

Diploma in Family Historical Studies

Society of Australian Genealogists

ABN 45 029 698 871

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REGULATIONS

as at 1 July 2004

1. 1.1 The Diploma in Family Historical Studies (Diploma) is awarded by the Council of the Society of Australian Genealogists (Society) in recognition of the proficiency of candidates in Family Historical Studies following study and examination.
- 1.2 The Council has established a Diploma Committee (Committee) to assist it in the administration of the Diploma.
- 1.3 The Council may confer the Diploma on the recommendation of the Committee.
- 1.4 The Council will award the Diploma only to candidates who have satisfied the Committee in relation to all stages of the Diploma.
2. 2.1 The Committee shall consist of a Convenor (who shall be the executive officer of the Committee) and such other members as the Council may appoint.
- 2.2 The Committee shall act as a board of examiners. It may appoint such additional examiners, supervisors, assistant supervisors and invigilators as it thinks fit.
- 2.3 The Committee has the authority to admit candidates, to approve each candidate's topics for research and examination, to determine from time to time the weighting to be given to each component of the programme and to determine whether a candidate's performance in any examination, essay, thesis or other submission is to a satisfactory standard.
- 2.4 The Committee shall determine the date upon which a candidate is deemed to have commenced the Diploma programme and may fix the dates of all tests and examinations and for the submission of the essay and thesis. The Committee may vary the times for the testing of an individual candidate and the date of submission of the essay and thesis.
- 2.5 The Committee will allocate to each candidate a supervisor and (if deemed necessary) an assistant supervisor for the purposes of the thesis and the essay.
- 2.6 The Committee shall have the power to discontinue any candidate's candidature for any reason which it considers proper.
3. Each Candidate for the award of the Diploma shall:-
 - 3.1 be considered by the Committee for admission to the Diploma programme between 1 January and 31 March in each year or between such other dates as the Committee may determine.
 - 3.2 be a member of the Society prior to making application for admission as a candidate and retain membership up to and including the date upon which he or she is awarded a Diploma or withdraws from candidacy.

- 3.3 pay to the Society an application fee of \$275.00 and an annual fee of \$275.00. The annual fee shall be payable on 1 July in each year of candidature. All fees paid to the Society are non-refundable and are GST inclusive.
- 3.4 undertake, at the discretion of the Committee, prior to admission to candidature, an entrance examination framed by the Committee in accordance with the perceived attainments of each candidate.
- 3.5 undergo a period of candidature of not less than two (2) and not more than three (3) years from the date of commencement of candidature.
- 3.6 submit for the approval of the Committee and by a date determined by the Committee, proposed topics for a thesis and an essay:
- 3.6.1 the topic of the essay shall be some aspect of the sources and techniques of family history related to Australasia unless under special circumstances the Committee otherwise agrees.
- 3.6.2 the topic of the thesis shall relate to Australasian family history and shall trace at least three successive generations in Australasia. It shall also include genealogical tables which shall trace the family being researched and at least an additional family line through three (3) successive generations in Australasia to the present generation.
- 3.6.3 the Committee shall determine whether to approve the proposed topics or require the candidate to submit alternative topics.
- 3.7 undergo such examinations as are required by these regulations or by the Committee.
- 3.8 submit, prior to the end of the first year of candidature, two copies of a properly annotated essay on the approved topic. The essay shall be approximately four thousand (4,000) words in length.
- 3.9 submit through the Supervisor and prior to the end of the second year of candidature, a report on the progress of the thesis.
- 3.10 submit, prior to the expiration of the third year of the candidature, two copies of a properly annotated thesis on the approved topic. The thesis shall be approximately twenty thousand (20,000) words in length.
- 3.11 lodge with the thesis and with the essay:
- 3.11.1 a certificate signed by the supervisor that the work is in proper form; and
- 3.11.2 a certificate signed by the candidate that the work is the original work of the candidate and that the main content of material contained in it has not, either in whole or in part, been presented in support of an application for any degree or diploma, or identifying such part as has previously been presented; and
- 3.11.3 a certificate signed by the candidate giving details of any publication of the material or the main content.
- and the award of the Diploma shall be conditional upon the accuracy of such statements.
- 3.12 submit to a practical case study examination during the year following the submission of the thesis.

- 3.13 comply, in the preparation of the thesis and essay, with the Society's current *Style Manual and Guide*.
- 3.14 sit for a written examination to be held during the year following submission of the thesis. The examination shall be in two (2) parts:
- 3.14.1 questions on research method in family historical studies relevant to Australasia.
- 3.14.2 questions in heraldic theory and practice, or the use of archives and local history; or, at the option of the candidate, a State Records NSW course and examination approved by the Committee.
- 3.15 have a right of appeal to the Council against any decision of the Committee.
4. 4.1 The Council or the Committee may, at their discretion, permit candidates to resubmit the written material or to be re-examined.
- 4.2 The Council or the Committee may, at their discretion, readmit former candidates.
- 4.3 The copies of the thesis and essay submitted by the candidate shall become the property of and remain in the possession of the Society which may elect to publish them in whole or part and the candidate, by his or her admission as a candidate, grants to the Society a non-exclusive licence to publish that material.
5. 5.1 A candidate is deemed to have withdrawn from candidacy in the event that his or her annual membership fee and the annual Diploma fee are not paid within two (2) months of the date upon which they fall due respectively.
- 5.2 The Council may reduce or waive any fee payable to the Society.
- 5.3 The Council may revoke the award of the Diploma in any circumstances which it considers proper and shall not be obliged to give any reason.
6. 6.1 These regulations shall come into force 1 July 2004 in relation to candidates admitted to candidature on or after that date.
- 6.2 The Council may, upon giving prior written notice to existing candidates, apply these regulations to the candidacy of candidates admitted before the date upon which these regulations come into force.
- 6.3 The Council may amend these regulations from time to time and the amended regulations shall thereafter apply to all candidates irrespective of the date of their admission to candidacy.