



The University of Western Australia
Graduate Research School
INFORMATION FOR THE GUIDANCE OF EXAMINERS
Degrees of Doctor of Philosophy and Master

Returning the report and thesis

Reports may be faxed, e-mailed or posted to the Graduate Research and Scholarships Office. To minimise delays, it is most helpful if examiners fax or e-mail reports and recommendations and return the original documents in the mail. If reports are e-mailed in the first instance please specify which category of classification (as set out on the Examiners Recommendation form) is being recommended, along with the scores for each of the merit criteria. Examiners are invited to retain the thesis for their personal use unless otherwise advised by the Graduate Research and Scholarships Office.

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 1.3.1.51(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

These are available only to examiners external to the University. Under the new Australian taxation system; honorarium payments are not tax exempt. It will be necessary to deduct 48.5% PAYG tax from the \$383 (PhD), \$217 (Masters) or \$100 (creative component) payment to examiners who pay tax in Australia UNLESS certain information (including a tax file number declaration and bank account details) is provided to UWA. If this information is provided, only a relatively small amount of payroll tax will be deducted from the payment. Australian based examiners will receive a Tax File Number Declaration form and a One-off Payment Form; if these are completed and returned to the Graduate Research and Scholarships Office no PAYG tax need be deducted from the payment.

For Australian examiners the payment will be made by direct credit transfer; International examiners will be sent a cheque under separate cover (payable in local currency).

Further Queries

Examiners with queries regarding the examination process are welcome to e-mail pgexam@admin.uwa.edu.au

Extracts from the Regulations Governing Research Higher Degrees -

Content and Format of a Thesis

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

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

(2) The sources from which a candidate'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.

1.3.1.33(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 a refereed journal.

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

(a) the work done by the candidate 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 candidate 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 candidate 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.

Word Limits

1.3.1.36 (1) Except as provided in the rules for individual master's degrees, a thesis, excluding tables, footnotes, endnotes, appendices and other illustrative matter, normally must not exceed—

(a) for the degree of Doctor of Philosophy, 100,000 words; or

(b) for the degree of master by research, 50,000 words.

(2) If it appears that a thesis is likely to exceed the word limit specified and the Head of School concerned judges that there are good reasons for this, the Head of School must submit a written case for approval of a thesis exceeding the standard limit for the consideration of the Board.

Anonymity

1.3.1.51(1) The names of examiners will not be withheld from students.

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

Communication

1.3.1.52(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

1.3.1.55(1) Subject to (4), the Board will, after considering all reports on a thesis submitted for examination classify 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 will, 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.

(4) The Board may, after considering all reports on a thesis submitted for the degree of Doctor of Philosophy classify the thesis as Passed or Passed with Distinction for the award of the degree of master with no requirement for correction.

Resubmission

1.3.1.59(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.

(2) If the Board classifies a thesis as Resubmit, it must inform the student of the further work which is required before it may be resubmitted.