

VICTORIA UNIVERSITY

OFFICE FOR POSTGRADUATE RESEARCH

GUIDELINES FOR SUBMISSION OF THESIS FOR CLASSIFICATION

Once all examination reports have been received for a Student's thesis, the examiner reports and a recommendation letter will be forwarded within 24 hours to the Student, Chair of Examiners (normally the Head of School) and the Supervisor(s). Returned copies of the thesis will be returned to the Student.

The Student has twelve months from the date of the recommendation letter to submit for classification. An amended temporary bound copy of the thesis is to be submitted along with the following paperwork in this order to the Chair of Examiners:

1. A "Classification of Thesis" form. This form is available from the Office for Postgraduate Research (OPR) web page: <http://www.vu.edu.au/research/research-students/forms-for-research-students>. This form will be completed by the Chair of Examiners;
2. A supporting letter from the Principal Supervisor addressed to the Chair of Examiners indicating that all required changes have been made to their satisfaction;
3. A citation (60 words maximum) written by the Principal Supervisor outlining the problem investigated, research outcomes, impact on community/industry, publications, awards/recognition received and whether the student is currently employed by Victoria University. Please refer to the next page for further details (applies to doctoral students only).
4. Student to complete the attached template addressing each examiner report in a professional and scholarly manner. Please ensure that the template indicates where the changes in the amended thesis have been made *;
5. A copy of the examiner reports.

* There is no need for the Student to complete the template if all examiners have recommended that the thesis be passed without further correction. However a supporting letter is still required to be submitted by the Supervisor. In this instance, the reserve copy can be submitted for classification.

In the event that the thesis was re-examined, then in reference to point:

- Two above, the supporting letter from the Principal Supervisor should make reference to the re-examination and outline the substantive changes made to the thesis;
- Four above, the Student is required to submit the second set of examiner reports along with the "passed" examiner report from the initial examination).

Once the Chair of Examiners is satisfied, he/she will complete and sign the "Classification of Thesis" form and submit all paperwork to the OPR for recommendation by the Postgraduate Research Sub-Committee (PRSC). Once satisfied, the PRSC will recommend to the Education and Research Board that the thesis be classified as Passed. This recommendation will be forwarded to University Council. The Student, Chair of Examiners and the Supervisor(s) will be advised in writing of the PRSC recommendation following the PRSC meeting. The Student will then be required to have three copies (two bound copies and one electronic copy) of the thesis submitted to the OPR within two months from receiving notification from the University. This is a prerequisite in order to be eligible to graduate. Further details will be sent to the Student, Chair of Examiners and Supervisor(s) once the thesis has been classified.

PRSC meets on a monthly basis. For meeting dates, please visit the OPR web page: <http://www.vu.edu.au/research/research-students/thesis-submission-1>. At the same time, you will need to complete an "Application for an Award" form online at <http://www.vu.edu.au/current-students/student-essentials/graduation/graduation-ceremonies>.

For further information, please contact Natalie Gloster on 613 9919 5014 or email Natalie.Gloster@vu.edu.au.

CITATION FOR DOCTORAL CANDIDATES

As part of Victoria University's graduation ceremony, graduands have a short citation read at the ceremony as testimony to their enormous achievement. The citation is written by the Principal Supervisor, but should also take into account comments from others who may have worked closely with the student during their research program.

The current length for citations is 60 words. The 60 word limit should include (where applicable) the following information:

- The problem investigated;
- Research outcomes;
- Impact on community/industry;
- Special awards/recognition;
- Publications;
- Whether the student is currently employed by Victoria University and in what capacity.

Citations are now required to be submitted as part of the documentation presented for the Classification of a Thesis.

Examples are listed below:

Example 1

Melainie examined how alternative manual therapies and water exercise are helpful in managing chronic rheumatoid and osteoarthritis. Rheumatologists and health professionals in Europe and Australia have applauded Melainie's work for helping improve the quality of care and the lives of people with chronic arthritis. Melainie is a member of Victoria University staff in the School of Health Science.

Example 2

The research investigated the use of naturally derived agents to develop anti-microbial packaging films. Success in developing these agents has meant that the work has received widespread international recognition, commercial interest, both scholarly and commercial publications and a patent.

Example 3

A precise knowledge of the properties of complex optical fibres are essential to continuing development and innovation in the communications industry. This thesis has made a significant contribution to the non-destructive determination of optical fibre properties. Important applications of this work are now developing in European and Australian optic sensing fields.

For further information, please contact Natalie Gloster, Office for Postgraduate Research on 613 9919 5014 or via email: Natalie.Gloster@vu.edu.au.

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