



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 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.

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 8.3 below).

Academic Standing

- 4.1 The academic standing required for acceptance as a candidate for a Masters degree by research in the University shall be an Honours degree of Bachelor 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 Masters 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 an 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 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.

Credit for work previously completed

- 5.1 At the time of application, the Committee may grant credit in a Masters 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.

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 of

absence must intermit all academic programs in which they are enrolled.

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.

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 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 Committee.
- 8.3 The thesis may comprise a conventional written narrative presented as typescript and where acceptable to the Faculty, a portfolio of publications that have been accepted following peer review (see Rule 8.4).
- 8.4 In the case of a thesis that comprises a portfolio of publications, publication(s) must not have been accepted for any other university award.
 - (i) the thesis 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 Masters by Research 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) where publications have multiple authorship, the Masters candidate will be the first or principal author and must have written permission of the co-authors.
 - (v) only publications that have been published or accepted by publishers approved by the Discipline and in accordance with DEST criteria for the Higher Education Research Data Collection may be included in the portfolio under these Rules.
- 8.5 the candidate shall present the context and importance of the research at a School/Discipline seminar.
- 8.6 the Head of School/Discipline shall certify that the thesis is worthy of examination.

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 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.
- 9.3 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. 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.
- 9.4 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.
- 9.5 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 months, would form the basis for confirmation or termination of enrolment.

- 9.6 A candidate who has completed the first year of a Masters 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.

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 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 7.1, 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 Masters by Research.

Review of academic progress

- 11.1 The Committee may review the progress of a candidate at any time during the program of candidature.
- 11.2 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 *Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees*.

- 11.3 A formal review of progress and confirmation of candidature will occur twelve months after enrolment (see 9.5 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.
- 11.4 Following a formal review, if, in the opinion of the Committee, 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.
- 11.5 Failure to complete the program of activities (determined in 11.3) to the satisfaction of the Faculty will, with the endorsement of the Committee lead to the termination of candidature.

Leave of absence

- 12 A candidate whose work is interrupted for a period of time may be granted a leave of absence by the Committee of up to twelve months. If such an application is approved, the minimum and maximum periods specified in Rule 7.1 will be adjusted accordingly by adding the length of the leave of absence.
- 13 A candidate granted leave of absence will formally inform the Adelaide Graduate Centre of resumption of candidature within fourteen days of the approved rate of return, or else, the Research Education and Development Committee may terminate candidature.
- 14 A candidate seeking to extend a period of leave of absence granted will formally apply for an extension of leave at least one week prior to the originally approved date of return.

Extension of candidature

- 15 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.

Completion of thesis outside the University

- 16 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.

Lapsed candidature

- 17.1 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.
- 17.2 Approval of the Committee is required for the resumption of a lapsed candidature under any other conditions.
- 17.3 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 thesis.

Intention to submit thesis

- 18 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 and examination of the thesis

- 19.1 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.
- 19.2 The thesis shall embody the values described in Rule 3.2.
- 19.3 The thesis may comprise a portfolio of scholarly works published during candidature. The format shall be in accordance with Rules 8.4 (i) to 8.4 (vi).
- 19.4 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.
- 19.5 The Committee shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

Appointment of examiners

- 20.1 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 18. Such objections do not serve as a veto.

- 20.2 Assessment of the thesis shall in every case be by not less 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.
- 20.3 The candidate's supervisors shall not be eligible to act as examiners.
- 20.4 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 21.1.
- 20.5 After consideration of the reports of the examiners, the Committee may appoint a third external examiner and/or an external arbitrator.

Examination results

- 21.1 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.
- 21.2 For candidates who submitted in publication format, any amendments under 21.1 (b), (c) or (d) shall be confined to the contextual statement referred to in Rule 8.4(i).
- 21.3 In the case of a thesis presented for re-examination as provided for in Rule 21.1(d), the thesis will, as far as possible, be assessed by the original examiners.
- 21.4 A thesis presented for re-examination will not be submitted for further re-examination.

Deposit of thesis in the library

- 22 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 Committee. Unless otherwise determined by the Committee, the copies shall be available for loan and photocopy.

Loan or photocopy of thesis

- 23 A candidate who does not wish to allow the thesis to be lent or photocopied when it is deposited in the Library under Rule 22 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 18. The withholding of such permission and the period of time involved shall be determined by the Committee.

Graduation

- 24 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

- 25 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 1-24 above.