

## Guidelines for including publications in a PhD thesis

*Reference: Doctoral Policy: for PhD and other Doctorates with Theses*

### *4.2 Course of Study*

*(i) "The thesis may include the candidate's work that has been published or accepted for publication prior to the submission of the thesis for examination, provided that the research has been conducted under supervision during the period of enrolment. Except as provided for within an approved co-tutelle arrangement work submitted for another qualification, whether completed or not, at this or any other university may not be so included."*

1. The thesis must be an integrated and coherent work. Whatever published materials are included, the candidate must provide the thesis with appropriate additional materials to establish coherence and demonstrate integration. This will include an introductory chapter that clearly establishes the research question(s) and provides some framework for the published items and a concluding chapter that draws out the key and original contributions of the thesis as a whole. Other materials (such as a literature review or a methodology chapter) may be required by individual supervisors as appropriate to the discipline.
2. A candidate may only submit work for which he or she is the sole author or primary (lead) author and for which he or she has written the text. If the candidate is not the sole author, the contribution of other authors must be clearly described and attested by the candidate and the Victoria supervisor in a covering note available to the examiners.
3. Any item of published material may only be submitted by one doctoral candidate.
4. Any previously published material must be appropriately and fully referenced, and a candidate must obtain permission from the publisher to include the work in his or her thesis. Confirmation of such permission must be provided by the candidate with the Statement of Authorship.
5. Published material will usually be included verbatim in the thesis, but must be presented in a format that is consistent with the rest of the document (as to margins, typeface etc). Changes to published material to effect such consistency need not be noted. However, candidates may wish to revise previously published material to update information, to clarify an argument, or to provide additional data. Such changes must be drawn to the examiners' attention.
6. All aspects of the thesis can be examined, both in the written report and in the oral examination. Examiners may disagree with a candidate's arguments or results, irrespective of whether the work has been published, and may require revision of such work for the thesis. The expectation that a candidate may be questioned on and be able to defend all aspects of the thesis extends equally to co-authored work.