

# Academic Program Rules

Adelaide Graduate Centre

## Contents

Master of Philosophy

Version 21.7.09 DF

# Master of Philosophy

## 1 Rules

1.1 There shall be a Master of Philosophy degree which may be awarded an overall grade. The award of the grade shall be made for meritorious performance in the program, with greatest weight given to completion of the research project as evaluated by the examination of the research thesis.

1.2 The grade may be awarded in one of the following classifications: Higher distinction, Distinction, Credit and Pass according to the standard University grading scheme.

1.3 In accordance with their area of research, a candidate may enrol for a Master of Philosophy degree, or, a Master of Philosophy degree with one of the following specialisations, as follows:

### Faculty of Engineering, Computer and Mathematical Sciences

Master of Philosophy

### Faculty of Health Sciences

Master of Philosophy (Clinical Science)

Master of Philosophy (Dentistry)

Master of Philosophy (Grief and Palliative Care Counselling)

Master of Philosophy (Medical Science)

Master of Philosophy (Ophthalmology)

Master of Philosophy (Surgery)

### Faculty of Humanities & Social Sciences

Master of Philosophy

### Faculty of Professions

Master of Philosophy

### Faculty of Sciences

Master of Philosophy

1.4 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.

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

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

## 2 Guidelines

The Research Education and Development Committee may from time to time approve guidelines on any matters included in these Rules and may authorise the Dean of Graduate Studies or the 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 The Master of Philosophy 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 of the Master of Philosophy 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 the Master of Philosophy in the University shall be a relevant degree of Bachelor of the University of Adelaide, in which the candidate achieved a minimum of a distinction average, or the equivalent thereof.

4.2 A person who holds a relevant Bachelor degree of another university, at distinction average or higher, 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 Applicants for a Master 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 a Master 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 both relevant and of a satisfactory standard.

## 6 Enrolment

6.1 A person shall not be enrolled as a candidate for the degree of Master of Philosophy unless:

- a the applicant's proposed research topic 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 of Philosophy program contains coursework, the candidate shall be required to pass both the coursework and thesis components independently but, in exceptional circumstances, this requirement may be waived by the Committee.

8.3 Any coursework requirements will be set by the Faculty of enrolment and may include "core" and "student specific" courses totaling a maximum of 16 units (or one third of the degree). Students will be advised of any "core" course requirements at enrolment, whilst any "student specific" course requirements will normally be finalised prior to completion of the Research Proposal. See Rule 10.6.

#### 8.4

a The University recognises that a thesis may take a variety of formats that are influenced by the discipline or field of study. Students should consult 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 DEEWR criteria for the Higher Education Research Data Collection

.d Where appropriate, texts may be submitted in manuscript form and suitably identified as such.

8.5 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 in the name of the candidate.

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 of Philosophy 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.

8.6 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).

8.7 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.

8.8 A thesis should not normally exceed 40,000 words.

#### 8.9

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 Masters 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) A candidate who has completed the first year of a Master by Philosophy or half time equivalent and who is qualified for transfer to the degree of Doctor of Philosophy may do so where permitted by the Faculty and the Committee . Where a transfer is approved, the candidate will be deemed to have completed the Core Component of the Structured Program and the transfer will confirm candidature in the PhD. A revised research proposal must accompany the application to upgrade candidature.
- b) A candidate who is not qualified for admission to the Doctor of Philosophy, but has completed the first eighteen months of a Master by Philosophy, or half time equivalent, may transfer to the degree of Doctor of Philosophy where the transfer is supported by the Faculty and the Committee. Where a transfer is approved, the candidate will be deemed to have completed the Core Component of the Structured Program and the transfer will confirm candidature in the PhD. A revised research proposal must accompany the application to upgrade candidature.

## 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 of Philosophy.

## 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 8.1 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 endeavor 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

19.1 A student may withdraw from candidature at any time.

19.2 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,

iii failing to accept reasonable offers of supervision facilitated by the University

iv taking leave without prior approval

v failing to return from leave on the agreed date

vi failing to notify the Adelaide Graduate Centre of return from leave within two weeks of return *and*

vii 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. 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 Candidature shall be deemed to have lapsed if the candidate fails to submit his/her thesis within the maximum duration of the program as specified in Rule 7, provided that candidature has not otherwise been withdrawn, suspended or terminated.

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.

## **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 or prior to lodgment of the thesis.

## **27 Submission and examination of the thesis**

### **27.1**

a On completion of the approved program of study and research, including all coursework requirements, 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 8.5 to 8.7.

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 at least one examiner who is 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 With the exception of suitably referenced work, material, both physical and intellectual, presented for examination should have been generated during the period of candidature.

27.10 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 each of the alternatives listed in Rules 29.1 and 29.2.

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 of Master of Philosophy unconditionally *or*
- b the candidate be awarded the degree of Master of Philosophy subject to corrections or revisions required by the examiners in the thesis to be made to the satisfaction of the University in the copy intended for deposit with the University Library *or*
- c the candidate be not awarded the degree of Master of Philosophy but be permitted to resubmit the thesis for re-examination in revised form *or*
- d the candidate be not awarded the degree of Master of Philosophy.

29.2 Where the Committee determines that the candidate be awarded the degree of Master of Philosophy, the Committee shall also determine an overall grade.

29.3 In the case of a thesis presented for re-examination as provided for in Rule 29.1(c), the thesis will, as far as possible, be assessed by the original examiners.

29.4 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:

- i three months where the examination result is to award the degree following corrections or revisions to be made to the satisfaction of the University (see Rule 29.1(a and b)) *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 29.1(c)).

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 of Philosophy was conferred on a person, and that person was subsequently found to have breached ethical requirements, e.g. they

- 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 of Philosophy 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.

## Statement of Graduate Attributes

(i) The capability to conduct research independently at a high level of originality, quality and creativity

This will be evidenced by the conceptual design and implementation of a research project that leads to a contribution to knowledge and/or to the production of a body of creative work. Indicators will include peer review, milestones set and goals achieved, the ability to frame questions and explore emerging issues and, where appropriate, to identify solutions using a wide range of analytical methods.

A contribution to knowledge, or the production of a body of creative work, will be achieved through one or more of the following:

- The discovery of new information
- The formulation and defence of new theories
- The innovative re-interpretation of known data and/or established ideas
- The innovative re-interpretation of the practice of the profession.

(ii) A deep knowledge of the field of study

This will be evidenced by:

- The ability to critically review information from a wide range of sources, and to develop a comprehensive understanding of relevant prior research
- The demonstration of a sound theoretical basis of knowledge, as evidenced by the arguments presented within the thesis, or a series of publications or creative works, produced during candidature.

(iii) The ability to communicate research significance clearly and concisely with audiences at all levels and to demonstrate its relevance to the broader community

This will be evidenced by:

- Successful examination of the thesis; peer reviewed publications or professional outcomes; participation in specialist and generalist conferences, public forums and other professional contexts
- A capacity to apply theoretical knowledge to discipline specific practical activity, where appropriate
- Being sought after by employers.

(iv) Broadening of the research experience through undertaking professional development in a range of areas of interest through the framework provided by the development component of the structured program.