



# Batchelor Institute of Indigenous Tertiary Education

## Master's Degree of Indigenous Knowledges by Research Rules

<b>Date of approval</b>	2008	<b>Approved by</b>	Council
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<b>Contact Officer</b>	Higher Degree by Research Coordinator		

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## BATCHELOR INSTITUTE OF INDIGENOUS TERTIARY EDUCATION NORTHERN TERRITORY OF AUSTRALIA

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As in force at 2008

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### RULES

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

#### Citation

These Rules may be cited as the *Master's Degree of Indigenous Knowledges by Research Rules*.

#### Introduction

This document sets out the rules governing the award of the degree of Masters by Research at the Batchelor Institute of Indigenous Tertiary Education (Batchelor Institute) as per the Batchelor Institute of Indigenous Tertiary Education Act, Part 7. A simplified version of these rules will be provided to students before they are admitted to the award in the form of an award handbook.

## 1. General Conditions

- 1.1. The responsibility to approve arrangements for the admission, progress and examination of students for the degree of Masters by Research at Batchelor is exercised on behalf of Council by the Higher Degrees Committee, a sub-committee of the Academic Committee. This committee is directly answerable to Council, but will provide the Academic Committee details of its decisions for noting. Academic Committee can liaise with the Higher Degree Committee at Executive level over any concerns and can directly raise the concerns to Council.
- 1.2. The Masters by Research will be awarded subject to the Higher Degrees committee receiving:
- a document indicating that the student has satisfactorily completed the necessary compulsory units, a thesis/exegesis\* and a seminar in which the major findings of the research are explained. This document will be signed by the Principal Supervisor and the Head of School. Where they are in disagreement the matter shall be referred to the Higher Degrees Committee;
  - a declaration signed by the student stating original authorship of the thesis/exegesis and acknowledging any assistance and specific sources of information;
  - an application for the conferral of the degree, signed by the Principal Supervisor stating that the student has satisfactorily completed the examination process including any revisions or re-examination required by the external examiners;
  - two final copies of the thesis (one for the library, one for the Principal Supervisor), in prescribed format if written, or an electronic record plus written explanation if submitted in any other form than a thesis, and
  - an abstract of the work which will be forwarded to Council.
- 1.3. In special circumstances, the Higher Degrees Committee may, with the approval of the Director of the Institute, forward all of the above to Council for approval.  
\* see definitions

## 2. Definitions

**Masters by research** is a postgraduate degree, with a minimum of two thirds research, culminating in the presentation of the research in either a written or some other culturally appropriate form approved by the Higher Degrees Committee.

**Recognised institution** means any tertiary education or research institution accepted by the Higher Degrees Committee for the purposes of these regulations.

**Review Period** means a period of up to five months after completion of the six month progress report during which the student is required to do more work

including supplementary coursework until the Higher Degrees Committee advises that the enrolment should be continued or terminated.

**Full- time** means a student must be able to commit to the course a minimum of 30 hours per week averaged over each year of enrolment.

**Part- time** means a student must be able to commit to the course a minimum of 15 hours per week averaged over each year of enrolment.

**Leave of Absence** is when a student takes up to a year away from study due to for example illness or parenting leave. This leave is not included as part of the overall enrolment period.

**Thesis** means the collection of work produced by a student and submitted in traditional written form for assessment, in the prescribed format.

**Exegesis** means a collection of work or product from the research that does not conform to the Western-style written thesis. This can be a combination of oral, visual and written information. The format of non-written theses must be approved by the Higher Degrees Committee during the candidature. If this form of presentation is selected the candidate for the award must still present a final, durable record of their findings (e.g. in electronic form) after the work has been passed by the examiners.

**Exit point** means that a candidate may apply to exit with a lower award such as a Graduate Certificate or Graduate Diploma. As these awards are HECS liable the student will be required to pay the relevant HECS fees for any of the relevant units not successfully completed or outstanding, unless the candidate can demonstrate special circumstances that will grant them an exemption from the fees by Higher Degrees committee. Decisions of the Higher Degrees Committee will be determined on a case by case basis after the specific individual's circumstances are considered.

**Ethics Committee** means the constituted Institute committee that reviews research proposals to determine their impacts on individuals, community groups, animals and ecosystems. This committee has the power to veto a proposal or to enforce modifications and/or mitigation strategies. Currently, this is the Institute Research and Ethics Committee (IREC).

**Principal Supervisor** means a member of staff from the Institute who has themselves completed a Masters by research or Doctorate, and agrees to take the primary role of supporting the student to develop a research program, monitoring the progress and output of the candidate, and assisting in the final submission of work. The choice of a Principal Supervisor must be approved by the Higher Degrees Committee, who will maintain a list of suitable supervisors.

**Co-supervisor** means a staff member from Batchelor Institute, who agrees to assist the Principal Supervisor. This individual should have specific knowledge and skills directly related to the students research, but may not necessarily have formal qualifications at Masters level. Their

appointment will be subject to the approval of the Higher Degrees Committee.

**Associate Supervisor** means an individual from an Institution outside Batchelor that agrees to provide assistance to the Principal Supervisor. This individual would normally hold expertise and/or knowledge that is critical to the success of the candidate's research program, and can be a prominent member of an Indigenous community or group.

**Examination** means the formal assessment of the student's thesis to critically evaluate whether the conditions for the award of the degree of Masters by Research have been met.

**Examiner** means academics, or other experts, not employed by the Batchelor Institute, who are appointed to assess the student's thesis.

**Higher Degrees Committee** means the Institute staff from Schools, Executive, Academic and Research Division or other Divisions as appropriate, and any other co-opted members of Tertiary Institutions or organizations who are responsible for the management and oversight of Post-Graduate students. This Committee does not have to seek the endorsement of the Academic Committee for its decisions on research students.

**Residential** means a period of time usually one to two weeks where students attend Batchelor Institute for course work that introduces them to research skills, enables them to practise these skills, produce a research proposal, and to become familiar with and interact with, their supervisor, the on-campus resources and other post-graduate students.

**Collaborative research group** means a group of researchers directly involved with the student's research project or a larger research project of which the student's study forms a part. Where all members of the collaborating group are enrolled in the Masters award there must be clearly designated, assessable roles approved by the Higher Degrees Committee.

### 3. Admission Requirements

3.1. To gain admission to the award of Masters by Research a student must have completed:

- a four year undergraduate degree, or a three year degree plus graduate diploma or Honours, or
- A three year degree plus completion of the Graduate Certificate of Indigenous Knowledges with a Credit average or better;, or
- a three year degree plus evidence of high level achievement in literacy, word processing and some exposure to research gained through professional experience in the area related to the proposed research, or

- other combinations as approved by the Higher Degrees Committee (They will decide whether students have sufficient research experience to undertake a research Masters successfully.)
- 3.2. In assessing the suitability for admission, the Higher Degree Committee will take into account:
- the students results in their final year of their degree;
  - the completion of any other postgraduate studies;
  - the standard of literacy and coherence displayed in the research proposal;
  - work or professional experience and/or skills that may indicate competency in word processing, scholarship or research;
  - the nature of the research and commitment to it by the prospective candidate,;
  - any letters of support from supervisors, community Elders or other persons who have been able to assess the applicant's commitment and skills, and
  - a mandatory report from two referees that addresses the applicant's academic ability and character.
- 3.3. Applicants must demonstrate sufficient command of English to complete the proposed course of study in English, that is, the initial proposal, final Seminar, and the written thesis or the written sections of the exegesis.
- Where the initial proposal indicates the applicant's English comprehension will not enable them to effectively communicate their work to other English-speaking academics, the supervisor must bring this to the attention of the Higher Degrees Committee who may recommend completion of other work to overcome this difficulty or terminate the candidature.
- 3.4. Applicants, even those intending to present work in the form of an exegesis must be able to demonstrate sufficient word-processing skills to produce a standard report. Where this is not the case the Higher Degrees Committee may insist that the candidate complete an Introductory Word Processing Unit under the auspices of the Special Topic unit.
- 3.5. Applicants may not normally be concurrently enrolled in another research degree. Where special circumstances exist, the applicant must seek the approval of the Higher Degree Committee to continue both programs.
- 3.6. Admission is subject to: an appropriate supervisor being identified and appointed. In the advent of a supervisor at Batchelor leaving, temporarily or permanently, staff from the Academic and Research Division may take over the role of supervision until a replacement supervisor can be found. Where feasible, the departing supervisor will be encouraged to provide critical input to the student, preferably through the replacement supervisor, or may continue to supervise.
- 3.7. While admission will be based on the initial research proposal, approval to undertake research will have to be granted by Batchelor Institute's Ethics Committee. This would normally be granted after enrolment before the

candidate commences their research. Since the initial proposal may change considerably, candidates will be required to complete and submit a form (06/05) to the Higher Degrees Committee advising of major changes. The committee will approve/disallow changes and may recommend a resubmission to the Ethics Committee.

#### **4. Procedure for admission and enrolment**

- 4.1. Intending applicants are first required to complete an “Application for admission to a Post-graduate Award” (form 06/01A) and will be given an award handbook which will state the conditions of the award.
- 4.2. The application must include:
- details of relevant professional, academic and research experience, in the form of a curriculum vitae, including documentary evidence;
  - the proposed field of study;
  - a brief, but developed research proposal, less than 1,000 words that includes a rationale, proposed methodology and key questions, and references .
  - the Faculty in which the research is to be undertaken. (In some rare cases the Research Division may take this role)
  - the signature of the proposed Principal Supervisor,
  - a certified copy of the student's academic record, and
  - any materials that will support the applications including a letter of support and evidence of successful scholarship or research.

In addition the applicant should nominate the names of two referees who will be willing to complete and sign a form in which they indicate the applicants ability to undertake and complete the research award.

- 4.3. The application must be approved by the Higher Degrees Committee, which will determine whether the applicant meets the criteria for admission (Section 3). If the applicant does not meet the criteria then the Higher Degrees Committee will inform the applicant what the deficiencies are and how they can be addressed. Examples may include re-application with further supporting evidence or after completion of the Graduate Certificate of Indigenous Knowledges.
- 4.4. The Higher Degrees Committee shall then determine one of the following:
- the applicant is admitted to Masters by Research and may proceed with enrolment, (The offer of admission does not imply Ethics Committee or Higher Degrees Committee approval to undertake the research in the form initially proposed. Such approval will be subject to further development of the research proposal and the outcome of a formal decision by the Ethics committee and supervisor who shall determine if the resources required to support the research can be provided.)
  - the applicant is conditionally admitted and before enrolment must submit further information which shall be considered at a subsequent meeting of the Higher Degrees Committee; or

- the applicant will be admitted at this stage but may re-apply after a suitable qualifying program such as the Graduate Certificate of Indigenous Knowledges, or
- the applicant will not be admitted.

## 5. Enrolment

- 5.1. Once a student accepts an offer of admission they can enrol. When their enrolment is accepted students should, in consultation with the postgraduate coordinator and supervisor during the first training workshop:
  - 5.1.1 begin a scoping exercise to determine the limitations and focus of the proposed research , and
  - 5.1.2 begin to plan and document their research proposal in greater detail, including the construction of time lines for completion of individual tasks.
- 5.2. A student must select either to be full or part-time. Scholarship holders must enrol full-time when it is a condition of the scholarship.
- 5.3. Students enrolled full time may only undertake paid work, including preparation, teaching, marking and research assistant duties, that do not interfere with their study program.
- 5.4. A student in receipt of a scholarship is subject to additional restrictions on the amount of paid work allowable as described in the relevant scholarship guidelines. This is usually eight hours a week.
- 5.5. It is the student's responsibility to remain enrolled from the date of commencement until the thesis is submitted for examination unless a leave of absence or deferral has been granted.
- 5.6. Student progress will be reviewed every six months of their candidature by six monthly reports (Form 06/03). Enrolment may be cancelled if:-
  - 5.6.1 the student's progress is determined to be unsatisfactory; or
  - 5.6.2 the student has effectively discontinued his/her studies since two consecutive progress reports have not been submitted; or
  - 5.6.3 the quality and progress of both unit work and research gives no reasonable expectation of successful completion of the award. This judgment will be made by the Higher Degrees Committee based on progress reports completed by both the student and the Principal Supervisor.
- 5.7. If progress report indicates that a candidate is either struggling to complete the course work units, or struggling to produce a thesis/exegesis of the required standard, or has breached the Student Code of Conduct, the Higher Degrees Committee can determine :-
  - 5.7.1 that a candidate in the early stages of the award must complete extra course work to address specific issues, or

- 5.7.2 that the candidate is counselled regarding their options such as working more closely with their Principal Supervisor; redefining or redirecting their research proposal, or
  - 5.7.3 that they are advised to suspend or defer their candidature for an agreed period of time, or
  - 5.7.4 be advised of the opportunity to exit with a lower level award and be assisted to apply to the Higher Degrees Committee to gain approval to exit, or
  - 5.7.5 that the candidate be asked to show cause why they should be allowed to continue enrolment in the Masters degree. If the candidate does not respond within the required period or responds with an inadequate response, the candidate can be excluded from the Masters by research award for twelve (12) months, or
  - 5.7.6 that the candidature is terminated.
- 5.8 A student whose enrolment has lapsed or has been cancelled and who wishes subsequently to re-enrol to complete work undertaken must apply in writing to the Higher Degrees Committee.
- 5.9 Masters by Research students would normally be affiliated with the Division of Research Teaching and Learning and complete their program within this Division unless:
- the research requires a special arrangement approved by the Higher Degrees Committee which could include involvement of another organisation;
  - the Principal Supervisor withdraws from supervision, transfers to another university and/or
  - the student requests to be transferred, to another supervisor or Faculty , with written justification.

## **6 Planned Research Program**

- 6.1 A student for the degree of Masters by Research must successfully complete a planned research program that includes a significant proportion of Indigenous perspective/issues and/or knowledge. It may include the reworking of already collected but not documented, knowledge from an Indigenous perspective, and/or the comparison of an Indigenous interpretation of a specific form of knowledge or issue to that of western interpretation.
- 6.2 Before commencing their individual research, students will be required to satisfactorily complete :
- 6.2.1 The four research training units at credit or better. Specifically those that deal with Ethics, Research methodology and data collection, and Analysis and Interpretation of data and a major literature review.
  - 6.2.2 An Ethics approval process that involves identification of the major ethical issues in their research and how they will be addressed, and
  - 6.2.3 A seminar that outlines the research topic, how it will be investigated and the limitations of the research.

6.3 Where candidates do not achieve the required credit standard in the research training units they will be counseled and maybe directed to:

6.3.1 Exit with a Graduate Certificate of Indigenous Knowledges, or

6.3.2 Attempt extra course work to achieve the required standard, or

6.3.3 Terminate their candidature.

6.4 In special circumstances students may apply for variation to 6.2.1. In this instance the student must gain the approval of the Higher Degrees Committee for the variation. In considering the application for variation the Higher Degrees Committee should take into account:

6.4.1 Documentation of RPL, and

6.4.2 Any other evidence that indicates that the candidate will not be disadvantaged in their research by not completing the research training units.

6.5 The planned research program will include:

- participation in Institute scholarly activities such as research seminars, teaching or publication;
- regular interaction with supervisors;
- a program of supervised research and investigation:
- an initial proposal seminar to explain why the topic was chosen, the aims of the research and proposed methodologies,
- an exit seminar where the major findings of the research are explained., and
- Specific programs that provide the candidate with additional life skills that they identify they wish to acquire.

When the initial research proposal is submitted to the Higher Degrees Committee and/or the Ethics committee and the research involves a high level of community participation, either body may require the candidate to present a final community seminar. Ultimately this will be the decision of the Higher Degrees Committee.

6.6 The Masters by Research program demands a capacity for critical analysis and a specialization of research interests not normally available or expected in an undergraduate program. Where a student has been enrolled conditionally or requires extra support, some supplementary coursework can be undertaken in a number of ways:

- through participation in additional approved coursework;
- through seminars in which Batchelor Institute staff and students present critical studies of selected problems within the subject field;
- through independent study or reading programs under Higher Degrees Committee supervision; and
- through essays or selected short passages of work.

These support activities will be recommended by the Higher Degrees Committee or Principal Supervisor and will be assessed and/or monitored by the Principal Supervisor.

- 6.7 Where an approved program of research and investigation forms part of the work of a research team or a larger research project/group as defined in the definitions, the student must clearly indicate their individual research activities and responsibilities and the extent that the work is to be carried out in collaboration with others in:-
- the initial research proposal, and
  - the final seminar/thesis/exegesis (see section 11)

In the case of collaborative research the tasks, recording and analysis must demonstrate in a coherent manner that the student has reached an appropriate standard in the research and has made a significant and original contribution to knowledge in the area.

- 6.8 An approved program of research and investigation may be carried out jointly in Batchelor Institute and in an industrial, commercial, professional or research establishment. In such cases, an outline of the interrelationship of the work to be undertaken at each of the sites in relation to the whole project must be provided as part of the approved program of study. The permission of the head of the outside body must be obtained in writing (Form 06/03). An intellectual property agreement must also be completed on the prescribed form.

## **7 Place and Conditions of Work**

- 7.1 Part-time and full-time students are expected to carry out their research program in a suitable environment. The student will be required to identify their needs in their initial research proposal.
- 7.2 The Higher Degrees Committee must ensure that supervision, accommodation, equipment and access to library, computing and experimental facilities meet the needs of the approved planned research program for the duration of the enrolment.
- 7.3 The Higher Degrees Committee must also be satisfied that appropriate arrangements can be made for each student regarding coursework, participation in scholarly activities, supervision, facilities in training and research methods.
- 7.4 The Higher Degrees Committee may permit a Masters by Research student to conduct their research elsewhere in Australia or overseas, but the student will still be required to complete 6 monthly progress reports (form 06/04) and meet the conditions described in section 7.5.
- 7.5 Where it is proposed to carry out research work at a location external to the campus, the student and the Principal Supervisor, as part of the admission process must provide written evidence to the Higher Degrees Committee that:-

- the arrangement for the research at the external location (normally a recognized research establishment or place of professional employment) meets the normal requirements of the Masters by Research program;
- the student has opportunity to participate in scholarly activities;
- academic standards in the conduct of the Masters by Research can be assured;
- a suitable program of contacts between the student and the Principal Supervisor can be maintained and the methods by which this will be achieved are explained;
- a suitable Associate Supervisor will be available for regular supervision. An Associate Supervisor must be available at the external establishment and be contactable by telephone;
- the external establishment is both able and willing to provide the resources required for the study for the duration of the enrolment, and that
- insurance is provided where necessary.

In exceptional circumstances the student, Principal Supervisor and the Higher Degrees Committee or nominee may present a case for exemption from the above requirements, taking account of arrangements for regular communication between the student and the Supervisor. Where necessary, a support group may be established to assist the candidate. e.g. in a community holding specific Indigenous Knowledge.

## **8 Period of Time for Completion of Planned Research Program**

8.1 The expected/standard period of enrolment is:

- full-time students: two to three years from the date of commencement,
- part-time students: four to six years from the date of commencement.

In special cases, where RPL has been granted and students have partially completed project at another Tertiary Institution, the Higher Degrees Committee may approve a shorter period.

8.2 The maximum period of enrolment is:

- full-time students: three years from the date of commencement,
- part-time students: six years from the date of commencement.

8.3 Where a student wishes to change from full-time to part-time enrolment or vice versa, application must be made on the prescribed form (06/05) and returned to the Higher Degrees Committee.

8.4 A student must submit their thesis to the Higher Degrees Committee, for external examination no later than the date designated by the Higher Degrees Committee after enrolment.

8.5 A student who does not expect to submit their thesis by the maximum enrolment date must apply for an extension on the prescribed form (06/05) and

return it to the Higher Degrees Committee for consideration prior to the expiry of their maximum enrolment date. The application must include the reasons for the extension, the written endorsement of the Supervisor/s and a revised timeline for completion. Applications for extensions will not normally be considered by the Higher Degrees Committee unless the reasons for the delays have been documented in previous annual reports (ref. Section 10). Since health, family and financial issues can develop quickly; the Higher Degrees Committee will be considerate in its deliberations.

- 8.6 The maximum period of extension for which a student may be given approval is six months past the original maximum enrolment date for full-time students and twelve months for part-time students. In exceptional circumstances, which must be documented, the Higher Degrees Committee may approve a further extension.
- 8.7 A student who wishes to take leave of absence for a specified period from their Masters by Research program must apply in advance on the prescribed form (06/06) and return it to the Higher Degrees Committee through their supervisor. The application must include the reasons for the leave of absence, the written endorsement of the Principal Supervisor and the start and end dates of the period of leave. The normal period of leave granted on compassionate grounds will be two months. If the period of leave of absence is approved, the duration of the specified period will be added to the minimum and maximum submission dates of the enrolment.
- 8.8 A student who wishes to take leave of absence for more than two months must withdraw from enrolment and apply for re-entry at a later date, on the prescribed form.
- 8.9 A student who remains not currently enrolled for a period greater than twelve months will be deemed to have ceased their program of study and their enrolment will be terminated.
- 8.10 Students are entitled to receive up to twelve months parental (maternity/paternity/ adoption) leave. The Higher Degrees Committee must be notified on the prescribed form (06/06) and supplied with a medical certificate (and in the case of paternity leave, a marriage certificate or statutory declaration showing the student's relationship to the mother), and the written endorsement of supervisor/s. Periods of parental leave shall not be included as part of the six or twelve month leave of absence maximum.

## **9 Supervision**

- 9.1 The Principal Supervisor should be a Bachelor Institute staff member with either a Masters (by research) or Doctorate.
- 9.2 The Principal Supervisor has the prime responsibility for supervising the student and must be available on a frequent basis, active in research, with an established research record, preferably in the area of the proposed project. They will be required to enter into a written agreement with the student (06/02).

- 9.3 Co-supervisors will be other staff members from Batchelor Institute, who because of their subject or research expertise, can assist the Principal Supervisor, and fulfill the role when the Principal Supervisor is not available.
- 9.4 Associate Supervisors are other individuals external to Batchelor Institute generally working in an industrial, professional, commercial or research establishment that has direct relevance to the candidate's research. In some cases, subject to approval by the Higher Degrees Committee, they may be Indigenous community members with special expertise. In addition,
- they must indicate their agreement to supervise on the prescribed form (06/02), and
  - the officer in charge of an Associate Supervisor must complete a Memorandum of Understanding (06/03) to confirm the appointment of the supervisor and commitment of resources for the student.
- 9.5 Supervision of Masters by Research students shall be conducted according to the Institute's Code of Conduct for Research (available on Batchelor Institute's website under Research). Hard copies of these regulations will be forwarded to Supervisors when they are approved as Supervisors by the Higher Degrees Committee.
- 9.6 Staff members who themselves are Masters by Research candidates (at Batchelor or elsewhere) may not act as a Principal Supervisor for a Masters by Research student at Batchelor Institute.
- 9.7 Where the Principal Supervisor will be absent from campus for a period of three consecutive months or longer during the period of enrolment, the Co- or Associate Supervisor will become acting Principal Supervisor for this period, if approved by the Higher Degrees Committee.
- 9.8 If the Principal Supervisor leaves the staff of the Institute and does not wish to continue supervising, if there has been a Co-supervisor from Batchelor Institute then they will normally fill the role of acting Principal Supervisor until a new Principal Supervisor is appointed by the Higher Degrees Committee. Where there is an external Associate Supervisor, the Higher Degrees Committee will appoint a temporary, on-campus supervisor. A formal appointment of a new Principal Supervisor must be made within three months of the original Principal Supervisor's departure and the former supervisor will be encouraged to continue to have input into the student's program.

## **10 Reporting Procedures**

- 10.1 The Principal Supervisor and student are required to complete a Progress Report every six months after a discussion about the student's progress. Reports are to be signed by both the student and the Principal Supervisor. The report will then be forwarded and reviewed by the Higher Degrees Committee (Form 06/04).
- 10.2 Where the student's progress is deemed satisfactory, the Higher Degrees Committee shall approve continuation of enrolment.

- 10.3 Where progress is deemed unsatisfactory, the student will normally be placed under review for a period of up to three months from the date that the student is advised in writing of the decision. Based on the advice provided by the Principal Supervisor, the student will be informed of the required action.
- 10.4 If progress is still unsatisfactory after the Review Period, the student will be asked to show cause why their enrolment should not be terminated (ref. Regulation 12.8).
- 10.5 A student who has been placed under review after an unsatisfactory six monthly or interim report may not take leave of absence until the continuation of the enrolment has been approved except where recommended by the Higher Degree Committee.
- 10.6 When a student's progress has been reported as unsatisfactory in any two consecutive reports during the enrolment, the student will be asked to show cause why their enrolment should not be terminated.
- 10.7 If a student fails to submit a progress report through their Principal Supervisor to the Higher Degrees Committee by the due date without applying, in writing, for an extension on the prescribed form at least two weeks prior to the due date (Form 06/05), the student may be asked to show cause as to why their enrolment should not be terminated.
- 10.8 If the student does not show cause (refer Regulations 10.6, 10.7) why the enrolment should not be terminated, the Higher Degrees Committee may terminate the student's enrolment.

## **11 Presentation of Research Findings**

- 11.1 The research findings can either be presented in written form (a thesis) or in some other culturally appropriate form that includes a short written explanation of the work, its framework or application which is an exegesis. The latter is subject to review by, and written permission from, the Higher Degrees Committee.
- 11.2 A student may submit their research findings in art-work, film, audio tape recordings, video tape recordings, CD -ROMS, DVDs, models, software programs, through an exhibition or other multimedia formats. While these would normally be part of an exegesis, they may be presented as an adjunct to a written thesis.
- 11.3 A Masters by Research may be awarded on the basis of the submission of a creative work as per the Regulations set out in Section 14.

## **12 Rules for the presentation of a thesis.**

- 12.1 Written theses must be presented in accordance with the requirements of the Institute Council, including any accompanying declarations and the main body of the text (not including table of contents, abstract, reference list or appendices) must not exceed 60,000 words.

- 12.2 Except with the specific permission of the Higher Degrees Committee, the thesis must be presented in the English language. Such permission must be sought when the final research proposal is submitted and will not be granted solely on the grounds that the student's ability to satisfy the external examiners will be affected adversely by the requirement to present the thesis in English. The Committee's decision will be largely determined by the identification of examiners who are able to assess the work in the particular language proposed.
- 12.3 Where a student's research program forms part of the work of a research team or larger research project (as outlined in the definitions and 6.4), the introduction or early chapters must indicate clearly the student's individual contribution and the extent to which co-workers contributed.
- 12.4 Subject to Batchelor Institute's Intellectual Property Policy which acknowledges that certain individuals may have the rights to specific types of Intellectual property, the copyright of the thesis is vested in the student.
- 12.5 Where a student or the sponsoring establishment wishes the thesis to remain confidential for a period of time after the completion of the work, written application for approval stating the reasons must be made to the Higher Degrees Committee when the thesis is submitted for external examination. The period normally shall not exceed five years from the date on which the Higher Degrees Committee or nominee recommends acceptance of the thesis to the Higher Degrees Committee. The committee may extend this period or exclude sections of the thesis from the library for commercial or cultural reasons.
- 12.6 A student may not present in the thesis any work for which another degree or diploma has been awarded by Batchelor or any other academic institution, including a Masters Qualifying. However, a student can incorporate extracts from such work in the thesis/exegesis provided that the sum of these extracts does not constitute more than 10% of the thesis/exegesis and provided also that the source of each extract is explicitly stated.
- 12.7 When submitting a thesis for examination, two temporary bound copies and one loose, unbound copy must be presented to the Higher Degrees Committee along with the appropriate form ( 06/07).
- 12.8 One of the three copies will remain in the safekeeping of the Higher Degrees Committee while the others are being examined. Examiners can be required to return their copies of the thesis depending on the wishes of the student and the committee.
- 12.9 All written theses whether soft or hard bound copies, will be printed on International Standard A4 size paper. One copy to be retained by Batchelor library must be printed on acid-free paper. Students at this institution are encouraged to present written theses in a colourful, cover with art or pictorial work. After approval, additional copies of the thesis do not need to conform to the standards outlined in 12.10 and 12.11.
- 12.10 The front cover and the title page of any submitted written thesis should contain:

- the title of the thesis,
- the student's initials and surname,
- the title of the degree,
- the year of submission,
- Batchelor Institute of Indigenous Tertiary Education.

12.11 The spine should include:

- an abbreviated thesis title,
- student's initials and surname,
- abbreviated title of the degree,
- year of submission.

12.12 Guide for presentation of a Written Thesis

This is a basic guide and therefore not all theses will contain all of the following. However, all theses must contain the elements in bold print. The supervisor/s will provide more detailed presentation information as it applies to the chosen discipline.

### **Title Page**

### **Table of contents**

**Abstract-** a one to two page summary of the thesis.

**Declaration-** a signed statement of the theses originality and that the work has not been submitted for a higher degree at any other institution.

### **Acknowledgements**

**Chapters** (must include a detailed description of the methodology used)

**Appendices** - supporting materials

Endnotes

### **Bibliography or References**

### **Length**

The general expectation for a research masters is a minimum of 25,000 words and an upward limit of 40,000 words. Theses exceeding 40,000 words will be rejected (11.2)

### **Page Layout**

- Margins – 3.5cm left, 2cm right, up and down.
- Double spaced
- Font-Times or New Roman, size 12
- Printed on one side of the paper.

- 12.13 The Principal Supervisor is required to declare that a thesis is in a suitable form for examination. This relates to presentation including legibility, accuracy, clarity of expression and general freedom from typographical and grammatical errors, but the declaration is not an indication of the quality of the work.
- 12.14 A student who passes but is required to make revisions to a thesis after external examination must lodge the final bound and electronic copies of the thesis, along with a written report indicating the changes or justification why changes have not been made, with the Higher Degrees Committee, no later than 6 months after the date of receipt of examiners' reports or the student shall be deemed to have failed unless an extension has been approved by the Higher Degrees Committee.
- 12.15 The Higher Degrees Committee shall decide if any changes requested by the examiners have been adequately addressed, and if so, shall notify the student in writing, requesting a bound and electronic copy.
- 12.16 A student's name will not be placed on the list for graduation until the final bound and electronic copies of the thesis are received by the Higher Degrees Committee.
- 12.17 When a final copy of the thesis has been lodged with the Higher Degrees Committee in electronic and final bound form, the names of the examiners will be released to the student on request, providing that the examiner has not indicated otherwise.

### **13 Rules for submission of an exegesis**

- 13.1 Preamble  
As indicated in 11.2 a candidate may decide to present the main body of their findings via films, audio tape recordings, video tape recordings, CD -ROMS, DVDs, models, software programs, or an exhibition, or a combination of any of the forms mentioned. However, it will still be necessary to provide a written account (not as long as a thesis) that acknowledges any sources that are not the candidate's alone, indicates why this method was chosen, its relevance to the research and then explains the findings and the results against a theoretical background. The short written explanation accompanying alternative recordings of results is known as an exegesis.
- 13.2 The exegesis would normally not exceed 30,000 words and may be much shorter; however, it must conform in all respects to the rules outlined below.
- 13.3 The candidate must seek approval from Higher Degrees Committee for this form of presentation after enrolment when the final research proposal is lodged with the Higher Degrees committee.
- 13.4 Normally, Masters students would be required to submit three copies of their final draft of their results for examination, but in the case of an exegesis,
  - 13.4.1 where work of an artistic nature constitutes an extensive exhibition that must remain in situ in a community, it may not be able to be moved

and it may be necessary to bring examiners to the work. Three written explanations of the work will still have to be submitted.

- 13.4.2 candidates who have recorded information in a variety of forms will be encouraged to submit three copies of their completed work, in the form of 3 CD- ROMs accompanied by 3 written explanations.
- 13.5 Except with the specific permission of the Higher Degrees Committee, the written explanation must be presented in the English language. Permission for variation must be sought when the final research proposal is submitted and will not be granted solely on the grounds that the student's ability to satisfy the external examiners will be affected adversely by the requirement to present the explanation in English. The Committee's decision will be largely determined by the identification of examiners who are able to assess the work in the particular language proposed.
- 13.6 The Principal Supervisor is required to declare that the exegesis is a suitable form for examination. High standards of clarity will be required for both oral and pictorial presentations. Batchelor Institute will not proceed with the examination of an exegesis which is not considered to be either of a suitable standard or in a suitable form for examination
- 13.7 The identifying features outlined in 12.10 and 12.11 above and a written declaration must accompany and identify the work in all forms.
- 13.8 Where three electronic records and/or three written explanations are submitted one copy will remain in the safekeeping of the Higher Degrees Committee while the others are being examined. Examiners can be required to return their copies submitted, depending on the wishes of the student and the committee
- 13.9 A candidate who passes but is required to make revisions after external examination must provide detailed electronic proof of the changes and a written report indicating the changes, or justification why changes have not been made to the Higher Degrees Committee, no later than six months after the date of receipt of examiners' reports or the student shall be deemed to have failed. In some circumstances extensions may be granted by the Higher Degrees Committee.
- 13.10 Any exegesis that has either been deemed satisfactory by the examiners or has been changed after comments from examiners, will be checked by the Higher Degrees Committee and if the committee is satisfied, it will be regarded as the final exegesis A final electronic and written copy must then be submitted. In the case of the written explanation, it should be in a permanent bound form, but can be colourful and book-like..

## **14 Presentation of Masters by Research Theses by Creative Works**

- 14.1 Preamble  
In the case of a thesis submitted in the area of artistic practice, presentation may be in one of two forms: a theoretical thesis or artwork and a critical explanation of a text. The artwork may be in the form of exhibition, performance, literary work, film, CD Rom or other approved format. The artwork and critical explanation of a text will be examined as an integrated whole. The

artwork should provide a coherent demonstration that the student has reached an appropriate standard in the research and has made a significant and original contribution to knowledge in the area. The critical explanation of a text should describe the research process and elaborate, elucidate and place in context the artistic practice undertaken. In the case of visual or performing arts, the examiners will attend the exhibition/performance, at which time they will be given a copy of the critical explanation of a text in temporary binding. A final copy of the critical explanation of a text will be provided to the examiners within three months of their viewing the artwork.

#### 14.2 Examination of a Creative Work

14.2.1 Where other materials are to be examined, such as in the areas of visual, performing, literary or media arts, the student must seek approval from Higher application for entry to the Masters by Research program.

14.2.2 Artistic practice may be examined by a theoretical thesis or by artwork and exegesis. The artwork and the exegesis will not be examined separately but as an integrated whole constituting the original contribution to knowledge required from Masters students.

14.2.3 A theoretical thesis is a written document which would conform in all respects to the remainder of this policy.

14.2.4 Studio-based inquiry may result in a thesis presented by artwork and exegesis. The artwork should be the research outcome, while the exegesis should describe the research process and elaborate, elucidate and place in context the artistic practice undertaken.

14.2.5 The exegesis would normally not exceed 30,000 words and may be much shorter; however, it must conform in all respects to the remainder of this policy. It should also contain a description of the form and presentation of the artistic practice which constitutes the remainder of the thesis.

#### 14.3 Presentation of written material or a theoretical thesis

14.3.1 A theoretical thesis must be presented in accordance with the requirements of the Council, including any accompanying declarations and in accordance with the Rules for the Presentation of a Thesis (Section 12). Any written exegesis must be presented in accordance with the rules for exegesis (13.5, 13.6, 13.7).

## 15 Examinations

15.1 At least three months prior to the maximum enrolment date (or anticipated completion date) the Principal Supervisor having obtained the agreement of the Higher Degrees Committee shall recommend the composition of a proposed Examination Committee.

- 15.2 The Examination Committee shall normally comprise two external examiners who will examine the thesis plus a reserve external examiner to be called upon only if the first two examiners are in disagreement (ref. Section 17).
- 15.2.1 the candidate has the right to advise the Higher Degrees Committee of any examiners that they feel are inappropriate. They must justify this in writing, but the Committee is not required to accept the student's position in this matter.
- 15.3 Any person who has acted as the student's Principal or Associate Supervisor; or participated in the student's research group or in any capacity where a conflict of interest is seen to exist shall not be nominated by the Higher Degrees Committee as an examiner (refer to Batchelor Institute's Student Code of Conduct ).
- 15.4 Examiners:
- must have demonstrable research experience in the area under investigation;
  - should ideally have substantial publications in the area. It may however, be necessary to use examiners who have respect and standing in their communities because of an in-depth but non-published knowledge;
  - preferably have at least a Masters by Research and/or be widely recognized as an "expert" in the relevant field and
  - should also have significant experience in cross-cultural or Indigenous contexts and have an appreciation of "both-ways" education and research and of research from an Indigenous perspective/ knowledge and understanding of what is meant by "Indigenous Knowledges". Where the thesis includes substantial technical information, this last requirement may be met by Higher Degrees Committee providing reading material for the examiner.
- 15.5 At least one of the nominated examiners should be from an internationally recognized Institute or equivalent research institution, but
- all of the examiners may be from Australian institutions provided that they are widely recognized as experts in the relevant field of research, and
  - at least one examiner must also have had substantial experience of examining Indigenous research.
- 15.6 Agreement will be sought from examiners to examine the thesis/exegesis within 8 weeks of its receipt.
- As recommended by the AVCC (2004) examiners will be paid a minimal rate of \$203.00.
  - The Higher Degrees committee will assess each examiner's circumstances and may agree to extra payment to cover special costs incurred such as travel.
  - Payment will not be authorized until the thesis/exegesis has been assessed.
- 15.7 If more than three months has elapsed between the nomination of examiners and the submission of the thesis/exegesis, the Higher Degrees Committee

must notify the principal supervisor that the nominated examiners are still willing and able to examine the thesis within 8 weeks of its receipt.

- 15.8 If any previously nominated examiner is unable to examine the thesis/exegesis, a replacement examiner must be nominated by the Principal Supervisor with the agreement of the Higher Degrees Committee.
- 15.9 The thesis/exegesis must be accompanied by a form (06/08) endorsed by the Principal Supervisor and the Higher Degrees Committee stating that all reasonable efforts have been made to ensure that:
- the thesis/exegesis makes an original and significant contribution to the field of research;
  - the methodology applied in the student's research is effective and appropriate for the thesis/exegesis topic and the Masters by Research;
  - the thesis/exegesis reflects competence in the survey of literature and documentation of statements;
  - the thesis/exegesis is of the required standard for external examination;
  - the thesis/exegesis is well written having due consideration to relevant writing conventions and style guidelines.
  - the thesis/exegesis is within the prescribed word limit;
  - an external student has spent at least four weeks minimum on-campus at Batchelor during the course of their enrolment;
  - acknowledgment has been given regarding the inclusion of all published and other sources of information, together with any substantial financial, technical and labour assistance received for the project.
- 15.10 In the case of written material presented for examination, the initial submission should be three loosely bound copies in the prescribed format. They must be submitted to the Higher Degrees Committee, no later than the maximum enrolment period.
- 15.11 In the case of exegesises where in situ work has to be viewed, individual arrangements for examiners to view/listen or participate may have to be made, but at least one electronic record of the work should be submitted.
- 15.12 The Higher Degrees Committee shall provide the examiners with a copy of the thesis and of the Council's Regulations for the Award of the Masters by Research, and any other relevant information.
- 15.13 Each examiner will be asked to provide a detailed written report on the student's thesis and to recommend one of the following courses of action:
- Recommendation 1: The student should be awarded the degree, with or without distinction without the requirement for revision, further examination or modification (minor corrections and typographical errors only); or
- Recommendation 2: The student should be awarded the degree with or without distinction, subject to minor nominated revisions

being completed to the satisfaction of the Higher Degrees Committee and Principal Supervisor; or

Recommendation 3 : The student should be awarded the degree following the completion of major nominated revisions to the satisfaction of the Higher Degrees Committee and Principal Supervisor; or

Recommendation 4 : The student should be permitted to substantially revise and submit the thesis for re-examination as a Masters level thesis within six months after a specified amount of further work (which may alter the substantive conclusions of the thesis) has been completed under approved supervision and the thesis appropriately amended to reflect the additional research, or

Recommendation 5: 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 the Master's degree.

15.14 After both examiners' reports are received they will be forwarded to the Higher Degrees Committee or nominee, the Principal Supervisor, and the student with an appropriate covering letter. (Until such time as the examination process is complete the identity of the examiners will be withheld from the student, and examiners can reserve the right to have their identity withheld permanently)

## **16. Examiners in Agreement**

16.1 Where both examiners recommend that the student should be awarded the degree (Recommendation 1, 2 or 3) the Higher Degrees Committee, or nominee will consult with the Principal Supervisor and/or Postgraduate Studies Coordinator as required to discuss any corrections or revisions that the student may be required to make and where revisions are required.

16.2 When all corrections or revisions have been made to the satisfaction of the Higher Degrees Committee or nominee and the Principal Supervisor, they will recommend acceptance of the thesis in fulfillment of the conditions for the award of the Masters by Research degree.

16.3 Where both examiners recommend that the thesis/exegesis be revised and resubmitted for examination (Examiners Report Recommendation 4), after consultation with the Principal Supervisor and Head of School, the Higher Degrees Committee or nominee will make written recommendation within seven days of the receipt of the Examiners Reports listing any revisions required. Once these are approved by the Higher Degrees Committee, they will inform the student of the revisions and/or any action required.

## **17 Examiners Not In Agreement**

- 17.1 Where the recommendations of the external examiners are not in agreement as to whether the thesis/exegesis should be accepted for the award of Masters by Research or as to whether the thesis/exegesis may be revised and resubmitted. the thesis/exegesis will be sent to the third nominated examiner except when the examiners' recommendations are similar, for example, recommendations 3 and 4, in which case the Higher Degrees Committee chair shall determine the course of action.
- 17.2 Upon receipt of the third examiner's report, a majority decision shall be adopted taking into account the comments of all three examiners.
- 17.3 Where the majority decision is that the thesis/exegesis is accepted for the award or the thesis/exegesis be rejected and the student not be permitted to resubmit, the procedures in Section 16 shall apply.
- 17.4 Where the majority decision is that the student is required to submit for re-examination or the thesis/exegesis fails, the procedures in Section 16.3 shall apply.
- 17.5 Where the recommendations of the three examiners clearly differ and no clear majority exists, the Higher Degrees Committee or nominee shall liaise with the Principal Supervisor to determine the further course of action.

## **18 Re-examination**

- 18.1 A student who is required to submit for re-examination may be re-examined only once except in the case of an upheld appeal.
- 18.2 Re-examination shall take place within twelve months from the date on which the student is advised in writing by the Higher Degrees Committee or nominee of such re-examination. The Higher Degrees Committee may, on written application by the student and supported by the Principal Supervisor with suitable justification, approve an extension to this period which, under normal circumstances, may be a maximum of a further twelve months.
- 18.3 A student who is required to submit their thesis/exegesis for re-examination must re-enrol in the Masters by Research program.
- 18.4 The thesis/exegesis shall be re-examined by the same two examiners unless:
  - any of the examiners is unable to re-examine the thesis in which case the Higher Degrees Committee or nominee with the agreement of the Principal Supervisor shall nominate a replacement examiner(s), or
  - the Higher Degrees Committee replaces one or more of the examiners with suitable justification.
- 18.5 Examiners re-examining a thesis/exegesis will be asked to provide a written report on the student's thesis/exegesis and to recommend one of the following courses of action:

- the student should be awarded the degree with or without minor nominated revisions; or
- the thesis/exegesis should be rejected and the degree should not be awarded.

18.6 Regulations applicable to Masters by Research examination shall apply to the re-examination.

## 19 Appeals

19.1 A student whose thesis/exegesis has been failed may lodge an appeal against the outcome of the examination process including the refusal of the Principal Supervisor to deem that the work was in suitable form for examination.

19.2 Some grounds for appeal may be on matters of process only, i.e. procedural irregularities in the conduct of the examination such as that identified in 18.1. Others may be lodged on perceived examiner bias as evidenced by comments in the examiners' reports. In the latter case, the Higher Degree Committee may ask another staff member to assess the candidates work and report back to the committee, without reference to the examiners comments.

19.3 An appeal must be lodged within sixty (60) days of the date of written advice from the Higher Degrees Committee on the outcome of the examination. This appeal must include the specific grounds on which the appeal is based.

19.4 Appeals as described in Section 19 must be submitted, in writing, to the Higher Degrees Committee, who will determine whether a potential conflict of interest exists in relation to their consideration of the appeal.

19.5 In cases where a conflict of interest exists, the Higher Degrees Committee will appoint a panel of three academic staff members, with expertise in research student supervision, to consider the appeal.

19.6 The committee constituted in 18.5 above will decide whether a case exists after seeking the advice of the Higher Degrees Committee as appropriate. They will also record their decision in writing and submit it to the Higher Degrees Committee.

19.7 The appeal may be allowed or dismissed. If an appeal is allowed, the Higher Degrees Committee, or appointee cannot recommend that the degree be awarded but shall recommend that: the thesis be re-examined. This re-examination shall be carried out in accordance with Section 18 taking account of the issues raised in the successful appeal.

19.8 The Higher Degrees Committee or appointee will make a determination on the appeal as soon as practicable and will advise appellants, in writing, of the result of the appeal.

## 20 Grades

- 20.1 On completion of all components of this award candidates will be awarded one of three grades:
- Pass with Distinction – this will be used when candidates have presented an outstanding dissertation/exegesis;
  - Pass –this will be awarded when the thesis/exegesis presented is satisfactory, but not outstanding, or
  - Fail – this will be awarded when candidates present a thesis/exegesis that does not meet the required standards outlined in 6.1 to 6.4, 6.6 and 6.7.

## 21 Academic Dress

- 21.1 The academic dress for graduates of the Masters of Indigenous Knowledges (by research) shall be a yellow Cambridge Masters-style gown with facings of red to a width of 10cm and black to 2.5 cm, the red facing adorned with 2 embroidered Batchelor Institute logos and a yellow and purple hood. The mortar board shall be black with a yellow tassel.

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### 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

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