

RESEARCH HIGHER DEGREE THESIS AWARDS PROCEDURE



CONTENTS

1	PURPOSE	1
2	SCOPE	1
3	PROCEDURE	1
	Eligibility	1
	Selection criteria.....	2
	Process for consideration.....	2
	Presentation.....	2
4	RESPONSIBILITIES.....	3
	Compliance, monitoring and review	3
	Reporting.....	3
	Records management.....	3
5	DEFINITIONS	3
6	RELATED LEGISLATION AND DOCUMENTS	3
7	FEEDBACK	3
8	APPROVAL AND REVIEW DETAILS.....	3

1 PURPOSE

- 1.1 This procedure outlines the eligibility, application and process for the Research Higher Degree Thesis Awards.

2 SCOPE

- 2.1 This procedure applies to research higher degree theses produced by candidates in any research higher degree (RHD) program at CQUniversity.
- 2.2 This procedure does not apply to research portfolios submitted by Graduate Certificate in Research candidates.

3 PROCEDURE

- 3.1 The Research Higher Degree Thesis Awards recognise high-quality research theses produced by research higher degree candidates (RHD) at CQUniversity.
- 3.2 The Awards are intended to reward RHD candidates, encourage an aspiration of excellence in the RHD community, and acknowledge the importance of research quality to the success of CQUniversity.

Eligibility

- 3.3 Per annum, two levels of Awards are available:
- The **Outstanding Research Higher Degree Thesis Award**, which will be awarded to the candidate who has produced the highest-quality thesis in the preceding 12 months. This award is resourced from a University Sponsor through the of Development and Alumni Relations Directorate and consists of a monetary award (\$1,000) and citation.
 - Thesis Academic Excellence Award/s**, which will be awarded to one or more candidates who have produced high-quality theses in the preceding 12 months. These awards are resourced from the

Research Division, and consist of a monetary award of no more than \$250 per recipient, with up to \$1,000 in awards available in total each year.

- 3.4 A candidate is eligible for an award only where the moderated outcome of the original examination process is in one of the following categories:
- that the thesis be accepted as satisfactory for the award of the degree, or
 - that, provided the listed minor revisions are addressed to the satisfaction of the Chair of Examiners, the thesis be accepted as satisfactory for the award of the degree.

Selection criteria

- 3.5 The Awards will consider RHD theses (including accompanying folio and/or creative works) that have demonstrated:
- knowledge of the research topic and the discipline/s it embraces
 - a capacity for clear methodical and critical thinking
 - mastery of analytical techniques appropriate to the research, and
 - communication in a succinct and cogent form using appropriate writing skills and presentation of the research results.
- 3.6 In selecting award recipient/s, the Executive Committee will have regard to:
- the totality of comments made by members of the Examination Panel (including the Chair and Dean)
 - the expected performance of a candidate relative to the RHD being conferred, and
 - the timeliness of the candidate's completion of the degree (expressed in EFTSL consumption, which does not include periods of approved leave).
- 3.7 Information regarding the timeliness of the completion shall be supplied by the School of Graduate Research.

Process for consideration

- 3.8 A shortlist of candidates will be prepared by the School of Graduate Research once per year, based on Recommendations of Awards (and the attendant Examination Reports) tabled at the Research Higher Degree Committee. This list will identify any candidate where one or more examiners have indicated that the work is of outstanding quality (within the top 10% in its field).
- 3.9 The Research Higher Degrees Executive Committee will assess all nominations (and accompanying portfolios of work) against the criteria provided for the Awards.
- 3.10 The Executive Committee will make a recommendation/s for the:
- Outstanding Thesis Award to the Development and Alumni Relations Directorate, and
 - Thesis Academic Excellence Award/s to the Deputy Vice-Chancellor (Research)
- before June of each year, to enable presentation of the award/s at an appropriate ceremony.
- 3.11 The Executive Committee reserves the right not to make a recommendation for each Award in any year. In exceptional circumstances, the Committee also reserves the right to recommend more than one Outstanding Thesis Award in any year.

Presentation

- 3.12 Where practicable, the Award/s will be presented at the chosen Graduation Ceremony of the recipient/s.
- 3.13 Unsuccessful nominees will receive a written citation from the School of Graduate Research to acknowledge the quality of their thesis, despite not winning an award.

3.14 Information on the Awards and recipients will appear in the Research Division Services Annual Report.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 The Dean, School of Graduate Research is responsible for monitoring, reviewing and ensuring compliance with this procedure.

Reporting

4.2 No additional reporting is required.

Records management

4.3 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.

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

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

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

[Research Higher Degree Examination Policy and Procedure](#)

[Research Higher Degree Course Rules Policy and Procedure](#)

[Research Higher Degree \(Offshore\) Course Rules Policy and Procedure](#)

7 FEEDBACK

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

8 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	07/02/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 30/03/2016
Amendment Authority and Date	Research Higher Degrees Committee 7/02/2019
Notes	