

Academic Program Rules

Adelaide Graduate Centre

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Doctor of Philosophy

1 There shall be a degree of Doctor of Philosophy.

2 Rules

2.1 The Vice-Chancellor, with authority devolved to her/him 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.

2.2 Such Rules shall become effective from the date of prescription by the Vice-Chancellor or such other date as the Vice-Chancellor may determine.

3 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 Manager, Graduate Administration and Scholarships, to act in accordance with such guidelines without reference to the Committee in each case.

4 Academic standing

4.1 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. Where a Master's degree is presented as a qualification for admission to a PhD program, the Master's degree must contain a research component deemed appropriate by the Research Education and Development Committee. A Master's degree that contains only coursework will not be accepted for this purpose.

4.2 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.

4.3 The Committee may accept as a candidate a graduate who does not qualify under Rules 4.1 or 4.2 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.

4.4 Applicants for a Doctor of Philosophy must satisfy the minimum English language proficiency requirement as set by the University.

5 Credit for work previously completed

5.1 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.

5.2 In consideration for acceptance under Rule 5.1, 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.

6 Enrolment

6.1 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 5.1, at least one year of full-time study and research, or its equivalent, will still be necessary to complete the work for the degree.

6.2 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program.

6.3 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.

7 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 5.1 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.

8 Work for the degree

- 8.1 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.
- 8.2 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.
- 8.3
 - (a) The University recognizes 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 DEST criteria for the Higher Education Research Data Collection.

- (d) Where appropriate, texts may be submitted in manuscript form and suitably identified as such.
- 8.4 Irrespective of the nature of the thesis, its content, in part or in total, must not have been accepted for any other degree 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.
 - 8.5 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).
 - 8.6 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.
 - 8.7 A thesis should not normally exceed 80,000 words.
 - 8.8
 - 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.

9 Required program of activities at the commencement of candidature

- 9.1 Each candidate (including those on remote candidature) will be enrolled on a provisional basis for the first twelve months of the degree.
- 9.2 A major review of progress after twelve months will recommend confirmation of Doctor of Philosophy candidature, change to a Master's, or a further period of conditional candidature not exceeding six months, or termination.
- 9.3 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.
- 9.4 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.
- 9.5 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.
- 9.6 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.
- 9.7 A candidate who has completed the first year of a Master's 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.

10 Remote candidature

- 10.1 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.
- 10.2 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.

- 10.3 Notwithstanding Rule 10.2, a remote candidate will normally be required to undertake their candidature in an internal attendance mode until such time as the Core Component of the Structured Program has been completed.
- 10.4 In accordance with Rule 7, a remote candidate may proceed to the degree either by full-time or half-time study.
- 10.5 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 10.1, 10.2, 10.3 and 10.4 above.
- 10.6 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.
- 10.7 Notwithstanding Rules 10.1 to 10.6 above, remote candidates are also required to abide by the other Rules and guidelines for the Degree of Doctor of Philosophy.

11 Joint candidature

- 11.1 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.
- 11.2 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 10.1.
- 11.3 Upon successful completion of the work for the degree, the badges of both institutions may appear on the parchment awarded.

12 Review of academic progress

- 12.1 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.
- 12.2 A formal review of Progress and confirmation of candidature will occur twelve months after enrolment (see 9.2 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.

13 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

- 14 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 7 will be adjusted accordingly by adding the length of the approved leave.
- 15 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.
- 16 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.
- 17 The candidature of a student who takes leave from the University without approval will be suspended immediately, on notification of the Adelaide Graduate Centre.
- 18 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.
- 19 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.

20 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.

Suspension of candidature

- 21 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.
- 22 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

- 23 A student's candidature may be terminated where:
- i progress is unsatisfactory following a review of progress, whether programmed or otherwise; *or*
 - ii 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.
- 24 A terminated candidature may only be reinstated following a successful appeal.

25 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 7. If the thesis has not been submitted by the end of the extended period the candidature will lapse.

26 Completion of thesis outside the 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.

27 Lapsed candidature

- 27.1 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.
- 27.2 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 Manager, Graduate Administration and Scholarships. The thesis will only be accepted for examination if the School/Discipline certifies that it is satisfactory to that School/Discipline.
- 27.3 Approval of the Committee is required for the resumption of a lapsed candidature under any other conditions.
- 27.4 In special circumstances the Committee may approve the resumption of a lapsed candidature for one period of up to six months (whether full- or half-time) prior to the submission of the completed thesis.

28 Intention to submit thesis

A candidate shall notify the Manager, Graduate Administration and Scholarships, in writing, approximately three months before he or she expects to submit the thesis required under Rule 29. A summary of the thesis, together with the proposed thesis title, shall be submitted at the same time.

29 Submission and examination of the thesis

- 29.1 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.
- 29.2 The format of a thesis which incorporates publications and/or manuscripts shall be in accordance with Rules 8.4 (i) to 8.4 (iii).
- 29.3 The Head of School/Discipline shall certify that the thesis is worthy of examination.
- 29.4 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.

- 29.5 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.
- 29.6 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.
- 29.7 The thesis and any other material submitted shall be assessed by examiners external to the University.
- 29.8 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.
- 29.9 The Committee shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

30 Appointment of examiners

- 30.1 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 Manager, Graduate Administration and Scholarships, at the same time as the notification of intention to submit required under Rule Such objections do not serve as a veto.
- 30.2 The Committee shall appoint two examiners who are external to the University, taking account of any objections raised under Rule 30.1 and the recommendations of the Head of the relevant School/Discipline.
- 30.3 The examiners shall be requested to report in such form as the Committee will determine and to recommend one of the alternatives listed in Rule 31.
- 30.4 After consideration of the reports of the examiners, the Committee may appoint a third external examiner and/or an external arbitrator.

Examination results

- 31 After consideration of the reports of the examiners and such other information as it thinks fit, the Committee shall determine that:
- (a) the candidate be awarded the degree *or*
- (b) the candidate be awarded the degree but that minor amendments be made to the thesis *or*
- (c) the candidate be awarded the degree subject to the specified amendments being made to the thesis *or*

- (d) the candidate be not awarded the degree but be permitted to re-submit the thesis in a revised form *or*
- (e) the candidate be awarded the appropriate degree of Master *or*
- (f) the candidate be awarded the appropriate degree of Master upon making suitable amendments to the thesis *or*
- (g) the candidate be not awarded the degree of Doctor of Philosophy or the degree of Master.

32 In the case of a thesis presented for re-examination as provided for in Rule 31(d), the thesis, as far as possible, will be assessed by the original examiners.

33 A thesis presented for re-examination will not be submitted for further re examination.

Thesis amendments following examination

- 34 The time limits for revision of the thesis are:
- i three months where the examination result is to award the degree following minor amendments to the thesis (see Rule 31b), or where the examination result is to award the degree subject to the specified amendments being made to the thesis (see Rule 31c) 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 31d).
- 35 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.

36 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.

37 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 36 shall make a written application to the Manager, Graduate Administration and Scholarships, at the same time as he or she notifies his or her intention to submit under Rule 28. The withholding of such permission and the period of time involved shall be determined by the Committee.

38 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.

39 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 her/him by Council may revoke the award.

Upon revocation, the person is taken never to have received the award.

40 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.

41 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 1-40 above



Higher Doctorate Degrees

The General Academic Program rules shall apply to the following Higher Doctorate programs at the University of Adelaide. The following Higher Doctorate programs have no Specific Academic Program Rules and therefore are bound entirely by the General Higher Doctorate Program Rules:

Faculty of Health Sciences

- Doctor of Dental Science

Faculty of Engineering, Computer and Mathematical Sciences

- Doctor of Engineering
- Doctor of Science in the Faculty of Engineering, Computer and Mathematical Sciences

Faculty of Humanities and Social Sciences

- Doctor of Letters
- Doctor of Music

Faculty of the Professions

- Doctor of Laws

Faculty of Sciences

- Doctor of Science in the Faculty of Sciences.

The Higher Doctorate awards are the highest of academic awards offered by the University and are awarded to candidates who are eminent in their respective field.

1 General Higher Doctorate Rules

All candidates must comply with the General Academic Program Rules and are advised to refer to them to gain an understanding of the procedures and requirements of the Higher Doctorate awards.

2 Rules

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 Manager, Graduate Administration and Scholarships, to act in accordance with such guidelines without reference to the Committee in each case. Notwithstanding this, Faculties may develop their own specific guidelines as permitted within the framework of these rules.

Academic standing

- 3 The Faculty shall only accept a candidate for a higher doctorate degree if it is satisfied that the submission represents a contribution of distinguished merit adding to any discipline with which the Faculty is concerned.
- 4 Candidates for a higher doctorate shall normally hold the degree of Doctor of Philosophy from the University of Adelaide.
- 5 Notwithstanding rule 4 Faculties may accept candidates who:
 - (a) have obtained another degree from the University of Adelaide *or*

- (b) have qualified for a degree of another university or institution of higher education recognised by the University of Adelaide, and have a substantial demonstrable association with the University.

- 6 No person shall be admitted to a higher doctorate degree before the expiration of at least five years after admission to the degree of Doctor of Philosophy or eight years after admission to a Bachelor or Master degree.

Application

- 7 A person who desires to become a candidate for the degree shall give notice of the intended candidature in writing to the Dean of Graduate Studies, Adelaide Graduate Centre.
At the same time and in a separate statement, the applicant shall furnish the following:
 - (a) a detailed curriculum vitae
 - (b) academic transcripts and parchments
 - (c) a statement supporting the applicant's claim for the award of the degree
 - (d) a statement detailing the applicant's past or current affiliation with the University of Adelaide
 - (e) a statement declaring that none of the work has formed part or all of an award for another degree *and*
 - (f) a list of publications/creative works/recordings to be included in the submission.

Copies of publications, creative works or recordings relevant to the application may be requested by the Faculty.

- 8 The Dean of Graduate Studies, Adelaide Graduate Centre will forward the application to the relevant Faculty for consideration.

Consideration of applications

- 9 The Faculty shall appoint a panel consisting of at least three senior academic members of the University who have an understanding of the applicant's field of research. The Executive Dean of the Faculty shall nominate one member of the panel to act as Convenor.

- 10 The panel shall investigate the information provided, including the quality and nature of the submission for examination and recommend that the Faculty:

- (a) allow the applicant to proceed, and approve the subject or subjects of the work to be submitted
- (b) advise the applicant not to submit the work in its current form *or*
- (c) not allow the applicant to proceed.

In the case of (a) or (b) the assessment panel will determine which documentation or publications/works may be included or excluded from the final submission.

11 Notification of assessment of application and intention to submit

The Adelaide Graduate Centre, on behalf of the Dean of Graduate Studies, will advise the candidate of the Faculty's decision and request the candidate forward written notification of intention to proceed with the submission.

12 Appointment of examiners

On receipt of the candidate's written notification of intention to proceed, the Faculty shall nominate three external examiners, all of whom will be eminent in the field of the submitted work and active in research.

Submission

- 13 Candidates shall supply three bound copies of the submission which shall contain a declaration of originality, an introduction addressing the nature and significance of the work and a conclusion.

- 14 Loose collections of previously published works will not be accepted.

Examination

- 15 (a) The degree will be awarded entirely on consideration of such published works, creative works or recordings as the candidate may submit for examination.

- (b) To qualify for the degree the candidate shall furnish satisfactory evidence that he/she has made an original contribution of distinguished merit to the discipline.

- 16 Examiners will be requested to report on the submission and recommend whether the candidate:

- (a) should be awarded the degree
- (b) should not be awarded the degree.

Examination result

- 17 Recommendations of the examiners to award the degree must be unanimous or the degree will not be awarded.

- 18 The reports of all examiners will be forwarded to the Faculty for ratification of the decision to admit or not admit the candidate to the degree and the Dean of Graduate Studies, Adelaide Graduate Centre will notify the candidate of the Faculty's decision.

- 19 A submission may not be presented for re-examination.

20 Deposit of submission in the library

Such number of copies of the submission and any other material on which the degree is awarded shall be deposited in the Barr Smith Library or elsewhere in the University as determined by the Research Education and Development Committee. Unless otherwise determined by the Committee, the copies shall be made available for loan and photocopy.

21 Graduation

Subject to Chapter 89 of the Statutes, candidates who have satisfied the requirements of any award of the University shall be admitted to that award at a graduation ceremony for the purpose.

22 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 Rule 1-21 above.



Professional Doctorate Degrees

The General Academic Program Rules shall apply to all Professional Doctorate awards at the University of Adelaide. Specific Academic Program Rules for Professional Doctorates awards have been developed within the framework of these General Professional Doctorate Rules and are listed under their respective Faculty/School.

1 All students must comply with both the General and Specific Academic Program Rules and are advised to refer to them to gain an understanding of their rights and responsibilities regarding program matters.

2 Rules

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 Manager, Graduate Administration and Scholarships, to act in accordance with such guidelines without reference to the Committee in each case. Notwithstanding this, Faculties may develop their own specific guidelines as permitted within the framework of these Rules.

3 Definitions

3.1 A Professional Doctorate shall, in general, have the objectives of improving professional practice by extending the knowledge, expertise and skill of students through the application of research to current problems and issues.

3.2 A Professional Doctorate shall comprise a minimum of two-thirds of the assessable content by research.

4 Academic standing

4.1 The academic standing required for acceptance as a candidate for a Professional Doctorate 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. Where a Master's degree is presented as a qualification for admission to a doctoral program, the Master's degree must contain a research component deemed appropriate by the Research Education and Development Committee. A Master's degree that contains only coursework will not be accepted for this purpose.

4.2 A person who holds a relevant Honours or Master's 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.

4.3 In addition to the relevant academic qualifications and research training, a period of at least three years' relevant professional experience shall form part of the academic standing required for acceptance as a candidate.

4.4 The Committee may accept as a candidate a graduate who does not qualify under Rules 4.1 or 4.2 but satisfies Rule 4.3 and 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.

4.5 Applicants for a Professional Doctorate must satisfy the minimum English language proficiency requirement as set by the University.

5 Credit for work previously completed

5.1 At the time of application, the Committee may grant credit towards a Professional Doctorate for research or Doctoral level coursework undertaken in another program in the University or in another university or tertiary institution. The maximum credit granted will be one year full-time equivalent (FTE) of the total program, inclusive of both coursework and research.

5.2 No candidate will be granted credit for any coursework or research that has been presented towards another award.

5.3 In consideration for acceptance under Rule 5.1, 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.

6 Enrolment

- 6.1 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 5.1, at least one year of full-time study and research, or its equivalent, will still be necessary to complete the work for the degree.
- 6.2 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program.
- 6.3 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 or she is enrolled.

7 Duration of candidature and mode of study

- 7.1 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.
- 7.2 The normal program duration of a professional doctorate will comprise a minimum of three years FTE study and a maximum of four years FTE study.
- 7.3 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 in a professional doctorate with a three-year program duration, not less than two years and not more than three years from the date of commencement of candidature.
 - (b) in the case of a half-time candidate in a professional doctorate with a three-year program duration, not less than four years and not more than six years from the date of commencement of candidature.
 - (c) in the case of a full-time candidate in a professional doctorate with a four-year program duration, not less than two years and not more than four years from the date of commencement of candidature.
 - (d) in the case of a half-time candidate in a professional doctorate with a four-year program duration, not less than four years and not more than eight years from the date of commencement of candidature.
 - (e) in the case of a candidate granted credit under Rule 5.1 the candidature shall normally expire

- i in the case of a full-time candidate, not less than one year and not more than three or four years from the date the candidate commenced work in the other program, depending on whether the professional doctorate in which enrolment is sought has a three-year or four-year program duration respectively *or*
- ii in the case of a half-time candidate, not less than two years and not more than six or eight years from the date the candidate commenced work in the other program, depending on whether the professional doctorate in which enrolment is sought has a three-year or four-year program duration respectively.

8 Work for the degree

- 8.1 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.
- 8.2 A professional doctorate will comprise a maximum of one-third of the assessable content by (doctoral level) coursework. If a student fails a course(s), he or she will be required to re-sit the course(s) on a full fee-paying basis.
- 8.3 On the 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. No thesis or material presented for any other degree within this or any other institution shall be so submitted.
- 8.4 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.
- 8.5 The thesis may comprise a conventional written narrative presented as typescript, covering a single project or a portfolio of research. If permitted within the Specific Program Rules for the degree, the thesis may also comprise a portfolio of publications that have been published and/or submitted for publication and/or text in manuscripts or 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 (see Rules 8.6, 8.7 and 8.8).

- i Work presented in the thesis must have been produced during the period of candidature.
- 8.6 Irrespective of the nature of the thesis, its content must not have been accepted for any other degree 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 A portfolio of publications submitted as a Professional Doctorate thesis must be closely related in terms of subject matter and form a cohesive research narrative.
 - iii 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.
 - iv Published works included in a thesis must have been published or accepted by publishers approved by the Discipline and in accordance with DEST criteria for the Higher Education Research Data Collection.
- 8.7 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).
- 8.8 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.
- 8.9 Where other materials are to be examined, the candidate must seek approval from the Research Education and Development Committee for the form and presentation of the thesis by the time of completion of the research proposal (see Rule 9.4).
- 8.10 The candidate shall present the context and importance of the research at a School/Discipline seminar.
- 8.11 The Head of School/Discipline shall certify that the thesis is worthy of examination.

9 Required program of activities at the commencement of candidature

- 9.1 Each candidate (including those on remote candidature) will be enrolled on a provisional basis for the first twelve months of the degree.
- 9.2 A major review of progress after twelve months will recommend confirmation of the professional doctorate candidature, or change to a Master's, or a further period of conditional enrolment not exceeding six months, or termination.
- 9.3 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.
- 9.4 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 the Structured Program of activities extending through the candidature.
- 9.5 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.
- 9.6 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.
- 9.7 A candidate who has completed the first year of a Master's program by research and who is qualified and permitted by the Committee to transfer into a Professional Doctorate will be deemed to have completed the Core Component of the Structured Program of activities and the transfer will confirm candidature in the degree.

10 Remote candidature

- 10.1 If permitted in the Specific Program Rules for the degree, 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.
- 10.2 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.

- 10.3 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.
- 10.4 In accordance with Rule 7, a remote candidate may proceed to the degree either by full-time or half-time study.
- 10.5 If permitted in the Specific Program Rules for the degree, 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 10.1, 10.2, 10.3 and 10.4 above.
- 10.6 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.
- 10.7 Notwithstanding Rules 10.1 to 10.6 above, remote candidates are also required to abide by the other Rules and guidelines for their degree.

11 Joint candidature

- 11.1 Enrolment as a joint candidate may be permitted where a program of co-operation has been formally agreed between the University of Adelaide and another institution for jointly-awarded degrees.
- 11.2 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 10.1.
- 11.3 Upon successful completion of the work for the degree, the badges of both institutions may appear on the parchment awarded.

12 Review of academic progress

- 12.1 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.
- 12.2 A formal review of a candidate's progress shall be conducted by the School/Discipline at least once a year in accordance with guidelines determined by the Research Education and Development Committee and outlined in the Research Student Handbook.
- 12.3 A formal review of progress and confirmation of candidature will occur twelve months after enrolment (see 9.2 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.

13 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

- 14 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, all study (both research and coursework where applicable) must be intermitted. The minimum and maximum periods specified in Rule 7.3 will be adjusted accordingly by adding the length of the approved leave.
- 15 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.
- 16 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.
- 17 The candidature of a student who takes leave from the University without approval will be suspended immediately, on notification of the Adelaide Graduate Centre.
- 18 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.
- 19 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.

20 Withdrawal from candidature

A student may withdraw from candidature at any time. Candidature may be re-instated 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 on-going availability of appropriate supervision and resources are also required.

21 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.

22 Re-instatement 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 re-instated candidature.

Termination of candidature

23 A student's candidature may be terminated where:

- i progress is unsatisfactory following a review of progress, whether programmed or otherwise *or*
- ii where candidature has been suspended by 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.

24 A terminated candidature may only be re-instated following a successful appeal.

25 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 7. If the thesis has not been submitted by the end of the extended period the candidature will lapse.

26 Completion of thesis outside the 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.

27 Lapsed candidature

27.1 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 Manager, Graduate Administration and Scholarships. The thesis will only be accepted for examination if the School/Discipline certifies that it is satisfactory to that School/Discipline.

27.2 Approval of the Committee is required for the resumption of a lapsed candidature under any other conditions.

27.3 In special circumstances the Committee may approve the resumption of a lapsed candidature for one period of up to six months (whether full- or half-time) prior to the submission of the completed thesis.

28 Intention to submit the thesis

A candidate shall notify the Manager, Graduate Administration and Scholarships, in writing, approximately three months before he or she expects to submit the thesis required under Rule 29. A summary of the thesis, together with the proposed thesis title, shall be submitted at the same time.

29 Submission and examination of the thesis

29.1 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.

29.2 The size (word-length) of a professional doctorate thesis should be in proportion to the duration of the research undertaken, which will be not less than two years full-time. As a guide, the product of a PhD thesis comprising the product of three to four years of full-time research is expected to be approximately 80,000 words, whilst a Master's

by research thesis comprising the product of two years of full-time research is approximately 40,000 words in length.

- 29.3 The format of a thesis which incorporates publications and/or manuscripts shall be in accordance with Rules 8.6 (i) to 8.8.
- 29.4 The thesis and any other material submitted shall be assessed by examiners external to the University.
- 29.5 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.
- 29.6 The Committee shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

30 Appointment of examiners

- 30.1 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 Manager, Graduate Administration and Scholarships, at the same time as the notification of intention to submit required under Rule 28. Such objections do not serve as a veto.
- 30.2 The Committee shall appoint two examiners who are external to the University, taking account of any objections raised under Rule 30.1 and the recommendations of the Head of the relevant School/Discipline.
- 30.3 The examiners shall be requested to report in such form as the Committee will determine and to recommend one of the alternatives listed in Rule 31.
- 30.4 After consideration of the reports of the examiners, the Committee may appoint a third external examiner and/or an external arbitrator.

31 Examination results

After consideration of the reports of the examiners and such other information as it thinks fit, the Committee shall determine that:

- (a) the candidate be awarded the degree *or*
- (b) the candidate be awarded the degree but that minor amendments be made to the thesis *or*
- (c) the candidate be awarded the degree subject to the specified amendments being made to the thesis *or*
- (d) the candidate be not awarded the degree but be permitted to re-submit the thesis in a revised form *or*
- (e) the candidate be awarded the appropriate degree of Master *or*
- (f) the candidate be awarded the appropriate degree of Master upon making suitable amendments to the thesis *or*

(g) the candidate be not awarded the degree or the appropriate degree of Master.

- 32 In the case of a thesis presented for re-examination as provided for in Rule 31(d), the thesis will, as far as possible, be assessed by the original examiners.
- 33 A thesis submitted for re-examination must be presented in the same format as the thesis presented for the original examination.
- 34 A thesis presented for re-examination will not be submitted for further re-examination.

Thesis amendments following examination

- 35 The time limits for revision of the thesis are:
- i three months where the examination result is to award the degree following minor amendments to the thesis [see Rule 31(b) or where the examination result is to award the degree subject to the specified amendments being made to the thesis [see Rule 31(c)] *and*
- ii twelve months where the examination result is not to award the degree but to permit re-submission of the thesis in a revised form [see Rule 31(d)].
- 36 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.

37 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.

38 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 37 shall make a written application to the Manager, Graduate Administration and Scholarships, at the same time as he or she notifies his or her intention to submit under Rule 28. The withholding of such permission and the period of time involved shall be determined by the Committee.

39 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.

40 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.

41 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.

42 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 1-41 above.



Masters Degrees by Research

The General Academic Program Rules shall apply to all Masters by Research programs at the University of Adelaide. Specific Academic Program Rules for other Masters by Research awards have been developed within the framework of these General Masters Rules and are listed under their respective Faculty/School. The following academic programs have no specific Academic Program Rules and therefore are bound entirely by the General Masters Program Rules:

- Master of Agricultural Science
- Master of Applied Science
- Master of Design Studies
- Master of Design Studies (Landscape)
- Master of Science
- Master of Urban Design

1 All students must comply with both the General and Specific Academic Program Rules and are advised to refer to them to gain an understanding of their rights and responsibilities regarding program matters.

2 Rules

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 Manager, Graduate Administration and Scholarships, to act in accordance with such guidelines without reference to the Committee in each case. Notwithstanding this, Faculties may develop their own specific guidelines as permitted within the framework of these Rules.

3 Definitions

- 3.1 A Masters Degree by Research shall, in general, have the objectives of
- (a) training students in research methodology and techniques
 - (b) developing critical evaluation skills appropriate to their research topic
 - (c) training students in the application of such methods by conducting a specified program of research under appropriate supervision and the development of new knowledge where possible
 - (d) providing training in literature analysis *and*
 - (e) encouraging debate in the substantive area of the thesis at an advanced level.
- 3.2 Examiners for a Masters degree should satisfy themselves that the candidate has
- (a) a thorough understanding of the relevant methodology as demonstrated by a thorough critical review of the literature

- (b) demonstrated competence through judicious selection and application of appropriate methods to yield meaningful results
- (c) demonstrated the capacity to evaluate critically these results and presented a clear and well written thesis in accordance with the format specified in 8.3 below.

4 Academic standing

- 4.1 The academic standing required for acceptance as a candidate for a Master degree by research in the University shall be a relevant Honours degree of Bachelor or a relevant degree of Master of the University of Adelaide or the equivalent thereof. Where a Master's degree is presented as a qualification for admission to a Master's by Research program, the Master's degree must contain a research component deemed appropriate by the Research Education and Development Committee. A Master's degree that contains only coursework will not be accepted for this purpose.
- 4.2 A person who holds a relevant Honours or Master 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.
- 4.3 The Committee may accept as a candidate a graduate who does not qualify under Rules 4.1 or 4.2 but has demonstrated a high 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 research publications or written reports on research work done by the applicant.

- 4.4 Applicants for a Masters degree by Research must satisfy the minimum English language proficiency requirement as set by the university.

5 Credit for work previously completed

- 5.1 At the time of application, the Committee may grant credit in a Master by Research program for research undertaken in another program in the University or in another university or tertiary institution.
- 5.2 In consideration for acceptance under Rule 5.1, 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.

6 Enrolment

- 6.1 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) there are available at least two supervisors able to provide supervision of the proposed candidacy throughout its likely duration. The principal supervisor shall be a member of the academic staff of the School/Discipline of the University in which the candidate is enrolled *and*
 - (c) suitable resources and facilities are available (either in the University or, by arrangement acceptable to the Faculty, elsewhere) for the proposed research to be undertaken.
- 6.2 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program
- 6.3 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 or she is enrolled.

7 Duration of candidature and mode of study

- 7.1 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:

- 7.2
- (a) in the case of a full-time candidate, not less than one year nor more than two years from the date of commencement of candidature
 - (b) in the case of a half-time candidate, not less than two years nor more than four years from the date of commencement of candidature
 - (c) in the case of a candidate granted credit under Rule 5.1, the candidature shall normally expire:
 - i in the case of a full-time candidate, not less than one year and not more than two 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 four years from the date the candidate commenced work in the other program.

8 Work for the degree

- 8.1 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.
- 8.2 Where a Master by research program contains course work, the candidate shall be required to pass both the course work and thesis components independently but, in exceptional circumstances, this requirement may be waived by the Committee.
- 8.3
- (a) The University recognizes that a thesis may take a variety of formats that are influenced by the discipline or field of study. Students should consult their supervisor(s) and the University's Specifications for Thesis and, if applicable, the Specific Academic Program Rules, 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 DEST criteria for the Higher Education Research Data Collection.
 - (d) Where appropriate, texts may be submitted in manuscript form and suitably identified as such.
- 8.4 Irrespective of the nature of the thesis, its content, in part or in total, must not have been accepted for any other degree 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 Master by Research 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 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.
- 8.5 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 conceptualization of the work, its realization and its documentation).
- 8.6 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.
- 8.7 A thesis should not normally exceed 40,000 words.
- 8.8
- 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.

9 Required program of activities at the commencement of candidature

- 9.1 Each candidate (including those on remote candidature) will be enrolled on a provisional basis for the first twelve months of the degree.
- 9.2 A major review of progress after twelve months will recommend confirmation of Master's

candidature, or a further period of conditional candidature not exceeding six months, or termination.

- 9.3 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.
- 9.4 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.
- 9.5 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.
- 9.6 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.
- 9.7 A candidate who has completed the first year of a Master by research program 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 and the transfer will confirm candidature in the PhD.

10 Remote candidature

- 10.1 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.
- 10.2 Unless otherwise exempted, a remote candidate will normally 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.
- 10.3 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.
- 10.4 In accordance with rule 7.1, a remote candidate may proceed to the degree either by full-time or half-time study.
- 10.5 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 10.1, 10.2 and 10.3 above.
- 10.6 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.
- 10.7 Notwithstanding Rules 10.1 to 10.6 above, remote candidates are also required to abide by the other Rules and guidelines for the degree of Master by Research.
- ## 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 Progress and confirmation of candidature will occur twelve months after enrolment (see 9.2 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.
- ## 13 Leave of absence
- 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 7.1 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,
Failing to undertake a required review of progress by the due date or extended due date;
 - ii 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, failing to accept reasonable offers of supervision facilitated by the University, taking leave without prior approval, failing to return from leave on the agreed date, failing to notify the Graduate Centre of return from leave within two weeks of return, Non-payment of University fees and charges.
- ## 21 Termination of candidature
- A student's candidature may be terminated where:
- i progress is unsatisfactory following a review of progress, whether programmed or otherwise *or*
 - ii 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.

22 A terminated candidature may only be reinstated following a successful appeal.

23 Extension of candidature

Irrespective of full time or half time status, a candidate may be granted by the Committee one extension of candidature only of six months beyond the maximum period specified in Rule 7.1. If the thesis has not been submitted by the end of the extended period, the candidature will lapse.

24 Completion of thesis outside the University

A candidate who has completed the equivalent of one year 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.

25 Lapsed candidature

- 25.1 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.
- 25.2 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 Manager, Graduate Administration and Scholarships. The thesis will only be accepted for examination if the School/Discipline certifies that it is satisfactory to that School/Discipline.
- 25.3 Approval of the Committee is required for the resumption of a lapsed candidature under any other conditions.
- 25.4 In special circumstances, the Committee may approve the resumption of a lapsed candidature for one period of up to six months (whether full- or half-time) prior to the submission of the thesis.

26 Intention to submit thesis

A candidate shall notify the Manager, Graduate Administration and Scholarships, in writing, approximately three months before he or she expects to submit a thesis for examination. A summary of the thesis, together with the proposed thesis title, shall be submitted at the same time.

27 Submission and examination of the thesis

- 27.1 (a) 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.
- (b) The thesis shall embody the values described in Rule 3.2.
- 27.2 The format of a thesis which incorporates publications and/or manuscripts shall be in accordance with Rules 8.6 to 8.8.
- 27.3 The Head of School/Discipline shall certify that the thesis is worthy of examination.
- 27.4 In the case of a 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.
- 27.5 In the case of a 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 Masters' candidates.
- 27.6 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.
- 27.7 The thesis and any other material submitted shall be assessed by examiners external to the University.
- 27.8 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.
- 27.9 The Committee shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

28 Appointment of examiners

- 28.1 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 Manager, Graduate Administration and Scholarships, at the same time as the notification of intention to submit required under Rule 26. Such objections do not serve as a veto.
- 28.2 Assessment of the thesis shall in every case be by no fewer than two examiners appointed by the Committee of whom:
- (a) at least one shall be external to the University
- (b) at least one shall be an academic member or affiliate of a tertiary institution.

- 28.3 The candidate's supervisors shall not be eligible to act as examiners.
- 28.4 The examiners shall be requested to report in such form as the Committee will determine and to recommend one of the alternatives listed in Rule 29.1.
- 28.5 After consideration of the reports of the examiners, the Committee may appoint a third external examiner and/or an external arbitrator.

29 Examination results

- 29.1 After consideration of the reports of the examiners and such other information as it thinks fit, the Committee shall determine that:
- (a) the candidate be awarded the degree *or*
 - (b) the candidate be awarded the degree but that minor amendments be made *or*
 - (c) the candidate be awarded the degree subject to the specified amendments being made to the thesis *or*
 - (d) the candidate be not awarded the degree but be permitted to re-submit the thesis in revised form within one year *or*
 - (e) the candidate be not awarded the degree.
- 29.2 In the case of a thesis presented for re-examination as provided for in Rule 29.1(d), the thesis will, as far as possible, be assessed by the original examiners.
- 29.3 A thesis presented for re-examination will not be submitted for further re-examination.

30 Thesis amendments following examination

The time limits for revision of the thesis are: three months where the examination result is to award the degree following minor amendments to the thesis (see Rule 29.1(b)), or where the examination result is to award the degree subject to the specified amendments being made to the thesis (see Rule 29.1(c)) *and* 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 29.1(d)).

- 31 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 approved by the principal supervisor and the Head of School/Discipline or the Postgraduate Coordinator.

32 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.

33 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 32 shall make a written application to the Manager, Graduate Administration and Scholarships, at the same time as he or she notifies his or her intention to submit under Rule 26. The withholding of such permission and the period of time involved shall be determined by the Committee.

34 Graduation

Subject to Chapter 89 of the Statutes, candidates who have satisfied the requirements for any award of the University shall be admitted to that award at a graduation ceremony for the purpose.

35 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.

36 Revoking the award

If the Committee is satisfied that, when the Master by Research 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 her/him by Council may revoke the award.

Upon revocation, the person is taken never to have received the award.

37 Return of documents

If requested by the Dean of Graduate Studies, the recipient of a Master by Research must deliver to the University the documents certifying or evidencing the award.

38 General

When, in the opinion of the Research Education and Development Committee, special circumstances exist, the Committee, on the recommendation of the relevant Faculty in each case, may vary any of the provisions in Rules 1-37 above.



This document must be read in conjunction with:

- (a) the Academic Program Rules for the relevant degree/s which are published in Volume II of 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 degree of Doctor of Philosophy and the various professional doctorates and Masters degrees by research 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 embodying 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) or its equivalent, or higher.

(b) Finance

Doctorates and Masters by Research 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 Masters by Research 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 an innovative and successful 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 should 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 Higher 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 Master's 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 fulfil 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 or 40,000 words in the case of a Master by Research thesis (see PhD rule 8.7).

See Rule 29.2 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
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) - (g).

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 (a) below)

The main body of work in accordance with 2.2(f) (see (b) 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 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.

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 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.

** 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 Soft-binding of thesis for examination

Higher degree students may opt to submit three copies of their thesis in soft bound form initially for examination purposes.

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 three hard-bound copies and one digital copy of their theses (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 Hard-binding

- (a) The three required copies of the thesis 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 Australian Digital Thesis (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 three required printed copies, 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*.

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