



Faculty of Medicine, Dentistry & Health Sciences
Melbourne Dental School



DCD Minor Thesis Guidelines

OVERVIEW

The guide contains everything students, course conveners and research supervisors need to know to complete the DCD Minor Thesis within 3 years full-time study (including 4 consecutive semesters enrolled in a thesis subject during years 2 and 3). Also included here is what happens if this isn't achieved. The timely completion of the DCD is 3 years full-time study. The maximum time allowed for completing the DCD is 5 years. The minor thesis component can be a major hurdle for timely completion for some specialties. Therefore, getting organized, starting early on the research project and exercising discipline by regularly working on the thesis are strongly encouraged. Students need to consult with their course conveners to determine whether the submission of journal manuscripts is a course requirement for completion.

WHAT IS THE DCD MINOR THESIS?

DCD Minor Thesis is the result of completing a piece of original research which is written up in a thesis format. The thesis is approximately 25,000 words (depending on specialty and nature of the research project) and is an Australian Qualifications Framework level 9 masters task (as is the entire DCD course).

Students enroll in 4 consecutive minor thesis subjects over years 2 and 3 of the DCD:

DENT90019 Minor Thesis	Semester 1	year 2	12.5 points
DENT90020 Minor Thesis	Semester 2	year 2	12.5 points
DENT90025 Minor Thesis	Semester 1	year 3	18.75 points
DENT90026 Minor Thesis	Semester 2	year 3	18.75 points

- Each subject description above is basically the same because the work is spread over 2 years and involves overlapping tasks such as project development, experimental work, data analysis and thesis writing.
- The academic transcript reads 'CTC' for Continuing (Comp) Pass for subjects 90019 to 90025. Unsatisfactory progress in any semester will be recorded as a 'fail' result. The student is required to enroll in that particular thesis subject again and will, therefore, extend their completion by one semester.
- The marks from the two thesis examiners are averaged (unless there are extenuating circumstances requiring the intervention of the Chair of Examiners) and entered as a single result for DENT90026.



DCD MINOR THESIS TIMELINE

WHEN	TASK
YEAR 1	
Semester 1	<ol style="list-style-type: none"> 1. Select topic in consultation with your course convener and supervisors 2. Start literature review 3. Develop research proposal 4. Prepare ethics approval submission
Semester 2	<ol style="list-style-type: none"> 1. Ethics approval 2. Start data collection
YEAR 2	
Semester 1	<ol style="list-style-type: none"> 1. Data collection
Semester 2	<ol style="list-style-type: none"> 1. Data collection 2. Statistical analysis
YEAR 3	
Semester 1	<ol style="list-style-type: none"> 1. Statistical analysis & writing up
Semester 2	<ol style="list-style-type: none"> 1. Submission by week 3 of September to ensure completion on time for graduation week 1 of December.

THESIS PROGRESS: REWARDS & PENALTIES

- A. NORMAL
- o Sequential enrolment as outlined above. Thesis needs to be submitted by 12pm Monday of the 3rd week in September to allow enough time for examination, making changes and binding of the final version so course completion and graduation can proceed in December.
- B. SLOW - PENALTY
- o The draft thesis is not submitted for examination by the end of the teaching period (20 October 2016) in semester 2 of year 3.
 - o The course convener advises the Postgraduate Research and Education Committee (PREC) of the revised due date.
 - o Student MUST re-enrol in DENT90026 for the following semester and will continue to re-enrol in DENT90026 until the thesis is submitted or the 5 year time limit is reached. At the end of 5 years, the student will be required to meet with the Course Unsatisfactory Progress Committee if more time is needed.

RESEARCH SUPERVISORS

- Are nominated by the course convener and approved by the Director of PREC.
- MUST have a DCD or equivalent specialist qualification or a PhD in a related discipline.
- The Principal Supervisor MUST have graduated with a specialist qualification or PhD at least 3 years prior to the year of examination.
- Together with the course convener constitute the advisory panel for the DCD thesis.
- MUST meet together with the student (in person/teleconference/Skype) at least once per semester to assess progress and complete the progress report form.

THESIS EXAMINERS

- Two are nominated by the course convener and approved by the Director of PREC:
 - o At least one outside University of Melbourne
 - o May be local or international
 - o May be clinical or academic or combination of both
 - o One may be within the Melbourne Dental School
- MUST have a DCD or equivalent specialist qualification or a PhD in a related discipline.
- MUST have graduated from the specialist qualification at least 3 years prior to the year of examination.
- Are requested to complete their report within 4 weeks.
- Identity remains confidential during the examination process.
- Identity is revealed when the thesis examination is complete + with the agreement of the examiner.
- Are not to contact the student or course convener directly about matters concerning the examination.
- Communicate only with the Director of PREC.