

Adelaide Graduate Centre

Doctor of Philosophy

1 Rules

- 1.1 The Vice-Chancellor, with authority devolved to him/her by Council, and after receipt of advice from the Research Education and Development Committee, shall from time to time prescribe Rules defining the academic standing required for candidature, eligibility for enrolment, the program of study and research for the degree, the condition of candidature and the assessment for the degree.
- 1.2 Such Rules shall become effective from the date of prescription by the Vice-Chancellor or such other date as the Vice-Chancellor may determine.

2 Guidelines

The Research Education and Development Committee may from time to time approve guidelines on any matters included in these Rules and may authorise the Dean of Graduate Studies or the Director of Adelaide Graduate Centre, to act in accordance with such guidelines without reference to the Committee in each case.

3 Academic standing

- 3.1 The academic standing required for acceptance as a candidate for a Doctor of Philosophy in the University shall be a relevant Honours degree of Bachelor of at least a IIA standard or a degree of Master of the University of Adelaide or the equivalent thereof. An Honours or Masters degree presented as a qualification for admission to a PhD program must contain a research component deemed appropriate by the Research Education and Development Committee. An Honours or Masters degree that contains only coursework will not be accepted for this purpose.
- 3.2 A person who holds a relevant Honours or Masters degree of another university or equivalent thereof, may be accepted as a candidate provided that the program of study undertaken and the academic standard reached are equivalent to those required of a candidate who is a graduate of the University of Adelaide.
- 3.3 The Committee may accept as a candidate a graduate who does not qualify under Rules 3.1 or 3.2 but has demonstrated an outstanding level of academic achievement and
 - a has completed to the satisfaction of the Committee at least one year of full-time postgraduate study or research and passed a qualifying examination of Honours standard prescribed by the appropriate Faculty and approved by the Committee

or

 - b obtained a qualification that includes a significant research component

or

 - c is experienced in research as evidenced by significant research publications or written reports on research work done by the applicant.
- 3.4 Applicants for a Doctor of Philosophy must satisfy the minimum English language proficiency requirement as set by the University.

4 Credit for work previously completed

- 4.1 At the time of application, the Committee may grant credit in the program for the degree of Doctor of Philosophy for research undertaken in another program in the University or in another university or tertiary institution.
- 4.2 In consideration for acceptance under Rule 4.1, the Committee must be satisfied that
 - a the person is of such academic standing as would be required of other candidates for the degree

and

 - b the person's progress so far has been satisfactory and the research for which credit is granted is of a satisfactory standard.

5 Enrolment

- 5.1 A person shall not be enrolled as a candidate for the degree unless:
 - a the applicant's proposed field of study and research is acceptable to the University and the School/ Discipline responsible for the supervision of the candidate's work
 - b in the case of a person granted credit under Rule 4.1, at least one year of full-time study and research, or its equivalent, will still be necessary to complete the work for the degree.
- 5.2 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program.

- 5.3 Except with the permission of the Dean of Graduate Studies, a candidate who is permitted to enrol concurrently in another academic program and who is granted leave must intermit all academic programs in which he/she is enrolled.

6 Duration of candidature and mode of study

A candidate may proceed to the degree by full-time study or, if the Head of the School/Discipline concerned is satisfied that the candidate has adequate time to pursue supervised research under the control of the University, by half-time study. Except in circumstances approved by the Committee, the work for the degree shall be completed and the thesis submitted:

- a in the case of a full-time candidate, not less than two years and not more than four years from the date of commencement of candidature
 - b in the case of a half-time candidate, not less than four years and not more than eight years from the date of commencement of candidature
 - c in the case of a candidate granted credit under Rule 4.1 the candidature shall normally expire
 - i in the case of a full-time candidate, not less than one year and not more than four years from the date the candidate commenced work in the other program
- or*
- ii in the case of a half-time candidate, not less than two years and not more than eight years from the date the candidate commenced work in the other program.

7 Work for the degree

- 7.1 a A candidate shall pursue an approved program of study and research under the control of the University and under the general guidance of supervisors appointed by the University leading to the generation of a thesis. At least one supervisor shall be a member of the academic staff of the School/Discipline of the University in which the candidate is enrolled.
- b Candidates must at all times abide by the Australian Code for the Responsible Conduct of Research and associated policies of the University of Adelaide.
- 7.2 The thesis shall:
- a display original and critical thought
 - b be a significant contribution to knowledge
 - c relate the topic of research to the broader framework of the discipline within which it falls *and*
 - d be clearly, accurately and cogently written and be suitably illustrated and documented and
 - e normally be submitted in English. Where academic reasons to submit the thesis in a language other than English exist, a written application should be made to the Dean of Graduate Studies for approval. Where approval is granted, an abstract in English will be required at the time of submission.
- 7.3 a The University recognises that a thesis may take a variety of formats that are influenced by the discipline or field of study. Students should consult both their supervisor(s) and the University's Specifications for Thesis to determine the most appropriate format.
- b Work presented in the thesis must have been produced during the period of candidature.
- c Published works included in a thesis under these Rules must have been published or accepted by publishers approved by the Discipline and in accordance with DEEWR criteria for the Higher Education Research Data Collection.
- d Where appropriate, texts may be submitted in manuscript form and suitably identified as such.
- 7.4 Irrespective of the nature of the thesis, its content, in part or in total, must not have been accepted for any other degree in the name of the candidate at the University of Adelaide or other academic institution. Candidates should consult the appropriate recommended declarations and the University's Specifications for Thesis.
- i A thesis that incorporates publications shall also contain: a contextual statement that normally includes the aims underpinning the publication(s); a literature review or commentary that establishes the field of knowledge and provides a link between publications; and a conclusion showing the overall significance of the work and contribution to knowledge.
 - ii Where a portfolio of publications is submitted as a PhD thesis or is combined with conventional written narrative, the publications must be closely related in terms of subject matter and form a cohesive research narrative.
 - iii The length of a major publication and the number and length of scholarly works included in a portfolio of publications shall be determined by Faculties in consultation with specific Discipline areas. Where the publication(s) are deemed to constitute a body of work worthy of the award, the candidate may include additional material submitted for publication.
- 7.5 Where a thesis contains work attributed to joint or multiple authors, for example co-authored publications, candidates must include a clear statement of their contribution and that of the co-authors (in terms of the conceptualisation of the work, its realization and its documentation).
- 7.6 Jointly- or multi-authored works must have the signed approval of the co-author(s) attesting to the candidate's claimed contribution and authorizing the inclusion of the publication(s) in the thesis.
- 7.7 A thesis should not normally exceed 80,000 words.

- 7.8 i Creative work may be in the form of exhibition, music composition or performance, literary work, film or other format approved by the Research Education and Development Committee.
- ii The creative work should provide a coherent demonstration that the candidate has reached an appropriate standard in the research and has made a significant and original contribution to knowledge in the area. The creative work should be the research outcome, while the exegesis that accompanies it should describe the research process and elaborate, elucidate and place in context the artistic practice undertaken.

8 Required program of activities at the commencement of candidature

- 8.1 Each candidate (including those on remote candidature) will be enrolled on a provisional basis for the first twelve months of the degree.
- 8.2 A major review of progress after twelve months will recommend confirmation of Doctor of Philosophy candidature, change to a Masters, or a further period of conditional candidature not exceeding six months, or termination.
- 8.3 Candidates granted a further period of conditional enrolment will undergo a second major review at the end of this time period. No further periods of conditional enrolment will be permitted.
- 8.4 Continuation of enrolment at the end of this period will depend on overall academic progress and the completion of set activities to the satisfaction of the School/Discipline concerned. These activities will form part of a Structured Program of activities extending through the candidature.
- 8.5 Such activities will be determined by the School/Discipline through which the candidate is enrolled and in the first year must include the completion and presentation of the research proposal and other programs and skills training deemed necessary by the School/Discipline. In the case of international students, completion of the Integrated Bridging Program is also required, except in those cases where an exemption has been granted.
- 8.6 The research proposal must be agreed and submitted to the Adelaide Graduate Centre preferably within three, but no later than six months (or half-time equivalent) from the commencement of candidature.
- 8.7 A candidate who has completed the first year of a Masters program by research and who is qualified and permitted by the Committee to transfer to the degree of Doctor of Philosophy will be deemed to have completed the Core Component of the Structured Program of activities.

9 Remote candidature

- 9.1 Initial enrolment as a remote candidate may be permitted on academic grounds where the School/Discipline concerned can ensure the provision of external supervision, facilities and affiliation to the satisfaction of the Research Education and Development Committee.
- 9.2 Unless otherwise exempted, a remote candidate will be required to complete a period(s) of residence in the University of Adelaide as determined by the Research Education and Development Committee in consultation with the School/Discipline concerned.
- 9.3 Notwithstanding Rule 10.2, a remote candidate will normally be required to undertake his/her candidature in an internal attendance mode until such time as the Core Component of the Structured Program has been completed.
- 9.4 In accordance with Rule 6, a remote candidate may proceed to the degree either by full-time or half-time study.
- 9.5 On the recommendation of the School/Discipline, the Committee at any time may permit an enrolled student to enrol as a remote candidate subject to the conditions specified in 9.1, 9.2, 9.3 and 9.4 above.
- 9.6 A remote candidate may be permitted to convert to an internal mode of attendance at any time and shall be subject to the conditions normally applied.
- 9.7 Notwithstanding Rules 9.1 to 9.6 above, remote candidates are also required to abide by the other Rules and guidelines for the Degree of Doctor of Philosophy.

10 Joint candidature

- 10.1 Enrolment as a joint candidate may be permitted where a program of cooperation has been formally agreed between the University of Adelaide and another institution for jointly awarded degrees.
- 10.2 When it is proposed that the candidate spend the majority of candidature away from Adelaide, the Research Education and Development Committee must approve conditions as in 9.1.
- 10.3 Upon successful completion of the work for the degree, the badges of both institutions may appear on the parchment awarded.

11 Review of academic progress

- 11.1 The Committee may review the progress of a candidate at any time during the program of candidature and, if the candidate's progress is unsatisfactory, may terminate the candidature.
- 11.2 A formal review of Progress and confirmation of candidature will occur twelve months after enrolment (see 8.2 above). Additional reviews will occur around October each year with written reports forwarded to the Dean of Graduate Studies. A candidate's re-enrolment in the following year is conditional upon satisfactory progress in the year of the review.

12 Absence from the University

Except for remote candidates, the Committee, on the recommendation of the School/Discipline concerned, may permit a candidate to pursue away from the University work connected with the research for the degree. Such permission may only be granted under special circumstances during provisional candidature.

Leave of absence

- 13 A candidate whose work is interrupted for a period of time may be granted cumulative leave by the Committee of up to twelve months. If an application for leave is approved, the minimum and maximum periods specified in Rule 6 will be adjusted accordingly by adding the length of the approved leave.
- 14 In exceptional circumstances, the Committee may grant a candidate cumulative leave in excess of 12 months. Where a student is granted this exceptional leave, the University will endeavour to ensure, but cannot guarantee, that appropriate supervision and resources will be available to support the student on return from leave.
- 15 In some fields of study, time plays a critical role in the currency of the research. In such cases, the research project may no longer be current following leave and the University may not be able to secure supervision in an area where currency is compromised. Additionally, the University may not be able to accommodate an amendment to the research project. Under these circumstances, continuation of candidature may not be possible and the only options will be:
- i withdrawal by the candidate
- or*
- ii termination of candidature by the University.
- 16 The candidature of a student who takes leave from the University without approval will be suspended immediately, on notification of the Adelaide Graduate Centre.
- 17 A candidate granted leave must inform the Adelaide Graduate Centre in writing of resumption of candidature within two weeks of the approved date of return.
- 18 A candidate seeking to extend a period of leave must apply in writing for an extension of leave at least one week prior to the originally approved date of return.

19 Withdrawal from candidature

A student may withdraw from candidature at any time. Candidature may be reinstated at a future date without academic consequences, subject to the continuing currency of the research undertaken prior to withdrawal and the currency of the research skills of the candidate. The approval of the Head of School and the ongoing availability of appropriate supervision and resources are also required.

20 Suspension of candidature

A student's candidature may be suspended for failure to comply with any formal requirement of candidature, including:

- i Failing to abide by the responsibilities of research candidates as detailed in the Research Student Handbook
 - ii Failing to undertake a required review of progress by the due date or extended due date
 - iii Failing to respond to any University correspondence sent to the nominated mailing address or campus email address within two months of the requested date of response
 - iv Failing to accept reasonable offers of supervision facilitated by the University
 - v Taking leave without prior approval
 - vi Failing to return from leave on the agreed date
 - vii Failing to notify the Graduate Centre of return from leave within two weeks of return
 - viii Non-payment of University fees and charges.
- 21 Reinstatement of a suspended candidature will only be permitted with the approval of the Head of School where:
- i the reason for the suspension has been addressed as specified in the Research Student Handbook
 - ii the research undertaken prior to suspension remains current
- and*
- iii appropriate supervision and resources are available to support the reinstated candidature

Termination of candidature

- 22 A student's candidature may be terminated where:
- i progress is unsatisfactory following a review of progress, whether programmed or otherwise;
- or*
- i where candidature has been suspended for more than twelve months
- or*
- iii where the candidate has failed to complete the core component of the structured program within six months or half-time equivalent of commencement.
- 23 A terminated candidature may only be reinstated following a successful appeal.

24 Extension of candidature

A candidate may be granted by the Committee one extension of candidature only of twelve months beyond the maximum period specified in Rule 6. If the thesis has not been submitted by the end of the extended period the candidature will lapse.

25 Completion of thesis outside University

A candidate who has completed the equivalent of two years of full-time work under the control of the University, who has completed the experimental work (where appropriate) and whose progress is sufficiently well advanced to permit the satisfactory completion of the thesis outside the University, may be granted permission by the Committee to complete the writing-up of the thesis outside the University. If such permission is granted the candidate will be allowed either twelve months or until the end of candidature, whichever is the lesser, to submit the thesis. If the thesis has not been submitted by the end of the writing-up period the candidature will lapse.

26 Lapsed candidature

- 26.1 The candidature of a candidate who has failed to submit his/her thesis by the end of his/her candidature, unless otherwise withdrawn, suspended, or terminated, shall be deemed to have lapsed.
- 26.2 A candidature, which has lapsed for not more than twelve months, may be resumed if the completed thesis, which has not departed from the field of study that was being pursued before the candidature lapsed, is subsequently submitted to the Director of Adelaide Graduate Centre. The thesis will only be accepted for examination if the School/Discipline certifies that it is satisfactory to that School/Discipline.
- 26.3 Approval of the Committee is required for the resumption of a lapsed candidature under any other conditions.

27 Intention to submit thesis

A candidate shall notify the Director of Adelaide Graduate Centre, in writing, approximately three months before he or she expects to submit the thesis required under Rule 28. A summary of the thesis, together with the proposed thesis title, shall be submitted at the same time.

28 Submission and examination of the thesis

- 28.1 On completion of the approved program of study and research a candidate shall submit a thesis embodying the results of that study and research, and may submit also, in support of the thesis, other relevant material.
- 28.2 a A thesis will normally be written in English.
- b Where sound academic reasons exist for submission of a thesis in a language other than English, an application for approval may be made in writing to the Dean of Graduate Studies. The application must have the support of the supervisors and Postgraduate Coordinator/Head of Discipline and the Head of School.
- c If the Dean of Graduate Studies approves the submission of a thesis in a language other than English, the submission must be accompanied by an abstract written in English.
- 28.3 The format of a thesis which incorporates publications and/or manuscripts shall be in accordance with Rules 7.4 (i) to 7.4 (iii).
- 28.4 The Head of School/Discipline shall certify that the thesis is worthy of examination.
- 28.5 In the case of a doctoral thesis submitted in the areas of musical, artistic or visual practice, presentation may be in one of three forms, a) by a theoretical thesis or b) by one or more creative works and an exegesis or c) a series of music performance recordings and an exegesis.
- 28.6 In the case of a doctoral thesis submitted in the areas of musical, artistic or visual practice, the creative work and the exegesis will not be examined separately but as an integrated whole constituting the original and substantial contribution to knowledge required from doctoral candidates.
- 28.7 In the case of visual arts, the examiners will attend the exhibition at which time they will be given a copy of the exegesis in temporary binding. A final copy of the exegesis will be provided to the examiners within three months of their viewing the creative work.
- 28.8 The thesis and any other material submitted shall be assessed by examiners external to the University.
- 28.9 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.
- 28.10 With the exception of suitably referenced work, material, both physical and intellectual, presented for examination should have been generated during the period of candidature.
- 28.11 The Committee shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

29 Appointment of examiners

- 29.1 Candidates shall have the right, prior to the commencement of the examination process, to identify people they do not wish to examine their theses.
- Any such objections should be submitted to the Director of Adelaide Graduate Centre, at the same time as the notification of intention to submit required under Rule 29.1. Such objections do not serve as a veto.
- 29.2 The Committee shall appoint two examiners who are external to the University, taking account of any objections raised under Rule 29.1 and the recommendations of the Head of the relevant School/Discipline.
- 29.3 The examiners shall be requested to report in English and in such form as the Committee will determine and to recommend one of the alternatives listed in Rule 30.
- 29.4 After consideration of the reports of the examiners, the Committee may appoint a third external examiner and/or an external arbitrator.

Examination results

- 30 After consideration of the reports of the examiners and such other information as it thinks fit, the Committee shall determine that:
- 1 the candidate be awarded the degree unconditionally
- or*
- 2 the candidate be awarded the degree subject to the amendments specified in the examiners' reports
- or*
- 3 the candidate be not awarded the degree but be permitted to re-submit the thesis in a revised form
- or*
- 4 the candidate be not awarded the degree of Doctor of Philosophy
- 31 In the case of a thesis presented for re-examination as provided for in Rule 30(3), the thesis, as far as possible, will be assessed by the original examiners.
- 32 A thesis presented for re-examination will not be submitted for further re-examination.
- Thesis amendments following examination**
- 33 The time limits for revision of the thesis are:
- i three months where the examination result is to award the degree subject to the amendments specified in the examiners' reports (see Rule 30(2))
- and*
- ii twelve months where the examination result is not to award the degree but to permit resubmission of the thesis in a revised form (see Rule 30(3)).
- 34 Candidates who require additional time to complete revisions must apply to the Dean of Graduate Studies for permission, stating the reasons for the request. The request should be endorsed by the principal supervisor and the Head of School/Discipline or the Postgraduate Coordinator.
- 35 Deposit of thesis**
- Such number of copies of a thesis and any other material on which the degree is awarded shall be deposited in the Barr Smith Library or elsewhere as determined by the Committee. Unless otherwise determined by the Committee, the copies shall be available for loan and photocopy.
- 36 Loan or photocopy of thesis**
- A candidate who does not wish to allow the thesis to be lent or photocopied when it is deposited in the Library under Rule 35 shall make a written application to the Director of Adelaide Graduate Centre, at the same time as he or she notifies his or her intention to submit under Rule 27. The withholding of such permission and the period of time involved shall be determined by the Committee.
- 37 Posthumous award**
- If a person dies after completing, or in the opinion of the Committee, substantially completing the requirements of the award, the University may confer the award posthumously.
- 38 Revoking the award**
- If the Committee is satisfied that, when the Doctorate was conferred on a person, the person
- a did not possess the relevant qualifications
- or*
- b had not completed the necessary requirements
- the Vice-Chancellor with authority devolved to him/her by Council may revoke the award. Upon revocation, the person is taken never to have received the award.
- 39 Return of documents**
- If requested by the Dean of Graduate Studies, the recipient of a Doctorate must deliver to the University the documents certifying or evidencing the award.
- 40 General**
- When, in the opinion of the Research Education and Development Committee, special circumstances exist, the Committee, on the recommendation of the relevant School/Discipline in each case, may vary any of the provisions in Rules 1-39 above.

Higher Degrees by Research

This document must be read in conjunction with:

- a the Academic Program Rules for the relevant degree/s which are published in the University Calendar
- and*
- b the Research Student Handbook, published by the Adelaide Graduate Centre.

These documents explain procedures to be followed and contain guidelines on supervision and research for the degrees of Doctor of Philosophy and Master of Philosophy and the various professional doctorates offered by the University of Adelaide. These degrees are awarded mainly on the successful examination of a thesis prepared by the student under supervision and which embodies the results of a period of research. (Faculties may also apply these guidelines to the research components of those Masters degrees which have an advanced study or coursework component and a research component.)

These documents are intended for use by supervisors and students throughout the period of candidature and will be a useful reference for intending students, Heads of Schools/Disciplines and Postgraduate Coordinators.

1 The enrolment process

1.1 The decision to enrol

Several factors must be taken into account by a potential student and the Head of the relevant School/Discipline before a decision is made about enrolling in a higher degree.

a Academic

In general, it is necessary for the potential student to have qualified for an Australian university Honours degree (first or second class division A) or its equivalent, or higher for admission to a doctoral program. Applicants may be admitted to the Master of Philosophy on the basis of a relevant Bachelor or Master by Coursework degree awarded with a Distinction average or Honours 2A.

b Finance

Doctorates and Master of Philosophy programs can be completed on a half-time basis, so that it is possible for students, in some instances, to be self-supporting from sources other than scholarships while enrolled. The University and the Commonwealth Government each offers a limited number of postgraduate scholarships annually almost exclusively to full-time students. Details of the scholarships available may be obtained from the Adelaide Graduate Centre.

Schools and Disciplines receive funding which is based (in part) on the number of postgraduate students enrolled in the School/Discipline, and they are expected to provide adequate equipment and funds for the research to be carried out. In particular, the development of the research proposal must take account of both the academic acceptability of the project and the resource implications for the School/Discipline and Faculty concerned.

c Choice of research topic and supervisors

A person who is contemplating enrolling for a higher degree should discuss the proposed candidature with the Head or Postgraduate Coordinator and members of the relevant School(s)/Discipline(s), and a decision must be made before the commencement of the candidature on the general area of study and the supervisors to be appointed to guide the student in the research. Since it is important that the supervisors are active in the general area of research which is chosen, it is clear that the choice of the research topic and supervisors are inter-related and decisions on both matters will need to be made together.

Guidelines for the supervision of higher degree by research students are outlined in the Research Student Handbook. Intending students may find it useful to discuss the general approach to supervision with potential supervisors at the outset. Clear understandings on issues such as how closely the work is to be supervised, the planned frequency of meetings between supervisors and students, the expectation of such meetings and the nature and level of commentary on the various stages of the work should be reached as soon as the supervisor has been appointed.

Where a student is to participate in a team project, the student's specific contribution to the project and the relationship with other participants should be clarified at the outset.

Where a student is to enrol in the Program remotely (refer Section 3 below), appropriate external supervision must be confirmed by the Head of School/Discipline, and approved by the Research Education and Development Committee, prior to enrolment. External supervisors should be affiliated with an appropriate university or research facility.

1.2 Enrolment

Research students are advised to enrol and commence their studies at the beginning of either Semester I or Semester II, as appropriate, so that they can participate in the Structured Program organised by their respective Faculty/School/Discipline and the compulsory Induction Program organised by the Adelaide Graduate Centre.

Enrolment forms are issued only when an application for candidature has been accepted. In the case of an applicant who had previously enrolled in a program in the University of Adelaide, an enrolment form will NOT be issued if the applicant has outstanding financial or other obligation/s with the University. If you are in such a position, please contact the Student Centre for further details. Completed forms must be returned before the date on which work commences for the degree.

2 The Structured program

Each student commencing a Doctorate or Master of Philosophy is required to complete a Structured Program. The program comprises a Core Component to be completed within six months from the commencement of candidature (or half-time equivalent) and a Development Component that extends for the duration of candidature. The Core Component involves at a minimum the completion and presentation of a detailed research proposal at a School/Discipline seminar, participation in a School/Discipline induction and regular attendance of the School/Discipline seminar program. Students will be required to complete and submit the Completion of the Core Component of the Structured Program form to the Adelaide Graduate Centre upon completion of the Core Component.

The focus of the Development Component is on acquiring professional and transferable skills that will facilitate the student's transition to a range of work environments. Participation in Development Component activities will be monitored as part of the Annual Review of Progress.

2.1 The Integrated Bridging Program (IBP) for international research students

Where applicable, international students, who have not been granted an exemption, are required to complete the Integrated Bridging Program as part of the Core Component of the Structured Program. The IBP is a 12-week program to help international research students gain access quickly and effectively to the academic, linguistic and cultural conventions of postgraduate study in their School or Discipline within the University of Adelaide. It usually focuses on supporting students in the production of a literature review and a research proposal, presented both as an oral presentation and as a written document. On arrival, all international research students are required to contact the IBP staff in the Adelaide Graduate Centre to discuss how the program can best contribute to supporting their progress.

3 Remote program for Degrees by Research

Application for enrolment in the Remote Program must be made on the appropriate form. Special conditions will apply and applications are considered by the Research Education and Development Committee on a case by case basis. A period of residence at the University of Adelaide will be required. The Head of School/Discipline must ensure that appropriate external supervision and facilities are available before recommending to the Research Education and Development Committee that a student be permitted to enrol in the Remote Program.

If the status of candidature is to be full-time, the Research Education and Development Committee must be satisfied that the student is able to devote full attention to the research project. Accordingly, the student must provide documentation supporting the application in the form of, for example, a supporting letter from the external supervisor and/or the Head of the institution or facility in which the student is to undertake the research and this must be accepted by the School/Discipline and the Research Education and Development Committee.

The financial implications of the student's research project must be negotiated and clarified between the School/Discipline, and any other external institution that is involved in providing supervision or facilities, in advance of confirmation of the student's candidature. The University cannot accept any retrospective financial claims. Similarly, any claims to be made on the intellectual property generated by the student must be negotiated between and confirmed with all parties concerned in advance of confirmation of the student's candidature.

As with other internal students, Remote students will also be subject to the normal Academic Program Rules and policies, including reviews of academic progress and annual re-enrolment. The University of Adelaide will at all times retain the ultimate authority over all matters pertaining to the student's candidature, the process of examination of the thesis and the award of the degree.

4 Intellectual property

In instances where a student and supervisor identify a general area of research in a commercially sensitive area, the student must sign a Student Project Participation Agreement (SPPA) with the University at the time of enrolment or as soon as possible thereafter.

If a potential student is an employee of another organisation, a formal agreement must be reached between the University and the student's employer with respect to the ownership of any intellectual property arising from the research, preferably prior to enrolment.

The SPPA or any agreement between the University and a student's employer must be signed before the completion of the Core Component of the Structured Program.

5 Further information

Intending students requiring further information are requested to contact the Adelaide Graduate Centre.

Specifications for Thesis

1 Preparation

The responsibility for the layout of the thesis and selection of the title rests with the student after discussion with the supervisor(s). Students must consult with their Supervisors concerning selection of an appropriate style for the thesis. The student's supervisor(s) and Head of School or Discipline must provide certification that the thesis is worthy of examination and that the technical presentation of the thesis is satisfactory.

Candidates submitting a thesis in the creative arts must consult the specific rules relative to that degree.

Candidates submitting a professional doctorate thesis must consult the General Academic Program Rules for Professional Doctorates and, if applicable, the Specific Academic Program Rules relative to the degree.

2 Thesis format and word length

A Doctoral thesis may comprise a conventional written narrative presented as typescript, a combination of conventional written narrative presented as typescript and publications that have been published and/or submitted for publication and/or text in manuscripts, or a single major publication such as a book, or a portfolio of publications that have been published and/or submitted for publication and/or text in manuscripts, or creative or visual work/s. A Masters by Research thesis may comprise a conventional written narrative presented as typescript, or a portfolio of creative or visual works and, where acceptable to the Faculty, a combination of conventional written narrative presented as typescript and publications that have been published and/or submitted for publication and/or text in manuscripts, or a

single major publication such as a book, or a portfolio of publications that have been published and/or submitted for publication and/or text in manuscripts.

Any thesis submitted for examination must fulfill Rule 2.1 regarding word-length of thesis.

2.1 Irrespective of the nature of the thesis, the word length, including footnotes but excluding appendices, tables, diagrams, bibliography and references, shall not exceed 80,000 words in the case of a Doctoral thesis (see PhD rule 7.7) or 40,000 words in the case of a Masters thesis. See Rule 29.3 of the General Academic Program rules of the Professional Doctorates for the length of a professional doctorate thesis.

2.2 The thesis should incorporate in the following order

a a title page giving the title of the thesis in full, the name of the student, the name of the School/ Discipline(s) of the University associated with the work and the date (month and year) when submitted for the degree. Students should ensure that the thesis title is written in title case and does not exceed the character limit of 300 (including spaces).

b a table of contents

c an abstract of the thesis in not more than five hundred words

d a statement signed and dated by the student declaring the originality of the work, consent for the thesis to be made available to the University library and the situation with respect to copyright where applicable. Note that an original signature is required; faxed or photocopied signatures are unacceptable.

See Section 3 for examples of declarations to be included where:

i thesis does not contain work already in the public domain

ii a thesis contains publications (i.e. where the work includes published papers).

If the student has any objections to including this statement the student must apply in writing to the Adelaide Graduate Centre, preferably prior to submission, for a period of embargo to be placed on the thesis.

e an acknowledgment of any help given or work carried out by any other person or organisation.

If a student has sought professional editorial advice, the name of the editor and a brief description of the service rendered should be included in the acknowledgements. Should the professional editor's current or former area of academic specialisation be similar to that of the candidate this should be noted.

See Section 4 for details of the University's policy on editing.

f the main body of work (which may include either text or, as specified in clauses 2.2 and 2.3 respectively, a contextual statement and a portfolio of publications or creative works.

g appendices (if any).

h bibliography.

i additional pages or other material not suitable for binding should normally be placed near the back of the thesis as an appendix and treated as indicated in 8.2(d) - (h).

2.3 In the case of a thesis presented entirely or in part of published and/or accepted publications and/or manuscripts, the following requirements apply, in addition to those outlined in 2.2:

A title page, a table of contents and an abstract as per 2.2(a) - (c),

A declaration in accordance with 2.2(d),

An acknowledgement of any help given as per 2.2(e),

Statements of the contributions of jointly authored papers (see (b) below)

The main body of work in accordance with 2.2(f) (see (c) below)

and

Appendices, bibliography and additional pages or material as per 2.2(g) - (i).

a The length of a major publication and the number and length of scholarly works included in a portfolio of publications shall be determined by Faculties in consultation with specific Discipline areas. Where the publication(s) are deemed to constitute a body of work worthy of the award, the candidate may include additional material submitted for publication.

b Where papers have joint- or multiple-authorship, they must be accompanied by a clear statement of the contribution (in terms of the conceptualization of the work, its realization and its documentation) made by the candidate and all other authors. The statement must be sufficiently detailed to describe accurately the contribution of each author. All authors are required to sign the statement and co-authors must give written permission for the paper to be included in the thesis. Original signatures are preferred but scanned signatures are acceptable.

c the main body of work should contain in addition to the relevant publications a contextual statement which normally includes the aims underpinning the publication(s); a literature review or commentary which establishes the field of knowledge and provides a link between publications; and a conclusion showing the overall significance of the work and contribution to knowledge, problems encountered and future directions of the work. The discussion should not include a detailed reworking of the discussions from individual papers within the thesis.

2.4 In the case of a doctoral thesis submitted in the areas of musical, artistic or visual practice the thesis should incorporate in the following order:

A title page, a table of contents and an abstract as per 2.2(a) - (c),

A declaration in accordance with 2.2(d),

An acknowledgement of any help given as per 2.2(e),
The main body of work in accordance with 2.2(f) (see (a) below)

and

Appendices, bibliography and additional pages or material as per 2.2(g) - (i),

a The main body of work may be in one of three forms:

i by a theoretical thesis which may include either text or a portfolio of publications

or

ii by creative work(s) and exegesis. In the case of the PhD, the creative or visual work should be a substantial opus and the criteria for this work should be determined by the Faculty. Such substantial works would normally include a book length work appropriate to its genre or musical compositions which require more than 75 minutes for performance. In the case of the Masters degree, the musical compositions will normally require not less than 50 minutes and not more than 60 minutes for performance

or

iii by recorded musical performances and exegesis. For the PhD, the recordings shall constitute a substantial body of work of up to four hours duration, for the Masters, the recordings shall constitute two sixty minute public recitals.

The length and format of the exegesis should be determined by the Faculty but normally, for the PhD, should not exceed 50,000 words in the case of a creative or visual work, 10,000 - 15,000 words in the case of music composition and 15,000 words in the case of music performance. For the Masters degree, the exegesis normally should not exceed 7,500 words. The exegesis should contain a description of the form and presentation of the artistic practice which constitutes the remainder of the thesis and inter alia, an analytical commentary and consideration of the work in the broader framework of the discipline and/or repertory. It should demonstrate mastery of the conceptual and scholarly skills associated with higher degree candidature.

In the case of a written exegesis or thesis and visual works both presented in the format of a compact disc, the written exegesis or textual portion of the thesis shall also be presented in hard copy and must be presented in accordance with the guidelines.

3 Examples of thesis declarations

3.1 For a thesis that does not contain work already in the public domain

This work contains no material which has been accepted for the award of any other degree or diploma in any university or other tertiary institution to <name of student> and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text.

I give consent to this copy of my thesis, when deposited in the University Library, being made available for loan and photocopying, subject to the provisions of the Copyright Act 1968.

I also give permission for the digital version of my thesis to be made available on the web, via the University's digital research repository, the Library catalogue, the Australasian Digital Theses Program (ADTP) and also through web search engines, unless permission has been granted by the University to restrict access for a period of time.

3.2 For a thesis that contains publications

This work contains no material which has been accepted for the award of any other degree or diploma in any university or other tertiary institution to <name of student> and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text.

I give consent to this copy of my thesis when deposited in the University Library, being made available for loan and photocopying, subject to the provisions of the Copyright Act 1968.

The author acknowledges that copyright of published works contained within this thesis (as listed below*) resides with the copyright holder(s) of those works.

I also give permission for the digital version of my thesis to be made available on the web, via the University's digital research repository, the Library catalogue, the Australasian Digital Theses Program (ADTP) and also through web search engines, unless permission has been granted by the University to restrict access for a period of time.

* The thesis declaration must include a list of all publications or works contained within the thesis and include the bibliographical details of the copyright holder(s) for each work.

4 Editing

The University has adopted the policy developed by the Deans and Directors of Graduate Studies collaboratively with the Council of Australian Societies of Editors with regard to the editing of research theses by professional editors.

The policy has been developed with close attention to the current Australian Standards for Editing Practice (ASEP) and it espouses the following principles:

A professional editor may be used by students in preparing their theses for submission provided that the editing assistance is restricted to ASEP Standards for 'Language and Illustrations' and for 'Completeness and Consistency'. Where a professional editor provides advice on matters of 'Substance and Structure' exemplars only should be given.

Further information about the ASEP standards is available on line at: www.adelaide.edu.au/graduatecentre/policy

Students should discuss the procedures with their principal supervisor and before editing is commenced provide the editor with a copy of this section of the Specifications for Thesis and details of the ASEP standards. Material for editing or proof-reading should be submitted in hard copy.

5 Typing

A thesis, which may be produced on both sides of the paper, should normally be printed on A4 paper in a clear and legible font (eg. Arial Narrow 12 or Times 12).

Margins

Margins for both text and figures should not be less than 35 mm on the inside edge and 15 mm on the other three sides to allow for binding and trimming. (See also 'Soft-binding of thesis for examination' under 8: Binding, below.)

6 Copying

6.1 Archival Copy

The archival copy should be marked accordingly and will become the University's copy following the award of the degree. The archival copy should be produced on archival quality (acid-free) paper to ensure its long-term preservation, preferably on 90 or 100gsm paper.

6.2 Additional Copies

Additional copies of the thesis should be produced on acid free bond, or similar high-quality paper using a copying method which produces a good-quality copy. Chemically coated paper is acceptable for the production of a thesis only if it is known to provide a high quality reproduction and proven long-term stability

6.3 Audio and audio-visual recordings

Audio and audio-visual recordings should be produced on an internationally compatible medium using a copying method which creates a high quality audio and visual reproduction with proven longevity. Students should consult with their supervisors regarding the technical issues involved in the submission of digital media.

7 Diagrams and figures

The following are general suggestions for normal practice, but they may be varied in special cases with the approval of the Librarian:

7.1 Diagrams and figures, etc, should preferably be drawn or photographed on A4 paper and bound in the appropriate place in the text. If it is necessary to mount photographs, the mounting should be on paper somewhat heavier than that of the other pages, and great care should be taken to avoid wrinkling the paper or distorting the shape of the volume.

7.2 Figures should either be inserted at an appropriate place in the text, or form a separate page. For normal orientation with the top of the figure upwards, the legend should be at the bottom of the figure. If it is necessary to rotate the figure, it should be placed on a separate page with the top of the figure on the left-hand side of the page and the legend on the right-hand side of the page. This applies regardless of whether the figure forms a left-hand or a right-hand page, but if the thesis is produced with the text only on right-hand pages, then figures should also appear only on right-hand pages. If there is insufficient space for the legend, it may be placed on the page facing the figure.

7.3 Tables should be inserted in the appropriate place in the text, except that lengthy or bulky tables should appear as an appendix.

7.4 Folded diagrams, maps, tables, etc, should read as right-hand pages when open.

7.5 Musical notation and similar forms of written notation should be inserted in the appropriate place in the text, except that lengthy examples should appear as an appendix.

8 Binding

8.1 For examination purposes

Higher degree students will submit one digital copy of their thesis in pdf format, together with three printed copies of their thesis for examination. The printed copies may be soft-bound or hard-bound.

Students who wish to have their theses soft-bound should note that:

a It is not possible to rebind a thesis that has been soft-covered using the currently available methods, such as Thermo-Bind or Wire- Spiral, without having first to trim the left hand margin by 10 to 15 mm. This means that the provision for the left hand margin of the thesis must be at least 45 mm. This may result in an increase in the number of pages of the thesis and the consequent increase in cost of production.

b Most soft-binding processes will handle up to around 30 mm in thickness. Many theses are thicker than this and may have to be bound in more than one volume.

c Students are responsible for all costs incurred in the soft-binding of their thesis as well as in the subsequent hard-binding. Some scholarships provide a thesis allowance and costs may be refunded to students on presentation of relevant receipts.

d When the examination process (including the completion of any required amendments) is complete, students are obliged to submit one hard-bound copy and one digital copy of their thesis (see 9 Australasian Digital Thesis Program) before a degree can be conferred. Any supplementary material submitted with paper copies should be digitised, where possible, and submitted as an attachment to the digital copy.

8.2 Final printed thesis

- a The single required copy of the thesis accepted for the award of the degree must be sewn and bound with cloth on stiff covers. (A sprint-type or screw-type binder is unacceptable. Stapling and plastic or 'perfect' binding without sewing are also unacceptable.)
- b During binding the edges should be trimmed.
- c On the spine of the thesis should be printed, in gold lettering of suitable size, normally reading from the top to the bottom, the title of the thesis, shortened if necessary, followed by the student's surname. Where the width of the spine allows, the lettering may be placed horizontally, with the title of the thesis near the top of the spine and student's surname near the middle.
- d Supplementary material such as folding maps and other large folded sheets and primary data on sheets, and data on CD or DVD, may be placed in a pocket inside the back cover of the bound thesis.
- e In the case of published papers of unusual size it may be desirable to bind them in a separate volume. If they have been bound by a publisher it is desirable to keep them in a special case made and lettered to simulate a bound volume of a thesis.
- f Supplementary material which cannot readily be kept in a pocket should be placed in a special case made and lettered to simulate a bound volume of the thesis.
- g In some cases, it may be desirable to submit audio or audio-visual recordings in a separate volume made to simulate a bound volume of the thesis.
- h A supplementary case or additional volume of a thesis should be distinguished by a volume number but should otherwise be uniform with the first part of the thesis in respect to colour, lettering and, as far as possible, size.

9 Australasian Digital Theses (ADT) Program

The University of Adelaide is a member of the Australasian Digital Theses Program. This is a national collaborative program which aims to establish a distributed database of digital versions of theses produced by postgraduate research students at Australian Universities.

In addition to the single required printed copy, University of Adelaide postgraduate research students are required to deposit a digital copy of their thesis for inclusion in the national database of Australian theses. Once entered into the database, the thesis will be accessible through the University of Adelaide Library's web pages, the Library's web catalogue, a national database of Australian theses and also through web search engines unless permission has been granted to restrict access for a period of time e.g. where the thesis is under embargo or where commercial publication of the thesis is being sought*.

The digital thesis copy must be provided on disk or CD-ROM, together with a completed and signed submission form. It is preferred that the digital version be in Portable Document Format (PDF). The digital version must be a direct copy of the thesis which has been approved by the University for the award of the degree. Any supplementary material submitted with paper copies should be digitised, where possible, and submitted as an attachment to the digital copy.

Students must obtain permission for use of copyrighted material, such as diagrams, illustrations, maps, tables, photographs, musical notation, images and audio-visual recordings that are not the students' own creation, or if written permission cannot be obtained, then such material will need to be identified so Library staff can remove them from the digital copy.

Further assistance and deposit instructions for digital theses are available on the Library's web site at: www.adelaide.edu.au/library/digital/theses/

*Information regarding the process for applying to restrict access to the digital thesis is available from the Adelaide Graduate Centre and on the web at: www.adelaide.edu.au/graduatecentre/policy/