

A meeting of the Research Education and Development Committee will be held in the ARI Board Room, Level 7, 115 Grenfell Street, from 2.30 pm on 21 September 2009.

AGENDA

FORMAL MATTERS

1. **Apologies**
2. **Conflicts of Interest**
For declaration by Committee members
3. **Starring of Items**
Recommendation: that the Research Education and Development Committee adopt any recommendations contained in the unstarred items.
4. * **Minutes**
Minutes of the meeting held on 10 August 2009
Recommendation: that the Research Education and Development Committee approve the minutes of the meeting held on 10 August 2009.
5. **Business Arising from the Minutes (not otherwise listed on this agenda)**
(Item 5)

MAJOR REPORTS or ITEMS FOR DISCUSSION AND/OR APPROVAL

6. **Examples of Good Practice in Research Education**
To note that this item has been deferred in the absence of Dr Braunack-Mayer.
7. **Master of Philosophy**
Professor Russell to report on the outcome of discussions with the University of Melbourne regarding the practice of allowing examiners to elect for amendments to be made to their satisfaction.
Members to note in addition that:
 - *the rules for the Master of Philosophy were approved by the Vice-Chancellor on 10 September 2009;*
 - *The Master of Philosophy will have named appellations only in the Faculty of Health Sciences*
8. * **Proposal to Restrict Enrolment in Specific Master by Research Programs from 2010**
Professor Russell to report. Item 8.

9. * **Development of Grading Descriptors for the Master of Philosophy.**
To discuss the development of specific Grading Descriptors for the examiners of Master of Philosophy theses. Item 9

10. **Electronic Collection of Theses.**
Members to note that the Ecollect scheme will be implemented in the Faculty of Professions shortly; accordingly, examiners in every discipline will now have the option to mark theses electronically.

11. * **Master of Research Studies**
Professor Russell to report.

REPORTS FROM RESEARCH EDUCATION & DEVELOPMENT COMMITTEE WORKING PARTIES

12. **Student Matters**
To note the unconfirmed minutes of Student Matters meeting SM 09/6.

13. **Doctoral Education**
No further meetings have been held.

14. **Quality Issues Working Party**
No further meetings have been held.

UNSTARRED ITEMS FOR APPROVAL OR NOTING

15. **Higher Degree by Research Program Rules and Documents for the 2010 Postgraduate Calendar**
Recommendation to endorse the following 2010 Academic Program rules and documents for the University Calendar:

- Doctor of Philosophy;
- Higher Doctorate degrees;
- Professional Doctorate degrees
- Higher Degrees by Research
- Master of Philosophy
- Specifications for thesis

16. **Exit Survey**
To note that the report of the Exit Survey is expected to be available for review at the October meeting of REDC.

17. **Student Matters sub-committee of REDC**
To note that Morteza Mohammed will represent student interests on the Student Matters sub-committee of REDC following his appointment as President of the PGSA.

18. **Next Meeting**
The next scheduled meeting will be held from 2.30 pm to 4.30 pm on 26 October 2009 in the ARI Board Room, Level 7, 115 Grenfell Street.

FOR APPROVAL

MINUTES OF MEETING 6/09

A meeting of the Research Education and Development Committee was held in the ARI Board Room, Level 7, 115 Grenfell Street, from 2.30 pm on 10 August 2009.

Present: Professor Richard Russell (Convenor), Dr Annette Braunack-Mayer, Mr Simon Brennan, Dr Kimi Coaldrake, Dr Michael Lardelli (proxy for Dr Chris Ford), Mr Morteza Mohammedzeri, Dr Michelle Picard (until 3:10pm), Professor John Williams (from 3:10pm), Dr Anthony Zander.

In attendance: Ms Donna Frost, Ms Anne Witt

FORMAL MATTERS

1. Apologies/Announcements

Dr Chris Ford, Dr Bertram Ostendorf, Professor John Taplin

2. Conflict of Interest

No conflicts were declared.

3. Starring of Items

The Committee resolved:

to adopt the recommendations contained in the unstarred items.

4. Minutes of Meeting

The Committee resolved:

to approve the minutes of the meeting held on 6 July 2009.

5. Business arising from the minutes

Members noted the status of actions arising from previous meetings of REDC as detailed in Item 5.

MAJOR REPORTS and ITEMS FOR APPROVAL

6. Examples of Good Practice in Research Education

In the interests of time, this item was postponed until the next meeting of REDC.

| Action | Responsible |
|---|-------------------|
| Provide an example of good practice in research education at the next REDC meeting to be held on 21 September 2009. | Dr Braunack-Mayer |

7. Master of Philosophy Program Rules

As discussed at the previous meeting of the Committee, much concern existed within the University about the practice of awarding a Masters by Research qualification to a student who submitted a PhD thesis for examination but failed to meet the required standard for the award of the degree. Members noted that the other Go8 universities (Item 7a) did not have an option for examiners to award a Masters degree as an examination outcome. In the majority of cases, if the student had not met the standard required for award of the PhD and the thesis was deemed unlikely to meet the standard even following revision and resubmission, the examiner would be expected to recommend that the degree not be awarded and the student not be permitted to submit for re-examination. The exception to this practice was the ANU who did permit a student who failed the PhD to resubmit their thesis for examination as a Masters degree (with or without amendment).

Following discussion amongst the Committee, it was agreed that under the new Master of Philosophy rules, the option for examiners to award a Masters degree following examination of a PhD thesis would be deleted. Furthermore, students would not be permitted to submit a thesis that did not meet the required standard for the PhD, for re-examination as a Master of Philosophy thesis. Accordingly the Master of Philosophy rules were endorsed (Item 7B) as presented, noting that following discussion at Academic Board, the listed specialisations for the Faculties of Engineering, Computer and Mathematical Sciences and Health Sciences were to be reviewed.

Professor Russell highlighted another issue with the rules for the PhD, which had come to his attention following a review of the Go8 examination practices detailed in Item 7a. A number of other universities gave examiners two options when specifying that a PhD thesis be awarded subject to amendment:

1. That the amendments be made to the satisfaction of the University, without further reference to themselves; or
2. That the part or parts of the thesis requiring revision be amended to the satisfaction of
 - a. the Chairperson of Examiners (equivalent to the Dean of Graduate Studies at the University of Adelaide); or
 - b. to the satisfaction of the examiner.

Professor Russell questioned whether the addition of an option for examiners to request that amendments be made to their satisfaction would reduce the number of revise and resubmit recommendations made and therefore expedite the examination process in the majority of cases. A contrasting possibility was expressed in that the inclusion of such an option could increase examination times if significant numbers of examiners elected to have the amendments made to their satisfaction. Professor Russell indicated that he would seek advice from his counterpart at the University of Melbourne about the uptake of the option for examiners to review amendments personally, versus the percentage of revise and resubmit recommendations made.

It was agreed that, subject to a likely neutral impact on examination times that the option for examiners to elect to review a student's amendments be incorporated into the PhD exam report form (tabled). Furthermore, the revision of the PhD exam report form in line with the Master of Philosophy report form was endorsed.

With respect to the PhD Exam Report Form, Professor Russell advised that he had received clarification that whilst the University might be required to disclose examiner comments to candidates under the Freedom of Information Act, such comments need not be attributed to a named individual(s). Consequently, it would be possible for the University to protect the anonymity of an examiner who requested this option on the Exam Report form.

| Action | Responsible |
|--------|-------------|
| | |

| | |
|---|-------------------|
| Seek advice from the University of Melbourne about the uptake of the option for examiners to review amendments personally, versus the percentage of revise and resubmit recommendations made. | Professor Russell |
| Amend the PhD exam report form to include an option for examiners to elect to review thesis amendments personally (subject to Professor Russell's endorsement). | Ms Frost |
| Amend the PhD (and other) exam report forms to clarify that the University is able to protect the anonymity of examiners. | Ms Frost |

8. Revised Master of Philosophy Examination Report Form and Grading Descriptors

A discussion of the development of grading descriptors for the new Master of Philosophy Examination Report Form to assist in clarifying the relevant standards for High Distinction, Distinction, Credit and Pass recommendations was postponed in the interests of time.

| Action | Responsible |
|---|-------------|
| Include an item on the 'Development of Grading Descriptors for the Master of Philosophy Exam Report Form' on the next REDC agenda for discussion. | Ms Frost |

9. Doctoral Education

Professor Russell requested Faculty views on the future of Doctoral Education in Australia and at the University of Adelaide in particular. Dr Coaldrake expressed the view of the Faculty of Humanities and Social Sciences that the replacement of Honours with the MPhil was initially considered problematic, since the Honours year is so important for establishing research training skills. However, opinion had now shifted somewhat, in recognition that poor completion rates and attrition could be due in part to students progressing directly from Honours to the PhD with little experience of the discipline specific methodology and independence required to undertake a PhD thesis.

It was suggested that students would benefit from undertaking discipline specific methodology courses and statistical training in the early stages of their PhD project.

| Action | Responsible |
|--|-------------------|
| Investigate the possibility of establishing inter-Faculty cooperation in the teaching of methodology and statistics to HDR students and the availability of central funding to support these endeavours. | Professor Russell |

10. Service Excellence Project on HDR Enrolments and Completions

Members noted that the report of the Service Excellence Project team on HDR Enrolments and Completions had been reviewed by the Vice-Chancellor's Committee on two occasions and would shortly be rebadged and made available for public consideration.

11. Progress of the English Language Working Party

Dr Picard reported that the deliberations of the English Language Working Party were ongoing, with preliminary conclusions due for release on 13 August 2009. Likely recommendations from the Working Party included:

- Increasing the IELTS requirement for admission from 6.0 to 6.5 for PhD students, whilst retaining a score of 6.0 for coursework and Master by Research students;
- To review the effectiveness of the Pre-enrolment English Program (PEP) with a view to, *inter alia*, introducing greater academic oversight and diagnostic testing at the end of the Program and to determining the optimal position of the PEP in the University's organisation structure;
- To accept adequate performance in the computer based Pearson test of English Proficiency for the purposes of admission, as an alternative to IELTS/TOEFL test results;
- To consider the introduction of more load bearing language units within academic programs;
- To deliver generic and discipline specific support in a more coordinated fashion and
- To coordinate the pre-enrolment (PEP) and post-enrolment English support services more efficiently.

12. Towards an Online Induction Program

Members noted that the web based version of the online Induction Program for HDR students had gone live for approximately one week before being withdrawn due to computer compatibility problems. Re-launch of the site by the end of August (final deadline), would be contingent upon resolving the compatibility problems and the introduction of some final improvements.

Professor Russell advised that if it were not possible to resolve the compatibility issues with the in-house online Induction Program, it might be possible to purchase a license from a University in England at a cost of around £3000 per annum, to utilise the Program they had developed.

| Action | Responsible |
|--|-----------------------------|
| Forward the URL to the Induction Program available for license to REDC members for review and consideration. | Professor Russell/ Ms Frost |

13. HDR Student Research Education Needs

Dr Picard reported that in order to obtain a comprehensive picture of the research education and development needs of HDR candidates at the University, feedback received from students over the past five years had been examined, together with the outcomes of a formal survey of students and supervisors conducted from February to May 2009. The tabled report of HDR Research Education and Development Needs was noted.

The analysis had yielded a number of interesting findings including the following:

- Compared to Flinders and the University of South Australia, relatively few generic programs are offered to research students at the University of Adelaide;
- There was significant unmet demand for face-to-face workshops as opposed to online course delivery. This was true both of workshops already offered and those not currently available. Courses on Endnote, SPSS, NVivo, statistics training, qualitative research methods and writing workshops of all kinds were requested frequently;
- Many of the respondents to the online survey were unaware of the RED offerings or were under the impression that they were for international students only.

In response to the outcomes of the survey and analysis, the Researcher Education Development (RED) unit of the Graduate Centre had devised an action plan which included a range of measures aimed at

increasing the number and variety of training courses available in line with student demand and marketing the courses to maximise their accessibility and appeal to all HDR students.

14. University Medals for HDR Theses

Members noted that the Academic Board had approved the creation of University Doctoral Research Medals for HDR theses; with up to 15 awards to be made per year; the first round of awards would be made at the April 2010 graduation ceremonies.

| Action | Responsible |
|--|-------------|
| Design and implement a process for the award of the University Doctoral Research Medals. | Ms Frost |

15. Outcomes of the Go8 DDoGs Meeting held in Sydney on 28 July 2009

Professor Russell reported briefly on the discussions held at the Go8 DDoGs meeting in Sydney on 28 July 2009. These included:

- benchmarking the quality of theses amongst the Go8 using agreed criteria for the examination;
- The House of Representatives Standing Report on the Review of Higher Education. Members noted that important matters arising from the Review had largely been forwarded to the Research Strategy Workforce Committee for further debate, whilst the remaining matters were to be the subject of a report due for release on 11 August 2009;
- The lack of scholarships available for international students and the excessive regulation of scholarships. The Department of Innovation, Industry, Science and Research (DIISR), commented that treasury was reluctant to inject additional funds into scholarship schemes, whilst the Department of Immigration viewed monies expended on international students expected to return to their home country following graduation as a waste. The DDoGs had countered this argument with examples of the number of former IPRS holders who now held prominent positions in Australia in academia, research and other areas.

REPORTS FROM RESEARCH EDUCATION & DEVELOPMENT COMMITTEE WORKING PARTIES

16. Student Matters

There was nothing to report.

17. Doctoral Education

There was nothing to report.

18. Quality Issues Working Party

There was nothing to report.

UNSTARRED ITEMS FOR APPROVAL OR NOTING

19. Scholarship Ranking of Master's and Bachelor's Degrees with Honours

Members noted that the proposed scholarship ranking of Master's and Bachelor's degrees with Honours compiled by RED had been endorsed by the Masters Implementation Working Group.

20. E-Collect in Humanities and Social Sciences

It was noted that the implementation of the option for examiners of theses submitted by students in Humanities and Social Sciences to collect theses electronically was in progress.

21. Any Other Business

Completion Scholarships Process

Dr Coaldrake highlighted a concern on behalf of the Faculty of Humanities and Social Sciences about an unforeseen consequence of the Completion Scholarship scheme implementation. Essentially, the Faculty had proved reluctant to offer completion scholarships, even to those students that had been assessed as having good prospects of completion, as it was unwilling to take on the financial risk associated with non-completion. In some cases, this had purportedly left students feeling worse about their prospects of completion that if they had never applied for a completion scholarship.

22. Next Meeting

The next scheduled meeting will be held from 2:30pm to 4:30pm on 21 September 2009 in the ARI Board Room, Level 7, 115 Grenfell Street.

DONNA FROST
Secretary

CONFIRMED:
Day/Month/Year
Date CONVENOR

FOR NOTING

ITEM 5

BUSINESS ARISING FROM THE MINUTES

MEETING 6/09

| ACTION | RESPONSIBILITY | STATUS |
|--|--|---|
| <p>6. Examples of Good Practice in Research Education</p> <p>Provide an example of good practice in research education at the next meeting of REDC to be held on 21 September 2009.</p> | Dr Braunack-Mayer | See Item 6 |
| <p>7. Master of Philosophy Program Rules</p> <p>Seek advice from the University of Melbourne about the uptake of the option for examiners to review amendments personally, versus the percentage of revise and resubmit recommendations made.</p> <p>Amend the PhD exam report form to include an option for examiners to elect to review thesis amendments personally (subject to Professor Russell's endorsement).</p> <p>Amend the PhD (and other) exam report forms to clarify that the University is able to protect the anonymity of examiners.</p> | <p>Professor Russell</p> <p>Ms Frost</p> <p>Ms Frost</p> | <p>Completed. See Item 7</p> <p>No action required. See Item 7</p> <p>Completed</p> |
| <p>8. Revised Master of Philosophy Examination Report Form and Grading Descriptors</p> <p>Include an item on the 'Development of Grading Descriptors for the Master of Philosophy Exam Report Form' on the next REDC agenda for discussion.</p> | Ms Frost | Completed. See Item 9 |
| <p>9. Doctoral Education</p> <p>Investigate the possibility of inter-Faculty cooperation in the teaching of methodology and statistics to HDR students and the availability of central funding to support these endeavours.</p> | Professor Russell | In progress |
| <p>11. Towards an Online Induction Program</p> <p>Forward the URL to the Induction Program available to license to REDC members for review and consideration.</p> | Professor Russell/Ms Frost | Pending |

| ACTION | RESPONSIBILITY | STATUS |
|---|----------------|-------------|
| 14. University Medals for HDR Theses Design and implement a process for the award of the University Doctoral Research medals. | Ms Frost | In progress |

MEETING 4/09

| ACTION | RESPONSIBILITY | STATUS |
|--|--|--|
| 6. Examples of Good Practice in Research Education Propose, to the AUPGSA, that the possibility of a more effective model of student association be investigated Invite the AUPGSA to participate in discussions (with Professor Russell, Dr Ford and Professor Nettelbeck) about implementing a more effective model of student association Discuss setting up a "pastoral care professional development program" for Postgraduate Co-ordinators Arrange for regular "attrition reports" to be sent to Faculties | Miss Guan Professor Russell Professor Russell and Dr Picard Professor Russell | In progress In progress In progress In progress |

MEETING 3/09

| ACTION | RESPONSIBILITY | STATUS |
|--|---------------------|---------|
| 11. Towards an Online Induction Program for Supervisors and Students Provide regular updates on progress towards the development of an online Induction Programs for students and supervisors. | Dr Picard/ Dr Green | Ongoing |

MEETING 1/09

| ACTION | RESPONSIBILITY | STATUS |
|--|--------------------|---------|
| 19. Research Proposal Proforma Provide Ms Frost with a copy of the finalised Faculty of Profession's Research Proposal Proforma. | Professor Williams | Pending |

MEETING 9/08

| ACTION | RESPONSIBILITY | STATUS |
|--|-------------------|---------|
| 7. English Language Proficiency and Academic Outcomes for International Students Interview 1-2 supervisors from each Faculty who have supervised significant numbers of both international and domestic students about the impact of English proficiency on supervisory work load. | Professor Russell | Pending |
| 9. Postdoctoral Education Request assistance from Mr Glen Harrison to identify the University's Early Career Researchers through ORBIT. | Professor Russell | Pending |

MEETING 3/08

| ACTION | RESPONSIBILITY | STATUS |
|--|-------------------|---------|
| 6. Proposal to Introduce more Flexible Entry Pathways to the PhD for International Students through a Master of Research Studies Bring PAC proposal for the creation of the Master of Research Studies/PhD double degree program to a future REDC meeting for consideration. | Professor Russell | Pending |

MEETING 7/07

| ACTION | RESPONSIBILITY | STATUS |
|---|-------------------|-------------|
| 6. Strategies for Increasing HDR completions and Meeting Recruitment Targets (Item 7 from Meeting 5/07 and Item 6 from Meeting 6/07) Obtain data, regarding HDR completions and meeting recruitment targets, on PhD students in the UK. | Professor Russell | In progress |

DONNA FROST
Secretary

RESTRICTION OF ENROLMENT IN SPECIFIC MASTERS PROGRAMS FROM 1 JANUARY 2010

The Master of Philosophy program rules were approved by the University's Academic Board on 5 August 2009. Accordingly, the program will be offered for the first time in 2010. Commensurate with the availability of the new Master of Philosophy program, the Research Education and Development Committee is asked to endorse the restriction of new enrolments into the following specific Masters programs from 1 January 2011, noting that the Academic Board previously agreed the Master of Philosophy would be the only RTS eligible Masters by Research degree moving forward:

Faculty

The Professions
The Professions
The Professions
The Professions
The Professions
The Professions
The Professions
The Professions
The Professions
The Professions
Engineering, Computer and Mathematical Sciences
Engineering, Computer and Mathematical Sciences
Engineering, Computer and Mathematical Sciences
Engineering, Computer and Mathematical Sciences
Health Sciences
Health Sciences
Health Sciences
Health Sciences
Health Sciences
Health Sciences
Humanities and Social Sciences
Humanities and Social Sciences
Sciences
Sciences
Sciences
Sciences
Sciences
Sciences

Program

Master of Architecture
Master of Building Science
Master of Design Studies
Master of Design Studies (Landscape)
Master of Landscape Architecture by Research
Master of Urban Design
Master of Commerce
Master of Economics
Master of Education
Master of Laws
Master of Applied Science
Master of Engineering Science
Master of Science in Mathematical and Computer Sciences
Master of Science in Petroleum Geology and Geophysics
Master of Clinical Science
Master of Grief and Palliative Care Counselling Research
Master of Medical Science
Master of Ophthalmology
Master of Science in Dentistry
Master of Surgery
Master of Arts
Master of Music
Master of Agricultural Science
Master of Applied Science
Master of Science
Master of Science (Medical Physics)
Master of Science in Petroleum Geology and Geophysics
Master of Science (Reservoir Geoscience)

The Committee is further requested to approve the transfer of any students who are actively enrolled in a Masters by Research program as at 1 January 2010, into the Master of Philosophy on request.

During the 2010 transition period, it is recommended that the rules for the Specific Masters by Research degrees listed above are removed from the 2010 Calendar and replaced with a reference to their discontinuation from 2011. Students will be encouraged to enrol in the Master of Philosophy program, however, may still elect to enrol in a specific Master by Research program if preferred; in this event, the 2009 Academic Program rules for the degree shall apply.

RICHARD RUSSELL

Pro Vice-Chancellor Research Operations and Dean of Graduate Studies

Grade Descriptors

*(approved by the Vice-Chancellor and President on behalf of Council, 9 March 2005
on the recommendation of the Academic Board at Meeting 1/05, 2 March 2005)*



Generic grade descriptors

The descriptors are to be interpreted within the context of the year-level of the course and within the scope of the assessment task. (Assessment tasks include examinations, essays, assignments, etc.)

The descriptors provide a general guide to the standard of work that is expected at each grade level. Schools and departments should develop discipline-specific elaborations of these descriptors and more detailed descriptions of what students are expected to do to achieve at the various levels. In developing discipline-specific descriptions, schools and departments might find it useful to refer to taxonomies such as Bloom's taxonomy or the Structure of Observed Learning Outcomes (SOLO) taxonomy. (One useful on-line reference to the SOLO taxonomy is <http://www.dmu.ac.uk/~jamesa/learning/solo.htm>. Information about Bloom's taxonomy can be accessed at: <http://www.nwlink.com/~donclark/hrd/bloom.html>.)

| | High Distinction | Distinction | Credit | Pass | Conceded Pass* | Fail |
|----------------------------|--|---|---|--|---|---|
| General description | Outstanding or exceptional work in terms of understanding, interpretation and presentation | A very high standard of work which demonstrates originality and insight | Demonstrates a high level of understanding and presentation and a degree of originality and insight | Satisfies the minimum requirements | Just fails to satisfy the minimum requirements | Fails to satisfy the minimum requirements |
| Reading | Strong evidence of independent reading beyond core texts and materials | Evidence of reading beyond core texts and materials | Thorough understanding of core texts and materials | Evidence of having read core texts and materials | Some evidence of having read core texts and materials | Very little evidence of having read any of the core texts and materials |
| Knowledge of topic | Demonstrates insight, awareness and understanding of deeper and more subtle aspects of the topic. Ability to consider topic in the broader context of the discipline | Evidence of an awareness and understanding of deeper and more subtle aspects of the topic | Sound knowledge of principles and concepts | Knowledge of principles and concepts at least adequate to communicate intelligently in the topic and to serve as a basis for further study | Some knowledge of principles and concepts but insufficient to communicate intelligently in the topic or to serve as a basis for further study | Scant knowledge of principles and concepts |

| | High Distinction | Distinction | Credit | Pass | Conceded Pass* | Fail |
|--|---|---|---|---|--|--|
| Articulation of argument | Demonstrates imagination or flair. Demonstrates originality and independent thought | Evidence of imagination or flair. Evidence of originality and independent thought | Well-reasoned argument based on broad evidence | Sound argument based on evidence | Some ability to argue coherently | Very little evidence of ability to construct coherent argument |
| Analytical and evaluative skills | Highly developed analytical and evaluative skills | Clear evidence of analytical and evaluative skills | Evidence of analytical and evaluative skills | Some evidence of analytical and evaluative skills | Little evidence of analytical and evaluative skills | Very little evidence of analytical and evaluative skills |
| Problem solving | Ability to solve very challenging problems | Ability to solve non-routine problems | Ability to use and apply fundamental concepts and skills | Adequate problem-solving skills | Some evidence of problem-solving skills but skills inadequate | Very little evidence of problem-solving skills |
| Expression and presentation appropriate to the discipline | Highly developed skills in expression and presentation. | Well developed skills in expression and presentation. | Good skills in expression and presentation. Accurate and consistent acknowledgement of sources. | Adequate skills in expression and presentation | Some skills in expression and presentation Inaccurate or inconsistent acknowledgement of sources. | Rudimentary skills in expression and presentation Inaccurate and inconsistent acknowledgement of sources. |

* Conceded passes are not used in all academic programs.

FOR APPROVAL

MINUTES OF MEETING 09/6

A meeting of the Student Matters Sub-committee (SMS) was held from 10.00 am on 11 August 2009 in PCE Meeting Room 904, Level 9, 115 Grenfell Street.

Present: Professor Richard Russell (Convenor); Dr Kimi Coaldrake; Dr Liz Cousins; Dr Chris Ford; and Mr Morteza Mohammadzaheri (in place of Ms Felicity Rai)

In attendance: Miss Rosanna Scarsella

FORMAL MATTERS

1. Apologies/Announcements

Apologies were received from Ms Rai.

2. Conflict of Interest

No conflicts were declared. Members did not participate in discussion of cases from their Faculties.

3. Minutes of Meeting

The minutes

of the meetings held on 24 April 2009 and 22 May 2009
were approved.

An update on Item 9 (PhD examination case 09_3_1 from the minutes of Meeting 09/3 held on 25 March 2009) was provided. The student had lodged the additional information and the thesis was now with the arbitrator.

MAJOR ITEMS FOR DISCUSSION/APPROVAL

All members reviewed all documentation and the fact that a particular issue was not mentioned explicitly in these minutes did not mean that it was not reviewed in depth and at length.

4. PhD examination case 09_6_1

This item would be discussed after receipt of the third examiner's report.

5. PhD examination case 09_6_2

Concerns had been expressed about the production of the thesis and its content. Objections had also been raised about the design of the study.

It was decided that the thesis be sent to an arbitrator who, in addition to the usual tasks, would be asked to comment on the design of the study and its appropriateness. The draft invitation letter to the arbitrator would be circulated to SMS members for comment.

Examiner 1 had indicated she had experienced difficulty examining a thesis which was a combination of conventional and publication format because such a combination resulted in a thesis which lacked the depth and critical approach expected of a PhD thesis.

In this context it was noted that the instructions regarding the examiner's report, which were conveyed in the "report form cover sheet", could be made clearer by utilizing dot points to indicate those part(s) of a thesis where examiners could recommend amendments and those part(s) where examiners could make comments only.

The revised cover sheet would be distributed to SMS members for comments. The final version would be distributed to HDR supervisors and Postgraduate Co-ordinators (via the e-mail listings) for information.

6. PhD examination case 09_6_3

Examiner 1 had found the "lucid, coherent, well-organised" thesis ... "reflect(ed) the candidate's impressive ability to conduct original investigation and to carry out sustained, independent research".

Examiner 2 had expressed concerns about the student's philosophical or religious comments, which did not support the central argument and which detracted from the literariness of the texts under discussion. She did not consider Chapters 1 and 3 were central to the thrust of Chapters 2 and 4. She had described Chapter 2 as "excellent" and the "discussions" (in Chapter 4) as "relevant to the topic ... and also to the discipline within which the thesis (had) been submitted". However, it was not clear if she considered that Chapters 1 and 3 distracted from the remainder of the thesis or if the student had simply not made clear his intentions.

Examiner 2 had not faulted the material; rather she believed that the material had not served and supported the central argument.

The changes recommended by this examiner would greatly change the direction of the thesis.

It was decided that the thesis be sent to a third examiner.

7. Any Other Business

8. MA examination case 09_4_2 (considered by SMS at the meeting on 24 April 2009)

The information was noted.

9. MEngSc examination case 09_2_2 (considered by SMS at the meeting on 12 February 2009)

The information was noted.

10. PhD examination case 09_3_2 (considered by SMS at the meeting held on 25 March 2009)

The information was noted.

11. PhD examination case 08_5_2 (considered by SMS at the meeting on 16 September 2008 and also – as 08_7_1 – at the meeting on 26 November 2008)

The information was noted.

12. **Next Meeting**

The next meeting would be scheduled as required.

The meeting concluded at 11.00 am.

ROSANNA SCARSELLA
Secretary

CONFIRMED:

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CONVENOR

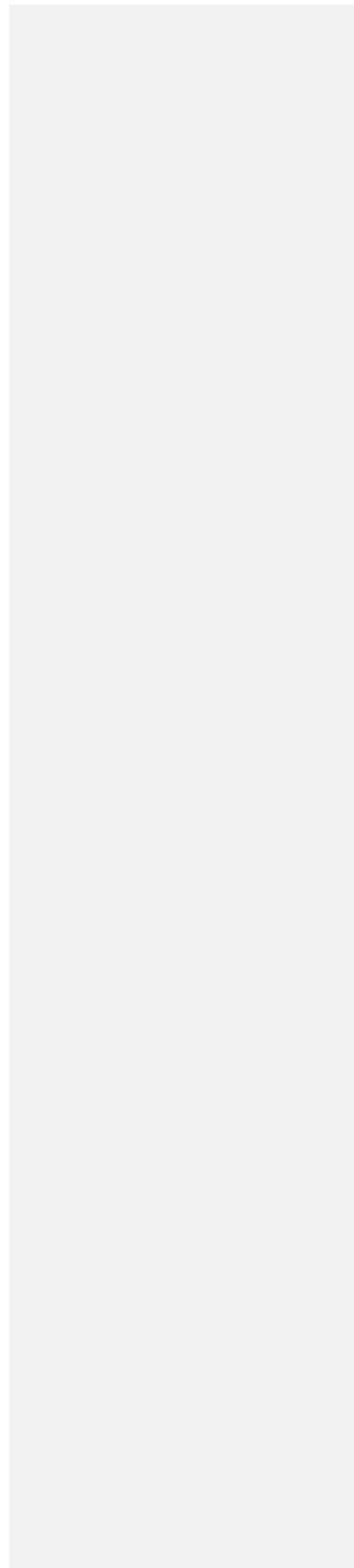
CONFIDENTIAL

Academic Program Rules

Adelaide Graduate Centre

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Doctor of Philosophy

1 Rules

1.1 The Vice-Chancellor, with authority devolved to her/him by Council, and after receipt of advice from the Research Education and Development Committee, shall from time to time prescribe Rules defining the academic standing required for candidature, eligibility for enrolment, the program of study and research for the degree, the condition of candidature and the assessment for the degree.

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

2 Guidelines

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

3 Academic standing

3.1 The academic standing required for acceptance as a candidate for a Doctor of Philosophy in the University shall be a relevant Honours degree of Bachelor of at least a IIA standard or a degree of Master of the University of Adelaide or the equivalent thereof. An Honours or Masters degree presented as a qualification for admission to a PhD program must contain a research component deemed appropriate by the Research Education and Development Committee. An Honours or Masters degree that contains only coursework will not be accepted for this purpose.

3.2 A person who holds a relevant Honours or Masters degree of another university or equivalent thereof, may be accepted as a candidate provided that the program of study undertaken and the academic standard reached are equivalent to those required of a candidate who is a graduate of the University of Adelaide.

3.3 The Committee may accept as a candidate a graduate who does not qualify under Rules 3.1 or 3.2 but has demonstrated an outstanding level of academic achievement and

a has completed to the satisfaction of the Committee at least one year of full-time postgraduate study or research and passed a qualifying examination of Honours standard prescribed by the appropriate Faculty and approved by the Committee

or

b obtained a qualification that includes a significant research component *or*

c is experienced in research as evidenced by significant research publications or written reports on research work done by the applicant.

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

4 Credit for work previously completed

4.1 At the time of application, the Committee may grant credit in the program for the degree of Doctor of Philosophy for research undertaken in another program in the University or in another university or tertiary institution.

4.2 In consideration for acceptance under Rule 4.1, the Committee must be satisfied that

a the person is of such academic standing as would be required of other candidates for the degree *and*

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

5 Enrolment

5.1 A person shall not be enrolled as a candidate for the degree unless:

a the applicant's proposed field of study and research is acceptable to the University and the School/ Discipline responsible for the supervision of the candidate's work

b in the case of a person granted credit under Rule 4.1, at least one year of full-time study and research, or its equivalent, will still be necessary to complete the work for the degree.

5.2 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in

another academic program.

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

6 Duration of candidature and mode of study

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

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

7 Work for the degree

7.1 A candidate shall pursue an approved program of study and research under the control of the University and under the general guidance of supervisors appointed by the University leading to the generation of a thesis. At least one supervisor shall be a member of the academic staff of the School/Discipline of the University in which the candidate is enrolled.

7.2 The thesis shall:

- a display original and critical thought
- b be a significant contribution to knowledge
- c relate the topic of research to the broader framework of the discipline within which it falls *and*
- d be clearly, accurately and cogently written and be suitably illustrated and documented.

7.3

- a The University recognises that a thesis may take a variety of formats that are influenced by the discipline or field of study. Students should consult both their supervisor(s) and the University's Specifications for Thesis to determine the most appropriate format.
- b Work presented in the thesis must have been produced during the period of candidature.
- c Published works included in a thesis under these Rules must have been published or accepted by publishers approved by the Discipline and in accordance with DEEWR criteria for the Higher Education Research Data Collection.
- d Where appropriate, texts may be submitted in manuscript form and suitably identified as such.

7.4 Irrespective of the nature of the thesis, its content, in part or in total, must not have been accepted for any other degree in the name of the candidate at the University of Adelaide or other academic institution. Candidates should consult the appropriate recommended declarations and the University's Specifications for Thesis.

- i A thesis that incorporates publications shall also contain: a contextual statement that normally includes the aims underpinning the publication(s); a literature review or commentary that establishes the field of knowledge and provides a link between publications; and a conclusion showing the overall significance of the work and contribution to knowledge.
- ii Where a portfolio of publications is submitted as a PhD thesis or is combined with conventional written narrative, the publications must be closely related in terms of subject matter and form a cohesive research narrative.
- iii The length of a major publication and the number and length of scholarly works included in a portfolio of

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

7.5 Where a thesis contains work attributed to joint or multiple authors, for example co-authored publications, candidates must include a clear statement of their contribution and that of the co-authors (in terms of the conceptualisation of the work, its realization and its documentation).

7.6 Jointly- or multi-authored works must have the signed approval of the co-author(s) attesting to the candidate's claimed contribution and authorizing the inclusion of the publication(s) in the thesis.

7.7 A thesis should not normally exceed 80,000 words.

7.8

i Creative work may be in the form of exhibition, music composition or performance, literary work, film or other format approved by the Research Education and Development Committee.

ii The creative work should provide a coherent demonstration that the candidate has reached an appropriate standard in the research and has made a significant and original contribution to knowledge in the area. The creative work should be the research outcome, while the exegesis that accompanies it should describe the research process and elaborate, elucidate and place in context the artistic practice undertaken.

8 Required program of activities at the commencement of candidature

8.1 Each candidate (including those on remote candidature) will be enrolled on a provisional basis for the first twelve months of the degree.

8.2 A major review of progress after twelve months will recommend confirmation of Doctor of Philosophy candidature, change to a Masters, or a further period of conditional candidature not exceeding six months, or termination.

8.3 Candidates granted a further period of conditional enrolment will undergo a second major review at the end of this time period. No further periods of conditional enrolment will be permitted.

8.4 Continuation of enrolment at the end of this period will depend on overall academic progress and the completion of set activities to the satisfaction of the School/Discipline concerned. These activities will form part of a Structured Program of activities extending through the candidature.

8.5 Such activities will be determined by the School/Discipline through which the candidate is enrolled and in the first year must include the completion and presentation of the research proposal and other programs and skills training deemed necessary by the School/Discipline. In the case of international students, completion of the Integrated Bridging Program is also required, except in those cases where an exemption has been granted.

8.6 The research proposal must be agreed and submitted to the Adelaide Graduate Centre preferably within three, but no later than six months (or half-time equivalent) from the commencement of candidature.

8.7 A candidate who has completed the first year of a Masters program by research and who is qualified and permitted by the Committee to transfer to the degree of Doctor of Philosophy will be deemed to have completed the Core Component of the Structured Program of activities.

9 Remote candidature

9.1 Initial enrolment as a remote candidate may be permitted on academic grounds where the School/Discipline concerned can ensure the provision of external supervision, facilities and affiliation to the satisfaction of the Research Education and Development Committee.

9.2 Unless otherwise exempted, a remote candidate will be required to complete a period(s) of residence in the University of Adelaide as determined by the Research Education and Development Committee in consultation with the School/Discipline concerned.

9.3 Notwithstanding Rule 10.2, a remote candidate will normally be required to undertake their candidature in an internal attendance mode until such time as the Core Component of the Structured Program has been completed.

9.4 In accordance with Rule 6, a remote candidate may proceed to the degree either by full-time or half-time study.

9.5 On the recommendation of the School/Discipline, the Committee at any time may permit an enrolled

student to enrol as a remote candidate subject to the conditions specified in 9.1, 9.2, 9.3 and 9.4 above.

9.6 A remote candidate may be permitted to convert to an internal mode of attendance at any time and shall be subject to the conditions normally applied.

9.7 Notwithstanding Rules 9.1 to 9.6 above, remote candidates are also required to abide by the other Rules and guidelines for the Degree of Doctor of Philosophy.

10 Joint candidature

10.1 Enrolment as a joint candidate may be permitted where a program of cooperation has been formally agreed between the University of Adelaide and another institution for jointly awarded degrees.

10.2 When it is proposed that the candidate spend the majority of candidature away from Adelaide, the Research Education and Development Committee must approve conditions as in 9.1.

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

11 Review of academic progress

11.1 The Committee may review the progress of a candidate at any time during the program of candidature and, if the candidate's progress is unsatisfactory, may terminate the candidature.

11.2 A formal review of Progress and confirmation of candidature will occur twelve months after enrolment (see 8.2 above). Additional reviews will occur around October each year with written reports forwarded to the Dean of Graduate Studies. A candidate's re-enrolment in the following year is conditional upon satisfactory progress in the year of the review.

12 Absence from the University

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

Leave of absence

13 A candidate whose work is interrupted for a period of time may be granted cumulative leave by the Committee of up to twelve months. If an application for leave is approved, the minimum and maximum periods specified in Rule 7 will be adjusted accordingly by adding the length of the approved leave.

14 In exceptional circumstances, the Committee may grant a candidate cumulative leave in excess of 12 months. Where a student is granted this exceptional leave, the University will endeavour to ensure, but cannot guarantee, that appropriate supervision and resources will be available to support the student on return from leave.

15 In some fields of study, time plays a critical role in the currency of the research. In such cases, the research project may no longer be current following leave and the University may not be able to secure supervision in an area where currency is compromised. Additionally, the University may not be able to accommodate an amendment to the research project. Under these circumstances, continuation of candidature may not be possible and the only options will be:

- i withdrawal by the candidate *or*
- ii termination of candidature by the University.

16 The candidature of a student who takes leave from the University without approval will be suspended immediately, on notification of the Adelaide Graduate Centre.

17 A candidate granted leave must inform the Adelaide Graduate Centre in writing of resumption of candidature within two weeks of the approved date of return.

18 A candidate seeking to extend a period of leave must apply in writing for an extension of leave at least one week prior to the originally approved date of return.

19 Withdrawal from candidature

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

20 Suspension of candidature

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

- i Failing to abide by the responsibilities of research candidates as detailed in the Research Student Handbook
- ii Failing to undertake a required review of progress by the due date or extended due date
- iii Failing to respond to any University correspondence sent to the nominated mailing address or campus email address within two months of the requested date of response
- iv Failing to accept reasonable offers of supervision facilitated by the University
- v Taking leave without prior approval
- vi Failing to return from leave on the agreed date
- vii Failing to notify the Graduate Centre of return from leave within two weeks of return
- viii Non-payment of University fees and charges.

21 Reinstatement of a suspended candidature will only be permitted with the approval of the Head of School where:

- i the reason for the suspension has been addressed as specified in the Research Student Handbook
- ii the research undertaken prior to suspension remains current *and*
- iii appropriate supervision and resources are available to support the reinstated candidature

Termination of candidature

22 A student's candidature may be terminated where:

- i progress is unsatisfactory following a review of progress, whether programmed or otherwise; *or*
- 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.

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

24 Extension of candidature

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

25 Completion of thesis outside the University

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

26 Lapsed candidature

26.1 The candidature of a candidate who has failed to submit his/her thesis by the end of his/her candidature, unless otherwise withdrawn, suspended, or terminated, shall be deemed to have lapsed.

26.2 A candidature, which has lapsed for not more than twelve months, may be resumed if the completed thesis, which has not departed from the field of study that was being pursued before the candidature lapsed, is subsequently submitted to the 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.

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

27 Intention to submit thesis

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

28 Submission and examination of the thesis

28.1 On completion of the approved program of study and research a candidate shall submit a thesis embodying the results of that study and research, and may submit also, in support of the thesis, other relevant material.

28.2

a A thesis will normally be written in English.

b where sound academic reasons exist for submission of a thesis in a language other than English, an application for approval may be made in writing to the Dean of Graduate Studies. The application must have the support of the supervisors and Postgraduate Coordinator/Head of Discipline or School.

c If the Dean of Graduate Studies approves the submission of a thesis in a language other than English, the submission must be accompanied by an abstract written in English.

28.23 The format of a thesis which incorporates publications and/or manuscripts shall be in accordance with Rules 7.4 (i) to 7.4 (iii).

28.34 The Head of School/Discipline shall certify that the thesis is worthy of examination.

28.45 In the case of a doctoral thesis submitted in the areas of musical, artistic or visual practice, presentation may be in one of three forms, a) by a theoretical thesis or b) by one or more creative works and an exegesis or c) a series of music performance recordings and an exegesis.

28.56 In the case of a doctoral thesis submitted in the areas of musical, artistic or visual practice, the creative work and the exegesis will not be examined separately but as an integrated whole constituting the original and substantial contribution to knowledge required from doctoral candidates.

28.67 In the case of visual arts, the examiners will attend the exhibition at which time they will be given a copy of the exegesis in temporary binding. A final copy of the exegesis will be provided to the examiners within three months of their viewing the creative work.

28.78 The thesis and any other material submitted shall be assessed by examiners external to the University.

28.89 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.

28.910 With the exception of suitably referenced work, material, both physical and intellectual, presented for examination should have been generated during the period of candidature

28.1011 The Committee shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

29 Appointment of examiners

29.1 Candidates shall have the right, prior to the commencement of the examination process, to identify people they do not wish to examine their theses.

Any such objections should be submitted to the Manager, Graduate Administration and Scholarships, at the same time as the notification of intention to submit required under Rule Such objections do not serve as a veto.

29.2 The Committee shall appoint two examiners who are external to the University, taking account of any objections raised under Rule 29.1 and the recommendations of the Head of the relevant School/Discipline.

29.3 The examiners shall be requested to report in English and in such form as the Committee will determine and to recommend one of the alternatives listed in Rule 30.

29.4 After consideration of the reports of the examiners, the Committee may appoint a third external examiner and/or an external arbitrator.

Examination results

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

- 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.

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

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

Thesis amendments following examination

33 The time limits for revision of the thesis are:

- i three months where the examination result is to award the degree following minor amendments to the thesis (see Rule 30b), or where the examination result is to award the degree subject to the specified amendments being made to the thesis (see Rule 30c) *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 30d).

34 Candidates who require additional time to complete revisions must apply to the Dean of Graduate Studies for permission, stating the reasons for the request. The request should be endorsed by the principal supervisor and the Head of School/Discipline or the Postgraduate Coordinator.

35 Deposit of thesis

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

36 Loan or photocopy of thesis

A candidate who does not wish to allow the thesis to be lent or photocopied when it is deposited in the Library under Rule 35 shall make a written application to the Manager, Graduate Administration and Scholarships, at the same time as he or she notifies his or her intention to submit under Rule 27. The withholding of such permission and the period of time involved shall be determined by the Committee.

37 Posthumous award

If a person dies after completing, or in the opinion of the Committee, substantially completing the requirements of the award, the University may confer the award posthumously.

38 Revoking the award

If the Committee is satisfied that, when the Doctorate was conferred on a person, the person

- a did not possess the relevant qualifications *or*
- b had not completed the necessary requirements

the Vice-Chancellor with authority devolved to her/him by Council may revoke the award.

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

39 Return of documents

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

40 General

When, in the opinion of the Research Education and Development Committee, special circumstances exist, the Committee, on the recommendation of the relevant School/Discipline in each case, may vary any of the provisions in Rules 1-39 above

Higher Doctorate Degrees

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

Faculty of Health Sciences

- Doctor of Dental Science

Faculty of Engineering, Computer and Mathematical Sciences

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

Faculty of Humanities and Social Sciences

- Doctor of Letters
- Doctor of Music

Faculty of the Professions

- Doctor of Laws

Faculty of Sciences

- Doctor of Science in the Faculty of Sciences.

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

1 General Higher Doctorate Rules

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

2 Rules

The Research Education and Development Committee may from time to time approve guidelines on any matters included in these rules and may authorise the Dean of Graduate Studies or the Manager, Graduate Administration and Scholarships, to act in accordance with such guidelines without reference to the Committee in each case. Notwithstanding this, Faculties may develop their own specific guidelines as permitted within the framework of these rules.

Academic standing

3 The Faculty shall only accept a candidate for a higher doctorate degree if it is satisfied that the submission represents a contribution of distinguished merit adding to any discipline with which the Faculty is concerned.

4 Candidates for a higher doctorate shall normally hold the degree of Doctor of Philosophy from the University of Adelaide.

5 Notwithstanding Rule 4 Faculties may accept candidates who:

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

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

Application

7 A person who desires to become a candidate for the degree shall give notice of the intended candidature in writing to the Dean of Graduate Studies, Adelaide Graduate Centre.

At the same time and in a separate statement, the applicant shall furnish the following:

- a a detailed curriculum vitae
- b academic transcripts and parchments
- c a statement supporting the applicant's claim for the award of the degree
- d a statement detailing the applicant's past or current affiliation with the University of Adelaide
- e a statement declaring that none of the work has formed part or all of an award for another degree *and*
- f a list of publications/creative works/recordings to be included in the submission.

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

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

Consideration of applications

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

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

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

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

11 Notification of assessment of application and intention to submit

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

12 Appointment of examiners

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

Submission

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

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

Examination

15

- a The degree will be awarded entirely on consideration of such published works, creative works or recordings as the candidate may submit for examination.
- b To qualify for the degree the candidate shall furnish satisfactory evidence that he/she has made an original contribution of distinguished merit to the discipline.

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

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

Examination result

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

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

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

20 Deposit of submission in the library

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

21 Graduation

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

22 General

When, in the opinion of the Research Education and Development Committee, special circumstances exist, the Committee, on the recommendation of the relevant School/Discipline in each case, may vary any of the provisions in Rule 1-21 above.

Professional Doctorate Degrees

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

1

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

2 Rules

The Research Education and Development Committee may from time to time approve guidelines on any matters included in these Rules and may authorise the Dean of Graduate Studies or the Manager, Graduate Administration and Scholarships, to act in accordance with such guidelines without reference to the Committee in each case. Notwithstanding this, Faculties may develop their own specific guidelines as permitted within the framework of these Rules.

3 Definitions

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

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

4 Academic standing

4.1 The academic standing required for acceptance as a candidate for a Professional Doctorate in the

University shall be a relevant Honours degree of Bachelor of at least a IIA standard or a degree of Master of the University of Adelaide or the equivalent thereof. An Honours or Masters degree presented as a qualification for admission to a doctoral program must contain a research component deemed appropriate by the Research Education and Development Committee. An Honours or Masters degree that contains only coursework will not be accepted for this purpose.

4.2 A person who holds a relevant Honours or Masters degree of another university or equivalent thereof, may be accepted as a candidate provided that the program of study undertaken and the academic standard reached are equivalent to those required of a candidate who is a graduate of the University of Adelaide.

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

4.4 The Committee may accept as a candidate a graduate who does not qualify under Rules 4.1 or 4.2 but satisfies Rule 4.3 and has demonstrated an outstanding level of academic achievement and

a has completed to the satisfaction of the Committee at least one year of full-time postgraduate study or research and passed a qualifying examination of Honours standard prescribed by the appropriate Faculty and approved by the Committee *or*

b obtained a qualification that includes a significant research component *or*

c is experienced in research as evidenced by significant research publications or written reports on research work done by the applicant.

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

5 Credit for work previously completed

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

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

5.3 In consideration for acceptance under Rule 5.1, the Committee must be satisfied that

a the person is of such academic standing as would be required of other candidates for the degree *and*

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

6 Enrolment

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

a the applicant's proposed field of study and research is acceptable to the University and the School/Discipline responsible for the supervision of the candidate's work

b in the case of a person granted credit under Rule 5.1, at least one year of full-time study and research, or its equivalent, will still be necessary to complete the work for the degree.

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

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

7 Duration of candidature and mode of study

7.1 A candidate may proceed to the degree by full-time study or, if the Head of the School/Discipline concerned is satisfied that the candidate has adequate time to pursue supervised research under the control of the University, by half-time study.

7.2 The normal program duration of a professional doctorate will comprise a minimum of three years FTE

study and a maximum of four years FTE study.

7.3 Except in circumstances approved by the Committee, the work for the degree shall be completed and the thesis submitted:

- a in the case of a full-time candidate in a professional doctorate with a three-year program duration, not less than two years and not more than three years from the date of commencement of candidature.
- b in the case of a half-time candidate in a professional doctorate with a three-year program duration, not less than four years and not more than six years from the date of commencement of candidature.
- c in the case of a full-time candidate in a professional doctorate with a four-year program duration, not less than two years and not more than four years from the date of commencement of candidature.
- d in the case of a half-time candidate in a professional doctorate with a four-year program duration, not less than four years and not more than eight years from the date of commencement of candidature.
- e in the case of a candidate granted credit under Rule 5.1 the candidature shall normally expire
 - i in the case of a full-time candidate, not less than one year and not more than three or four years from the date the candidate commenced work in the other program, depending on whether the professional doctorate in which enrolment is sought has a three-year or four-year program duration respectively *or*
 - ii in the case of a half-time candidate, not less than two years and not more than six or eight years from the date the candidate commenced work in the other program, depending on whether the professional doctorate in which enrolment is sought has a three-year or four-year program duration respectively.

8 Work for the degree

8.1 A candidate shall pursue an approved program of study and research under the control of the University and under the general guidance of supervisors appointed by the University leading to the generation of a thesis. At least one supervisor shall be a member of the academic staff of the School/Discipline of the University in which the candidate is enrolled.

8.2 A professional doctorate will comprise a maximum of one-third of the assessable content by (doctoral level) coursework. If a student fails a course(s), he or she will be required to re-sit the course(s) on a full fee-paying basis.

8.3 On the completion of the approved program of study and research, a candidate shall submit a thesis embodying the results of that study and research, and may submit also, in support of the thesis, other relevant material. No thesis or material presented for any other degree within this or any other institution in the name of the candidate shall be so submitted.

8.4 The thesis shall:

- a display original and critical thought
- b be a significant contribution to knowledge
- c relate the topic of research to the broader framework of the discipline within which it falls *and*
- d be clearly, accurately and cogently written and be suitably illustrated and documented.

8.5 The thesis may comprise a conventional written narrative presented as typescript, covering a single project or a portfolio of research. If permitted within the Specific Program Rules for the degree, the thesis may also comprise a portfolio of publications that have been published and/or submitted for publication and/or text in manuscripts or a combination of conventional written narrative presented as typescript and publications that have been published and/or submitted for publication and/or text in manuscripts (see Rules 8.6, 8.7 and 8.8).

Work presented in the thesis must have been produced during the period of candidature.

8.6 Irrespective of the nature of the thesis, its content must not have been accepted for any other degree at the University of Adelaide or other academic institution. Candidates should consult the appropriate recommended declarations and the University's Specifications for Thesis.

- i A thesis that incorporates publications shall also contain: a contextual statement that normally includes the aims underpinning the publication(s); a literature review or commentary that establishes the field of knowledge and provides a link between publications; and a conclusion showing the overall significance of the work and contribution to knowledge.

ii A portfolio of publications submitted as a Professional Doctorate thesis must be closely related in terms of subject matter and form a cohesive research narrative.

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

iv Published works included in a thesis must have been published or accepted by publishers approved by the Discipline and in accordance with DEEWR criteria for the Higher Education Research Data Collection.

8.7 Where a thesis contains work attributed to joint or multiple authors, for example co-authored publications, candidates must include a clear statement of their contribution and that of the co-authors (in terms of the conceptualisation of the work, its realization and its documentation).

8.8 Jointly- or multi-authored works must have the signed approval of the co-author(s) attesting to the candidate's claimed contribution and authorizing the inclusion of the publication(s) in the thesis.

8.9 Where other materials are to be examined, the candidate must seek approval from the Research Education and Development Committee for the form and presentation of the thesis by the time of completion of the research proposal (see Rule 9.4).

8.10 The candidate shall present the context and importance of the research at a School/Discipline seminar.

8.11 The Head of School/Discipline shall certify that the thesis is worthy of examination.

9 Required program of activities at the commencement of candidature

9.1 Each candidate (including those on remote candidature) will be enrolled on a provisional basis for the first twelve months of the degree.

9.2 A major review of progress after twelve months will recommend confirmation of the professional doctorate candidature, or change to a Masters, or a further period of conditional enrolment not exceeding six months, or termination.

9.3 Candidates granted a further period of conditional enrolment will undergo a second major review at the end of this time period. No further periods of conditional enrolment will be permitted.

9.4 Continuation of enrolment at the end of this period will depend on overall academic progress and the completion of set activities to the satisfaction of the School/Discipline concerned. These activities will form part of the Structured Program of activities extending through the candidature.

9.5 Such activities will be determined by the School/Discipline through which the candidate is enrolled and in the first year must include the completion and presentation of the research proposal and other programs and skills training deemed necessary by the School/Discipline. In the case of international students, completion of the Integrated Bridging Program is also required, except in those cases where an exemption has been granted.

9.6 The research proposal must be agreed and submitted to the Adelaide Graduate Centre preferably within three, but no later than six months (or half-time equivalent) from the commencement of candidature.

9.7 A candidate who has completed the first year of a Masters program by research and who is qualified and permitted by the Committee to transfer into a Professional Doctorate will be deemed to have completed the Core Component of the Structured Program of activities and the transfer will confirm candidature in the degree.

10 Remote candidature

10.1 If permitted in the Specific Program Rules for the degree, enrolment as a remote candidate may be permitted on academic grounds where the School/Discipline concerned can ensure the provision of external supervision, facilities and affiliation to the satisfaction of the Research Education and Development Committee.

10.2 Unless otherwise exempted, a remote candidate will be required to complete a period(s) of residence in the University of Adelaide as determined by the Research Education and Development Committee in consultation with the School/Discipline concerned.

10.3 Notwithstanding Rule 10.2, a remote candidate will normally be required to undertake his/her

candidature in an internal attendance mode until such time as the Core Component of the Structured Program has been completed.

10.4 In accordance with Rule 7, a remote candidate may proceed to the degree either by full-time or half-time study.

10.5 If permitted in the Specific Program Rules for the degree, on the recommendation of the School/Discipline, the Committee at any time may permit an enrolled student to enrol as a remote candidate subject to the conditions specified in 10.1, 10.2, 10.3 and 10.4 above.

10.6 A remote candidate may be permitted to convert to an internal mode of attendance at any time and shall be subject to the conditions normally applied.

10.7 Notwithstanding Rules 10.1 to 10.6 above, remote candidates are also required to abide by the other Rules and guidelines for their degree.

11 Joint candidature

11.1 Enrolment as a joint candidate may be permitted where a program of co-operation has been formally agreed between the University of Adelaide and another institution for jointly-awarded degrees.

11.2 When it is proposed that the candidate spend the majority of candidature away from Adelaide, the Research Education and Development Committee must approve conditions as in 10.1.

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

12 Review of academic progress

12.1 The Committee may review the progress of a candidate at any time during the program of candidature and, if the candidate's progress is unsatisfactory, may terminate the candidature.

12.2 A formal review of a candidate's progress shall be conducted by the School/Discipline at least once a year in accordance with guidelines determined by the Research Education and Development Committee and outlined in the Research Student Handbook.

12.3 A formal review of progress and confirmation of candidature will occur twelve months after enrolment (see 9.2 above). Additional reviews will occur around October each year with written reports forwarded to the Dean of Graduate Studies. A candidate's re-enrolment in the following year is conditional upon satisfactory progress in the year of the review.

13 Absence from the University

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

Leave of absence

14 A candidate whose work is interrupted for a period of time may be granted cumulative leave by the Committee of up to twelve months. If an application for leave is approved, all study (both research and coursework where applicable) must be intermitted. The minimum and maximum periods specified in Rule 7.3 will be adjusted accordingly by adding the length of the approved leave.

15 In exceptional circumstances, the Committee may grant a candidate cumulative leave in excess of 12 months. Where a student is granted this exceptional leave, the University will endeavour to ensure, but cannot guarantee, that appropriate supervision and resources will be available to support the student on return from leave.

16 In some fields of study, time plays a critical role in the currency of the research. In such cases, the research project may no longer be current following leave and the University may not be able to secure supervision in an area where currency is compromised. Additionally, the University may not be able to accommodate an amendment to the research project. Under these circumstances, continuation of candidature may not be possible and the only options will be:

- i withdrawal by the candidate *or*
- ii termination of candidature by the University.

17 The candidature of a student who takes leave from the University without approval will be suspended immediately, on notification of the Adelaide Graduate Centre.

18 A candidate granted leave must inform the Adelaide Graduate Centre in writing of resumption of candidature within two weeks of the approved date of return.

19 A candidate seeking to extend a period of leave must apply in writing for an extension of leave at least one week prior to the originally approved date of return.

20 **Withdrawal from candidature**

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

21 **Suspension of candidature**

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

- i failing to abide by the responsibilities of research candidates as detailed in the Research Student Handbook
- ii failing to undertake a required review of progress by the due date or extended due date
- iii failing to respond to any University correspondence sent to the nominated mailing address or campus email address within two months of the requested date of response
- iv failing to accept reasonable offers of supervision facilitated by the University
- v taking leave without prior approval
- vi failing to return from leave on the agreed date
- vii failing to notify the Graduate Centre of return from leave within two weeks of return
- viii non-payment of University fees and charges.

22 Re-instatement of a suspended candidature will only be permitted with the approval of the Head of School where:

- i the reason for the suspension has been addressed as specified in the Research Student Handbook
- ii the research undertaken prior to suspension remains current *and*
- iii appropriate supervision and resources are available to support the re-instated candidature.

Termination of candidature

23 A student's candidature may be terminated where:

- i progress is unsatisfactory following a review of progress, whether programmed or otherwise *or*
- ii where candidature has been suspended by more than twelve months *or*
- iii where the candidate has failed to complete the core component of the structured program within six months or half-time equivalent of commencement.

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

25 **Extension of candidature**

A candidate may be granted by the Committee one extension of candidature only of twelve months beyond the maximum period specified in Rule 7. If the thesis has not been submitted by the end of the extended period the candidature will lapse.

26 **Completion of thesis outside the University**

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

27 **Lapsed candidature**

27.1 A candidature, which has lapsed for not more than twelve months, may be resumed if the completed thesis, which has not departed from the field of study that was being pursued before the candidature lapsed, is subsequently submitted to the Manager, Graduate Administration and Scholarships. The thesis will only be accepted for examination if the School/Discipline certifies that it is satisfactory to that School/Discipline.

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

28 Intention to submit the thesis

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

29 Submission and examination of the thesis

29.1 On completion of the approved program of study and research a candidate shall submit a thesis embodying the results of that study and research, and may submit also, in support of the thesis, other relevant material.

29.2

a A thesis will normally be written in English.

b where sound academic reasons exist for submission of a thesis in a language other than English, an application for approval may be made in writing to the Dean of Graduate Studies. The application must have the support of the supervisors and Postgraduate Coordinator/Head of Discipline or School.

c If the Dean of Graduate Studies approves the submission of a thesis in a language other than English, the submission must be accompanied by an abstract written in English.

29.23 The size (word-length) of a professional doctorate thesis should be in proportion to the duration of the research undertaken, which will be not less than two years full-time. As a guide, the product of a PhD thesis comprising the product of three to four years of full-time research is expected to be approximately 80,000 words, whilst a Masters by research thesis comprising the product of two years of full-time research is approximately 40,000 words in length.

29.34 The format of a thesis which incorporates publications and/or manuscripts shall be in accordance with Rules 8.6 (i) to 8.8.

29.45 The thesis and any other material submitted shall be assessed by examiners external to the University.

29.56 No thesis, material or publications presented by the candidate for any other degree within this or any other institution shall be so submitted.

29.67 With the exception of suitably referenced work, material, both physical and intellectual, presented for examination should have been generated during the period of candidature.

29.78 The Committee shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

30 Appointment of examiners

30.1 Candidates shall have the right, prior to the commencement of the examination process, to identify people they do not wish to examine their theses. Any such objections should be submitted to the Manager, Graduate Administration and Scholarships, at the same time as the notification of intention to submit required under Rule 28. Such objections do not serve as a veto.

30.2 The Committee shall appoint two examiners who are external to the University, taking account of any objections raised under Rule 30.1 and the recommendations of the Head of the relevant School/Discipline.

30.3 The examiners shall be requested to report in English and in such form as the Committee will determine and to recommend one of the alternatives listed in Rule 31.

30.4 After consideration of the reports of the examiners, the Committee may appoint a third external examiner and/or an external arbitrator.

31 Examination results

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

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shall determine that:

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

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

33 A thesis submitted for re-examination must be presented in the same format as the thesis presented for the original examination.

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

Thesis amendments following examination

35 The time limits for revision of the thesis are:

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

36 Candidates who require additional time to complete revisions must apply to the Dean of Graduate Studies for permission, stating the reasons for the request. The request should be endorsed by the principal supervisor and the Head of School/Discipline or the Postgraduate Coordinator.

37 Deposit of thesis

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

38 Loan or photocopy of thesis

A candidate who does not wish to allow the thesis to be lent or photocopied when it is deposited in the Library under Rule 37 shall make a written application to the Manager, Graduate Administration and Scholarships, at the same time as he or she notifies his or her intention to submit under Rule 28. The withholding of such permission and the period of time involved shall be determined by the Committee.

39 Posthumous award

If a person dies after completing, or in the opinion of the Committee, substantially completing the requirements of the award, the University may confer the award posthumously.

40 Revoking the award

If the Committee is satisfied that, when the Doctorate was conferred on a person, the person

- a did not possess the relevant qualifications *or*
- b had not completed the necessary requirements, the Vice-Chancellor with authority devolved to him/her by Council may revoke the award. Upon revocation, the person is taken never to have received the award.

41 Return of documents

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

42 General

When, in the opinion of the Research Education and Development Committee, special circumstances exist

the Committee, on the recommendation of the relevant School/Discipline in each case, may vary any of the provisions in Rules 1-41 above.

Higher Degrees by Research

This document must be read in conjunction with:

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

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

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

1 The enrolment process

1.1 The decision to enrol

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

a Academic

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

b Finance

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

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

c Choice of research topic and supervisors

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

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

meetings and the nature and level of commentary on the various stages of the work should be reached as soon as the supervisor has been appointed.

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

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

1.2 Enrolment

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

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

2 The Structured program

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

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

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

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

3 Remote program for Higher Degrees by Research

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

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

Committee.

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

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

4 Intellectual property

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

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

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

5 Further information

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

Academic Program Rules

Adelaide Graduate Centre

Contents

Master of Philosophy

Version 10.9.09 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, 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

- a A thesis will normally be written in English.
- b where sound academic reasons exist for submission of a thesis in a language other than English, an application for approval may be made in writing to the Dean of Graduate Studies. The application must have the support of the supervisors and Postgraduate Coordinator/Head of Discipline or School.
- c If the Dean of Graduate Studies approves the submission of a thesis in a language other than English, the submission must be accompanied by an abstract written in English.

27.3 The format of a thesis which incorporates publications and/or manuscripts shall be in accordance with Rules 8.5 to 8.7.

27.4 The Head of School/Discipline shall certify that the thesis is worthy of examination.

27.5 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.

27.6 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.

27.7 In the case of visual arts, the examiners will attend the exhibition at which time they will be given a copy of the exegesis in temporary binding. A final copy of the exegesis will be provided to the examiners within three months of their viewing the creative work.

27.8 The thesis and any other material submitted shall be assessed by at least one examiner who is external to the University

27.9 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.

27.10 With the exception of suitably referenced work, material, both physical and intellectual, presented for examination should have been generated during the period of candidature.

27.11 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 English and** 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.

NOTE

From 2010, the Master of Philosophy supersedes all named Master by Research degrees at the University of Adelaide. However, during the transition period, an applicant who has been made an offer of a place in 2010 for one of the Master by Research programs listed below and who does not wish to take up the University's offer to enrol instead in the Master of Philosophy (preferred option), will be permitted to enrol in the offered degree in accordance with the relevant 2009 program rules. The 2009 program rules are available on the Graduate Centre web site at:

http://www.adelaide.edu.au/graduatecentre/program_rules/

Superseded Master by Research programs:

Faculty of the Professions

Master of Architecture,
Master of Building Science
Master of Design Studies
Master of Design Studies (Landscape)
Master of Landscape Architecture by Research
Master of Urban Design
Master of Commerce
Master of Economics
Master of Education
Master of Laws

Faculty of Engineering, Computer and Mathematical Sciences

Master of Applied Science
Master of Engineering Science
Master of Science in Mathematical and Computer Sciences
Master of Science in Petroleum Geology and Geophysics

Faculty of Health Sciences

Master of Clinical Science
Master of Grief and Palliative Care Counselling Research
Master of Medical Science
Master of Ophthalmology
Master of Science in Dentistry
Master of Surgery

Faculty of Humanities and Social Sciences

Master of Arts
Master of Music

Faculty of Sciences

Master of Agricultural Science
Master of Applied Science
Master of Science
Master of Science (Medical Physics)
Master of Science in Petroleum Geology and Geophysics
Master of Science (Reservoir Geoscience)

For further information and advice about which program is right for you, please contact the Graduate Centre's Admissions Officer Andrianna Licul on + 61 (0)8 830 33047

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.

Specifications for Thesis 2010

1 Preparation

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

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

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

2 Thesis format and word length

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

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

- 2.1 Irrespective of the nature of the thesis, the word length, including footnotes but excluding appendices, tables, diagrams, bibliography and references, shall not exceed 80,000 words in the case of a Doctoral thesis or 40,000 words in the case of a Master by Research thesis (see PhD rule 8.7).

See Rule 29.2 of the General Academic Program rules of the Professional Doctorates for the length of a professional doctorate thesis.

- 2.2 The thesis should incorporate in the following order

- (a) a title page giving the title of the thesis in full, the name of the student, the name of the School/ Discipline(s) of the University associated with the work and the date (month and year) when submitted for the degree. Students should ensure that the thesis title is written in title case and does not exceed the character limit of 300 (including spaces).
- (b) a table of contents
- (c) an abstract of the thesis in not more than five hundred words
- (d) a statement signed and dated by the student declaring the originality of the work, consent for the thesis to be made available to the university library and the situation with respect to copyright where applicable

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

- i thesis does not contain work already in the public domain
- ii a thesis contains publications (i.e. where the work includes published papers).

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

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

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

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

- (f) the main body of work (which may include either text or, as specified in clauses 2.2 and 2.3 respectively, a contextual statement and a portfolio of publications or creative works.
- (g) appendices (if any)
- (h) bibliography.
- (i) additional pages or other material not suitable for binding should normally be placed near the back of the thesis as an appendix and treated as indicated in 8.2(d) - (g).

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

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

A declaration in accordance with 2.2(d),

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

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

The main body of work in accordance with 2.2(f) (see (b) below) *and*

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

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

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

scanned signatures are acceptable.

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

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

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

A declaration in accordance with 2.2(d),

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

The main body of work in accordance with 2.2(f) (see (a) below) **and**

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

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

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

or

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

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

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

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

3 Examples of thesis declarations

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

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

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

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

3.2 For a thesis that contains publications

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

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

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

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

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

4 Editing

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

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

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

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

Students should discuss the procedures with their principal supervisor and before editing is commenced provide the editor with a copy

of this section of the Specifications for Thesis and details of the ASEP standards. Material for editing or proof-reading should be submitted in hard copy.

5 Typing

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

Margins

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

6 Copying

6.1 Archival Copy

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

6.2 Additional Copies

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

6.3 Audio and audio-visual recordings

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

7 Diagrams and figures

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

- 7.1 Diagrams and figures, etc, should preferably be drawn or photographed on A4 paper and bound in the appropriate place in the text. If it is necessary to mount photographs, the mounting should be on paper somewhat heavier than that of the other pages, and great care should be taken to avoid wrinkling the paper or distorting the shape of the volume.
- 7.2 Figures should either be inserted at an appropriate place in the text, or form a separate page. For normal orientation with the top of the figure upwards, the legend should be at the bottom of the figure. If it is necessary to rotate the figure, it should be placed on a separate page with the top of the figure on the left-hand side of the page and the legend on the right-hand side of the page. This applies regardless of whether the figure forms a left-hand or a right-hand page, but if the thesis is produced with the text only on right-hand pages, then figures should also appear only on right-hand pages. If there is insufficient space for the legend, it may be placed on the page facing the figure.
- 7.3 Tables should be inserted in the appropriate place in the text, except that lengthy or bulky tables should appear as an appendix.
- 7.4 Folded diagrams, maps, tables, etc, should read as right-hand pages when open.
- 7.5 Musical notation and similar forms of written notation should be inserted in the appropriate place in the text, except that lengthy examples should appear as an appendix.

8 Binding

8.1 Soft-binding of thesis for examination

~~Together with the required digital copy in pdf format, h~~Higher degree students may opt to submit ~~the three required examination~~ copies of their thesis in soft bound ~~form initially for examination purposes~~ form.

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

- (a) It is not possible to rebind a thesis that has been soft-covered using the currently available methods, such as Thermo-Bind or Wire-Spiral, without having first to trim the left hand margin by 10 to 15 mm. This means that the provision for the left hand margin of the thesis must be at least 45 mm. This may result in an increase in the number of pages of the thesis and the consequent increase in cost of production.
- (b) Most soft-binding processes will handle up to around 30 mm in thickness. Many theses are thicker than this and may have to be bound in more than one volume.
- (c) Students are responsible for all costs incurred in the soft-binding of their thesis as well as in the subsequent hard-binding. Some scholarships provide a thesis allowance and costs may be refunded to students on presentation of relevant receipts.
- (d) When the examination process (including the completion of any required amendments) is complete, students are obliged to submit three hard-bound copies and one digital copy of their theses (see 9 Australasian Digital Thesis Program) before a degree can be conferred. Any supplementary material submitted with paper copies should be digitised, where possible, and submitted as an attachment to the digital copy.

8.2 Hard-binding

- (a) The ~~three-one~~ required ~~copies-copy~~ of the thesis ~~accepted for the award of the degree~~ must be sewn and bound with cloth on stiff covers. (A sprint-type or screw-type binder is unacceptable. Stapling and plastic or 'perfect' binding without sewing are also unacceptable.)
- (b) During binding the edges should be trimmed.
- (c) On the spine of the thesis should be printed, in gold lettering of suitable size, normally reading from the top to the bottom, the title of the thesis, shortened if necessary, followed by the student's surname. Where the width of the spine allows, the lettering may be placed horizontally, with the title of the thesis near the top of the spine and student's surname near the middle.
- (d) Supplementary material such as folding maps and other large folded sheets and primary data on sheets, and data on CD or DVD, may be placed in a pocket inside the back cover of the bound thesis.
- (e) In the case of published papers of unusual size it may be desirable to bind them in a separate volume. If they have been bound by a publisher it is desirable to keep them in a special case made and lettered to simulate a bound volume of a thesis.

(f) Supplementary material which cannot readily be kept in a pocket should be placed in a special case made and lettered to simulate a bound volume of the thesis.

(g) In some cases, it may be desirable to submit audio or audio-visual recordings in a separate volume made to simulate a bound volume of the thesis.

(h) A supplementary case or additional volume of a thesis should be distinguished by a volume number but should otherwise be uniform with the first part of the thesis in respect to colour, lettering and, as far as possible, size.

9 Australasian Digital Theses (ADT) Program

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

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

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

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

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

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