

## OFFICE FOR RESEARCHER TRAINING, QUALITY AND INTEGRITY GUIDELINES FOR SUBMISSION OF THESIS FOR CLASSIFICATION

Once all examination reports have been received for a candidate's thesis, the examiner reports and a recommendation letter will be forwarded within 24 hours to the candidate, Chair of Examiners (normally the Institute Deputy Director) and the Supervisor(s) (copies of the thesis will be sent to the candidate).

The candidate has:

- Two months (EFT) if both results are passed with no or minor changes, or a combination of these two recommendations; or
- Four months (EFT) in all other cases (substantial changes required)

from the date of the recommendation letter to submit for classification.

The following paperwork is to be submitted to the Chair of Examiners:

1. A "Recommendation on Classification of Thesis" form. This form is available from the Office for Researcher Training, Quality and Integrity's (ORTQI) Researchers/Candidature [Forms and Guidelines for Graduate Researchers](#) webpage. The Chair of Examiners, if satisfied, will recommend that your thesis be classified as passed.
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 should outline the problem investigated, research outcomes, impact on community/industry, publications, awards/recognition received and whether the candidate is currently employed by Victoria University. Please refer to the next page for further details. The Citation must also be submitted in word format to [researchclassifications@vu.edu.au](mailto:researchclassifications@vu.edu.au) using the template available on the Researchers/Candidature [Forms and Guidelines for Graduate Researchers](#) webpage.
4. Candidate to complete the template emailed to them 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.
6. An electronic copy of the thesis emailed to [researchclassifications@vu.edu.au](mailto:researchclassifications@vu.edu.au)

**NB:** There is no need for the candidate 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 the event that the thesis was re-examined, then in reference to item:

- Item 2 above, the supporting letter from the Principal Supervisor should make reference to the re-examination and outline the substantive changes made to the thesis;
- Item 4 above, the candidate 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 Research Classifications for review by either the Dean, Graduate Research of the Academic Review Panel. Once the Dean, Graduate Research is satisfied all changes have been made, the thesis will be classified as passed. The candidate, Chair of Examiners and the Supervisor(s) will be advised in writing accordingly. The candidate will then be required to have three copies (two bound copies and one electronic copy) of the thesis submitted to ORTQI within two months of receiving notification from the University. This is a prerequisite in order to be eligible to graduate.

Please visit the ORTQI web page under Reserachers/Candidature for [Thesis Examination](#) and [Thesis Classification](#), for a list of classification submission dates. Please visit the [Graduation](#) webpage for information on graduating from Victoria University. To view the HDR Policy and Procedures, please visit [policy.vu.edu.au](http://policy.vu.edu.au).

## GRADUATE RESEARCH CENTRE GUIDELINES FOR CITATION

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

The current citation word count is 60. This word limit should include (where applicable) the following information:

- The problem investigated;
- Research outcomes;
- Impact on community/industry;
- Special awards/recognition;
- Publications;
- Whether the candidate 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. The template can be found on the Researchers/Candidature [Forms and Guidelines for Graduate Researchers](#) webpage.

Examples are listed below:

### Example 1

Melanie examined how alternative manual therapies and water exercise are helpful in managing chronic rheumatoid and osteo-arthritis. Rheumatologists and health professionals in Europe and Australia have applauded Melanie's work for helping improve the quality of care and the lives of people with chronic arthritis. Melanie 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 [researchclassifications@vu.edu.au](mailto:researchclassifications@vu.edu.au), or the Office for Researcher Training, Quality and Integrity on +61 3 9919 4522.