

CERTIFICATION OF THESIS FOR EXAMINATION

Please note that the generic term "thesis" is used to describe the submission for the degrees named on this form

(* Delete where appropriate.)

TO BE COMPLETED BY PRINCIPAL SUPERVISOR (PLEASE TICK THE APPROPRIATE BOX)

Student Name: _____

Name of Principal Supervisor: _____

School/Discipline: _____ Program: _____

I have seen and read the final draft of the above candidate's thesis and, in accordance with the requirement of the *Research Student Handbook* "Appendix 1 Responsibilities of the Supervisors 5.5", certify that:

I am satisfied that this thesis, *prima facie*, is worthy of examination both in terms of its content and its technical presentation relative to the standards specified in the academic program rules for the degree.

I am not satisfied with the presentation of this thesis for examination in its current form. I attach a statement outlining my reasons.

I am satisfied that the thesis is within the maximum word-length allowed for the program in which the student is enrolled.

The thesis is longer than the maximum word-length permitted, but permission has been granted by the Research Education and Development Committee (REDC) for the thesis to exceed the maximum word-length.

The format of the thesis to be submitted is:

Conventional Creative Work Publication format Combination conventional/publication format
 Professional doctorate portfolio Music Composition Music Performance

An electronic copy of the thesis (identical in all respects to the hard copies) is included:

YES NO – An electronic copy WILL be supplied on CD, and I understand the examination process will NOT proceed until it has been received by the Graduate Centre.

It is acceptable for students to engage other people (paid or otherwise) in the candidate's research or in the editing of the thesis, as long as this assistance is appropriately acknowledged in the thesis. Refer to *Research Student Handbook* "Presentation of the Thesis and Editing Assistance".

I am satisfied that the above candidate has abided by the University's policies with regard to assistance and editing and has included the appropriate acknowledgement(s) in the thesis.

I am not satisfied that the above candidate has abided by the University's policies with regard to assistance and editing and has included the appropriate acknowledgement(s) in the thesis.

Principal Supervisor
(Please print name legibly)

Principal Supervisor's signature

Date

TO BE COMPLETED BY *HEAD OF SCHOOL OR DISCIPLINE/POSTGRADUATE COORDINATOR

I endorse the Principal Supervisor's recommendation.

I do not endorse the Principal Supervisor's recommendation and I attach a statement outlining my reasons.

*Head of School or Discipline/Postgraduate Coordinator

Date

IMPORTANT

In accordance with the *Research Student Handbook* "Certification of Thesis for Examination" and "Appendix 1 Responsibilities of the Supervisors 5.5", supervisors are required to comment on the content and drafts of the thesis and, at the time of submission, recommend that the thesis, *prima facie*, is worthy of examination both in terms of its content and its presentation relative to the Academic Program Rules for the degree.

In compliance with this requirement, supervisors are required to certify in writing that they have read their student's completed thesis and are satisfied with the content and technical presentation and that the thesis, therefore, is worthy of examination. Technical presentation may include appropriate footnoting, referencing, arrangement of chapters, presentation of charts and figures, appropriate notation, absence of obvious grammatical and typographical errors, etc. The Research Education and Development Committee takes the view that the thesis belongs to the student who ultimately has responsibility for the intellectual content. Note, however, that submission of a thesis which is poorly presented or not of the standard required for the degree will not be permitted. Where a supervisor deems this to be the case, he or she must recommend that the thesis is not acceptable for examination in its current form and prepare a statement outlining the reasons why this is the case. See also **Dispute Resolution** below.

In accordance with *Research Student Handbook* "Presentation of the Thesis and Editing Assistance", assistance in editing the thesis (paid or otherwise) should comply with the policy developed by the Deans and Directors of Graduate Studies collaboratively with the Council of Australian Societies of Editors regarding the editing of research theses by professional editors and this editorial assistance must be acknowledged in the thesis. The editorial policy is available at:

<http://www.adelaide.edu.au/graduatecentre/policy>

Procedures

The attached certification must be submitted when a student submits his/her thesis. The certification must be completed and signed by the Head of School or Discipline /Postgraduate Coordinator and the principal supervisor. The principal supervisor, in consultation with the other supervisors, shall sign the certification on behalf of all the supervisors.

Certification of Thesis for Examination after the student has lapsed in Candidature

A student who has lapsed in candidature, for not more than twelve months, may subsequently submit the completed thesis for examination provided that the thesis has not departed from the field of study being pursued before the candidature expired and provided that the School or Discipline concerned is satisfied that the thesis is, *prima facie*, worthy of examination both in terms of its content and its technical presentation.

By certifying/endorsing that the thesis is worthy of examination the Principal Supervisor and School/Discipline, in the case of a lapsed candidature, are also certifying/endorsing that the completed thesis has not departed from the field of study which was being pursued prior to the candidature lapse date.

The approval of the Research Education and Development Committee (REDC) is required for the resumption of a candidature under any other conditions.

Dispute Resolution

In the event of a dispute; for example when a student does not agree with the supervisor's adverse recommendation about the readiness of the thesis for examination, it is expected that the dispute will be dealt with at the local level by the Head of School/Discipline or Postgraduate Coordinator in the first instance. If the dispute cannot be resolved at the local level, the matter shall be referred to the Dean of Graduate Studies either by the Discipline or the student concerned. All relevant documents must be forwarded to the Dean at the same time. The Dean will deal with the matter in consultation with the Convener of the appropriate Faculty Higher Degrees Committee and the Head of School or Discipline/Postgraduate Coordinator concerned, if required.

If the Dean's decision overrides that of the School or Discipline, the matter shall then be referred to the Research Education and Development Committee for final resolution. Depending on the circumstances surrounding each case, the Committee will determine whether or not examiners should be informed of the dispute and what information should be disclosed to examiners. At all times, the independence of examiners must be preserved.

It is the responsibility of the student to ensure that the certification is appropriately completed, signed and submitted, together with three copies of the thesis, to the Adelaide Graduate Centre.

Please ring the Adelaide Graduate Centre on 8303 5882 if you require further information.