

### Returning the report and thesis

To minimise delays in the examination process, it is preferable that the reports and recommendation forms are emailed ([pgexam-grso@uwa.edu.au](mailto:pgexam-grso@uwa.edu.au)). Examiners are invited to retain the thesis for their personal use unless otherwise advised by the Graduate Research and Scholarships Office.

Queries regarding the examination process, please e-mail [pgexam-grso@uwa.edu.au](mailto:pgexam-grso@uwa.edu.au)

### Examiner Anonymity

Please note that under the 1994 Western Australian Freedom of Information Act, to conceal an examiner's identity is difficult if not impossible. Graduate Research School policy is that the names of examiners will not be withheld from students (Rule 51(1)). At the conclusion of the examination process an unedited copy of all the examiners' reports will be sent directly to the student. If there is any difficulty with this policy, examiners are requested to contact the Dean, Graduate Research School as soon as possible to discuss the matter.

### Honorarium Payments

Universities Australia regularly reviews the standard fees that it recommends universities pay to external examiners for Masters, PhDs, and Higher and Professional Doctorates.

The current recommended fee for examination of a thesis for the degree of Master is \$260.

International examiners. International based examiners will receive a *Foreign Vendor Bank details* form for completion. Payment will be made by direct telegraphic transfer.

Australian examiners. Honorarium payments are governed under the Australian taxation system and are not tax exempt. Australian based examiners will receive an (Australian) *Tax File Number Declaration* form and a *One-off Payment* form. Payment will be made by direct credit transfer.

### Extracts from the Master's degree by Research Rules for courses administered by the Board of the Graduate Research School -

#### Content and format of a thesis

**36.** A thesis must be in English unless the Board has approved otherwise.

**37.(1)** Material that has been presented for a degree in this or another university must not be submitted as a student's thesis but, if clearly indicated, may be incorporated in it.

**(2)** The sources from which a student's information is derived, the extent to which the work of others has been used and to which the assistance of individuals, associations or institutions has been obtained, must be acknowledged generally in a preface or introduction, specifically in notes, a bibliography or appendices, and must be, throughout the thesis, shown clearly and fully by appropriate references.

**(3)** The portion of material presented for examination claimed as original must be indicated in the thesis.

**38.(1)** A thesis may be presented in the form of a typescript, a published book or a paper or series of papers which have been published in refereed journals.

**(2)** If any of the items submitted in terms of (1) have been jointly authored—

**(a)** the work done by the student must be clearly indicated and certified as such by the co-authors; and

**(b)** the co-authors must certify that they agree to the inclusion in the thesis of work of which they are joint authors.

**(3)** A publication of which the student is sole or joint author may be submitted as an appendix in support of the thesis, but, in the case of joint authorship, the work done by the student must be clearly indicated.

**(4)** If a series of papers is presented, there must be a full explanatory introduction and a review article at the end to link the separate papers and to place them in the context of the established body of knowledge.

**(5)** If detailed data and descriptions of methods are not otherwise given, they must be included as appendices.

**(6)** If, with the approval of the Board, the thesis is presented as a typescript in two parts comprising respectively a piece of creative writing and exegesis, the two parts must be strongly connected and the connection must be demonstrated clearly in the exegesis.

**39.** A thesis must include a summary of approximately 250 words.

## **Word limits**

**41.(1)** Except as provided in the rules for individual master's degrees, a thesis, including footnotes but excluding words in tables, maps, endnotes, bibliographies, appendices and other illustrative matter, normally must not exceed 50,000 words.

**(2)** If it appears that a thesis is likely to exceed the word limit specified and the Graduate Research Coordinator/head of school concerned judges that there are good reasons for this, the Graduate Research Co-ordinator/head of school must submit a written case for approval of a thesis exceeding the standard limit for the consideration of the Board

## **Nomination and appointment of examiners and examination**

**55.(1)** The names of examiners are not withheld from students.

**(2)** Students, supervisors and heads of school must not discuss any aspect of an examination with examiners during the examination process.

**56.(1)** Except as set out in (2) and in the rules for specific master's degrees, examiners must not, before submitting their independent reports, consult or otherwise communicate with each other or anyone connected with the preparation of the thesis.

**(2)** The Board may ask examiners to consult or otherwise communicate with each other before, or after, receipt of their individual reports.

## **Classification of theses**

**59.(1)** The Board, after considering all reports on a thesis submitted for examination, classifies the thesis as Passed with no requirement for correction or amendment, Passed subject to revision, Resubmit or Failed.

**(2)** A thesis classified as Passed subject to revision must, once the required revisions have been carried out to the satisfaction of the Board, be classified as Passed or Passed with Distinction.

**(3)** The Board may classify a thesis which has been Passed with no requirement for correction as Passed or Passed with Distinction.

**61.** In the case of degree courses which have examinable work in addition to a thesis the final classification of the degree program is based on the outcome of the examination of all components of the program and is made by the Board having regard, if appropriate, to the recommendation of the relevant head of school.

## **Resubmission**

**62.(1)** The Board must not classify a thesis as Resubmit unless, having considered the examiners' reports and any other relevant information, it agrees that the thesis shows some merit and may, by a specified amount of further work under approved supervision, be sufficiently improved for re-submission.

**(6)** Examiners of a resubmitted master's thesis are invited to recommend one of the following to the Board: Pass with no requirement for further correction; Pass after minor typographical errors have been corrected; or Fail.

**63.** A resubmitted master's thesis must, after examination, be classified as Passed or Failed.

## **Examination of a master's degree by research thesis as a PhD thesis**

**64.(1)** After having regard to the recommendation of the appropriate head of school, the Board may permit a student who has completed a thesis for a master's degree by research to submit that thesis for examination for the award of the degree of Doctor of Philosophy, although the student has at no time been enrolled for that degree.

**65.** If, following examination, the Board classifies a thesis submitted for examination in terms of Rule 64(4) as Passed—

**(a)** the student is qualified for the award of the degree of Doctor of Philosophy, although he or she has at no time been enrolled for that degree; and