

AUSTRALIAN COLLEGE OF THEOLOGY

Examination of Theses and DMin Projects

At the Research and Research Studies Committee (R&RSC) held 17 April 2009 the previous Research Awards Board procedure for the examination of theses and DMin projects approved 4 May 2007, was modified. The following procedures incorporate those modifications.

An abstract in electronic form must be submitted by the supervisor to the ACT Postgraduate Administrator (Elizabeth Kohn) at least three months prior to the anticipated submission of the thesis together with—

- a list of 5–6 examiners nominated by the supervisor,
- their contact details (phone [if in Australia or NZ], email, mailing address) and
- a concise statement of the appropriateness of each to examine the thesis or DMin project.

No more than one of the examiners may be a scholar employed by an affiliated college either as a full-time, part-time or adjunct member of the academic staff.

The Higher Degree Research Examination Panel (HDREP), a standing panel of the R&RSC, determines the order in which examiners are to be approached the ACT Postgraduate Administrator will forward the abstract, examiner's guidelines and schedule of payments to potential examiners when inviting them to examine the work.

It will remain our practice to invite overseas thesis examiners. In the case of ThD thesis and DMin project examiners especially, candidates and supervisors should expect that normally at least one examiner is from overseas. The practice assists the College benchmark the quality of research being conducted by HDR and DMin candidates. Moreover, the AQF defines as one of the outcomes of a doctoral program the requirement to “present a substantial and well ordered dissertation, non-print thesis or portfolio, for submission to external examination against international standards”. In summary then the Board is mandating that normally at least one ThD or DMin examiner should be an overseas examiner.

Examiners' reports will first be submitted to the Principal Supervisor who will then submit a response to HDREP.

Terms of reference of HDREP:

- On the recommendation of the HDREP, to appoint examiners of theses of HDR and projects of DMin candidates in the name of the R&RSC.
- To receive a response from the Principal Supervisor to the reports of the examiners, that response to include, where relevant, suggested amendments and revisions.
- To consider any qualifications of the supervisor's response.
- To make recommendations to the R&RSC in accordance with the procedures for awarding degrees after examination as approved by the R&RSC 17 April 2009 (RC0904-8.6).

In addition to these initiatives, the following are now incorporated into the ACT's HDR examination processes:

- The abstract must be submitted at least three months before the thesis or DMin project is submitted for examination.
- The thesis or project submitted for examination must be in both soft bound hard copy and electronic form.
- Where a thesis or project is to be re-written and re-submitted:

- All submissions for re-examination must be accompanied by a list of the corrections and amendments completed by the candidate.
- Normally the same examiners will be asked to re-examine the thesis. Examiners will be asked if they are prepared to re-examine the thesis if that is their recommendation.
- During the period of re-writing and re-submission the candidate must re-enrol with the ACT while undertaking revisions for a period not less than six months prior to re-submission and must be enrolled at the time of re-submission.
- The R&RSC will set a time limit of not more than 12 months for the candidate to make corrections or to revise the thesis for re-submission for re-examination.
- In cases where a re-examination is recommended, the HDREP may also recommend that examiners reports may be circulated to the other examiners.
- Only one resubmission for re-examination will be allowed.
- The HDREP has the power to approve the final version of the thesis or project and to recommend the awarding of the degree to R&RSC.
- No more than six months will be the expected time for major corrections and emendations. No more than three months will be the expected time for minor corrections and emendations.
- An electronic version of the corrected thesis or project which clearly identifies all changes must be submitted to HDREP for confirmation that the required corrections have been made before the final hardbound copy of the thesis or project is produced.
- Submission of the final hardbound copies of the thesis or project must be accompanied by the digital version from which the hardbound copy is printed.

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5 May 2009
Modified 19 November 2009: gc