

Thesis submission

Length

A thesis submitted in fulfilment of the requirements for a Master's degree by research will normally report the findings of a research investigation. As a general rule, Masters Research theses should be no more than 50,000 words. Theses submitted in fulfilment of the requirements for a Doctor of Philosophy degree, should be no more than 100,000 words. The actual length of the thesis, however, rests with the student after discussion with the supervisor, and is somewhat dependent on the research topic chosen and methodology adopted. This recommendation should be considered as a suggestion for normal practice. If the student, after discussion with the supervisor, considers that the thesis requires a major departure from this recommendation such a request should be made to the Research Committee.

Structure

The thesis consists of the front pages and the main text.

The front pages include:

- a. A title page that identifies the title of thesis, the student's name and qualifications, the name of the institution and faculty, and the date of submission.
- b. The student's declaration contains statements relating to authorship and previous use of thesis materials, for example:

I, (student's name) hereby declare that:

- this thesis is my own work,
- all persons consulted, and all assistance rendered are fully acknowledged,
- all references used are indicated in the text and accurately reported in the list of references,
- the substance of this thesis has not been presented, in whole, or part by me, to any other institution for a degree.

Date..... Signature

- c. Acknowledgements
- d. Dedication (optional)
- e. Abstract (maximum of 300 words)
- f. Table of Contents
- g. Lists of Tables, Figures and Appendices

The main text includes:

- a. An introduction normally includes a statement of the problem, the need for the study, the hypothesis (depending on the study), the purpose of the study and a description of the structure of the thesis.
- b. A literature review locating the study in the existing literature.
- c. The structure of the main text of the thesis will vary according to the actual nature of a specific research study and the methodology adopted in the study. Each student should discuss the appropriate main text structure for the study with his/her supervisor. However, a thesis will normally contain the following components:
 - i the Research Methodology section should be identified and the design of the study described along with the theoretical framework adopted for the study, data collection techniques and data analysis processes
 - ii Discussion and conclusion
 - iii References
 - iv Appendices

Supervisor's critical comment on the final version of the thesis

A supervisor may advise against submission of a thesis at this stage, if further work seems necessary, but cannot forbid the candidate from submitting the thesis, since ultimately the thesis must be regarded as the candidate's product. If a thesis is submitted against the supervisor's advice, however, the supervisor is entitled to submit a report detailing criticisms of the thesis to the Research Committee. Such criticisms will not be communicated to examiners before the examination process is completed.

Submission of a thesis

Four copies in a temporary binding are to be submitted to the supervisor for examination.

Following approval of the thesis/dissertation four bound copies are to be submitted to the Course Coordinator who disperses them to the library, faculty and two supervisors. One electronic copy is submitted to the Course Coordinator for inclusion in the library holdings.

Assessment criteria

The thesis is a quality academic research paper which should exhibit the attributes of a scholarly essay. The thesis is expected to demonstrate originality, critical insights, and a capacity for sustained argument and independent research. A contribution to knowledge is expected. The thesis should put forward a clearly-argued and well-supported position for a new result as an application of an idea, theory or practice. It should set out and remain within clear boundaries. The thesis should also demonstrate the following:

- the study is linked to existing knowledge and literature
- definitions, facts and ideas which are sufficient in theoretical breadth
- research question or problem clearly framed, employing appropriate terms and concepts
- where appropriate, hypotheses are formulated for testing showing the use of appropriate deductive and inductive processes
- appropriate methodologies selected and applied proficiently
- issues stated in the introduction should be addressed appropriately in the conclusion
- the study should use methodology effectively
- analysis of data and problem-solving which follows a logical progression of thought
- inconsistent views are described and argued
- realistic applications are identified and described
- analysis identifies and interprets appropriate concepts and relationships
- inferences, implications and inductions from the information are made, through clear, thoughtful and appropriate inductive logic
- clear integration of concepts and relationships of issues
- recommendations and implications for further studies are described clearly
- elicited data and conclusions should be soundly reasoned

The appointment of appropriate examiners

The Examining Committee varies depending on the level of the course. The Research Committee will appoint examiners who are authoritative in the field and whose assessment will be respected: this is to the advantage of both the candidate and Avondale College.

Examiners

- Minor thesis (Masters coursework degree)—two examiners, both internal
- Major thesis (Masters coursework degree)—two examiners, one internal, one external
- Masters Research degree—two examiners, both external

Only supervisors may nominate the names of suitable persons as potential examiners, or persons who should not be appointed as examiners. Such nominations must be submitted in writing to the Research Committee, and be supported by adequate reasons. Supervisor's nominations will be taken into consideration in appointment of the examiners.

Examiners' reports

Each examiner will submit a written evaluation of the thesis to the chairperson of the examining committee. In the case of a major thesis in a Masters by coursework degree or a research only degree, the examiners will recommend one of the following outcomes:

- 1 Accept without conditions
- 2 Accept subject to modification within a specified time frame
- 3 Major revisions required; resubmit for re-examination
- 4 Fail

Revisions to a thesis range from minor to major rewriting. The supervisor's responsibility in the event of any rewrite is to determine the extent of revision required and to assist the candidate to focus revision on such key areas as identified by the examiners. If the original supervisor is no longer available, the Faculty must appoint a replacement supervisor. When revision is completed the supervisor should submit an appropriate report to the Chairperson of the Research Committee. If the chairperson of the Research Committee is unable to resolve disagreements between the examiners with respect to recommended outcome, the Research Committee shall consider the reports and give a ruling. If necessary, this committee may request a third suitable examiner to assess the thesis.

The submission of a supervisor's report when reports have been received from examiners

The Chair of the Research Committee receives the reports and conveys the results to the Faculty Dean who will convey the results to the supervisor and student.

Course Assurance Statement

Avondale College (the First Provider) is required to provide a course assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers. This requirement is to protect a student in the event that Avondale College ceases to provide a course of study in which a student is enrolled. The meaning of 'ceasing to provide a course of study' is located at http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm

In the event that Avondale College ceases to provide a course of study in which a student is enrolled the student is entitled to a choice of:

- a) an offer of a place in a similar course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units (this is known as the "Course Assurance Option");
- or
- b) a refund of his or her up-front payments for any unit of study that the student commences but does not complete because Avondale College ceases to provide the

course of study of which the unit forms part (this is known as the “Student Contribution/Tuition Fee Repayment Option”).

If Avondale College ceases to provide a course of study, the relevant Second Provider(s) listed on the Avondale College website and the Seventh-day Adventist Church (SPD) Limited will send a student enrolled in the course of study a Written Tuition Assurance Offer (the Offer) advising the student of the options available under the tuition assurance requirements. The Offer will include directions that the student must follow in order to notify the relevant Second Provider(s) listed below and the Seventh-day Adventist Church (SPD) Limited of the choice they have made for each affected unit. The, relevant Second Provider(s), listed on the Avondale website, and the Seventh-day Adventist Church (SPD) Limited, will provide this offer within 20 business days after it knows, or should know by reasonable enquiries, that Avondale College has ceased to provide a course of study.