

## Graduate Research Examinations Schedule B- Presentation of Theses for Graduate Research Degrees

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### Section A – General requirements

This schedule describes the requirements for all theses<sup>1</sup>, being any major written components for the examination of a higher degree by research (including an exegesis), whether you are submitting in thesis mode or practice-based mode. These requirements apply to both the written works you present for initial examination, and the final versions that you submit for the award of the degree, including any amendments required following the examination.

#### Word length

Your thesis should be written as concisely as possible. The word length of a thesis will be influenced heavily by the discipline of your research, the content of the research and, in the case of the practice-based mode of submission, any accompanying artefacts and other examinable components. Guidelines to the maximum word limits for the thesis for each type of degree are:

Degree type	Mode of submission	Maximum word length
Doctor of Philosophy	Thesis mode	80,000 words
Doctor of Philosophy	Practice-based mode	50,000 words
Professional doctorate	Thesis mode	60,000 words
Master's by research	Thesis mode	40,000 words
Master's by research	Practice-based mode	25,000 words

*Word counts do not include footnotes, appendices and the bibliography or references.*

Publications in your thesis may impact the recommended length. Please see Section B below for more information.

## Language

You will need approval to write a thesis in a language other than English. If the Board of Graduate Research does approve a thesis in a language other than English, you will need to meet additional requirements as prescribed in the [Graduate Research Examinations Procedure - Thesis Requirements, Submission and Retention](#).

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<sup>1</sup> The term thesis is used in this document to mean the main *written* examinable components in both the thesis and practice-based modes of submission. In the practice-based mode, this will normally be an exegesis that accompanies the artefact or exhibition. The requirements for other written components (such as journals, catalogues or books in which the artefact and exegesis are combined) and the other examinable artefacts are outlined in the *Guidelines for Examinable Components in the Practice-Based Mode of Submission*.

**Formatting**

You will be given instructions by the Graduate Research School (GRS) to submit your thesis online as a pdf document. However, one or more of your examiners may request a hard copy version in addition to your digital upload. As your examiners' requirements may not be known at the time you are preparing the final version, your thesis must be formatted to allow for both online and hard copy submission.

The detailed requirements are:

- The paper size for a printed thesis will be A4 (297mm x 210mm). Line spacing will be at least 1.5 and the font size will be a minimum of 11 points in a clear font.
- Your margins should be at least 38mm on the left and 19mm in width on the right-hand side. The top and bottom margins should be at least 19mm.
- Footnotes may be typed on single line spacing and should be clearly separated from the text.

If you have publications in your thesis, please refer to the instructions in Section B.

It is the candidate's responsibility to provide any hard copies of the thesis where these are required. Hard-copy versions may be soft-bound.

**Reviewing and editing**

As a member of the research community at La Trobe, you are bound by the [Research Integrity Policy](#) and the Australian Code for the Responsible Conduct of Research. Responsible research includes the proper citation of the work of others; your supervisor will be able to advise you in relation to the citation conventions in your discipline. Well before the submission of your thesis, you should ensure that you have properly cited the work of others throughout the thesis.

You can also access the text-matching software iThenticate if you feel this would be helpful in reviewing a draft of your thesis. A link and guidelines on how to use iThenticate is available at <https://www.latrobe.edu.au/researchers/grs/red/academic-integrity-for-researchers-and-ithenticate/ithenticate>

Before you submit your thesis, you should also check thoroughly for typographical errors, spelling,

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grammar and punctuation. The standard of expression should be worthy of a candidate for a higher degree.

You may also use the services of a professional editor to copy-edit the thesis – for guidelines see the University's [Graduate Research Examinations Procedure - Thesis Requirements, Submission and Retention](#).

### **Contents and arrangement**

The required content and arrangement of your thesis for each section are described in Appendix 1. Special requirements apply where a thesis contains publications, or where there are other variations, such as the thesis is written in a language other than English.

### **Jointly authored work**

Where your thesis includes work to which others have contributed, including jointly authored publications, you are expected to have made a significant and leading contribution to such work according to the requirements of authorship outlined in the University's [Authorship of Research Outputs Policy](#).

You will need to provide details stating the extent and nature of your own contribution to the research as well as that of co-authors or collaborators for each article or chapter. These details can be included in the body of your thesis introducing each article/chapter; in a preface to the thesis; or in an appendix.

Where several individuals are involved in a piece of work being submitted for assessment, for ease of assessment, the thesis can include a statement indicating the percentage of candidates' contribution in the joint work attested to by a supervisor.

At the time of submission, along with the Authority to Submit form, you must also provide for any cases in which others have contributed to the work, verification from any co-authors of the extent and nature of your contribution for each article or chapter as follows:

- Where one or more of your supervisors is your co-author, the principal supervisor will be

asked to verify your contribution on the Authority to Submit form

- where there are one or more co-authors outside your supervisory team your supervisor will need to verify on the Authority to Submit Form that they have sighted written confirmation from the co-author or the coordinating author (as defined in the University's Authorship of Research Outputs Policy) verifying your contribution to the work.

### **COVID-19 impact statement**

If your research has been substantially changed or affected by the COVID-19 pandemic, it may be appropriate for this to be described in your thesis, if you wish to do so, in the form of a COVID-19 Impact Statement.

The purpose of an impact statement would be to express that there was a reduction of choices available to you, such that the project design, scope, or its execution may differ to disciplinary norms. This might include, for example, that some typical research approaches were not available, the labs were closed or field-work not possible, research sites not available or participants unable to be recruited, face to face interviewing not possible, etc.

There is no stipulated template for how to go about acknowledging COVID-19 impact – you may approach this as seems appropriate to your discipline contexts. However, options you may want to consider include:

- Creating a section in the thesis front matter called COVID-19 Impact Statement (or similar) and using this space to describe the impact and your response
- Adding a section describing COVID-19 impact/response within the introduction of your thesis
- Describing COVID-19 impacts in your method/methodology chapter (where relevant)
- Describing individual COVID-19 impacts separately as they arise throughout the thesis (e.g. if the thesis includes publications that reflect different phases of research with different impacts)

Please note that the inclusion of a statement about COVID-19 impacts is not a requirement, nor is it grounds for special consideration. Its purpose is to clarify to examiners what changes were made, how, and why.

## Section B – When a thesis contains accepted or published works

Any thesis or exegesis may contain work that has been submitted or accepted for publication.

### **General**

Your thesis may contain one or more scholarly articles or chapters, published, accepted or submitted for publication by reputable journals or publishers. The thesis in its entirety may also have been published or submitted for publication as a scholarly book. When your thesis contains articles or chapters, these will be thematically linked and describe a coherent research program.

Where your thesis contains publications, you must still adhere to all the general requirements outlined in Section A and Appendix 1, in addition to any specific requirements outlined in this section.

If you have been given approval to include papers that have been published in a language other than English language in your thesis you will need to provide appropriate English language synopses for each relevant paper.

### **Format**

Publishers will normally allow articles or chapters to be included in your thesis but you must have express permission to do this and must follow any specific requirements that they may have in relation to the format in which the chapter/paper appears in your thesis, and for its eventual publication in the [La Trobe University's Institutional](#) online repository.

Any articles/chapters that you include in your thesis will be as published, or as submitted (preprint) or accepted for publication (post print) if not published at the time of submission and should not be modified in content. The letter of agreement that you have from the publisher, or the conditions

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outlined on their website, will provide advice relating to the print version and format of a publication that may be included in the version of the thesis that is eventually published in the La Trobe University's Institutional Repository.

### **Volume of work where publications form the majority of the thesis**

Where publications form the majority of your thesis the number of articles/chapters to be included will depend on the significance, originality and length of each and take account of the University's requirements for the degree and the amount of research normally expected for the degree in question.

Your particular discipline area may set additional specific requirements. The articles or chapters along with the required framing material (see below) should consist of and/or describe work equivalent to a thesis without publications in the same field of research for the degree.

If the published work is collaborative you may need more articles depending on your role and contribution to the work.

Normally, where publications constitute the majority of the thesis there will be four to six articles/chapters for a doctoral degree and three to four articles/chapters for a master's by research degree.

### **Framing material**

Where you have a majority of publications in your thesis you will need to include 'framing material' that describes and analyses the way the articles and chapters are thematically linked. This will be either:

- at least one substantial integrating chapter, or
- a separate introduction, general discussion and conclusion.

In cases where the articles or chapters do not in themselves provide the detail normally provided in a thesis, the framing material may serve to provide further critical appraisal of relevant literature and/or further details of the methods or methodology.

### **Publication status of individual articles included in the thesis**

You will need to include full publication details/citations with the material that you submit for

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examination in either the preface or in each relevant chapter. Where publication is forthcoming, you will need to include the contract/letter of acceptance for publication for each article/chapter in the thesis (e.g., in an appendix).

You will need to list in the bibliography and/or references any published or forthcoming work that appears in the thesis.

## Section C - Presentation of a book for examination

### Format

If your thesis takes the form of a book (this does not include books generated in the practice-based mode of submission which is dealt with in *Guidelines for Examinable Components in the Practice-Based Mode of Submission*) it should be submitted for examination as published (or as accepted for publication if not published at the time of submission) and may not be modified in any way.

You should present the book in digital format if this is available and you have permission from the publisher to provide the University with a digital copy. This should be in portable document format (PDF).

If the book is only published in print, a print copy should be presented to the GRS unless you have a copy of the book available in digital format. If you have a digital copy and you have permission from the publisher to provide the University with a digital copy, this should be in portable document format (PDF).

If the book is not already published, you should include the contract for the publication of the book with the material submitted for examination.

You should also submit copies of any agreements on authorship (required by the [Authorship of Research Outputs Policy](#)) with the book.



Section	Standard requirements	Any special requirements
<b>Title page</b>	The full title of the thesis	<p>The title of the thesis should normally be presented in title case, noting exceptions may be made for discipline-based conventions (e.g. scientific notation)</p> <p>An English language title for any thesis written in a language other than English.</p>
	the full name and degrees of the candidate	
	the degree for which the thesis is being submitted and a statement whether the thesis is submitted in total or partial fulfilment of the requirements for that degree (for any degrees including coursework the word 'total' is changed to 'partial'),	
	the name of the school or department associated with the work	
	La Trobe University Victoria, Australia	Details of the campus at which you studied should not be included.
	the month and year when the thesis was submitted for examination	
	The title page should contain only the information outlined in this document. Other information, including images, should not be included within the title page.	

## GRADUATE RESEARCH SCHOOL

Section	Standard requirements	Any special requirements
<b>Table of contents</b>	Including where applicable, a list of plates, tables, figures, illustrations, symbols or other abbreviations, and details of any other supplementary material as described at the end of this table.	
<b>Abstract</b>	not more than 300 words	An English language synopsis for any thesis written in a language other than English: <ul style="list-style-type: none"> <li>• between 2500 and 5000 words for a master's degree by research and between 5000 and 10000 words for a doctoral degree</li> <li>• the synopsis should include an introduction, chapter outline and conclusion</li> </ul>
		words for a doctoral degree <ul style="list-style-type: none"> <li>• the synopsis should include an introduction, chapter outline and conclusion</li> </ul>

## GRADUATE RESEARCH SCHOOL

Section	Standard requirements	Any special requirements
<b>Statement of Authorship</b>	<ul style="list-style-type: none"> <li>• Your statement should read as follows:                 "Except where 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 accepted for the award of any other degree or diploma. No other person's work has been used without due acknowledgment in the main text of the thesis. This thesis has not been submitted for the award of any degree or diploma in any other tertiary institution."</li>   <li>• If others have contributed to any of your chapters or published work, please provide detail relating to each person's contribution relating to each chapter or published work</li>   <li>• Beneath the statement, add your name and date. The date should be in the format:                 day, month, year (e.g. 20 March 2017)</li> </ul>	

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Section	Standard requirements	Any special requirements
<b>Additional paragraphs where applicable</b>	<ul style="list-style-type: none"> <li>the extent of collaboration with, and/or contribution by, others, including 'Jointly Authored Work' (see above)</li> <li>that all research procedures reported in the thesis were approved by the relevant Ethics Committee, Safety Committee or authorised officer</li> <li>the extent and the nature of any other assistance received</li> </ul>	<ul style="list-style-type: none"> <li>the details of any publications reproduced in the thesis, including content reproduced from a book; and</li> <li>the title, nature and details of any practice-based work (including its public performance, presentation or exhibition or publication).</li> <li>Candidates in receipt of an RTP Fees Offset Scholarship or an RTP Stipend must acknowledge the Australian Government's support. The acknowledgement statement should read: "This work was supported by an Australian Government Research Training Program Scholarship".</li> <li>Candidates in receipt of a La Trobe University Postgraduate Research Scholarship must acknowledge the support of La Trobe University. The acknowledgement</li> </ul>

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Section	Standard requirements	Any special requirements
		<p>statement should read:            “This work was supported            by a La Trobe University            Postgraduate Research            Scholarship”.</p>

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Section	Standard requirements	Any special requirements
		<ul style="list-style-type: none"> <li>• Candidates in receipt of a La Trobe University Full Fee Research Scholarship must acknowledge the support of La Trobe University. The acknowledgement statement should read: “This work was supported by a La Trobe University Full Fee Research Scholarship”.</li> <li>• Candidates in receipt of a scholarship from another funding body (e.g. NHMRC) or receiving sponsorship (e.g. government funded sponsorship) should check with their funding body on the preferred content for the acknowledgement statement.</li> </ul>
<b>Main text</b>		Where a redacted version of the final (post-examination) version of the thesis is
		submitted to the La Trobe University’s Institutional Repository for copyright reasons, citations should appear in the places in which any journal papers have had

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Section	Standard requirements	Any special requirements
		to be removed.
<b>Appendices</b>	<p>Where a thesis includes any content that is <b>subject to copyright</b>, a list of the items that are subject to copyright with the permission obtained and the person or organisation providing that permission (with dates). You may also need to include this information in other sections of the thesis.</p> <p>Where a thesis includes any content obtained from <b>creative commons or other open access source</b>, a list of the open access items with links to the licences (with the date the material was obtained). You may also need to include this information in other sections of the thesis.</p>	
<b>Bibliography or list of references</b>	In this position unless appended at the end of each chapter	
<b>Index</b>	Optional as appropriate	

## GRADUATE RESEARCH SCHOOL

Section	Standard requirements	Any special requirements
<b>Supplementary material</b>	Other computer files or media, films, models, or any other material.	In practice-based degrees where installation, performance, exhibition or other event forms part of the examination, a durable record must normally be submitted online with the thesis. (Any specific disciplinary requirements that apply for examination and final submission are outlined in the Guidelines for the Examinable Components in the Practice-Based Mode)