



# HDR Thesis Submission and Examination Procedure

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## Part A - Policy Principles

(1) As stipulated in the [Thesis Submission and Examination Policy](#), the University has clear and transparent procedures for the nomination and appointment of examiners, the identification of inappropriate examiners, a timely examination process, the evaluation of examiners' reports, and mechanisms for appeal and conflicts of interest.

## Part B - HDR Thesis Submission Requirements

### Thesis Requirements

(2) All completed Notice of Intent to Submit forms are to be submitted by HDR Candidates to the Graduate Research School via email to [hdrexam@une.edu.au](mailto:hdrexam@une.edu.au) no less than two months prior to submission. NB: *Notice of Intent to Submit forms are in current procedure, but will be replaced by Thesis Review milestone procedure and SkillsForge MyHDR proformas.*

(3) Notice is required to allow sufficient time for:

- a. the appointment of examiners; and
- b. the organisation of non-standard examination requirements such as exhibitions or performances.

(4) Late notice may delay the examination of the HDR thesis.

(5) The Graduate Research School will confirm, by email, the receipt of the form to the HDR Candidate and will also advise the principal supervisor to begin the nomination of examiners; (if not commenced already)

(6) HDR Candidates must certify compliance on the Notice of Intent to Submit form for the following items. NB: *Notice of Intent to Submit forms are in current procedure, but will be replaced by Thesis Review milestone procedure and SkillsForge MyHDR proformas.*

- a. any ethics approvals given; and
- b. their research data management plan and report to their supervisor

(7) All HDR Candidates must submit to the Graduate Research School a digital thesis (Adobe PDF), approved forms and the associated research materials and data.

(8) HDR Candidates seeking an exception to the word limit must submit a request in writing to the Graduate Research School with substantial justification for the reasons to exceed the word limit. Word limits include footnotes, but are exclusive of words in tables, figures, maps, bibliographies, reference lists, and appendices and other endnotes. Extensive footnotes or very large appendices may be counted within the word limit if their purpose appears to be to bypass the word limit.

(9) The Dean, Graduate Research will review the request to exceed the word limit and may seek supporting or additional information from the supervisor(s) and/or HDR Coordinator.

(10) The Graduate Research School will advise the HDR Candidate, supervisors and HDR Coordinator in writing of the outcome.

(11) All HDR Candidates must submit to the Graduate Research School a digital thesis (Adobe PDF) in a format aligned with the [Higher Degree by Research Thesis Format Guidelines](#), the associated research data and the approved forms:

- a. [Thesis Submission Form](#); and

b. [Right of Access](#).

(12) The thesis and all associated forms are to be supported by the Principal Supervisor prior to submission to the Graduate Research School.

(13) The Graduate Research School will not process submissions without approval.

(14) HDR Candidates seeking approval by the Associate Dean, Research or delegate (for example, HDR Coordinator) to submit without their Principal Supervisor's approval are to refer to the contact list within Appendix 1. Submissions for Associate Dean, Research or delegate must include all items associated with the HDR thesis.

(15) The HDR Candidate and supervisors will ensure the HDR thesis complies with the [Research Data Management Policy](#) by the registration and archival of the original research data with the University Library repository, RUNE.

(16) In extenuating circumstances, the Dean of Graduate Research may grant approval that the data or primary materials are not required for registration and archiving with the University Library repository, RUNE.

(17) Material that cannot be digitised must be indicated as a metadata file with the HDR Candidate's data registration and archival. HDR Candidates must consult the supervisors for information about where the material will be physically stored.

(18) HDR Candidates must adhere to the registration and archival steps:

- a. Go to the [RUNE home page](#)
- b. Sign in with your UNE credentials
- c. Click "Start a new submission"
- d. Select "Datasets" from the "Manual Submission" dropdown
- e. Follow the prompts on the submission form to add your dataset to RUNE - there is guidance in the page about what information is needed in each field
- f. Add as much information about your dataset as possible
  - i. Upload the research data files in the web form

OR

- ii. Log in to [cloud.UNE](#), and put your files into a folder clearly marked with the HDR Candidate's name (LASTNAME, Firstname), then share it with the account named "cloud-dataarchiving"
- g. Progress through the entire form, and press the "Complete" button
- h. The RUNE team will review your submission, and contact you if more information is needed. While the RUNE team will usually process submissions quickly, please allow for two (2) weeks to fully process your dataset.

(19) The Graduate Research School may request the HDR Candidate to prepare hard copy/ies at the examiner(s) request. It is the responsibility of the HDR Candidate to prepare the requested number of hard copies and deliver to the Graduate Research School.

(20) HDR Candidates are to follow the format for printing in the Higher Degree by Research Thesis Formatting Guidelines

(21) Hard copy/ies may be spiral/comb bound or soft bound and either printed as single or double sided.

(22) HDR Candidates may request printing and binding of a thesis by UNE's Fuji Film by email ([printroom@iinet.net.au](mailto:printroom@iinet.net.au)) or by phone (02) 6771 2420.

(23) The Graduate Research School will send the hard copy/ies to the examiner(s).

## **Thesis Format**

(24) HDR Candidates must submit for examination a HDR thesis in a format aligned with the [Higher Degree by Research Thesis Format Guidelines](#) and this procedure.

(25) If the HDR thesis contains multimedia components, copies of such components must be submitted to the Graduate Research School (GRS) along with clear instructions as to their usage as well as a listing of computer hardware, software and other requirements needed by examiners and other readers of the work. All multimedia components must be accessible by examiners.

(26) HDR Candidates submitting a thesis containing large or multiple files especially in the cases of creative works or portfolios, are permitted to submit multiple files using the Cloud.UNE sync client.

(27) The sources from which all the information is derived, the extent to which the work of others has been used and to which the assistance of individuals, associations or institutions has been obtained, must be acknowledged generally in a preface or introduction, specifically in notes, a bibliography or appendices, and must be, throughout the thesis, portfolio or creative work, shown clearly and fully in appropriate references.

(28) HDR Candidates submitting using a format of Thesis by Publication must include a statement of originality and include details of publications and contributions by others. HDR Candidates should seek the [Higher Degree by Research Thesis Format Guidelines](#) and the [Thesis Template](#) for more information.

(29) HDR Candidates submitting using a method of thesis by publication, the thesis would normally consist of at least one published chapter/section.

(30) At the time of submission, the Principal Supervisor and Associate Dean, Research or delegate (for example, HDR Coordinator) must submit certification to the Graduate Research School that the form(s) and content of the HDR thesis are suitable for examination. HDR Candidates must seek approval from the Associate Dean, Research or delegate to submit without their Principal Supervisor's approval.

(31) For additional guidance on how to present and structure HDR theses, please refer to the [Higher Degree by Research Thesis Format Guidelines](#).

## **Part C - Examination Requirements**

(32) Upon completion of the Notice of Intent to Submit form or completion of the Thesis Review – Milestone 3, the Principal Supervisor and HDR Coordinator are to select the Chair of Examiners. NB: *Notice of Intent to Submit forms are in current procedure, but will be replaced by Thesis Review milestone procedure and SkillsForge MyHDR proformas.*

(33) The Chair of Examiners must be a UNE academic with a PhD/doctorate in the same or cognate discipline as the thesis being examined. The Chair of Examiners must not be on the supervision team and must have previous experience of HDR supervision and/or thesis examination.

(34) HDR Candidates and their Principal Supervisor (with the Co-Supervisors, where applicable) should discuss a pool of examiners suitable for the Higher Degree by Research thesis within three months of thesis submission.

(35) The Principal Supervisor and Chair of Examiners will ensure that appropriate examiners are identified and available at the time a HDR Candidate submits their HDR thesis.

(36) The Principal Supervisor must:

- a. propose examiners with sufficient international standing to evaluate the contribution of the HDR thesis to the relevant field of research;
- b. only consider examiners who are:
  - i. free from conflicts of interests; or
  - ii. whose conflicts of interests can be effectively and appropriately managed;
- c. seek agreement from proposed examiners to the mode of examination; and
- d. propose an additional examiner to act as a reserve should any commissioned examiner need replacing.

(37) Examiners should have experience of, or be familiar with, the supervision and examination of HDR theses for the University or other local and international educational institutions, as determined by the Principal Supervisor and Chair of Examiners.

(38) On the [Recommendation of Examiner form](#), the supervisors must nominate:

<b>Degree</b>	<b>Examiner Specifics</b>
Doctorate	Three examiners plus a reserve must be nominated
Master by Research	Two examiners plus a reserve must be nominated

(39) The Principal Supervisor will obtain written agreement from each examiner, except the reserve, to complete the examination at the anticipated time of submission.

(40) The Graduate Research School will send the nominated examiners a Conflict of Interest form to each examiner to complete. Once all forms are completed, they will be sent to the Chair of Examiners for review. Outstanding forms will be managed by the Graduate Research School.

(41) The Chair of Examiners must check the suitability of qualifications and research expertise as well as Conflicts of Interest prior to sending the endorsed [Recommendation of Examiner form](#) to the Graduate Research School.

(42) Once the HDR thesis is submitted, examiners will be provided with copies of the thesis, portfolio or creative work, and all other relevant information, by Graduate Research School and requested to provide a written report on the merits of the thesis, portfolio or creative work within six weeks of receipt of the submission.

(43) At the time of commissioning, the Graduate Research School must ensure that examiners are informed that:

- a. the contents of the HDR thesis, including any intellectual property rights contained in the thesis, remain strictly confidential;
- b. the HDR thesis can only be used for the purposes of performing the examination;

- c. the examiners' names may be released to the HDR Candidate after the examination; and
- d. their reports may be released to the HDR Candidate after the examination.

(44) The names of examiners must not be disclosed to other examiners until a determination has been made about the awarding of the degree, except if required by the use of an oral or exhibition examination.

(45) Examiners must not correspond or communicate with other examiners regarding the examination or the HDR thesis, except in discussion at an oral or exhibition examination.

(46) The Graduate Research School will inform the examiners of the outcome of the examination at the conclusion of the examination.

(47) When the HDR thesis is sent to the examiners, each examiner is given the six (6) weeks to examine.

(48) If as part of the nomination of examiners, it was noted that an examiner requested longer, the deadline will be amended accordingly.

(49) It is not uncommon for examiners to request more time. Requests of up-to four (4) additional weeks by an examiner can be accommodated.

(50) Requests of four or more weeks must be approved by the Principal Supervisor who can then advise the HDR Candidate of the delay in the examination.

(51) Examiners will not be advised if the HDR thesis was submitted without Principal Supervisor support.

(52) Each examiner is sent the following items:

Thesis (Adobe PDF or link to multiple files)	Guidelines for Examiners (standard thesis)
Examiner Report and Recommendation Form	As applicable - Thesis by Publication Guidelines
Links to course rules and Thesis Submission and Examination policy	As applicable - Guidelines for Examiners - Innovation
Chancellor's Doctoral Research Medal Procedures (Doctoral theses only)	As applicable - Guidelines for Examiners - Creative Works

(53) Each examiner will assess the thesis based on the following criteria:

- a. The degree to which the candidate shows sufficient familiarity with, and understanding of, the relevant literature and/or professional context of practice;
- b. The degree to which the thesis provides a sufficiently comprehensive investigation of the topic;
- c. The degree to which the methods and technique adopted are appropriate to the subject matter and are they applied suitably;
- d. The extent to which the results are set out clearly and logically and accompanied by adequate exposition and interpretation;

- e. The extent to which the conclusions and implications are developed appropriately and linked clearly to the nature and content of the research framework and finding;
- f. The degree to which the literary quality and general presentation of the thesis are of a suitably high standard; and
- g. The degree to which the thesis as a whole constitutes a substantive (and original for the PhD) contribution to knowledge in the subject area with which it deals.

(54) For the first examination, each examiner will indicate one of the following recommendations:

- a. that the degree be awarded without changes;
- b. that the degree be awarded conditional upon making amendments as appropriate (the HDR Candidate has up-to six (6) months to submit their amended HDR thesis);
- c. that the HDR Candidate revise and re-submit the HDR thesis (the HDR Candidate has up- to twelve (12) months to submit their revised HDR thesis); and

### **Examination Outcome**

(55) Once all examiners' reports are received, they will be confidentially reviewed by the Chair of Examiners. Reports must not be shared with the candidate or supervisors until the examination outcome is determined by the Graduate Research Committee.

(56) When reports are divergent or research integrity concerns are identified, the Chair of Examiners must confer with the HDR Coordinator.

(57) The Chair of Examiners will submit the thesis examination outcome recommendation to the Graduate Research School for approval by the Graduate Research Committee.

(58) The relevant ADR/discipline delegate on the Graduate Research Committee will review the outcome recommended by the Chair of Examiners and propose that the Graduate Research Committee approves award and amendment outcomes and deliberates about, then decides on revise and resubmit, award another degree, and non-award outcomes. The Chair of the Graduate Research Committee/Dean of Graduate Research will not be involved in the Graduate Research Committee's deliberation or decision.

(59) The Graduate Research Committee (GRC) will approve the award of Chancellor's Doctoral Research Medal in accordance with the [HDR Scholarship, Prizes, and Awards Policy](#).

(60) Within three (3) business days following a final outcome decision being made by the Graduate Research Committee, the examination outcomes including the examiners' reports and any annotated HDR theses will be sent to each HDR Candidate, all supervisors, the Chair of Examiners and the HDR Coordinator.

### **Re-submission of HDR Thesis for Re-Examination**

(61) HDR Candidates who have achieved an outcome of revise and re-submit for re-examination must be formally re-enrolled for up-to twelve (12) months in the appropriate research unit.

(62) HDR Candidates will be automatically re-enrolled after the re-examination outcome.

(63) HDR Candidates must advise the Graduate Research School in writing if they would like to be formally re-enrolled at a later date, which must be within 90 calendar days of the

outcome notification and include a supervisor supported substantial justification for the deferred date.

(64) Following notification of the re-enrolment date, enrolment will then continue from the re-enrolment date for twelve (12) months or until submission of the approved thesis for re-examination whichever occurs first.

(65) All HDR Candidates are responsible for any fees associated with the re-enrolment until the submission of their thesis for re-examination.

(66) Extensions to the twelve (12) month re-enrolment period will be assessed on a case-by-case basis by the Dean, Graduate Research and must be supported by the Principal Supervisor and the Chair of Examiners.

(67) HDR Candidates wishing to apply for an extension must complete an Extension application, providing the Graduate Research School with the following:

- a. Thesis amendments completion plan
- a. Duration of extension period
- b. Support from Principal Supervisor.

(68) The Graduate Research School will notify the HDR Candidate, supervisors and the HDR Coordinator of the extension outcome and if approved the new thesis due date.

(69) HDR Candidates submitting a revised thesis to the Graduate Research School for re-examination must submit an approved digital thesis (Adobe PDF) in a format aligned with the Higher Degree by Research Thesis Guidelines, the associated research materials and data if changed or re-analysed and the approved forms:

- a. List of amendments
- b. Revised Thesis Submission Form
- c. Right of Access to Thesis Form – if altered from original thesis submission

(70) The thesis and all associated forms are to be checked and supported by the Principal Supervisor and approved by the Chair of Examiners prior to submission to the Graduate Research School.

(71) HDR Candidates submitting using a format of Thesis by Publication must include a statement of originality and include details of publications and contributions by others. HDR Candidates should seek the [Higher Degree by Research Thesis Format Guidelines](#) and the [Thesis Template](#) for more information.

(72) The Graduate Research School may request the HDR Candidate to prepare hard copy/ies at the examiner(s) request. It is the responsibility of the HDR Candidate to prepare the requested number of hard copies and deliver to the Graduate Research School.

(73) The examiners used in the original examination will be sought for the re-examination, any examiner(s) who is unable or unwilling to participate in the re-examination will be replaced with either the approved reserve examiner or newly appointed examiner(s) as per the Examiner Approval section.

(74) Each examiner is given the standard six (6) weeks to examine and are provided with the items listed in clause 52 and in addition:

- a. Previous Examination Reports (de-identified)
- b. HDR Candidate Response to Examiners



(75) Examiners may request an extension at any time during the re-examination and the Graduate Research School will manage all requests in line with the [HDR Thesis Submission and Examination Policy](#).

(76) The re-examination follows the process outlined in the “Examination Outcome” section with the outcomes available to examiners:

- a. that the degree be awarded without changes;
- b. that the degree be awarded conditional upon making amendments to the satisfaction of the principal supervisor and the Chair of Examiners (the HDR Candidate has up to six (6) months to submit their amended HDR thesis);
- c. DOCTORAL THESES ONLY - The candidate be awarded an alternate HDR degree with or without changes
- d. that the degree not be awarded (non-award).

(77) Once all examiner reports are received, they will be reviewed by the Chair of Examiners who will recommend an outcome to the Graduate Research Committee.

(78) At the next available Graduate Research Committee meeting, the examination outcome will be determined.

(79) HDR Candidates, supervisors, Chair of Examiners and the HDR Coordinator will be advised of the re-examination outcome in writing.

### **Examination of Joint PhD Degrees**

(80) HDR Candidates must abide by the formal agreement governing the joint degree and the requirements for examination of both institutions.

(81) HDR Candidates should consult their supervision team for more detail regarding the requirements of the examination for their joint degree.

(82) HDR Candidates must undertake examination as specified in the initial contract between both Institutions. Any examination undertaken by the University of New England must meet the requirements in the [HDR Thesis Submission and Examination Policy](#) and this procedure.

(83) When the partner university is the lead university for the joint degree, the partner university’s policies and procedures for HDR theses apply.

(84) If the examination is to be conducted by the partner institution:

- a. the proposed examination process must be approved before the agreement is executed by Deputy Vice-Chancellor Research; and
- b. the relevant individual HDR Candidate agreement should require consistency with the qualifications.

(85) Candidates must notify the Graduate Research School of the Joint degree at the time of original thesis submission on the Notice of Intent to Submit form. NB: *Notice of Intent to Submit forms are in current procedure, but will be replaced by Thesis Review milestone procedure and SkillsForge MyHDR proformas.*

(86) The Graduate Research School will initiate processes for examination and if determined by the Deputy Vice-Chancellor (Research), awarding of the degree.

## Part D - Avenue of Appeal

### General Requirements

(87) Stage I appeals relating to examination outcomes decided by the Graduate Research Committee are made to the Deputy Vice Chancellor, Research's delegate, the Dean of Graduate Research.

(88) HDR Candidate whose HDR thesis has been classified as 'non-award' or 'award an alternative HDR degree' by the Graduate Research Committee may appeal within twenty (20) working days of the date of the letter of written notification of the failed classification.

(89) Appeals will be permitted only on one, or a combination of the grounds listed in the HDR Thesis Submission and Examination Policy.

(90) HDR Candidates may seek the support and advice of an independent individual (such as advocates from [UNE Life Advocacy and Welfare](#) by making direct contact with the Advocacy and Welfare team and/or any other independent individual.

(91) An appeal is to be provided in writing and addressed to the Dean of Graduate Research ([DGRAD@une.edu.au](mailto:DGRAD@une.edu.au)). The email should be titled "CONFIDENTIAL APPEAL."

(92) In accordance with the HDR Thesis Submission and Examination Policy, the Dean of Graduate Research will assess the appeal and determine an action.

(93) The Dean of Graduate Research will advise the HDR Candidate of the outcome as stipulated in the HDR Thesis Submission and Examination Policy.

(94) A Stage II appeal of the Dean's determination is to be provided in writing and addressed to the Deputy Vice-Chancellor Research ([DVCR@une.edu.au](mailto:DVCR@une.edu.au)). The DVCR will determine whether there are valid grounds for appeal as per the [HDR Thesis Submission and Examination Policy](#) clause 36. The DVCR will assess the appeal and uphold, vary or dismiss the appeal with the resulting actions:

- Upheld: recommendation provided by the DVCR;
- Vary: submit a written recommendation under the same or different provisions as the original examiners; or
- Denied: the classification of the thesis outcome be confirmed;

(95) The decision of the DVCR is final.

(96) The Graduate Research School will abide by the appeal outcome and will undertake all actions accordingly.

## Part E - Submission of Final HDR Thesis

(97) HDR Candidates in receipt of outcomes a, b and d from clause 31 of the [HDR Thesis Submission and Examination Policy](#) must submit a final or amended thesis after taking into consideration the examiner recommendations.

(98) HDR Candidates must submit their final or amended thesis by the date specified in the notification of the examination outcome.

(99) If the HDR Candidate has not uploaded the final thesis in a digital format by the date specified in the examination outcome notification, the Graduate Research School will normally advise the HDR Candidate they will be terminated from the degree.

(100) The HDR Candidate must submit all items listed below to the Associate Dean, Research or delegate (for example Chair of Examiners) by the final thesis submission due date:

- a. Completion of Amendments Form; and
- b. List of amendments/changes made; and
- c. Optional - additional thesis PDF file with highlights/mark-ups to assist the Chair of Examiners to assess the changes made - this file should be named as "Mark-up" and/or "Highlight"

(101) The Chair of Examiners is responsible for reviewing the thesis revisions and determining the HDR Candidate has satisfactorily responded to the examiners' recommendations.

(102) If the revisions and/or response to the examiners' recommendations are not satisfactorily completed, the Chair of Examiners is to provide feedback to the HDR Candidate and supervision team.

(103) The Chair of Examiners will confirm on the Completion of Amendments form that the revisions are satisfactorily completed and the HDR Candidate shall be recommended for degree conferral.

(104) All HDR Candidates submit to the Graduate Research School an approved digital thesis (Adobe PDF) in a format aligned with the Higher Degree by Research Thesis Guidelines, the associated research data if changed or re-analysed and the approved forms:

- d. Completion of Amendments Form; and
- e. List of amendments/changes made; and
- f. Optional - additional thesis PDF file with highlights/mark-ups to assist the HDR Coordinator to assess the changes made - this file should be named as "Mark-up" and/or "Highlight"

(105) Any HDR Candidate that has changed or re-analysed their research data must register and archive with the University Library repository, RUNE in compliance with the [Research Data Management Policy](#).

(106) The Graduate Research School will not process submissions without approval.

(107) The HDR thesis will be available for open access except where the Deputy Vice-Chancellor Research approves an embargo or restriction.

(108) Exceptions to open access of all HDR Theses must be requested on the Right of Access form.

(109) The Deputy Vice-Chancellor Research may approve a full or partial embargo on the circulation, copying and electronic access of a HDR thesis, on the recommendation of the Dean, Graduate Research, where the HDR thesis contains content that:

- a. if released, would affect national or industrial security
- b. is commercial in confidence or culturally sensitive
- c. if released, would breach copyright laws or licensing agreements (such as where an agreement with a publisher restricts access), or
- d. if released, would pose a risk to the author, the University or any third party.

(110) The embargo will last for two years, unless the Deputy Vice-Chancellor Research approves an embargo for a longer period or a permanent restriction.

(111) The determination by the Deputy Vice-Chancellor (Research) is final.

(112) If the Deputy Vice-Chancellor (Research) has approved an embargo, only the abstract and information about the thesis will be made available in RUNE.

(113) Following embargo, theses will be made Open Access in RUNE. If Open Access to all or part of the thesis is not possible, the thesis may be made available by the Library upon request for research and study purposes under Section 51(2) of the Copyright Act.

## **Part F - Graduation**

(114) The [Graduation Policy](#) provides guidance for UNE Representatives involved in student graduation and outlines roles and responsibilities for graduation lists and graduation ceremonies.

(115) The Graduation List is submitted to the Deputy Vice-Chancellor (Research) for approval and only candidates who have been certified as having completed their course requirements will be permitted to graduate.

(116) All HDR Candidates are conferred 'In Absentia' so that a Testamur and Australian Higher Education Graduation Statement (AHEGS) can be issued.

(117) The Graduate Research School manage the conferral process for all HDR Candidates following receipt of a final thesis and other eligibility has been met.

(118) The Graduate Research School will advise the Graduation Team and Secretariat of all HDR Candidates who have been approved for conferral.

(119) The Graduate Team will send conferred HDR Candidates a survey for HDR Candidates to indicate ceremony attendance and collection or postage of graduation documents.

(120) HDR Candidates who are unable to attend the graduation ceremony following their eligibility for conferment may advise the Graduation Team via [AskUNE](#) to attend the next ceremony.

(121) The Graduation Team will issue each HDR Candidate a Testamur and Australian Higher Education Graduation Statement (AHEGS) via MyeQuals. Preparation of these documents may take up to 21 business days.

(122) All HDR Candidates may apply and pay for a transcript using the [Academic Record Purchase form](#).

(123) Any HDR Candidate in receipt of the Chancellor's Doctoral Medal may request to be presented the medal at the next available graduation ceremony or for the medal to be posted or collected with the Testamur.

## **Rescission of an Award**

(124) In accordance with the [HDR Thesis Submission and Examination Policy](#), the decision to rescind the conferral of an award is made by Council on the recommendation of the Deputy Vice-Chancellor (Research). The Council's decision is final.

(125) The Graduate Research School will abide by the decision to rescind an award and will undertake all actions accordingly.

## Part G – Roles and Responsibilities

(126) As stipulated in the HDR Thesis Submission and Examination Policy, the roles and responsibilities for each role must be followed accordingly.

### Appendix 1

#### Contact List

School	Email Address
School of Humanities Arts & Social Sciences (HASS)	hdr-hass@une.edu.au
School of Education	educhdr@une.edu.au
School of Environmental and Rural Science (ERS)	ers-hdr@une.edu.au
School of Science and Technology (S&T)	st-hdr@une.edu.au
UNE Business School (UNEB)	business-hdr@une.edu.au
School of Law	hdr-law@une.edu.au
Animal Genetics and Breeding Unit (AGBU)	agbuhdr@une.edu.au
School of Rural Medicine	rlmedhdr@une.edu.au
School of Health	hdr-health@une.edu.au
School of Psychology	psych-hdr@une.edu.au