

Society of Australian Genealogists
Diploma in Family Historical Studies

REGULATIONS
as at 13 December 2017

1. Purpose

The Diploma in Family Historical Studies is awarded by the Board of the Society of Australian Genealogists (Society) in recognition of the proficiency of candidates in Family Historical Studies following successful completion of all requirements under these Regulations.

2. Administration

- 2.1 The Board has established a Diploma and Certificate Committee (Committee) to assist it in the administration of the Diploma course.
- 2.2 The Board may confer the Diploma on the recommendation of the Committee.
- 2.3 The Committee shall consist of a Convenor and such other members as the Board may appoint.
- 2.4 The Committee shall act as a board of examiners. It may appoint such additional examiners, supervisors, assistant supervisors and invigilators, as the Committee thinks fit.
- 2.5 The Committee has the authority to admit candidates, and to determine whether a candidate's performance is to a satisfactory standard.
- 2.6 The Committee shall determine the date upon which a candidate is deemed to have commenced the program and may fix the dates for submission of all course work. The Committee may vary the dates of submission of specific work for an individual candidate.
- 2.7 The Committee will allocate to each candidate a Supervisor and (if deemed necessary) an assistant Supervisor for the purpose of the thesis.
- 2.8 The Committee shall have the power to discontinue any candidate's candidature for any reason which it considers proper.

3. Application and Course Requirements

Each candidate for the Diploma in Family Historical Studies shall:

- 3.1 be considered by the Committee for admission to the program between 1 January and 28 February 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 the Diploma in Family Historical Studies or withdraws candidacy.
- 3.3 be deemed to have withdrawn from candidacy in the event that his or her annual membership fee is not paid within two (2) months of the date upon which it falls due.
- 3.4 have successfully completed the Certificate in Genealogical Research offered by the Society with a credit grade of **75%** or above within **two years** of making application to undertake the Diploma course.
- 3.5 The Society may accept or reject the application to undertake the Diploma in Family Historical Studies course, and will not be required to give a reason for this decision.

3.6 If accepted, candidates will:

- a. Submit for the approval of the Committee and by a date determined by the Committee, a proposed topic for a thesis. The topic for the thesis shall be either:
 - i. a family history and shall trace at least three successive generations of the nominated family in Australasia, or
 - ii. be on a subject relevant to Australasian genealogical research.
- b. The Committee shall determine whether to approve the proposed topic or require the candidate to submit an alternative topic.
- c. Submit, prior to 30 June of the year following acceptance to the Diploma program, two bound copies of a properly annotated thesis on the approved topic, together with an electronic copy in PDF. The thesis shall be approximately twenty thousand (20,000) words in length, and the word count must be declared with the final submission.
- d. Comply, in the preparation of the thesis, with the current *Style Manual* determined by the Committee.
- e. Lodge with the thesis:
 - i. a certificate signed by the supervisor that the work is in proper form
 - ii. 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 identify such part as has previously been presented; and
 - iii. 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.

- f. One bound copy plus one electronic copy in PDF format of the thesis submitted by the candidate shall become the property of and remain in the possession of the Society which may elect to publish the thesis 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.
- g. Sit for an examination to be held within three months of the submission of the thesis, or at a time determined by the Committee.

3.7 For the candidate to be considered to meet the criteria for the award of the Diploma the candidate will be expected to:

- a. Demonstrate through their submitted thesis, as will be determined by the Committee:
 - i. extensive genealogical research skills and knowledge of relevant sources
 - ii. ability to analyse sources and present a considered argument
 - iii. ability to include contextual knowledge relevant to the thesis topic
 - iv. ability to present work which is within the required word count and logically organised, with between three and six chapters
 - v. ability to present work which is literate, using good grammar and spelling
 - vi. ability to adequately reference sources in the manner outlined in the current *Style Manual*

- vii. ability to present an adequately and properly presented bibliography in the manner outlined in the current *Style Manual*
- viii. ability to create family tree charts which conform to the Society's practice as outlined in the current *Style Manual*
- ix. ability to present work in a clear and readable manner as outlined in the current *Style Manual*

and

- b. Attain a satisfactory standard of achievement in the examination, as will be determined by the Committee.

4. Fees

- 4.1 Candidates shall pay to the Society the prescribed once-off fee which shall be due within one month of notification of acceptance to the program. All fees paid to the Society are non-refundable and GST inclusive.
- 4.2 The Board may reduce or waive any fee payable to the Society.

5. Other

- 5.1 The candidate shall have a right of appeal to the Board against any decision of the Committee.
- 5.2 The Board may revoke the award of the Diploma in any circumstances which it considers proper and shall not be obliged to give any reason.
- 5.3 The Committee may permit candidates to resubmit written material for re-examination.
- 5.4 The Committee may, at its discretion, readmit former candidates.
- 5.5 Only those persons who have successfully completed the Diploma in Family Historical Studies course will be included, at the Society's discretion, in its List of Diplomates available for private commissions.

6. Regulations

- 6.1 These regulations shall come into force on 13 December 2017 in relation to candidates admitted to candidature on or after that date.
- 6.2 The Board 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.

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