

RESEARCH HIGHER DEGREE THESES POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure provides advice to research higher degree candidates, supervisors, examiners and research administration staff with respect to the preparation and lodgement of research higher degree theses.
- 1.2 The policy and procedure also contains specific advice for preparing a thesis that contains published, peer-reviewed outputs as part of the examinable material.

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 Theses developed for undergraduate honours programs are not covered by this policy and procedure, and honours students should instead refer to School or course-specific information.

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](#) and the [Higher Education Standards \(Threshold Framework\) 2015](#).
- 3.2 Candidates should also consult the University's [Code of Conduct for Research](#) and [Student Research Misconduct](#) policies 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 Australian Qualifications Framework. Specifically:
- 3.3.1 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
 - generate original knowledge and understanding to make a substantial contribution to a discipline or area of professional practice
- 3.3.2 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
- 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 English¹ 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, nor any material previously published or written by another person (including the candidate), except where due reference is made.

Acceptable thesis formats

- 4.3 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 publications (sometimes known as "Thesis **with** Publication")
 - a thesis where all substantive chapters are publications, plus an introductory and concluding chapter (sometimes known as "Thesis **by** Publication")
 - a **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**.

Information specific to particular thesis formats is provided from section 4.17 onwards of this policy and procedure.

- 4.4 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.
- 4.5 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

- 4.6 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 3.3.1 and 3.3.2).

¹ 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.

- 4.7 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.
 - 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

- 4.8 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.
- 4.9 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). Electronic theses should observe these settings.
- 4.10 The title of the thesis will be that as recorded on the candidate's enrolment profile. Where changes to this title are sought prior to thesis submission for examination, this should be done via a Change to Description of Candidature Form.
- 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 subtitle (if any)
 - 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
 - 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
 - acknowledgments
 - a signed declaration of authorship and originality of thesis (declaration)
 - a copyright statement
 - table of contents
 - table of tables and figures and other captioned content
 - table of publications and presentations arising from and/or relevant to the thesis work
 - if applicable, a signed declaration of the candidate's statement of contribution to any jointly-published work and any statement of the direct contribution of work by others that may be included within the thesis
 - main text
 - references
 - appendices which should be labelled e.g. [Appendix A](#), [Appendix B](#) etc.

- 4.13 The preferred typescripts are Times New Roman 12, Arial 11 or Calibri 12 or another font of similar size and appearance.
- 4.14 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.
- 4.15 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).

Acknowledgements in the thesis

- 4.16 The thesis must include the following acknowledgements and statements, as applicable:
- acknowledgement of financial support, including support provided by the Australian Government
 - acknowledgements of industry engagement or access to external facilities to undertake the research
 - acknowledgement of the contribution provided by professional editing and proof-reading services.

Templates for each type of acknowledgement are provided as [Appendices](#) to this document. These acknowledgements are to be included as prefatory matter in the thesis (as per section 4.12).

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 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.
- 4.20 *[Important note: this Clause 4.20 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'.

- 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](#)).
- 4.21 Where published material is to be included in the thesis, a clear list of all of the candidate's relevant published work and presentations should be provided, including full bibliographic citations, the heading 'Publications by the Candidate Relevant to the Thesis'.
- 4.22 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 following the Statement of Contribution by Others under the heading 'Additional Publications by the Candidate Relevant to the Thesis but not Forming Part of it'.
- 4.23 A thesis which includes publications must also include a statement for each publication which 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. A template for this statement is provided in [Appendix D](#).
- 4.24 Joint publications are acceptable as part of a RHD thesis. However, the nature and extent of the candidate's work must be precisely identified and attributed (as per the template provided in [Appendix D](#)).
- 4.25 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 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 in [Appendix F](#), 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 (4.32-4.36) 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 Doctor of Philosophy.

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).
- 4.39 An Appendix with suggested parameters for theses containing creative work and exegesis is currently under development and will be incorporated into this policy during 2017.

Use of professional proof-reading services

- 4.40 Candidates may engage professional proof-reading services prior to submitting the thesis for examination. The Research Division will make available a list of approved professional proof-readers for RHD candidates, and/or candidates are referred to the [Institute of Professional Editors' 'Find an Editor' search tool](#). Funding for proofreading is available the candidate's approved candidature budget, and a sub-limit of \$600 strictly applies. Candidates wishing to access additional services beyond this fee may do so from private funds.
- 4.41 The University follows the best practice guidelines recommended by the [Australian Council of Graduate Research](#) 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 engage 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 - Research Higher Degree Form four weeks prior to the proposed date of submission of the thesis or portfolio. Thesis documents must be submitted to the Research Division to enable the commencement of the nomination and appointment of examiners process.
- 4.43 The supervisor must advise the Research Division 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 checked by the Research Division.
- 4.44 Candidates are required to submit one electronic copy of the thesis to the Research Division, in a secure format (e.g. PDF file). Delivery to the supervisor or the School, 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, Graduate Studies in regards to a referencing report.
- 4.46 Candidates are strongly advised to retain their own copy of the thesis during the examination. The University takes no responsibility for replacing copies of the thesis.
- 4.47 A completed Submission of Thesis or Portfolio - Research Higher Degree Form must be provided at time of submission. This form should be included separately and not appended to a thesis or folio.

- 4.48 Where the principal supervisor does not support the proposed submission of the thesis for examination, the candidate must contact the Dean, Graduate Studies for advice before submitting the thesis.
- 4.49 On receiving a thesis submission, the Research Division 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

- 4.50 Copies of a thesis which have been examined, and for which the degree is to be awarded, will be returned to the candidate. The candidate is responsible for ensuring the final thesis is presented to the University in the prescribed manner.
- 4.51 One electronic version of the final thesis will be lodged with the Research Division to be permanently deposited in the University's institutional repository (ACQUIRE) (Submission of Thesis of Portfolio – Research Higher Degree Form). All enquiries regarding the lodgement of the electronic copy of the thesis should be directed to rdh-admin@cqu.edu.au. A testamur confirming award of the degree cannot be issued until the Research Division has confirmed the requisite copy has been lodged in the Library. 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.
- 4.52 Completed research datasets are required to be lodged with CQUniversity's institutional repository, ACQUIRE. All candidates should also have finalised their Research Data Management Plan prior to submission. Candidates should contact tasac@cqu.edu.au for further information regarding these items.
- 4.53 Application may be made to the Research Division 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.
- 4.54 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, Graduate Studies. All applications must fully explain the reasons for which restricted access is sought and should be noted on the Submission of Thesis of Portfolio - Research Higher Degree Form in the "Library Declaration" component.
- 4.55 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 Research Division will be responsible for generating a hard copy and providing it to the examiner.

Specifications for permanent binding of written theses

- 4.56 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
- 4.57 The title of the thesis would normally be that as approved by the Research Division.

- 4.58 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.
- 4.59 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.
- 4.60 The cost of meeting specifications for binding or other forms of presentation will be incurred by the candidate.
- 4.61 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

- 4.62 Multimedia submissions should have a covering page on the disc and as the first page of the electronic presentation.
- 4.63 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 and
 - the year of submission.
- 4.64 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, Learning Environments and Libraries (or nominee).
- 4.65 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, Graduate Studies is responsible for ensuring that this policy document complies with relevant legislation and University requirements; and is reviewed at an appropriate interval.
- 5.2 The Research Division, 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. The Research Division oversees the delivery of RHDs, including the lodgement and examination of thesis.

Records management

- 5.4 All records relevant to administering this policy and procedure must be maintained in a recognised University recordkeeping system.

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](#)

[Research Data Management Policy and Procedure](#)

[Student Research Misconduct Policy and Procedure](#)

8 FEEDBACK

8.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Research Higher Degrees Committee
Administrator	Dean, Graduate Studies
Next Review Date	23/08/2020

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.
Notes	This document consolidates and replaces the Publication of Research Higher Degree Work for Inclusion in the Thesis Procedure and also the Presentation and Lodgement of Research Theses and Portfolios Procedure.

Appendix A – Acknowledgement of financial and other support, including by Australian Government

Candidates who have received financial support, such as a scholarship or research support grant during their RHD candidature should acknowledge that support. Candidates should consult the scholarship or support grant Funding Agreement for prescribed guidelines on the formatting of such acknowledgements.

Where no format is prescribed by the funding body the following format should be used:

ACKNOWLEDGEMENT OF FINANCIAL SUPPORT

I gratefully acknowledge the funding received from [insert name of Funding Body] through the [Name of Funding Program] which has supported this research.

The following statement must be included in the thesis for any student who has received financial support (including through the Research Training Scheme or Research Training Program, during their candidature)

ACKNOWLEDGEMENT OF SUPPORT PROVIDED BY THE AUSTRALIAN GOVERNMENT

This RHD candidature was supported under the Commonwealth Government's Research Training Program/Research Training Scheme. I gratefully acknowledge the financial support provided by the Australian Government.

The following acknowledgement should be included for non-financial support received.

ACKNOWLEDGEMENT OF OTHER SUPPORT

This research was undertaken with in-kind support of [nature of facilities or services provided] provided by [name of Provider]

Appendix B - Acknowledgement of the contribution provided by professional editing and proof-reading services

Where professional editorial advice, of any form, has been provided for this thesis the name of the editor and a description of the services provided is to be included as prefatory material in the thesis, in the following format.

ACKNOWLEDGEMENT OF PROFESSIONAL SERVICES

Professional editor, [insert editor's name], provided copyediting and proof-reading services, according to the guidelines laid out in the University-endorsed national guidelines, 'The editing of research theses by professional editors'.

.....

(Original signature of Candidate)

.....

Date

Appendix C - Declaration of authorship and originality

DECLARATION OF AUTHORSHIP AND ORIGINALITY

I, the undersigned author, declare that all of the research and discussion presented in this thesis is original work performed by the author. No content of this thesis has been submitted or considered either in whole or in part, at any tertiary institute or university for a degree or any other category of award. I also declare that any material presented in this thesis performed by another person or institute has been referenced and listed in the reference section.

.....
(Original signature of Candidate) Date

Appendix D - Declaration of co-authorship and co-contribution

The following declaration is to be completed for each conjointly authored publication and placed at the beginning of the thesis chapter in which the publication appears.

DECLARATION OF CO-AUTHORSHIP AND CONTRIBUTION

Title of Paper	
Full bibliographic reference for Journal/Book in which the Paper appears	
Status	Accepted and In Press Published

Nature of Candidate's Contribution

--

Nature of Co-Authors' Contributions

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Candidate's Declaration

I declare that the publication above meets the requirements to be included in the thesis as outlined in the Research Higher Degree Theses Policy and Procedure

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(Original signature of Candidate) Date

Appendix E – Copyright statement

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Appendix F – Template letter for requesting copyright

Template

Copyright holder details

Date

Your details

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Date

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Yours sincerely,

[your name]