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PhD Rules

1 There shall be a degree of Doctor of Philosophy.

Rules

2.1 The Vice-Chancellor, with authority devolved to her/him by Council, and after receipt of advice from the Board of Research Education and Development, 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.

Guidelines

3 The Board of Research Education and Development 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 Board in each case.

Academic standing

4.1 The academic standing required for acceptance as a candidate for the degree shall be an Honours degree of Bachelor of at least a IIA Standard or a degree of Master of the University of Adelaide or the equivalent thereof *. Applications from students with other qualifications will require the approval of the Board of Research Education and Development.

* 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 Board of Research Education and Development. A Master's degree which contains only coursework will not be accepted for this purpose.

4.2 A person who holds a degree of another university 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 Board may accept as a candidate a graduate who does not qualify under Rules 4.1 or 4.2 *but*

(a) has completed to the satisfaction of the Board at least one year of full-time postgraduate study or research *and*

(b) has passed a qualifying examination of Honours standard prescribed by the appropriate Faculty and approved by the Board.

Credit for work previously completed

5.1 The Board 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 The Board may also grant credit for research undertaken in an organisation other than a University or tertiary institution.

5.3 In consideration for acceptance under Rules 5.1 or 5.2, the Board 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.

Eligibility for enrolment as a candidate for PhD by publication

6.1 The Board may accept as a candidate for the degree a person who is seeking enrolment as a candidate for PhD on the basis of existing publications provided it is satisfied that the person

(a) is of such academic standing as would be required of other candidates for the degree

(b) has written certification from the relevant Executive Dean that the person has completed a substantial body of published research

(c) is a graduate of five years standing

(d) does not already hold a degree of Doctor of Philosophy *and*

(e) is an employee of the University, or is a clinical, affiliate or adjunct title holder, or is an employee of an organisation approved for the purpose of conferment of these titles.

- 6.2 The Board may also accept as a candidate a former employee (as defined under 6.1(e)) who has left the employ of the University or affiliated organisation for not more than two years from the date of departure provided it is satisfied that Rules 6.1 (a) to (d) have been met.
- 6.3 A candidate who wishes to present publications generated during candidature as the basis of the award of the degree may do so as described under 20.3.

Enrolment

- 7.1 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
 - (c) In the case of a person granted credit under Rule 5.2, at least two years of full-time study and research, or its equivalent, will be necessary to complete the work for the degree.
- 7.2 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program.
- 7.3 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 of absence must intermit all academic programs in which they are enrolled.

Duration of candidature and mode of study

- 8 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 Board, 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.
- (d) in the case of a candidate granted credit under Rule 5.2 the candidature shall normally expire
 - (i) in the case of a full-time candidate, not less than two years and not more than four years from the date the candidate commenced work under the control of the University *or*
 - (ii) in the case of a half-time candidate, not less than four years and not more than eight years from the date the candidate commenced work under the control of the University.
- (e) in the case of a person accepted under Rule 6.1, a minimum of six months and a maximum of twelve months from the date of commencement of candidature. The approval of the Board is required for any different expiry date.

Work for the degree

- 9.1 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. 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.
- 9.2 A doctoral thesis may comprise a conventional written narrative presented as typescript (see University Calendar Specifications for Thesis), a portfolio of publications (see Rule 9.3) or creative or visual work(s) (see Rule 20.5).
- 9.3 The candidate may prepare a thesis which comprises a portfolio of publications which have been subject to peer review. Such publications must not have been accepted for any other university award but may have been published prior to candidature (see Rule 6.1) or during candidature
- (i) Published papers submitted as a PhD thesis must be closely related in terms of subject matter and form a cohesive research narrative
 - (ii) The thesis shall also contain a contextual statement including a literature review, linkages between publications and a conclusion showing the overall significance of the work
 - (iii) The papers submitted should be sufficient for the body of work to constitute a substantial and original contribution to knowledge. The number of papers shall be determined by Faculties in consultation with specific Discipline areas. Where these papers in

themselves are deemed to constitute a body of work worthy of the award, the candidate may include, in addition, papers submitted to journals for publication

- (iv) Where papers have multiple authorship, the PhD candidate must be the first or principal author and have written permission of the co-authors
 - (v) Only papers which have been published or accepted by journals approved by the Discipline area are allowable under these Rules.
- 9.4 Where other materials are to be examined, such as in the areas of visual, performing, literary or media arts, the candidate must seek approval from the Board of Research Education and Development for the form and presentation of the thesis at the time of completion of the Structured Program for entry to the PhD program
- (i) The creative work may be in the form of exhibition, performance, literary work, film or other format approved by the Board of Research Education and Development;
 - (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 should describe the research process and elaborate, elucidate and place in context the artistic practice undertaken.
- 9.5 the candidate shall present the context and importance of the research at a School/Discipline seminar.
- 9.6 the head of School/Discipline shall certify that the thesis is worthy of examination.

Required program of activities at the commencement of candidature

- 10.1 Each candidate (including those on remote candidature but excluding those enrolled under Rule 6.1 or 6.2) will be enrolled on a provisional basis for the first twelve months of the degree.
- 10.2 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.
- 10.3 Such activities will be determined by the School/Discipline through which the candidate is enrolled and in the first year will include the completion and presentation of the research proposal and other programs and skills training deemed necessary by the School/Discipline.
- 10.4 The research proposal will be agreed and submitted to the Adelaide Graduate Centre preferably within three, but no

later than six months from the commencement of candidature.

- 10.5 A major review of progress after twelve months will recommend confirmation of candidature, termination, or the extension of provisional status. In the case of extension, a further review after a clearly defined period, normally three but not in excess of six months, would form the basis for confirmation or termination or change to a Masters enrolment.
- 10.6 A candidate who has completed the first year of a Master's program by research and who is qualified and permitted by the Board to transfer to the degree of Doctor of Philosophy will be deemed to have completed the Core Component of the Structured Program of activities and the transfer will confirm candidature in the PhD.

Remote candidature

- 11.1 Enrolment as a remote candidate may be permitted on the conditions that the School/Discipline concerned can ensure, and the Board of Research Education and Development is satisfied, that appropriate external supervision, with appropriate affiliation, and facilities are available.
- 11.2 A remote candidate may be required to complete a period of residence in the University of Adelaide as determined by the Board of Research Education and Development in consultation with the School/Discipline concerned.
- 11.3 In accordance with Rule 8, a remote candidate may proceed to the degree either by full-time or half-time study.
- 11.4 On the recommendation of the School/Discipline, the Board at any time may permit an enrolled student to enrol as a remote candidate subject to the conditions specified in 11.1, 11.2 and 11.3 above.
- 11.5 A remote candidate may be permitted to convert to the normal Ph.D. program and shall be subject to the conditions normally applied.
- 11.6 Notwithstanding Rules 11.1 to 11.4 above, remote candidates are also required to abide by the other Rules and guidelines for the Degree of Doctor of Philosophy.

Joint candidature

- 12.1 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.
- 12.2 When it is proposed that the candidate spend the majority of candidature away from Adelaide, the Board of Research Education and Development must approve conditions as in 11.1.

- 12.3 Upon successful completion of the work for the degree, the badges of both institutions may appear on the parchment awarded.

Review of academic progress

- 13.1 The Board 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.
- 13.2 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 Board of Research Education and Development and outlined in the Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees.
- 13.3 The first formal review and confirmation of candidature will occur twelve months after enrolment (see 10.2 above). Subsequent 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.
- 13.4 In the case of a candidate accepted under Rule 6.1 or 6.2, the candidate's submission of the thesis for examination is conditional upon the candidate attaining satisfactory progress in the year of review.

Absence from the university

- 14 Except for remote candidates and candidates accepted under Rule 6.1 or 6.2, the Board, 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 a permission may only be granted under special circumstances during provisional candidature.

Leave of absence

- 15 A candidate whose work is interrupted for a period of time may be granted a leave of absence by the Board of up to 12 months. If such an application is approved the minimum and maximum periods specified in Rule 8 will be adjusted accordingly by adding the length of the leave of absence..

Extension of candidature

- 16 A candidate may be granted by the Board one extension of candidature only of twelve months beyond the maximum period specified in Rule 8. If the thesis has not been submitted by the end of the extended period the candidature will lapse.

Completion of thesis outside the university

- 17 Except for candidates admitted under Rule 6, 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 Board to complete the writing-up of the thesis outside the University. If such a 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.

Lapsed candidature

- 18.1 A candidature which has lapsed will be resumed if the completed thesis, which has not departed from the field of study which was being pursued before the candidature lapsed, is subsequently submitted to the Manager, Graduate Administration and Scholarships. The thesis will only be accepted if the School/Discipline certifies that it is satisfactory to that School/Discipline.
- 18.2 Approval of the Board is required for the resumption of a lapsed candidature under any other conditions.
- 18.3 In special circumstances the Board 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.

Intention to submit thesis

- 19 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 20. A summary of the thesis, together with the proposed thesis title, shall be submitted at the same time.

Submission of thesis

- 20.1 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.
- 20.2 The thesis submitted shall:
- display original and critical thought
 - be a significant contribution to knowledge
 - relate the topic of research to the broader framework of the discipline within which it falls *and*
 - be clearly, accurately and cogently written and be suitably illustrated and documented.

- 20.3 The thesis may comprise a portfolio of scholarly articles published during candidature. The format shall be in accordance with Rules 9.3 (i) to 9.3 (iii).
- 20.4 In the case of a candidate accepted under Rule 6.1 or 6.2, the candidate shall, at the end of the one year candidature, submit a thesis in accordance with the conditions in Rule 9.3.
- 20.5 In the case of a doctoral thesis submitted in the areas of artistic or visual practice, presentation may be in one of two forms, a) by a theoretical thesis or b) by one or more creative works and an exegesis.
- 20.6 In the case of a doctoral thesis submitted in the areas of 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.
- 20.7 In the case of visual or performing arts, the examiners will attend the exhibition/performance, 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.
- 20.8 The thesis and any other material submitted shall be assessed by examiners external to the University.
- 20.9 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.
- 20.10 The Board shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

Appointment of examiners

- 21.1 Candidates shall have the right to submit objections to the appointment of potential examiners. 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 19. Such objections do not serve as a veto.
- 21.2 The Board shall appoint two examiners who are external to the University, taking account of any objections raised under Rule 21.1 and the recommendations of the head of the relevant School/Discipline.
- 21.3 The examiners shall be requested to report in such form as the Board will determine and to recommend one of the alternatives listed in Rule 22.
- 21.4 After consideration of the reports of the examiners, the Board may appoint a third external examiner and/or an external arbitrator.

Examination results

- 22 After consideration of the reports of the examiners and such other information as it thinks fit, the Board 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 *or*
 - (h) for candidates accepted under Rule 6 any amendments under 22(b), (c) or (d) shall be confined to contextual statements referred to in Rule 9.3(ii).

Deposit of thesis in the library

- 23 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 in the University as determined by the Board. Unless otherwise determined by the Board, the copies shall be available for loan and photocopy.

Loan or photocopy of thesis

- 24 A candidate who does not wish to allow the thesis to be lent or photocopied when it is deposited in the Library under Rule 23 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 19. The withholding of such permission and the period of time involved shall be determined by the Board.

General

- 25 When, in the opinion of the Board of Research Education and Development, special circumstances exist, the Board, on the recommendation of the relevant School/Discipline in each case, may vary any of the provisions in Rules 1-24 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

General Masters Rules

- 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.

Rules

- 2 The Board of Research Education and Development 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 Board in each case. Notwithstanding this, Faculties may develop their own specific guidelines as permitted within the framework of these Rules.

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) 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 or portfolio of scholarly publications (see 13.3 below).

Duration of candidature and mode of study

- 4.1 A candidate may proceed to the degree by full-time or half-time study.
- 4.2 Except by special permission of the Board, the work for the degree shall be completed and the thesis submitted:
- (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.

Admission

- 5.1 Admission to candidature for a Masters degree by research in the University may be granted to:
- (a) persons qualified for an Honours degree from the University of Adelaide appropriate to the proposed field of research
 - (b) persons qualified for an Honours degree from another university or tertiary institution equivalent to an Honours degree from the University of Adelaide and appropriate to the proposed field of research

- (c) others having qualified for a degree, whose academic qualifications are accepted by the Board as sufficient.
- 5.2 Unless an Honours degree or a qualification accepted by the Board as equivalent has been obtained, the applicant shall be required to complete a course of study prescribed by the Faculty and approved by the Board and to pass a qualifying examination of an Honours standard before being admitted as a candidate. This qualification shall be completed within one year if the study is undertaken on a full-time basis or two years if it is undertaken on a half-time or external basis except where the Board grants an extension of time.
- 5.3 Subject to the approval of the Board acting on the advice of the Faculty, a person who does not hold a degree of a university, but has given satisfactory evidence of fitness to undertake work for the degree, may be accepted as a candidate.
- 5.4 A person shall not be enrolled as a candidate for the degree unless:
- 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
 - there is 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*
 - 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.

Enrolment

- 6.1 Each candidate shall be enrolled on a provisional basis for the first twelve months of the degree.
- 6.2 Continuation of enrolment at the end of this period will depend on overall academic progress including the satisfactory completion of the Core Component of the Structured Program within six months (or part time equivalent) from the commencement of candidature.
- 6.3 The Core Component of the Structured Program shall include the formulation of a research proposal and usually, its presentation at a seminar, together with any other elements as determined by the Faculty.
- 6.4 A Major Review of progress after twelve months will recommend confirmation of candidature, termination, or the extension of provisional status. In the case of extension, a further review after a clearly defined period, normally three months, would form the basis for confirmation or termination of enrolment.

- 6.5 Except with the permission of the Board, a candidate may not enrol concurrently in another academic program.
- 6.6 Except with the permission of the Board, a candidate who is permitted to enrol concurrently in another academic program and who is granted leave of absence must intermit all academic programs in which they are enrolled.
- 6.7 A candidate who has completed the first year of a Masters by research program and who is qualified and permitted by the Board 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.

Remote candidature

- 7.1 Enrolment as a remote candidate may be permitted on the conditions that the School/Discipline concerned can ensure, and the Board of Research Education and Development is satisfied, that appropriate external supervision, with appropriate affiliation, and facilities are available.
- 7.2 A remote candidate may be required to complete a period of residence in adelaide as determined by the Board of Research Education and Development in consultation with the School/Discipline concerned.
- 7.3 In accordance with rule 4.1, a remote candidate may proceed to the degree either by full-time or half-time study.
- 7.4 On the recommendation of the School/Discipline, the Board at any time may permit an enrolled student to enrol as a remote candidate subject to the conditions specified in 7.1, 7.2 and 7.3 above.
- 7.5 A remote candidate may be permitted to convert to the normal Masters by Research program and shall be subject to the conditions normally applied.
- 7.6 Notwithstanding Rules 7.1 to 7.4 above, remote candidates are also required to abide by the other Rules and guidelines for the degree of Masters by Research.

Review of academic progress

- 8.1 The Board may review the progress of a candidate at any time during the program of candidature.
- 8.2 A candidate's progress will be formally reviewed at least once per year at the time of the Annual Review.
- 8.3 Following a formal review, if, in the opinion of the Board, a candidate is not making satisfactory progress, it may place the candidate on probation for one semester, requiring satisfactory completion of a defined program of research activities in that semester.
- 8.4 Failure to complete the program of activities (determined in 8.3) to the satisfaction of the Faculty will, with the

endorsement of the Board lead to the termination of candidature.

Leave of absence

- 9 A candidate whose work is interrupted for a period of time may be granted a leave of absence by the Board of up to twelve months. If such an application is approved, the minimum and maximum periods specified in Rule 4 will be adjusted accordingly by adding the length of the leave of absence.

Extension of candidature

- 10 Irrespective of full time or half time status, a candidate may be granted by the Board one extension of candidature only of six months beyond the maximum period specified in Rule 4.2. If the thesis has not been submitted by the end of the extended period, the candidature will lapse.

Completion of thesis outside the University

- 11 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 Board 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.

Lapsed candidature

- 12.1 A candidature which has lapsed will 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 if the School/Discipline certifies that it is satisfactory to that School/Discipline.
- 12.2 Approval of the Board is required for the resumption of a lapsed candidature under any other conditions.

Intention to submit thesis

- 13 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.

Submission of thesis

- 14.1 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.
- 14.2 The thesis shall embody the values described in Rule 3.2.
- 14.3 Where acceptable to the Faculty, a Masters candidate may present a portfolio of scholarly publications which have been subjected to peer review in lieu of a standard Masters thesis.
- (i) the thesis shall contain a literature review, a contextual statement providing linkage between publications and a conclusion demonstrating the overall significance of the work
 - (ii) if multi-authored publications are included, the candidate shall submit a signed written statement setting out the candidate's contribution to each of the publications included in the thesis
 - (iii) the Head of School/Discipline shall certify that the thesis is worthy of examination.
- 14.4 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.
- 14.5 The Board shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

Appointment of examiners

- 15.1 Candidates shall have the right to submit objections to the appointment of potential examiners. 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 13. Such objections do not serve as a veto.
- 15.2 Assessment of the thesis shall in every case be by not less than two examiners appointed by the Board 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.
- 15.3 The candidate's supervisors shall not be eligible to act as examiners.
- 15.4 The examiners shall be requested to report in such form as the Board will determine and to recommend one of the alternatives listed in Rule 16.1.
- 15.5 After consideration of the reports of the examiners, the Board may appoint a third external examiner and/or an external arbitrator.

Examination results

- 16.1 After consideration of the reports of the examiners and such other information as it thinks fit, the Board 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.
- The examiners of a thesis resubmitted following recommendation (d) may recommend only (a), (b) (c) or (e) above.
- 16.2 Where a Masters 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 Board.

Qualification requirements

- 17.1 To qualify for the degree, a candidate shall submit a thesis upon an approved topic and shall adduce sufficient evidence that the thesis is his or her own work. The thesis shall give the results of original research or of an investigation on which the candidate has been engaged. A candidate may also submit other contributions to the research field of the thesis in support of his or her candidature or submit a portfolio of scholarly publications, published during candidature.
- 17.2 A candidate for the degree of Doctor of Philosophy whose work is considered by the Board, after report by the examiners appointed to adjudicate upon it, not to be of sufficient merit to qualify for the degree of Doctor but of sufficient merit for the degree of Master may be admitted to the degree of Master. In such event, any required amendments to the thesis shall be made to the satisfaction of the Head of Discipline and the candidate's supervisors.

Deposit of thesis in the library

- 18 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 in the University as determined by the Board. Unless otherwise determined by the Board, the copies shall be available for loan and photocopy.

Loan or photocopy of thesis

- 19 A candidate who does not wish to allow the thesis to be lent or photocopied when it is deposited in the Library under Rule 17 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 12. The withholding of such permission and the period of time involved shall be determined by the Board.

Graduation

- 20 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.

General

- 21 When, in the opinion of the Board of Research Education and Development, special circumstances exist, the Board, on the recommendation of the relevant Faculty in each case, may vary any of the provisions in Rules 1-20 above.



Introduction

This document must be read in conjunction with the:

- (a) Academic Program Rules for the relevant degree/s which are published in Volume II of the University Calendar *and*
- (b) The Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees, 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 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

The degree of Doctor of Philosophy 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 Code of Practice. 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 Board of Research Education and Development, 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 PhD 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 part 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 Board of Research Education and Development on a case by case basis. A period of residence at the University of Adelaide may be required. The Head of School/Discipline must ensure that appropriate external supervision and facilities are available before recommending to the Board of Research Education and Development that a student be permitted to enrol in the Remote Program.

If the status of candidature is to be full-time, the Board of Research Education and Development 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 Board of Research Education and Development.

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), and the completed thesis should be shown to the supervisor(s) before submission. The student must consult with the School/Discipline concerning selection of an appropriate style for the thesis. Research Education Development Programs run seminars and workshops on thesis writing.

This national collaborative program has established a distributed database of digital versions of theses produced by postgraduate research students at Australian universities. The University of Adelaide is a member of this program.

University of Adelaide postgraduate research students are encouraged to deposit a digital copy of their PhD or research Master thesis in addition to the required printed copies. The following are general guidelines, but consultation with the Librarian may be required:

- (a) the thesis must have been officially approved by the University of Adelaide for the award of the degree before it can be deposited
- (b) the standard document format required is PDF
- (c) the digital version must be a direct equivalent of the copy of the thesis approved by the University for the award of the degree
- (d) the author retains copyright. However, it is advisable for the author to inform his/her supervisor(s) of his/her intention to deposit a copy of his/her thesis to the ADT program
- (e) access to deposited theses may be restricted for a defined period if the thesis is embargoed under the provisions of The Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees.

Theses are 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. Further information and deposit instructions are on the Library's web site at:

www.library.adelaide.edu.au/gen/theses/adt/

1.1 Thesis format

A Doctoral thesis may comprise a conventional written narrative presented as typescript, a portfolio of publications or creative or visual work/s. A Masters by Research thesis may comprise a conventional written narrative presented as typescript and where acceptable to the Faculty, a portfolio of publications.

(i) In the case of a thesis comprising a conventional written narrative presented as typescript, 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. There is a limitation of 160 spaces and characters in the title of the thesis. You should ensure, therefore, that your thesis title does not exceed that limit
- (b) a table of contents
- (c) an abstract of the thesis in not more than three hundred and fifty words
- (d) a signed statement to the effect that
 - the thesis contains no material which has been accepted for the award of any other degree or diploma in any university and that, to the best of the student's knowledge and belief, the thesis contains no material previously published or written by another person, except where due reference is made in the text of the thesis *and*
 - the author consents to the thesis being made available for photocopying and loan if accepted for the award of the degree.

This statement should be included on the same page as the statement regarding originality (see sample below). If the student has any objections to including such a statement, the student must apply to the Adelaide Graduate Centre, immediately, in writing, for a period of embargo to be placed on the student's thesis.

sample:

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 available for loan and photocopying.

The statement must be signed by the student and dated.

- (e) an acknowledgment of any help given or work carried out by any other person or organisation

- (f) the main text
- (g) appendices (if any)
- (h) bibliography.

Additional pages or other material not suitable for binding should be placed last and treated as indicated in 4(d).

- (ii) In the case of a thesis presented as published papers:
 - (a) the abstract should summarise the main findings presented in each paper and should indicate how the included works when considered together demonstrate a significant contribution to knowledge in the discipline.
 - (b) the introductory chapter should contain succinct statements describing the research problem investigated, overall objectives and specific aims of the study and an account of research progress linking the scientific papers. The account of research progress must link together the various papers submitted as part of the thesis providing continuity for the whole thesis so that the reader understands the logic behind the progression of the research program.
 - (c) the literature review will, of necessity, replicate literature cited in subsequent chapters but should contain a clear statement on the significance of the project aims, a critical review of relevant literature, identification of knowledge gaps and the relationship of the literature to the experimental program.
 - (d) where papers have multiple authorship, the PhD candidate must be the first or principal author and have written permission of the co-authors. Each jointly authored paper must begin with a clear statement on the contribution made by each author. The description must be sufficiently detailed to describe accurately the contribution of each author and signed by each author.
 - (e) the thesis must contain an overarching discussion of the main features of the thesis including, *inter alia*, the principal significance of the findings, 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.
- (iii) in the case of a doctoral thesis submitted in the areas of artistic or visual practice:

presentation may be in one of two forms:

 - (a) by a theoretical thesis *or*
 - (b) by creative work(s) and exegesis. The creative or visual work shall be a substantial opus and the criteria for this work shall be determined by the

Faculty. Such substantial works would include a book length work in its genre and musical compositions which require more than 75 minutes for performance.

The length and format of the exegesis shall be determined by the Faculty but normally should not exceed 50,000 words. It 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 must demonstrate mastery of the conceptual and scholarly skills associated with doctoral candidature.

In the case of a written exegesis or thesis and visual works both presented in the format of a compact disk, 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 laid down elsewhere in *Specifications for Thesis*.

2 Typing

A thesis should normally be produced on size A4 paper, in a clear and legible font (eg. Arial Narrow 12 or Times 12) using a Laser Writer, or some other printing device which gives a clear, legible result. It is strongly recommended that the top copy of the student's thesis be produced on archival (acid-free) paper to ensure its long-term preservation, with additional copies on bond, or similar high-quality paper. If work is being submitted which has been previously published, it may be presented in the form of copies of the original printed version. Other forms of presentation, such as computer output microform, may be acceptable if approved by the University Librarian (after discussion with the Supervisor(s)).

The submission of recorded music as part of a thesis should be discussed with the Performing Arts Librarian. (See also section on 'Copying' below.)

A thesis may be produced on both sides of the paper provided that all copies are made on paper of high opacity to prevent 'show-through'.

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 4: Binding, below.)

Copying

- (a) Additional copies of a thesis should be produced using a copying method which produces a good-quality copy. Copies (other than those produced with carbon paper at the time of typing the top copy) should

normally be on bond paper. 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.

Audio and audio-visual tapes

- (b) Additional copies of audio and audio-visual tapes should be produced using a copying method which creates a high quality audio and visual reproduction with proven longevity.

Archival (acid free) Copy

- (c) The archival (acid-free) copy should be marked accordingly and will become the University's copy following the award of the degree. The Barr Smith Library may produce a copy on archival (acid-free) paper at the same cost as a plain paper copy.

3 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:

- (a) diagrams and figures, etc, should be preferably drawn or photographed on size 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.
- (b) 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.
- (c) tables should be inserted in the appropriate place in the text, except that lengthy or bulky tables should appear as an appendix.
- (d) folded diagrams, maps, tables, etc, should read as right-hand pages when open. Supplementary material, such as folded maps and other large folded sheets and primary data on microfiche may be placed in a pocket inside the back cover of the bound thesis.
- (e) 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.

4 Binding

Soft-binding of thesis for examination

A higher degree student may opt to submit his/her thesis in soft bound form initially for examination purposes.

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

- 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.
- 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.

It is the student's responsibility to bear all costs incurred in the soft-binding of his/her thesis as well as in the subsequent hard-binding.

When the examination process (including the completion of any required amendments) is complete, it is an obligation of the student to submit the required three hard-bound copies of his/her thesis before a degree can be conferred.

Hard-binding

- (a) 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 given, 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) When published papers are submitted they should normally be bound near the back of the thesis as an appendix. 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.

- (e) Supplementary material such as folding maps and other large folded sheets and primary data on microfiche may be placed in a pocket inside the back cover of the bound thesis.
- (f) Supplementary material such as microfilm 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 view of problems of long term storage stability, presentation of material in a form other than printed copy or microform should not be contemplated without prior consultation with the University Librarian. When audio or audio-visual tapes are submitted they should normally be inserted into the back cover of the thesis. In some cases, it may be desirable to submit them 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.