



**Postgraduate Degree by Research
Information**

ALC Postgraduate Degree by Research Information

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Published by

Australian Lutheran College
104 Jeffcott Street
North Adelaide SA 5006
Australia

Ph: + 61 (0)8 8267 7400
Fax: + 61 (0)8 8267 7350
Email: alc@alc.edu.au
www.alc.edu.au

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General information

Introduction

Australian Lutheran College (ALC) recognises a responsibility to provide theological education at advanced levels to equip people for positions of greater responsibility and service within the Lutheran Church in Australia, and churches overseas, particularly in South East Asia.

Opportunity is provided for school educators, parish workers, pastors and tertiary lecturers to study theology and education and to undertake research in order to equip themselves more completely for the challenges they address in their work both now and in the future.

These regulations address the accredited degree courses offered at Masters and Doctoral Levels. The accredited degrees offered by ALC are:

Master of Education Research	[MEd(Research)]
Master of Ministry	[MMin]
Master of Theology	[MTh]
Doctor of Ministry	[DMin]
Doctor of Theology	[DTh]

Each of these degrees has been developed in consultation with those who serve in the field. Their design is intended to provide opportunity to both reflect on current practice and to develop new knowledge and understanding in specific areas of theology, ministry and education.

Terms and definitions

Approval

Formal acceptance by the Postgraduate Studies Committee of a research proposal within a degree course

Candidate

A student who has met all entry requirements for a higher degree

Course

Program of study and research leading to a degree

Ethical approval

Formal approval required before any research involving human subjects may commence

Examiner

Person with appropriate academic qualifications to read and mark a postgraduate thesis

External supervisor

Person with appropriate academic qualifications, but not a member of ALC teaching staff, approved by ALC to assist a degree candidate in the selection of their topic and their preparation of a thesis

Higher Degree

An accredited award at masters level or above

Supervisor

Member of ALC teaching staff assigned to assist a degree candidate in the selection of their topic and their preparation of a thesis

Thesis

Appropriately researched and presented document of specified length which partially fulfils the requirements of a specific higher degree

Administration of postgraduate degree courses

All postgraduate degree courses are administered by the office of the Dean of Studies, in consultation with the **Postgraduate Course Committee [PCC]**. The PCC is responsible for granting approval for research topics, appointing appropriate supervisors, recommending examiners, and implementing the recommendations of the **Ethics Committee**.

The Ethics Committee is a body established by ALC to vet all research proposals that involve human subjects in accordance with ***the National Statement on Ethical Conduct in Research Involving Humans (1999)***, which was established as the guideline under the *National Health and Medical Research Council Act of 1992*. Candidates undertaking research involving humans must apply for and receive ethical approval before any research may commence. Application forms are available from the office of the Dean of Studies. (To prepare an application for approval, see Australian Lutheran College Handbook of Policy and Procedure for Human Research)

Process from enrolment to completion

Admission to candidature

Each higher degree has specific entry requirements. There is also a provision for transition courses to meet entry requirements in special cases. Please refer to the relevant sections of the Australian Lutheran College Handbook for this information.

In order to begin the process of admission, candidates should contact the Registrar of ALC to register their interest and to obtain details of entry requirements for the particular degree in which they are interested.

Upon completion of the documentation required for admission to candidacy for a particular degree, the Dean of Studies will issue a letter of acceptance into candidature.

Candidates from overseas should allow sufficient time in advance of their planned residency period to obtain the necessary Australian government visas to allow them to enter the country for the purpose of study.

Candidates who may require transition study should allow sufficient time to successfully complete their transition units in advance of their planned entry into the course. A schedule for transition units offered each year is available from the Registrar.

Flexibility

ALC seeks the greatest flexibility possible in providing candidates opportunity to complete their degree course. The opportunity exists to study at the Seminary, making use of its extensive theological library, and participating fully in the Christian leaning community on campus. Alternatively, candidates may undertake some units through flexible education mode, attending workshops offered in various locations, or access appropriate units from other tertiary institutions and applying for cross-institutional credit. Candidates may study full time or part-time, to suit their individual work and life conditions.

Each higher degree has specific requirements for residency at ALC or attendance at residential seminars conducted at various locations. Details are included in the Australian Lutheran College Handbook.

General conditions

There are a number of general conditions for entry that apply to all candidates.

Language Studies – Candidates for the MTh and DTh will be required to demonstrate an ability to read and understand New Testament Greek if their area of specialisation is New Testament theology. If their area of specialisation is Old Testament theology, they must demonstrate an ability to read and understand both New Testament Greek and Old Testament Hebrew

English language proficiency requirements – International students shall satisfy ALC's English language proficiency requirements for admission. The English language proficiency requirements are as follows:

- the applicant's first language is English; or
- the applicant has:
 - successfully completed an Australian Year 12 program; or
 - an overall academic IELTS band score of at least 6.0 with a minimum score of 6.0 in the Writing and Speaking components; or

- a TOEFL score of at least 550 (with a minimum Test of Written English (TWE) score of 4.0), or 213 (with an essay rating of at least 4.0) in the computer-based TOEFL; or
- a grade of 'C' or better in the GCE Ordinary Level subject 'English'; or
- successfully completed a tertiary degree program taught in the English language.

English language test results must be no more than two years old on the day of receipt of the application for admission.

Special conditions

In some circumstances ALC may allow the commencement of a higher degree candidature by students who do not meet the general conditions, provided there is a written undertaking to meet the conditions within a specified period determined by the Postgraduate Course Committee [Dean of Studies, Postgraduate Studies Coordinator, Student representative].

Duration of candidature

The time limits for a higher degree candidature vary with each degree. Minimum and maximum periods are determined by the Postgraduate Course Committee.

Normally for a masters candidate the minimum is one year full time and the maximum is three years part time. Generally for a doctoral candidate the minimum is three years full time and the maximum is six years part time. There is provision in all research degrees for candidates to take a sabbatical from study for up to two semesters/trimesters. Approval is granted by the Postgraduate Course Committee. Approval must be sought in writing in advance of taking a sabbatical from candidature.

Requirements for completion

Higher degree courses involve candidates in both group and independent learning activities. There is an element of research in each degree. A minimum assessment standard must be reached by all candidates in all units before they can undertake supervised research. Full details of each degree are contained in the Australian Lutheran College Handbook.

Units

All units (advanced level) must be completed at a grade point average of no less than 2.0 (P1).

No more than 40% of units may be cross-credited from another institution.

Research

Every higher degree offered by ALC requires that a candidate complete some research. At the masters level, candidates have an option of undertaking a majority of unit study and a minor research project.

Generally candidates will undertake a research thesis of specified length, that seeks to develop new knowledge or understanding. It is a requirement of all theses, that a candidate present a research seminar at an appropriate point in their candidature. Each thesis will be printed and bound following examination, and two copies presented to the ALC community.

Supervision of research

One principal supervisor and a co-supervisor will normally be appointed for each higher degree candidate. At least one supervisor will normally be a member of teaching staff of ALC.

The supervisors will hold appropriate qualifications to supervise the candidate: supervisors of doctoral candidates will hold a doctoral degree, or have equivalent experience; supervisors of masters candidates will hold at least a masters degree, or have equivalent experience.

The principal supervisor will have a satisfactory record of post graduate supervision, having supervised to completion and examined a thesis (or equivalent) at the appropriate level. A person will only be appointed as a principal supervisor if he or she can reasonably be expected to be able to provide supervision for the duration of the candidature. The principal supervisor must have relevant knowledge, expertise and interest in the candidate's research topic, and sufficient time to fulfil supervision responsibilities. The principal supervisor carries the responsibility for coordinating the supervision, and for resolving any issues.

Co-supervisors will be involved from the outset in the development of the candidate's research plan and an agreed process will be established to ensure the maintenance of communication with the student and the principal supervisor.

Appointment of supervisors

The nomination of supervisors is the responsibility of the Dean of Studies together with the Head of the Department in which the candidate proposes to carry out the research. Nominations will be made to the Postgraduate Course Committee who will make the appointment.

In making the appointment of supervisor(s), prospective candidates will be consulted about their nominated supervisors and agree to work with the supervisor(s) before their appointment is confirmed: the same process will be followed if for some reason it becomes necessary to appoint a replacement supervisor.

All appointments of supervisors will be approved by the Postgraduate Course Committee and ratified by a meeting of the teaching staff.

Responsibilities of the supervisors

- a) Generally assist the candidate to work through the various stages of the thesis writing process
- b) Work with the candidate to develop an appropriate research project that takes into consideration:
 - the feasibility of the proposed research and its value as a research topic;
 - the scope of the research in relation to the type of degree;
 - the knowledge, skills and experience of the candidate as appropriate for the proposed research;
 - the availability of adequate resources to support the study, particularly for international candidates wishing to explore issues related to their home church;
- c) Assist the candidate to acquire the necessary background skills or knowledge (eg research methods) where these are perceived as needing development in order to handle the particular project proposed;
- d) Suggest ways in which the student can make the most efficient use of time and work through a suggested schedule with the student to ensure a systematic progression through the thesis writing process;

- e) Ensure the student meets the various deadlines for the submission of work according to the agreed schedule;
- f) Assist the candidate with any appropriate application for approval which may be required under the ALC policy relating to ethics in human research (cf Australian Lutheran College Human Research Ethics Committee Policy and Procedures);
- g) Help the candidate to prepare a detailed thesis proposal within the required time frame and support the candidate in the presentation of this proposal in the research seminar;
- h) Maintain close and regular contact with the candidate during the time of candidature, according to an agreed schedule of meeting times;
- i) Provide constructive, critical and encouraging comment on written work submitted according to the agreed schedule and within an agreed turnaround time;
- j) Ensure that the candidate attends relevant seminars;
- k) Recognise that candidates may need to be supported and encouraged in what may become a stressful situation for some, and provide motivation where required to keep candidates moving forward with their research and writing;
- l) Alert candidates to any concerns that might place their candidature in jeopardy;
- m) Provide regular reports on the student's progress to the teaching staff and participate in the annual review of progress together with the student and the Postgraduate Course Committee
- n) Notify the Dean of Studies of the candidate's intention to submit the thesis;
- o) Check the thesis before submission, to ensure that the thesis is properly presented (according to the guidelines in the ALC publication 'Write On') and is of an appropriate standard to be submitted for examination;
- p) Advise the Postgraduate Course Committee of the names and credentials of suitable thesis examiners.

Alteration of supervisors

Normally there is no reason to alter supervisors. However, it may happen that on occasion it becomes necessary for a change to occur. Usually this will eventuate if the supervisor retires or leaves the teaching staff, is overseas for an extended period of time or is incapacitated for an extended period by illness. In such cases it is the supervisor's responsibility to inform the Dean of Studies so that adequate provision can be made to assist the candidate.

Also, it may happen that a candidate finds that the supervisor is unable for some reason to provide the assistance that they require in order to complete their research. On such occasions, the candidate is to request a change of supervision in a letter to the Dean of Studies, outlining the reasons for the request. The Dean of Studies in consultation with the Postgraduate Course Committee shall consider the request, and, if appropriate, alter the supervisor.

Development and approval of research proposals

All thesis research carried out to meet the requirements of a higher degree offered by ALC must be approved by the Postgraduate Studies Committee. In addition, any research that involves human subjects must be approved by the Ethics Committee prior to consideration by the Postgraduate Studies Committee.

Candidates for Master of Theology [Course Work] undertake a small research project that is arranged with their supervisor, and does not require approval of the Postgraduate Studies Committee. However, if human subjects are involved, there must be approval from the Ethics Committee, as outlined in the Australian Lutheran College Human Research Ethics Committee Policy and Procedures booklet.

Research proposal

All candidates undertaking a thesis are required to prepare a research proposal in conjunction with their supervisors. At enrolment students will negotiate their research plan with the Postgraduate Studies Coordinator and their supervisors as per the Postgraduate Graduate Studies supplementary enrolment form. This should be submitted as soon as possible after the equivalent of a full time semester/trimester after the completion of any required coursework. The proposal should be concise, and clearly outline the research question, the framework of literature from which it emerges, and the means and method that will be used to address the question. As part of their preparation for developing a proposal, it is required that all candidates undertaking a thesis enrol in the unit *Issues and Methods of Research* offered by the seminary, or a similar unit offered at another tertiary institution.

Candidates should be aware that the process of selecting an appropriate and interesting research topic can be a lengthy one. They should expect that in many cases extensive modification and refinement might take place before a topic that meets the requirements for ethical approval, and is acceptable to the Postgraduate Course Committee has been developed.

In approaching the identification of a suitable research topic, candidates should keep the following criteria in mind:

- the topic must sustain the interest and stimulate the imagination and creative abilities of the candidate;
- it must be manageable in size;
- it must be within the range of competence of the candidate;
- it must have the potential to make an original contribution to the sum of human knowledge;
- it must permit the candidate to demonstrate independent mastery of both the unit and the appropriate research method.

The literature on the preparation of theses and dissertations is extensive. Several examples are available in the Löhe Memorial Library. When referring to books on research design, candidates will note that the suggested length of various sections of the research proposal varies from author to author. ALC takes the view that no restriction should be placed on the length of a thesis proposal but that the following matters should be covered in sufficient detail to ensure that others can understand fully all matter relating to the proposed research study. The proposal should:

- ensure that the problem has been adequately identified, contextualised and summarised;
- ensure that the research question(s) (or objectives) are concise and able to be answered (or reached);
- demonstrate that sufficient literature has been accessed and summarised regarding the research question(s) and appropriate research methodologies;
- show how detailed data collection methodologies are most appropriate to answer the research questions (or achieve the research objectives);

- ensure that the issues of reliability and validity have been addressed in a manner appropriate to the research methodology;
- outline in some detail how the data will be collected and analysed; and
- provide a tentative time schedule for the research project.

A person reading the research proposal should be assured that conditions of appropriate content grounding, ethical consideration and academic rigour are satisfied, before the collection of data from the field is commenced.

Proposal content

1. Cover page; containing title, student name, name of the seminary, name of the degree sought, name of the principal supervisor and date of submission
2. Abstract; an accurate, self-contained concise, readable, page or less that describes the topic and problem, the method of research, including any theoretical orientation, the feasibility of the research and possible implications.
3. Introduction; which addresses the background of the study, the purpose, the problem, the research questions and definitions of terms or operational definitions.
4. Review of literature; including general literature, literature on previous findings, specific studies of a similar nature and literature on methodology.
5. Theoretical framework; identifying philosophical and theoretical assumptions underpinning the study.
6. Method; briefly describing what will be done to address the problem and/or answer the question(s). Elements will include the sample, the design, the instruments, the procedure and data analysis as well as any limitations.
7. Ethical considerations; including what ethical issues exist, and what will be done to address them.
8. Timetable and possible expenses; included should be any budgetary requirements.
9. References; include all references mentioned anywhere in the proposal.

Submission of proposal

The research proposal, developed in consultation with the supervisor, must be lodged with the office of the Dean of Studies in time for consideration at the regular meetings of the Ethics Committee and the Postgraduate Course Committee. An annual timetable of meetings can be obtained from the registrar.

The research seminar

An important means of helping candidates with their research is the research seminar. Following acceptance of their proposal by the Ethics Committee, and prior to approval by the Postgraduate Course Committee, candidates are required to present their proposal at a seminar, to which teaching staff and fellow candidates are invited. The research proposal is to be outlined, and feedback sought on the research design and procedures.

The teaching staff should provide at least two examiners with the responsibility for providing formal feedback and recommendations to the candidate. As a result, the candidate should be in a position to revise the proposal before formal submission by

the supervisor to the Postgraduate Course Committee. The committee will either approve it, or make recommendations to revise it. Only after approval has been granted may a student undertake the gathering of data and completion of their thesis.

Conditions of candidature

Following admission to a higher degree candidature, and approval of a thesis proposal, it is expected that candidates will work consistently toward the completion of the degree. Candidates are expected to pay the appropriate fees and charges during each semester/trimester of their candidature. Failure to do so can lead to dismissal from the candidature, until such time as financial obligations are met. Notification in writing will be provided should dismissal be necessary, and candidates will lose all rights and privileges. Candidates are expected to meet the residency requirements appropriate to the degree that they are undertaking (cf: Australian Lutheran College Handbook).

Withdrawal from candidature

From time to time, often due to circumstances beyond the control of the candidate or the seminary, it becomes necessary for a candidate to withdraw from the degree program.

Special circumstances apply to the person if and only if the ALC is satisfied that circumstances apply to the person that:

- (a) are beyond the person's control; and
- (b) do not make their full impact on the person until on or after the census date for the unit of study in question; and
- (c) make it impracticable for the person to complete the requirements for the unit during the period during which the person undertook, or was to undertake, the unit.

Circumstances beyond a person's control include:

- ALC will be satisfied that a person's circumstances are beyond that person's control if a situation occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible.
- This situation must be unusual, uncommon or abnormal.

Circumstances that did not make their full impact until on or after the census date

- ALC must be satisfied that a person's circumstances did not make their full impact on the person until on or after the census date for a unit of study if the person's circumstances occur:
 - (a) before the census date, but worsen after that day; or
 - (b) before the census date, but the full effect or magnitude does not become apparent until on or after that day; or
 - (c) on or after the census date.

When such circumstances arise candidates should consult with their principal supervisor, and then draft a letter of resignation addressed to the Postgraduate Course Committee that states the reasons for their withdrawal. The letter must be co-signed by their principal supervisor.

Sabbatical

From time to time candidates may wish to take a semester/trimester off from their postgraduate study in order to concentrate on other matters. It is possible for them to apply for a semester/trimester long sabbatical from their studies. In order to apply for a sabbatical, they need to first consult with their supervisors, then complete the 'ALC enrolment variations' form. Normally, no more than one sabbatical will be granted in masters programs, and no more than two granted in doctorates. The sabbatical extends the completion date of a candidature by one semester/trimester.

Thesis presentation

A thesis in its final presentation should be of a very high standard. Typography, visual presentation and the quality of paper and binding are matters that need the closest attention. The length of a thesis report will be a matter of judgement for the candidate with the guidance of the supervisor(s), and will depend on the requirements of the particular award. Excessive length is to be avoided and, wherever possible, appendices should be used for supporting material that could not be placed appropriately in the main body of the text. (See detailed notes on presentation in Appendix A).

Standards of integrity

All theses submitted for examination must represent original work of the candidate that is of the highest in both content and style. Literary expression and consistency of format must meet the highest standard as well. As a measure of the standard expected it is assumed that a completed thesis could be submitted for publication without any further checking or correction. To achieve this standard, careful reading of all drafts by both the student and the supervisor is particularly important.

All quotes and references must be appropriately acknowledged and properly credited. Candidates must exercise care in writing the thesis to ensure that they do not use another person's ideas or words in a way that would suggest that such ideas or words are their own. Unintentional plagiarism can occur where careless and inefficient note taking systems are used by students. Notes taken without accurate documentation or the use of quotation marks could later inadvertently be used in the mistaken belief that the words were the candidate's own. Whether unintentional or deliberate, plagiarism will not be accepted by the academic community. Plagiarism can lead to the rejection of a thesis.

Responsibilities of candidates

Candidates are responsible for the final preparation of the thesis and presentation to the Postgraduate Course Committee through the office of the Dean of Studies. The form and method of presentation shall meet the requirements set out in Appendix A:

Examination of thesis

Thesis examination

Normally theses shall be assessed by a minimum of two external examiners.

Assessment may include an oral examination.

Where only two examiners have been appointed and there is a variation in assessment outcomes, a third examiner may be appointed.

Thesis examiners shall normally have:

- a research masters degree, or in the case of doctoral submissions, a research doctoral degree and hold an academic post, or recently have held an academic post;
- acknowledged expertise in the relevant field.

A person who has made a significant input to the thesis (including supervisors) shall not be appointed as an examiner.

Appointment of examiners

Examiners will be appointed by the teaching staff of ALC on the basis of nominations made by the supervisor after consultation with candidate.

A candidate will be given an opportunity by the supervisor to comment on the appointment of any individual included in a panel of names of proposed examiners. Before examiners are appointed, a candidate will be given the opportunity to object to any potential examiners. Any such objections will be taken into account in the process of selection of examiners. Where a candidate has good reason, a request may be made for a change of examiner. A case must be made in writing to the teaching staff through the principal supervisor.

The identity of examiners will not be revealed to the candidate until after the examination process has been completed. However, an examiner may choose to remain anonymous where no oral examination is involved.

Once the examiners have been appointed by the teaching staff, they will be invited to act as examiners by the Dean of Studies who will also provide them with:

- the name of the candidate, the degree for which the thesis is being submitted, the title and abstract of the thesis and the names of the supervisors
- information on the examination process including the release of the examiner's report to the candidate
- the timelines for the response to act as an examiner (normally 28 days) and for the submission of examiners' reports – normally two months after the receipt of the thesis for a masters degree and three months for a doctoral degree
- information on the honorarium payable for examination of the degree
- information on the oral examination [if applicable].

Examination process

At least three months prior to the time for granting of the degree, an original and three copies of the completed, approved and corrected final draft of the thesis bound in temporary binding will be submitted to the teaching staff through the Dean of Studies.

Upon reception of the thesis, the Dean of Studies will forward a copy to each examiner together with the 'Guidelines for Assessment of a Thesis' and the appropriate Report Form.

During the time of the examination of a thesis, there must be no contact between the candidate and the examiners on any matter concerning the thesis.

Within two months for a masters degree and three months for a doctoral degree, each examiner independently will provide a recommendation for the thesis using the Report Form, together with a written assessment providing support for the recommendation made on the basis of the criteria outlined in the 'Guidelines for Assessment of a Thesis'.

Examiners will be asked to return the thesis to the Dean of Studies on completion of its examination process.

The recommendation made by the examiner will be one of the following:

- that the thesis should be passed;
- that the thesis should be passed subject to the completion of minor amendments to the thesis (specified by the examiner) to be carried out to the satisfaction of the thesis supervisor and the Dean of Studies;
- that the thesis be 'deferred', but that the candidate be permitted to revise and resubmit the thesis within twelve months, according to suggestions made by the examiners;
- that the thesis not be passed.

The recommendations of the examiners will be assessed by the teaching staff according to the following procedures:

- Where the examiners are in agreement, the teaching staff will normally validate the evaluation of the examiners;
- Where the examiners submit recommendations which diverge, but not substantially, the teaching staff will make a decision based on the examiners' recommendations and comments;
- Where the examiners substantially disagree the thesis will normally be submitted to a third independent examiner for a written evaluation: the teaching staff will then normally assign the grade awarded by the two examiners who agree;

Candidates for degrees other than the Doctor of Theology will present their thesis findings orally to the ALC community after their thesis has been submitted for examination and before the Teaching staff assesses the examiners' reports: candidates for the degree of Doctor of Theology will be required to make such a presentation, but also to defend publicly their thesis findings.

Once the outcome of the examination has been determined by the teaching staff the following procedures will apply:

- Where the thesis has been recommended to be passed without amendment, the candidate will be informed by the principal supervisor and be asked to submit two permanently bound copies of the thesis to the Dean of Studies. The candidate will then receive official notification of the award together with copies of the examiners' comments. The examiners will also be notified of the awarding of the degree.
- Where minor amendments to the thesis have been suggested, the principal supervisor will inform the candidate and provide copies of the examiners' reports. Once these changes have been made to the satisfaction of the principal supervisor and the Dean of Studies, the teaching staff will be informed and the candidate asked to submit two permanently bound copies of the amended thesis to the Dean of Studies. The candidate will then receive official notification of the award and the examiners will be notified of the award.
- Where the decision has been made that the candidate should be permitted to revise and resubmit the thesis for examination, the following steps will be taken:
 - the principal supervisor and candidate will work through the guidelines for revision suggested by the examiners to clarify the nature and extent of the required revision;
 - the principal supervisor and student will consult to prepare a timeline for the resubmission of the thesis, normally within one year. However the scale of the revision required and the possibility for the student to work full-time or only part-time will be factors to be considered;
 - the resubmitted thesis will normally be examined by the original examiners unless this is not possible or desirable. [Note: a thesis may be resubmitted for examination only once.];
 - the Dean of Studies will monitor the conditions associated with the resubmission and notify the examiners of the decisions of the teaching staff;
 - if on resubmission the degree is classified as passed, the candidate will be asked to submit the required bound copies and then receive official notification of the award.
- Where the teaching staff determines that the degree should not be awarded, and that the candidate should not be allowed to present the thesis again, the candidate will be informed by the Dean of Studies and the examiners notified accordingly.

In special circumstances a thesis submitted for the award of a masters degree may be of such merit that an examiner recommends the doctoral degree be awarded instead. If this is the case, and if on consultation the other examiner agrees with this assessment, the doctoral degree may be awarded by the teaching staff. The appropriate procedures are then followed and the examiners notified accordingly.

Where a candidate wishes to appeal against the determination by the teaching staff of the result of the thesis examination, the following procedure will apply:

- An appeal must be made in writing to the Post Graduate Course Committee through the office of the Dean of Studies within 28 days of the receipt of the notification of the examination result. Such an appeal must list the grounds on which the appeal is made.
- The Postgraduate Course Committee will set up a Review Committee consisting of the Dean of Studies (or his/her representative), two members

of the teaching staff and a student representative. This committee will determine whether a case exists for the appeal to continue and, if so, will prepare documentation for consideration by the teaching staff in respect to the appeal.

- The teaching staff shall consider the appeal and make a determination normally within 28 days of receiving the appeal.
- The teaching staff may determine to pass the appeal to an external group for consideration. Such a group would be made up of at least two academics currently holding academic posts in the appropriate fields.
- If the teaching staff rejects the appeal, and if it has not been referred to an external group for consideration, the candidate may ask for such a referral to be made.
- Should the appeal fail, the candidate can access the grievance policy and procedures of ALC and ask for the appeal to be referred to the Board of ALC.

The two permanently bound copies of the thesis will be lodged in the Library of ALC. One copy (the original) will not be available for loan, but the second copy will be available to approved borrowers.

Thesis Examiner's Report Form [ALC Postgraduate Degree by Research Information]

Thesis details	
Name of candidate	
Degree	
Title of thesis	
Name of examiner	
Summary assessment of thesis	
In light of my accompanying report, I recommend that: <i>[please tick the appropriate box]</i>	
<input type="checkbox"/>	<p>the thesis should be classified as PASSED and the candidate awarded the degree without amendment or further examination;</p> <p>[This category would include a thesis for which the examiner notes a relatively small number of typographical errors or other minor amendments to which the candidate would be expected to attend.]</p>
<input type="checkbox"/>	<p>the thesis should be classified as PASSED and the candidate awarded the degree without further examination but subject to the amendments required in my report being made to the satisfaction of the Teaching staff of ALC;</p> <p>[This category would include a thesis for which the examiner notes a substantial number of typographical errors or other minor amendments requiring attention, or specifies changes of substance which, in the opinion of the examiner, are not sufficient to justify deferral and re-examination.]</p>
<input type="checkbox"/>	<p>the thesis should be classified as DEFERRED and the candidate be given up to twelve months to submit a revised thesis for examination.</p> <p>[When selecting this category the examiner is asked to indicate guidelines for the work of revision.]</p>
<input type="checkbox"/>	<p>the thesis should be classified as FAILED and the candidate should not be awarded the degree.</p> <p>[When specifying this category the examiner is asked to support the recommendation as fully as possible.]</p>
Signature of examiner	
	Date

Appendices

Appendix A

Preparation and presentation of a thesis

1. Preparation

- 1.1 It is the responsibility of the candidate to ensure that the format of the thesis meets the requirements set out below. Where this is not the case, the thesis will be referred back to the candidate to be retyped and/or rebound before being submitted to the examiners.
- 1.2 Candidates should bear in mind that the thesis is lodged in the library and therefore constitutes material accessible to others. This is particularly important in relation to potentially defamatory material. Candidates should also be aware of the implications of entering into a confidentiality agreement in relation to publication which might arise from the thesis.
- 1.3 The thesis should not be unnecessarily long. It should normally not exceed the maximum word limit which includes appendices such as maps and diagrams, but not the bibliography and references. The candidate should consult with the principal supervisor on the appropriate length of the thesis.
- 1.4 It is also the responsibility of the candidate to submit drafts of the major sections of the thesis to the supervisor/s and discuss them with the supervisor/s during the program. The candidate is also required to submit a final draft of the thesis to the supervisor/s for advice and comment before the thesis is bound for examination.
- 1.5 There should be an appropriate balance between the different parts of the thesis. In particular, the original contribution to knowledge should be clearly distinguishable from the introductory material and the survey of literature.

2. Presentation

- 2.1 A high standard of presentation is required. Candidates are encouraged to use a quality word processing or desktop publishing package combined with a high quality printer to ensure that the presentation is both clear and attractive to the reader. The thesis must be printed on one side only of the paper in not less than 1.5 line spacing (normally double-spaced) on international size A4 paper. The paper used should be opaque, white and of good quality, eg 80 gsm.
- 2.2 The font used should be consistent throughout the thesis: Times New Roman or Arial and font size 11 or 12 is recommended. The left-hand margin must be at least 3 cm wide and the top, bottom and outside margins at least 2 cm wide to allow for trimming by the binder.
- 2.3 In addition to information on formatting in 'Write On!', the following guidelines are provided:
 - numbering for the preliminary pages should be in lower case Roman numerals: numbering for the body of the text and reference pages should be in Arabic numerals;

- block quotations are to be single-spaced, indented 1.0 cm from the left-hand margin and 1.0 cm from the right-hand margin;
 - chapter headings are to be centred between the margins: do not use italics or full stops in headings;
 - avoid breaking words between two pages, initials at the end of a line, and carrying the first or last line of a paragraph across pages.
- 2.4 Before submitting the thesis, the candidate should ensure:
- that all typing errors have been corrected;
 - that the spelling, grammar, punctuation and choice of language are worthy of a higher degree thesis (cf 'Write On!')
 - that the bibliography is thorough and correct (cf 'Write On!')
- 2.5 At the time of submission for examination, an original and three copies of the thesis are to be submitted to the office of the Dean of Studies. These should be bound in temporary form with a blank sheet of paper placed at the beginning and end of the thesis. Temporary binding must be strong enough to prevent damage to the thesis during the ordinary course of handling and postage. However, the binding needs to be such that any corrections which may be required following examination of the thesis can be easily inserted.
- 2.6 Following examination and prior to the award of the degree, the candidate shall provide two copies of the thesis, including any corrections, in permanent binding for inclusion in the ALC Library. A permanent binding shall consist of a full cloth stiff cover in a dark colour. The candidate's family name and initials and a short title must be printed on the spine in gold lettering. Lettering on the spine should be along the spine from top to bottom.

3. Order and format of contents

- 3.1 A thesis must be preceded by a title page. This page should show:
- the title of the thesis in full;
 - the full name and degrees of the candidate;
 - the degree for which the thesis is submitted;
 - the name and address of ALC;
 - the date of submission of the thesis.
- 3.2 The title page should normally be followed by:
- a table of contents;
 - an abstract in not more than 500 words summarising under appropriate headings the aims, scope and conclusions of the thesis;
 - the following declaration signed by the candidate:
 'I certify that this thesis does not incorporate without acknowledgment any material previously submitted for a degree or diploma in any university; and that to the best of my knowledge and belief it does not contain any material previously published or written by another person except where due reference is made in the text.' ;
 - an acknowledgment by the candidate of help given or work carried out by another person or organisation;
 - a list of all illustrations, diagrams, abbreviations, etc.;
 - the main text;
 - the appendices, if any;
 - the bibliography.

- 3.3 Full-page diagrams, photographs, figures or illustrations should appear at the first opportunity after reference to them in the text. The legend for such a diagram should be below it or, if necessary, on the page facing it.

4. Bibliographic citation

- 4.1 A bibliographic style should be established and agreed with the principal supervisor as early as possible in the preparation of the thesis to avoid time consuming work at the final write-up stage. It is essential that the style adopted is followed consistently.
- 4.2 For theses submitted to ALC, the style should normally be that provided in the ALC Style Manual 'Write On!'.

Appendix B

Statement of Reasons for Special Circumstances

As provisioned in the *Higher Education Support Act 2003* (HESA) the ALC on behalf of the Secretary of the Department of Education Science & Training (DEST), will re-credit a person's Student Learning Entitlement (SLE) in relation to a unit of study if ALC is satisfied that special circumstances apply to the person and the person meets the other requirements in section 79-1.

In accordance with Section 79-5 of the HESA the ALC provides the following provision for 'special circumstances':

Special circumstances apply to the person if and only if the ALC is satisfied that circumstances apply to the person that:

- (a) are beyond the person's control; and
- (b) do not make their full impact on the person until on or after the census date for the unit of study in question; and
- (c) make it impracticable for the person to complete the requirements for the unit during the period during which the person undertook, or was to undertake, the unit.

Circumstances beyond a person's control include:

- ALC will be satisfied that a person's circumstances are beyond that person's control if a situation occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible.
- This situation must be unusual, uncommon or abnormal.

Circumstances that did not make their full impact until on or after the census date

- ALC must be satisfied that a person's circumstances did not make their full impact on the person until on or after the census date for a unit of study if the person's circumstances occur:
 - (a) before the census date, but worsen after that day; or
 - (b) before the census date, but the full effect or magnitude does not become apparent until on or after that day; or
 - (c) on or after the census date.

If a student believes that the application of the policy in a particular situation is inequitable and wishes to have the matter reviewed, an appeal may be submitted in accordance with the College's Grievance Policy: www.alc.edu.au/policies.asp

Appendix C

Postgraduate degrees by research Student planning & EMS Enrolment

To be negotiated and mapped by the Postgraduate studies coordinator [PSC] and Supervisors in consultation with the student.

Information for consideration by student, PSC and supervisors when planning units for research courses of study.

Please negotiate the equivalent course load for postgraduate students and split into 10 credit point enrolment chunks over the years requested to complete the course to equal the total qualification credit points [80/160/240 credit points].

Student enrolment and fee payment can then occur on the basis of the 10 credit point unit enrolment as mapped.

Please set agreed checking points and targets for conversation and consultation regarding the thesis, at the end of each trimester unit studied.

Trimester Student thesis/research plan mapping and enrolment

Units per year [scheduled 10 credit point units]

Sample only – based on trimester plan for a 2 year FTE degree over 4 years [160cp]

Year	Trimester 1	Trimester 2	Trimester 3
2006	[Thesis plan]	[Lit. search]	[Qu. Refined]
2007			
2008			
2009			
Comments:			

Student Name: _____

Trimester Student thesis/research plan mapping and enrolment

Units per year [scheduled 10 credit point units]

Year	Trimester 1	Trimester 2	Trimester 3								
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Principal supervisor _____

Co-supervisor _____

Comments:

Semester Student thesis/research plan mapping and enrolment

Units per year [scheduled 10 credit point units]

Year	Semester 1	Semester 2								
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Principal supervisor _____

Co-supervisor _____

Comments:

