



Statutes and Regulations Committee Minutes

Meeting No:	SRC2/09
Date and Time:	Tuesday, 7 July 2009, 2pm
Venue:	Council Room, Mt Helen Campus
Members:	Ms Rowena Coutts Professor Terry Lloyd Professor Wayne Robinson Associate Professor Todd Walker Professor Andy Smith Ms Sue Goodbourn Ms Katie Morris (Secretary)
Observer:	Mr Derek White

1.1 Apologies

Ms Katie Morris

2. Minutes of the previous meeting and matters arising

2.1 Confirmation

The Committee approved the minutes of meeting SRC1/09 held 10 March 2009 (previously distributed to Committee members).

2.2 Approval of Legislation

The Committee noted that Academic Board approved the following legislation at its meeting held on 8 April 2009 (AB2/09): -

- Regulation 2.1 – The Council.
- Regulation 2.2.2 – Academic Board.
- Schedule 5.1 (together with the creation of a new Schedule 5.1.1).
- Regulation 5.1 - Higher Doctorates, the Degree of Doctor of Philosophy, Professional Doctorates and Masters Degrees by Research (*Amendment no. 15).
- Statute 5.3 – Assessment -The Schedule Part I (*Amendment no. 7).
- Statute 5.3 – Assessment -The Schedule Part II.

The Committee noted that Council Executive Committee approved the following legislation at its meeting held on 19 May 2009 (CEC2/09): -

- Regulation 2.1 – The Council.
- Regulation 2.2.2 – Academic Board.
- Schedule 5.1 (together with the creation of a new Schedule 5.1.1).
- Regulation 5.1 - Higher Doctorates, the Degree of Doctor of Philosophy, Professional Doctorates and Masters Degrees by Research (*Amendment no. 15).
- Statute 5.3 – Assessment -The Schedule Part I (*Amendment no. 7).
- Statute 5.3 – Assessment -The Schedule Part II.

The Committee also noted that Statute 5.3 – Assessment -The Schedule Part II has been published, noting that Council will formally approve the amendments at its July meeting. Further the Committee noted an amendment to the date to section 2 of the The Schedule to read “1 January 1996-31December 2008” replacing the date 21 September 2008.

3. Specific items for discussion

3.1 Regulation 1.1.2 - Interpretation

Terry Lloyd and Katie Morris met to discuss proposed TAFE terminology to be inserted in Regulation 1.1.2. Following this meeting, it was suggested that Katie Morris meet with Greg Jakob, Director, Planning, Quality and Review, to consider the terminology in light of the new VET FEE-HELP arrangements. Katie Morris and Greg Jakob discussed the terminology and some suggestions were provided by Greg. Further input is required from the University's Quality Services team to ensure the proposed definitions in Regulation 1.1.2 appropriately reflect the new TAFE terminology. Following this input, the Regulation will be re-submitted to the Committee for further consideration. (see Annex I)

3.2 Regulation 2.1 - The Council

Rowena Coutts advised the Committee that Council Executive Committee had determined to recommend to Council that all Council appointees, ex-officio and staff and student members pass a probity check similar to those undertaken by Governor-in-Council members, to include satisfactory completion of a Police check, a declaration of Private Interests and a Privacy consent form. The Committee agreed that Regulation 2.1 should proceed without the sections relating to a police check and that these would be incorporated into a new regulation relating to Probity checks for Council and Council's Committees members.

Regulation 2.1 duly amended is annexed (see Annex II).

3.3 Regulation 2.2. – Appeals Committee

Suggested amendments have been made to paragraph 12 of Regulation 2.2, to clarify that: -

- The decision of the Appeals Committee together with reasons for the decision is to be communicated to the appellant (student) in writing, in accordance with the principles of natural justice; and
- In upholding the appeal, the Appeals Committee *may* refer the matter back to the Head of School or impose other conditions on the student's candidature or enrolment in the course, but is under no obligation to do so.

Resolution SRC2/09/1

The Committee recommends to Academic Board the proposed amendments to Regulation 2.2 (see Annex III).

3.4 Regulation 2.3 – The Schools

Regulation 2.3 has been amended to reflect the change of name of the School of Information Technology and Mathematical Sciences to the *Graduate* School of Information Technology and Mathematical Sciences.

Resolution SRC2/09/2

The Committee recommends to Academic Board the proposed amendments to Regulation 2.3 (Annex IV).

3.5 Regulation 4.1 – Academic Dress

Terry Lloyd and Katie Morris met to discuss proposed amendments to Regulation 4.1 in so far as it relates to TAFE disciplines, and a re-worked version of the Regulation is now annexed for consideration by the members of the Committee.

In addition, a new paragraph 10 has been inserted in Regulation 4.1 to allow Indigenous students the option of wearing a stole when graduating, which depicts the colours of the Aboriginal flag. A photo of the proposed stole as provided by Ms Shirley Morgan, Manager, Aboriginal Education Centre is annexed (Annex V).

Resolution SRC2/09/3

The Committee recommends to Academic Board the proposed amendments to Regulation 4.1 (Annex VI).

3.6 Regulation 5.1 - Higher Doctorates, the Degree of Doctor of Philosophy, Professional Doctorates and Masters Degrees by Research

The Committee considered the proposed amendments to Regulation 5.1 (Amendment no. 16) together with feedback received from Professor Lawrie Angus. In addition, a minor amendment has been made to Part E – The Schedule of Regulation 5.1 to delete the reference to Master of Information Technology. It was agreed to refer some sections back to Professor Erica Smith and the Research Committee for rewording or clarification. The Chair will then distribute the final draft to the Committee for approval prior to it being presented to the Academic Board Executive for approval. (Annex VII).

3.7 Statute 5.3 - Assessment - The Schedule Part I

Paragraph 5(2) of Statute 5.3, The Schedule Part I has been amended to clarify that an application for special consideration is to be made to the Head of School via the School or Partner Provider administration office, so as to be consistent with the new Special Consideration Application Form and Health Care Professional Certification which students must submit. (see Annex VIII).

The Committee noted that the Council Executive Committee had already approved amendments in this form with the addition of “in the case of off-campus delivery” added after “application for special consideration is to be made to the Head of School via the School..” and further consideration of this Statute was not necessary.

3.8 Statute 6.1 – Student Discipline and Regulation 6.1 – Student Discipline

The Committee considered proposed amendments to Statute 6.1 and Regulation 6.1 to clarify that a delegate of the Head of School or Vice-Chancellor may conduct the hearing of a complaint and make the requisite decision(s) in discipline cases involving cheating or an intention to gain an unfair advantage (not including plagiarism), as set out in paragraph 2(1)[f] of Regulation 6.1.

In addition, paragraph 4(2) of Regulation 6.1 has been amended to clarify that a complaint may only be referred to the Student Discipline Committee for determination after the Head of School or Vice-Chancellor (or nominee in the case of cheating), has first heard the complaint in accordance with paragraph 4(2) of the Statute.

Resolution SRC2/09/4

The Committee recommends to Academic Board the proposed amendments to Statute 6.1 (Annex IX) and Regulation 6.1 (Annex X).

4. General Business

4.1 Meeting Dates for 2009

The Committee is asked to note the meeting dates for the remainder of 2009: -

- Tuesday, 25 August 2009
- Tuesday, 27 October 2009

Meeting times will be from 2pm to 3.30pm.

4.2 Meeting of Chairs of Academic Board Standing Committees

The Chair reported on the above meeting held on 25 June 2009. The Committee has been asked to review its Terms of Reference and membership rationale, and to prepare an annual report to Council of its activities.

4.3 Model Universities Bill

The Chair reported on the progress towards a new Act and advised that legislation would need to be reviewed in light of the proposed changes to

the Act. Provisions relating to Academic Board are likely to be much less prescriptive.

5. Next meeting

Tuesday, 25 August 2009 at 2pm in the VCO Meeting Room, Mt Helen.

The meeting concluded at 3.50 pm.

DRAFT NEW REGULATION

REGULATION 1.1.2- INTERPRETATION

ANNOTATED VERSION 26 JUNE 2009

*(AMENDMENTS POST 11 NOVEMBER 2008
APPEAR IN STRIKETHROUGH AND ITALICS)*

1. In any Statute or Regulation of the University amended or made from 22 September 2008, unless the contrary intention appears: -

“Academic Career” means a Higher Education level of study being undergraduate, postgraduate by coursework, postgraduate by research or non-award. [NOTE: does not apply to TAFE. Need complimentary TAFE terminology/definition]

~~“Academic Group” or “Academic Organisation” means a School of the Institution established under Statute 2.3 – Schools. [Note: was “School”]~~

~~“Academic Institution” or “Institution” means the University of Ballarat established pursuant to the University of Ballarat Act 1993 (Vic) or, where the context requires, a partner academic institution of the University of Ballarat.~~

“Academic Plan” or “Plan” means the areas of study within a Program, including majors, minors, streams and strands, together with the location of study. [add definition of “Learning Plan” for TAFE purposes]

“Academic Program” or “Program” means a course of study leading to a Higher Education Award or VET Award. [Note: was “Course”. Although SIMS does not apply to TAFE currently, the reference to VET Award in the definition should be included as old definition of “course” in Statute 1.1 encompasses HE and VET Awards. For drafting purposes, easier moving forward with amendments to legislation to replace all references to “Course” with new term “Program”]

“Academic Subject” means a category, grouping or general classification of Courses within a Program.

“Admit” or “Admitted” (as the context requires) means to accept an application for admission to the ~~Institution~~ *University* from a prospective student and allow him/her to commence as a Student of the ~~Institution~~ *University*. [Note: definition necessary due to change of definition of “Student”]

“Application Centre” means the organisation or centre or agent through which a prospective student applies to study at the ~~Institution~~ *University*.

“Course” means a unit of studies/*competency/enrolment*, a module, a subject or an identifiable component of a Program that is recorded onto the ~~Institution’s~~ *University’s* student management system. [Note: was “Unit”]

“Course Component” means the components of a Course which a Student Enrols in, including classes, lectures, tutorials and laboratory work as the case may be.

“Course ID” means the Course identifier as recorded onto the ~~Institution~~ *University’s* student management system, usually consisting of a Subject Area prefix and a numerical value.

“Enrol” or “Enrolment” means the process of the Student or an administrator of the Institution *University* selecting Course Components for the Student within a Term.

“Progress Unit” or “Unit” means the credit point value of a particular Course. [Note: was “Credit Points”]

“Restricted Access Arrangement” means an agreement entered into between the University and an employer or industry body for the provision of a Program(s) or Course(s) or places in a Program(s) or Course(s) in which enrolment is limited or restricted to employees of the employer or industry body. [note: new VET FEE-HELP terminology – see definition of “Term” below]

“Session” means a block of teaching within a Program with a defined start and end date.

“Student” means, for Higher Education, a person admitted to the University and, for TAFE, a person enrolled in the University. ~~an Admitted student.~~ [Note: previously meant an “Enrolled Student”]

“Subject Area” means the identifier for an Academic Subject as recorded onto the Institution *University*’s student management system.

“Term” means the teaching period or periods defined by the Academic Board to be a term or a period of study for a Restricted Access Arrangement. [Note: was “Teaching Period”]

Draft 12/8/08

DRAFT 26/6/09 incorporating working party amendments and amendments discussed with

T Lloyd and G Jakob.

REGULATION 2.1 – THE COUNCIL
(AMENDMENTS APPEAR IN STRIKETHROUGH AND ITALICS)

Student Members of Council

1. Pursuant to paragraph (f) of sub-section 7(2) of the Act, the two ~~enrolled~~ ~~sStudents~~ are to be elected by and from the following classes of ~~enrolled~~ ~~sStudents~~ –
 - (a) one shall be elected from ~~sStudents~~ ~~enrolled~~ *admitted* in the Higher Education Division *at a time fraction of 0.5 or more*, who shall not be employed by the University at a time fraction of 0.5 or more, and by ~~sStudents~~ ~~enrolled~~ *admitted* in the Higher Education Division *at a time fraction of 0.5 or more*; and
 - (b) one shall be elected from ~~sStudents~~ ~~enrolled~~ *admitted* in the TAFE Division *at a time fraction of 0.5 or more*, who shall not be employed by the University at a time fraction of 0.5 or more, and by ~~sStudents~~ ~~enrolled~~ *admitted* in the TAFE Division *at a time fraction of 0.5 or more*,

provided that any Student nominated:
 - (i) *is 18 years or over; and*
 - (ii) *is not currently serving a custodial sentence;*

at the time of the calling for nominations by the Returning Officer; and
 - (iii) *if elected to Council, provides a satisfactory police check (at his/her cost) to the Secretary to Council before the first meeting of Council following his/her election.*

Staff Members of Council

2. Pursuant to paragraph (e) of sub-section 7(2) of the Act, the three persons are to be elected by and from the following class of staff –
 - (a) one shall be elected by and from TAFE teaching staff employed at 0.5 or above by the University;
 - (b) one shall be elected by and from general staff employed at 0.5 or above by the University;
 - (c) one shall be elected by and from academic staff employed at 0.5 or above by the University,

provided that any staff member nominated provides a satisfactory police check (at his/her cost) to the Secretary to Council at the time of the calling for nominations by the Returning Officer.

Police Checks

3. *Students and staff members elected to Council must provide an updated police check (at the cost of the Student/staff member) to the Secretary to Council where any information in the police check provided at section 1 or 2 above changes whilst the Student or staff member is a member of Council.*

Made 23/06/99 Promulgated 12/07/99
Amendment 1 Made 04/08/99 Promulgated 24/08/99
Amendment 2 Made 13/02/02 Promulgated 07/03/02
Amendment 3 Draft 18/03/08, 01/07/08, 8/10/08

REGULATION 2.2-APPEALS COMMITTEE
(AMENDMENTS APPEAR IN STRIKETHROUGH AND ITALICS)

Definitions

1. In this Regulation-

“the Appeals Committee” means the Higher Education Appeals Committee or the TAFE Appeals Committee, as appropriate to the appellant student;

"the Higher Education Appeals Committee" means the Appeals Committee constituted to hear an appeal that has arisen from the Higher Education Division.

“the TAFE Appeals Committee” means the Appeals Committee constituted to hear an appeal that has arisen from the TAFE Division.

Membership of Appeals Committee

2. (1) The Higher Education Appeals Committee shall be drawn from:
- (a) two members of academic staff to be nominated by Academic Board who shall be Chair and Deputy Chair of the Higher Education Appeals Committee;
 - (b) eight members of academic staff selected by the drawing of lots by the Chair, Academic Board; and
 - (c) one student nominated by the student association(s) responsible to the Higher Education students.
- (2) The TAFE Appeals Committee shall be drawn from:
- (a) two members of teaching staff to be nominated by the Academic Board who shall be Chair and Deputy Chair of the TAFE Appeals Committee;
 - (b) eight members of teaching staff selected by the drawing of lots by the Chair, Academic Board; and
 - (c) one student nominated by the student association(s) responsible to the TAFE students.
- (3) No member of an Appeals Committee shall be a Head of School, Deputy Vice-Chancellor, Pro Vice-Chancellor or Vice-President.
3. (1) Members of the Appeals Committee who hold office under section 2(1)(a) and 2(2)(a) shall hold office for two years and may be renominated.
- (2) At the time of selection of staff by the Chair of Academic Board under section 2(1)(b) and 2(2)(b), the Chair shall divide the names of selected staff into two equal groups, as determined by the drawing of lots; the office of the members of the first group shall become vacant on 31 December 2006, and the office of the members of the second group shall become vacant on 31 December 2007; and afterwards the selected staff members will hold office for a term of two years.
- (3) An Appeals Committee shall comprise:
a Chair or Deputy Chair;

two members selected under section 2(1)(b) or 2(2)(b), as appropriate; and
one member selected under section 2(1)(c) or 2(2)(c), as appropriate.

Appeal to Appeals Committee

4. (1) The Vice-Chancellor will appoint a person who shall act as Secretary to the Appeals Committee.
- (2) An appeal must be lodged with the Secretary to the Appeals Committee within 7 days of the date of the decision appealed against and must be based on one, or both, of the following grounds:
 - (a) new evidence, not known to the student at the date of the decision being appealed, which becomes apparent since the date of that decision;
 - (b) irregularity of procedure in the recommending and/or the making of the decision appealed against.

The Chair of the Appeals Committee may in exceptional circumstances extend the period for lodgement of an appeal.

- (3) The notice of appeal must provide the appellant's nominated postal address and state the ground(s) of the appeal and must provide relevant information to support the appeal. If there is no relevant information to support the appeal, the Chair of the Appeals Committee may summarily dismiss the appeal.
- (4) Upon receipt of the notice of appeal and the relevant information, the Secretary to the Appeals Committee shall call a meeting of the Appeals Committee within 10 working days under Statute 5.2, 5.3, 5.5 or 6.1 or any other Statute or Regulation that provides for appeal against a decision to Academic Board.
- (5) The Secretary of the Appeals Committee shall give at least five days notice of any meeting of the Appeals Committee, in writing, delivered to all members of the Appeals Committee and to the appellant stating the time and place of the meeting and the matters to be dealt with at the meeting.
- (6) Notice of a meeting is deemed to have been delivered, if sent by pre-paid post, to the appellant's address shown on the appeal notice.
- (7) In the event of an appellant being unable to attend at the meeting of the Appeals Committee for any reason acceptable to the Appeals Committee, the Appeals Committee shall direct the Secretary of the Appeals Committee to call a further meeting as provided for under subsection 4(4).

Appeal hearing

5. (1) A question arising at a meeting of the Appeals Committee shall be determined by a majority of votes of members present and voting on that question.
- (2) If voting on a question at a meeting of the Appeals Committee is equal, the person presiding has a casting vote.

- (3) A question shall not be decided at a meeting of the Appeals Committee unless there are present at the meeting at least three members.
6. Any member of the Appeals Committee who has a prior involvement in a particular question to be considered by the Appeals Committee shall not participate in the determination of that question if in the opinion of the Appeals Committee it is not appropriate for that member to participate.
7. An appellant will normally not be entitled to any representation, including representation by a lawyer, when appearing before the Appeals Committee. However, in exceptional circumstances, the Appeals Committee may determine to allow representation on such terms as it thinks fit.
8. An appellant may be accompanied by an observer, who is not a lawyer, when appearing before the Appeals Committee however the observer may not speak unless invited to do so by the Chair of the Appeals Committee.
9. Proceedings before the Appeals Committee may not be electronically recorded.
10. If at any meeting convened at the time and place set for the hearing of an appeal the appellant does not appear, the Chair of the Appeals Committee may-
- (a) adjourn the meeting; or
 - (b) if he or she is satisfied that the appellant had notice of the time and place of the meeting, proceed to hear and determine the appeal.
11. The Appeals Committee shall in any hearing of an appeal-
- (a) act fairly in accordance to the substantial merits of the case without regard to technicalities and legal form;
 - (b) may inform itself in relation to any matter in such manner it thinks fit and is not bound by rules or practice as to evidence;
 - (c) have the absolute discretion to determine the procedure to be followed and shall have complete authority to keep order;
 - (d) afford the appellant the opportunity adequately to state his or her case and to correct or contradict any relevant statement which he or she believes to be prejudicial to his or her case; and
 - (e) ensure that all documents that are to be relied on by a party at the meeting have been made available to the other party.
12. After considering the material relied on in support of the appeal and any answering material, the Appeals Committee may either:
- (a) dismiss the appeal; *or*
 - (b) uphold the appeal; and *in upholding the appeal may*
 - (i) in an appeal against a final grade in a unit, refer the matter back to the Head of School with advice to follow certain procedures consistent with Regulation 5.3 and Regulation 6.1.1; or
 - (ii) in all other appeals impose conditions on the student's candidature or enrolment in the course.

The decision of the Appeals Committee together with reasons for the decision must be communicated to the appellant in writing.

External Review

13. If the appellant is not satisfied with the result or conduct of the process conducted by the Appeals Committee, the appellant has the right to access the external appeals process at minimal or no cost through the Victorian Ombudsman.

Reporting

14. The Appeals Committee must report its decision in writing to the next meeting of Academic Board.
15. The Secretary to the Appeals Committee shall report to Academic Board at least once a year as to the origins, numbers and outcomes of appeals.

Made 13/12/95 Promulgated 18/1/96

Amendment 1 Made 11/12/96 Promulgated 15/1/97

Amendment 2 Made 3/12/97 Promulgated 19/12/97

Amendment 3 Made 26/3/99 Promulgated 14/4/99

Amendment 4 Made 10/5/00 Promulgated 25/5/00

Amendment 5 Made 15/6/05 Promulgated 07/10/05

Amendment 6 Made 23/02/07 Promulgated 20/03/07

Amendment 7 Made 25/10/07 Promulgated 23/11/07

Amendment 8 Made 22/07/08 Promulgated 22/08/08

Draft Amendment 9 29/06/09

REGULATION 2.3 – THE SCHOOLS
(AMENDMENTS APPEAR IN STRIKETHROUGH AND ITALICS)

1. The University has established the following Schools:
 - (a) Arts Academy;
 - (b) School of Applied Sciences;
 - (c) School of Behavioural and Social Sciences and Humanities;
 - (d) School of Business;
 - (e) School of Business Services;
 - (f) School of Education;
 - (g) School of Human Movement and Sport Sciences;
 - (h) School of Human Services;
 - (i) *Graduate* School of Information Technology and Mathematical Sciences;
 - (j) School of Manufacturing Services;
 - (k) School of Nursing;
 - (l) School of Science and Engineering.

Made 27/10/05 Promulgated 24/11/05
Amendment 1 Made 22/07/08 Promulgated 22/08/08
Draft Amendment 2 29/06/09



REGULATION 4.1-ACADEMIC DRESS*(AMENDMENTS APPEAR IN STRIKETHROUGH AND ITALICS)***Interpretation**

1. In this Regulation the “colour of the discipline” means-
 - (a) for the disciplines of *Science, Applied Science (including Agriculture and Horticulture), Sports Science (including Human Movement), Mathematical Science and Information Technology*~~Computing~~ - the colour of oyster;
 - (b) for the discipline of *Arts (including Psychology, Information Management/Librarianship, Social Sciences and Community Services)* - the colour magenta;
 - (c) for the discipline of *Business (including Hospitality and Tourism)* - the colour heliotrope;
 - (d) for the disciplines of *Education and Children’s Services* - the colour spectrum green;
 - (e) for the discipline of *Engineering (including Manufacturing Services)* - the colour spectrum blue;
 - (f) for the disciplines of *Nursing and Health Science* - the colour apricot.

Academic dress for the higher education and technical and further education (TAFE) divisions

2. The academic dress for undergraduates is a black trencher cap and a black Oxford gown.
3.
 - (1) The academic dress for bachelors *(including for applied degree recipients)* is a black trencher cap and a black Oxford gown, together with a black hood edged with white binding and lined with the colour of the discipline to which the studies undertaken for the degree relates.
 - (2) The academic dress for bachelors who have undertaken a joint degree is a black trencher cap and a black Oxford gown, together with a black hood lined with the colour purple.
4. The academic dress for masters is a black trencher cap and a black Oxford gown, together with a black hood lined with the colour of the discipline to which the studies undertaken for the degree relates.
5. *For a professional doctorate the academic dress shall be a black bonnet with a gold silk cord and tassel and an Oxford style gown of black, together with a hood in the colour of the discipline to which the studies undertaken for the doctorate relates, lined with black wool cloth.*

~~Academic dress for higher doctorates is a maroon bonnet with gold silk cord and tassel and an Oxford style gown of maroon light weight woollen cloth with gold satin facing and sleeves and a maroon wool cloth hood lined with gold satin.~~

6. For a doctor of philosophy the academic dress shall be a blue bonnet with a maroon silk cord and tassel and an Oxford style gown of blue polyester and wool cloth with a facing of maroon satin and a blue polyester and wool cloth hood lined with maroon satin.

~~7. For a professional doctorate the academic dress shall be a black bonnet with a gold silk cord and tassel and an Oxford style gown of black, together with a hood in the colour of the discipline to which the studies undertaken for the doctorate relates, lined with black wool cloth.~~

7. *Academic dress for higher doctorates is a maroon bonnet with gold silk cord and tassel and an Oxford style gown of maroon light weight woollen cloth with gold satin facing and sleeves and a maroon wool cloth hood lined with gold satin.*

8. Academic dress for *associate degree recipients, advanced diplomates, diplomates and graduand* certificant is a black trencher cap and a black Oxford gown together with a black stole lined with *the colour of the discipline to which the studies undertaken for the associate degree, advanced diploma, diploma or graduate certificate relate.*

~~(a) for diplomas of Business the colour yellow;~~

~~(b) for diplomas of Education the colour spectrum green;~~

~~(c) for graduate certificates or graduate diplomas of Arts the colour red;~~

~~(d) for graduate certificates or graduate diplomas of Arts (Information Management/Librarianship) the colour orange;~~

~~(e) for graduate certificates or graduate diplomas of Behavioural & Social Sciences & Humanities, Human Movement & Sports Sciences, Information Technology & Mathematical Sciences and Science the colour oyster;~~

~~(f) for graduate certificates or graduate diplomas of Business (including Hospitality and Tourism) the colour aqua;~~

~~(g) for graduate certificates or graduate diplomas of Education and Children's Services the colour spectrum green;~~

~~(h) for graduate certificates or graduate diplomas of Engineering (including Manufacturing Services) the colour spectrum blue;~~

~~(i) for graduate certificates or graduate diplomas of Nursing and Health Sciences the colour Union Jack red.~~

Academic dress for the technical and further education division

9. The academic dress for technical and further education:

- (a) certificants I and II is a black Oxford gown;
- (b) certificants III and IV ~~and diplomates~~ is a black Oxford gown and a gold woollen stole with two stripes of blue and maroon satin;

together with a badge which identifies the School to which the studies undertaken for the award relates.

10. *In addition to the academic dress requirements listed in paragraphs 2 to 9 (inclusive) of this Regulation, undergraduates, bachelors, masters, professional doctorates, doctors of philosophy, higher doctorates, associate degree recipients, advanced diplomates, diplomates, graduand certificants and certificants I, II, III and IV of the University, who are Indigenous Australians may wear the approved University stole which depicts the colours of the Indigenous Australian flag over their left shoulder. The stole has one yellow, one red and one black stripe running the length of the stole.*

Other academic dress

- ~~11~~11. The academic dress of the Chancellor is a black velvet mortar board trencher with gold metallic dome button and tassel and gold metallic braid to the skull or a blue woollen bonnet with gold metallic cord and tassels. The gown is of blue light weight woollen cloth trimmed with gold oak-leaf braid on the facings, yoke and bottom hem; and sleeves with one gold embroidered frog at the shoulder and four chevrons of gold oak-leaf braid below the arm hole. A gold embroidered button and gold tassel are centred on each chevron.
- ~~12~~12. The academic dress of the Deputy-Chancellors is a black velvet mortar board trencher with gold metallic dome button and tassel and gold metallic braid to the skull or a blue woollen bonnet with gold metallic cord and tassels. The gown is of blue light weight woollen cloth trimmed with gold oak-leaf braid on the facings, yoke and bottom hem; and sleeves with five chevrons of gold oak-leaf braid, one at the shoulder and four below the arm hole. A gold embroidered button and gold tassel are centred on each chevron.
- ~~13~~13. The academic dress of the Vice-Chancellor is a black velvet mortar board trencher with gold metallic dome button and tassel and gold metallic braid to the skull or a blue woollen bonnet with gold metallic cord and tassels. The gown is of blue light weight woollen cloth trimmed with gold oak-leaf braid on the facings, yoke and bottom hem; and sleeves with one gold embroidered button and gold tassel at the shoulder and four chevrons of gold oak-leaf braid below the arm hole. A gold embroidered button and gold tassel are centred on each chevron.
- ~~14~~14. The academic dress of members of the Council is the habit of their degrees or a black light weight woollen gown and a stole of gold.
- ~~15~~15. For every other member of the academic or general staff of the University, being a graduate of the University or of another university, the academic dress shall be the habit of that member's degree.
- ~~16~~16. The academic dress of members of the technical and further education teaching staff is the habit of their degrees or a black trencher cap and a black Oxford

gown, together with a gold woollen stole with two stripes of blue and maroon satin.

~~16~~17. The colour of the discipline and the colours for diplomates and certificants shall be identified according to the British Standard Colour Code.

Made 23/06/99 Promulgated 12/07/99

Amendment 1 draft 270209, draft 2 190609 incorporating amendments discussed SRC1/09 and amendments to paragraph 10.

(SEE ATTACHED)

**STATUTE 5.3
THE SCHEDULE
PART I**

(AMENDMENTS APPEAR IN STRIKETHROUGH AND ITALICS)

Rules Governing the Conduct of Assessments.

1. In these Rules-

"examination" means a formal, supervised written or oral examination.

"examination room" means a room in which an examination is taking place or is about to take place.

"publication" means the placement of higher education results, identifying students by student identification numbers only, on Higher Education School notice boards on the prescribed dates.

2.
 - (1) The final result for any unit will not be officially notified to a student before the completion of assessment in that unit and its formal publication.
 - (2) Students who owe fees to the University will not have their results published or receive a written statement of academic achievements.
3. With the exception of a recorded telephonic system for the notification of results, no information regarding results will be given by telephone.
4. The appropriate Head of School shall determine whether any supplementary assessment, oral, written or practical, may be administered in a unit.
5.
 - (1) Applications for special consideration may be made on any of the following grounds:
 - (a) that the student's work at any time during the academic year has to a substantial degree been hampered by illness or other cause;
 - (b) that the student has been prevented by a serious or disabling illness or other significant cause from preparing or presenting for all or part of a component of assessment; or
 - (c) that the student was to a substantial degree adversely affected by illness or other cause during the performance of a component of assessment.
 - (2) Subject to sub-section 5(3), an application for special consideration should be directed to the appropriate Head of School *and delivered to the School's or partner provider's administration office*, not later than three days after the date of submission of the component of assessment.
 - (3) Every application for special consideration must be made in writing by means of a completed Special Consideration Application form and be supported by a Health Care Professional Certification in the University's standard form where special consideration is sought on medical grounds, or other appropriate evidence, unless it has not been reasonably practical for a student to make application within the time specified. Any Health Care Professional Certification or other evidence

must include sufficient specific detailed information to allow the application to be assessed.

- (4) A decision made in relation to an application under sub-section (2) and (3) shall be notified to the applicant in writing within five working days of the decision being made.
6. (1) If a student is from a non-English speaking background and in their first year of study the student may apply for special examination conditions.
 - (2) The appropriate Head of School will be responsible for determining the eligibility of students from non-English speaking backgrounds and the type of special examination conditions available in formal examination conditions for that School.
 7. (1) A student shall not, by act or omission, do anything which has the purpose, or has, or is likely to have, the effect of obtaining for the student or for any other person an advantage, in or arising out of the performance of assessment, by unauthorised or unfair means.
 - (2) In determining whether an advantage is intended, or is likely, to be obtained, the fact that such an advantage is not or could not be obtained due to circumstances beyond the control of the student concerned shall be disregarded.
 - (3) A student shall not assist, or attempt to assist, any person, to do anything prohibited by sub-section (1).
 - (4) Any student committing a breach under this section shall be guilty of a disciplinary offence under Statute 6.1-Student Discipline.

Higher Education Examinations

8. (1) It is the duty of students to ascertain the dates and times at which they are required to attend for the performance of any component of assessment for which formal examinations are required.
 - (2) Absence or lateness due to misreading a timetable or a similar error does not of itself entitle a student to any further examination or special consideration.
 - (3) A student may only apply to a Head of School or nominee to defer an examination in exceptional circumstances. Such application must be made by means of a completed Special Consideration Application form and be supported by appropriate evidence, including a Health Care Professional Certification in the University's standard form if deferral is sought on medical grounds, giving sufficient specific detailed information to allow the application to be assessed and relating to the reason for the deferral at least three days before the examination. A student may not normally apply to have an examination deferred more than once in a particular unit in a given teaching period.
9. (1) If a supervisor of an examination believes a student has committed a breach under section 7 the supervisor shall-
 - (a) immediately report the breach to the officer in charge of examinations;

- (b) at the conclusion of the examination, inform the student that he or she has been reported for an alleged breach of discipline and take a statement from the student in relation to the alleged breach, which may be used in the determination of any complaint made under Statute 6.1-Student Discipline; and
 - (c) report the alleged breach of discipline by making a written complaint, within three days of the alleged breach, to the student's Head of School or to the Vice-Chancellor.
10. (1) Only those items and information specifically authorised in writing by the Head of the appropriate School may be taken into an examination room. These items may include books, notes, calculators, computers and other electronic devices.
 - (2) A supervisor may confiscate any material which the supervisor reasonably believes is not allowed in the examination room.
 11. In addition to those powers detailed in sections 9 and 10 above, the Head Supervisor may take any reasonable action to ensure good order is maintained within an examination, which includes the power to remove a student from an examination.
 12. A student who leaves the examination room and wishes to be readmitted must have previously obtained the approval of a supervisor for the full period of absence and must have observed any conditions upon which the approval was given.
 13. Without express permission of a supervisor no writing of any description may be done after the signal to cease writing.
 14. Unless otherwise indicated on the official timetable, the following commencement times will apply-
 - (a) morning sessions 9.30 am;
 - (b) afternoon sessions 1.30 pm; and
 - (c) evening sessions 5.30 pm.

Prior to the commencement time, students will have 10 minutes reading time (or such other time as has been authorised in writing by the appropriate Head of School). Examination book covers should be completed after the reading time finishes and the examination commences.

15. Students shall not be permitted to leave during the first 30 minutes and the last 10 minutes of any examination. No student shall be admitted after the first 30 minutes of any examination.
16. The Head Supervisor is responsible for issuing the following instructions to students at the appropriate times-

"Commence reading/No writing"; "Commence writing"; "Ten minutes writing left"; and "Cease writing".
17. Student identity cards must be produced and attendance slips must be completed at the commencement of each examination undertaken.

18. No part of any examination script, book or other University property may be removed from the examination room nor may it be destroyed.

TAFE Assessment

19. All TAFE students shall be entitled to two attempts to achieve competency in any assessable task within any unit enrolment period.
20. Assessment criteria may be added to a unit for the purpose of determining levels of achievement by a TAFE student.

Amendment 1 Made 23/06/99 Promulgated 12/07/99

Amendment 2 Made 28/07/04 Promulgated 17/08/04

Amendment 3 Made 01/12/04 Promulgated 14/01/05

Amendment 4 Made 15/06/05 Promulgated 30/06/05

Amendment 5 Made 23/02/07 Promulgated 20/03/07

Amendment 6 Made 22/07/08 Promulgated 22/08/08

Draft Amendment 7 27/02/09 APPROVED BY COUNCIL EXEC COMMITTEE 2/09 ON 19/5/09 NOT YET APPROVED BY COUNCIL OR PROMULGATED

Draft Amendment 8 29/06/09

STATUTE 6.1-STUDENT DISCIPLINE
(AMENDMENTS APPEAR IN STRIKETHROUGH AND ITALICS)

1. In this Statute:

“Vice-Chancellor” means Vice-Chancellor or Deputy Vice-Chancellor.
2. A student commits a breach of discipline if the student engages in actions prejudicial to the good order and discipline of the University including, but not limited to, any other action prescribed as a breach of discipline in the Regulations.
3. Any member of the University may report a student for an alleged breach of discipline by making a written complaint, within twelve months of the alleged breach, to the student’s Head of School or to the Vice-Chancellor.
4.
 - (1) On receipt of a written complaint the Head of School or Vice-Chancellor shall fix a time, date and place for a hearing with the student, in accordance with paragraph 4(2)[a] below, and may make -such enquiries as they think fit.
 - (2) The Head of School or the Vice-Chancellor shall not determine a complaint unless he or she is satisfied-
 - [a] that the student has been given seven days prior notice in writing of the place, date and time of the hearing which notice shall include a brief statement of the complaint. The Head of School or Vice-Chancellor may conduct the hearing by any means of communication including teleconference and videoconference;
 - [b] that the student has been given the opportunity to present a submission in answer to the complaint.
 - (3) If the complaint relates to sexual, sex-based, racial or disability harassment, the matter shall be dealt with in accordance with University Policy.
 - (4) The Head of School may refer a complaint to the Vice-Chancellor for determination at any time.
5. The Head of School or Vice-Chancellor will normally determine the outcome of a complaint within 7 days of the hearing under paragraph 4(2)[a] and may make such order as is prescribed in the Regulations and which in his or her opinion is appropriate.
6. *Any action or decision of a Head of School or the Vice-Chancellor under paragraph 4 or 5 above may be made or determined by a nominee of the Head of School or the Vice-Chancellor where the complaint is made under paragraph 2(1)[f] of Regulation 6.1.*
- 6.7. Notwithstanding any provision of the Statutes or Regulations, if the Vice-Chancellor has a reasonable expectation that a student may cause any person on campus physical harm, the Vice-Chancellor may exclude the student from the campus or a defined part of the campus or from activities of the University for any period the Vice-Chancellor thinks fit.

78. (1) The Council may at any time make Regulations, not inconsistent with this Statute, prescribing all matters which by this Statute are required or permitted to be prescribed, or which are necessary or convenient to be prescribed for carrying out or giving effect to this Statute and by later Regulation revoke or amend any such Regulations.
- (2) Regulations made under this Statute shall be promulgated by being exhibited on the official notice boards of the University and after being promulgated shall remain exhibited for at least fourteen days during which time the University is operating.

Made 26/9/95 Promulgated 10/10/95
Amendment 1 Made 15/06/05 Approved 29/08/05
Draft Amendment 2 29/06/09

REGULATION 6.1-STUDENT DISCIPLINE
(AMENDMENTS APPEAR IN STRIKETHROUGH AND ITALICS)

Interpretation

1. In this Regulation:
“Appeals Committee” means the relevant Appeals Committee established under Regulation 2.2;

“Student Discipline Committee” means the Student Committee established under Statute 2.4;

“Vice-Chancellor” means Vice-Chancellor or Deputy Vice-Chancellor.

Breach of Discipline

2. (1) A student shall commit a breach of discipline if the student within or outside the campus:
 - [a] brings the University into disrepute;
 - [b] fails to comply with a requirement or direction prescribed or given in relation to the conduct of assessment;
 - [c] wilfully or recklessly engages in conduct which involves interference with the property of the University;
 - [d] obstructs or interferes with the use of any premises, facilities or equipment of the University;
 - [e] gains access to, or enters, a computer system or part of a computer system of the University without lawful authority to do so;
 - [f] engages in cheating or displays an intention to gain an unfair advantage in the assessment of or entry to a unit or course (except instances of plagiarism);
 - [g] engages in illegal or offensive use of the University internet, email or network.
- (2) A student shall commit a breach of discipline if the student within the campus or on premises used by the University:
 - [a] interferes with the orderly conduct of any teaching group, assessment, examination or ceremony of the University or any meeting of the Council or a board, committee or any other body convened on University business, or any other activity, function or program held at the University (“the premises”);
 - [b] engages in conduct which involves unauthorised or unjustified interference with the property of any person;
 - [c] wilfully, recklessly or negligently engages in conduct which causes or is calculated to cause bodily injury to any person;

- [d] attacks, bullies, harasses, unlawfully vilifies, victimises, threatens or intimidates any person or attempts to attack, bully, harass, unlawfully vilify, victimise, threaten or intimidate any person.
- (3) [a] In the instance of a complaint under paragraph 2(2)[a] and where the interference is seriously disrupting the orderly conduct of the activity, the Vice-Chancellor or nominee(s) may require a student to leave or be removed from the premises for such period as the Vice-Chancellor or nominee(s) thinks appropriate.
- [b] Where a student is required to leave or be removed from the premises a written report by the person, who under paragraph [a] required the student to leave or be removed, will be delivered to the relevant Head of School within one working day from the time of the interference.
- [c] The Head of School may make such enquiries and such determinations in relation to the report as the Head of School deems necessary.

Action by Head of School or Vice-Chancellor

- 3. The Head of School or Vice-Chancellor may negotiate a future behavioural agreement with the student or refer the student to counselling or mediation.
- 4. On determining the outcome of a complaint made under Statute 6.1 the Head of School or Vice-Chancellor (*or nominee of the Head of School or Vice-Chancellor where the complaint is one made under paragraph 2(1)[f]*) may-
 - (1) dismiss the complaint; or
 - (2) *following a hearing of the complaint under the Statute*, refer the complaint to the Student Discipline Committee under Statute 2.4-The Student Discipline Committee; or
 - (3) if the student is found to have breached discipline, impose one or more of the following penalties as appropriate:
 - [a] a reprimand;
 - [b] a fine of not more than \$250;
 - [c] exclusion of the student from a defined part of the campus or from activities of the University for any period it thinks fit; and/or
 - (4) if the student is found to have breached discipline, and the conduct of the complaint resulted in the loss or destruction of or damage to any property –
 - [a] assess the amount of money required to replace or repair the property lost, destroyed or damaged; and
 - [b] order the student to pay by way of compensation an amount of money, not exceeding the amount assessed, or
 - (5) in the instance of a complaint under paragraph 2(1)[f] proven to the satisfaction of the Head of School *or nominee* or Vice-Chancellor *or nominee* –

- [a] apply a forfeiture of any credit that the student might have obtained in the assessable task or unit to which the student's breach of discipline relates; and/or
- [b] require the student to be re-assessed in the relevant assessable task or unit.

Appeals

5. (1) Subject to section 6, a student may appeal to the Student Discipline Committee against the finding, penalty or order imposed by the Head of School or Vice-Chancellor under sub-sections 4(3) and 4(4).
- (2) An appeal must be lodged in writing with the Secretary to the Student Discipline Committee within 7 days of the date of the decision appealed against and must be based on one, or both, of the following grounds:
- [a] new evidence, not known to the student at the date of the decision being appealed, which becomes apparent since the date of that decision;
 - [b] irregularity of procedure in the recommending and/or the making of the decision appealed against;

which must be stated by the student in the notice of appeal. The Chair of the Student Discipline Committee may in exceptional circumstances extend the period for lodgement of an appeal.

6. (1) If a determination by the Head of School or Vice-Chancellor under paragraph 4(3)[c] results in a student being excluded or suspended from their studies, a student may appeal to the Student Discipline Committee against the exclusion.
- (2) An appeal must be lodged in writing with the Secretary to the Student Discipline Committee within 20 working days of the date of the decision appealed against.
7. (1) A student may appeal to the Appeals Committee against a decision made under paragraph 4(5)[a].
- (2) An appeal must be lodged in writing with the Secretary to the Appeals Committee within 7 days of the date of the decision appealed against and must be based on one, or both, of the following grounds:
- [a] new evidence, not known to the student at the date of the decision being appealed, which becomes apparent since the date of that decision;
 - [b] irregularity of procedure in the recommending and/or the making of the decision appealed against;

which must be stated by the appellant in the notice of appeal. The Chair of the Appeals Committee may in exceptional circumstances extend the period for lodgement of an appeal.

Made 9/8/95 Promulgated 10/10/95
Amendment 1 Made 13/09/00 Promulgated 29/09/00
Amendment 2 Made 11/09/02 Promulgated 01/10/02
Amendment 3 Made 15/06/05 Promulgated 07/10/05
Amendment 4 Made 25/10/07 Promulgated 23/11/07
Draft Amendment 5 29/06/09

**REGULATION 5.1 – HIGHER DOCTORATES, THE DEGREE OF
DOCTOR OF PHILOSOPHY, PROFESSIONAL DOCTORATES AND
MASTERS DEGREES BY RESEARCH
(AMENDMENTS APPEAR AS TRACKED CHANGES (PART D) AND IN
STRIKETHROUGH AND ITALICS (PART E – THE SCHEDULE))**

PART A – GENERAL
PART B – HIGHER DOCTORATES
PART B – THE SCHEDULE
PART C – THE DEGREE OF DOCTOR OF PHILOSOPHY
PART D -- PROFESSIONAL DOCTORATES
PART D - THE SCHEDULE
PART E - MASTERS DEGREES BY RESEARCH
PART E - THE SCHEDULE

PART A--GENERAL

Commencement

1. This Regulation came into operation on 29 June 1995

Definitions

2. In this Regulation unless the contrary intention appears --

"Committee" means the Research Higher Degrees Sub-Committee established by resolution of the Academic Board.

"Higher Doctoral Degrees Committee" shall be an ad-hoc committee of the Council and shall consist of the Vice-Chancellor and at least two other persons nominated by the Vice-Chancellor (who will be experts in the relevant discipline). Council must approve the membership of the Committee on each occasion prior to the formation of the Committee.

"Candidate" means a Student whose application for candidature has been approved by the Academic Board.

"Council" means the Council of the University of Ballarat.

"Field work" is research and related activities involving the use of equipment, facilities, and resources which are essential for conduct of the research and not available at the University.

"Full-time" refers to a Candidate whose primary commitment of time is to higher degree scholarship and research, and who is not in employment except on a restricted or casual basis.

"Part-time" refers to a Candidate whose primary commitment of time is not to higher degree scholarship and research, but is nevertheless able to commit an average of 20 hours or more per week to higher degree scholarship and research. In equivalence terms, part-time candidature is half of full-time candidature.

Exercise of powers by Board

3. (1) When exercising the powers conferred upon it by this Regulation, the Academic Board shall consider any relevant recommendation made to it by the Committee and may delegate responsibilities and powers to the Committee or to the Chair of the Committee.
- (2) A Candidate may appeal to the Academic Board against a decision by the Committee relating to assessment, progress or termination of candidature.

PART B – HIGHER DOCTORATES

Types of programs

The degrees

1. The degree of Doctor of Science (DSc) and Doctor of Letters (DLitt) shall be awarded on the recommendation of the Higher Doctoral Degrees Committee to the Council. The Higher Doctoral Degrees Committee shall make a recommendation only after receiving a report from the examiners. The report must certify that the scholarly work submitted for examination is ongoing and is a substantial contribution to the advancement of the relevant field of learning which gives the Candidate a current and an authoritative standing in the field of knowledge in which the work falls and is entitled to general recognition for such by leading scholars in the field.

Eligibility for admission

2. A Candidate for the degree shall be either:
 - (1) A graduate of the University (or a predecessor institution) for at least 10 years; or
 - (2) A graduate of another approved university for at least 10 years, who has been a full-time member of the staff of the University and has been engaged in scholarly activity and/or research in the University for a period of not less than five years.

Higher Doctoral Degrees Committee

3. The Higher Doctoral Degrees Committee is responsible for the processes of admission, examination and recommending the awarding of the degree to Council.

Work submitted for examination

4. The Candidate shall be admitted as a student of the University.

A Candidate for a Higher Doctoral degree shall submit an application to the Chairperson of the Higher Doctoral Degrees Committee, nominating the degree title and including:

- (1) A Portfolio consisting of:
 - (a) A curriculum vitae;
 - (b) A bibliography of up to 10 pieces of the Candidate's best work. This requirement may be varied at the discretion of the Higher Doctoral Degrees Committee;
 - (c) A signed 500 word (approximate) summary of the work which details the extent to which the work is original work and, in the case of collaborative work, the extent of the applicant's contribution to the work;
 - (d) An exegesis of no more than 4000 words which consists of:
 - (i) A statement identifying the contribution of the body of work to the field of knowledge;

- (ii) A statement identifying achievement against indicators of quality relevant to the Candidate's field;
 - (iii) A statement, where appropriate, identifying the economic, social and or cultural contribution of the body of work; and
 - (iv) An statement that identifies the Candidate's standing in the field,
- (2) Five copies of each piece of scholarly work, up to 10 pieces; and
 - (3) A declaration indicating those sections of the work, if any, which have been submitted previously for a degree or other award in any university.

Where conjoint papers are to be submitted, the Candidate's contribution must be clearly specified. The degree of Doctor under this Part B shall not be awarded for conjoint work unless the Candidate produces sufficient evidence indicating responsibility for the initiation and conduct or direction of the major portion of the work.

Criteria

- 5. The criterion for the award of the degree shall be that the body of work as presented and as justified in the exegesis is a substantial contribution to the advancement of the relevant field of learning. It is expected that this gives the Candidate a current and an authoritative standing in the field of knowledge in which the work falls which is entitled to general recognition by leading scholars in the field.

Examination

- 6. (1) On receiving a report from the Higher Doctoral Degrees Committee that the published work is prima facie worthy of examination for the degree and confirming the appropriateness of the selected degree title, the Vice-Chancellor shall appoint at least three external examiners of international standing in the discipline. The examiners may require the Candidate to answer orally, or in writing, any questions concerning the published work.
- (2) A Candidate shall not be recommended for the Award of a Higher Doctorate under this Regulation unless all examiners report that the work satisfies the requirements of section 5 above.

Fees

- 7. A Candidate shall be required to pay such fees as determined by the Council from time to time.

Effects of changes in the Regulations

8. Where the Higher Doctoral Degrees Committee is of the view that a Candidate for a Higher Doctoral degree has been or may be adversely affected by an amendment to this Regulation 5.1 which has occurred subsequent to the Candidate's admission to candidature, the Candidate may be permitted to continue under such Statutes, Regulations or requirements of the Institution in force at any time during the period of candidature and on such conditions as prescribed by the Higher Doctoral Degrees Committee.

PART B – THE SCHEDULE

These Rules shall apply to the degrees of:

Doctor of Letters (DLitt)
Doctor of Science (DSc)

PART C -- THE DEGREE OF DOCTOR OF PHILOSOPHY

Types of programs

1. (1) The degree of Doctor of Philosophy (PhD) shall be awarded without classification on the basis of the Candidate having made a substantial contribution to knowledge and having demonstrated an understanding of the relationship of the investigations undertaken to a wider field of knowledge.
- (2) The following types of programs may be approved by the Academic Board as appropriate for a Candidate to undertake in order to qualify for the award of the degree of Doctor of Philosophy --
 - (a) original scholarship and research carried out by the Candidate under supervision.
 - (b) preparation and presentation of a major work or collection of works, including but not restricted to visual presentation, literary production or computer software development, carried out by the Candidate under supervision and accompanied by a written exegesis. The practical works must demonstrate a systematic line of enquiry and investigation, and there must be a demonstrable and essential link between the practical works and the exegesis. The exegesis should reveal and elaborate the line of enquiry and investigation pursued in preparation of the practical works and provide commentary on individual practical works and overall.

Duration of program

2. (1) The minimum period of PhD candidature shall be 3 years full-time study and the maximum period 4 years full-time study or the equivalent in part-time study.
- (2) In exceptional cases the maximum period may be extended by the Academic Board by up to 18 months for a full-time Candidate or the equivalent for a part-time Candidate.
- (3) In exceptional cases the Academic Board may approve a reduction in the minimum period of candidature.
- (4) Subject to the approval of the Academic Board, candidature may incorporate varying segments of full-time and part-time enrolment.
- (5) A Candidate who enrolls part-time must satisfy the Academic Board that he or she is able to devote the time necessary for completion of the program.
- (6) Candidature will be on a continuous basis unless otherwise approved by the Academic Board.
- (7) All Candidates shall pursue their studies wholly under the control of the University and normally shall carry out such work, other than field work, at the University.

Enrolment

3. (1) The Academic Board may approve the enrolment of a person for the degree of Doctor of Philosophy if it is satisfied that --

- (a) the person is eligible for admission under section 4, and
 - (b) the research program proposed is appropriate for candidature for the PhD degree and is acceptable to the School, and
 - (c) the applicant has adequate training and ability to pursue such a program, and
 - (d) adequate supervision and facilities can be provided for undertaking the proposed research project.
- (2) Any person admitted to candidature for the degree of Doctor of Philosophy will proceed to undertake the research program and other requirements specified by the Academic Board in respect of the person's candidature.
 - (3) A Candidate shall conduct research in accord with the code of research conduct and professional practice specified by the Academic Board
 - (4) The Candidate will obtain approval from the relevant ethics committee within the University prior to collection of data where such approval is necessary.

Eligibility for admission

- 4. (1) To be eligible for admission as a Candidate for the degree of Doctor of Philosophy a person must --
 - (a) have graduated with or qualified for a Masters degree that included a dissertation demonstrating the ability to undertake research at PhD level; or
 - (b) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours at first class or second class, upper division, honours, that included a dissertation demonstrating the ability to undertake research at PhD level; or
 - (c) have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
 - (d) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed in paragraphs 4 (1)(a), (b) and (c).
- (2) A person for whom English is not the first language and who has not previously completed a degree in which English was the language of instruction and assessment must in applying for candidature provide the Academic Board with evidence of a satisfactory level of competence in oral and written English.
- (3) No person who is simultaneously a Candidate for a diploma or a degree at this University or another university may be enrolled as a PhD Candidate at the University without the permission of the Academic Board.

Candidature

5. (1) A Candidate shall be --
 - (a) required to re-enrol in each calendar year following the initial enrolment on the re-enrolment date specified by the Vice-Chancellor, until such time as the thesis has been submitted for examination else their candidature will lapse;
 - (b) deemed to be under leave of absence during any period in which the thesis is being examined;
 - (c) required, in the event of having to submit a thesis in a revised form, to re-enrol until the thesis has been submitted for re-examination.
- (2) Re-enrolment is subject to approval by the Academic Board upon its consideration of progress reports.
- (3) A Candidate may apply for permission to a change in status to either full-time or part-time or for leave of absence for a defined period of time, and the Academic Board may grant such an application subject to such conditions as it sees fit.
- (4) A Candidate may withdraw from candidature at any time by written notice to the Academic Board.

Progression

6. (1) Initial admission to PhD candidature is on a provisional basis, and an application for confirmed candidature must be made within 12 months of commencing full-time probationary candidature or within 24 months of commencing part-time probationary candidature.
- (2) In order for candidature to be confirmed, the Candidate must complete such processes as determined by the Academic Board to prove that he or she has developed a viable PhD research program, made satisfactory progress, and is able to complete degree requirements within the period allowed.
- (3) The principal supervisor and the School Research, Higher Degrees and Ethics Co-ordinator will provide the Academic Board with written advice as to whether candidature should be confirmed.
- (4) A Candidate applying to convert from Masters enrolment to PhD candidature must complete such processes as determined by the Academic Board to prove that he or she has completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level, has developed a viable PhD research program, made satisfactory progress, and is able to complete PhD degree requirements within the period allowed.
- (5) The principal supervisor and the School Research, Higher Degrees and Ethics Co-ordinator will provide the Academic Board with written advice as to whether transfer of candidature should be permitted.

- (6) In the event of transfer, the date of commencement of PhD candidature will be adjusted to take into account part or all of the period spent as a Masters Candidate.
- (7) Throughout candidature a Candidate shall:
 - (a) maintain adequate and regular contact in person with the supervisors and with the School in which the Candidate is working; and
 - (b) submit written reports on academic progress as and when requested by the principal supervisor, Head of School, or the Academic Board.
- (8) When the principal supervisor or the Head of School considers that a Candidate is not making satisfactory progress or is not complying with regulations, the Academic Board may require the Candidate to show cause why candidature should not be terminated.
- (9) If the Academic Board, after giving the Candidate an opportunity to be heard and after considering all the evidence before it, believes the Candidate is not making satisfactory progress or is not complying with regulations, it may
 - (a) terminate the Candidate's enrolment for the degree, or
 - (b) specify in writing the conditions under which the Candidate 's enrolment for the degree may continue.

Supervisory arrangements

7. (1) The Academic Board shall appoint supervisors from among the persons listed in the Register of Higher Degree Research Supervisors as qualified to be the principal supervisor or the associate supervisor of a PhD Candidate, or from among persons otherwise deemed eligible by the Academic Board.
- (2) The principal supervisor shall:
 - (a) operate in accord with the code of supervisory practices adopted by the Academic Board,
 - (b) maintain close and regular contact with the Candidate,
 - (c) supervise and counsel the candidate in all aspects of the Candidate's research project and the preparation of the thesis,
 - (d) monitor progress and discuss with the Candidate proposed future work and the general planning of the thesis,
 - (e) ensure the Candidate is made aware in writing of inadequate progress or of work which is below the standard generally expected, specifying shortcomings and suggesting ways of addressing them,
 - (f) provide the Academic Board with accurate reports on the Candidate's progress.

- (3) If a principal supervisor is to be absent from University duties, or otherwise unable to undertake this supervision, for more than three consecutive months, the Academic Board shall on the advice of the Head of School appoint an acting principal supervisor from among persons on the register of principal supervisors or otherwise deemed eligible by the Academic Board.

Thesis

8. (1) On completing the program of advanced study and research, a Candidate shall submit a thesis (to include practical works and an exegesis where appropriate) based on work carried out during candidature.
- (2) The thesis is to be presented in accord with the requirements outlined in section 9.
- (3) The thesis may incorporate or include as an appendix any publication resulting from the work completed during candidature whether or not the candidate is the sole author or one of the joint authors.
- (4) A Candidate may not present in the thesis any work for which another degree or diploma has been awarded by the University or any other academic institution, but a Candidate shall not be precluded from incorporating extracts from such work in the thesis provided that the sum of any such extracts does not constitute a substantial proportion of the thesis and provided also that the source of each such extract is stated explicitly.
- (5) The thesis shall identify the extent to which the work of others is being relied upon by providing appropriate acknowledgment, citation, and reference in the text and in the bibliography.
- (6) The statement of authorship signed and dated by the Candidate when the thesis is submitted for examination will include a declaration that no other person's work has been relied upon or used without due acknowledgment in the main text and bibliography of the thesis.
- (7) A statement must be submitted with the thesis from the Executive Officer, Human and Animal Ethics Committees, declaring whether ethics approval was required for the project to be undertaken and whether all necessary processes have been completed.

Presentation of a Thesis

9. (1) The thesis presented by a Candidate for examination shall conform with the requirements of this section unless otherwise agreed by the Academic Board.
- (2) A PhD thesis will normally be:
 - (a) a text of not more than 100,000 words reporting original scholarship and research carried out by the Candidate under supervision, or
 - (b) a major work or collection of works, including but not restricted to visual presentation, literary production or computer software development, carried out by the Candidate under supervision and accompanied by an exegesis or scholarly commentary of between 20,000 and 40,000 words.
- (3) Intention to submit:

A Candidate shall submit the approved proforma for his/her 'Intention to Submit' a maximum of 30 working days prior to their intention to present his/her thesis for examination. This proforma will identify the precise title of the thesis and be endorsed by the Principal Supervisor. The proforma must be accompanied by a summary of the thesis not exceeding 300 words. The Candidate will be eligible to receive the grade of 'TD' on submission of the thesis to the Vice-Chancellor or nominee.

(4) Presentation

Candidates for higher degrees shall present for examination four copies of the thesis text. If the thesis includes a major work or collection of works, the major work or collection of works shall be presented in a format suitable for examination. A thesis may be rejected as unfit for examination if it does not conform to the requirements set out in this section.

(5) General requirements

- (1) Unless the Academic Board determines otherwise, written work submitted for examination shall be in the English language.
- (2) If the thesis is based on research conducted jointly, the nature and extent of the Candidate's contribution to the research shall be clearly indicated.
- (3) A Candidate shall identify all sources of knowledge and the extent to which the work of others is being relied upon by providing appropriate acknowledgment, citation and reference in the text of the thesis and in the bibliography.
- (4) The text shall be written as concisely as possible.
- (5) The text shall be typed on good quality acid-free paper, international size A4 (297mm x 210mm), using at least one and a half line spacing.
- (6) Text should be typed with margins of not less than 38 mm and 19 mm in width on the left-hand and right-hand sides respectively.
- (7) The Candidate must check the typescript to ensure there are no typographical errors and that the spelling, punctuation and grammar are correct.

(6) Arrangement:

- (1) The thesis text shall incorporate, in the following order:
 - (a) A title page setting out in the following order:
 - (i) the full title of the thesis;
 - (ii) the name and degrees of the Candidate;
 - (iii) the degree for which the thesis is submitted and a statement of whether the thesis is submitted in total or partial fulfilment of the requirements for that degree;
 - (iv) the name of the School;
 - (v) the name of the University and its address as follows:

University of Ballarat
PO Box 663
University Drive, Mount Helen
Ballarat, Victoria 3353,
Australia; and

(vi) the month and the year in which the thesis was submitted for examination.

- (b) an index of contents;
- (c) a summary of not more than 300 words; and
- (d) A statement in the following words, signed and dated by the Candidate:

'Statement of authorship'

Except where explicit reference is made in the text of the thesis, this thesis contains no material published elsewhere or extracted in whole or in part from a thesis by which I have qualified for or been awarded another degree or diploma. No other person's work has been relied upon or used without due acknowledgment in the main text and bibliography of the thesis.

Examination of the thesis

10. (1) After considering recommendations from the supervisor(s) and the relevant Head of School, the Academic Board shall appoint at least three examiners, of whom no more than one may be a member of the University.
- (2) Where an examiner fails to return an assessment within three months of being sent the thesis, the Academic Board may appoint a replacement examiner.
- (3) A person who has been associated with the Candidate's research program may not be appointed as an examiner.
- (4) Examiners shall be of high academic standing in the field in which the Candidate's research program has been conducted.
- (5) The name of any examiner shall not be disclosed to a Candidate prior to or during examination, and will be disclosed to the Candidate on completion of examination only with the agreement of the examiner.
- (6) Examiners are required to assess the thesis in terms of whether the Candidate has made a substantial contribution to knowledge and demonstrated an understanding of the relationship of the investigations undertaken to a wider field of knowledge. In addition to providing the Academic Board with written comments bearing on these criteria, the examiners, acting independently, will recommend to the Academic Board that:
- (a) the thesis should be classified as PASSED without further examination; or
 - (b) the thesis should be classified as PASSED, subject to the corrections outlined in reports from examiners being made to the satisfaction of the Academic Board; or

- (c) the Candidate should be required to pass a written and/or oral examination in subject matter directly related to the thesis before the thesis is classified as PASSED; or
 - (d) the thesis should be classified as DEFERRED and the Candidate should be permitted to submit the thesis for examination in a revised form; or
 - (e) the thesis should be classified as FAILED.
- (7) If the recommendations received from examiners differ, the Academic Board may invite the examiners to consult with the objective of obtaining a joint report or may take such other action as it thinks fit.
 - (8) The Academic Board may require that the Candidate be examined orally on the substance of the thesis. Such oral examination shall be conducted under arrangements made by the Academic Board in consultation with the examiners, the principal supervisor, and the Head of School. The Candidate shall be advised in advance of the persons to be present at the examination and of the general arrangements for the conduct of the examination.
 - (9) In the case of a Candidate who accepts an invitation to submit a revised thesis, the Candidate shall be provided with guidelines for revision of the thesis based on the reports of the examiners. Only in exceptional cases will more than a single attempt at revision of the thesis be permitted.
 - (10) Where a thesis is to be corrected or resubmitted, the candidate must complete the requirement within a time limit specified by the Academic Board.
 - (11) Where a thesis is to be resubmitted, the examiners will normally be those who evaluated the thesis on initial submission.

Admission to the degree

11. (1) When the Academic Board is satisfied that a Candidate has fulfilled the conditions prescribed for admission to the degree of Doctor of Philosophy, the Academic Board shall recommend to Council that the Candidate be admitted to that degree.
- (2) The degree will not be awarded until three bound copies of the thesis in its final form, or three bound copies of the exegesis and three sets of high quality reproductions of the practical works, have been lodged with the Research and Graduate Studies Office. One electronic copy of the thesis should be lodged with the Research and Graduate Studies Office.

PART D - PROFESSIONAL DOCTORATES

DRAFT: RHDSC 3/09 : Research Committee 4/09
Professor E Smith: Version 030609,
with minor typographical and form amendments by K Morris 220609
+Stats and Regs Committee amendments R Coutts 080709

Definitions

1. In this Part:

“program” means a course of study and a research component equivalent in total to 360 progress units of study, and of which the research component normally forms 180 progress units;

“research component” means approval of research proposal for candidature and production of a professional thesis;

“professional thesis” means a research-based project addressing an important problem or question concerning policy and/or practice in a profession or industry.

General

2. (1) This regulation shall apply to all professional doctorates awarded by the University.
(2) The professional doctorates awarded by the University are specified in Part D The Schedule.
3. A Candidate for a professional doctorate may be awarded credit by the Academic Board in respect of the program in accordance with Regulation 5.2 and this Regulation and any other relevant legislation.
4. When exercising the powers conferred upon it by this Regulation, the Academic Board shall consider any relevant recommendation made to it by the Committee and may delegate responsibilities and powers to the Committee or to the Chair of the Committee.
5. (1) A professional doctorate shall be awarded without classification on the basis of the Candidate having *completed appropriate coursework and a professional thesis that makes a contribution to knowledge, demonstrates an understanding of the relationship of the investigations undertaken and demonstrates critical reflection and analysis of issues relevant to professional policy and/or practice.*
(2) A professional doctorate program must be approved by the Academic Board as described in Part D The Schedule. It will involve:
 - (a) Successful completion of coursework normally to the value of 180 progress units, of which at least 120 progress units will involve courses at doctoral level and normally including at least 60 progress units of research education;

- (b) *A professional thesis, the length of which may vary with each discipline, with the norm being 45,000 words (or equivalent if presented in an alternative medium approved by the Academic Board.) The Research component will be equivalent to 150 credit points.*
- (3) *Proposals from Schools for professional doctorate programs which involve variations in the proportion of coursework and research component may be approved by the Academic Board only on the basis of demonstrated professional accreditation requirements. Variation to the proportions of coursework and research component may not be approved for individual Candidates.*

Duration of program

- 6. (1) *The courses shall be completed within the normal progression rules of the University.*
- (2) *The normal period for completion of the research component shall be 1.5 years full-time study or equivalent part-time study.*
- (3) *In exceptional cases the normal period for the research component may be extended by the Academic Board by up to 12 months for a full-time Candidate or the equivalent for a part-time Candidate.*
- (4) *Subject to the approval of the Academic Board, candidature may incorporate varying segments of full-time and part-time enrolment.*
- (5) *A Candidate who enrolls part-time must satisfy the Academic Board that he or she is able to devote the time necessary for completion of the program.*
- (6) *Candidature will be on a continuous basis unless otherwise approved by the Academic Board.*
- (7) *For the research component, the program is based on one calendar year.*

Enrolment

- 7. (1) The Academic Board may approve the enrolment of a person for the degree of professional doctorate if it is satisfied that:
 - (a) the person is eligible for admission under section 8, and
 - (b) the proposed research component is appropriate for candidature for the degree of professional doctorate and is acceptable to the relevant School, and
 - (c) the applicant has adequate training and ability to pursue such a program, and
 - (d) adequate supervision and facilities can be provided for undertaking *the research component*.
- (2) Any person admitted to candidature for the degree of professional doctorate will proceed to undertake the program and other requirements specified by the Academic Board in respect of the person's candidature.
- (3) A Candidate shall undertake the coursework in accordance with the normal regulations of the University.

- (4) A Candidate shall conduct the research component in accord with the code of research conduct and professional practice specified by the Academic Board. The Candidate will obtain approval from the relevant ethics committee within the University prior to collection of data where such approval is necessary.

Eligibility for admission

8. (1) To be eligible for admission as a Candidate for the degree of professional doctorate a person must:
- (a) have graduated with or qualified for a Masters degree (by coursework or research); or
 - (b) have graduated with or qualified for a 4 year Honours Bachelor degree, or Degree with Honours, at least upper second class honours level, that included a thesis demonstrating the ability to undertake research at professional doctorate level.
- (2) All applicants should normally hold at least 2 years (*full-time equivalent*) of relevant professional experience and such professional qualifications and professional accreditation as may be required to engage in practice relevant to the proposed program.
- (3) Notwithstanding 8(1) and (2) above, applicants may be eligible for admission as a Candidate for the degree of professional doctorate provided they hold qualifications and/or have demonstrated skills, experience, research or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the *requirements* prescribed in paragraphs 8 (1) and (2).
- (4) A person for whom English is not the first language and who has not previously completed a degree in which English was the language of instruction and assessment must in applying for candidature provide the Academic Board with evidence of a satisfactory level of competence in oral and written English.
- (5) No person who is simultaneously a Candidate for a diploma or a degree at this University or another university may be enrolled as a professional doctoral Candidate at the University without the permission of the Academic Board.
- (6) Notwithstanding the provisions of Regulation 5.2 and this Regulation, a Candidate for a professional doctorate may be admitted by the Academic Board to the *program* with credit for specific courses on production of satisfactory evidence of prior academic study completed by the Candidate and assessed by the Academic Board as being equivalent to *courses included within the program*.
- (7) (a) Notwithstanding 8(6) above no Candidate may receive credit totalling more than 120 progress units. Of this credit, no more than 60 progress units may be granted *for units of study undertaken at masters level. Credit will not be granted for units of study undertaken below masters level nor for units of study not related to the area of study. Credit will not be granted for any or all of the research component of the program.*
- (b) Notwithstanding 8(7)(a) above, on admission of a Candidate who has transferred from another professional doctorate program (or equivalent) at the University, or another recognised institution, the Committee will determine the period of candidature and the level of any credit towards the Professional Doctorate program.

Candidature

9. (1) A Candidate shall be:
 - (a) required to re-enrol in each calendar year following the initial enrolment on the re-enrolment date specified by the Academic Board, until such time as the coursework have been completed and the professional thesis has been submitted for examination, else their candidature will lapse;
 - (b) deemed as Under Examination during any period in which the professional thesis is being examined;
 - (c) required, in the event of having to submit a *professional thesis* in a revised form, to re-enrol *for a period prescribed by the Academic Board* until the *revised* thesis has been submitted for re-examination.
- (2) Re-enrolment *in the research component* is subject to approval by the Academic Board upon *satisfactory progress as identified in progress reports or otherwise*.
- (3) A Candidate may apply for permission to a change in status to either full-time or part-time or for leave of absence for a defined period of time, and the Academic Board may grant such an application subject to such conditions as it sees fit.
- (4) A Candidate may withdraw from candidature at any time by written notice to the Academic Board.
- (5) *Conversion to a PhD is not permitted.*

Progress in the Research Component

10. (1) *The Candidate will pass the required coursework before commencing the research component. Relevant University Higher Education regulations for courses apply. A Candidate may terminate enrolment after successful completion and be awarded the degree of Master of Professional Practice in the relevant discipline area.*
- (2) *Initial admission to the research component of the professional doctorate program is on a probationary basis, and an application for approved candidature must be made within 3 months of commencing the research component full-time or within 6 months of commencing the research component part-time.*
- (3) *In order for candidature to be confirmed, the Candidate must complete such processes as determined by the Academic Board to prove that he or she has developed a viable program, made satisfactory progress, and is able to complete degree requirements within the period allowed. FOR REVIEW BY EC*
- (4) The Principal Supervisor and the Head of the School will provide the Academic Board with written advice as to *whether a candidate's research component* should be approved.
- (5) Throughout *the research component of the program* a Candidate shall:
 - (a) maintain adequate and regular contact in person with the supervisors and with the School in which the Candidate is working. This contact will be in person if deemed necessary by the supervisors or the School; and

- (b) submit written reports on academic progress as and when requested by the principal supervisor, Head of School or the Academic Board.
- (6) When the principal supervisor or the Head of School considers that a Candidate is not making satisfactory progress or is not complying with regulations, the Academic Board may require the Candidate to show cause why candidature should not be terminated.
- (7) If the Academic Board, after giving the Candidate an opportunity to be heard and after considering all the evidence before it, believes the Candidate is not making satisfactory progress or is not complying with regulations, it may:
- (a) terminate the Candidate's enrolment for the degree, or
 - (b) specify in writing the conditions under which the Candidate's enrolment for the degree may continue.

Supervisory arrangements

11. (1) The Academic Board shall appoint a panel of 2 supervisors from among the persons listed in the Register of Higher Degree Research Supervisors as qualified to be the principal supervisor and the associate *or co-supervisors* of a professional doctorate Candidate, or from among persons otherwise deemed eligible by the Academic Board. One member of the supervisory panel will be designated the Principal Supervisor for the period of candidature. The Principal Supervisor will be at least a half-time member of academic staff at the University except in specific cases approved by the Academic Board. Associate Supervisors need to be members of the academic staff of the University *and co-supervisors* must be persons of recognised standing in the field of the Candidate's research.
- (2) Under the direction of the Principal Supervisor, and *during the research component*, the panel of supervisors shall:
- (a) operate in accord with the code of supervisory practices adopted by the Academic Board;
 - (b) maintain close and regular contact with the Candidate;
 - (c) supervise and counsel the Candidate in all aspects of the Candidate's *research component* and the preparation of *the professional thesis*;
 - (e) *monitor progress and* ensure the Candidate is made aware in writing of inadequate progress or of work which is below the standard generally expected, specifying shortcomings and suggesting ways of addressing them;
 - (f) provide the Academic Board with accurate reports on the Candidate's progress.
- (3) If the Principal Supervisor is to be absent from University duties, or otherwise unable to undertake this supervision, for more than three consecutive months, the Academic Board shall on the advice of the Head of School appoint an Acting Principal Supervisor from among persons on the Register of Principal Supervisors or otherwise deemed eligible by the Academic Board.
- (4) External consultants may be appointed to assist the Candidate and the supervisory panel.

The program

12. (1) To be awarded a professional doctorate the Candidate shall;
 - (a) *Satisfactorily complete designated coursework;*
 - (b) Gain approval for a *proposed research component* from the Academic Board.
 - (c) Complete the *research component*, as prescribed by the Academic Board.
 - (d) Submit *the thesis* for external assessment.
- (2) A Candidate may not present in the *professional thesis*, any work for which another degree or diploma has been awarded by the University or any other academic institution,.
- (3) *The thesis* shall identify the extent to which the work of others is being relied upon by providing appropriate acknowledgment, citation, and reference in the text and in the bibliography.
- (4) The statement of authorship signed and dated by the Candidate when *the thesis* is submitted for examination will include a declaration that no other person's work has been relied upon or used without due acknowledgment in the main text and bibliography included in *the thesis*.
- (5) In cases where ethics approval was required for any component of the *research component*, a statement must be submitted with *the thesis* from the Chair of the relevant ethics committee, declaring that all necessary ethics-related processes have been completed

Presentation of the thesis

13. (1) The *professional thesis* presented by a Candidate for examination shall *normally be 45,000 words (or equivalent if presented in an alternative medium approved by the Academic Board)*
- (2) Intention to submit:

A Candidate shall complete the approved proforma for his/her 'Intention to Submit' *no more than 30 working days* prior to their intention to present the thesis for examination. The Candidate will be eligible to receive the grade of 'TD' (*assessment deferred*) on submission of the thesis to the Vice-Chancellor or nominee.
- (3) Presentation:

Candidates for higher degrees shall present for examination *4 copies* of the *professional thesis*. *The University will provide evidence to the examiners that the coursework has been successfully completed.*
- (4) General requirements:
 - (a) Unless the Academic Board determines otherwise, written work submitted for examination shall be in the English language.

- (b) The professional thesis must be based on work conducted independently, not jointly.
 - (c) A Candidate shall identify all *sources drawn upon writing the thesis* and the extent to which the work of others *has been* relied upon by providing appropriate acknowledgment, citation and reference in the text of the *thesis* and in the bibliography.
 - (d) The text shall be typed on good quality acid-free paper, international size A4 (297mm x 210mm), using at least one and a half line spacing and *not less than 10 point size*.
 - (e) Text should be typed with margins of not less than 38 mm and 19 mm in width on the left-hand and right-hand sides respectively.
- (5) Arrangement:
- (1) The *professional thesis* shall incorporate, in the following order:
 - (a) A title page setting out in the following order:
 - (i) the full title of the *professional thesis*,
 - (ii) the name and degrees of the Candidate,
 - (iii) the degree for which the thesis is submitted and a statement of whether the *thesis* is submitted in total or partial fulfilment of the requirements for that degree,
 - (iv) the name of the School,
 - (v) the name of the University and its address as follows:
 - University of Ballarat
 - PO Box 663
 - University Drive, Mount Helen
 - Ballarat, Victoria 3353,
 - Australia; and
 - (vi) the month and the year in which the *thesis* was submitted for examination;
 - (b) an index of contents;
 - (c) a summary of not more than 300 words;
 - (d) A statement in the following words, signed and dated by the Candidate:

'Statement of authorship'

Except where explicit reference is made in the text of the thesis, this thesis contains no material published elsewhere or extracted in whole or in part from a *thesis / portfolio* by which I have qualified for or been awarded another degree or diploma. No other person's work has been relied upon or used without due acknowledgment in the main text and bibliography of the *thesis*.

Assessment and Examination

- 14. (1) After considering recommendations from the panel of supervisors and the relevant Head of School, the Academic Board shall appoint 3 external examiners.
- (2) The *thesis* shall be examined by the appointed examiners, who may recommend revisions to the research component of the thesis.

- (3) Where an examiner fails to return an assessment within 3 months of being sent the *thesis*, the Academic Board may appoint a replacement examiner.
- (4) A person who has been associated with the Candidate's program may not be appointed as an examiner.
- (5) Examiners shall be of high academic *or professional* standing in the field in which the Candidate's program has been conducted. *At least 2 examiners should be of high academic standing.*
- (6) The name of any examiner shall not be disclosed to a Candidate prior to or during examination, and will be disclosed to the Candidate on completion of examination only with the agreement of the examiner.
- (7) Examiners are required to *assess the professional thesis in terms of whether it makes a contribution to knowledge, demonstrates an understanding of the relationship of the investigations undertaken to a wider field of knowledge, and shows advanced, searching and expansive critical reflection or analysis of professional policy and/or practice.* In addition to providing the Academic Board with written comments bearing on these criteria, the examiners, acting independently, will recommend to the Academic Board that:
 - (a) the thesis should be classified as PASSED at one of the following grades: Pass, Credit, Distinction or Higher Distinction; or
 - (b) the thesis should be classified as FAILED.
- (8) If the recommendations received from examiners differ, the Academic Board may invite the examiners to consult with the objective of obtaining a joint report or may take such other action as it thinks fit, including the appointment of an assessor to consider the professional thesis and the examiners' reports.

Admission to the degree

15. (1) When the Academic Board is satisfied that a Candidate has fulfilled the conditions prescribed for admission to the degree of professional doctorate, the Academic Board shall recommend to the Council that the Candidate be admitted to that degree.
- (2) The degree will be awarded when 4 bound copies of the *professional thesis* in its final form have been lodged with the Research and Graduate Studies Office, for distribution as follows:

One copy to the University Library; *two copies* to the relevant School; and one copy to be retained by the Research and Graduate Studies Office. One electronic copy of the *thesis* should also be lodged with the Research and Graduate Studies Office.

PART D THE SCHEDULE

1. The following Professional Doctorates are awarded by the University of Ballarat:
 - (a) Doctor of Business Administration,

- (b) Doctor of Education,
- (c) *Doctor of Education (Educational Leadership)*
- (d) Doctor of Information Technology,
- (e) Doctor of Psychology

PART E --MASTERS DEGREES BY RESEARCH

Types of programs

1. (1) The Masters degrees by research awarded by the University are listed in Part E The Schedule.
 - (2) A Masters degree by research shall be awarded without classification on the basis of a Candidate successfully completing a program of research, or advanced coursework and research, which makes a contribution to knowledge demonstrating a critical appreciation and understanding of the relationship of his or her own work to that of other work in the field.
 - (3) The following types of programs may be approved by the Academic Board as appropriate for a Candidate to undertake in order to qualify for the award of a Masters degree by research -
 - (a) scholarship and research carried out by the Candidate under supervision;
 - (b) a combination of advanced coursework and research of which a thesis component forms no less two-thirds of the total load of the program; or
 - (c) preparation and presentation of a major work or collection of works, including but not restricted to visual presentation, literary production or computer software development, carried out by the candidate under supervision and accompanied by a written exegesis. The practical works must demonstrate a systematic line of enquiry and investigation, and there must be a demonstrable and essential link between the practical works and the exegesis. The exegesis should reveal and elaborate the line of enquiry and investigation pursued in preparation of the practical works and provide commentary on individual practical works and overall duration of program.
2. (1) A Masters by research program should normally be completed in eighteen months of full-time study, or the equivalent in part-time study
 - (2) In exceptional cases the Academic Board may approve a reduction in the period of candidature.
 - (3) Subject to the approval of the Academic Board, candidature may incorporate varying segments of full-time and part-time enrolment.
 - (4) A Candidate who enrolls part-time must satisfy the Academic Board that he or she is able to devote the time necessary for completion of the program.
 - (5) Candidature will be on a continuous basis unless otherwise approved by the Academic Board.
 - (6) All Candidates shall pursue their studies wholly under the control of the University and normally shall carry out such work, other than field work, at the University.

Enrolment

3. (1) The Academic Board may approve the enrolment of a person for a Masters by research if it is satisfied that --
 - (a) the person is eligible for admission under section 4, and
 - (b) the program proposed is appropriate for candidature for the degree and acceptable to School, and
 - (c) the applicant has adequate training and ability to pursue such a program, and
 - (d) adequate supervision and facilities can be provided for undertaking the proposed research project.
- (2) Any person admitted to candidature for a Masters by research degree will proceed to undertake a research program and other requirements specified by the Academic Board in respect of the person's candidature.
- (3) A Candidate shall conduct research in accord with the code of research conduct and professional practice specified by the Academic Board
- (4) The candidate will obtain approval from the relevant ethics committee within the University prior to collection of data where such approval is necessary.

Eligibility for admission

4. (1) To be eligible for admission as a Candidate for a Masters by research degree a person must --
 - (a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours , at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or
 - (b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed in paragraph 4 (1) (a).
- (2) Candidates who do not meet the requirements stated in section 4(1) will be required to undertake an additional programme of study considered by the Academic Board, on the recommendation of the appropriate School, to be, in combination with any relevant past research experience, at least equivalent to a fourth year of advanced undergraduate study and research in a relevant field. The Academic Board will extend as necessary the maximum period of candidature in these cases.
- (3) A person for whom English is not the first language and who has not previously completed a degree in which English was the language of instruction and assessment must in applying for candidature provide the Academic Board with evidence of a satisfactory level of competence in oral and written English.

- (4) No person who is simultaneously a Candidate for a diploma or a degree at this University or another university may be enrolled as a Masters by research candidate at the University without the permission of the Academic Board.

Candidature

5. (1) A Candidate shall be --
 - (a) required to re-enrol in each calendar year following the initial enrolment on the re-enrolment date specified by the Vice-Chancellor, until such time as the thesis has been submitted for examination, else their candidature will lapse;
 - (b) deemed to be under leave of absence during any period in which the thesis is being examined; and
 - (c) required, in the event of having to submit a thesis in a revised form, to re-enrol until the thesis has been submitted for re-examination.
- (2) Re-enrolment is subject to approval by the Academic Board upon its consideration of progress reports.
- (3) A Candidate may apply for permission to a change in status to either full-time or part-time or for leave of absence for a defined period of time, and the Academic Board may grant such an application subject to such conditions as it sees fit.
- (4) A Candidate may withdraw from candidature at any time by written notice to the Academic Board.

Progression

6. (1) Throughout candidature a Candidate shall:
 - (a) maintain adequate and regular contact in person with the supervisors and with the School in which the Candidate is working; and
 - (b) submit reports on academic progress as and when requested by the principal supervisor, Head of School, or the Academic Board.
- (2) When the principal supervisor or the Head of School considers that a Candidate is not making satisfactory progress or is not complying with regulations, the Academic Board may require the Candidate to show cause why candidature should not be terminated.
- (3) If the Academic Board, after giving the Candidate an opportunity to be heard and after considering all the evidence before it, believes the Candidate is not making satisfactory progress or is not complying with regulations, it may
 - (a) terminate the Candidate's enrolment for the degree, or
 - (b) specify in writing the conditions under which the Candidate 's enrolment for the degree may continue.

Supervisory arrangements

7. (1) The Academic Board shall appoint supervisors from among the persons listed in the Register of Higher Degree Research Supervisors as qualified to be the principal supervisor or the associate supervisor of a Masters candidate, or from among persons otherwise deemed eligible by the Academic Board.
- (2) The principal supervisor shall:
 - (a) operate in accord with the code of supervisory practices adopted by the Academic Board;
 - (b) maintain close and regular contact with the Candidate;
 - (c) supervise and counsel the Candidate in all aspects of the Candidate's program;
 - (d) monitor progress and discuss with the Candidate proposed future work;
 - (e) ensure the Candidate is made aware in writing of inadequate progress or of work which is below the standard generally expected, specifying shortcomings and suggesting ways of addressing them, the general planning of the thesis; and
 - (f) provide the Candidate Board with accurate reports on the Candidate's progress.
- (3) If a principal supervisor is to be absent from University duties, or otherwise unable to undertake this supervision, for more than two consecutive months, the Academic Board shall on the advice of the Head of School appoint an acting principal supervisor from among persons on the register of principal supervisors, or otherwise deemed eligible by the Academic Board.

Thesis

8. (1) On completing the program of advanced study and research, a Candidate shall submit a thesis (to include practical works and an exegesis where appropriate) based on work carried out during candidature.
- (2) The thesis is to be presented in accord with the requirements outlined in section 9.
- (3) The thesis may incorporate or include as an appendix any publication resulting from the work completed during candidature whether or not the Candidate is the sole author or one of the joint authors.
- (4) A Candidate may not present in the thesis any work for which another degree or diploma has been awarded by the University or any other academic institution, but a Candidate shall not be precluded from incorporating extracts from such work in the thesis provided that the sum of any such extracts does not constitute a substantial proportion of the thesis and provided also that the source of each such extract is stated explicitly.
- (5) The thesis shall identify the extent to which the work of others is being relied upon by providing appropriate acknowledgment, citation, and reference in the text and in the bibliography.

- (6) The statement of authorship signed and dated by the Candidate when the thesis is submitted for examination will include a declaration that no other person's work has been relied upon or used without due acknowledgment in the main text and bibliography of the thesis.
- (7) A statement must be submitted with the thesis from the Executive Officer, Human and Animal Ethics Committees, declaring whether ethics approval was required for the project to be undertaken and whether all necessary processes have been completed.

Presentation of a Thesis

9. (1) The thesis presented by a Candidate for examination shall conform with the requirements of this section unless otherwise agreed by the Academic Board.
- (2) A Masters by research thesis will normally be:
 - (a) a text of not more than 40,000 words reporting original scholarship and research carried out by the Candidate under supervision, or
 - (b) a major work or collection of works, including but not restricted to visual presentation, literary production or computer software development, carried out by the Candidate under supervision and accompanied by an exegesis or scholarly commentary of between 10,000 and 20,000 words.

- (3) Intention to submit:

A Candidate shall submit the approved proforma for his/her 'Intention to Submit' a maximum of 30 working days prior to their intention to present his/her thesis for examination. This proforma will identify the precise title of the thesis and be endorsed by the Principal Supervisor. The proforma must be accompanied by a summary of the thesis not exceeding 300 words. The Candidate will be eligible to receive the grade of 'TD' on submission of the thesis to the Vice-Chancellor or nominee.

- (4) Presentation:

Candidates for higher degrees shall present for examination four copies of the thesis text. If the thesis includes a major work or collection of works, the major work or collection of works shall be presented in a format suitable for examination. A thesis may be rejected as unfit for examination if it does not conform to the requirements set out in this section.

- (5) General requirements:

- (1) Unless the Academic Board determines otherwise, written work submitted for examination shall be in the English language.
- (2) If the thesis is based on research conducted jointly, the nature and extent of the Candidate's contribution to the research shall be clearly indicated.
- (3) A Candidate shall identify all sources of knowledge and the extent to which the work of others is being relied upon by providing appropriate acknowledgment, citation and reference in the text of the thesis and in the bibliography.

- (4) The text shall be written as concisely as possible.
- (5) The text shall be typed on good quality acid-free paper, international size A4 (297mm x 210mm), using at least one and a half line spacing.
- (6) Text should be typed with margins of not less than 38 mm and 19 mm in width on the left-hand and right-hand sides respectively.
- (7) The Candidate must check the typescript to ensure there are no typographical errors and that the spelling, punctuation and grammar are correct.

(6) Arrangement

- (1) The thesis text shall incorporate, in the following order:

- (a) A title page setting out in the following order:

- (i) the full title of the thesis;
- (ii) the name and degrees of the Candidate;
- (iii) the degree for which the thesis is submitted and a statement of whether the thesis is submitted in total or partial fulfilment of the requirements for that degree;
- (iv) the name of the School,
- (v) the name of the University and its address as follows:
University of Ballarat
PO Box 663
University Drive, Mount Helen
Ballarat, Victoria 3353,
Australia; and
- (vi) the month and the year in which the thesis was submitted for examination.

- (b) an index of contents;

- (c) a summary of not more than 300 words; and

- (d) A statement in the following words, signed and dated by the Candidate:

'Statement of authorship'

Except where explicit reference is made in the text of the thesis, this thesis contains no material published elsewhere or extracted in whole or in part from a thesis by which I have qualified for or been awarded another degree or diploma. No other person's work has been relied upon or used without due acknowledgment in the main text and bibliography of the thesis.

Examination of the thesis

10. (1) After considering recommendations from the supervisor(s) and the relevant Head of School, the Academic Board shall appoint at least two examiners, of whom no more than one may be a member of the University.

- (2) Where an examiner fails to return an assessment within three months of being sent the thesis, the Academic Board may appoint a replacement examiner.
- (3) A person who has been associated with the Candidate's research program may not be appointed as an examiner.
- (4) Examiners shall be of high academic standing in the field in which the Candidate's research program has been conducted.
- (5) The name of any examiner shall not be disclosed to a Candidate prior to or during examination, and will be disclosed to the Candidate on completion of examination only with the agreement of the examiner.
- (6) Examiners are required to assess the thesis in terms of whether the Candidate has conducted a research program in ways that demonstrate command of the knowledge and skills pertinent to the area of investigation as well as a critical appreciation and understanding of the relationship of his or her own work to that of others. In addition to providing the Academic Board with written comments bearing on these criteria, the examiners, acting independently, will recommend to the Academic Board that:
 - (a) the thesis should be classified as PASSED without further examination; or
 - (b) the thesis should be classified as PASSED, subject to the corrections outlined in reports from examiners being made to the satisfaction of the Academic Board; or
 - (c) the Candidate should be required to pass a written and/or oral examination in subject matter directly related to the thesis before the thesis is classified as PASSED; or
 - (d) the thesis should be classified as DEFERRED and the Candidate should be permitted to submit the thesis for examination in a revised form; or
 - (e) the thesis should be classified as FAILED.
- (7) If the recommendations received from examiners differ, the Academic Board may invite the examiners to consult with the objective of obtaining a joint report or may take such other action as it thinks fit .
- (8) The Academic Board may require that the Candidate be examined orally on the substance of the thesis. Such oral examination shall be conducted under arrangements made by the Academic Board in consultation with the examiners, the principal supervisor, and the Head of School. The Candidate shall be advised in advance of the persons to be present at the examination and of the general arrangements for the conduct of the examination.
- (9) In the case of a Candidate who accepts an invitation to submit a revised thesis, the Candidate shall be provided with guidelines for revision of the thesis based on the reports of the examiners. Only in exceptional cases will more than a single attempt at revision of the thesis be permitted.

- (10) Where a thesis is to be corrected or resubmitted, the Candidate must complete the requirement within a time limit specified by the Academic Board.
- (11) Where a thesis is to be resubmitted, the examiners will normally be those who evaluated the thesis on initial submission.

Admission to the degree

- 11. (1) When the Academic Board is satisfied that a Candidate has fulfilled the conditions prescribed for admission to the degree, the Academic Board shall recommend to Council that the Candidate be admitted to that degree.
- (2) The degree will not be awarded until three bound copies of the thesis in its final form, or three bound copies of the exegesis and three sets of high quality reproductions of the practical works, have been lodged with the Research and Graduate Studies Office. One electronic copy of the thesis should be lodged with the Research and Graduate Studies Office.

PART E THE SCHEDULE

Masters degrees by research

1. The following Masters degrees by research are awarded by the University:

- (a) Master of Applied Science,
- (b) Master of Arts,
- (c) Master of Business,
- (d) Master of Education,
- (e) Master of Engineering Science,
- (f) Master of Human Movement,
- ~~(g) Master of Information Technology,~~
- (h)(g) Master of Mathematical Sciences,
- (i)(h) Master of Nursing,
- (j)(i) Master of Science,
- (k)(j) Master of Computing.

Made 29/6/95

Amendment 1 Made 1/11/95

Amendment 2 Made 30/10/96

Amendment 3 Made 11/12/96

Amendment 4 Made 24/6/98 Promulgated 7/7/98

Amendment 5 Made 26/3/99 Promulgated 14/4/99

Amendment 6 Made 8/12/99 Promulgated 07/01/00

Amendment 7 Made 6/12/00 Promulgated 09/01/01

Amendment 8 Made 11/09/02 Promulgated 01/10/02

Amendment 9 Made 10/09/03 Promulgated 06/10/03

Amendment 10 Made 3/12/03 Promulgated 19/03/04

Amendment 11 Made 08/09/04 Promulgated 04/10/04

Amendment 12 Made 08/09/04 Promulgated 17/05/05

Amendment 13 Made 15/06/05 Promulgated 30/06/05

Amendment 14 Made 17/02/09 Promulgated 07/04/09

Draft Amendment 15 27/02/09 APPROVED BY COUNCIL EXEC COMMITTEE 19/05/09 NOTE NOT YET APPROVED BY COUNCIL OR PROMULGATED

Draft Amendment 16 TO PART D AND E THE SCHEDULE ONLY 29/06/09