

# RESEARCH HIGHER DEGREE THESES POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure provides guidance on the preparation and lodgement of research higher degree theses at CQUniversity.

## 2 SCOPE

- 2.1 This policy and procedures applies to all research higher degrees (RHD) offered by CQUniversity, including:
- Masters by Research
  - Masters by Research (Offshore)
  - Doctor of Education
  - Doctor of Philosophy
  - Doctor of Philosophy (Offshore)
  - Doctor of Philosophy (by Portfolio)
  - Doctor of Professional Studies
- 2.2 This policy and procedure does not include theses developed for undergraduate honours programs. Honours students should refer to course-specific information for guidance.

### 3 POLICY STATEMENT

- 3.1 This policy and procedure is designed to ensure that research candidates, supervisors, examiners and administrators have clear information about the expected format and presentation of RHD theses. It is also designed to ensure that CQUniversity's RHD theses are consistent with the expectations of the [Australian Qualifications Framework](#) (AQF) and the [Higher Education Standards \(Threshold Framework\) 2015](#) (Cwllth).
- 3.2 Candidates should also consult the University's [Code of Conduct for Research](#) and [Student Research Misconduct Policy](#) when preparing a thesis for examination. In particular, candidates should be aware of the following items which constitute examples of research misconduct:
- fabrication of data; that is, claiming results where none have been obtained
  - falsification of data, including changing records
  - plagiarism, including self-plagiarism
  - misleading or false attribution of authorship
  - failure to abide by University policy and procedural requirements for research (e.g. ethical compliance in respect to human or animal research ethics).
- 3.3 Candidates should also be aware of the requirements expected in a thesis, according to the relevant degree being sought, under the specifications of the [AQF](#). Specifically:
- A thesis presented for an AQF Level 10 Doctoral award (e.g. Doctor of Education, Doctor of Philosophy, Doctor of Philosophy (Offshore), Doctor of Philosophy (by Portfolio), and Doctor of Professional Studies) must provide evidence of expert, specialised, cognitive, technical, and research skills in a discipline area. The candidate must demonstrate a capacity to independently and systematically:
    - demonstrate knowledge through systemic and critical understanding of a substantial and complex body of knowledge at the frontier of a discipline or area of professional practice
    - engage in critical reflection, synthesis and evaluation
    - develop, adapt and implement research methodologies to extend and redefine existing knowledge or professional practice
    - disseminate and promote new insights to peers and the community, and
    - generate original knowledge and understanding to make a substantial contribution to a discipline or area of professional practice.
  - A thesis presented for an AQF Level 9 award (e.g. Masters by Research and Masters by Research (Offshore)) must provide evidence of the acquisition and presentation of cognitive, technical and creative skills in a discipline area. The candidate must independently demonstrate:
    - possession a body of knowledge that includes the understanding of recent developments in one or more disciplines
    - advanced knowledge of research principles and methods applicable to the field of work or learning
    - cognitive skills to demonstrate mastery of theoretical knowledge and to reflect critically on theory and its application
    - cognitive, technical and creative skills to investigate, analyse and synthesise complex information, problems, concepts and theories and to apply established theories to different bodies of knowledge or practice
    - cognitive, technical and creative skills to generate and evaluate complex ideas and concepts at an abstract level
    - cognitive and technical skills to design, use and evaluate research and research methods
    - communication and technical skills to present a coherent and sustained argument and to disseminate research results to specialist and non-specialist audiences, and
    - technical and communication skills to design, evaluate, implement, analyse, theorise and disseminate research that makes a contribution to knowledge.

## 4 PROCEDURE

### Preamble

- 4.1 A submitted RHD thesis or portfolio will be written in English<sup>1</sup> and be of a satisfactory standard of literary presentation, including an accepted referencing system appropriate to the candidate's discipline area.
- 4.2 A RHD thesis must not contain material which has been accepted for the award of any other qualification at CQUniversity or any other institution, either by the candidate or by another individual.
- 4.3 A RHD thesis must not contain any material previously published or written by another person (including the candidate), except where due reference is made.

### Acceptable thesis formats

- 4.4 Theses submitted for a RHD course must be presented in an appropriate format. At CQUniversity, the key types of theses styles include:
- a traditional monograph (standard presentation)
  - a thesis containing one or more chapters as published, peer-reviewed outputs or non-traditional research outputs (sometimes known as "Thesis **with** Publication")
  - a thesis where all substantive chapters are research publications or outputs, plus an introductory and concluding chapter (sometimes known as "Thesis **by** Publication")
  - a **Doctor of Philosophy (PhD) by Portfolio** (a special case of thesis by publication, where the candidate enrolls in a separate degree and the majority of publications are generated outside of the period of candidature), or
  - a thesis (or folio) comprised of a major **creative work and exegesis**.
- 4.5 Irrespective of which thesis format is being presented, the University does not prescribe the minimum or maximum number, nor type of publication (e.g. journal article, conference paper, book chapter) that should be included in the thesis. This is a decision to be made jointly between the candidate and supervisory panel, having regard to the AQF requirements for the degree being sought.
- 4.6 Candidates should consult with their supervisory panel for guidance regarding a chosen thesis style, and conventions for their discipline regarding formatting and referencing, before writing begins. The University Library also holds a number of publications on the preparation of theses that may be useful to candidates.

### Thesis length

- 4.7 A thesis should provide sufficient information to demonstrate to the examiners that:
- the research has been conducted with a high level of technical skill
  - the candidate is familiar with, and has employed, the most suitable methodological and analytical techniques, and
  - the volume of learning and contribution to knowledge is consistent with the expectations of the degree (refer to sections 3.3).
- 4.8 Thesis length will vary according to the topic and the discipline, however the thesis should not be unnecessarily long. As an indication:
- a Masters by Research thesis or folio should not exceed 50,000 words
  - a Doctor of Philosophy thesis or folio should not exceed 80,000 words
  - a Professional Practice doctoral thesis or folio (e.g. within the Doctor of Education or Doctor of Professional Studies) should not exceed 60,000 words

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<sup>1</sup> Minor passages may be submitted in other languages, where this is relevant for the purposes of direct citation from a reference source, verbatim comments from research participants, or other similar circumstances.

- a Doctor of Philosophy (by Portfolio) thesis or folio shall be of a length sufficient to demonstrate an appropriate volume and quality of work, taking into consideration the number and nature of publications. It is strongly encouraged that an appropriate page or word limit would be agreed upon during the thesis proposal milestone.

## Thesis presentation

- 4.9 For theses containing exegetical work, this section would comprise no more than 30,000 words for a Masters by Research degree and 50,000 words for a Doctoral degree.
- 4.10 The thesis or folio components will be formatted on A4 international standard paper with mirrored margins set to inside at 3.18 cm and outside to 2.54 cm. Pages may be printed on one or both sides. Line spacing should be set to 1.5 (if using Harvard style) or double (if using APA style).
- 4.11 The title page of every volume (or the cover of every multimedia item submitted) will give the following information in the order listed:
- the full title of the thesis
  - the full name of the author
  - the qualification for which the thesis is submitted
  - the name of the institution to which the thesis is submitted (this must be listed as Central Queensland University, not CQUniversity Australia or any other forms or abbreviations)
  - the month and year relating to when the thesis was originally submitted for examination; as well as the month and year when the thesis was accepted for the award of degree
  - \*optional: the School in which the program of research and study was undertaken
  - \*optional: the names of the supervisory panel.
- 4.12 The thesis will be presented in the following order:
- title page
  - an abstract of not more than two A4 pages. This will provide a synopsis of the thesis, clearly state the nature and scope of the research undertaken, and of the contribution made to the knowledge of the subject
  - personal acknowledgments
  - a RHD Thesis Declaration, including
    - a statement relating to thesis authorship and originality
    - a copyright statement
    - acknowledgement of financial support, including support provided by the Australian Government (where applicable)
    - acknowledgements of industry engagement or access to external facilities to undertake the research (where applicable)
    - acknowledgement of the contribution provided by professional editing and proof-reading services (where applicable)
  - table of contents
  - table of tables and figures and other captioned content
  - a list of publications and/or presentations arising from and/or relevant to the thesis work (refer to section 4.23-4.25)
  - main text
  - references
  - appendices which should be labelled e.g. Appendix A, Appendix B etc.

- 4.13 A copy of template wording for the RHD Thesis Declaration is available on Research Moodle in downloadable text format. Candidates are not permitted to adjust the wording of these statements, but may choose to exclude some sections of the Declaration, where these are not applicable.
- 4.14 The preferred typescripts are Times New Roman 12, Arial 11 or Calibri 12 or another font of similar size and appearance.
- 4.15 Ordinarily, page numbering is in the footer as follows:
- title page - no page number
  - front matter - small Roman numerals commencing at i and
  - main text and end matter - Arabic numerals commencing at 1.
- 4.16 Non-print materials which are an integral part of the thesis, but which cannot be bound in the forms prescribed above, must be submitted for deposit in the Library in a manner as prescribed by the University librarian (or nominee).

## **Presentation of a thesis including published research outputs**

*Important note: this section applies to all RHD courses. However, candidates in the PhD by Portfolio degree have additional requirements and should also refer to sections 4.32-4.36.*

- 4.17 CQUniversity strongly encourages RHD candidates to publish the results of their research prior to submission of their thesis for examination. This process allows candidates to engage with a broad community of scholars and receive critical comment on their research, which assists in refining the quality of the research as well as developing valuable skills in the candidate.
- 4.18 Publication (or acceptance for publication) may provide an indication to the examiners of the quality and originality of the research in the thesis. It does not, however, preclude an examiner from forming their own judgement regarding the adequacy of the thesis or from recommending further corrections, re-submission of the thesis, or a fail. An acceptable RHD thesis will always be more than the sum of several published papers.
- 4.19 Candidates should choose an appropriate scholarly peer-reviewed destination for their work, in consultation with the supervisory team. Candidates should be particularly mindful of avoiding publishing houses that engage in predatory publishing tactics.<sup>2</sup>
- 4.20 Candidates may include published or submitted papers and book chapters in their thesis only where the following criteria are satisfied:
- the work is substantively the candidate's (typically evidenced by bearing the candidate's name as a primary author)
  - it has been published, accepted, or submitted during the period of candidature (excepting those to candidates enrolled in the PhD by Portfolio degree)
  - the content is clearly related to the subject matter of the thesis; and contributes to the argument of the thesis, and
  - is presented in a manner that allows the thesis to have a cohesive research narrative.
- 4.21 [*Important note: this section is not applicable to candidates enrolled in the PhD by Portfolio Degree*]  
Research outputs that have been published or submitted for publication outside of the term of candidature may be included in the thesis, however, the following rules apply:
- the work must be accompanied by a statement confirming that it has not been presented for a previous qualification (either by the current candidate, or by any other person)
  - the work must be listed under a heading identifying the material as 'previously published work relating to the thesis, but not forming part of the examinable material', and

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<sup>2</sup> For information on how to identify a predatory publisher visit the CQUniversity Library guide at: <https://libguides.library.cqu.edu.au/scholarlypublishing/choosingapublisher>

- candidates should also be clearly aware that incorporation of previously published material is not expected to form the majority of work in the thesis. Furthermore, inclusion of previously published work does not exempt candidates from their minimum study period as appropriate to the course being undertaken (as per the [Research Higher Degree Course Rules Policy and Procedure](#)).
- 4.22 Where published material is to be included in the thesis as part of the examinable material, a clear list of all of the candidate's relevant published work and presentations should be provided, including full bibliographic citations, under the heading 'Publications by the Candidate Relevant to the Thesis'.
- 4.23 If work published by the candidate during candidature is ancillary to the thesis and does not form part of the core thesis argument, the publications should be listed under the heading 'Additional Publications by the Candidate Relevant to the Thesis but not Forming Part of it'.
- 4.24 Where a candidate has presented any jointly-authored research publications as part of the examinable material of the thesis, a declaration must be provided that:
- describes the candidate's contribution to the work as well as the direct contribution by other authors, and
  - provides clear advice to examiners as to what material is fully published, under review, or submitted at the time of submission of the thesis for examination.
- One declaration is required for each separate jointly-authored publication, and template wording for this declaration is available from Research Moodle. This information may be positioned as part of the thesis frontmatter; preceding the chapter in which the publication is being presented; or in an appendix.
- 4.25 Joint publications are acceptable as part of a RHD thesis. However, particular care should be taken where the thesis contains joint publications with other RHD candidates (enrolled either at CQUniversity or at another institution). Where papers are included which have co-authors who are RHD candidates, a statement must be included noting that the publication will be included in both theses, and clearly attributing the contribution of each candidate to the conception, design and writing of the paper.
- 4.26 Published material may be presented in a thesis in several different ways:
- passages and data previously included in published papers and book chapters may be paraphrased and integrated with other material and elaborated upon in the thesis. Such data and passages must be appropriately referenced
  - passages and data from published papers and book chapters can be transferred directly (or in appropriately edited and referenced form) into one or more chapters of the thesis, or
  - a published paper, book chapter or accepted manuscript can form a single thesis chapter (or several papers and/or book chapters may form successive thesis chapters) with minor editing.
- 4.27 The University does not provide guidance regarding specifics of thesis presentation (e.g., how items such as page numbering, positioning of reference lists, and caption numbering for tables and figures should be dealt with). These decisions should be jointly made between the candidate and supervisory panel; but always following the general principles that:
- the examination panel must not be left in any doubt in regards to the status of the submitted material (e.g. whether published, accepted, in submission)
  - the thesis should not infringe on copyright in any way (as per section 4.29), and
  - the thesis must form a cogent research narrative throughout.
- 4.28 In compiling the thesis document, candidates and supervisors may need to consider whether to present published works in the thesis as per the publisher's 'house style', versus adopting consistent formatting through the entire thesis document, including across multiple publications. In making this choice, issues of copyright must take precedence over the visual presentation of the thesis.
- 4.29 A thesis must not infringe on copyright in any way, noting that where copyright has been assigned to a publisher, permission should be sought to reproduce the work in the thesis (even if it is the candidate's own work). Publisher websites should be checked for copyright policy in relation to publications in a thesis. A template letter is provided on Research Moodle, for candidates to use in requesting copyright permissions from the owner. This template should be used to seek copyright in any instance where the publisher has not

explicitly indicated, through their copyright policy, what is allowed with respect to reproduction of work within a thesis.

- 4.30 Where published material has undergone editing, amendment or any other form of adaptation, it must be clearly shown where the material differs from the published form.
- 4.31 Where the main text of the thesis is entirely represented by published work, the 'minimum treatment' rule should be followed. This means that, at minimum, a Thesis "by Publication" must contain:
- an introduction to the aims and design of the candidate's research project which must incorporate an independent and original review of pertinent existing work in the field that is entirely the candidate's own work. This introduction will contextualise the candidate's project and research question in relation to the present state of knowledge in the field, and (where appropriate) to key debates in the discipline and/or to social, cultural, or policy contexts
  - a framing chapter. The framing chapter should give an account of how the work fits into the field of scholarly literature and, where appropriate into the discipline through a discussion of key theoretical, methodological and empirical questions
  - chapters (represented by publications) should form a logical and cogent sequence leading to an argument that supports the main findings of the thesis. Further expansion of aspects of published papers such as more comprehensive descriptions of methodologies or statistical treatments is encouraged through the use of appendices or additional text in a chapter, and
  - an independent and original general discussion that is entirely the candidate's own work. This should integrate the most significant findings of the thesis and present the needs and prospects for future research.

## Theses for the Doctor of Philosophy by Portfolio

*[Important note: This section is only applicable to candidates enrolled in the PhD (by Portfolio) degree. Candidates in this degree should read the below in conjunction with the [Doctor of Philosophy by Portfolio Course Rules Policy and Procedure](#).]*

- 4.32 A PhD by Portfolio thesis will contain publications that are generated before or during the period of candidature. The number of type of pre-candidature outputs to appear in the thesis should be discussed and agreed upon during the Thesis Proposal milestone.
- 4.33 Eligible publications for the PhD by Portfolio can include written texts such as books, articles in journals, conference papers, and substantial commissioned research reports. The work should be, or have been, accessible within the public domain and have undergone a refereed or substantive peer review process. For further information, please refer to the [Doctor of Philosophy by Portfolio Course Rules Policy and Procedure](#).
- 4.34 The published work may be based on, or manifested in, rigorous experimental, theoretical, creative, empirical, or design inquiry.
- 4.35 A PhD by Portfolio thesis should consist of:
- a portfolio of publications based on original research, as agreed to in the Thesis Proposal Milestone, and
  - a substantive integrating written component which sets out an argument linking the publications together into a coherent theme; and the way the publications submitted represent
    - an advance in knowledge in the research degree student's discipline or field
    - the application of new knowledge or critical enquiry in original ways, and/or
    - new expression of knowledge or critical creative insight.
- 4.36 The integrating written component must also contain a substantial theoretical component relevant to the research degree student's discipline or field. There is no stipulated work length as what is appropriate will vary with the nature of the submitted work and the research degree student's discipline or field. Any additional research to be undertaken should only be directed towards the development of the integrating theme. The total submission must be at a standard for the award of the degree of PhD.

## Presentation of a thesis containing creative work and exegesis

- 4.37 CQUniversity supports candidates that are engaging in either a Masters by Research, or a Doctorate, featuring creative practice and the development of a creative work. Here, creative work means an original product designed and created or constructed by a candidate during candidature using one or more creative forms; including visual arts, media arts, literary, drama, musical and performing arts-based works (and other forms that may not be listed here). The exegesis or exegetical component is a scholarly, critical commentary of the research informing the development of the work/s and practice during candidature.
- 4.38 An acceptable thesis submission will comprise creative work and exegesis or exegetical work. The extent of these two components within the thesis should be negotiated between the candidate and supervision team, having regard to the academic requirements of the degree being sought. Candidates are encouraged to discuss this with their supervisors early in candidature. In particular, the thesis plan that is presented as part of the confirmation of candidature milestone should include consideration of:
- the form and nature of the practice-based work
  - overall volume and percentage weighting of work in the creative and exegetical components, and
  - how the creative work or practice-based component can be 'examined' (for example, whether a final examiner may need to attend a live performance or exhibition).

## Use of professional proof-reading services

- 4.39 Candidates may engage professional proof-reading services prior to submitting the thesis for examination. The School of Graduate Research will make available a list of approved professional proof-readers. Funding for proofreading may be available from the candidate's approved candidature budget. A quotation for services must be presented for approval, prior to engaging a proofreader, and funding will only be provided for service providers who are on the approved proofreader's list.
- 4.40 Where services have been sought without budget approval or for an individual who is not on the register of suppliers, payment for services will be the candidate's responsibility.
- 4.41 The University follows the Institute of Professional Editors best practice guidelines recommended by the [Australian Council of Graduate Research](#) and for engaging proof reading services prior to thesis submission. Candidates must refer to these Guidelines to understand the scope and limits of services that may be obtained, and obtain approval from the principal supervisor, prior to engaging professional proof-reading services.

## Submission of theses for examination

- 4.42 Candidates are required to complete an Advice of Intention to Submit a Thesis or Portfolio - RHD Form four weeks prior to the proposed date of submission of the thesis or portfolio. Thesis documents must be submitted to the School of Graduate Research to enable the commencement of the nomination and appointment of examiners process.
- 4.43 The supervisor must advise the School of Graduate Research about any confidentiality, intellectual property or other requirements related to the examination of the thesis, as part of the thesis submission form. Necessary actions to meet contractual requirements will also be cross-checked by the School of Graduate Research.
- 4.44 Candidates are required to submit one electronic copy of the thesis to the School of Graduate Research, in a secure format (e.g. PDF file). Delivery to the supervisor or to any other individual or area does not constitute submission.
- 4.45 A thesis submission must be accompanied by a full report generated in the TurnItIn plagiarism detection software. The thesis will not be sent to examiners unless this report has been provided. The exception to this is a thesis containing commercial-in-confidence or other confidential materials; in this case, the candidate should seek advice from the Dean, School of Graduate Research in regards to a referencing report.
- 4.46 A completed Submission of Thesis or Portfolio - RHD Form must be provided at time of submission. This form should be included separately and not appended to a thesis or folio.

- 4.47 Where the principal supervisor does not support the proposed submission of the thesis for examination, the candidate must contact the Dean, School of Graduate Research for advice before submitting the thesis.
- 4.48 On receiving a thesis submission, the School of Graduate Research will provide a notification to the candidate and principal supervisor regarding the date that the thesis has been approved for release to the examination panel, and an indication of the expected date of return.

### **Deposit of thesis after examination**

- 4.49 The candidate is responsible for ensuring the final thesis is presented to the University in the prescribed manner.
- 4.50 Prior to submission, all candidates are required to:
- save a master copy of completed research datasets on CQUniversity's dedicated research drive (allocated on initial lodgement of Research Data Management Plan)
  - finalise their Research Data Management Plan, and
  - submit a record of the dataset to Research Elements with appropriate creative commons licencing (except for confidential/sensitive/restricted data where no public access details will be available in ACQUIRE)
- Candidates should contact the Information and Technology Directorate via [tasac@cqu.edu.au](mailto:tasac@cqu.edu.au) for further information regarding these items.
- 4.51 One electronic version of the final thesis will be submitted to Research Elements to be permanently deposited in the University's institutional repository ([ACQUIRE](#)). A testamur confirming award of the degree cannot be issued until the School of Graduate Research has confirmed the requisite copy has been submitted to Research Elements. It is expected that this copy of the thesis will be freely available to persons wishing to read the thesis for purposes of research and private study, unless a case for restriction (via embargo) exists.
- 4.52 Application may be made to the School of Graduate Research for the placing of a thesis (and its accompanying datasets) on restricted access in the University Library where:
- there is an intention to publish material from the thesis and where unrestricted access could prejudice this intention
  - the thesis contains material, the free availability of which could have legal repercussions
  - the thesis contains patentable material or information subject to confidentiality or
  - the thesis contains copyright material.
- 4.53 Restricted access is normally approved for up to one year in the first instance. Any extension beyond this period will be at the discretion of the Dean, School of Graduate Research. All applications must fully explain the reasons for which restricted access is sought.
- 4.54 There is no University requirement for hard-copy, bound versions of the thesis to be produced. Candidates should discuss with their supervisory panel regarding whether bound copies of the thesis will be provided to members of the panel. Where an examiner requests a bound copy, the School of Graduate Research will be responsible for generating a hard copy and providing it to the examiner.

### **Specifications for permanent binding of written theses**

- 4.55 Where a candidate elects to produce hard copies of their thesis the following conventions should be followed. The thesis will be sewn and bound in boards covered with book cloth or buckram (or other binding fabric). The colour for the binding fabric will be based on the program in which the candidate was enrolled:
- Doctor of Philosophy, Doctor of Philosophy (Offshore), Doctor of Philosophy (Portfolio) theses will be bound in black with gold lettering
  - Doctor of Education theses will be bound in burgundy with gold lettering
  - Doctor of Professional Studies theses will be bound according to the candidate's choice

- Masters theses will be bound in royal blue with gold lettering.
- 4.56 The thesis title will be as that approved by the School of Graduate Research.
- 4.57 The following information should appear in lettering on the front cover of the thesis in the following order:
- author's initials and surname
  - the title of the thesis
  - the title of the degree to be awarded and
  - the year of submission.
- 4.58 The lettering on the spine, reading from top to bottom, should conform to the information recorded on the cover or the title page. The thesis title, which appears on the spine, may be annotated.
- 4.59 The cost of meeting specifications for binding or other forms of presentation will be incurred by the candidate.
- 4.60 It is the responsibility of the candidate to arrange for the binding of the thesis. Providing the above specifications are met, candidates are free to use the binding agency of their choice.

### **Specifications for permanent multimedia submissions**

- 4.61 Multimedia submissions should have a covering page on the disc and as the first page of the electronic presentation.
- 4.62 The following information should appear on both pages of the multimedia submission in the following order:
- candidate's surname and initials
  - short title
  - the title of the degree for which the candidate is being examined, and
  - the year of submission.
- 4.63 Non-print materials which are an integral part of the thesis, but which cannot be bound in the forms prescribed above, must be submitted for deposit in the Library in a manner as prescribed by the Deputy Director, Information Technology and Library Services (or nominee).
- 4.64 The cost of meeting specifications for binding or other forms of presentation will be incurred by the candidate.

## **5 RESPONSIBILITIES**

### **Compliance, monitoring and review**

- 5.1 The Dean, School of Graduate Research is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 The School of Graduate Research is responsible for communications regarding the status of theses under examination, including issuing receipt emails to acknowledge thesis submission and release to the examination panel.

### **Reporting**

- 5.3 No additional reporting is required.

### **Records management**

- 5.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.

- 5.5 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

## 7 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Act 1998](#) (Qld)

[Code of Conduct for Research](#)

[Doctor of Philosophy by Portfolio Course Rules Policy and Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#) (CwIth)

[Research Data Management Policy and Procedure](#)

[Student Research Misconduct Policy and Procedure](#)

## 8 FEEDBACK

- 8.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Research Higher Degrees Committee
Advisory Committee to Approval Authority	N/A
Administrator	Dean, School of Graduate Research
Next Review Date	18/04/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 29/03/2017
Amendment Authority and Date	Research Higher Degree Committee 23/08/2017; Administrator Approved – Dean, Graduate Studies 19/09/2017; Research Higher Degrees Committee 10/04/2019; Research Higher Degrees Committee 18/04/2019.
Notes	This document consolidated and replaced the Publication of Research Higher Degree Work for Inclusion in the Thesis Procedure and the Presentation and Lodgement of Research Theses and Portfolios Procedure (27/03/2017).