

Research Degrees Policies and Procedures

1. Handbook of Research Higher Degree Policies and Procedures

The policies and procedures of Australian Institute of Business (AIB) relating to research higher degree study are published in a handbook for research higher degree candidates.

2. Definitions

DBA means the Doctor of Business Administration degree;

MM means the Master of Management by research degree;

PhD means the Doctor of Philosophy degree;

Research degree means a degree which is awarded primarily on the basis of a thesis embodying the results of a research project, and any coursework topics or other formal studies undertaken during the candidature which do not constitute more than one-third of the final assessment for the degree.

3. Criteria for Admission

The criteria for admission depends on the course:

3.1 PhD

For admission to the course, a candidate must have:

- a masters degree with an appropriate research component with a GPA of 5.0 or higher, or a bachelor degree with minimum second upper honours or equivalent, and
- management experience for 3-5 years.

International candidates must normally provide evidence of an IELTS score of 6.5 or higher.

3.2 DBA

For admission to the course, a candidate must have:

- a master's degree with an appropriate research component at 5.0 or higher level Grade Point Average (GPA), or an honours program at I or IIA level, normally in an management or management-related field,

- significant professional practice either prior to and/or as part of the program,
- demonstrated ability to write substantial professional or other reports in English; international candidates must normally provide evidence of a IELTS score of 6.5 or higher.

Applicants who have a Master's degree with an appropriate research component in an area that is not related to management at Credit or higher level GPA, or a similar honours degree at I or IIA level, may be admitted at the discretion of the Director of Research (in consultation with the Research & Higher Degrees Committee), provided their previous studies included disciplines relevant to their proposed DBA research.

Applicants who have a Master's degree with an appropriate research component in a non-management field at below Credit level GPA, or a similar honours degree, or a management masters degree at below Credit level GPA, will have to complete four management or management-related units at AIB or elsewhere, at Credit level GPA.

3.3 MM

Candidates who follow the **Research Pathway** must normally have a Bachelor Honours degree or Masters preliminary year, a research-based Graduate Diploma or equivalent research experience; that is, they must have:

- a Graduate Diploma in Management or an appropriate academic award conducted at a standard equivalent to the Graduate Diploma in Management, or
- an Honours Degree acceptable to AIB or, in cases where the applicant has demonstrated a high level of performance in graduate studies or in relevant professional practice, a Bachelor's degree or equivalent qualification acceptable to AIB.

Applicants for this pathway who do not meet the above criteria but wish to do research in the area of their undergraduate business degree may be admitted provided they have a GPA of 5.5 or higher in that degree and relevant professional experience.

The entry requirements for the masters degree with the **Professional Pathway** are a relevant qualification and professional experience *or* extensive relevant professional experience. For example, that extensive relevant professional experience could cover:

- Two or more years of management experience, preferably at a senior level involved the direction of staff from one or several disciplines (such as accounting and marketing, for example) or responsibility for the integration of those staff, and/or
- Demonstrated responsibility for strategic decisions about an organisation or a function within it, and
- Demonstrated ability to write substantial management or other reports in English.

4. Application Process

4.1 On receipt by AIB of an indication of interest in any research higher degree course, the applicant will be asked to provide:

- i. Completed Application form

- ii. Official certified transcripts of academic records, including full details of all courses undertaken and grades obtained. English translations must be supplied for documents in languages other than English
- iii. Proof of English proficiency in the case of an international applicant
- iv. proposed research topic.

4.2 The Research Division will take the following into consideration when assessing applications for admission to candidature

- i. whether the applicant meets the entry criteria,
- ii. whether the proposed research topic is acceptable to AIB and can be matched to AIB's research resource capabilities
- iii. whether the research site is supportive of the research
- iv. whether appropriate supervisors are available.

4.3 Where applications are received from candidates who have commenced but not completed higher degree studies at another institution, the same considerations apply.

5. Appointment of Supervisors

5.1 Each candidate will have a Research Supervisor and an Associate Supervisor. The candidate must be consulted and must agree to their appointment before the supervisors are appointed.

5.2 Both supervisors must be suitably qualified with a proven record of postgraduate supervision and the Research Supervisor must have relevant knowledge, expertise as well as interest in the candidate's research topic and is currently active in research.

5.3 For PhD/DBA candidates, the supervisors must have a PhD and for Master's candidates, the supervisors must have a research Master's degree or higher.

5.4 Although the Supervisors have joint responsibility to supervise the candidate for the duration of candidature, the Research Supervisor has the main responsibility of coordinating communication between the supervisors and the candidate, and for resolving any issues.

5.5 Regular contact should be maintained between candidates and their supervisors by appropriate means including face-to-face meetings, telephone, facsimile and mail, and computer based distributed education techniques, for academic supervision, guidance, support and feedback.

6: Admission and Enrolment

6.1. Where an applicant has been accepted as a candidate for a research higher degree, a letter of offer will be sent to the applicant with relevant information including the degree for which the applicant is a candidate, commencement and expiry dates of candidature, names of supervisors, fees payable, and how the offer can be accepted.

- 6.2. On the applicant's acceptance of the offer, the candidate will be sent a letter of acceptance of the offer with an information pack which includes the Research Higher Degrees Manual and relevant policies.
- 6.3 A candidate must enrol by the date specified in the letter of acceptance of candidature. If the candidate has not enrolled by the date specified, the offer will lapse and the candidate will have to go through the application process again if he or she wishes to enrol subsequently.
- 6.4 The applicant will be registered provisionally as a PhD/DBA/MM research candidate as appropriate pending satisfactory progress in terms of the conditions of their candidacy.

7. Required Course of Structured Activities

- 7.1 A candidate commencing a research higher degree must satisfactorily complete a required program of structured activities as specified in the course in which the candidate is enrolled.
- 7.2 Under certain circumstances, the Research Division may waive the requirement for successful completion of the required course of structured activities or parts of the course. Such waiver must be approved by the Research Supervisor and the Director of Research.

8. Research Proposal

- 8.1 The candidate will undertake an intensive preliminary literature review of their research topic, and develop a research proposal with the guidance of the Research Supervisor.
- 8.2 The proposal should be between 20 and 30 pages in length. It should define the area to which the research project will relate, and should contain a clear description of the work that the candidate intends to undertake, the research strategies he/she intends to use, and the subjects and/or organisation with which it is intended the project shall be concerned.
- 8.3 In the proposal, the candidate should note whether there are intellectual property implications of the proposed research as regards the organisation in which the research will take place, and whether these implications have been appropriately dealt with. The candidate should produce a letter of consent from that organisation in which the research will take place.

9. Supervisory Panel

- 9.1 The research proposal is then submitted to the Supervisory Panel for approval. This Panel is comprised of at least three persons, one of whom is the Researcher Supervisor, and the others being specialists in areas which would be of benefit to the candidate.
- 9.2 If the Supervisory Panel is of the view that the intellectual property implications have not been appropriately dealt with, the candidate will be advised to obtain independent legal advice to resolve the matter.

- 9.3 The Supervisory Panel may require the candidate to re-present their research proposal if it finds that the scope of the project is inappropriate to the appropriate doctoral or master's level course, or if it determines that the research proposal, as drafted, contains serious methodological or ethical issues that need resolving.
- 9.4 When the research proposal has been approved by the Supervisory Panel, it will be forwarded to AIB's Human Research Ethical Standards Committee.

10. Ethics Approval

- 10.1 It is the supervisor's responsibility to ensure that the candidate's project has appropriate ethical approval. If a candidate's proposed research project does not receive ethical approval, the candidate will need to choose another research topic or his or her candidature will be terminated.
- 10.2 Candidates must ensure that their proposed research project complies with the following guidelines in order to get the approval of the Human Research Ethical Standards Committee:
- i) The research must conform to generally accepted moral and scientific standards.
 - ii) In the conduct of the research, the candidate must at all times respect the rights, wishes, beliefs, personality, freedom and consent of the individual subjects.
 - iii) Before research is undertaken, the candidate must show that he or she understands that the free consent of subjects should be obtained. To this end, the candidate is responsible for providing subjects with sufficient information, at an appropriate level of comprehension, about the purposes, methods, demands, risks, time involved and inconveniences of the study. Unless there are good reasons to the contrary, consent to participate in the study should be obtained in writing. If consent is not obtained in writing, the candidate should record the conditions under which consent is given.
 - iv) The subject must be free to withdraw consent to further participation at any time. Subjects are free to decline to provide information on any issue.
 - v) Special care must be taken in relation to consent and to safeguarding individual rights where the research involves those in dependant relationships or comparable situations.
 - vi) Procedures for data collection, analysis and storage shall ensure that the information contributed by individual subjects remains confidential and that no subject can be individually identified unless written authorisation by the subject has been obtained.
 - vii) Where the research procedures involve or include the administration of questionnaires or the conducting of interviews, free consent will be considered satisfied by the inclusion of a covering letter or statement identifying the candidate administering the questionnaire or interview and their Research Supervisor, indicating the nature and general purposes of the project, the subject's right to withdraw consent to further

participation at any time and to decline to answer any specific questions, and the procedures to maintain confidentiality of data.

- viii) In the case of recorded interviews and group interactions, the candidate must provide subjects with an indication of the purposes for which the recording may be used and conditions proposed for safeguarding confidentiality and governing its subsequent retention.
- ix) Recording of interviews and/or group interactions may take place only with the written consent of subjects.

The form for applying for Human Research Ethical Standards Committee approval is attached as *Form E1* and a Sample Consent Form is attached as *Form E2*.

- 10.3 Upon approval by the Human Research Ethical Standards Committee of the proposed research project, the candidate may commence the fieldwork under the guidance of the Research Supervisor.

11. Status, Duration and Extension of Candidature

- 11.1 For the PhD and DBA degree the maximum duration of candidature will normally be three years for a full-time candidate and six years for a part-time candidate.
- 11.2 The maximum duration of the candidature for the MM degree will normally be one year for a full-time candidate and two years for a part-time candidate.
- 11.3 Upon the recommendation of the Research Supervisor, the Director of Research may approve extensions to candidature provided the candidature does not exceed seven years in the case of PhD and DBA candidates or four years in the case of MM candidates.
- 11.4 Applications for extensions beyond seven years in the case of PhD and DBA candidates or four years in the case of MM candidates must be submitted to the Academic Board. In the event of extenuating circumstances, the Academic Board may, in its sole discretion, grant an extension of time for such period as it deems appropriate.

12. Variations to Conditions of Candidature

- 12.1 Where the candidate wishes to vary the following conditions of candidature, a written application must be made to the Director of Research and must be accompanied by a recommendation from the Research Supervisor. The Director of Research will notify the applicant of the outcome of an application.
 - i. **Leave of absence of candidature** - Candidates may apply for periods of intermission from their candidature for up to a total of twelve months. They may apply for additional periods of Leave of Absence if there are exceptional circumstances
 - ii. Change of status between full-time and part-time
 - iii. Change of status from internal to external
 - iv. Significant amendment to research topic

12.2. **Upgrade** -The following procedures apply where candidates who wish to upgrade their MM candidature to a DBA or a PhD, and their DBA to a PhD. The Director of Research will notify the applicant of the outcome of an application.

- i. They must apply to do so in their last year of candidature for their current degree, and do so *before* they have submitted that degree's thesis/dissertation for examination
- ii. They must submit their current dissertation/thesis, together with a five to ten-page report about that thesis/dissertation that covers:
 - The research that has already been done and the contributions to the literature that it provides
 - What further research and writing will be done for the further degree's thesis/dissertation
 - A schedule for that further research and writing
 - The contributions to the literature that the further thesis/dissertation will provide
- iii. The supervisor must also provide a one page letter of support.
- iv. The current MM dissertation will be examined by one internal and one external examiner and the current or DBA thesis will be examined by one internal examiner. The examiners must meet the standards of examiners for the further degree.
- v. The examiners will advise on whether they agree or do not agree to the upgrade, and also make suggestions for improvements to the dissertation or thesis. If there is disagreement between the two examiners, the chair of the Academic Committee or his or her nominee, will make a casting vote.

12.2 Temporary or Permanent Change of Supervisor - where a candidate's supervisor is absent from AIB for more than three months, the Director of Research will appoint a temporary replacement supervisor.

12.3 The Director of Research will, after consultation with the candidate, appoint a permanent replacement supervisor where:

- the supervisor is no longer with AIB; or
- a change in the candidate's research project such that a different Research Supervisor would be more appropriate; or
- irreconcilable differences between the candidate and the supervisor requiring a change in supervision arrangements

13. Withdrawal from Candidature

13.1 If a candidate wishes to withdraw from their studies, they are encouraged to discuss this with their supervisors and the Director of Research, in order to try to resolve any problems the candidate may have in the study environment.

13.2 If the candidate decides to withdraw, they must notify the Director of Research of the withdrawal in writing, giving the reasons for and the effective date of the withdrawal.

13.3 The Director of Research will acknowledge the notification, confirm the date on which the withdrawal is effective and take any action necessary to suspend any scholarship.

- 13.4 A candidate who has withdrawn and who subsequently wishes to re-enrol has to apply to AIB for re-admission. AIB will determine whether the candidate will be re-admitted and whether the period of candidature will be adjusted to take account of the previous candidature.

14 Annual Review and Reports

- 14.1 An annual review of higher degree candidates is undertaken to formally monitor progress where the candidate and Research Supervisor complete the AIB Annual Progress Report and submit it to the Research Division.
- 14.2 The Annual Progress Report requires the candidate and the Research Supervisor to report on the progress made by the candidate over the last year and is used by AIB to assess whether the candidature is progressing satisfactorily, and whether the candidature should continue.

15 Provisional candidature of DBA and PhD candidates

- 15.1 In respect of the DBA and PhD only, at the end of the first year of full-time study or second year of part-time study, the Research and Higher Degrees Committee shall consider the reports or statements furnished by the candidate and the reports of the Research Supervisor regarding the candidate and shall determine on one of the following outcomes:
- to confirm the candidature
 - to extend provisional candidature to a specified date
 - to terminate the candidature.

Confirmation of Provisional Candidature

For candidature to be confirmed, the candidate should demonstrate a capacity to undertake research at a doctoral level, by submitting a 20-30 page proposal outlining the conceptual framework and research design of the candidate's thesis. See Clause 8 for more details of the proposal.

Extension of Provisional Candidature

Provisional candidature may be extended for a specified period to give the candidate a further opportunity to meet the conditions for confirmation of candidature.

Termination of Candidature

Candidature will be terminated if the candidate has failed to comply with the conditions of candidature after having been advised in writing that failure to comply within the required time will result in termination of candidature.

- 15.2 The supervisors are expected to monitor the performance of the candidate relative to the standard for the degree, and to ensure that the candidate is made aware if the candidate's progress is unsatisfactory or if the work is below the standard generally expected.
- 15.3 Where a supervisor perceives that it may become necessary to recommend that a candidature be terminated because of unsatisfactory progress, the supervisor must give the candidate a preliminary warning in writing to that effect, stating the reasons why the candidate's progress is considered to be unsatisfactory. The

supervisor should inform the candidate's other supervisor of the preliminary warning and try to work with the candidate to improve the candidates' progress.

16. Review of progress

16.1 Upon receipt of the Annual Progress Report, or at any other time, the Research Division will review the progress of a candidate and consider the recommendations from the supervisors.

- i. if the progress is satisfactory, the candidate will be allowed to continue as a candidate for the degree; or
- ii. if the progress is unsatisfactory, the candidate will be allowed to continue as a candidate subject to such conditions as the Research Division may impose; or
- iii. if the progress is unsatisfactory and the candidate is a PhD or DBA candidate, the candidate will be asked to show cause why their candidature should not be transferred to a masters degree candidature or be terminated; or
- iv. if the progress is unsatisfactory and the candidate is a masters candidate, the candidate will be asked to show cause why their candidature should not be terminated.

16.2 For options iii and iv in Clause 16.1, the following procedures will apply:

- i. The Director of Research will write to the candidate, by certified mail:
 - Explaining why the candidate 's progress has been found to be unsatisfactory
 - asking them to show cause why their candidature should not be terminated or transferred
 - describing the procedures for the termination of candidature
 - notifying the candidate that if they do not reply within the specified period the candidature will be terminated or transferred.
- ii. If the candidate requests an interview with the Chairperson of the Postgraduate Committee in order to discuss his or her response to the letter, the interview should be granted.
- iii. The Research Division will review the case of any candidate whose progress has been identified as unsatisfactory, taking into account any response from the candidate, and shall determine which course of action outlined in Clause 16.3 of this policy is appropriate.
- iv. The candidate will be invited to attend a meeting of the Research Division at which their is to be considered or, in the case of a candidate who is not a resident of South Australia, to send a representative. If attending in person, the candidate may be accompanied by a student or staff member.
- v. A candidate will not be permitted to have legal representation at the meeting
- vi. The candidate and/or representative must be present throughout discussion of the case and must be allowed to participate in the discussion. The candidate and/or representative must be absent when the case is decided.

- vii. If a candidate required to show cause fails to respond to the request, the Research Division will either transfer the candidature or recommend to the Academic Board that the candidature be terminated
- viii. A candidate will be informed of the Research Division's decision or recommendation immediately, by certified mail.

16.3 The following courses of action will be taken by the Research Division after the review of a student's progress in accordance with the procedures in Clause 16.2 in this policy:

- i. take no further action, or
- ii. permit the candidate to continue as a candidate subject to such conditions as the Research Division may impose, or
- iii. transfer candidature from DBA or PhD to MM candidature, or
- iv. recommend to the Academic Board that the candidate's candidature be terminated

16.4 The Research Division must immediately inform the candidate by certified mail of its decision, the reasons for the decision and the procedures for appeal.

16.5 The appeal procedures are set out in Clause 22 and in the Academic Appeals and Complaints policy.

17 Appointment of Examiners

17.1 The criteria for the appointment of examiners depends on the degree:

- i. PhD - two external examiners who have a research PhD or equivalent Doctorate degree, have acknowledged expertise in a relevant field, and who hold an academic post or have recently held one. The supervisor(s) will not act as an examiner.
- ii. DBA or MM Research Pathway - two external examiners who have a research PhD or DBA degree, have acknowledge expertise in a relevant field, and who hold an academic post or have recently held one. The supervisor(s) will not act as an examiner.
- iii. MM Professional Pathway - one examiner who may or may not be external to AIB. The supervisor(s) will not act as an examiner.

17.2 At least three months before the candidate is due to submit the completed PhD or DBA thesis or MM Research Pathway dissertation, the candidate and their Research Supervisor shall:

- i. complete and sign an 'Intention to Lodge' form including a summary of the thesis
- ii. shortlist the names of potential external examiners with the candidate having the power to veto, but not choose.

17.3 The Research Supervisor shall then recommend to the Research and Higher Degrees Committee the names of possible examiners, including reserve examiners (in the event that a preferred nominee is unable to act as examiner) The information on each potential examiner should include his or her

academic qualifications (and/or professional qualifications if appropriate), institutional affiliation and rank, and details of any relevant published work in the field of the thesis. The Research Supervisor should ensure that, *inter alia*, the potential examiners are free from bias as regards the candidate, the Research Supervisor or the research method adopted, and that they are still active in the field of research pertaining to the thesis.

- 17.4 The Research and Higher Degrees Committee shall determine, from the information furnished to them, which persons shall be invited to examine the thesis, including reserve examiners.
- 17.5 The Research Division will officially write to the examiners to advise the name of the candidate, the title of the thesis/dissertation and inviting them as examiners.
- 17.6 If an examiner is unable to accept an invitation or fails to respond to an invitation within four to six weeks (despite being sent reminder notifications), an invitation will be sent to a person approved as a reserve examiner

18 Submission of thesis

- 18.1 The candidate must lodge four spiral-bound copies of the thesis with the Research Division. The candidate must sign a declaration that the thesis does not contain any material previously published or written by another person except where due reference is made in the text or footnotes.
- 18.2 On receipt of the thesis, the Research Division will forward one copy of the thesis to each examiner together with the following:
 - i. Examiner's Report for completion by the examiner
 - ii. the names of the supervisors
 - iii. information on the examination processes including matters in relation to the revelation of the examiner's report to the candidate
 - iv. timelines for the completion of the assessment process (turnaround period on receipt of the thesis – normally eight weeks)
 - v. information in relation to payment for examination
 - vi. procedures for the *viva voce* (if applicable).
- 18.3 the identity of examiners will not be revealed to candidates until the examination process has been completed and then not if an examiner has expressed a desire to remain anonymous.

19. Examination process

- 19.1 From the time of the submission of the thesis, a candidate must not initiate contact with their examiners on any matter concerning the thesis
- 19.2 From the time of the appointment of examiners, there must not be any direct contact between an examiner and a supervisor in relation to the thesis.

examination. If an examiner has a query, it must be directed to the Research Division who will refer it to the candidate or the supervisor.

19.3 Consultation between examiners will not be permitted prior to submission of the initial report.

19.4 The examination process depends on the degree:

PhD

There are two stages of examination namely, examination of the thesis by external examiners, and an oral examination of the candidate (if recommended).

i. Examination

The examiners shall recommend one of the following results:

- that the thesis be accepted
- that the thesis be accepted subject to such minor amendments as may be specified (where minor amendments refer to corrections involving typographical or other spelling errors, errors in grammar and/or syntax, etc.),
that the candidate be required to undertake substantial revisions to the thesis and that the thesis be re-submitted for examination, or
- that the thesis be rejected and the candidate not be permitted to re-submit it for examination.

In the event of a minor or major rewrite:

- the Research Supervisor will co-ordinate the process unless the candidate or the Research and Higher Degrees Committee requires another person to assist in the co-ordination of the re-submission, and
- the amendments and/or revision must be completed within the time limit prescribed by the Research and Higher Degrees Committee.

Where a candidate is required to undertake a major rewrite:

- all the examiners will be invited to re-examine the thesis on re-submission by the candidate,
- if the examiners recommend contradictory revisions, the Research and Higher Degrees Committee will resolve the conflict and when the examiners are invited to re-examine, the Committee's comments will be forwarded to the examiners,
- If any of the examiners chooses not to re-examine the re-submission, new examiners will be appointed.

ii. Oral Examination

After the thesis has been accepted, either without amendments or after a minor or major re-write, an oral examination will be convened by the Director of Research if recommended by the examiners or the Chair of the Research and Higher Degrees Committee. It will be conducted by a panel consisting of one of the external examiners or another examiner approved by the Research and Higher Degrees Committee and a AIB faculty member. The Research Supervisor may be invited to attend as an advisor to the panel.

The panel shall recommend to the Research and Higher Degrees Committee that the thesis be passed or failed.

DBA

The examiners will be asked to recommend one of the following results:

- i. that the thesis be accepted,
- ii. that the thesis be accepted subject to such minor amendments as may be specified (where minor amendments refer to corrections involving typographical or other spelling errors, errors in grammar and/or syntax, etc.), to the satisfaction of the Chair of the Research and Higher Degrees Committee or his or her nominee,
- iii. that the candidate be required to undertake more substantial revisions to the thesis, or provide a satisfactory defence, and that these be done to the satisfaction of the internal examiner and the Chair of the Research and Higher Degrees Committee or his or her nominee,
- iv. that the candidate be required to undertake substantial revisions to the thesis and that the thesis be re-submitted for examination, or
- v. that the thesis be rejected and the candidate not be permitted to re-submit it for examination.

Where there is a lack of consensus between the examiners, the final decision shall normally be based on the majority recommendation of the examiners and the chairperson of the Research and Higher Degrees Committee (that chairperson must be experienced in doctoral supervision and examination and will normally be a member of the Academic Board). In the event of a minor or major rewrite:

- the Research Supervisor will co-ordinate the process unless the candidate or the Research and Higher Degrees Committee requires another person to assist in the co-ordination of the re-submission; and
- the amendments and/or revision must be completed within the time limit prescribed by the Research and Higher Degrees Committee, to a standard approved by the chairperson.

Where a candidate is required to undertake a major rewrite:

- all the examiners will be invited to re-examine the thesis on re-submission by the candidate
- if the examiners recommend contradictory revisions, the chairperson will resolve the conflict and when the examiners are invited to re-examine, his or her comments will be forwarded to the examiners
- if any of the examiners chooses not to re-examine the re-submission, new examiners will be appointed.

Oral Examination

After the thesis has been accepted, either without amendments or after a minor or major re-write, an oral examination will be convened by the Director of Research. It will be conducted by a panel consisting of one of the external examiners or another examiner approved by the Research and Higher Degrees

Committee and a AIB faculty member. The Research Supervisor may be invited to attend as an advisor to the panel.

MM

The **Research Pathway and the Professional Pathway** examiners will be asked to recommend one of the following results:

- i. that the that the case studies, directed readings, project plan, project or the dissertation be *accepted*;
- ii. that the case studies, directed readings, project plan, project or dissertation be *accepted subject to such minor amendments* as may be specified (where minor amendments refer to corrections involving typographical or other spelling errors, errors in grammar and/or syntax, etc.) or minor additions to, deletions from or rearrangements of material in the case studies, directed readings, project or dissertation;
- iii. that the candidate be *required to undertake substantial revisions* to the case studies, directed readings, project plan, project or dissertation and that the case studies, directed readings, project or dissertation be re-submitted for examination (or a satisfactory defence is made); or
- iv. that the case studies, directed readings, project plan, project or dissertation *be rejected* and the candidate not be permitted to re-submit it for examination but that AIB may consider granting a lesser award such as a Graduate Diploma or Certificate.

In the event of a minor or major rewrite:

- the Research/Project Supervisor will co-ordinate the process unless the candidate or the Academic Committee requires another person to assist in the co-ordination of the re-submission; and
- the amendments and/or revision must be completed within the time limit prescribed by the Research and Higher Degrees Committee.

Where a candidate is required to undertake a major rewrite:

- the examiners will be invited to re-examine the case studies, directed readings, project or dissertation on re-submission by the candidate;
- if the examiners recommend contradictory revisions, the Research and Higher Degrees Committee will resolve the conflict and when the examiners are invited to re-examine, the Committee's comments will be forwarded to the examiners;
- If any of the examiners chooses not to re-examine the re-submission, a new examiner will be appointed.

19.5. In the event that an allegation of academic dishonesty has been made during the examination process, the Research and Higher Degrees Committee should follow Clause 3.3 of Academic Appeals and Complaints Policy.

20. Outcome of the Examination

When the examination result has been determined, the following procedures will apply:

- i. the Research Division will advise the Registry which will convene a meeting of the Academic Standards Committee at regular intervals to approve the results and then forward the minutes to the Academic Board for formal approval of the issue of the awards.
- ii. The Academic Board will then certify that the candidate has qualified for the award of the degree, and the Research Division will notify the candidate of the degree conferral procedures, and provide the candidate with a copy of the examiners' reports.

21. Lodging of Theses

The Research Division will arrange for two copies of the final form thesis/dissertation to be lodged in the Library and for a copy to be sent to each supervisor.

22 Appeal

- 22.1 A candidate who wishes to appeal against the decision of a Research Division in relation to Clauses 16.3 (iii) and 16.3 (iv) of this policy will, in the first instance and without delay, discuss the matter with the Director of Research.
- 22.2 Should the candidate still be dissatisfied with the response, they may appeal to the Student Appeals Committee. An appeal may be lodged only on the following grounds
 - i. that the appropriate policy was not adhered to or correct procedures were not followed in considering the matter; or
 - ii. the decision was made without due regard to facts, evidence or circumstances; or
 - iii. the penalty, where applicable, was too harsh

3.3 A candidate wishing to appeal to the Student Appeals Committee must lodge the appeal within 20 working days of the date of the notification of the determination.

Related Forms:

Application Form for Award

Responsibility:

Director of Research

Related Policies:

Academic Integrity

Current Status	Version 2
Approved By:	Academic Board
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