



Batchelor Institute of Indigenous Tertiary Education

Masters Degree of Indigenous Perspectives by Research Rules

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BATCHELOR INSTITUTE OF INDIGENOUS TERTIARY EDUCATION NORTHERN TERRITORY OF AUSTRALIA

As in force at 20th November 2013

RULES

Rules under the *Batchelor Institute of Indigenous Tertiary Education (Rules) By-laws*

1 Citation

These Rules may be cited as the *Masters Degree of Indigenous Perspectives by Research Rules*.

2. Definitions

BI: Batchelor Institute.

- Body of work:** Is a creative or other artefact that is the outcome of a practice-based research project which advances an original point of view as a result of research and is accompanied by an exegesis on submission of a thesis for a research degree qualification.
- Candidate:** means a student enrolled in a course leading to a research degree qualification.
- Candidature:** means the period of time in which a student is enrolled in a research degree.
- Dissertation:** means a substantial essay or piece of writing that advances an original point of view as a result of research.
- Exegesis:** Is a smaller dissertation which operates as a companion piece accompanying a body of work and which situates the body of work within the relevant field of research. Together the body of work and exegesis form the expression and presentation of a practice-based thesis.
- HDR:** Higher Degree by Research, includes both the Masters by Research and PhD which are overseen by a HDR program Coordinator.
- Practice-based research:** involves an original investigation undertaken in order to gain new knowledge partly by means of practice and the outcomes of that practice. Claims of originality and contribution to knowledge may be demonstrated through creative artefacts. For example using, images, music, performance, exhibition and/or new media to demonstrate and present research. This creative artefact referred to as the body of work is the central product of practice-based research which is submitted for examination. This body of work must however be accompanied by a complimentary exegesis (a short form of dissertation) which situates the body of work within the relevant research field(s). Together the body of work and exegesis form the expression and presentation of a practice-based thesis.
- Practice-led research:** are concerned with the nature of practice and lead to new knowledge that has operational significance for that practice. Such research includes practice as an integral part of the research methods. While a minor component of the research may be presented or disseminated through alternative forms of research expression, presentation and dissemination this component does not operate as a central body of work and the submission of a practice-led thesis must include a significant dissertation.
- Research Committee:** Is the overseeing body for all Research activity at the Institute including research ethics, research funding and resources and Higher Degree by Research programs.
- Thesis:** A thesis is the product of a Higher Degree by Research project that advances an original point of view as a result of research and is submitted for examination. A thesis can be presented as a dissertation or a creative body of work plus exegesis.

3. Eligibility for admission to candidature

- 3.1 To gain admission to candidature the applicant must have a:
 - 3.1.1 Bachelor Degree with Honours, and/or
 - 3.1.2 Graduate Diploma which included a research component, and/or
 - 3.1.3 Bachelor Degree in relevant discipline area plus practice based experience and/or recognition in their field that demonstrates a capacity to undertake study at a Masters by Research level.
- 3.2 An applicant for admission to candidature must submit to the Research Committee:
 - 3.2.1 Application cover sheet (website).
 - 3.2.2 Certified academic transcripts of relevant awards.
 - 3.2.3 Research Proposal (1000 words).
 - 3.2.4 A letter of support from a Bachelor Institute based supervisor who has reviewed the proposal before formal submission and which states their capacity and willingness to play a supervisory role on the success of the application.
 - 3.2.5 Evidence of relevant practice or professional experience and/or recognition if applying to undertake a practice-led and/or practice-based project.
 - 3.2.6 Two Referee Reports.
- 3.3 General requirements for application and eligibility:
 - 3.3.1 Applicants cannot be concurrently enrolled in another research degree.
 - 3.3.2 Applicants who have work under examination at the time of application may not be permitted to enrol in the Master by Research until that examination has been completed and the final results have been provided to the Research Committee.
 - 3.3.3 Applicants may be asked by the Research Committee to attend an interview as part of the application for admission process.
 - 3.3.4 Referees may be contacted by the Research Committee or a representative of that Committee as part of the application for admission process.
- 3.4 Criteria for Research Committee assessment of applications:
 - 3.4.1 The research proposal has academic merit.
 - 3.4.2 The applicant has demonstrated capacity and capability to undertake the research award.
 - 3.4.3 The research proposal aligns with the Institute's current Research Plan.
 - 3.4.4 The Institute has the resources (including supervision capacity) to support the applicant effectively throughout their candidature.

- 3.5 The Chair of the Research Committee is required to formally respond to the applicant in a reasonable timeframe with one of the follow outcomes:
- 3.5.1 Offer of Admission to the Program.
 - 3.5.2 Request for further information, clarification or resubmission.
 - 3.5.3 Rejection of Application for Admission.
 - 3.5.4 If the rejection is based not on the merit or capacity of the applicant but rather on the Institutes research focus/direction or capacity, it is the responsibility of the Research Committee through the Chair to provide the applicant with information regarding options for applying through other Institutions or key contacts that may be able to provide assistance.

4 Supervision Arrangements

4.1 Supervisory Panel

- 4.1.1 It is compulsory that an Institute based supervisor is appointed prior to admission and enrolment in the Masters by Research. This supervisor will fulfil the role of primary supervisor (unless an exemption is approved by the Research Committee). The primary supervisor will operate as the Chair of Supervision Panel meetings and have responsibilities for the Institute candidature administration requirements including the submission of 6 monthly progress reports.
- 4.1.2 On admission and enrolment in the Masters by Research candidates in collaboration with their primary supervisor will identify potential and relevant Supervision Panel members.
- 4.1.3 Candidates must have at least one supervisor who has previously supervised a Higher Degree by Research candidate to successful completion.
- 4.1.4 It is recommended that the Panel includes two academics with appropriate discipline specific knowledge and at least one Aboriginal and/or Torres Strait Islander member.
- 4.1.5 Panel members may be invited from the community, the Institute, IRC project and other partners, industry, professional, commercial and/or other research establishments.
- 4.1.6 It is the responsibility of the primary supervisor to initially contact possible Panel members to ascertain their interest in participating on the Panel and how they could contribute.
- 4.1.7 The HDR coordinator when informed by the primary supervisor will follow up on their interest and facilitate the signing of a formal supervision agreement with their host institution or employer.

4.2 Supervisor responsibilities

- 4.2.1 Primary supervisors and Panel members are required to attend 6 monthly progress reviews for all candidates under their guidance.

4.2.2 Primary supervisors are required to submit a progress report from the review to the HDR Coordinator which identifies the satisfactory or unsatisfactory progress of candidates under their guidance.

4.2.3 It is recommended that Primary supervisors meet with their candidates on a 2 weekly basis at minimum.

4.2.4 It is recommended that Panel members meet with their candidate on a monthly basis where feasible.

4.3 Supervisor Training requirements

4.3.1 All new supervisors to the Institute must undertake a training course targeted at building effective skills for the supervision of Aboriginal and/or Torres Strait Islander candidates.

4.3.2 All supervisors are encouraged to participate in supervisor training workshops and peer-to-peer mentoring events when feasible.

5 Resources and work environment

5.1 All candidates must be informed of and able to access the minimum resources identified.

5.2 The Research Committee must ensure that supervision, equipment and access to research resources (including library access and technology) meet all reasonable needs of individual candidates.

6 General rules on Candidature

6.1 Applicants who do not take up an offer of admission within 12 months of the date of offer will be required to re-apply unless their deferral has been formally approved.

6.2 On acceptance of an offer of admission to the Masters by Research candidates are required to enrol in a Qualifying Unit. Only on satisfactory completion of the Qualifying Units can candidates enrol in the Thesis Units.

6.3 A candidate must identify either part-time or full-time enrolment for each semester of study.

6.4 If a candidate holds a scholarship enrolment conditions and employment allowances of that scholarship must be adhered to.

6.5 Candidates who are enrolled full-time should not be engaged in more than 15 hours of paid work a week unless this work on the judgement of the Research Committee is viewed as not interfering with the pursuit of the research award.

6.6 Maximum duration of Candidature is 2.5 years full-time.

6.7 The Research Committee may extend candidature timeframes or deadlines on a case by case basis where there are reasonable grounds for extension and there is a strong likelihood that the candidate will complete.

- 6.8 The award of Masters of Indigenous Perspectives will be awarded by the Research Committee (after considering the examiners reports) in recognition of original, independent and successful research of international standard in the relevant discipline(s).
- 6.9 A Leave of Absence/intermission
- 6.9.1 Candidature can apply for a maximum of 12 months leave of absence through the Research Committee.
- 6.9.2 A Candidate who does not re-enrol upon the expiry of the Intermission period must re-apply for admission to study at the Institute.
- 6.9.3 In addition to the maximum 12 months leave of absence a candidate can on written application apply for up to 12 months leave for pregnancy and childbirth or 12 months parental leave for the primary carer of a child or children.
- 6.9.4 The Research Committee in recognition of exceptional circumstances, may approve a further leave of absence/intermission.
- 6.10 Termination of Candidature
- 6.10.1 Unless otherwise approved by the Research Committee, if a candidates thesis is not submitted within the maximum specified length of candidature, candidature will automatically be terminated.
- 6.10.2 Candidature will be terminated if the Qualifying Units are not satisfactorily completed as determined by the Qualifying Panel.
- 6.10.3 Candidature will be terminated in the event of an unsuccessful 'show cause' case (refer to BI Academic Rules - 8. Progression and exclusion).
- 6.10.4 Candidature will be terminated for misconduct (refer to BI Academic Rules - 8. Progression and exclusion).

7 Qualifying Unit

- 7.1 To complete the compulsory qualifying units candidates must present a research proposal to the satisfaction of a Qualifying Panel.
- 7.1.1 The research proposal must include two components:
- (a) An oral, performance based, visual and/or multimedia presentation (20 minute duration), and
 - (b) A written proposal of 5000 - 7000 words.
- 7.2 Qualifying Panel
- The Qualifying Panel must have two Aboriginal and/or Torres Strait members and include:
- 7.2.1 At least one representative from the candidate's Supervision Panel.

- 7.2.2 An (independent) accomplished academic from an appropriate discipline area.
 - 7.2.3 A relevant community and/or industry representative.
 - 7.2.4 The Higher Degree by Research Coordinator who will fill the role of Chair of the Panel.
- 7.3 The weighting of these two components for assessment will be determined by the Qualifying Panel in relation to the candidates discipline area and their proposed research expression, presentation and dissemination.
- 7.3.1 The Qualifying Panel must come to a consensus must formally inform the Research Committee of the candidates satisfactory, revision required, or unsatisfactory proposal.
 - 7.3.2 If satisfactory the candidate is eligible to enrol in the Thesis Units and continue with their candidature.
 - 7.3.3 If unsatisfactory the candidate is ineligible to enrol in the Thesis unit and their candidature is terminated.
 - 7.3.4 If revision is requested the candidate is required to respond to the Qualifying Panels' feedback and re-present their proposal no longer than 4 months full-time equivalent from the initial presentation.
 - 7.3.5 If on the second proposal submission/presentation the Qualifying Panel concludes that the proposal is unsatisfactory. The candidate is ineligible to enrol in the Thesis units and their candidature is terminated.
 - 7.3.6 Candidates can appeal the Qualifying Panels decision (refer to BI Academic Rules 10. Appeals against academic decisions).

8 Individual Candidature Research Plan (ICRP)

- 8.1 On admission and enrolment into the program a candidate must complete through collaboration with their Supervision Panel an ICRP in the first two months of candidature.
- 8.2 This initial plan must be signed by the Candidate and their primary supervisor and submitted to the HDR coordinator.
- 8.3 When the candidate and Supervision Panel meet for the required 6 monthly progress reviews progress must be mapped against the ICRP and changes to the ICRP must be justified.

9 Progress Monitoring

- 9.1 It is the primary supervisor's responsibility to provide a signed progress report which summarises the review meeting and which includes: justifications of any changes to the candidates ICRP and notification of the satisfactory or unsatisfactory progress towards research milestones to the HDR Coordinator on a six monthly basis throughout candidature.

- 9.2 The candidate is also required to submit a signed progress report and an (revised) ICRP on a six monthly basis throughout candidature to the HDR Coordinator.
- 9.3 If a candidate's progress towards research milestones is deemed unsatisfactory by the Panel and identified as such by the primary supervisor in a progress report the candidate will be sent an 'at risk' letter by the Head of Division and will be placed under review for a three month period.
 - 9.3.1 The three month review period will require the candidate to meet certain conditions as identified in the 'at risk' letter.
 - 9.3.2 On failure to meet these conditions a candidate will be requested to 'show cause' as to why their candidature should not be terminated (refer to BI Academic Rules - 8. Progression and exclusion).

10 Research ethics and accountability

- 10.1 All Candidates are required to submit a research ethics application and gain approval from the Research Committee.

11 Presentation of Research

11.1 Format of a Dissertation

- 11.1.1 The sources from which a student's information is derived, the extent to which the work of others has been used and to which the assistance of individuals, associations or institutions has been obtained, must be acknowledged generally in a preface, specifically in notes, a bibliography or appendices, and must be, throughout the dissertation, shown clearly and fully by appropriate references.
- 11.1.2 A dissertation, including footnotes but excluding words in tables, maps, endnotes, bibliographies, appendices and other illustrative matter, normally must be a minimum of 25,000 words and not exceed 50,000 words.
- 11.1.3 If a component of the dissertation is to be presented and submitted for examination in an alternative form (as may be the case in a practice-led project) this must have been identified in their proposal and approved by their Qualifying Panel.
- 11.1.4 The first page of the dissertation should give the thesis title, the candidates name in full and the month and year of its submission for examination. It must include the following statement: -
"A dissertation submitted for the degree of Masters of Indigenous Perspectives by Research(field(s) of Research)".
- 11.1.5 The second page must contain a statement signed by the candidate indicating the extent to which the dissertation is his or her own original work.
- 11.1.6 Acknowledgements should be included on the following pages.
- 11.1.7 An abstract or brief précis is also required and should not exceed one page.
- 11.1.8 A table of contents appears at the beginning of the dissertation.

11.1.9 A bibliography of works to which reference has been made must be included at the end of the dissertation.

11.1.10 Page Layout and Printing of a dissertation:

- Dissertations must be printed in single sided form.
- Dissertations should be printed on International Standards Organisation A4 size paper (297mm x 210mm).
- A dissertation which includes diagrams, tables, etc., which do not fit well on to A4 sized paper, may be printed on I.S.O. B4 size (353mm x 250mm).
- Computer typeset dissertations must use fonts that are easy to read, and no smaller than 11 points for text and 9 points for footnote text. Line spacing should be at least 2 points greater than text size.
- Double spacing or one and a half spacing may be used; single spacing is not acceptable (apart from indented quotations, footnotes and bibliographies) except in special circumstances.
- To ensure readability after binding, margins should be no narrower than:
 - left hand: 4cm
 - top, right and bottom: 2cm
- Page numbers should be within the margins

11.2 Format of a body of work plus exegesis

11.2.1 The presentation of a practice-based research project must include a body of work plus an exegesis.

11.2.2 The body of work and exegesis must be strongly connected and the connection must be demonstrated clearly in the exegesis.

11.2.3 Negotiation regarding the most suitable and effective way of submitting a body of work will occur throughout candidature between the candidate, Supervision Panel and Research Committee and a decision made to enable submission when required.

11.2.4 The exegesis normally accounts for no less than 25 percent of the research presentation and normally must be a minimum of 5,000 words and not exceed 10,000 words.

11.2.5 If a component of the exegesis is to be presented and submitted for examination in an alternative (non-written) form this must have been identified in their proposal and approved by their Qualifying Panel

11.2.6 Page Layout and Printing of a exegesis:

- Exegesis must be printed in single sided form.
- Exegesis should be printed on International Standards Organisation A4 size paper (297mm x 210mm).
- An exegesis which includes diagrams, tables, etc., which do not fit well on to A4 sized paper, may be printed on I.S.O. B4 size (353mm x 250mm).
- Computer typeset theses must use fonts that are easy to read, and no smaller than 11 points for text and 9 points for footnote text. Line

spacing should be at least 2 points greater than text size.

- Double spacing or one and a half spacing may be used; single spacing is not acceptable (apart from indented quotations, footnotes and bibliographies) except in special circumstances.
- To ensure readability after binding, margins should be no narrower than:
 - left hand: 4cmtop,
 - right and bottom: 2cm
- Page numbers should be within the margins.

12 Submission for Examination

- 12.1 A candidate can submit their thesis for examination with the approval of their primary supervisor or, if this is withheld, the approval of the Research Committee.
- 12.2 The thesis must be accompanied by certification from the supervisor(s) and/or the Research Committee that the form and content are suitable for examination.
- 12.3 The Research Committee may, in exceptional circumstances, accept for examination a thesis without the certification of supervisor(s) and may, after an examination is complete, notify the examiner(s) that the thesis was submitted without this support.
- 12.4 A candidate must submit for examination three printed copies of the written dissertation or exegesis in temporary binding and must provide a full electronic copy on request.
- 12.5 Except in exceptional circumstances and with the permission of the Research Committee, a candidate will not be permitted to withdraw, alter or add to a thesis after it has been submitted in a suitable form for examination.

13 Nomination and appointment of examiners and examination

- 13.1 Three months prior to the submission of a thesis the Supervision Panel through the primary supervisor (as chair of Panel) must submit to the HDR Coordinator the names of three examiners and a reserve forth examiner.
 - 13.1.1 Nominated examiners must be external to the Institute and have played no role nor been actively engaged with the candidates work prior to examining that work.
 - 13.1.2 Nominated examiners must hold at least a Masters by Research qualification.
 - 13.1.3 Nominated examiners must have demonstrated research experience in the candidates field(s) of research.
 - 13.1.4 It is recommended that at a minimum one of the nominated examiners is of Aboriginal and/or Torres Strait Islander background or in relevant cases an Indigenous person from the relevant international arena.

- 13.2 The formal appointment of the examiners is undertaken by the Research Committee.
- 13.3 The appointed examiners are provided with board assessment criteria.
- 13.4 The names of examiners are not withheld from candidates.
- 13.5 Examiners will be asked to provide a detailed written report on the candidates thesis and to recommend one of the following courses of action:
- Recommendation 1:* The candidate should be awarded the degree, with or without distinction without the requirement for revision, further examination or modification;
- Recommendation 2:* The candidate should be awarded the degree, with or without distinction, subject to minor nominated revisions or amendments being completed to the satisfaction of the Research Committee;
- Recommendation 3:* The candidate should be permitted to substantially revise and submit the thesis for re-examination
- Recommendation 4:* The thesis should be rejected, the degree should not be awarded and the student should not be permitted to submit the thesis for re-examination for a Masters by Research award.
- 13.6 Candidates, supervisors or other Institute staff (e.g. Head of Division or HDR Coordinator) must not discuss any aspect of the examination with examiners during the examination process.
- 13.7 Examiners must not, before submitting their independent reports, consult or otherwise communicate with each other or anyone connected with the preparation of the thesis.
- 13.8 The Research Committee may ask examiners to consult or otherwise communicate with each other before, or after, receipt of their individual reports.
- 13.9 The Research Committee, after considering the examiner reports classifies the thesis as:
- 13.9.1 Passed with no requirement for correction or amendment.
- 13.9.2 Passed subject to correction or amendment.
- 13.9.3 Resubmit.
- 13.9.4 Failed.
- 13.10A thesis classified as Passed subject to correction or amendment must, once the revisions have been carried out to the satisfaction of the Research Committee, be classified as Passed.
- 13.11A candidate whose work has been classified as Passed subject to correction or amendment must complete the revisions within four months of the date of notification of classification. The candidate is not required to be enrolled for these

revisions.

13.12 The Research Committee must not classify a thesis as Resubmit unless, having considered the examiner's reports and any other relevant information, it agrees that the thesis shows some merit and may, by a specified amount of further work under approved supervision, be sufficiently improved for re-submission.

13.13 If the Research Committee classifies a thesis as Resubmit, it must inform the candidate of the further work which is required before it may be resubmitted.

13.14 A candidate whose thesis is classified as Resubmit must:

13.14.1 Resubmit the thesis within one calendar year of the date of notification or classification.

13.14.2 Re-enrol and remain enrolled until the thesis is resubmitted for examination.

13.14.3 Submit with the thesis a detailed report on the revisions or new work undertaken since initial examination which is signed by their primary supervisor and/or Supervision Panel.

13.15 At the discretion of the Research Committee the resubmitted thesis and the report on the revisions are submitted to:

13.15.1 One or more of the original examiners who have indicated their willingness to re-examine the work; or

13.15.2 One of the original examiners and a new examiner; or

13.15.3 Two new examiners.

ENDNOTES

1 KEY

No other abbreviations

2 LIST OF LEGISLATION

Batchelor Institute of Indigenous Tertiary Education (Rules) By-laws

3 LIST OF AMENDMENTS

These are new rules
