the compositions. The normal duration of the original music in the portfolio is 50–80 minutes and the critical commentary is 20,000–25,000 words in length.</p> <p>Examiners are asked to assess the critical commentary as a contextualisation of the research undertaken in the form of composition and not as a separate research paper. The composition folio constitutes the research outcome and the critical commentary is intended to comment on that research.</p> <p>Examiners are provided with notes for the examination of Doctor of Philosophy in the specialty of Music Composition. They are requested to complete a form indicating whether the student has met certain listed criteria, to recommend a particular examination outcome, and to provide a written report.</p> <p>Each examiner is asked to indicate whether:</p> <ul style="list-style-type: none"> • the creative work makes a significant contribution to knowledge concerning music creativity and displays mastery of the field; • the exegesis demonstrates substantial conceptualisation of the characteristics of the genre, the influence of the context and the shaping elements in a creative work; • the complete work contains material worthy of publication in a form suitable to the discipline; and • the format and literary presentation of the creative component and the exegesis are satisfactory. <p>The assessable work includes musical compositions (at least 50% of which have been performed in public), a critical commentary and concert program notes.</p>
<p>169. PhD in the specialty of</p>	<p>There are two assessable components for this degree and both</p>

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Psychology	completed satisfactorily.
172. Doctorate of Public Health	A professional practice component is included in this program.

5.6 Specialty research master's degrees

Degree	Assessment requirements
173. Master of Fine Art	<p>Students develop a research proposal that results in a body of creative or visual works with accompanying written and visual documentation. The documentation is a written and visual commentary that outlines the development of the project and its conclusion, and provides a critical context within which the work may be viewed and assessed. The visual work is the research outcome and the documentation places it in context. The normal length of the written commentary is between 10,000 and 20,000 words, with a photographic record of the visual or creative work being bound into the document. The documentation is not examined separately, but is considered together with the work and unites theory with practice. The examination should treat the visual work as the research and the written documentation as a commentary on it. The documentation will not be assessed separately.</p> <p>Examination normally occurs through an exhibition of visual work. The works are new works that demonstrate a conclusion to the research to Master's level. Works completed for other purposes, or before the candidacy, are not permitted for inclusion in the exhibition. Unless site-specific, the faculty requires master's examination exhibitions to be conducted on-campus at the Caulfield campus.</p> <p>The exegesis documentation must be submitted to the Faculty of Art, Design and Architecture no less than 8 weeks prior to the student's scheduled exhibition opening date, which will be, where possible, the officially recorded candidature end-date. The date on which the exhibition opens will be considered the official submission date.</p> <p>Each examiner is asked to indicate whether:</p> <ul style="list-style-type: none"> • the visual project and documentation demonstrate the student's ability to carry out research in the chosen discipline • the visual project and documentation demonstrate the student's capacity for independent thought • the visual project and documentation demonstrate the student's ability to evaluate and report results • the format of the visual project and documentation is satisfactory.
174. Master of Design (by Research)	Students develop a research proposal that results in a new body of design works with an accompanying written and visual

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	<p>exegetical essay. The exegetical essay is a written and visual commentary that outlines the development of the project and its conclusion, and provides a critical context within which the work may be viewed and assessed. The design work is the research outcome and the documentation places it in context. The normal length of the written commentary is between 10,000 and 20,000 words, with a photographic record of the design work being bound into the document. The exegetical essay is not examined separately, but is considered together with the work and unites theory with practice. The examination should treat the design work as the research and the written documentation as the commentary on it. The documentation will not be assessed separately.</p> <p>Examination normally occurs through an exhibition of design work. The works are new works that demonstrate a conclusion to the research to Masters level. Works completed for other purposes, or before the candidacy, are not permitted for inclusion in the exhibition. Unless site-specific, the faculty requires master's examination exhibitions to be conducted on-campus at the Caulfield campus.</p> <p>The exegesis documentation must be submitted to the Faculty of Art, Design and Architecture no less than 8 weeks prior to the student's scheduled exhibition opening date, which will be, where possible, the officially recorded candidature end-date. The date on which the exhibition opens will be considered the official submission date.</p> <p>Each examiner is asked to indicate whether:</p> <ul style="list-style-type: none"> • the visual project and documentation demonstrate the student's ability to carry out research in the chosen discipline • the visual project and documentation demonstrate the student's capacity for independent thought • the visual project and documentation demonstrate the student's ability to evaluate and report results • the format of the visual project and documentation is satisfactory.
<p>175. Master of Arts (Creative Writing)</p>	<p>Students are required to submit a piece of their own creative writing (or a body of work) together with an exegesis. Both items must be produced during candidature and under supervision.</p> <p>The creative writing component should be constituted by a novel, a group of short stories, a play or group of plays, a sequence of poems, or a portfolio of works of various genres.</p> <p>The writing of the creative component is considered an act of research into the nature of literary creativity. To satisfy the requirements of the degree it must make a significant contribution to knowledge concerning literature and culture, and display mastery of the field.</p> <p>The exegesis should be constituted by a piece of critical writing focused on the student's piece of creative writing. It will be the</p>

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	<p>result of research into the various aspects of the creative writing project: the characteristics of the genre, the theoretical and literary influence of the context and the shaping elements in a work of art. To satisfy the requirements of the degree it must demonstrate substantial conceptualisation of the characteristics of the genre, the influence of the context and the shaping elements in a creative work.</p> <p>The exegesis is to be assessed as a contextualisation of the research undertaken in the form of critical writing, and not as a separate research paper. In other words, the creative writing component constitutes the research outcome and the exegesis is intended to comment on that research as it was applied to the student's creative process.</p>
<p>176. Master of Arts (Music Composition)</p>	<p>Students are required to submit a substantial folio of original music compositions. A minimum of 50% of the music compositions in a folio must have been performed in public concerts, which must be evidenced by the concert program notes. The folio of music compositions must also include the concert program notes and a critical commentary on the compositions. Normally, the duration of the original music in the portfolio is between 30 and 45 minutes and the critical commentary is 10,000–15,000 words in length.</p> <p>Examiners are asked to assess the critical commentary as a contextualisation of the research undertaken in the form of composition and not as a separate research paper. The composition folio constitutes the research outcome and the critical commentary is intended to comment on that research.</p>
<p>177. Master of Arts (Music Performance)</p>	<p>In the case of Master of Arts (Music Performance), the performance project embodies evidence of master's-level research into music performance.</p> <p>Normally, the performance project will be presented live at the School of Music's auditorium or alternate approved venue. The performance will be recorded by the School of Music and a copy as CD or DVD will be available to the examiners.</p> <p>The examiners will be required to be present at the live presentation. Examiners will assess the student's role in the performance. If the performance involves performers other than the student, examiners will assess the performance of the individual within the ensemble.</p> <p>The examiners will be reminded that they must not consult with each other regarding the work before, during or after the performance. The examiners will undertake the examination of the full work (performance project and exegesis). The examiners will be asked to write a report on the performance immediately after the live presentation of the performance and to 'hold' that report on file pending receipt of the written exegesis.</p> <p>The project performance and exegesis are normally expected to be prepared simultaneously, with the exegesis to be submitted within two months of the live presentation. The examiners will be sent a recording of the performance together with a copy of the</p>

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	written exegesis to examine. The examiners will submit a written report on the performance project and exegesis.
178. Master of Arts (Theatre Performance)	<p>In the case of Master of Arts (Theatre Performance), the performance project embodies evidence of master's-level research into the practice genre: specifically, the social, historical, and performance contexts of the project; the aesthetic elements of the practice genre; and theoretical issues germane to the project.</p> <p>Normally the performance project will be presented live to an audience in a public performance venue. The examiners will be required to be present at the live presentation. The examiners will be reminded that they must not consult with each other regarding the work before, during or after the performance. The examiners will be asked to write a report on the performance immediately after the live presentation of the performance and to 'hold' that report on file pending receipt of the written dissertation.</p> <p>When the creative project is a performance text, the examination can be based on either a performance of the text or the written text itself. Where the primary examination of the creative project is on the written text, examiners will be invited to a rehearsed reading. The written exegesis is expected to be submitted within three months of the live presentation of the performance project. The examiners will be sent a recording of the performance together with a copy of the written exegesis to examine. The examiners will submit a written report on the performance project and written exegesis.</p>

Section 6: Examination Recommendations and Outcomes

6.1 Examination - General Principles

179. Examiners are required to:
- assess whether the student has met the listed criteria (at **paragraph 149** for doctoral students; **paragraph 153** for research master's students),
 - recommend a particular examination outcome (and a numerical mark for a research master's thesis, where the degree requires a mark to be awarded), and
 - provide a written report.
180. An examination result will not be confirmed unless two valid examiners' reports have been received by the Monash Graduate Education thesis examination team.
181. A valid examiner's report means that the examiner has provided the three components as listed above at **paragraph 179**.
182. A student who is awarded a result of 'pass with minor amendments', or 'pass with major amendments' may only make changes to their thesis as specified or implied by the examiners.
183. In such cases, if a student does not submit their amended thesis within three months of the required date following the notification of their result, they will be awarded a final result of a fail.
184. Where a student is required to revise and resubmit their thesis, they have one final opportunity to ensure the thesis meets the requirements for the award of the degree on second examination.

Monash University Procedure

[This procedure comes into effect from 30 June 2017]

185. In such cases, a student must resubmit the revised thesis for the second examination within 12 months equivalent full-time for a doctoral thesis and within six months equivalent full-time for a masters by research thesis.
186. 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.
187. If the student does not submit their revised thesis by the due date, they will be awarded a final result of a fail.
188. The result of the second examination of any thesis is final.

6.2 Chair of Examiners and the Examination Outcome Matrix

189. Upon receipt of two valid examiners reports, the Monash Graduate Education Team will notify the Chair of Examiners of the outcome in accordance with the Examination Outcome Matrix.
190. The Chair of Examiners (CoE) will review the examiners' reports. The CoE may consult with the student's main supervisor about the examiners' comments when necessary.
191. The Chair of Examiners releases unedited copies of the examiners' reports to the student and any Monash supervisors.
192. The overall outcome of the first examination is derived from combining the recommendations of both examiners as outlined in **Table 1** below.

Monash University Procedure

[This procedure comes into effect from 30 June 2017]

Table 1 - Outcome of the first examination

		Examiner one recommendation					
		Pass	Pass, minor amendments	Pass major amendments	Pass major amendment – examiner one	Revise and resubmit	Fail
Examiner two recommendation	Pass	Pass	Pass, minor amendments	Pass, major amendments	Pass, major amendments to examiner one	Third examiner appointed	Third examiner appointed
	Pass, minor amendments	Pass, minor amendments	Pass, minor amendments	Pass, major amendments	Pass, major amendments to examiner one	Third examiner appointed	Third examiner appointed
	Pass, major amendments	Pass, major amendments	Pass, major amendments	Pass, major amendments	Pass, major amendments to examiner one	Revise and resubmit to examiner one	Third examiner appointed
	Pass, major amendments – examiner two	Pass, major amendments to examiner two	Pass, major amendments to examiner two	Pass, major amendments to examiner two	Pass, major amendments to examiners one and two	Revise and resubmit to examiners one and two	Third examiner appointed
	Revise and resubmit	Third examiner appointed	Third examiner appointed	Revise and resubmit to examiner two	Revise and resubmit to examiners one and two	Revise and resubmit to examiners one and two	Third examiner appointed
Fail	Third examiner appointed	Third examiner appointed	Third examiner appointed	Third examiner appointed	Third examiner appointed	Fail	

193. Where there is a difference of opinion of the examiners as outlined in Table 1 above, the Chair of Examiners will nominate a third examiner for consideration and approval by the Graduate Research Committee.
194. In addition, in the case of research master's degrees where the numerical mark differs by 15 marks or more and one or more marks are outside the honours first class grade (H1) (80 or above), each examiner will be sent their de-identified co-examiner's report and asked to reconsider their mark. If after this process the difference in numeric mark:
- remains 15 or more and one or more marks are outside the H1 grade, a third examiner is appointed; or,
 - is less than 15, the final mark is the average of the two adjusted marks.

Monash University Procedure

[This procedure comes into effect from 30 June 2017]

195. The third examiner appointed to examine the student's thesis will be required to examine the thesis or alternative research component independently, without knowledge that they are a third examiner. The third examiner is not to receive the reports of examiners one and two, and has the full set of options available to them in assessing the thesis. That this, they will be required to:
- assess whether the student has met the listed criteria (at **paragraph 149** for doctoral students; **paragraph 153** for research master's students),
 - recommend a particular examination outcome, and
 - provide a written report.
196. The final result of the examination is determined in accordance with the **majority recommendation of the examiners**, as described in Tables 2 and 3 below following receipt of valid examiner's reports.
197. In the case of research master's degrees where a numerical mark is awarded, the final mark of the examination is determined in accordance with the **majority recommendation of the examiners**, as described in Tables 2 and 3 below following receipt of valid examiner's reports.

Table 2 - Outcome of the first examination after a third examiner is appointed, due to an initial examiner recommending 'Revise and resubmit'

		Examiner one recommendation		
		Pass	Pass, minor amendments	Fail
Examiner two	Revise and resubmit	Third examiner appointed	Third examiner appointed	Third examiner appointed
Examiner three recommendation	Pass	Pass	Pass, minor amendments	Revise and resubmit to examiner two
	Pass, minor amendments	Pass, minor amendments	Pass, minor amendments	Revise and resubmit to examiner two
	Pass, major amendments	Pass, major amendments	Pass, major amendments	Revise and resubmit to examiner two
	Pass, major amendment - examiner three	Pass, major amendments to examiner three	Pass, major amendments to examiner two and three	Revise and resubmit to examiners two and three
	Revise and resubmit	Revise and resubmit to examiners two and three	Revise and resubmit to examiners two and three	Revise and resubmit to examiners two and three
	Fail	Revise and resubmit to examiner two	Revise and resubmit to examiner two	Fail

Monash University Procedure

[This procedure comes into effect from 30 June 2017]

Table 3 – Outcome of the first examination after a third examiner is appointed, due to an initial examiner recommending ‘Fail’

Examiner one recommendation						
		Pass	Pass, minor amendments	Pass, major amendment	Pass, major amendment - examiner one	Revise and resubmit
Examiner two	Fail	Third examiner appointed	Third examiner appointed	Third examiner appointed	Third examiner appointed	Third examiner appointed
Examiner three recommendation	Pass	Pass	Pass, minor amendments	Pass, major amendments	Pass, major amendments to examiner one	Revise and resubmit to examiner one
	Pass, minor amendments	Pass, minor amendments	Pass, minor amendments	Pass, major amendments	Pass, major amendments to examiner one	Revise and resubmit to examiner one
	Pass, major amendment	Pass, major amendments	Pass, major amendments	Pass, major amendments	Pass, major amendments to examiner one	Revise and resubmit to examiner one
	Pass, major amendment - examiner three	Pass, major amendments to examiner three	Pass, major amendments to examiner three	Pass, major amendments to examiner three	Pass, major amendments to examiner one and three	Revise and resubmit to examiners one and three
	Revise and resubmit	Revise and resubmit to examiner three	Revise and resubmit to examiner three	Revise and resubmit to examiner three	Revise and resubmit to examiners one and three	Revise and resubmit to examiners one and three
	Fail	Fail	Fail	Fail	Fail	Fail

198. Students will be invited to write a response to the examiners' reports when the result of the first examination is 'revise and resubmit'.
199. The original examiners of the thesis will be asked to examine the re-submitted thesis. If required, a replacement examiner may be appointed to examine a re-submitted thesis.
200. The original and any replacement examiners of a revised and re-submitted thesis will be provided with:
 - a) the revised thesis;
 - b) the student's response to the examiners' reports, if provided; and,
 - c) the de-identified co-examiners' reports on the original thesis to determine if the revisions have been made satisfactorily.
201. Examiners of a revised and re-submitted thesis can only provide a recommendation of 'pass', 'pass, minor amendments', or 'fail', as outlined below in **Table 4**.

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[This procedure comes into effect from 30 June 2017]

Table 4 – Second examination outcomes (following revise and resubmit to examiners one and two)

		Examiner one recommendation		
		Pass	Pass, minor amendments	Fail
Examiner two recommendation	Pass	Pass	Pass, minor amendments	Third examiner appointed
	Pass, minor amendments	Pass, minor amendments	Pass, minor amendments	Third examiner appointed
	Fail	Third examiner appointed	Third examiner appointed	Fail

202. Where there is a difference of opinion of examiners one and two of a revised and re-submitted thesis as defined by **Table 4**, a further examiner (examiner three) is appointed.

203. In such cases:

- the examiner examines the thesis or alternative research component independently and is not provided with the reports of their co-examiners; and
- the outcome of the examination is in accordance with Table 5 below following receipt of examiners' recommendations.

Table 5 - Second examination outcome, following third examiner appointment, due to an initial examiner recommending 'Fail'

		Examiner one recommendation	
		Pass	Pass, minor amendments
Examiner two	Fail		
Examiner three recommendation	Pass	Pass	Pass, minor amendments
	Pass, minor amendments	Pass, minor amendments	Pass, minor amendments
	Fail	Fail	Fail

6.3 Masters by Research Examination Outcome

204. Some research masters degrees require examiner's to provide a final grade or mark. If so, this will be specified on the examination form and may vary depending on the degree program undertaken.

205. Students who are enrolled in a masters by research which includes coursework will receive a weighted average mark which includes their thesis grade and coursework unit grades.

Section 7: Thesis Archival

Monash University Procedure

[This procedure comes into effect from 30 June 2017]

- 206. To meet the course completion requirements, all graduate research theses or alternative research components must be archived in the University repository.
- 207. Requests for an embargo thesis can only be approved by the Graduate Research Committee.
- 208. If approved, the thesis or work deposited in the University Library will be withheld from access to library users, or placed on restricted access for a specified time period only.
- 209. Following expiry of that period, the thesis will be made available to the public.

Section 8: Award of Degree

8.1 Conferral of degree

- 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.
- 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.

8.2 Modifications to thesis following award of degree

- 212. The thesis or alternative research component cannot be modified once a 'pass' result has been awarded.
- 213. If serious errors are discovered following the award of the degree, the error should reported to the Academic Director, Monash Graduate Education, or a referral made to the Provost to establish the process under Part 8 of the Monash University (Council) Regulations to consider revocation of the degree. In consultation with the relevant dean, it will be determined whether a full retraction, partial redaction or corrigendum is required and advise the University Library accordingly. Refer to the procedures for details.

Responsibility for implementation	Vice-Provost (Graduate Education) Pro Vice-Chancellor and President (Malaysia) Graduate Research Committee Deans Associate Deans (Graduate Research) and Deputy Deans (Graduate Research) or equivalent Heads of Department/School/Programs Graduate Research Coordinators Supervisors
Status	New
Approval Body	Name: Graduate Research Committee Meeting: 2/2017 Date: 16 March 2017 Agenda item: 10.1

Monash University Procedure

[This procedure comes into effect from 30 June 2017]

Definitions	<p>Academic Unit: As per the Monash University (Academic Board) Regulations, means any of the following established by the Vice-Chancellor under regulation 7 of the Monash University (Vice-Chancellor) Regulations:</p> <ul style="list-style-type: none"> a) a sub-faculty, school, department, centre, institute or other unit into which a faculty is divided; b) a school, department, centre or institute established as a separate entity from a faculty. <p>Chair of Examiners (CoE): Is the Head of the Academic Unit in which the student is enrolled, or their nominee.</p> <p>Graduate Research Committee (GRC): Means the committee (however designated) established in accordance with Part 4 of the Monash University (Vice-Chancellor) Regulations.</p> <p>Graduate Research Degree: Means a master's by research or doctoral degree of the University. Interchangeable with higher degree by research.</p> <p>Final result: For the purposes of this policy, means the outcome of the student's examination, where the student is deemed to have either met or not met the requirements of their degree. For students enrolled in a masters by research which includes coursework, the final result includes the weighted average mark derived from the thesis grade and coursework unit grades.</p> <p>Student: For the purposes of this procedure, means current graduate research students of the University, or former students who have been approved to submit their thesis under lapsed enrolment, having consented in writing to be bound as a student by the University's statutes and regulations.</p> <p>Supervisor: For the purposes of this procedure, means the student's main supervisor as recorded in the student system; or, where the main supervisor is unable or unwilling to fulfil their role as required under this policy, an approved alternative academic staff member. Cannot be a person external to Monash University.</p> <p>Thesis: Means a written thesis or approved alternative research component.</p>
Legislation Mandating Compliance	<p>Part 5 (Higher Degrees by Research) of the Monash University (Academic Board) Regulations</p> <p>Higher Education Standards Framework (Threshold Standards) 2015</p> <p>Australian Qualifications Framework</p> <p>Malaysian Qualifications Framework</p>
Related Policies	<p>Graduate Research Progress Management Policy</p> <p>Graduate Research Re-admission Procedures</p> <p>Student Complaints and Grievances Policy</p>
Related Documents	<p>Conflict of interest guidelines for the nomination of high degree by research thesis examiners</p> <p>Guidelines for theses including published works</p>