

### 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 School.

Queries regarding the examination process, please email [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 57(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 the examination of a Doctor of Philosophy is \$495.

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 Doctor of Philosophy Rules -

#### Content and format of a thesis

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

40.(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.

41.(1)(a) 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.

(b) A typescript may be structured in any of a range of ways, including, but not limited to: a monograph; a paper or series of papers suitable for publication in scholarly journals; or a combination of published and unpublished work.

(c) Work that has been published may be presented in the format in which it was published or with the formatting adjusted for consistency with the rest of the typescript.

(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) Work 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.

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

### **Word limits**

**44.(1)** A thesis for the degree of Doctor of Philosophy, including footnotes but excluding words in tables, maps, endnotes, bibliographies, appendices and other illustrative matter, normally must not exceed 100,000 words.<sup>1</sup>

**(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 Coordinator/head of school must submit a written case for approval of a thesis exceeding the standard limit for the consideration of the Board.

<sup>1</sup> Students preparing theses for the Doctor of Philosophy are encouraged to prepare theses of no more than 80,000 words, notwithstanding that they may submit theses of up to 100,000 words without the requirement to seek special approval.

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

**57.(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.

**58.(1)** Except as set out in (2), 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**

**61.(1)** Subject to (4), 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.

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

**63.** If the Board classifies a thesis submitted for the award of the degree of Doctor of Philosophy as Passed for the award of the degree of master with no requirement for correction—

**(a)** the student is qualified for the award of the appropriate degree of master, although they have at no time been enrolled for that degree; and

**(b)** the Board records a course result of 'Master's Degree Awarded' and arrange for details of the degree for which the student has qualified to be entered on the academic record.

**64.** 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**

**65.(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.

**(6)** Examiners of a resubmitted 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.

**66.** A resubmitted thesis must, after examination, be classified as Passed, Passed for the award of Master or Failed.