



THE UNIVERSITY
of ADELAIDE

RESEARCH STUDENT HANDBOOK 2021



www.adelaide.edu.au

FOREWORD

As a research student, you will have the opportunity to contribute to the character of our University through the research you undertake.

Commencing a research career is an exciting and rewarding experience. There will be new opportunities as well as challenges to negotiate as you progress your research and plan your future.

The University of Adelaide has historically been an innovator in research training. This tradition continues with the monitoring of student progress and outcomes and the establishment of career skills training. These and other activities are designed to assist you to successfully undertake your research and look to the development of your future career. I encourage you to read the AGC and CaRST newsletters which will be promoting new courses and training opportunities.

This Research Student Handbook fulfils a number of very specific roles:

Firstly, it records a set of procedures that are used to interpret and implement the appropriate degree rules. This is important as it will help you to navigate your way through the requirements for completion of your degree, and it ensures that all students and staff are treated equally.

Secondly, the Handbook explains to students how the University addresses issues of Commonwealth regulations in as much as they impact on student wellbeing and activity.

Thirdly, the Handbook provides guidance to students on how to solve problems which may arise during candidature and outlines the resources available to assist students.

In broad terms, practices relating to research training and research supervision at the University of Adelaide follow

the guidelines set down by Universities Australia and the Australian Council of Graduate Research.

As a research student, you will have the opportunity to contribute not only to the body of knowledge and understanding in your chosen discipline but also to the character of our University through the research you undertake, the networks you form (both within and external to the institution) and by the feedback you provide to us about your student experience. It is my sincere hope that you will take these responsibilities seriously and assist us to further improve our University as an exciting and challenging research environment. If you have any question please feel free to contact to AGC or make an appointment with my office.

For your convenience, where new information has been introduced since 2020 and where the Handbook has been updated for 2021, the relevant sections of the Handbook are labelled with 'new' and 'updated' respectively.

Writing and producing a handbook of this type requires a great deal of planning and work. Therefore, I would like to acknowledge the outstanding contributions of Ms Diana Reed, Team Leader, Candidature and Examinations, Ms Donna Gould, Associate Director, and Dr Doreen Krumbiegel, Director, of the Adelaide Graduate Centre, who have been responsible for this seventeenth edition. Once again, we would welcome any feedback that could improve future editions.

Lastly, I encourage you to join in the life of the University. The colleagues and friends you develop at the University will enrich your experiences and add to the vibrancy of our community. I wish you well with your research.

Professor Michael Liebelt

*Dean of Graduate Studies and
Pro Vice-Chancellor - Research Operations*



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GLOSSARY OF TERMS

AQF refers to the Australian Qualifications Framework. The AQF establishes the quality of Australian qualifications. The AQF is the national policy for regulated qualifications in the Australian education and training system. It incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework: www.aqf.edu.au

AHEGS refers to the Australian Higher Education Graduation Statement. The AHEGS describes higher education qualifications in an easily understandable way, by including descriptions of the nature, level, context and status of the studies undertaken.

Candidate means a person enrolled for a Higher Degree by Research at the University of Adelaide. The terms 'candidate' and 'student' are used interchangeably in this document.

Co-supervisor refers to a member of the supervisory panel who is a University staff member or titleholder and who is not the principal supervisor.

Development component of the structured program refers to the University's Career and Research Skills Training (CaRST) program which extends from enrolment to thesis submission.

Domestic applicant/candidate refers to an applicant/candidate who is an Australian or New Zealand citizen, or who holds permanent residency status in Australia.

ESOS refers to the Commonwealth Education Services for Overseas Students Act 2000 and associated National Code of Practice 2018 which provide consumer protection to international students and require the University to support international students, monitor their enrolment, and report changes to enrolment status to the Department of Home Affairs (DHA).

External supervisor refers to a member of the supervisory panel who is not an academic staff member or titleholder of the University and who is not the principal supervisor (includes visitors and professional staff).

Graduate Centre refers to the Adelaide Graduate Centre, the area responsible for the management and administration of research education at the University. The terms Graduate Centre and Adelaide Graduate Centre are used interchangeably in this document.

Graduate Scholarships Committee (GSC) is established to make decisions on behalf of, and provide advice to the Academic Board, through the University Research Committee, on matters relating to graduate research scholarships.

DHA refers to the Department of Home Affairs.

Half-time candidature refers to a half-time (0.5 time) study load.

Head of school refers to the person who has overall responsibility, including the responsibility to certify theses for examination for Higher Degree by Research students within the 'School'.

Higher Degree by Research (HDR) refers to any master or doctoral degree (PhD/professional doctorate) that comprises a minimum of two-thirds of its assessable content by research.

International applicant/candidate refers to an applicant/candidate who is not a citizen of Australia or New Zealand and who does not hold permanent residency status in Australia.

Milestone refers to any task, course or review of progress, which candidates are required to complete during their candidature.

Major scholarship refers to Research Training Program (RTP) Awards, Divisional Scholarships, University of Adelaide Scholarships, Adelaide International Scholarships and Adelaide Graduate Research Scholarships.

Master by research refers to a master degree that comprises a minimum of two thirds of its assessable content by research.

Panel refers to the candidate's supervisory panel: a panel comprises the principal supervisor and one or more co-supervisors.

PhD refers to the 100% research degree of Doctor of Philosophy.

Postgraduate coordinator (PGC) refers to the person who, under the direction of the head of school, will oversee the work of all the Higher Degree by Research students in the school.

Principal supervisor refers to a member of the supervisory panel who is a University staff member or titleholder and who has been appointed by the head of school to have the primary responsibility for the supervision of a candidate.

Professional doctorate refers to a doctoral degree that comprises a minimum of two-thirds of its assessable content by research and which is specifically aimed at practitioners in the field.

Provisional candidate refers to a person who is enrolled in a Higher Degree by Research and is within the first 12 months of a Higher Degree by Research or half-time equivalent, and who has not yet satisfactorily completed the major review of progress.

REDC refers to the Research Education Development Committee established by the Academic Board.

Remote candidate refers to a student who undertakes their degree primarily in an external mode of study.

The Research Training Program (RTP) is the program under which the Department of Education and Training provides block grants, on a calendar-year basis, to support research training for students undertaking doctorate and master's degrees by research. Students can be offered RTP scholarships for one or more of the following:

- tuition fees offset
- stipend for general living costs
- allowances related to the ancillary cost of research degrees.

RTP scholarships are available to domestic and overseas students. RTP scholarships are available for a maximum period of two years for a research master and a minimum of three years, up to a maximum of four years for a doctorate.

Review of progress refers to any programmed review of progress undertaken by a candidate, including the major review, annual review, minor review and such other reviews that may be instigated by the head of school or the University.

School refers to the academic organisation unit in which Higher Degree by Research students are enrolled: this may be a school or discipline, depending on the structure of the faculty concerned.

Student means a person enrolled for a Higher Degree by Research at the University of Adelaide. The terms 'student' and 'candidate' are used interchangeably in this document.

Student Matters Subcommittee (SMS) of REDC is responsible for decision making on non-routine candidature and examination matters.

Testamur means the certificate of qualification awarded by the University following the conferral of a degree. It was previously known as a parchment.

Thesis means such materials and activities as are presented by a candidate for examination.

Timely completion refers to a completion arising from a thesis submission that occurred within 4 years FTE from the commencement of candidature in the case of a doctorate and 2 years FTE in the case of a Master by Research.



HANDBOOK STRUCTURE

The content of this handbook is intended to provide an introduction and a guide to studying for a Higher Degree by Research at the University of Adelaide. Supervisors, postgraduate coordinators and heads of school will also find it a useful resource.

Some policies and procedures differ for domestic and international students, for doctoral and master by research students and for scholarship and non-scholarship holders; however, the majority of information is applicable to all research candidates. If you are an international or a master candidate or a scholarship holder, look for the headings 'International students', 'Master students', and 'Scholarship holders', after reading each main section of text. The information provided in these sections is specific to you and will normally supplement the general information provided in the preceding main section of text. In the event of any conflict, the specific information always takes precedence.

The Research Student Handbook is only available in digital format. Readers are encouraged to bookmark its location on the Graduate Centre website: www.adelaide.edu.au/graduatecentre/current-students/handbook for easy access.

Location of forms

The Adelaide Graduate Centre maintains a list of all the forms that you are likely to need prior to and during candidature (e.g. leave of absence, change of attendance status, notification of intention to submit). Given the number of forms that exist and the frequency with which they are updated, it is recommended you access the latest version on the web.

All the forms you will need are organised by candidature stages and topics to allow you to easily find the ones that are relevant to your current stage of candidature: www.ua.edu.au/graduatecentre/current-students/forms

The administration of Higher Degrees by Research

The overarching decision-making body on all academic matters is the University Academic Board. Under the Board sit a number of key committees which undertake much of the routine work of the Board and present recommendations to it for consideration.

Of these, the University Research Committee (URC) chaired by the Deputy Vice-Chancellor Research (DVC(R)) provides an interactive forum for discussing, developing, implementing and disseminating positions on research and research training. The URC has a series of subcommittees charged with specific responsibilities.

The Research Education and Development Committee (REDC) is a sub-committee of the URC and the key body responsible for addressing policy and academic matters relating to research training and Higher Degree by Research students. REDC in turn devolves routine administrative matters to the Adelaide Graduate Centre and executive authority to the Dean of Graduate Studies.

Two other important matters are devolved to the Student Matters Subcommittee (SMS) of REDC. These are the determination of examination outcomes where examiners' opinions diverge, and the resolution of complaints as specified under the University's student grievance resolution process.

The awarding of scholarships both domestic and international is approved executive by the DVC(R), on behalf of URC, on recommendation from the Graduate Scholarships Committee (GSC).

Understanding the structure of the academic administration of HDR students is important as it clearly enables students to identify the venue where particular issues should be addressed. It also explains the administrative role of the Adelaide Graduate Centre within the Division of Research and Innovation (DRI). Details of various committees and their functions will be further discussed later in this handbook.



SUPPORT STRUCTURES FOR HIGHER DEGREES BY RESEARCH

Useful contacts

The Adelaide Graduate Centre

graduate.centre@adelaide.edu.au

The Graduate Centre is responsible for the management and administration of research education at the University of Adelaide including:

- admissions
- pre-arrival matters for international research student applicants, and issue of the ‘confirmation of enrolment’
- enrolments
- scholarships
- candidature
- career and research skills training
- thesis examination.

During the course of your candidature you are likely to get to know the Graduate Centre very well. It is the first area to contact whenever you have a question about your research program, candidature or scholarship. If you’re not sure whom to ask or where to go, try the Graduate Centre; the helpful and friendly staff are always available to assist you.

The Adelaide Graduate Centre

Level 10, Schulz building
The University of Adelaide SA 5005, Australia
T: +61 8 8313 5882

E: graduate.centre@adelaide.edu.au
International admissions:
agc.international@adelaide.edu.au
Domestic scholarship enquiries:
scholarships@adelaide.edu.au
International scholarships:
hdr_intl_schols@adelaide.edu.au

www.ua.edu.au/graduatecentre/

Career and Research Skills Training (CaRST)

Through CaRST, the Graduate Centre provides a range of face-to-face workshop programs, online modules and resource materials that value-add to the research experience and deliver skills and knowledge essential to career and research success.

E: carst@adelaide.edu.au

www.ua.edu.au/graduatecentre/career-development

The Faculty and School

Your main source of academic support during candidature will be your supervisory panel. Each research student at the University of Adelaide has a principal supervisor and at least one co- or external supervisor. Your principal supervisor has

the primary responsibility for coordinating your supervision. In addition, the head of school and your local postgraduate coordinator have significant responsibilities for Higher Degree by Research students. Your role and responsibilities and those of the head of school, postgraduate coordinator and your supervisors are discussed later in this guide and summarised in **Appendix 2**.

A list of current postgraduate coordinators may be viewed at: www.adelaide.edu.au/graduatecentre/current-students/student-support/postgraduate-coordinators

Hub Central and Ask Adelaide

www.ua.edu.au/student-hubs/hub-central

Situated in the heart of the University’s North Terrace campus, Hub Central is the ‘front door’ to the University. The Ask Adelaide staff working as part of the Hub Crew provide an initial point of contact and first port of call for support services for students. Hub Central covers 10,500sqm over three levels and facilities include project rooms, project booths, student lounges with moveable furniture, information service areas, a student kitchen, two Skype booths and a news bench, training rooms, over 200 computers, total wireless connectivity, print stations, lockers, the Maths Learning Centre and the Writing Centre. It blends these facilities with food and service retail outlets, merges seamlessly with the Barr Smith Library and provides connections through to lecture theatres and across campus.

Student ID cards

www.ua.edu.au/ask-adelaide/services/id-cards/students

Ask Adelaide in Hub Central, Level 3, Barr Smith South, North Terrace campus and the Student Office on the Roseworthy campus have responsibility for the production of student identity cards and can provide advice and assistance regarding eligibility for an identity card, how and where cardholders may use cards, the issue of concession stickers, activation of building access and the verification of print and Internet quotas.

Research Education and Development Committee (REDC)/Dean of Graduate Studies

The Research Education and Development Committee (REDC) at the University of Adelaide has responsibility for overseeing all research higher degree policy development, including the legal responsibility for the award of doctoral degrees and master by research. The committee is convened by the Dean of Graduate Studies and includes a senior representative from each of the faculties, the Pro Vice-Chancellor (International), the Director, Adelaide Graduate Centre and the Executive Director, Research Services. A postgraduate student elected by the AUU is an ex-officio member of the committee.

The Student Matters Sub-Committee (SMS) of REDC

The SMS is responsible for decision-making in non-routine Higher Degree by Research matters including:

- examination of theses
- candidature (e.g. extensions and recommendations for the termination of candidature)
- stage 2 appeals (where prescribed by the Research Student Handbook) and
- any matter referred for consideration by the Dean of Graduate Studies.

Where necessary, the SMS recommends changes to policy and/or processes for the consideration of REDC and the Adelaide Graduate Centre respectively. SMS is convened by the Dean of Graduate Studies and includes a senior representative from each of the faculties. A postgraduate student elected by the AUU is an ex-officio member of the committee. As for REDC, decisions are made by majority.

Faculty Higher Degrees Committee

Each faculty in the University has a higher degrees committee. The committee has responsibility for all research and coursework and higher degree matters within the faculty.

International Student Support iss@adelaide.edu.au

The University recognises the additional challenges faced by many of our international students in relocating and adjusting to the Adelaide research and social environment. International Student Support (ISS) is committed to assisting students from a diverse range of cultural backgrounds to make the transition smoothly and to actively participate and succeed in their chosen degree program and beyond. ISS provides the following support services for current onshore international students:

- Support, advice and referral services for students who experience challenging circumstances during their study and life in Adelaide
- Advice on student visa related issues, including the implications on student visas resulting from leave of absence and/or changes to scholarships or candidature
- Advice and administration for foreign government sponsored students
- Advice and administration for currently Australian Awards scholarship recipients.

Contact details for International Student Support, including live chat are available at: www.international.adelaide.edu.au/life-on-campus/support-services

Useful services

For full contact details of service providers, please refer to the contact details section of this handbook.

Library

The University of Adelaide Library comprises four separate libraries. As well as the main library on the North Terrace campus (the Barr Smith Library), there are three branch libraries: the Law Library, also on the North Terrace campus, and the libraries at the Waite and Roseworthy campuses. In addition to providing induction sessions to familiarise students and staff with its services, the library has a website which provides access to online journals and databases and electronic books, as well as information on all services, including opening hours and contact details for all four libraries: www.ua.edu.au/library

There are specialist liaison librarians for HDR students at the University of Adelaide. It is recommended that you talk to your liaison librarian as early as possible so that they can assist you with preliminary work to define your thesis topic, and advise you about searching for information in electronic and print sources. Liaison librarians can also offer advice on managing your research data, publishing and sharing research, choosing a bibliographic style using the bibliographic software program Endnote, managing and storing your references and preparing the digital version of your thesis to be made available via the University's digital research repository, the Library catalogue and the web.

The names and contact details of the liaison librarians are available online at: www.ua.edu.au/library/library-services/your-liaison-librarians

In addition to the resources available to you at the University library, students have reciprocal borrowing rights from the other two South Australian university libraries (conditions apply).

Further information is available at: www.ua.edu.au/library/library-services/borrowing-requesting

Counselling Support

counselling.centre@adelaide.edu.au

Counselling Support provides personal counselling in relation to issues that may be affecting your study. Professional counsellors are available to assist and help you to explore options towards resolving your difficulties. The service is free and confidential.

Further information is available at: www.ua.edu.au/counselling

Disability Support

disability@adelaide.edu.au

The University is committed to providing access and equity for students with disabilities or medical conditions. Students can use support services for both permanent and temporary disabilities of a physical, sensory, learning or psychiatric nature. If you have a disability, you are encouraged to contact Disability Support as early as possible to discuss your individual needs. Disability Support can provide information and advice on support services to enable you to participate to your fullest potential in the academic and social life of the University.

The contact details for Disability Support are available at: www.ua.edu.au/disability

The Adelaide University Union

auu@adelaide.edu.au

The Adelaide University Union (AUU) represents all students to support the creation of a campus community and culture. The AUU provides a range of services including a casual employment service, advocacy, a resource centre, national events, emergency loans, special interest clubs and free tax and legal advice.

Further details and information on the savings that can be made by joining the AUU are available at: www.auu.org.au

Education and Welfare Officers

studentcare@adelaide.edu.au

The Education and Welfare Officers (EWOs) are not University employees and are therefore able to provide confidential and independent advocacy, counselling and welfare services to all University of Adelaide students. Services include:

- advocacy and representation in University and external grievances and complaints
- financial assistance including interest-free loans, emergency loans and Centrelink advice and small grants (conditions apply)
- general academic, personal and financial counselling and information
- referral and advice.

Further information, including contact details, can be found at: www.auu.org.au/student-care

Careers service

careers@adelaide.edu.au

The goal of the careers service is to assist students to manage their careers. The service aims to assist students to obtain an understanding of their personal qualities, skills and values as

well as knowledge of the labour market, industry sectors and employers. The service can also help you to develop and implement a realistic career plan and to understand the process of career choices. The service markets the University's graduates to employers.

Further information is available at: www.ua.edu.au/student/careers

Security services

security_office@adelaide.edu.au

The security office provides a variety of assistance to students. Contact the security office if you:

- have lost or found property
- need an after-hours escort to accompany you to your car park or a near campus residence
- are interested in free self-defence courses
- require emergency assistance.

Further information is available at: www.ua.edu.au/infrastructure/campus-services/security

Information Technology and Digital Services

servicedesk@adelaide.edu.au

Information Technology and Digital Services manage the University's shared IT infrastructure facilities, provide email and Internet access and maintain and operate administration systems and desktop systems. If you have any IT questions or problems, the Service Desk staff are very helpful. You can contact them on (08) 8313 3000 or by email at the address given above. A common username and password is used to access all University IT systems and services.

Further information is available at: www.ua.edu.au/technology

Adelaide email account

As a University of Adelaide higher degree by research student, you will have a University email address of the format: givenname.familyname@adelaide.edu.au for research-related purposes. You are required to read email sent to your University email address regularly (at least weekly) as email will frequently be used as the sole method by which academic and administrative staff convey important information to you. If you use an alternative email address, you must utilise the email forwarding facility to ensure that you receive all official emails from your University email address.

Further information is available from Information Technology and Digital Services self-help guides: www.ua.edu.au/technology/your-support/self-help-guides

Access Adelaide

<http://ua.edu.au/access>

Access Adelaide is a web-based system that lets you view and amend your University record online. You can log on and view:

- your enrolment details for any term
- your candidature details, under the Research candidature menu item (including your research topic, start and end dates, details of your supervisors, and the due dates and completion status of your milestones (e.g. the core component of the structured program and annual review of progress))
- your academic transcript
- your personal details
- any fees, charges and payments on your University account
- any University invoices and
- any coursework results.

In addition, through Access Adelaide, you can change your address, telephone details and emergency contacts, change your password, make credit card payments online towards your University account, print evidence of your enrolment and manage your graduation.

MyUni

<http://myuni.adelaide.edu.au>

MyUni is the University of Adelaide's online education service for students and staff. From MyUni HDR students are able to access the online postgraduate research induction, a range of Career and Research Skills Training activities, ethics training and the Turnitin Originality Check tool. In addition, HDR students who are enrolled in coursework courses will be able to access discussion groups and course materials for these courses within MyUni.

Printing and file storage quotas

The University treats postgraduate research students in the same way as staff members with regard to printing and file storage quotas. Consequently, enrolled students have free, unlimited access to the facilities within their schools for agreed research purposes.

Access to services for students who are not currently enrolled

In some instances, it may be possible for students who are not currently enrolled to access some or all of the privileges associated with active candidature. These privileges include IT services, use of the University libraries, building access and insurance. For further information, please refer to **Appendix 1: Access privileges for Higher Degree by Research students outside candidature.**

FINANCIAL MATTERS

Tuition fees

Australian citizens and permanent residents

Eligible domestic students who enrol in a Higher Degree by Research program at the University of Adelaide are likely to be allocated a Commonwealth funded Australian Government Research Training Program (RTP) place. An RTP place entitles the holder to a tuition fee offset scholarship for up to four years of full-time study for a doctoral degree or up to two years for a master by research degree. Extensions of candidature may attract tuition fees payable to the University.

Further information about the RTP is available from the Department of Education and Training website: www.education.gov.au/research-training-program

International students

Tuition fees for international students are dependent on the program of enrolment. In 2021, annual fees for a research degree range from AUD\$37,000 to AUD\$51,000 per year. Further information can be found at: www.ua.edu.au/study/postgraduate/research-degrees/international-student-fees

Scholarships

UPDATED

The University of Adelaide offers a range of scholarships for outstanding Higher Degree by Research applicants including Australian Government Research Training Program (RTP) scholarships and University of Adelaide Research Scholarships.

RTP scholarships are one of the primary sources of support for students undertaking research degrees at the University of Adelaide and are funded by the Australian Federal Government through the Department of Education and Training. They are allocated according to the terms and conditions specified in the Australian Government Research Training Program (RTP) Scholarship Policy: www.ua.edu.au/policies/4243, namely, on the basis of academic merit and research strategy.

All major scholarships provide an annual living allowance, tuition fees and OSHC for international students. In 2021, the base stipend for a full-time scholarship holder is \$28,597 tax-free per annum. The tenure for a PhD scholarship is three years, with the possibility of extension for up to six months. The tenure of a master by research scholarship is two years, with no possibility of extension.

International applicants who have applied for permanent residency may apply for scholarships available to international students until their residency is confirmed.

Up to date information about scholarship opportunities is provided online www.ua.edu.au/graduatecentre/scholarships

Further information about the scholarships available and how and when to apply is provided in later sections of this handbook.

Travel grants and overseas study scholarships

A limited number of postgraduate travel grants and scholarships may be available to assist students wishing to undertake postgraduate

research at universities and institutions in South Australia, interstate and overseas:

1. Research scholarships for Australian students at overseas universities. These scholarships are intended for postgraduate students wishing to study at an overseas institution.
2. Travel support for postgraduate students. Travel support may be available to postgraduate students enrolled at the University of Adelaide who are required to undertake travel for the purposes of research, either in South Australia, interstate or overseas.

All opportunities will be advertised at: <https://scholarships.adelaide.edu.au>

Employment and other commitments during full-time candidature

As a full-time candidate, you are expected to devote the majority of your time to your research program and ensure that any work or activities you undertake that are unrelated, or peripherally related to your research project will not impede the progress of your research. Full-time research candidates are expected to keep the same hours as a member of University staff, (nominally, 36.75 hours per week, between the hours of 7am to 7pm on weekdays). The University recommends full-time candidates limit work/activity unrelated to their research project to eight hours per week.

If you are a doctoral student, you will need to complete within 3 to 3.5 years to achieve a timely completion and if you are a master by research student, within 1.5 to 2 years. In order to achieve this goal and to maintain your work-

life balance, you will need to carefully consider your commitment to activities outside of your research. These activities may be paid or unpaid and include those that could be considered professional development opportunities such as:

- avenues of research which, while interesting, are not necessary for you to complete in order to meet the required standard for your qualification
- laboratory tasks for the research group or supervisor, rather than your own research
- demonstrating, tutoring, lecturing and course coordination
- attending lectures to facilitate demonstrating, tutoring, lecturing and course coordination
- paid employment.

The University recommends that research students do not undertake any employment commitments and in particular, tutorial teaching, prior to completion of the core component of the structured program (six months from candidature commencement for full-time students). Keep in mind your goal of completing your doctorate or master degree as soon as possible and don't be afraid to remind your supervisors too!

Scholarship holders

As a scholarship holder, it is recommended that not more than eight hours of employment per week during the hours of 9-5, Monday to Friday is undertaken. There is no limit on the amount that you can earn for employment that is not directly related to the research that you are undertaking. However, if your employment is directly related to your research in any way,

the maximum earnings allowed will be up to 75% of the value of your (major) scholarship award. Outside of normal working hours, there is no restriction on the number of hours of paid employment that may be undertaken, providing that your supervisor is satisfied that it does not interfere with your progress.

International students

Following commencement of your program, all research students with work rights are entitled to work an unlimited number of hours. However, regardless of the work rights attached to your student visa, it is important to note that international students are expected to study full-time (~ 37 hours per week). You will need to ensure that any work commitments do not interfere with the progress of your research and your ability to complete your degree within the required timeframe; consequently, no more than eight hours of work during the week is recommended. As a temporary resident, international students must comply with the conditions of their visa.

For more information is available from the Department of Home Affairs:
<http://immi.homeaffairs.gov.au>

Insurance for Higher Degree Research (HDR) candidates

Subject to certain conditions, the University provides insurance cover for personal accidents; travel, public liability and, professional indemnity to HDR candidates enrolled at the University. Further information is available in **Appendix 3**.

International students

The Department of Home Affairs (DHA) requires all international students on student visas and their families (on 'dependant' visas) to have health insurance while in Australia. This insurance is called Overseas Student Health Cover (OSHC).

OSHC helps you pay for medical and hospital care that you may need when you are studying in Australia. It also helps pay for most prescription drugs. If your OSHC provider is Allianz Global Assistance, you can contact Allianz representatives for assistance. They are located next to Ask Adelaide on Level 3, Hub Central, from 10am to 4pm, Monday to Friday. If your OSHC is provided by a different company, please directly contact your OSHC provider for assistance.

Most scholarships include coverage for OSHC, please refer to the relevant conditions of award.



CONSIDERATIONS IN APPLYING FOR A HIGHER DEGREE BY RESEARCH – CHOOSING THE DEGREE

Choosing the right degree for you is an important decision and one that will be influenced by your career plans, personal circumstances and prior qualifications.

What are the University's areas of research strength?

The University of Adelaide is a research intensive University and a member of the prestigious 'Group of Eight' (Go8), which comprises Australia's leading universities. Adelaide has a fine tradition of exemplary scholarship and ground-breaking research and is at the leading edge of knowledge, with research earnings consistently the highest per capita of any university in Australia. Adelaide is one of the top universities in Australia in terms of research output, research funding and quality of postgraduate research experience. Adelaide is recognised internationally for its research strengths in an array of areas including:

- Agriculture food and wine
- Defence and security

- Medtech and health
- Environment and sustainability
- Mining and energy
- Society and economy

Which degree should I choose?

The completion of a Higher Degree by Research (HDR) at the University of Adelaide will provide you with the skills and experience to undertake a range of rewarding career opportunities. Employers recognise that the research ability and broad range of transferable skills which Adelaide graduates possess equip them well for challenging and diverse roles in industry, government and business, as well as in research and academic organisations. Choosing the right degree for you is an important decision and one that will be influenced by your career plans, personal circumstances and prior qualifications. We recommend that you discuss the options with the relevant school. Of course, plans and circumstances can change over time and the University of Adelaide provides you with the flexibility to adapt your study pattern accordingly; this may involve converting to half-time or external candidature, taking a short leave of absence from study or perhaps transferring to a more appropriate program.

Doctor of Philosophy (PhD)

The PhD is the basic qualification for a research career or academic position and is a stepping stone to a range of career opportunities. The PhD involves three to four years of research for a full-time candidate or the equivalent in half-time candidature, together with participation in the compulsory Career and Research Skills Training (CaRST) program which requires completion of 120 hours of activities prior to thesis submission.

In the course of completing the PhD under appropriate supervision, you will develop the capacity to conduct research independently at a high level of originality and quality and make a significant original contribution to knowledge in your chosen discipline.

Examiners will be looking for a candidate to:

- produce a clearly, accurately and cogently written thesis that is suitably illustrated and documented
- demonstrate a deep knowledge of the research topic
- relate the research topic to the broader framework of the discipline within which it falls
- demonstrate an independence of thought and approach

- make a significant and original contribution to knowledge by the discovery of new facts, the formulation of theories or the innovative reinterpretation of known data and established ideas.

Joint Higher Degree by Research (HDR) programs between Australian Go8 Universities

In order to provide students with the best possible research experience and to facilitate domestic collaboration among the prestigious, research-intensive Go8 universities, the University has signed a Memorandum of Understanding to establish a Go8 joint PhD program. In addition to the University of Adelaide, the Go8 member universities are:

- Monash University
- The Australian National University (ANU)
- The University of Melbourne
- The University of New South Wales
- The University of Queensland
- The University of Sydney
- The University of Western Australia.

Under the provisions of a negotiated and approved jointly awarded PhD agreement, a PhD student at the University of Adelaide, who is a citizen

of Australia or New Zealand, or a permanent resident of Australia, may divide their candidature between the University of Adelaide and another Go8 Australian university and, following the successful completion of an agreed examination process, be awarded a single doctoral degree that is awarded jointly by the two Go8 institutions.

In order to be admitted as a candidate under a jointly awarded domestic PhD agreement, a suitably resourced project must be available at each institution, as well as adequate supervision and funding. Applicants are also required to satisfy the normal admission criteria at both the University of Adelaide and the domestic partner institution. A jointly awarded agreement must be negotiated and signed no later than the end of the first year of candidature and must specify which institution is the primary / home institution and which is the partner / host institution and the arrangements for co-supervision from both institutions, among other things.

Consequently, if you are interested in a jointly awarded program with a Go8 university, it is recommended that you refer to the detailed information provided in Appendix 4A as well as the AGC's website, at www.adelaide.edu.au/graduatecentre/future-students/adelaide-research-degrees/jointly-awarded-phds (which includes a section on "How to Apply"), and discuss the possibility of establishing a jointly awarded degree with your supervisors very early on in your preparations.

Ideally these discussions would occur at or before the time of applying for PhD candidature at the University.

Jointly awarded HDR programs with international partner institutions

HDR programs that are jointly awarded with an international partner institution are also available to University of Adelaide domestic and international research students. When the University of Adelaide partners with a French institution, this is known as a 'cotutelle' but the University is also working closely with a number

of other key international partners for the joint award of HDR degrees. The University is keen to support our existing partnerships with the following institutions:

| Partner university | Fields of research |
|---------------------------------------|--|
| University of Nottingham (UK) | All Faculties/Schools |
| University of Freiburg (Germany) | Cancer and related biology, Paediatric and Reproductive Health |
| Shanghai Jiao Tong University (China) | Life Science and Biotechnology, Engineering |
| University of Nagoya (Japan) | Medicine, Medical Sciences and Biomedical Engineering |
| University of Strasbourg (France) | Professions |

The University of Adelaide currently also has students enrolled in joint award programs with University of Ottawa (Canada), Ghent University (Belgium), University of Copenhagen (Denmark), University of Birmingham (UK), University of East Anglia (UK) and Universität Hamburg (Germany).

It is very important that students carefully read and understand the conditions specified in the proposed joint agreement before committing to the joint PhD program with another international partner institution as some joint agreements have special conditions attached. These conditions often require candidates to go above and beyond the University of Adelaide's standard PhD requirements. For example, many European and English universities require an oral defence of a candidate's thesis. Other institutions, such as the University of Nagoya in Japan, require a certain amount of coursework as part of their HDR joint award program. Another example is that some European institutions require the written thesis to have a considerably higher word count than is standard in Australia.

Enquiries concerning participation in any jointly awarded programs (including a cotutelle) should

be directed to the Dean, Graduate Studies following review of the information provided in Appendix 4A, and the Graduate Centre's website. General enquiries may also be emailed to: hdrjointawards@adelaide.edu.au

Master of Philosophy (MPhil)

The Master of Philosophy is offered in every faculty as the primary research master degree available to prospective research students. Candidates can choose to undertake the degree by either 100% research or, if available in their school, by mixed research and coursework. A student who elects to undertake the MPhil by mixed research and coursework will complete one-third of the degree (15 credit points) by coursework and the remaining two-thirds of the degree by research culminating in the production of a thesis. Master of Philosophy students also participate in the compulsory Career and Research Skills Training (CaRST) program which requires completion of 60 hours of activities prior to thesis submission. In some cases MPhil candidates are able to upgrade to PhD candidature after 12 or 18 months, depending on their progress.

Programs are conducted over up to two years of full-time study (or the half-time equivalent) and students are trained in research methodology and techniques and are engaged in the critical evaluation of literature and results in the substantive area of the thesis at an advanced level. While Master of Philosophy degrees may include an advanced coursework component, the focus is on research.

Examiners of a Master of Philosophy thesis will be seeking evidence that you have:

- a thorough understanding of the relevant techniques and methodologies in the field as demonstrated by a thorough critical review of the literature
- demonstrated competence in the chosen field through judicious selection and application of appropriate methodology to yield meaningful results

- demonstrated the capacity to evaluate critically these results
- presented a clear and well-written thesis.

Master of Clinical Science

The Master of Clinical Science is available by 100% research or, by mixed research and 15 units of coursework. A Master of Clinical Science provides an introduction to clinically based research for candidates presenting with clinical qualifications and work experience. The objectives of the program are to:

- train candidates in literature analysis, research methodology and techniques
- develop critical evaluation skills appropriate to the chosen research topic
- train candidates in the application of research methods during the conduct of an independent, supervised research project mutually agreed upon by the student, their supervisors and head of School and
- facilitate the candidate's ability to translate research into improved clinical outcomes.

Students enrolled in the Master of Clinical Science can choose to specialise in one of the following research areas:

- Nursing
- Medicine
- Dentistry
- Public Health
- Evidence Based Health Care or
- Counselling and Psychotherapy

The Professional Doctorate (Nursing)

The University offers a professional doctorate by research in the discipline of nursing. A Professional doctorate combines research, project activity and advanced coursework in a single program of study and is specifically aimed at practitioners in the field.

To qualify for a professional doctorate, a candidate is required to pass each component of the program individually and to complete any coursework or project requirements before submitting their thesis for examination.

Entry requirements

The admission requirements for Higher Degrees by Research (HDR) are set out in the relevant set of academic program rules, as published in the University's Calendar. The current rules are available under the Adelaide Graduate Centre Section at: <http://calendar.adelaide.edu.au/aggc>

At least a second class honours (upper division) or a relevant master degree containing 12 credit points by research (or equivalent), is required for admission to a PhD. Coursework degrees that do not contain a significant research component are not acceptable for the purposes of admission to a PhD.

In some circumstances, the Dean of Graduate Studies may deem that other educational and research backgrounds are equivalent to honours for the purposes of admission. If you are seeking entry based on alternative qualifications, the key consideration will be that you have undertaken significant research training, leading to the production of a substantial written report such as a thesis or publication(s).

In addition to the formal academic requirements for admission, it is essential for you and your prospective school to consider a number of other criteria before a Higher Degree by Research candidature is offered or accepted.

For example:

- Is the school appropriate for your proposed research, and does it have the space, facilities and resources that your project is likely to require?
- Is the school able to provide quality, experienced panel supervision comprising a principal and at least one co- or external supervisor for the duration of the research program?

- Is there a sufficient level of similarity between your research interests and background and those of your prospective supervisors?
- Do you have the capacity to meet the ongoing time, logistical and other requirements of candidature (particularly if you are in employment, or are applying as a half-time or remote student or are intending to also pursue other studies)?
- Are you able to support yourself for the duration of your research program through receipt of a scholarship or other means? (Note that even if you are able to secure scholarship funding, the duration of your scholarship [3 to 3.5 years] may be less than that of your research program [up to 4 years].)
- Scholarship holders and (normally) full-time candidates are restricted to a maximum of eight hours of work per week during standard working hours.

If you have entry qualifications that are insufficient for direct entry into a PhD, in some cases it may be possible for you to enrol in a Master of Philosophy and, subject to satisfactory progress and the approval of the Research Education and Development Committee, upgrade to PhD candidature following completion of your first 18 months of study.

Master students

The admission requirements for the Master of Philosophy and the Master of Clinical Science are set out in the Academic Program Rules, located in the University's online Calendar: <http://calendar.adelaide.edu.au> in the Adelaide Graduate Centre section.

In general, applicants may be accepted for a Master of Philosophy on the basis of the following qualifications:

- a relevant degree of bachelor completed at distinction average or higher

- a relevant honours degree at 2A or higher
- a relevant master by coursework (with less than 12 University of Adelaide credit points of research) completed at a Grade Point Average (GPA) of 6.0 (Distinction level) or higher
- a relevant master by coursework with a significant research component (normally at least 12 University of Adelaide credit points of research or equivalent), with an overall GPA of 5.00 (Credit level) or higher and a GPA of 6.00 (Distinction level) or higher in the research component.

To be eligible for entry to the Master of Clinical Science program, students must have a minimum of two years approved professional work experience, in addition to completing to a satisfactory standard one of the degrees of the University of Adelaide listed below; qualifications from other institutions will also be accepted where the program of study undertaken and the academic standard reached are accepted as equivalent by the Research Education and Development Committee:

- the degrees of Bachelor of Medicine and Bachelor of Surgery
- a degree of Bachelor of Nursing
- a degree of Bachelor of Dental Surgery
- a bachelor degree in an appropriate field of study
- a relevant master by coursework degree
- a relevant master by research degree.

English language proficiency requirement

As English is the language of instruction at the University of Adelaide, proficiency in speaking, listening to, reading and writing English is essential. All applicants for a Higher Degree by Research must provide evidence of their proficiency at the time of application and will be required to meet the minimum criteria before an offer of candidature may be issued.

For more information regarding English language proficiency requirements refer to Step 2 of the process on how to apply at: www.ua.edu.au/graduatecentre/future-students/how-to-apply

How should I select my research topic and supervisors?

Choosing a research topic, the school in which you will undertake your research and the supervisors who will assist you through the process of completing your degree are some of the most important decisions you will make. By thoroughly investigating your options before you commence candidature, you can avoid some of the more common difficulties that new students can face.

Before applying for admission, it is essential that you discuss your proposed research project and how it matches with the research interests of your school of enrolment. It is not uncommon for a candidate in a laboratory-based discipline to be offered a choice of topic from a number of well-defined projects, consistent with the interests of the school's research groups. Candidates in non-experimental fields may have the freedom to choose their own topic within wider limits.

In general terms, research projects undertaken in the University's areas of research strength have the advantage of having a concentration of resources and facilities and a lively research culture which stems from a critical mass of good students and research staff. In addition, it is important to remember that not all research topics have the necessary scope for a Higher Degree by Research. Others are too big to be completed within the timeframe for the degree and some topics may not be able to be supervised or resourced within the University.

Ensuring that you choose a research project that can be well supervised and resourced within your school of enrolment can prevent disappointment and wasted time later in candidature.

If you do not have particular supervisor(s) in mind, contact the head of school or postgraduate coordinator and ask who is likely to be nominated

to supervise you and then arrange to meet or talk to your proposed supervisors to ensure that you are comfortable with the school's choice and that they will have the expertise, experience and time required to supervise you well.

The best way to connect with a potential supervisor is by utilising the Researcher Profiles: <http://researchers.adelaide.edu.au>

Where possible, it is a good idea to talk to other members of the research group or school about your proposed supervisors and their track record of supervision and to ask other research students who are supervised by these staff whether or not they are happy with the amount of support they have received.

Should I study full-time or half-time?

When you apply to undertake a doctorate or Master of Philosophy degree, you will be asked to nominate your preferred 'attendance status'; in other words, whether you would prefer to be a full-time or a half-time student. While half-time candidature is appropriate for some candidates who would otherwise not have the time or financial resources to undertake a research degree, it is advisable to enrol as a full-time candidate where possible.

The pursuit of a Higher Degree by Research is an engrossing, challenging and time consuming occupation and can be made more demanding where work and family commitments must also be juggled. Anyone carrying out research must, to a certain extent, 'live with' their research questions and problems until they are solved and given that full-time students normally need three to four years to obtain a PhD, the difficulties of half-time study are obvious. It is also worth considering the hidden risk of undertaking a half-time degree: will the results of a research project conceived seven or eight years earlier still be considered original research at the time of submission?

In fast moving, experimental fields, the answer is likely to be no. An added advantage of full-time candidature is that you can fully engage with the research culture of the school and the University

and interact daily on an informal basis with peers and academic staff in your school.

The availability of these support structures, together with the opportunity to gauge your progress against that of other students, can greatly assist you to keep your candidature on track for a timely completion.

International students

If you are planning to study in Australia as an international student visa holder, a condition of your visa is that you would normally be required study full-time.

Should I study as an internal student or apply for remote candidature?

It is recommended that where possible, you study internally to better immerse yourself in the rich research environment that the University of Adelaide provides. Communication with your supervisors, access to University resources and peer support are more readily available to internal students and help is quickly available if you are experiencing difficulties with your research.

Remote candidature is really intended for students who, for academic reasons, wish to pursue most or all of their research remote from the University. Applications for remote candidature will be carefully considered by the Research Education and Development Committee and approval will only be granted where the University is satisfied that the arrangements for the provision of external supervision, facilities and resources are adequate.

If a remote candidature is approved, you will be required to study internally until after you have completed the core component of the structured program, by which time you will have developed your research proposal to the satisfaction of your school of enrolment and have completed the Adelaide Graduate Centre and local induction programs.

In addition to the external supervisor(s) appointed to guide the research of remote candidates, a University of Adelaide staff member

(or affiliate) will be appointed as the principal supervisor. Further information about remote candidature is available on the application form and accompanying guidelines.

These documents are available from the Adelaide Graduate Centre website at www.adelaide.edu.au/graduatecentre/current-students/forms

International students

As an international remote student, you will be required to pay tuition fees at the full internal rate for any periods of time that you are studying in Australia. Fees are charged at 50% of the applicable full-time or half-time rate while you are studying remotely outside Australia.

Choosing the right degree FAQs

Can I enrol in another program concurrently with my Higher Degree by Research?

No, the University does not permit research students to enrol in another academic program at the same time as studying for a Higher Degree by Research.

Can I appoint a principal supervisor from a different school than the one in which I am enrolled?

Enrolment in a different school than your principal supervisor is not recommended as it can make the coordination of your supervision and the management of your progress more difficult. Consequently, this course of action is only permitted under exceptional circumstances, on the grounds that your research interests and those of your prospective principal supervisor are closely matched and that the research to be undertaken is appropriately identified with your nominated school of enrolment.

An application form to 'Enrol Outside of Supervisor's School' should be lodged, where possible, together with your application form and is available at: www.adelaide.edu.au/graduatecentre/current-students/forms

How do I apply for a Higher Degree by Research?

Both domestic and international prospective Higher Degree by Research students apply for admission and scholarships online. In addition to satisfying the academic requirements for admission, all applicants are required to satisfy the English language proficiency requirements.

Further information, together with access to the online application system is available at: www.ua.edu.au/graduatecentre/future-students/how-to-apply

Following receipt of advice from the head of school about your suitability as an applicant and the availability of supervision and resources to support your candidature, a letter of offer (or refusal) will be forwarded to you. If you are a domestic applicant, generally, the time taken from application to outcome is between two and four weeks for applicants seeking admission without a scholarship, if the application is complete, eligible and there are no complicating factors. If you are an international applicant, it can take several weeks to finalise your application as there may be compliance checks and other relevant approval processes in addition to the evaluation of your academic credentials.

However, if you are applying for a scholarship, you should refer to the scholarship round information and timelines available at www.ua.edu.au/graduatecentre/scholarships

When should I apply for and commence a Higher Degree by Research?

It is possible to apply for a Higher Degree by Research at any time of the year. However, the University's preferred start dates are January for students intending to start in Semester 1 (2 January–30 June) and July for students intending to start in Semester 2 (1 July–31 December).

Note that the core component of the structured program (CCSP) and coursework are normally delivered on a semester basis. Consequently, by commencing at the beginning of a semester, you will receive the best possible structured introduction to your PhD or master by research degree.

Further information about what the induction, CCSP and other ‘milestones’ entail, is provided in the ‘**Candidature**’ section of this handbook.

Scholarship applicants

The closing date for the major round of scholarship applications for domestic students (including Research Training Program (RTP) awards and the majority of University scholarships) is 31 October each year.

The closing date for the midyear round of scholarships for domestic students is early June each year. Domestic scholarship recipients awarded a scholarship in the major round are generally required to commence study by 31 March of the year for which the scholarship is awarded. However, under special circumstances, an award holder may be permitted to commence study after 31 March but no later than 30 June. Domestic scholarship recipients awarded a scholarship in the midyear round are required to commence study by 30 November of the year for which the scholarship is awarded.

International students

The University holds international scholarship rounds for prospective international students. Two types of scholarships are offered in the scholarship rounds:

- Australian Government Research Training Program (RTP) Scholarships and
- University of Adelaide Research Scholarships.

Further information, including the closing dates for each round, is available at: www.ua.edu.au/graduatecentre/scholarships

Are there opportunities for an industry placement during my candidature?

The University offers HDR industry programs and placements for current and future students. These are exceptional opportunities for you to apply and further develop professional skills in your specific field and chosen career.

Participation in an industry placement program will provide a strong complement to your academic studies and give you a head start in future employment opportunities.

Information about our industry placement programs can be found at: www.ua.edu.au/graduatecentre/career-development/industry-opportunities

Can international students participate in a placement?

NEW

International students can apply for and participate in a placement; however, please keep in mind that participation in an internship must not cause any academic delay in a your candidature; student visa holders are required to submit their thesis within their original Confirmation of Enrolment (CoE) duration, unless they are eligible to receive an extension to their scholarship and hence to their CoE. Any time loss in candidature caused by participation in internships is not considered grounds for a CoE extension. Therefore it is recommended that student visa holders participate in an internship after submission.

Information about other industry opportunities that are currently available, including those advertised by third parties, such as APR. Intern, can also be searched for on the University Scholarships website: www.ua.edu.au/graduatecentre/scholarships

I am an international student from a country subject to United Nations Security Council Sanctions or Australian Autonomous Sanctions. How will that affect my research?

UPDATED

All students, regardless of their country of origin, are welcome to study at The University of Adelaide. Those from countries subject to United Nations Security Council Sanctions or Australian autonomous sanctions will have their

applications assessed to ensure their proposed research complies with the Charter of the United Nations Act 1945 and the Autonomous Sanctions Act (2011).

In particular, the University must seek to:

- prevent students from sanctioned countries from undertaking research that could provide them with the skills, knowledge and experience to return to their home country and develop technology that is on the sanctioned list
- prevent students from accessing facilities they are not entitled to as students from sanctioned countries.

A HDR Compliance Assessment form needs to be approved by the Dean of Graduate Studies and the Chief Security Officer for each student from a sanctioned country. Some assessments will be referred to the Department of Foreign Affairs and Trade (DFAT) for further consideration.

After you are admitted as a student, any change of candidature which would affect your research project or environment (e.g. change of program, school or research topic) will also be assessed to ensure compliance with the provisions of the Autonomous Sanctions Act (2011). It is therefore important that when you are applying for admission that you and your supervisors carefully consider your research topic and the resources that will be needed to conduct the research.

The Dean of Graduate Studies may terminate candidature if students do not abide by current sanction regimes.

Further information on autonomous sanctions is available from the Department of Foreign Affairs and Trade (DFAT) at: www.dfat.gov.au/international-relations/security/sanctions/pages/sanctions.aspx

ENROLMENT

Applicants who have been made an offer of a place in a Higher Degree by Research program at the University of Adelaide will be sent a personalised welcome email which includes instructions on how to activate your University email account and complete the online enrolment form.

After you have completed your section of the enrolment form it will go automatically to your Principal Supervisor, then Postgraduate Coordinator and Head of School for approval, and finally on to the Adelaide Graduate Centre for processing.

Once your form has been processed you will be sent an email from the Adelaide Graduate Centre confirming the details of your candidature.

After receiving confirmation of your enrolment, you can visit Ask Adelaide to have your photo taken and collect your student card.

Master of Philosophy and Master of Clinical Science students only

If you will be undertaking your program by mixed research and coursework, the Adelaide Graduate Centre will enrol you into the research component of your degree as outlined above. You will still need to enrol into the coursework component of your degree in order to finalise

your enrolment. After agreeing to your coursework selections with your supervisors please contact your Faculty Office, or the Professions' student hub (students in the Faculty of Professions only) for advice on how to complete your coursework enrolment.

Scholarship holders

If you have been offered a living allowance (stipend) scholarship, it is important to complete, sign and lodge the Banking Authority' form with the Adelaide Graduate Centre as soon as possible in order to avoid any delays in scholarship payments. Payments commence 3–4 weeks after submission of your completed enrolment form to the Graduate Centre. Payments will be made fortnightly in arrears, directly into a nominated Australian bank account in your name. Note, payments cannot be made into non-Australian bank accounts.

Transferring from another institution

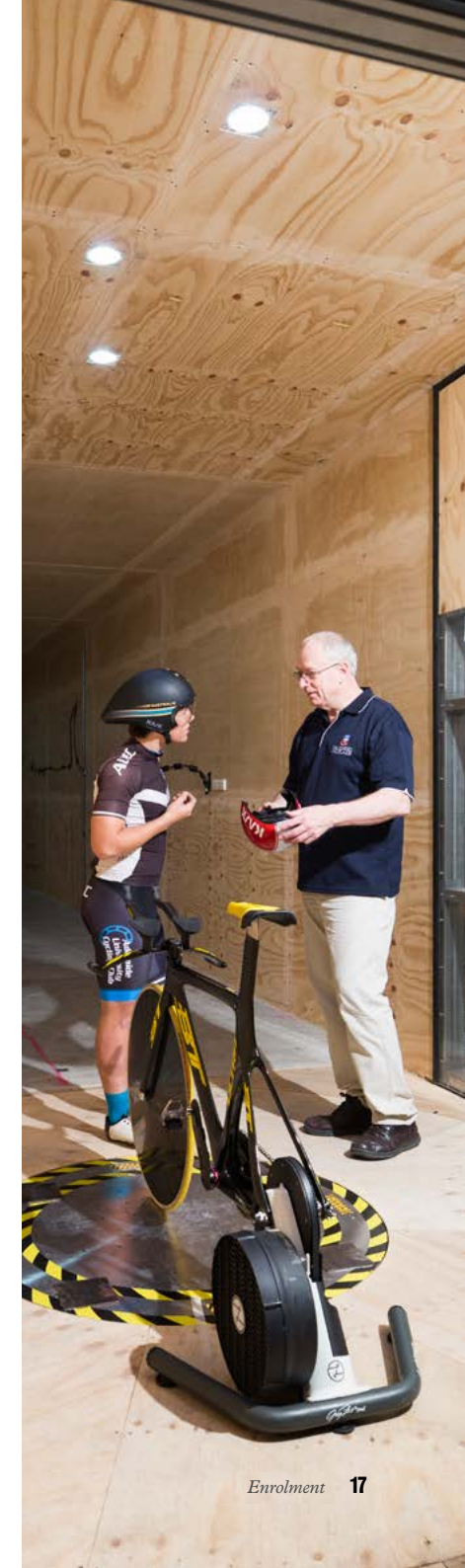
If you are a Higher Degree by Research candidate at another institution and you wish to transfer your candidature to the University of Adelaide, you will need to submit a formal application for admission and credit. Where applicable (domestic students only), your maximum Research Training Program (RTP) entitlement will be reduced by the number of full-time equivalent (FTE) days for which you were enrolled at your previous institution and your maximum candidature duration will normally be reduced in parallel. If your transfer to the University of Adelaide is approved, you will be required to complete a minimum of one year of full-time study and research before submitting your thesis for examination.

Scholarship holders

Applications for Government-funded scholarship holders to transfer their scholarship from another university to the University of Adelaide will be considered on a case-by-case basis. Where a scholarship transfer is approved by the University, the duration will be the normal tenure less the number of full-time equivalent (FTE) days for which you were enrolled at your former institution.

International students

International students seeking to transfer candidature to another university should be aware that this will mean discontinuing your studies at the University of Adelaide and it will have an impact on your Confirmation of Enrolment (CoE) and your student visa. You are advised to contact International Student Support for advice.



CANDIDATURE

Communicating with the University

The University will regularly communicate important information to you both by email and in writing, so it is very important that you keep your contact details up-to-date. This is your responsibility; not receiving an email or letter asking you to do something is no excuse for not having done it and in many cases will have far reaching consequences for your candidature.

Keeping your personal details up to date

If your contact details, including your home address or mailing address, change, you can update them by logging onto Access Adelaide via the quick link from the University's home page. It is important that your contact details are kept up to date so that you receive any written correspondence from the University and you can be located if there is an emergency. For changes of name, title and date of birth, you will need to complete a change of personal details form and provide the requested evidence to Hub Central for the change to be processed.

Further information, together with the change of personal details form is available at: www.ua.edu.au/enrol/forms-downloads/students-only

International students

Under the conditions of a student visa, international students are required to provide the University with their local (Adelaide) contact details at enrolment and thereafter, to notify the University of changes to their address and telephone number within seven days.

For changes of residency status, you must complete a change of residency form and provide the requested evidence to Student Finance.

The form and further information can be found at: www.ua.edu.au/student/finance/residency

Electronic communication

Your University email account is the most common method of communication across the University and it is important that you check it frequently.

Consequently, it is essential to set up email forwarding if you use an email address other than your campus address, so that you continue to receive official University email. Contact the Technology Services service desk on 8313 3000 or servicedesk@adelaide.edu.au for assistance if required. See also the earlier 'Adelaide email account' section of this guide.

In addition, the Adelaide Graduate Centre newsletters, the AGC e-News and CaRST eNewsletter, will be emailed to your campus email address monthly. These publications contain important information about the professional development opportunities available to you, together with reminders about approaching deadlines and useful policy and procedural information.

If you have not received the newsletters within one month of your commencement, please advise the Adelaide Graduate Centre by email to graduatecentre@adelaide.edu.au or by phoning (08) 8313 5882.

Current and past copies of the publication may be viewed at: www.ua.edu.au/graduatecentre/news-and-events/newsletters

Insurance and confidentiality

The University provides all research students who have an active enrolment with the following insurance cover, for approved activities and travel:

- Personal Accident Insurance
- Travel Insurance
- Public Liability
- Professional Indemnity—in limited circumstances

If you take leave of absence, you are not insured by the University during the period of leave and you may not access any University facilities (including laboratories and libraries) or supervision until you resume your candidature. It is important to note that under the conditions of the University's insurance policy, the University is obliged to advise the insurer of any 'Notifiable Events', namely any incident or episode that results in, or has potential for, financial loss, damage to property, injury to persons or damage to reputation. In practice this means that if, for example, you were to advise a University staff member that you planned to initiate legal proceedings against the University or to contact the media with a negative story about the University, or to damage University property, the staff member would be obliged to inform the insurer.

Consequently, whilst you can normally expect to be able to have a confidential discussion about problems, issues and their solutions with your supervisor(s), postgraduate coordinator, head

of school, the Dean of Graduate Studies and others, it is important to be aware that in very limited circumstances, as highlighted above, absolute confidentiality cannot be guaranteed. However, the insurer is required to maintain the confidentiality of any information presented under the Insurance Act. If you have concerns about confidentiality, please discuss them with the staff member concerned at the beginning of your discussion(s). Further information about insurance is available in **Appendix 3**.

SUPERVISION

From the time of commencing your candidature until your degree is awarded or your program discontinued, you will have a panel of supervisors comprising a principal and at least one co- or external supervisor, appointed by the head of school.

The University provides guidance for, and support and development of a positive approach to HDR education and supervision, enabling students to produce high-quality outcomes within an intellectually-stimulating, inclusive environment, and providing supervisors with appropriate assistance, recognition and career development.

All supervisors will be on the University's register in accordance with the Supervisor Register Policy. To ensure that you have continuity of access to expert academic advice, instruction and assistance throughout your candidature, changes to the supervisory panel (particularly the principal supervisor) are discouraged. However, additional supervisors may be added to the panel to reflect changes in the direction of your research. More rarely, the composition of your supervisory panel can be modified to accommodate staff departures, absences (exceeding one month) and irresolvable personality conflicts.

Any changes to the supervisory panel must first be discussed with all parties involved in the supervision process to ensure that each is satisfied with the proposed arrangement and then approved by the head of school. In rare circumstances where there is disagreement about

the composition of the supervisory panel, the head of school, who has the responsibility for ensuring appropriate supervision arrangements are in place may, in the best interests of the student, overrule the wishes of any of the parties involved, provided that the new supervisory arrangement remains consistent with University policy.

Roles of the supervisors

The principal supervisor carries the primary responsibility for your supervision (a minimum of 60%), including the coordination of all communication between the supervisors and you. The principal supervisor will be a member of the academic staff of the school in which you are enrolled, or an affiliate, adjunct or clinical titleholder with that school.

Your principal supervisor will normally hold a degree at the same level or higher than the degree for which you are enrolled, have a proven and current record of research in your field and be experienced in supervision. The second and any additional member of your supervisory panel are referred to as 'co-supervisors' or 'external supervisors'. These supervisory types can be distinguished by their level of affiliation with the University. A co-supervisor is an academic staff member or titleholder with any of the University's schools, while an external supervisor is not an academic staff member and normally has no formal affiliation with, or responsibility to the University (visiting academics and professional staff are classified as external supervisors for the purposes of the register).

Co- and/or external supervisors act as a source of independent advice, or add specialised expertise to the supervisory panel. They need not be discipline experts, but are sufficiently familiar

with your topic area to be able to follow the progress of your research. It is recommended that each co- or external supervisor on your supervisory panel will have a minimum of 20% responsibility for the supervision process.

In broad terms, the role of your supervisors is to help guide your research and assist you to develop the skills and knowledge that you will need to complete your research project within the time allowed for the degree.

In the early stages of your candidature, your supervisors are likely to know more about your chosen field of study than you do and can therefore offer valuable advice on preparing a realistic research proposal, together with instruction in the methodology and (any) technical skills that are necessary for your project.

As you progress in candidature and your expertise grows, your relationship with your supervisors will gradually change; their role will increasingly be to act as a sounding board for your ideas, to review and comment on your written work and to provide you with feedback on your progress towards completion.

In addition to the academic guidance they provide, your supervisors can also help you with any personal difficulties you may be experiencing either personally or by referring you to support services provided by the University. Detailed information about the roles and responsibilities of your supervisors is available in **Appendix 2**.

As each student and supervisor relationship is unique, it can be beneficial for students and supervisors to discuss their mutual expectations at an early stage of candidature to avoid future misunderstandings. To facilitate this discussion, you and your supervisor(s) may find it helpful

to independently complete the 'Expectations in supervision scale' and then to compare your answers. This document has been reproduced in **Appendix 5**.

Meeting with your supervisors

Regular meetings and communication with your supervisors are essential to ensure that you have frequent opportunities to raise any concerns or problems and to receive feedback on your research progress. For this reason, the University stipulates that supervisor(s) meet with (or otherwise contact) research students at least once per fortnight. It is recommended that you take brief notes at these meetings and circulate them to all your supervisors afterwards so that everyone remains fully informed about the progress of your research and its future directions. Some schools may request that a file copy of the notes of your supervisory meetings, signed by all participants, be kept in the school office or by the postgraduate coordinator. Where this is not the case you ought to, as a minimum, maintain your own signed file copies of the notes for future reference.

If you are studying remotely, half-time or are on study away, meeting with your supervisor(s) in person can be more difficult. However, it is still essential that you maintain frequent contact: phone calls, video conferencing and email discussions about your research are all regarded as interactive forms of communication and these can usefully supplement your less frequent face to face meetings.

It is normal for most students to meet more frequently with their principal supervisor than with their co- or external supervisor(s). However, it is expected that all members of the

supervisory team will meet together with you at least twice per year to ensure that all parties have a common understanding of and approach to the development of the research.

More regular meetings with the entire supervisory panel are recommended, particularly in the early stages of your research project when the research proposal is being shaped and, of course, in any situations where your supervisors have expressed differing opinions about your research. It is worth remembering that your supervisors are busy people who have many demands on their time and may not always be immediately available to advise you. However, you are not expected to wait until you are approached by your supervisor(s) before you can raise a problem or have a discussion about your research. Don't be afraid to ask for help. Your supervisor(s) will make time for you as soon as they are able; it's their job! Other members of the research group may also be able to assist you with technical or methodological problems and don't forget your postgraduate coordinator is there to help.

A useful tool to ensure that regular meetings with your supervisor(s) proceed is to take the lead early on in your candidature for scheduling a regular timetable of meetings with your principal supervisor and with your whole supervisory panel. Your Microsoft Outlook calendar can be used for this purpose.

Awards for excellence for Higher Degree by Research supervision

Supervisory Excellence at the University is recognised through the Stephen Cole the Elder Award for Excellence in HDR Supervisory Practice and Commendations for Implementing Effective HDR Supervisory Practice. The Stephen Cole the Elder Award is valued at \$8,000; whilst the two available Commendations—which are sponsored by the Graduate Centre—are worth \$2,000 each. The supervisor awards recognise and encourage sustained excellence in the supervision

and support of Higher Degree by Research students and demonstrate the value the University places on quality supervision. The awards are presented to recipients at the University's annual learning and teaching gala in November.

Further information, including the eligibility criteria for the awards are available at: www.ua.edu.au/learning/awards-grants/awards

Previous award recipients are listed at the aforementioned web address.

The postgraduate coordinator

After your supervisors, the postgraduate coordinator (PGC) is likely to be your most important source of support. They are responsible for overseeing the work of all postgraduate research students in the school. As you progress through your candidature, you should get to know the postgraduate coordinator quite well. The postgraduate coordinator is available to discuss any concerns or problems that you may have with your research, your supervisor(s) or in your personal life and as a senior and generally long-standing member of academic staff, the postgraduate coordinator is also a useful source of information and career advice. Another of the PGC's roles is to monitor your progress and to ensure that you complete the required candidature milestones (such as the core component of the structured program and annual review of progress) on time.

Detailed information about the roles and responsibilities of the postgraduate coordinator is provided in **Appendix 2**.

The current list of postgraduate coordinators is available at: www.ua.edu.au/graduatecentre/current-students/student-support/postgraduate-coordinators



CAREER AND RESEARCH SKILLS TRAINING (CARST)

The University's Career and Research Skills Training (CaRST) program comprises the development component of the structured program, which extends from enrolment to thesis submission.

The University of Adelaide aims to create highly skilled and well-rounded researchers who are prepared for careers both within and outside academia.

CaRST is an opportunity to broaden your research training experience, expand your technical and professional skillset, and further your career. Participation in CaRST can also help build your peer network and ease your transition into life as a postgraduate research student. CaRST is compulsory for all PhD and Master of Philosophy students, who are required to record a minimum number of CaRST hours prior to thesis submission.

A framework for your development

CaRST takes a holistic approach to researcher development and supports you throughout candidature to engage in activities that will increase your skillset across the four domains of the Vitae Researcher Development Framework (RDF)

- **Domain A: Knowledge and intellectual abilities:** The knowledge, intellectual abilities, and techniques to do research.
- **Domain B: Personal effectiveness:** The personal qualities and approach to be an effective researcher.
- **Domain C: Research governance and organisation:** Knowledge of the professional standards and requirements to do research.
- **Domain D: Engagement, influence, and impact:** The knowledge and skills to work with others and ensure the wider impact of research.

Learn more about the RDF at:
www.vitae.ac.uk/rdf

Requirements

PhD students must complete 120 hours of CaRST activities and Master of Philosophy students 60 hours, prior to thesis submission; minimum and maximum sub-limits are applicable to each of the four domains of the RDF.

The CaRST approach

CaRST entails an iterative process of reflection and planning, which is embedded into your candidature and involves the following components:

- **Skills:** completing a skills assessment
- **Plan:** creating an individual development plan
- **Do:** participating in eligible CaRST activities
- **Record:** maintaining a log of CaRST activities undertaken
- **Review:** reflecting on your progress at formal milestone reviews

Managing your CaRST activity

The CaRST Online platform makes it easy to meet the CaRST requirements of your degree. Log into CaRST Online to complete your skills assessment, create your individual development plan, find and book into upcoming training, record and log CaRST activity, and keep track of all your progress in one convenient, streamlined application.

Login to CaRST Online at:
<http://carst.adelaide.edu.au>

Sources of CaRST

CaRST is extremely flexible and includes activities that go beyond the normal scope of your research studies to enhance your knowledge, skills, and attributes as a researcher or provide preparation for your future career. Sources of CaRST include:

- **Training:** this includes formal training undertaken through workshops, courses, online courses and other structured training programs
- **Experiential activities:** this includes informal learning experiences you are likely to undertake as a research student that are not formally taught, such as attending and presenting at conferences and seminars

- **Other commercialisation and engagement activities:** this includes arrangements with external organisations that enable experiential learning related to your research, like industry placements and community outreach

What does the Adelaide Graduate Centre provide?

The Adelaide Graduate Centre works collaboratively with academic areas, administrative units, and external training providers to provision a number of free development opportunities for postgraduate researchers. This includes:

- A range of in-person workshops, courses, seminars, and lectures
- Livestreaming of CaRST presentations for remote participation
- Online library of pre-recorded workshops and online courses that are self-paced for maximal flexibility and convenience
- Industry programs and placements
- Coordination of the University's Three Minute Thesis (3MT®)
- A regular newsletter to let you know about our events and other relevant opportunities

Students are also able to explore beyond our offerings to find other sources of CaRST tailored to their individual needs and interests.

Where can I find out more about CaRST?

Comprehensive information about CaRST is available on the Graduate Centre's website at www.adelaide.edu.au/graduatecentre/career-development

Visit the website to find the CaRST Handbook, which contains further information about the process and requirements, as well as:

- A map of CaRST activities by domain and candidature stage
- A list of approved experiential activities
- Information about CaRST Online
- Answers to frequently asked questions
- Various types of industry opportunities
- Student testimonials

Can I be exempted from CaRST participation?

CaRST is an integral part of research education at the University of Adelaide and so PhD and Master of Philosophy students may not be exempted from CaRST; completion is a prerequisite for thesis submission and students need to plan their CaRST program early in candidature to ensure that thesis submission is not delayed.

In recognition of their professional practice orientation, students in the following programs are exempted from participation in CaRST and the completion of a minimum number of CaRST activities (hours) prior to thesis submission:

- Professional Doctorate students
- HDR students in named degrees (e.g. Master of Clinical Science)
- Combined Master of Psychology/PhD program students

Students who completed the CaRST program in a previous University of Adelaide PhD or Master of Philosophy program are able to apply for a waiver from CaRST, provided the duration between the two HDR programs is not more than two years.

Of course, all HDR students are encouraged to take advantage of the opportunities that CaRST offers to develop professional and transferrable skills to prepare them for a range of careers in universities or the private and public sectors.

Recognition of CaRST

All PhD and Master of Philosophy students who complete the CaRST program will receive a certificate of completion from the Graduate Centre and a statement of completion on their academic transcript.



ADJUSTING TO LIFE AS A RESEARCH STUDENT

Students enrolled in a PhD have a maximum of four years of full-time equivalent (FTE) candidature available to complete their program, for Master by Research students, the duration is two years FTE. However, most scholarships are only available for three years with the possibility of an extension for up to six months where there are demonstrable delays that were beyond the student's control. Together with your supervisors you should plan your research project and thesis writing to enable submission within three to three and a half years FTE from the beginning of your candidature (PhD) or within one and a half to two years FTE if you are a Master by Research student; this is consistent with the expectation of PhD and Master by Research duration in Australia.

The relatively unstructured nature of research is very different from the study mode that you would have experienced as an undergraduate or postgraduate coursework student (see 'Employment and other commitments during full-time candidature' section); there are fewer fixed deadlines to meet and much longer periods of time between them. Even more significantly, you are embarking on a process of discovery, in many cases through trial and error.

There will not always be someone there who can steer you in the right direction or confirm that you have the 'correct' answer and it is quite likely that at some point during your candidature,

things will not go the way that you expected (or wanted them to). While individual students will have different experiences of undertaking a Higher Degree by Research, it is important to realise that some of the hurdles to completion will be emotional and these may be more difficult to conquer than the practical problems. During the course of your degree you are likely to experience several emotions, many positive (intellectual stimulation, challenge, curiosity, understanding, the excitement of new discovery) and some negative (frustration, impatience, failure, fear).

On balance, most students find research to be a rewarding experience, but for those times when you're feeling overwhelmed by it all, the top five strategies are to:

- seek the support of others, be they friends, family other research students in your School, your supervisor(s) or a University counsellor—the more people that you can talk to the better
- develop self-management techniques that work for you
- learn and understand the research process and what to expect at each stage of your candidature
- engage with the research culture of your School and the University; and of course
- have a life outside of research! Make time for yourself, your friends and family and the activities that you enjoy.

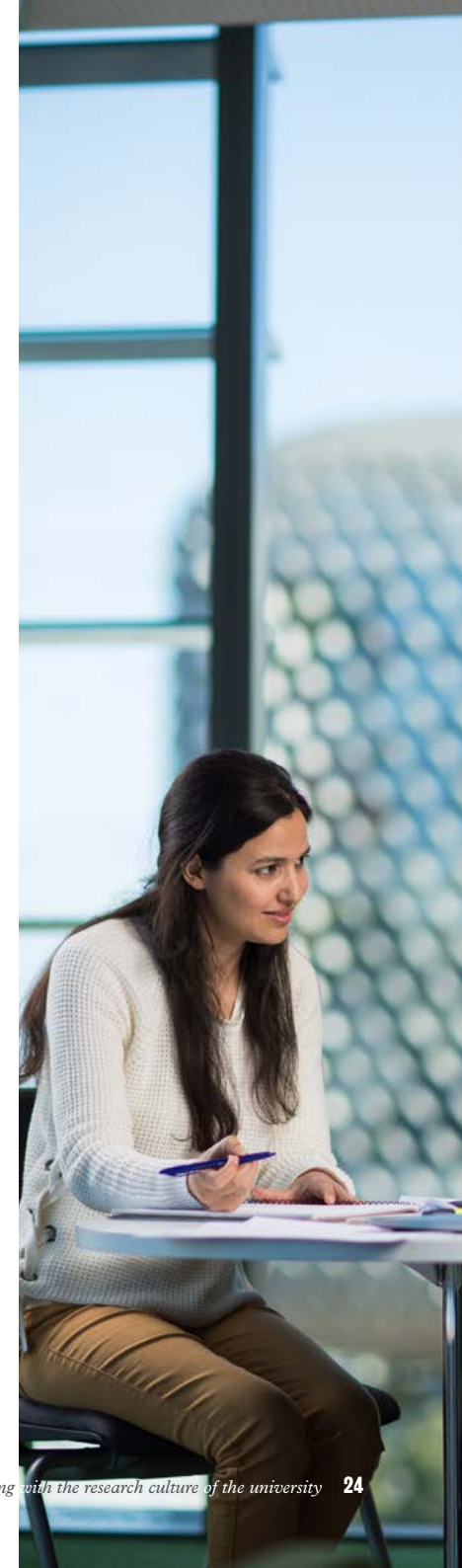
You also need a supervisor who understands your needs and is able to support and develop them. Don't be afraid to tell your supervisor if you are struggling; they were a research student once and will remember the challenges of their own candidature.

Opportunities to meet fellow Higher Degree by Research Students are not limited to activities within your school or discipline. Participating in CaRST courses and activities gives you the opportunity to connect with your peers from all disciplines and share experiences and insights.



ENGAGING WITH THE RESEARCH CULTURE OF THE UNIVERSITY

Whatever your discipline, there will be many opportunities for you to benefit from, and contribute to, the rich research culture of the University. Within your School, there will be a seminar program for you to attend and present at; this will provide you with valuable opportunities to both engage with a broader cross section of research and to develop your presentation skills and receive feedback about your own research. Additionally, whenever possible, it is recommended that you participate in conferences, network with your peers and research collaborators and get involved with University life. For example, you could volunteer to be a postgraduate student representative on your school or Faculty committee.



CANDIDATURE MILESTONES

Candidature milestones, hereafter referred to as ‘milestones’, are specific points during your degree program at which you will be required to complete a task. Through the process of completing the various milestones, you, your school and the University will be able to monitor your progress and ensure that your research is proceeding at a rate that will enable you to complete your research program within the time allocated for the degree.

As the due date for an academic milestone approaches, you and your supervisors will receive an email reminder. The email will provide advice on how to access and complete the milestone requirements.

It is important to note that if you fail to submit a required milestone by the due date and if no application for an extension has been received from your supervisor(s), your candidature will be suspended. Refer to the ‘**Suspension of Candidature**’ section of this Handbook for further information. *Approved period(s) of leave of absence will extend milestone due dates with the exception of the Annual Review of Progress.

| Doctorate (max 4 years) | Master (max 2 years) |
|---|---|
| 0 months Start Candidature | 0 months Start Candidature |
| 0-1 month Complete Local and Online Induction | 0-1 month Complete Local and Online Induction |
| 6 months CCSP and Research Proposal | 6 months CCSP and Research Proposal |
| 12 months Major Review | 12 months Major Review |
| Year 2+3 Annual Review due 31 October | Year 2 Annual Review due 31 October |
| 3-3.5 year Thesis Submission | 1.5-2 years Thesis Submission |
| Max 4 years Completion | Max 2 years Completion |

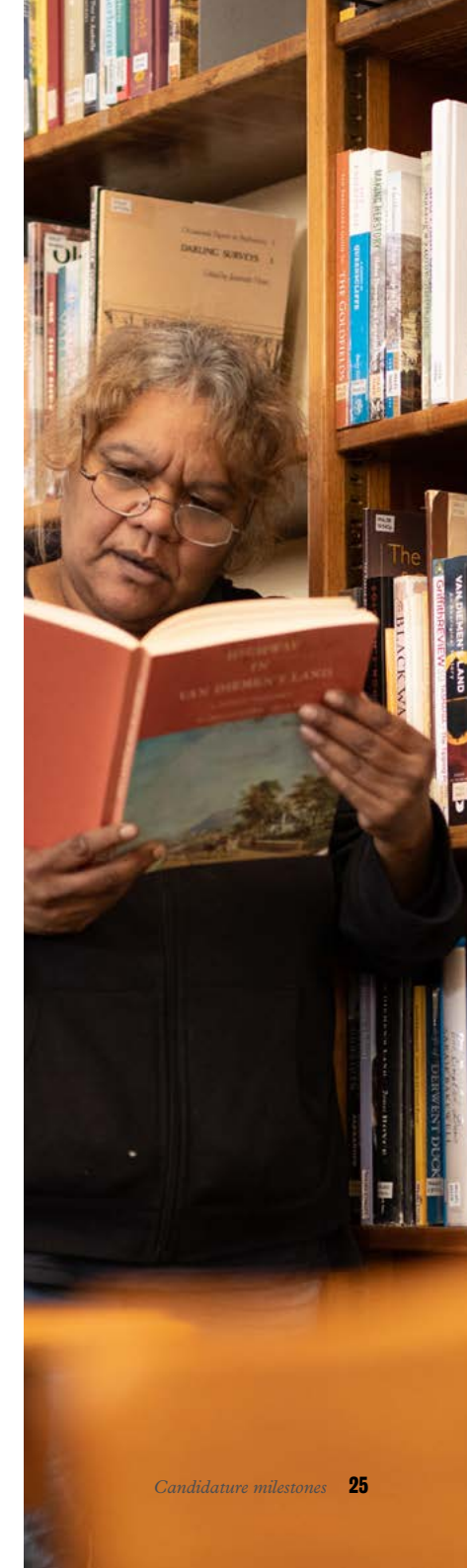
For simplicity, the minor review and pre-submission review milestones have not been shown on the diagram below.

Half-time students

If you are a half-time student, please double the indicated time frames for the core component and major review of progress and the submission and completion time frames. All other due dates remain unchanged.

Additional milestones

- If you are a remote student, you will complete a minor review of progress on 15 April each year following confirmation.
- If you are enrolled in the Faculty of Arts or Sciences, you will complete a pre-submission review in your final year.



FORMAL ACCEPTANCE AS A HDR CANDIDATE

UPDATED

Formal acceptance as a Higher Degree by Research candidate is a multi-stage process. The first 12 months of candidature (or half-time equivalent) are provisional and during this time, you will undertake a number of mandatory activities.

These are:

- attendance at a local induction program
- completion of the Adelaide Graduate Centre's online induction program
- completion of the core component of the structured program
- completion of the major review of progress.

Local induction program

Soon after you enrol, your supervisors(s), or postgraduate coordinator will arrange an induction for you. The induction will provide you with an opportunity to familiarise yourself with your new work environment, the administrative procedures within your school and, of course, some of the staff and other students with whom you will interact during your candidature. Features of your induction program will commonly include a discussion of:

- the arrangements made for you to access the resources and facilities that will be required for completion of your research project. These arrangements will be set down formally when you lodge the 'minimum resources proforma' as part of the requirements for completing the 'Core component of the structured program' and include:
 - on-site facilities (e.g. phone, photocopier, mail, stationery) office and/or laboratory accommodation
 - equipment (including computer hardware and appropriate software) and technical support—Internet access for research purposes
 - potential financial support for research maintenance, which may include individual student travel, conference and workshop attendances, photocopying, printing, interlibrary loans, database searches—special equipment and facilities not available within your school
 - the schedule of your school's program of seminars
 - your responsibilities as a research candidate and your supervisors' responsibilities (refer to **Appendix 2**)
 - completion of the 'Expectations in supervision scale' with your supervisors (refer to **Appendix 5**)
 - the nature and standard of research expected of a doctoral or master's by research candidate in your discipline and the timeframes for achieving the various milestones
 - the importance of early engagement in Career and Research Skills Training (CaRST) activities to ensure you complete the required number of hours prior to thesis submission (PhD and MPhil students only)
 - your requirements under the 'Australian Code for the Responsible Conduct of Research', which is available at: www.ua.edu.au/research-services/oreci/integrity
- The Code encompasses a number of principles and responsibilities including those related to:
- data storage, management and access
 - authorship of publications
 - confidentiality considerations
 - respect for colleagues, research participants, animals and the broader community around us
 - conflicts of interest and good stewardship of public resources
 - rigour, honesty, and accountability (including plagiarism and misrepresentation)
 - the need to apply for ethical or legal approvals (where applicable).
- In schools that have a larger number of research students, the arrangements for induction programs are likely to be quite structured, while in other areas of the University you may be inducted informally by your supervisor(s). If you have any questions after your induction

and require further information about any of the topics outlined above, you are encouraged to approach your supervisor(s) or postgraduate coordinator in the first instance.

Adelaide Graduate Centre Induction program

The Adelaide Graduate Centre provides an online induction program for commencing Higher Degree by Research students which you can access through MyUni. You will receive a link via email to enrol yourself in the online induction course when your enrolment is confirmed. Online induction enables all research students to be inducted at the very beginning of their research program, regardless of their research location. The induction provides a valuable introduction to life as a research student at the University of Adelaide, and is intended to complement your school level induction program.

The induction will introduce you to a range of topics and services including:

- the roles of the Adelaide Graduate Centre and your supervisors
- the time frame for the completion of academic milestones and your program
- research conduct (e.g. plagiarism, authorship, data management, IP and ethics)
- changing your candidature conditions (e.g. leave, upgrades, transfers and attendance status)

- the professional development opportunities available to you through the University's Career and Research Skills Training (CaRST) program
- student services on campus (e.g. library, IT, counselling and disability)
- keeping your research on track and what to do when things go wrong
- the role of the Education Welfare Officers (EWOs) and the Adelaide University Union (AUU).

Undertaking the online induction is a compulsory requirement of your candidature which must be completed within one month of starting your research degree.

For further information and to access the online induction program, refer to www.ua.edu.au/graduatecentre/induction and <https://myuni.adelaide.edu.au>

Consent Matters

NEW

The University of Adelaide has a zero-tolerance approach to sexual harassment and sexual assault and we all have a role to play in providing a safe, respectful, world class environment for teaching, learning and research. The short online course 'Consent Matters' about sex and relationships, focussed on boundaries, respect and positive intervention is included in the milestones for all students, and while strongly encouraged, is optional.

Further information and Respect. Now. Always. including advice on getting support and reporting an incident can be found at: www.ua.edu.au/safer-campus-community

Core Component of the Structured Program (CCSP)

The University of Adelaide structured program comprises 'core' and 'development' components. Further information about the development component of the structured program is provided later in this guide.

The primary purpose of the CCSP is to ensure that you have formulated a research proposal that is both academically rigorous and of a scope which is appropriate for completion within the timeframe of your degree. In defining your research proposal, you will address, in partnership with your supervisors, a range of financial, resource, intellectual property, ethical and authorship considerations. Additionally, you will reflect on your Career and Research Skills Training (CaRST) development needs and document the activities you have undertaken to date.

The CCSP must be completed within six months (or half-time equivalent) from the commencement of your candidature.

All the information you need to know about completing the online CCSP is available on the Graduate Centre's website at: www.ua.edu.au/graduatecentre/current-students/completing-your-milestones/core-component-of-the-structured-program-ccsp

We encourage you to read this information before you start to complete the online CCSP form to ensure that you are familiar with the review process, workflow, document requirements and your responsibilities.

In brief, satisfactory completion requires that you have:

- completed your Research Proposal on the relevant faculty template
- determined the resources needed to complete your research and what equipment/facilities you will need access to
- completed a Career and Research Skills Training (CaRST) skills assessment and development plan accompanied by a progress summary of any training completed since commencement including evidence of completion
- completed training in research integrity and have an understanding of University and Australian policies on the responsible conduct of research, including avoiding plagiarism

- Obtained Animal, Human and/or Gene Technology ethics clearances and clearance numbers if applicable for your proposed research and completed any associated training
- an understanding of intellectual property and its impact on your research project (if any)
- completed a Data Management Plan to ensure ongoing storage and access to your research data in compliance with the University's Research Data and Primary Materials Policy
- discussed and agreed how authorship of publications resulting from your research will be managed.

If your school has concerns about your progress these will be discussed with you and documented during your CCSP review and a recommendation may be made for the termination of your candidature or, where applicable, for transfer to a master by research.

Note that students who upgrade to doctoral candidature having already completed the major review during their prior master's enrolment are exempted from undertaking the core component of the structured program and major review in the doctoral program

Resourcing your research

In addition to ensuring that your research will comply with the standards outlined in the Code, when preparing your research proposal, you and your school should consider the minimum resources to which you will require access during your candidature in order to successfully complete your proposed research project. These will be specified in the 'Financial Resourcing of Proposed Project' section' of the CCSP online form.

Your school may provide a fixed amount of money to you each year for research related purposes (e.g. travel, conference and workshop attendances, photocopying, printing, interlibrary loans etc.). The agreed sum should be recorded on your CCSP. It is important to note that the level of minimum resources specified is

not a legally binding commitment, but is an undertaking that your school has considered and is able to provide the resources and facilities to which it is expected you will need access during your research. Ongoing resource needs and entitlements are reviewed each year at the time of the annual review.

Major review of progress

The major review of progress occurs at the latest, by 12 months (or half-time equivalent) from the commencement of candidature. The purpose of the review is to assess your progress against both the quality and quantity of work required for completion of your degree within the required timeframe (namely, your capacity to achieve thesis submission within three to three-and-a-half years if you are a doctoral candidate, or eighteen months to two years if you are a master's candidate).

The Adelaide Graduate Centre will advise you and your principal supervisor approximately one month in advance that your major review is due and direct you to the Graduate Centre website where you can familiarise yourself with the process, workflow and document requirements before commencing completion of the online major review form.

The due date for submission of your major review is 12 months (or half-time equivalent) from the commencement of your candidature.

The review will be undertaken by a Candidature Confirmation Review Committee, which normally comprises, at a minimum, your supervisors and the postgraduate coordinator. The key aims of the review are to:

- ensure that the scope of your research project is achievable within the required timeframe for the degree
- identify, document and resolve any problems or issues which are beyond your control that are likely to affect your ability
- to complete the degree within the required time frame

- assess your relationships with your supervisor(s) to determine whether your professional compatibility is sufficient to facilitate completion of the degree within the required time frame
- recommend confirmation of candidature, extension of provisional status, conversion to a master's enrolment (where applicable) or termination
- where an extension of provisional candidature (of three to six months in duration) is recommended, set a series of tasks/milestones which enable you by completing them, to demonstrate your competence to finish the program within the required time frame
- undertake a further review of progress following an extension of provisional candidature and recommend confirmation, termination or conversion to a master by research enrolment.

Gantt charts, completion plans and planning your research

As part of the Major Review of Progress, each student is required to complete a Gantt chart or completion plan to illustrate the planned various stages and activities of research in candidature, from commencement to completion. The Gantt chart will be useful throughout your candidature and each year you will be asked to review and submit an updated version with your annual review of progress.

Planning for publications and conferences could be incorporated into your chart or plan. While it is desirable that the document is flexible enough to allow for revision of timelines, such flexibility should not be seen as an opportunity to justify numerous changes resulting from a lack of progress for reasons that were not beyond your control.

Examples of a Gantt chart and completion plan are available on the annual review website at: www.adelaide.edu.au/graduatecentre/current-students/completing-your-milestones/major-review

Obviously, it is not possible to include charts or plans to cover all student experiences, but it is hoped that the examples provided will be an aid in helping you and your supervisors set appropriate timelines for your candidature.

All the information you need to know about completing the online Major Review is available on the Graduate Centre's website at: www.ua.edu.au/graduatecentre/current-students/completing-your-milestones/major-review

Extended major review of progress

If the outcome of the major review of progress is an extension of provisional candidature, you will undertake an extended major review at the end of the extended provisional period. The purpose of this review is for the Candidature Confirmation Review Committee to assess your progress against the additional tasks they specified for your completion during the extended provisional period. The extended major review will confirm candidature, recommend conversion to the Master of Philosophy (if applicable) or recommend termination of candidature. No further extensions of the provisional status will be permitted.

Further information on the Extended Major Review can be found at: www.ua.edu.au/graduatecentre/current-students/completing-your-milestones/major-review#extended-major-review-of-progress



MILESTONES DURING CONFIRMED CANDIDATURE

Following the satisfactory completion of the major review of progress (and extended major review if applicable), the Adelaide Graduate Centre will notify you, in writing, of your confirmation of candidature.

In each year following your acceptance as a Higher Degree by Research candidate, you will complete an annual review of progress.

Annual review of progress.

The annual review of progress is undertaken by all Higher Degree by Research students during September/October every year following their year of enrolment. Accordingly, if you enrolled in 2020, your first annual review will be in 2021.

Regardless of whether you are active in candidature or on leave of absence, the online annual review must be submitted to the Graduate Centre by the due date of 31 October.

Re-enrolment and the continuation of your scholarship (where applicable) are dependent on satisfactory progress in the 12 months preceding the review or since the commencement of your candidature where this was less than 12 months ago.

The annual review is intended to be an open and frank appraisal of your rate of progress by both you and your supervisory panel. The review serves several purposes. It:

- ensures that you highlight your achievements during the preceding year so that you can clearly see the progress you have made both in your research and your professional development (it is common for students to underestimate their progress and the review process can provide some useful reassurance)
 - provides you with an opportunity to formally set goals with your whole supervisory panel for the next stage of your project and in the next stage of your professional development and to review and update the Gantt chart or completion plan
 - is an important tool for identifying any problems that may be occurring in candidature so that they can be documented and resolved. Documentation is very important, as any problems you report on your annual review form (which were beyond your control and have negatively affected your progress) will be taken into consideration if you submit an application for a candidature or scholarship extension in the future
 - provides an opportunity to review and renegotiate your access to resources and facilities
 - provides an opportunity to review ethics requirements and a prompt to provide any necessary clearances to the Adelaide Graduate Centre
 - provides an opportunity to review your progress towards completion of the Career and Research Skills Training (CaRST) program requirement
 - provides an opportunity to review your supervisory arrangements, including the frequency and usefulness of meetings
 - serves to ensure that your postgraduate coordinator, the head of school and the Dean of Graduate Studies are kept fully informed of your progress
 - facilitates the University's ability to comply with the Australian Government's compulsory reporting requirements around industry engagement
 - is an opportunity to raise any concerns you have confidentially with the Dean of Graduate Studies.
- The process for completing the online annual review is detailed in full on the Adelaide Graduate Centre's website and it is important that you read and familiarise yourself with this information in early September before each annual review is due: www.ua.edu.au/graduatecentre/annual-review
- Notably, a meeting with your supervisors and a separate meeting with your Postgraduate Coordinator should take place to discuss progress and any other issues prior to commencement of the form.
- Your completed annual review form will be examined by staff in the Graduate Centre and any problems identified will be pursued at the appropriate level.
- The outcome of the review will be an assessment of your progress by your school as:

1. acceptable progress
2. acceptable, with reservations
3. unsatisfactory progress upgraded to acceptable progress with reservations
4. unsatisfactory progress.

In the event of an unsatisfactory progress assessment, a period of conditional enrolment will result. Conditional (re) enrolment is discussed in more detail later in this guide (refer to the sections on unsatisfactory progress during provisional and confirmed candidature).

If you disagree with any of your supervisors' comments but are reluctant to contradict them or to raise and document any other sensitive matters that concern you, you will have the opportunity to submit a confidential statement to the Dean of Graduate Studies prior to submission of your annual review to the Graduate Centre. Raising an issue in this way is not the same as a formal complaint, it is an opportunity to discuss or seek advice from the Dean as a person who is independent from your School or Discipline. The Dean will keep your statement and any subsequent conversation(s) that you have in confidence unless you agree otherwise.

If it appears likely that you will not be able to have your review completed by 31 October, you should request that your principal supervisor arrange for an extension (prior to the 31 October deadline) by contacting the Adelaide Graduate Centre by email to graduatecentre@adelaide.edu.au

It is important to note that failure to lodge a completed annual review or to arrange an extension by the due date, will result in the suspension of your candidature and any scholarship payments.

A word of caution: do not assume that your supervisor has requested an extension or that your supervisor/postgraduate coordinator or head of school has submitted your completed annual review form to the Adelaide Graduate Centre. Make sure you check with them before the annual review deadline—it is your personal responsibility, to ensure that you the completed annual review form is submitted to the Graduate Centre on time.

Further information about the online annual review of progress is available on the Graduate Centre's website at: www.ua.edu.au/graduatecentre/current-students/completing-your-milestones/annual-review

Minor review of progress for remote candidates

If you are a remote candidate, you will be required to undertake a minor review of progress. The minor review is due on 15 April each year. The greater frequency of reviews that you are required to undertake as a remote student reflects the University's responsibility to ensure that, despite your external location, you are continuing to make satisfactory progress towards completion of your research program and that you are not being unduly hindered by the quality of the facilities, resources and supervision available to you at the remote location. If you enrol as, or change to, remote candidature in January, February or March, you are exempt from the minor review in your year of enrolment.

If it appears likely that you will not be able to have your review completed by 15 April, your principal supervisor should arrange for an extension of the deadline by contacting the Adelaide Graduate Centre on (08) 8313 5882 or by email to graduatecentre@adelaide.edu.au

Pre-Submission Review (Faculties of Arts and Sciences only)

The Pre-Submission Review is the final progress milestone HDR students in the Faculty of Arts and Faculty of Sciences complete prior to thesis submission. The purpose of the review is to ensure that you are on track to formulate, within the timeframe for your degree:

- a thesis that is well written and structured
- likely to satisfy the academic standards necessary for submission and examination
- has adequately managed any opposing schools of thought within the discipline.

In some schools, the review will involve the presentation of a seminar on your research and/or attendance of the review panel and in all cases, the review provides an opportunity for you to receive constructive criticism and advice from the broader discipline area. The review panel will provide feedback on any areas of concern brought to light during their review of the written information you have provided and where a seminar has been presented, for the panel to evaluate your ability to communicate the purpose and outcomes of your research.

The due date for the Pre-Submission Review is based on the time you have spent in candidature as follows:

- 33 months or half-time equivalent from commencement for PhD students and
- 21 months or half-time equivalent from commencement for Master by Research students.

For further information about the Pre-Submission Review: www.ua.edu.au/graduatecentre/current-students/completing-your-milestones/pre-submission-review



RE-ENROLMENT

There is no requirement to re-enrol at the University of Adelaide. Your enrolment will continue until your candidature expiry date, provided that you maintain satisfactory academic progress including completion of all required academic milestones by the relevant due date and have no outstanding financial obligations to the University.

It is important that you settle any financial obligations with the appropriate areas as soon as possible after they are incurred to ensure that your continued enrolment is not jeopardised.

Details of any outstanding financial obligations that you may have and information about where to settle them are available on Access Adelaide: <http://access.adelaide.edu.au>

The Adelaide Graduate Centre will notify you in writing if your enrolment has been suspended.

If the reason is your failure to settle an outstanding financial obligation, documentary evidence demonstrating the discharge of the obligation, or suitably approved arrangements for the discharge must be provided to the Centre before your enrolment will be reinstated.

Renewing your student ID card

From mid-December, you will be able to view the following year's enrolment details on Access Adelaide. If you are unable to view these details and are expecting your enrolment to continue, please contact the Adelaide Graduate Centre: graduate.centre@adelaide.edu.au

In order to validate your student ID card for the following year, you will need to present your student card to Ask Adelaide after your enrolment becomes visible in Access Adelaide. Ask Adelaide will check your enrolment before authorising the update of your student card.

Further information about the dates on which you can validate your card at Ask Adelaide or alternative venues will be available on the Ask Adelaide website from late December at: www.ua.edu.au/ask-adelaide/services/id-cards/students

Remote students may contact Ask Adelaide to arrange for a sticker update or replacement card to be posted out.



MAKING CHANGES TO YOUR CANDIDATURE

By accepting an offer of admission to a Higher Degree by Research, you are accepting the conditions of candidature prescribed in that offer. These include your attendance status (full-time or half-time), field of study, supervisors and your mode of attendance (internal or remote).

To change the conditions of your candidature, you will need the permission of your principal supervisor, the head of school or postgraduate coordinator and the Adelaide Graduate Centre.

The existing details of your candidature are available for you to view on Access Adelaide under the 'Research candidature' menu item at: <http://access.adelaide.edu.au> (the pathway is 'Students', 'Research Candidature' and then 'View').

Applying to change a condition of candidature

The application forms for any change to candidature that you may need to make are available on the Adelaide Graduate Centre website at: www.ua.edu.au/graduatecentre/current-students/forms/

Completed forms should be emailed to the Graduate Centre: graduate.centre@adelaide.edu.au

Leave of absence

It is preferable to progress your research program without interruption as far as possible and this is particularly true in the final stages of candidature.

However, in some circumstances such as in case of illness, financial or family difficulties, or COVID-19 restrictions, it may be sensible to take a leave of absence until the problems have been resolved. When leave of absence is granted, the 'clock' stops ticking, which means that precious candidature and scholarship time are not being eroded during a period when you are not able to work at full capacity. During periods of approved leave of absence, you are not covered by insurance, therefore you must not continue to work on your research.

Limits for leave of absence

Irrespective of full-time or half-time status, you may take a maximum of 12 months of leave of absence during your candidature with the endorsement of your school. However, (for students commencing in or after 2015) leave is not permitted, except in exceptional circumstances such as illness, during the twelve months immediately prior to your candidature expiry date, or, during an extension of candidature, or, during a candidature reactivated for the purposes of revising and resubmitting a thesis for re-examination. The Dean of Graduate Studies will consider applications for leave beyond 12 months, or in the final stages of candidature (≥2015 commencers), only where there are exceptional circumstances that are beyond your control.

It is important to note that if you are granted more than the normal maximum of 12 months of leave of absence, the University will endeavour to ensure, but cannot guarantee, that it will be possible for you to resume the project you were pursuing prior to taking leave. On your return from leave, several factors will need to be considered: for example, is your research still

current, or have advances in the field superseded the work that you were doing? Are the same supervisor(s) still available to supervise your research? Because of staff departures, study leave and/or work load issues, it may not be possible for you to be placed with the same supervisor(s) on returning from leave and in extreme cases, particularly in very specialised fields, there may be no staff in the discipline who are equipped to supervise your research. Regrettably, in these cases, you should be aware that continuation of your candidature may not be possible.

If you wish to apply for leave of absence, first discuss your situation with your supervisors and then complete the form 'Application for leave of absence', attaching a medical certificate if you are applying for leave on medical grounds. Your supervisors and the head of school or postgraduate coordinator must support your application.

It is important to note that, except with the written approval of the Dean of Graduate Studies, if you are enrolled in both a Higher Degree by Research and another program(s), you will only be granted leave of absence from your Higher Degree by Research if all other programs in which you are enrolled are also intermitted. When leave of absence is approved, your candidature will be extended by the period of time for which the leave was granted.

Scholarship holders

Continuation of a scholarship after a period of leave of absence exceeding the maximum entitlement will be subject to the approval of your school and the Dean of Graduate Studies. Some scholarship holders may be entitled to receive additional paid sick leave during the term of their (major) scholarship for periods

of illness lasting longer than ten days and for which a medical certificate has been provided or maternity or paternity leave. If you are unsure of your entitlements, please contact the Adelaide Graduate Centre for advice. As your scholarship payments will be suspended while you are on leave (except paid medical leave), it is advisable to apply for leave of absence at least two weeks in advance of the commencement date of the leave, where possible, to ensure that your scholarship payment can be adjusted before an overpayment is incurred. You will be required to reimburse the University in the event of a scholarship overpayment.

International Students

You are expected to work full-time on your thesis for 48 weeks per year and take 4 weeks of recreation leave per year. You can apply for a Leave of Absence if you are unable to continue your studies because of compassionate or compelling circumstances which are beyond your control. Supporting documentation must be provided for a 'Leave of Absence'. If you are unsure whether your situation qualifies as compassionate/compelling grounds, please contact International Student Support to discuss this further.

Your leave application may have implications on your student visa (and sponsorship, if applicable) and hence will require authorisation by International Student Support before it can be processed. If your total Leave of Absence has exceeded, or will exceed, 28 calendar days in the current calendar year, it will be reported to the Department of Home Affairs. You are encouraged to discuss your application with International Student Support prior to lodging it with the Graduate Centre.

Please note the following timelines for lodging your Leave of Absence application:

- students should apply for leave at least 10 working days in advance; 15 working days in advance is required for scholarship holder
- applications for retrospective leave must be submitted as soon as possible after the leave commences and within 3 weeks of the date of commencement due to mandatory government reporting requirements. If you are unable to submit your leave application within this timeframe, please discuss your situation with International Student Support as a matter of urgency.

Annual recreation leave

Students are entitled to take 20 working days of annual leave per year. Annual leave does not affect your milestone due dates, or candidature/ scholarship expiry dates and any scholarship payments will continue as usual.

Domestic students are not required to complete an application form for annual leave; however, it is important to discuss your plans and negotiate any time that you will be absent from the University with your supervisors.

International students

Taking annual leave does not affect your student visa in any way. However, as an international student if you are planning to travel interstate or overseas during your recreation leave, you must complete the form ‘**Application for Leave of Absence and/or Recreation Leave for International Research Students**’ to ensure that the University has your current contact details in the event of an emergency e.g. natural disaster.

If you do not plan to take recreation leave interstate or overseas, you simply need to negotiate the time you will be away from the University with your supervisors (to a maximum of 20 working days per calendar year).

Return from leave of absence

On return from leave, it is important that you notify the Adelaide Graduate Centre so that your enrolment and any scholarship payments can be reactivated. Note that:

1. as soon as possible on your return and no longer than 1 week after your expected date of return, you are required to notify the Graduate Centre of the resumption of your candidature by completing and lodging the ‘**Return from Leave of Absence**’ form
2. if you do not intend to return from leave on the date previously approved by the University, you are required to apply for an extension of leave of absence at least one week prior to the originally approved date of return. Failure to comply with the conditions specified above will result in the suspension of your candidature.

International students

Under the provisions of the Education Services for Overseas Students Act 2000, the University must notify the Department of Home Affairs (DHA) of all changes to your enrolment status. If you fail to return from leave of absence on the approved date, the University will report the fact you are no longer studying to DHA, and this will have visa implications.

Study away (formerly study leave)

UPDATED

Study away is intended for when you wish to, attend a conference, undertake fieldwork, research or study towards your research degree while located outside the University for a limited period of time, not normally exceeding 12 months in total. In considering the approval of study away, factors such as the availability of appropriate supervision, travel costs, subsistence arrangements and means of communication with your University supervisors are taken into account.

An application for study away before you have completed the core component of the structured program requires both a supporting statement from your principal supervisor and head of school or postgraduate coordinator and the approval of the Dean of Graduate Studies. To apply for a period of study away, complete the form ‘Application for Study Away available at: www.ua.edu.au/graduatecentre/current-students/forms

To ensure that you are covered by insurance during the time you are absent from the University, your application for study away must be lodged with the Adelaide Graduate Centre well in advance of your expected departure date. The Graduate Centre will notify you in writing of the results of your application. It is important to note that approval from the Graduate Centre for your study away does not exempt you from the requirement to seek approval for travel to a high-risk destination where applicable.

Travelling overseas

Travel Safety

The University has a robust travel safety system in place for all business and study travel. The University has partnered with Marsh Pty Ltd to offer students medical, safety and security advice, when travelling or living abroad.

All overseas travel for research purposes (for which you have an approved study away application from the Graduate Centre) is required to be registered in the Global Learning Application System (GLAS) prior to departure: <http://studyabroad.adelaide.edu.au/?go=Research>

Once you have registered your trip via the instructions in the Global Learning Application System (GLAS), you will receive further information about the safety services available to you.

High-risk travel

Special authorisation is required from the for any proposed period of study away which will involve travel to a high risk destination for which the travel advice on the Australian government’s Smart Traveller website: www.smartraveller.gov.au is ‘reconsider your need to travel’ (level 3 alert) or ‘do not travel’ (level 4 alert). This process assists the University to monitor, manage and, where appropriate, control travel to areas with increased safety risks. Travel alert levels are regularly updated and it is important that you check the website and before submitting your study away application. Where your planned study will involve travel to a high risk destination (Smartraveller level 3 or 4 alert), you must additionally complete a ‘**Request for travel to a high risk destination**’ form and obtain approval by your Head of School, Legal and Risk, the Executive Dean of your Faculty and the University’s Pro Vice-Chancellor (International) before the travel occurs.

In accordance with the University’s travel and entertainment policy, all travel for study/ business purposes should be arranged through the University’s preferred travel provider (FCM Travel Solutions). Further information is available at: www.ua.edu.au/finance/procurement/travel and www.ua.edu.au/policies/2723

The University highly recommends that you register your travel plans with DFAT at the Smart Traveller website: www.smartraveller.gov.au

Travel Insurance

The University purchases travel insurance for all staff and students travelling interstate or overseas on approved University travel. In general, duration of travel covered for undergraduate students and staff is 180 days, with postgraduate students covered for up to 365 days. Where a period of travel exceeds these policy limits, top-up cover can be purchased at an additional cost by contacting the Legal and Risk Branch at helpdesklegal@adelaide.edu.au

Where travel is approved by the University the traveller can access the services of Travel Guard to assist in the management of travel safety. Travel Guard has partnered with AIG Australia to provide policy holder and covered travellers with a range of travel security services including:

- secure evacuation assistance
- security and safety advisories, global risk analysis and consultation specialist
- urgent message alerts, reporting and dissemination
- 24/7/365 response services to assist employees, customers and their families during an incident
- online access to up-to-date intelligence:
 1. breaking news
 2. worldwide threat assessments and incident reports
 3. detailed country reports

Please note: The University's insurer is AIG. Travel Guard is not the University's insurance provider, but provides emergency assistance and advice. The emergency contact number for Travel Guard is +60 3 2772 5642. Please quote policy number 2300110171.

For further information and advice, refer to: www.ua.edu.au/legalandrisk/insurance/travel-insurance

International students

You should be aware that:

1. The University is required to abide by both The United Nations Sanctions (Regulation 2008) as well as the Australian Autonomous Sanctions Regulation 2011. Therefore, if you are a citizen of a country that is subject to sanctions, detailed plans of your proposed study away may need to be forwarded to DFAT for consideration. In this event, notification of the decision on your study leave application will take some time.

2. To avoid delays in the approval of your study away application, particularly if you are a citizen of a country that is subject to sanctions, you must lodge your application well in advance of your proposed travel and prior to making any travel arrangements; a minimum of 15 working days is recommended.
3. The Adelaide Graduate Centre may contact your principal supervisor for further details of your proposed off-site research activity.

Changing supervisor(s)

To ensure that the supervisory panel comprises those staff members with the greatest expertise and experience in your research area, a change (or addition) of supervisors may be appropriate to reflect changes in the direction of your research.

Where a supervisor is no longer available to supervise, your supervisory arrangements will also be amended. This can be necessary, for example, when a supervisor leaves the employment of the University. The supervisory arrangement may also be changed if the relationship between you and your supervisor(s) has broken down because of, for example, a personality conflict.

Proposed changes to your supervisory arrangements should be discussed and preferably agreed with all members of your supervisory panel before the 'Change of Supervisor Details' form is completed.

All members of the new panel must be active members of the 'Supervisor Register' and be appointed in accordance with the Supervisor Register Policy.

Where all parties agree, the proposed changes must be endorsed by either the head of school or the postgraduate coordinator.

If there are any disputes regarding the proposed changes, it is the responsibility of the head of

school to ensure that you are provided with a satisfactory supervisory arrangement and they may authorise changes to the supervisory panel in consultation with you.

In the event that your principal supervisor will be absent from the University for a period in excess of one month, an acting principal supervisor must be nominated.

Changing or refining your research topic

Your research topic is detailed on your academic transcript and therefore it is important to ensure that the description of your topic is an accurate reflection of your area of research. The title for the research topic should be quite broad so that it is accessible to a general reader, written in title case and limited to 250 characters.

After you have commenced your research, you may find that there is a need to amend your research topic. Minor amendments that have no effect on your expected completion date, such as a refinement of the wording of your research topic are readily processed. An application to change your research topic description should be made on the 'Refining your Research Topic' form.

If the change in your research topic is major, it is likely to influence the submission date of your thesis and may involve a change in supervisor(s), school or even a new program or candidature. As your scholarship and Research Training Program entitlements may be affected by a major change of research topic, you are required to contact the Adelaide Graduate Centre for advice before proceeding.

International students

Students with citizenship of a country that is subject to autonomous sanctions should be aware that additional approvals from the Dean of Graduate Studies and the Chief Security Officer may be required.

Changing attendance status (full-time/half-time)

Research students are permitted to enrol as either full-time (1.0) or half-time (0.5) candidates. With the approval of your supervisors and school, you may change your attendance status from full-time to half-time or vice versa at any time during candidature.

Such changes will generally be supported. However, your School may caution you against converting from a full-time to a half-time enrolment if you are conducting research in a fast-paced experimental field because of the risk of your research becoming obsolete before your thesis has been submitted for examination.

Applications should be made on the form 'Change attendance status', available at: www.ua.edu.au/graduatecentre/current-students/forms

Scholarship holders

If you are a scholarship holder, you are normally required to maintain a full-time attendance status. However, conversion to a half-time enrolment is possible in some circumstances, such as impact due to the COVID-19 pandemic; please refer to your scholarship conditions of award for further information or contact the Adelaide Graduate Centre.

If you are in receipt of a half-time award, you will be paid at a reduced (pro-rata) stipend and are not exempt from taxation.

International students

International students are normally required to maintain a full-time attendance status while studying in Australia.

Changing attendance mode (internal/remote)

Following the commencement of candidature, you can apply to change from an internal to a remote mode of attendance after satisfactorily completing the core component of the structured program. Students who are studying in a location which is outside of greater Adelaide on a permanent basis are considered to be remote. Applications to convert to a remote PhD or master's by research can be made on the form '**Application for Remote Candidature**' and require the approval of your school and the Dean of Graduate Studies. Approval will only be granted where the arrangements for external supervision and access to financial support, resources and facilities are adequate.

Remote candidature may be undertaken on a full-time or a half-time basis.

International students

Fee paying remote international students pay 50% of the internal international student fee. Note that student visa holders must maintain a full-time attendance status while in Australia. Changing candidature mode from internal to remote will result in a cancellation of your Confirmation of Enrolment (CoE) and student visa which are required for you to remain in, or to return to, Australia. Please contact the Department of Home Affairs (DHA) if you require advice on the implications for your visa status.

Transferring between degree programs

Upgrading from a Master of Philosophy to a PhD

In order to upgrade your candidature to a PhD, you must have demonstrated your ability to undertake research at a doctoral level and a suitable project, resources and supervision must be available.

Demonstrating your ability to undertake research at doctoral level

If you had the necessary formal qualifications to undertake a doctoral program at the time of your enrolment into the Master of Philosophy, you may be permitted to transfer to a PhD after 12 months or halftime equivalent, subject to satisfactory completion of your major review of progress, evidence of research outcomes, such as publications, peer reviewed conference papers, scholarly works and creative arts and the submission of a revised research proposal which can reasonably be completed within 3–4 years (less the time already spent in your master's candidature).

If you did not have the necessary qualifications to undertake a doctoral program at the time of your enrolment into the Master of Philosophy, you can apply to transfer to the PhD after eighteen months of candidature or half-time equivalent, subject to satisfactory completion of the major review of progress, evidence of research outcomes such as publications, peer reviewed conference papers, scholarly works and creative arts and the submission of a revised research proposal which can reasonably be completed within 3–4 years (less the time already spent in your master candidature).

The upgrade process

The process for applying to transfer to a PhD program is as follows: After discussing the proposed transfer with your supervisors:

1. complete an 'Upgrade Candidature from a Master to a PhD' application form and prepare your revised research proposal and evidence of outcomes where applicable
2. provide these documents first to your supervisors for consideration and then to the head of school or postgraduate coordinator

3. obtain the necessary endorsements and the supporting statement from your school (where applicable) and return the completed documentation to the Adelaide Graduate Centre, which will seek the endorsement of the Faculty Higher Degrees Committee and the Dean of Graduate Studies
4. the Adelaide Graduate Centre will advise you in writing whether or not the transfer of your candidature has been approved
5. where applicable, your maximum candidature duration and Research Training Program (RTP) entitlement will be reduced by the number of full-time equivalent (FTE) days for which you were enrolled in the master program
6. Your milestones will be updated and may have new due dates. Please check your program and milestone details on Access Adelaide once you have received confirmation of the transfer.

Scholarship holders

When your transfer to a doctoral program has been approved, your scholarship duration will be extended up to three years, less the number of days of a master candidature previously completed.

International students

As an international student, approval to transfer to a PhD program is subject to the approval of your sponsor (where applicable). Please contact International Student Support for advice before lodging your application to transfer.

Transferring from a PhD to a Master of Philosophy

While you may start your research in a PhD program, you should be aware that life sometimes gets in the way of the intensive 3–4 year full-time commitment required to complete a PhD. Some students may come to realise that a research

career, or the particular research project they have commenced, is not for them while others may find that the time and focus required to complete a PhD is simply not achievable due to their personal circumstances.

Whatever the reason, it is important to be honest with yourself and your supervisors about your commitment to your research project, so that you can ensure the best outcome for you. Where appropriate, completing your research as a Master of Philosophy is a good result and will ensure that the significant investment of time and energy that you have already made in your research will not go unrewarded. A Master of Philosophy will provide you with a postgraduate qualification which will be recognised and valued by a wide range of employers as well as providing you with an excellent basis to pursue further research study in the future, not to mention a strong competitive advantage for future research scholarship applications.

It is important to note that examiners cannot recommend that a thesis which is below PhD standard be awarded a master by research qualification (with or without amendments). Therefore, it is essential to ensure that the work submitted for examination reflects the required standard for the degree; a borderline PhD submission may result in no degree being awarded and no recourse for future submission as a master.

If you or your supervisors consider that the product of your research is not going to achieve doctoral standard within the allowable timeframe for the PhD, candidature should be transferred to a master program as soon as possible.

Typically, applications for transfer naturally follow from the major review of progress and are processed within two years from commencement. However, subject to the necessary approvals, transfer may be permitted at any time prior to submission.

If you wish to transfer from a PhD to a Master of Philosophy or other approved master by research program, you may apply by completing the 'Application to Transfer Candidature from PhD to master' form.

The application requires the approval of your supervisors and the head of school or postgraduate coordinator. Steps 2-6 of the process described above for upgrading from a Master to a PhD above are identical.

On approval of the transfer, your maximum candidature duration and Research Training Program entitlement will be two years (or half-time equivalent) less the number of days of doctoral candidature previously completed.

Note that if you have completed two or more years of candidature at the time of approved transfer, your candidature in the master program will lapse immediately. The lapse date may be extended by six months (or half-time equivalent) by lodging an 'Application for Extension to Candidature', at the same time as your application to transfer.

Scholarship holders

The maximum duration of a Master of Philosophy scholarship is two years. Therefore, if you intend to transfer to a Master of Philosophy, it is advisable to do so within two years from the commencement of your PhD candidature, as you may be required to repay any scholarship payments you receive beyond the maximum tenure of the award.

International students

International students who are considering transferring to a Master of Philosophy level program should contact the Adelaide Graduate Centre for advice in the first instance.

Changing from a coursework program to a research program

If you are enrolled in a coursework program at the University of Adelaide, it is not possible to simply transfer your candidature to a research program. You will first need to establish that you meet all the eligibility requirements to apply for admission to your chosen research program by consulting the relevant **academic program rules**. The next step is to apply for admission to your chosen program and to seek credit (where relevant) as part of the application process. Credit can only be granted for studies which have not been presented for another award and for coursework, only where there is a formal coursework component within the chosen research program.

Note that any credit granted will reduce the duration of your candidature and if applicable, your scholarship proportionally. For example, if you were granted 12 units of credit for courses undertaken at the University of Adelaide (equivalent to six months full-time candidature), your maximum candidature and scholarship duration would be reduced from two years to 18 months.

International students who change residency status during candidature

To update your residency details with the University, you must complete an online form and provide documentation to Student Finance. The form and further information can be found at: www.ua.edu.au/student/finance/residency

If you are an international student who is granted permanent residency during your candidature, you should provide evidence of your residency change to the University as soon as possible. Any changes to financial entitlements will only take effect in the current semester if notification is lodged prior to the census date relevant to that semester.

Consequently, if you present your evidence:

- prior to the semester 1 census date (31 March), you will be converted to a fee exempt Research Training Program (RTP) domestic place backdated to the start of semester 1 (1 January)
- after the semester 1 census date (31 March) and prior to the end of the semester (30 June), you will remain liable for fees until you are converted to a fee-exempt RTP place from the start of semester 2 (1 July)
- prior to the semester 2 census date (31st August), you will be converted to a fee exempt Research Training Program (RTP) place backdated to the start of semester 2 (1 July)
- after the semester 2 census date (31 August) and prior to the end of the semester (31 December), you will remain liable for fees until you are converted to a fee-exempt RTP place from the start of semester 1 the following year (1 January)
- Note that an RTP place entitles the holder to an exemption from fees for up to four years of full-time candidature for a doctoral degree and two years for a master by research degree. Periods of study already undertaken towards your degree prior to the commencement of the RTP place will be deducted from your maximum period of entitlement
- Student Finance will notify International Student Support, who will cancel your Confirmation of Enrolment (CoE) as the University will no longer be required to monitor your enrolment for student visa purposes.

Extension of scholarship

UPDATED

For PhD candidates an extension of up to six months FTE may be considered beyond the normal three year duration of the award. Such an extension would only be granted where it can

be demonstrated that inability to complete the degree within three years was caused by academic circumstances beyond the control of the student and related directly to his or her studies.

Illness, preparation of publications (excluding PhD by Publication), work commitments and carer responsibilities are not considered as grounds for extension and should be addressed by use of the leave of absence, sick leave or half-time study provisions (refer to the Conditions of Award for your scholarship for further information).

An application to extend your scholarship can be made two months before the expected expiry of your award on the form 'Stipend Scholarship Extension Application Form'.

The form is available at: www.ua.edu.au/graduatecentre/current-students/forms

The maximum tenure of a Master of Philosophy scholarship is two years with no possibility of extension.

COVID-19 extension of scholarship

NEW

Up to 60 calendar days of additional scholarship funding is available for University of Adelaide major stipend scholarship holders whose research is significantly impacted by the COVID-19 pandemic after 16 March 2020. This is in addition to any possible extension period available with your major scholarship if the extension is unrelated to COVID-19.

Access to the COVID-19 Scholarship Extension is not automatic and you will need to submit an application. The COVID-19 Scholarship Extension application form is available on the Graduate Centre's web site. You will also be required to submit a completed COVID Impact Log.

There is no cut-off date for applications – you can apply for this extension any time until expiry of your scholarship. It is extremely important that

you maintain your Impact Log and include any impact in your Major/Annual Reviews.

International students

If you are an international doctoral student you may, under very exceptional circumstances, apply for a further extension of your scholarship for a maximum of six months, on the 'Stipend Scholarship Extension Application Form'.

Extension of candidature (not scholarship)

If you do not expect to be able to submit your thesis by the candidature expiry date you can apply, with the approval of your school, for an extension of candidature for a maximum of 12 months if you are a doctoral student (5 years total) or six months if you are a Master of Philosophy student (2.5 years total). Note that the maximum period of extension is the same for both full-time and half-time candidates and is usually granted only for exceptional academic circumstances. Candidature extension must not be viewed as an alternative to the appropriate use of leave of absence.

As an application to extend candidature cannot be processed after your candidature has lapsed, you are encouraged to submit an application well before your candidature expiry date. The Adelaide Graduate Centre will remind you that your candidature is due to lapse approximately three months in advance.

An application to extend your candidature can be made on the form 'Application for Extension to Candidature', available at: www.ua.edu.au/graduatecentre/current-students/forms

International students

If you are a sponsored international student, please consult your sponsor about the possibility of extending your sponsorship before lodging an application for extension of candidature. If you require support to liaise with your sponsor, please contact International Student Support.

International Student Support will create a new Confirmation of Enrolment (CoE) for you in line with your extension.

Completion of your thesis outside the University

After completing a minimum of two years of research towards a doctoral degree or one year of research towards a Master of Philosophy and (where applicable) all required experiments and coursework (including placements), you may apply for permission to complete the writing up of your thesis outside the University.

In assessing your application, the school will consider whether your progress is sufficiently well advanced to enable you to satisfactorily complete your thesis independently outside the University.

An application to write up outside requires the support of your supervisors and the head of school or postgraduate coordinator. Approval is normally granted for a maximum period of 12 months or for the remainder of your candidature, whichever is less. After this time, your candidature will lapse and no further extension of candidature will be permitted.

Note that in some cases, writing up outside may have the effect of shortening your candidature.

Submission

After submission of your thesis for examination, your candidature remains active (with a load of zero) and you should be able to access University services. As your load is set to zero, you will cease to incur any tuition liability.

If your library and/or email access expires, it is possible to have it reinstated where your School grants you visitor access: www.ua.edu.au/technology/your-services/accounts-and-access/about-your-account#visitor-accounts

Scholarship holders

If you are in receipt of a scholarship, payments will stop from the time you submit your thesis for examination or the expiry date of the scholarship (whichever occurs soonest).

International students

UPDATED

Student visa holders may remain onshore after thesis submission so that they can maintain access to University facilities in the event they need to make changes to their thesis after examination. If your student visa is due to expire before you have received your examiners' reports, please contact International Student Support to secure a support letter that can be used in place of a Confirmation of Enrolment (CoE) to support an application for a new student visa to remain onshore throughout the examination period of your thesis.

Lapsed candidature

If you do not submit your thesis for examination (nor apply for an extension) before your candidature expiry date, your attendance status will be recorded as lapsed. The Adelaide Graduate Centre will remind you of your approaching candidature expiry date, approximately two months in advance. Once your candidature has lapsed, you are no longer an enrolled student of the University and consequently, are not entitled to the rights and privileges, including access to University resources, facilities, supervision and insurance cover, associated with an active candidature.

A lapsed candidature can normally only be reactivated for the purpose of submission and then only if the submission takes place within 12 months of the lapse date. Approval of the Dean of Graduate Studies is required for submission of a thesis when a candidature has been lapsed for longer than 12 months.

Withdrawal

If you are considering withdrawing from your degree program, you should first discuss the matter with your supervisors. In some cases, it may be more appropriate to, for example: take a period of leave of absence; convert to a half-time attendance status; apply to study remotely; or to transfer your candidature to a Master of Philosophy rather than to withdraw completely. If you do decide to withdraw, you will need to formally notify the Adelaide Graduate Centre by lodging the form 'Withdrawal from Candidature Notification', which is available at www.ua.edu.au/graduatecentre/current-students/forms

Readmission after withdrawal may be possible in some circumstances provided that the application is supported by your head of school and approved by the Dean of Graduate Studies.

International students

If you withdraw from your research program, the University is required to notify the Department of Home Affairs (DHA) of the discontinuation of your study. This will result in the cancellation of your Confirmation of Enrolment (CoE), and you will not be able to remain in or return to Australia on a student visa without a valid CoE.

SUSPENSION OF CANDIDATURE

Your candidature and any scholarship payments will be suspended if you do not comply with any formal requirement of your candidature, for example by:

1. failing to undertake a required review of progress by the due date or extended due date
2. failing to respond to any University correspondence sent to your nominated mailing address or campus email address within two months of the requested date of response
3. taking leave of absence without approval (suspension will be immediate on receipt of notification by the Adelaide Graduate Centre)
4. failing to return from leave of absence on the expected date
5. failing to notify the Adelaide Graduate Centre of your return from leave of absence within one week of your return
6. non-payment of University fees and charges without making arrangements with the relevant area to discharge your obligation
7. failing to submit a thesis for examination within 12 months of lapsing in candidature.

In the event that your candidature is suspended, reinstatement will only be possible with the approval of your school or, in the case of 6 above, with the approval of the relevant area, where the research undertaken prior to suspension remains current and appropriate supervision and

resources are available to support your reinstated candidature and where the reason for the suspension has been addressed.

The reason(s) for suspension may be addressed by, (as applicable):

1. lodging a satisfactorily completed review of progress
2. responding to the University as requested, with a satisfactory explanation for the lateness of the response
3. lodging an application for retrospective leave of absence to cover the actual dates of absence from the University and
4. lodging a return from leave of absence form
5. discharging an outstanding financial obligation or entering into a payment plan with the relevant area
6. obtaining permission from the Dean of Graduate Studies for reinstatement of candidature for the purposes of thesis submission (approval will only be granted where your application has the support of your supervisors and Postgraduate Coordinator and their assurance that the research undertaken prior to suspension remains current)

If you have been suspended and do not take action to reinstate your candidature within 12 months from the date of suspension, your candidature will be irrevocably terminated.

International students

The University is required to report changes to enrolment status to the Department of Home Affairs (DHA), including the suspension or termination of your candidature. This will result in the cancellation of your Confirmation of Enrolment (CoE). You will not be able to remain in or return to Australia on a student visa without a valid CoE.

Scholarship holders

If your candidature is reinstated following a period of suspension, any scholarship payments that would have been payable during the period of suspension are forfeited and the expiry date of your scholarship will not be adjusted.



TERMINATION OF CANDIDATURE

Your candidature and any scholarship payments may be terminated if:

1. your academic progress is unsatisfactory as reported to the Adelaide Graduate Centre following a review of progress, whether scheduled or unscheduled;
2. your candidature has been suspended for a total of 12 months or more, or
3. when the University, exercises the right to decline to appoint a supervisor because to do so would not be appropriate. Without limiting this discretion the University may consider the following in making a determination: supervisory eligibility and capacity, the quality of the research project and compliance with the responsibilities of research candidates as detailed in this Research Student Handbook.

The University will only decline to appoint a supervisor after careful consideration. As outlined in Appendix 2, your head of school has responsibility for the assignment of supervisors. The Graduate Centre will work closely with your head of school and faculty to determine whether there are any eligible supervisors in the discipline area of your research project and whether they have capacity to become your supervisor before a recommendation of termination is made.

If your candidature has been terminated reinstatement is only possible following a successful appeal on procedural grounds only in accordance with the Student Grievance Resolution Process (SGRP): Stage 3 Internal University Appeal. Please also refer to the sections on 'unsatisfactory progress during provisional candidature' and 'unsatisfactory progress during confirmed candidature' for further information.

Scholarship holders

If your research program is terminated and you do not pursue an appeal through the SGRP, any scholarship(s) you are in receipt of will be terminated 20 working days from the date on which the Adelaide Graduate Centre notified you of your candidature termination. If however, you do submit an appeal in accordance with the provisions of the SGRP and that appeal is assessed as not having merit, any scholarship(s) you are in receipt of will be terminated with effect from the date on which the Graduate Centre is provided with notification of the appeal outcome by Student Affairs.

International students

If your research program is terminated, it will result in the cancellation of your Confirmation of Enrolment (CoE). The University is also required to report any unsatisfactory academic progress to the Department of Home Affairs which may consequently result in the cancellation of your student visa.

For more information and advice about your CoE, please contact International Student Support: iss@adelaide.edu.au or +61 8 83134828. For information and advice about your student visa status, you should contact the Department of Home Affairs.



UNSATISFACTORY ACADEMIC PROGRESS

During your candidature, your school will continually assess your performance against the standards required for the degree, to ensure that you have the necessary aptitude, skills, training and support to complete your research program.

By reviewing progress regularly throughout your candidature, the University aims to address any problems or difficulties as quickly as possible at the local level and to foster a supportive research environment in which students can fulfil their academic goals.

You will have regular meetings with your supervisors, in which you and they can discuss your research progress, identify any impediments to progress and progress concerns and how these could be addressed.

In addition you will undergo 'scheduled' formal reviews of progress in the form of milestones, including:

1. the core component of the structured program
2. the major review of progress
3. annual reviews of progress due 31 October each year and
4. minor reviews of progress due 15 April each year (remote candidates only).

Some candidates may also complete a pre-submission review.

As your candidature progresses, if, in the academic judgement of your school, there are significant and/or ongoing concerns about your progress and capacity to complete, the following will occur:

Unsatisfactory progress during provisional candidature

Prior to confirmation of candidature, if your progress is deemed to be unsatisfactory, the school may recommend that candidature be terminated or, if you are a doctoral student, transferred to a master by research. Such a recommendation will normally be made during a scheduled review of progress (e.g. the core component of the structured program or the major review), however, if significant progress issues arise outside of the scheduled reviews, the school is authorised to initiate a formal review of progress at any time in accordance with the procedures outlined in this handbook).

Where the school recommends termination of candidature following a review of progress and this recommendation is upheld by the University, your candidature and any scholarship payments will be discontinued.

During the major review of progress, if the school recommends the extension of provisional candidature, you will be granted the opportunity to demonstrate that you can improve your performance to a satisfactory level through the completion of an agreed set of tasks over (typically) a three month period. At the end of the period, the school will undertake a final assessment of your progress in the form of an extended major review, leading to the following possible outcomes: confirmation of candidature, termination of candidature or (if applicable) transfer to a master by research.

Unsatisfactory progress during confirmed candidature

The confirmation of candidature reflects that for approximately the first year of your enrolment, your supervisors were positive about your potential for successful completion of your research program.

Following confirmation, students undertake an annual review of progress each year, however, if significant progress concerns develop, your school may initiate a formal progress review at any time.

Procedure for reviewing unsatisfactory progress by the school

A school-level review of progress, whether scheduled or unscheduled, will incorporate the following elements:

1. The head of school or postgraduate coordinator or candidature confirmation committee convenor (in the case of the major review) will chair a meeting with you and your supervisors in which the progress issue(s) will be discussed.
2. You may bring another student, staff member or support person (e.g. an Education and Welfare Officer (EWO)) with you to support you and to advocate for you during the meeting, if required.
3. You will be given an opportunity to address the school's progress concerns, identify any personal and/or academic issues that may have contributed to the unsatisfactory performance, and to outline what measures you have taken or intend to take to help improve your progress.
4. Following the meeting, if the chair is satisfied that the problem has been resolved and that your progress will improve, no further action will be taken.

5. If, however, the chair believes that a problem still exists, (s)he will write to the Adelaide Graduate Centre, outlining the school's concerns and recommending either:
 - i. termination of candidature, or
 - ii. transfer to a lower qualification (if applicable)
 - iii. a period(s) of extended provisional enrolment, usually of three months duration, but not exceeding six months in total (major review only); or
 - iv. three months of conditional enrolment (confirmed candidates only)

In the event of an extension of provisional enrolment or conditional enrolment, the recommendation will detail a series of research tasks and time frames for completion, which will be set by the school in consultation with you. The tasks will be calibrated at a level that a research student working at a satisfactory level can reasonably be expected to complete within the specified time frames.

At the end of the allocated time, the chair will call you and your supervisors to another meeting to review your progress. If the chair considers that your progress has been satisfactory, a report to this effect will be sent to the Adelaide Graduate Centre. The Graduate Centre will notify you in writing that your candidature has been confirmed (in the case of an extended major review), or that your conditional enrolment has been lifted (confirmed candidates) and that the matter is considered closed.

If, however, the school still considers that progress has been unsatisfactory, the school will make a recommendation for termination of candidature or transfer to a master by research (if applicable).

Procedure for the candidate to disagree with the school's assessment of progress and recommendation

Following a progress review resulting in a recommendation from your school for the termination of your candidature, transfer to a lesser qualification or extension of provisional candidature, you may submit, together with the review, a confidential statement for the attention of the Dean of Graduate Studies. The statement must be submitted within 10 working days of the completion of the review of progress by your school and should concisely set out your view on the school's recommendation and stipulate your preferred outcome. The statement may comprise no more than two pages of text; any evidence you wish to provide in support of your view may be included in an appendix.

If desired, you may request a meeting with the Dean of Graduate Studies to present your views on the school's recommendation in person.

If you are a confirmed candidate you may request that your case be reviewed by the Student Matters Sub-committee (SMS) of REDC rather than the Dean of Graduate Studies alone. Provisional candidates, including those undergoing the major review/ extended major review of progress may only have their case heard by the Dean of Graduate Studies.

Students meeting with the Dean of Graduate Studies in person, or presenting their position to the SMS may bring a support person to the meeting such as an Education and Welfare Officer.

Procedure for the Dean of Graduate Studies' review of school recommendations in the case of unsatisfactory progress

Following an unsatisfactory progress review, recommendations by the school/faculty for termination of candidature, transfer to a lesser qualification or conditional/extended provisional

candidature will be reviewed by the Dean of Graduate Studies. It is important to remember that the role of the Dean of Graduate Studies in this process is to ensure that all relevant circumstances have been taken into consideration by the school in making their recommendation, rather than to re-evaluate the school's academic judgement of your progress.

At the discretion of the Dean of Graduate Studies, or at your request, yourself and/or your school may be consulted prior to the Dean's determination. Furthermore, at the discretion of the Dean of Graduate Studies (or at the request of a confirmed candidate), a school's recommendation for the termination or transfer of candidature may be referred to the SMS for confidential consideration.

In the event that the SMS is involved in reviewing a school's recommendation, any relevant written materials you previously provided to the Dean of Graduate Studies will be made available to SMS.

Executively, or following referral to the SMS, you will be advised in writing that one of the following outcomes has been determined:

1 Termination of candidature

In this event, you will be notified of the limited circumstances in which a Stage 3 appeal may be lodged in accordance with the provisions of the Student Grievance Resolution Procedure (SGRP; see the section of this handbook on the SGRP). If an appeal has not been submitted within the required timeframe (20 business days), your candidature and any scholarship payments will be discontinued by the Adelaide Graduate Centre.

2 Transfer to a lesser qualification

In this event, you will be notified of the limited circumstances in which a Stage 3 appeal may be lodged in accordance with the provisions of the Student Grievance Resolution Procedure (see the section of this handbook on the SGRP). Where you notify the Adelaide Graduate Centre of your acceptance of the decision, or, where you do not

lodge an appeal within the allowable timeframe (20 business days), the Centre will process the transfer and advise you of your new program details, including the revised candidature expiry date and scholarship expiry date, where applicable.

3 A brokered settlement

To implement a 'brokered settlement', the Dean of Graduate Studies will negotiate with your school to achieve an equitable outcome in cases where there are extenuating circumstances for your unsatisfactory progress. A brokered settlement will provide you with the opportunity to continue in candidature subject to the specified negotiated conditions. The Dean of Graduate Studies will write to you and your school outlining the requirements for the continuation of your candidature.

GRIEVANCES AND COMPLAINTS DURING CANDIDATURE

Student grievance resolution process

The procedures for resolving grievances during your candidature are detailed in the Student Grievance Resolution Process (SGRP), which is available at: www.ua.edu.au/student/grievance/

There are three stages that a grievance may go through within the University before it is resolved — Stage 1: Informal Discussion; Stage 2: Formal Review; and Stage 3: Internal University Appeal.

If you are dissatisfied with the outcome at any stage of the University's grievance resolution process, you may seek external review of your appeal. Note that if the University receives notification that a grievance is the subject of formal external enquiry or legal action, the application of Stages 1–3 of the process may be suspended until the external review is completed.

In addition, where your grievance has been dealt with under Stage 3, the only avenue for review (if you remain dissatisfied with the outcome) is to pursue an external review outside of the University. No further internal review process is available within the University.

For international students wishing to pursue an external review

The University is obliged to maintain your Confirmation of Enrolment (CoE) while an external review is in progress.

In such instances, you are required to advise Student Affairs in writing of your intention to pursue an external review. More information on timelines for communicating with Student Affairs will be provided at the conclusion of your Stage 3 Internal University Appeal.

An external review or appeal may be undertaken by:

- seeking assistance from one of the external agencies listed on the Student Grievance Resolution Process website. External agencies that may be able to assist you in this regard at minimal or no cost are available at: www.ua.edu.au/student/grievance/external-agencies
- engaging a lawyer and/or lodging court proceedings. A student is free to exercise both of these options but does so at their own cost and risk.

The SGRP is intended to resolve grievances and complaints as quickly as possible, at the local level. The vast majority of student grievances are resolved at the local level at Stage 1 or Stage 2 of the SGRP.

Stage 1 – Informal Discussion

If you have a concern or problem during your candidature, first raise it with the person who made the decision or took the action that concerns you.

You can use your supervisors as a source of advice, however, if you feel uncomfortable raising your concern directly with your supervisor(s), you can talk to the postgraduate coordinator or,

if you prefer, the head of school. Note that if the postgraduate coordinator is also your supervisor, you can contact the head of school directly. Similarly, if the head of school is also your supervisor, you may speak to the deputy head of school or another senior academic staff member of the school whom you find approachable.

Stage 2 – Formal Review

If you remain dissatisfied with the outcome of your informal discussions, you can lodge a Stage 2 Formal Review, in writing, in accordance with the SGRP.

Before proceeding, you may wish to consult with a support person outside your school. Education and Welfare Officers (EWOs) are available to provide independent advice about your options, and may also liaise or advocate on your behalf if there are complications involved in you directly approaching the subject of the grievance or complaint. The services of EWOs are free of charge for students of the University, and contact details for the EWOs are provided in the Contact Details section of the handbook.

Once a Stage 2 Formal Review has been initiated, the relevant decision maker will review your grievance or complaint and advise you of their decision. The relevant decision maker is the Dean of Graduate Studies in the case of grievances against administrative decisions. As described below, there are no Stage 2 Formal Reviews in the case

of academic evaluations of student progress during candidature and examination outcomes.

You are encouraged to seek advice and assistance from the Education and Welfare Officers (EWOs) at Student Care or other support person, at all stages of the process.

Stage 3 – Internal University Appeal

If the matter is not satisfactorily resolved at Stage 2 or if a Stage 2 Formal Review is not required and you have eligible grounds for doing so, you can submit a Stage 3 Internal University Appeal. Stage 3

Appeals must be submitted within the prescribed timeframe of 20 business days, as defined in the SGRP: www.ua.edu.au/student/grievance/

Student Affairs will conduct a preliminary assessment of the merits of an appeal and may request any additional information and supporting documents in that assessment. If a Stage 3 Appeal is assessed as having merit by Student Affairs, and a Respondent determines that an Appeal should proceed to a hearing, Student Affairs will arrange for a hearing of the Student Grievance and Appeals Committee.

If there appears to be some common ground between the parties to an Appeal, the SGRP provides scope for a satisfactory negated outcome or mediation using external assistance (if approved by the Executive Director, Student Operations, Division of Academic and Student Engagement).

Categories of grievances and complaints

Grievances during candidature tend to fall into four main categories:

1. Administrative determinations

In the first instance, a grievance concerning an administrative determination (e.g. suspension of candidature because required documentation has not been lodged) should be directed to the Director, Adelaide Graduate Centre. If the matter is not resolved to your satisfaction, you may be eligible to lodge a request for a Stage 2 Formal Review by the Dean of Graduate Studies. If you are dissatisfied with the outcome of the formal review, and if you have eligible grounds, you can lodge a Stage 3: Internal University Appeal with Student Affairs.

Application forms (including lodgement and contact details) are available at: www.ua.edu.au/student/grievance/grievance-types/research-higher-degree-students

2. Academic evaluations of student progress during candidature

Academic evaluations of unsatisfactory progress during candidature are made by a committee at school level. The resulting recommendations for termination of candidature or transfer to a lower qualification (if applicable), are then considered by the Dean of Graduate Studies or the Student Matters Subcommittee (SMS) of REDC, to ensure among other things that any personal circumstances relating to the student's performance are taken into account before a final determination is made.

A student excluded from their program or transferred to a lesser qualification for unsatisfactory progress can only appeal on procedural grounds.

The appeal cannot go to the merits of the decision. (Note: no Stage 1, Informal Discussion or Stage 2 Formal Reviews) If you believe

there are procedural grounds for overturning or amending the decision made by the Dean of Graduate Studies or the SMS, you may lodge an application for a Stage 3 Appeal in accordance with the provisions of the SGRP. Appeals must include evidence (in the form of supporting documentation) to show that:

- the decision was not made in compliance with the program rules and/or Research Student Handbook procedures, and
- such non-compliance amounted to a serious defect in the decision of the Dean of Graduate Studies.

Candidates are encouraged to seek advice from an EWO to support them during reviews of unsatisfactory progress and ensuing processes. Students may also contact the Dean of Graduate Studies for advice at any stage.

For further information on the Student Grievance Resolution Process, please contact a Student Grievance and Conduct Advisor at Student Affairs: www.ua.edu.au/student/grievance/contact-us

3. Examination outcomes

Outcomes for thesis examinations are based on the advice of independent examiners. Normally two examiners are involved, but where there is a significant divergence of opinion between them, additional examiners and/or an arbitrator may be appointed to help reach a consensus outcome. In such cases, the final decision is determined by the Student Matters Sub-committee of REDC in accordance with the procedures detailed in this Handbook.

Therefore, the sole recourse within the University for HDR students who are dissatisfied with the outcome of a thesis examination is to lodge an application for a Stage 3 Internal University Appeal on procedural grounds only. Appeals cannot go to the merits of the examiners' reports or the final decision of the SMS.

Appeals must include evidence (in the form of supporting documentation) to show that:

- the decision was not made in compliance with the program rules and/or Research Student Handbook procedures
- such non-compliance amounted to a serious defect in the decision of the Dean of Graduate Studies.

4. Unfair treatment

If your grievance is in relation to unfair treatment, inappropriate, concerning or threatening behaviour by a University of Adelaide staff member or the action of one or more University of Adelaide students, please visit the Safer Campus Community website for further information: www.ua.edu.au/safer-campus-community/report-an-incident

Before proceeding with a complaint, or at any time subsequently, confidential assistance is available from Student Life - Counselling Support: www.ua.edu.au/counselling or the Education and Welfare Officers (EWOs) at Student Care: www.aau.org.au/student-care/contact

CONDUCT OF RESEARCH

Students and staff members engaged in research are expected to be committed to exemplary standards of professional conduct and integrity.

The broad elements that guide the conduct of research include:

- the maintenance of high ethical standards and intellectual honesty
- validity and accuracy in the collection and reporting of data
- appropriate storage and retention of data
- adherence to the Health, Safety and wellbeing requirements of the discipline
- abiding by the University's guidelines for the authorship of publications
- avoidance of real or apparent conflicts of interest
- the appropriate recognition and assignment of intellectual property, copyright and technical/ editing assistance
- adherence to any confidentiality agreements and contractual agreements.

Responsible conduct of research policy

The University's 'Responsible Conduct of Research' Policy summarises the standards of conduct and performance required of all those engaged in research at the University. Please also refer to the 'Australian Code for the Responsible Conduct of Research' that has been formally adopted through policy. The policy can be viewed at: www.ua.edu.au/policies/96/

The Australian Code for the Responsible Conduct of Research

The Australian Code for the Responsible Conduct of Research (the Code) and associated documents provide guidance to institutions and researchers in responsible research practices. Information is also provided on how to manage breaches of the Code and concerns about research conduct, how to manage the storage of research data and materials, how to publish and disseminate research findings, including proper attribution of authorship, how to conduct effective peer review and how to manage conflicts of interest. It also explains the responsibilities of researchers if they witness potential breaches of the Code.

Compliance with the Code is a prerequisite for receipt of National Health and Medical Research Council and Australian Research Council funding. The Code can be viewed at www.ua.edu.au/research-services/oreci/integrity

All students and staff engaged in research at the University of Adelaide are required to undertake training in the Code and professional research conduct. For research students, online training is provided in the Epigeum Research Integrity course located in MyUni which must be completed for the core component of the structured program.

If you have questions about the appropriate conduct of research in your discipline, you are encouraged to consult the University's Research Integrity Advisor in the first instance. The Dean of Graduate Studies is also available for consultation where required.

Management of research data and primary materials

As outlined in the Code, the responsible conduct of research includes the proper management and retention of research data. Data and your interpretation of data provides your examiners and the broader research world with an understanding of your contributions to research and its importance.

Retaining research data is important because it is the best way to verify your findings, and it may be all that remains of the research work at the end of the project. While it may not be practical to keep all the primary material (such as ore, artefacts, biological material, or questionnaires), durable records derived from them (such as assays, photographs, digital recordings, test results, transcripts and laboratory and field notes) must be retained and remain accessible.

The University offers an electronic research notebook system that may help you record your research and communicate with your supervisor. See: www.ua.edu.au/technology/yourservices/research/labarchives for more information.

The central aim is that sufficient materials and data are retained to justify the outcomes of the research and to defend them if they are challenged. The potential value of the material for further research should also be considered, particularly where the research would be difficult or impossible to repeat.

Working with your supervisor to determine a plan for the appropriate management of data and primary materials, and back-up of data during and on conclusion of your research project is

essential. The appropriate management and retention of research data becomes a much easier task where a data management plan is put in place from the beginning of your degree. Accordingly, development and lodgement of a plan is a compulsory requirement for completion of your Core Component of the Structured Program.

The University offers a research data management planning tool, Research Data Planner, to assist with the creation of high-quality plans: www.adelaide.edu.au/technology/research/research-data/research-data-planner

Research Data Planner presents a series of questions about how you plan to manage research data and primary materials in your project, and provides information about the services and support available at the University to help.

An updated version of your data management plan will be required at thesis submission, together with confirmation that you have deposited all the original data or primary research materials relevant to your thesis with your supervisor.

To assist you in developing your plan, a number of resources are available as follows:

- the University of Adelaide's guide to research data management: www.ua.edu.au/library/library-services/services-for-researchers/research-data-management
- the University's Research Data and Primary Materials Policy: www.ua.edu.au/policies/4043
- data management planning workshops: www.ua.edu.au/graduatecentre/career-development/workshops

Figshare

Figshare, the University's data and digital object repository, can be used to publish data and outputs arising from your research. Figshare serves two important functions for staff and research students. First, it allows the University to access and maintain a record of research data and second, it lets us expose datasets and information about our research that we may wish to share with other researchers.

Further information is available at: www.ua.edu.au/technology/research/research-data/figshare

In consultation with your supervisor, you should agree on plans for uploading your data and recording the information (metadata) about your research in Figshare. You may choose instead to deposit your data in a discipline-specific repository, in which case we encourage you to create a record linking to your data from Figshare. Figshare is cloud-based so you can log in to The University of Adelaide Figshare site from any location at <https://adelaide.figshare.com/>

Remember not to include sensitive or confidential information as the record will be published on Research Data Australia. For help and further information, please contact the Research Support helpdesk, by email to researchsupport@adelaide.edu.au or by phone on 08 8313 7799.

Ethics and compliance in research

All students must be familiar with the relevant legislative and compliance requirements of the University and also of regulatory and advisory bodies in relation to their research or experimentation. As research projects and practices must conform to the accepted ethical standards and statutory requirements, you are not permitted to commence research involving human participants or animals, or genetically modified organisms until you have completed appropriate ethics training and obtained the required approvals. Certain research activities will also require export, import or other permits to be obtained before research can commence.

Students are reminded that required approvals cannot be granted in retrospect and that the conduct of research without appropriate ethics or compliance approval would be a breach of the Australian Code for the Responsible Conduct of Research.

Training is also a requirement for all students who need animal ethics, human research ethics or gene technology approval for their work.

Required ethics approvals must normally be arranged by the time you lodge the 'Core Component of the Structured Program' form with the Adelaide Graduate Centre.

To demonstrate that you have obtained the necessary approval(s), you must provide the relevant approval number and attach a copy of the letter(s) confirming approval from the relevant ethics committee(s) or regulatory bodies before submitting. A copy of the ethics or permit application itself is not required.

Following approval of your core component, if there is a change in project direction and ethics or compliance approval becomes necessary later in your degree or there are proposed changes to already approved research, you must ensure that a new application or amendment application is submitted well in advance of the date when you expect to commence this aspect of your research to allow sufficient time for the application to be considered and processed.

You should contact the relevant ethics or compliance officer to determine how far in advance you need to submit an application or amendment: www.ua.edu.au/research-services/ethics-compliance-integrity/contacts

During your online annual reviews, you will be asked to report on whether your ethics requirements have changed subsequent to completion of your core component or previous annual review. If it is indicated that you need ethics or compliance approval but have not yet received it, the Graduate Centre will add an 'Ethics' milestone to your candidature record as a reminder that approval still needs to be obtained.

The milestone will be completed after you provide evidence to the Graduate Centre of the required approval.

Failure to obtain the necessary ethics or compliance approval(s) before commencement of research can have serious consequences.

For example:

- You as a researcher can be held personally liable in relation to non-compliance. Not only could your candidature be jeopardised, penalties can include criminal prosecution, fines or imprisonment. A major noncompliance could possibly cause a shut down in a particular area of the University if a statutory body withdrew its accreditation licence
- major funding bodies will only release funds to successful grant holders once all relevant approvals have been obtained. Ongoing funding is also dependent on ongoing compliance with your ethics approvals
- indemnity and insurance are becoming more and more of an issue. It is a condition of the University's insurance policies that you have the necessary approvals in place. This protects yourself, your colleagues and, where relevant, the human participants in your research.

Whilst it is your principal supervisor who will submit the application(s) for any required ethical or compliance approval(s) for your higher degree project, you will be involved in preparing applications for approval which may involve interaction with the relevant ethics or compliance officer.

It is your responsibility to ensure that your supervisor has obtained the necessary approval(s) and to see that this is reported to the Adelaide Graduate Centre. It is also your responsibility not to commence research without any necessary approvals and your supervisor's awareness that the research is due to commence.

The ethics and compliance officers can be found in the University's Office of Research Ethics, Compliance and Integrity (ORECI). ORECI provides resources, advice and assistance to University researchers regarding their ethics

and compliance obligations: www.ua.edu.au/research-services/ethics-compliance-integrity

The work of the ORECI office covers: research integrity, human research ethics, animal ethics, gene technology, biosecurity, quarantine and security sensitive biological agents.

Students must also be aware of their responsibilities in relation to export controls and foreign entity compliance. The office of the Chief Security Officer within the Division of Research and Innovation provides advice and assistance with obtaining required permits and clearances in relation to defence, national security, the Foreign Interference Transparency Scheme Act and University Foreign Interference Taskforce Guidelines: ua.edu.au/research-services/ethics-compliance-integrity/export-controls

Human research

The National Statement on Ethical Conduct in Human Research 2007 (updated 2018) provides guidance and outlines responsibilities of researchers and institutions for the ethical design, conduct and dissemination of results of human research; and outline the responsibilities of review bodies in the ethical review of research. The purpose of the National Statement is to promote ethically good human research.

Human research is research conducted with or about people, or their data or tissue. It can be broadly understood to include: taking part in surveys, interviews or focus groups; undergoing psychological, physiological or medical testing or treatment; being observed by researchers; the collection and use of participants' body organs, tissues or fluids; access to their personal documents or other materials and access to their information (in individually identifiable, re-identifiable or nonidentifiable form) as part of an existing published or unpublished source or database.

There are three levels of ethical review for human research which are determined according to the National Statement and based upon the level of risk to the project's participants.

These are:

- research exempt from Human Research Ethics Committee (HREC) review
- research eligible for low risk review
- research requiring full HREC review.

A risk is a potential for harm, discomfort or inconvenience. It involves:

- the likelihood that any harm (or discomfort or inconvenience) will occur
- the severity of the harm (or discomfort or inconvenience), including its consequences.

You must obtain ethics approval from the University of Adelaide HREC or from an HREC approved by the University. Further information on determining the risk level for your proposed research and the application process is available on the Office of Research Ethics, Compliance and Integrity website at: www.ua.edu.au/research-services/ethics-compliance-integrity/human-research-ethics/human-research-ethics-applications

You are encouraged to contact the HREC Secretariat for advice where required: hrec@adelaide.edu.au

Training in human ethics is a requirement for all students who need the appropriate ethical approval for their work.

Animal ethics

The use of animals is regulated by State legislation and must also comply with the Australian Code for the Care and Use of Animals for Scientific Purposes 8th Edition, 2013 (available at the animal ethics website): www.ua.edu.au/research-services/ethics-compliance-integrity/animal-ethics/animal-ethics-applications#austrian-code-nhmrc-guidelines

All student projects which intend to use animals for teaching, research or experimentation must obtain ethical approval from the University of Adelaide Animal Ethics Committee (AEC) prior to any use or involvement with animals, when

the animals are housed at any University of Adelaide animal facility.

When animals are housed at a non-University of Adelaide animal facility approval must be obtained from the organisation responsible for the premises in which the animals will be housed. If the animals will not be housed, approval must be obtained from the AEC established by the organisation which employs or engages the Chief Investigator on the Animal Ethics Application. If the animals are held at multiple organisations then AEC approval from both the University of Adelaide AEC and the other organisation is required.

Applications for animal ethics approval from the University of Adelaide AEC are submitted online via a web-based interface: <https://rme6.adelaide.edu.au/>

If your research will involve the use of animals, completion of either the annual face-to-face Animal Ethics Induction Training workshop conducted by the Animal Ethics Committee in March of each year, or, the animal ethics online induction course (in MyUni) is required. Following completion of either course, you must undertake and satisfactorily complete the mandatory online assessment in animal ethics and provide the resulting certificate to the Graduate Centre on completion of your core component of the structured program.

Further information is available: www.ua.edu.au/research-services/ethics-compliance-integrity/animal-ethics/animal-ethics-training

Gene technology

Students whose research will involve genetically modified organisms (GMOs) will need the appropriate approvals from the University of Adelaide Institutional Biosafety Committee and, where necessary, the Office of the Gene Technology Regulator (OGTR), prior to commencing their research. All dealings with GMOs must comply with the Gene Technology Act 2000 and the associated Gene Technology Regulations 2001. Certain dealings with GMOs must be conducted within physical containment

facilities that are certified by the OGTR and students working in these facilities must be trained in the OGTR requirements. Students should also be aware that if they are working in another organisation's premises or facilities, there is the requirement to meet both the University and the other organisation's compliance protocols.

For further information and advice refer to: www.ua.edu.au/research-services/ethics-compliance-integrity/gene-technology

Biosecurity

The Biosecurity Act 2015 details how the biosecurity risks associated with goods, people and conveyances entering Australia are managed. Students wishing to import/receive material from overseas need to determine if they require an Import Permit from the Department of Agriculture. In addition, some quarantine status material must be stored or dealt with in an Approved Arrangements facility (AA). Students have a responsibility to ensure that they comply with the Biosecurity Act when dealing with quarantine status material and with the requirements of all other regulatory organisations prior to and after importation or exportation of materials.

Researchers should be aware of their responsibilities in relation to maintaining compliance with quarantine status materials, including the requirements for training. Further information and contact details for queries regarding quarantine compliance obligations and training is available at: www.ua.edu.au/research-services/ethics-compliance-integrity/biosecurity

Security sensitive biological agents

In accordance with the National Health Security Act 2007, to improve the security of biological agents of security concern in Australia, a regulatory scheme has been implemented by the Office of Health Protection, Department of Health for the regulation of security-sensitive biological agents. The aim is 'to give effect to Australia's obligations to establish controls for the security of certain biological agents that could be used as weapons.'

Agents that are considered to be of security concern to Australia are regulated by inclusion on the List of Security Sensitive Biological Agents (the List of SSBAs). The regulations control both known and suspected SSBAs. The list may be viewed on the ORECI website at: www.ua.edu.au/research-services/ethics-compliance-integrity/security-sensitive-biological-agents

If your research will involve handling any agent on the List of SSBAs your supervisor must first contact the Office of Research Ethics, Compliance and Integrity in order to register the SSBAs well in advance of any intention to handle the SSBAs: recu@adelaide.edu.au

Export controls

UPDATED

Export control laws, notably the Customs Act 1901 and the Defence Trade Controls Act 2012, regulate the export from Australia to a place outside Australia of certain defence and strategic goods and technology. Such exports include the transmission of -particular controlled information. It is important that all researchers are compliant with the relevant legislation. Accordingly, you must ensure that you familiarise yourself with the relevant legislative and compliance requirements in relation to export and intangible supply of goods, technology and information and take steps to obtain the necessary clearances prior to commencing work which is subject to export controls.

The Minister for Defence is authorised to grant a licence or permission to export goods and technology listed in the Defence and Strategic Goods List (DSGL). Further information, including access to the Defence and Strategic Goods List (DGSL), is available on the web at: www.ua.edu.au/research-services/ethics-compliance-integrity/export-controls

If there is a possibility that you may require a permit, or you are unsure if one is required, please direct enquires to exportcontrols@adelaide.edu.au

Foreign Entity Compliance

NEW

The Foreign Influence Transparency Scheme Act 2018 (FITs Act 2018) intends to make transparent the influence of foreign governments or political organisations where it occurs outside of easily recognised channels (additional information can be found at the University's Legal and Risk website: www.adelaide.edu.au/legalandrisk/integrity-and-accountability#foreign-influence-transparency-scheme-registration-of-foreign-relationships)

The FITs Act 2018 requires a person to register within 14 days of undertaking a registrable activity where that activity is undertaken on behalf of a foreign principal (including foreign individuals/entity). A foreign principal means:

- foreign government or political organisation
- foreign government related entity: an entity related to a foreign principal that is a foreign government or a foreign political organisation
- foreign government related individual: an individual that is not an Australian citizen or an Australian permanent resident, and a foreign government, foreign government-related entity or foreign political organisation is able to exercise total or substantial control over the individual.

University staff and students engaging in activities with a foreign principal are required to complete the relevant sections of the online Foreign Engagement Registration and Compliance Review form (<https://app.smartsheet.com/b/form/a43de1043b1c4e0da4438c8f0975145d>) to receive advice on any further steps that may be required.

Further information is available on the web at: www.ua.edu.au/research-services/ethics-compliance-integrity/export-controls or by contacting DSO@adelaide.edu.au

Intellectual Property

A definition of IP that you might find in a University of Adelaide agreement is as follows:

Intellectual Property means patents, inventions, plant breeder's rights, registered or unregistered trademarks and service marks, registered designs, copyrights, database rights, design rights, confidential information (essentially the right to require information to be kept confidential), knowhow, applications for any of the above, and any similar right recognised from time to time in any jurisdiction, together with all rights of action in relation to the infringement of any of the above.

IP matters can be quite complex and may take time to resolve. To ensure that unnecessary delays are avoided, you are encouraged to discuss IP with your supervisor(s)/postgraduate coordinator at an early stage of candidature and, if necessary, to obtain independent legal advice. The Adelaide University Union (AUU) can assist students seeking legal advice. Students should contact the AUU by phone 08 8313 5401 or via email auu@adelaide.edu.au for more information.

Student IP Deed Poll

The University's IP Policy (available on the web at: www.ua.edu.au/policies/1263) provides that you own the IP you create in the course of your studies, **except** when you elect to participate in a project that:

- builds upon pre-existing University owned IP (e.g. patent, plant breeders rights number, secret know how) that is maintained and potentially commercialised by the University (**Special Case A**); or
- is being carried out for, or in conjunction with, an external third party (e.g. CSIRO, DSTG, CALHN, SAHMRI, SARDI, FRDC, other Universities, companies and industry partners, etc.) (**Special Case B**). The University is able to determine whether Special Case A and/or B applies through the information provided in your

Core Component of the Structured Program (CCSP). In cases where A and/or B apply, the University is entitled to, and asserts ownership of, the IP created by you by requiring you to sign a standard form Student IP Deed Poll.

A Deed Poll is simply a legal deed made and executed by one party, and by signing a Student IP Deed Poll you confirm your agreement to assign and transfer to the University your legal interest in and to any IP you develop. The assignment of your IP rights in these circumstances is necessary to:

- protect interests relating to existing University IP (Special Case A), which is managed by **Innovation and Commercial Partners (ICP)**
- ensure the University can meet its contractual and other obligations to third parties (Special Case B), which is managed by Research Legal Services.

Where Special Case A applies, ICP, provides expert IP advice and agrees to protect the IP (where assessed as commercially feasible) at its cost. Adelaide Enterprise also ensures that your contribution is recognised and rewarded in the same way as a member of staff, by sharing in the proceeds from commercialisation of the IP (e.g. royalties on sales of products by a customer) in accordance with the University's IP Policy.

If you or your Principal Supervisor object to signing an IP Deed Poll, or there is a problem with doing so, further details of what action you can take can be found on our website here: www.ua.edu.au/graduatecentre/ip

It is however, important to note that if you do not agree to assign such IP to the University as outlined above, you will be unable to work on a Special Case A project or a Special Case B project and you will therefore need to choose another project that does not build on pre-existing University owned IP nor involve an external third party.

If advised to do so by ICP or Research Legal Services, the Adelaide Graduate Centre will

send relevant students a standard form IP Deed Poll requesting that it be signed and returned. Certain third party partners such as CSIRO/ SAHMRI/ SA Pathology/CRCs have their own student agreements which may contain other provisions relating to IP, but depending on the circumstances, a Student IP Deed Poll may also still be required.

Automatic IP embargo

Unless otherwise approved by Research Legal Services, if you are working on a Special Case A and/ or Special Case B project and you sign an IP Deed Poll, an automatic one year IP embargo will be placed on your thesis from the date of original submission for examination. During this time, there is a restriction on publishing any part or all of the thesis (including any papers incorporating thesis material) except where specific approval is obtained from the University through the Principal Supervisor, or as may be permitted by and subject to compliance with the contractual agreement/s with a third party (where applicable).

At the end of this period, the embargo expires and automatically lifts; meaning that access to your thesis will no longer be restricted. You will receive appropriate notification at that time. In the meantime, you can also apply at any time to have the embargo waived (during candidature) or removed (after submission) if it is not necessary, or is no longer necessary.

It is important to remember that an IP embargo only begins to run from the date of original submission for examination. It does not in any way restrict publication during candidature, which of course the University encourages.

Further details in relation to this automatic IP embargo, and IP more generally, can be found on the Intellectual Property Forms page on the AGC's website: www.ua.edu.au/graduatecentre/forms/intellectual-property

This also includes a set of useful Frequently Asked Questions.

Embargo applications

It is the University's expectation that the full text, and any other components such as creative works, of the vast majority of theses will be made available for unrestricted worldwide open access. For further information view the University's Open Access Policy: www.ua.edu.au/policies/4463/

However, in some cases, it may be appropriate to make an application to restrict access to the digital version of your thesis, by placing it under embargo. In other words, an embargo is a restriction on public access to your thesis.

If your embargo application is successful the full digital version of your thesis will not be made available for download on the web via the Adelaide Research and Scholarship (AR&S) Digital Repository or the National Library of Australia's Trove Service, as would normally be the case otherwise. Only the citation of the thesis (comprising author, title, date the degree was awarded, physical description, name of the degree for which the thesis was accepted and the Faculty/School/ Discipline of enrolment) and the exegesis (if applicable) will appear online.

An embargo is generally granted for a specified period of time (normally for a maximum period of two years) which runs from the date of submission. Under exceptional circumstances, authorisation to extend the period of the embargo may be provided by the University. All applications to extend the period of the embargo will be considered by the Dean of Graduate Studies on a case-by-case basis and must be received by the Adelaide Graduate Centre at least two months before the embargo is due to expire. If an application for extension is not lodged before the embargo expiry date, the embargo will be lifted and the thesis placed in the public domain, unless other arrangements have been made. From time to time, circumstances may warrant a permanent embargo, such as when the thesis contains information relevant to national defence security. Where a permanent restriction is

approved, only an approved title of the thesis will appear in the citation to be placed on the web.

If an automatic embargo IP has been placed on your thesis by the University under its IP Policy, your thesis, other publications containing components of the thesis and the results of your research will all be restricted from being made available to the public, including through published papers. This is to protect IP or confidential or commercially sensitive information that may be contained in the publication. In such cases you will need the prior approval of the University if you wish to publish during the embargo period. Further details in relation to this can be found in the section above entitled 'Automatic IP embargo'.

Although the most common reason behind the placing of an embargo is the intellectual property contained in the thesis, an embargo may be put in place for a variety of other reasons such as:

- confidentiality (for example if the project involves human participants and it is necessary to protect their anonymity)
- if the thesis contains commercially, culturally, politically, or criminally sensitive data which the author, with prior approval of the University, had given an undertaking to the sources not to disclose or make public for a limited period of time
- security restrictions
- a pending patent application or publishing contract
- sponsor or school requirements; or
- other legal restrictions

To make an application, complete and lodge the relevant form(s), all of which are available at www.ua.edu.au/graduatecentre/ip

Applications may be made for an embargo to be placed over your thesis for any of the reasons set out in the paragraph above, or as otherwise explained in your application. You can submit your application at any stage in candidature but preferably as soon as possible and well in advance of submission so

as to avoid delays in sending your thesis out for examination as examiners must be informed that there is an embargo on your thesis.

To remove an embargo complete and submit the appropriate form, available from the page listed above, to the Graduate Centre.

For creative works such as a novel or a musical performance, you may make an application for an embargo upon the work within the thesis but it will not normally be granted for the exegesis. Consequently, it is important to ensure that your thesis and exegesis are in separate files (File 1 for major work, File 2 for the exegesis) for final lodgement.

Copyright

As a student or researcher you will often use other people's copyright material in the course of your study or research. The Copyright Act has provisions for students and researchers to use material for certain purposes without being in breach of copyright.

However limits and conditions apply to the copying and use of this material. These exceptions are for your personal use, not for use on behalf of the University. It is the personal responsibility of all students and researchers to comply with the Copyright Act.

Further information is available at: www.ua.edu.au/library/copyright and in the University's copyright policy: www.ua.edu.au/policies/2643/

Or you may contact the Coordinator, Copyright and Open Access for advice: copyright@adelaide.edu.au

Plagiarism and Turnitin

Put simply, plagiarism is the theft of other peoples' work and ideas without due acknowledgement and attribution. The University has a zero tolerance policy for plagiarism amongst researchers and HDR students and will address any such instances as

potential research misconduct.

HDR students who commit plagiarism may find their candidature terminated or their degree failed, so the matter is one that is treated very seriously indeed.

The University has made 'Turnitin' an Internet-based plagiarism-prevention service created by iParadigms LLC, available through MyUni as a resource for you to check and manage the originality of your written work. Some originality checking websites immediately publish your submitted materials online; this can compromise intellectual property agreements and has the potential to create serious issues for yourself, the University and any third parties involved in your research project.

However, the University has customised Turnitin to ensure that you can check any piece of written work for originality e.g. a draft publication, research proposal or thesis chapter without the risk of online publication.

You can access Turnitin Originality Check as a course within MyUni and submit, review, revise and resubmit your documents as many times as necessary to ensure that your work contains no examples of accidental plagiarism. Turnitin can be a powerful tool to help you refine your skills as a researcher in compliance with the Australian Code for the Responsible Conduct of Research: www.ua.edu.au/research-services/oreci/integrity

Authorship

The University's Authorship Policy adopts the principles and responsibilities embodied in the Australian Code for the Responsible Conduct of Research including the responsibilities of all researchers for the fair, honest and transparent attribution of authorship in research outputs.

To be an author, it is essential to have made a significant scholarly or intellectual contribution to the published work. While specific practices may differ from discipline to discipline, there are a number of overarching ethical principles and

procedures to which all researchers are expected to adhere. The Authorship Policy sets out formal procedures to assist researchers to determine the appropriate authorship of papers and to minimise potential disputes over authorship issues. The policy is viewable on the web at: www.ua.edu.au/policies/3503

It is advisable to discuss and agree upon the matter of authorship/co-authorship with your supervisors in the early stages of your research project and to revisit the issue as necessary throughout candidature to avoid any misunderstanding that may delay the completion of your research project or research outputs.

In many research projects a number of researchers are involved, each undertaking different tasks: it is acceptable in such circumstances for you to use the data/ information derived collectively for research output(s) provided that such use is understood, and each person's contribution is duly acknowledged.

It is important to check with others involved with the project before you publish separately. The University's Research Data and Primary Materials Policy can provide you with more guidance in relation to data access; it can be found at: www.ua.edu.au/policies/4043/

In recognition of the fact that your supervisors contribute to the development of your research by providing ideas, it might be appropriate that they be named as co-authors in research outputs, providing that each has made a significant scholarly or intellectual contribution to at least two of the following five activities:

1. conception and design of the project;
2. acquiring research data where that acquisition requires significant intellectual judgement or input;
3. contribution of knowledge, where justified, including Indigenous knowledge;
4. analysis and interpretation of data;
5. drafting significant parts of the article or critically revising it so as to contribute to the interpretation

Further information about determining authorship and resolving any disputes, is available in the Authorship Policy. See also more information on the website of the Office of Research Ethics, Compliance and Integrity, which can be found at: www.ua.edu.au/research-services/ethics-compliance-integrity/research-integrity

The Authorship Declaration

In accordance with the University's Authorship Policy if you are a corresponding author and submitting research outputs to an external publisher you will need to complete the electronic Authorship Declaration prior to publication. If you are listed as a co-author or acknowledgement you are also required to respond to requests for approval of Authorship Declarations from corresponding authors. Note that this is in addition to the Statement of Authorship requirement outlined below for publications included in a thesis.

Further information on the Authorship Declaration including FAQs can be found at: www.ua.edu.au/research-services/ethics-compliance-integrity/research-integrity/authorship-declaration

The Statement of Authorship

Many students now elect to submit their thesis for examination in publication or combination format. Further information about this option appears in the thesis section of the Handbook. Each publication included in a thesis, whether published, accepted for publication, submitted or unpublished and unsubmitted work written in a manuscript style must be prefaced by its own Statement of Authorship. The purpose of the Statement of Authorship is two-fold. Firstly, it provides thesis examiners with information about each author's contribution (in terms of the conceptualisation of the work, its realisation and its documentation) and secondly, it secures the written permission of all co-authors for the paper to be included in the thesis, whilst confirming they agree with your stated contribution.

If you are considering submitting your thesis in publication or combination format, you can avoid delays in the submission of your thesis for examination by ensuring that you prepare a Statement of Authorship for each publication to be included in the thesis as you write it.

The Statement of Authorship template, a model example, FAQs and Guidelines for including publications in your thesis are available at: www.ua.edu.au/graduatecentre/current-students/your-thesis-examination/preparation

The importance of acknowledging the University of Adelaide and Funding Contributors in research publications

Research publications are very important to the University; the more publications our staff and students generate, the more funding we receive to support research activities and research training at the University. Consequently, it is vital that you acknowledge the University of Adelaide, in the form of a by-line, in your publications whether you are a sole or co-author, staff member or student, and regardless of whether the publication is in print or digital format. This also applies after you have left the University, where the publication is a result of your research at the University of Adelaide. The Author Publication Affiliation and Acknowledgements Guidelines, which include example by-lines, can be found at: www.adelaide.edu.au/research-services/ethics-compliance-integrity/research-integrity/authorship-policy

Similarly, researchers must acknowledge all other funding contributors.

Under the Research Training Program (RTP), there is a legislative requirement that RTP funded students acknowledge the Australian Government's support in any published materials related to their HDR both during and after completion.

Materials include:

- your thesis
- refereed journal articles

- refereed conference papers
- research books or chapters
- all forms of publication and performance in the areas of creative practice, including exhibitions, concerts and recordings and their associated publications such as catalogues, programs and sleeve notes.

The acknowledgement must include the mention of your support through an "Australian Government Research Training Program Scholarship". The following statement should be included for all domestic students and those international students who have been awarded an RTP stipend "I acknowledge the support I have received for my research through the provision of an Australian Government Research Training Program Scholarship."

For further information please consult the Australian Code for the Responsible Conduct of Research www.ua.edu.au/research-services/orci/integrity

Open Research and Contributor ID (ORCID)

An ORCID is a persistent digital identifier that distinguishes you from every other researcher, throughout your career. All researchers at the University of Adelaide, including research students are required to obtain an ORCID and to enter their ORCID number into their Profile in Aurora, the University's web-based system for capturing and reporting research publications and outputs: www.ua.edu.au/aurora/

By cataloguing your publications in Aurora as you progress through candidature, you will help to ensure that the University can accurately report its publication outputs during the annual Higher Education Research Data Collection (HERDC) and Excellence in Research Australia (ERA) research performance exercises and therefore to maximise the University's funding from Government sources.

In addition to benefiting the University, Aurora offers a number of features to support researchers at the University of Adelaide, most notably

streamlined, and in many cases, automated publications data entry that will enable you to easily compile all your publications in one place and benefit from an easy export option that will assist you in the creation of publication lists for CVs, grants and future promotion applications. For further information on how to register for an ORCID: www.ua.edu.au/technology/research/your-research-profile/orcid

For further information about Aurora and managing your research publications: www.ua.edu.au/technology/research/your-research-profile/aurora

Researcher profiles

All researchers at the University including HDR students can create a Researcher Profile to increase the visibility of themselves and their research. For further information visit: www.ua.edu.au/technology/research/your-research-profile/researcher-profiles

Your Researcher Profile will leverage core information captured in Aurora and automatically transfer/update this information to the new profile webpages for researchers.

Researchers are encouraged to ensure all of their information is up-to-date in Aurora. This includes a photo, bio, qualifications, academic appointments, external website links and your publications. For further information and guidance, please refer to: www.ua.edu.au/technology/research/your-research-profile

Health, safety and wellbeing

The University of Adelaide is committed to maintaining the highest possible standards of health, safety and wellbeing for all students, employees and visitors while they are at the University.

As a student, your supervisors have the primary responsibility for implementing and maintaining safe working practices at the local level by ensuring that you are:

- fully informed about the hazards associated with work/study activities
- adequately trained and instructed in safe working procedures and
- appropriately supervised.

If you have any concerns about health and safety issues, talk to your supervisor in the first instance and then the postgraduate coordinator or head of school. The Health, Safety and Wellbeing (HSW) team is also available to provide advice. The contact number is (08) 8313 1111.

Conflicts of interest

A conflict of interest occurs when you have a private or personal interest or other external commitment, which may appear to an independent observer to be sufficient to influence and therefore compromise the validity of the research process by influencing impartial judgement. Disclosure of any actual, potential or perceived conflict of interest is essential for the responsible conduct of research.

Within research, conflicts can arise due to our sources of funding, our responsibilities in peer review, when we make products that become marketable or when we have personal or professional working relationships with others.

The University's Behaviour and Conduct Policy and the associated Conflict of Interest Procedure and Relationships with Students Procedure set out the University's position on staff-student relationships and staff-staff relationships in regard to potential conflict of interest. A close personal relationship is defined as 'one which gives rise to a real or potential conflict of interest and includes relatives and financial relationships'.

If you are in a close personal relationship with a staff member, they are precluded from participating in any of the following with respect to you:

- selection for entry to the University

- selection for any undergraduate or postgraduate program offered by the University
- assessment procedures
- selection for any scholarship or prize.

Close personal relationships must be disclosed to the head of school or, if the head of school is involved, to the area manager. The policy is available online at: www.ua.edu.au/policies/3863/

Paid assistance for undertaking research

The Research Education and Development Committee has determined that it is acceptable for you to engage another person(s) (paid or otherwise) to assist in your research. The assistance may take the form of data collection (though not the manipulation of those data), preparation of routine chemicals and media or any similar tasks, provided that the proposed assistance is discussed with and approved by the school from the beginning and is appropriately acknowledged in your thesis and in any publications arising from your research.

Postgraduate students as research grant recipients

The University recognises the value of students applying for a postgraduate grant-in-aid, as distinct from an independent research project (grant-in-contract), but is concerned that this could detract you from the prime objective of completing your research within the prescribed duration of your candidature. The project emphasis or workload demanded by an externally funded project may compromise or delay your study program.

Several practical problems exist if you were to be accepted as the sole applicant and holder of a grant(s) from an external body, and they include the following:

- the work to be conducted solely in your name for an external body is not covered for any risk category under the University's insurance, as the grant is not awarded to a member of University staff. It is also questionable whether insurers would accept such a risk
- there can be problems in respect of Intellectual Property, notably where there are differences between the granting body and the University in this regard
- there are also problems relating to financial administration and accountability, especially as most granting bodies will only accept applications from staff of institutions. For these reasons, the University does not permit students to undertake a 'grant-in-contract' in their own right. In the case of a grant-in-aid, it would be in your interest to apply for, and receive, external grant support jointly with your supervisors.

THE THESIS

It is recommended that you discuss the length, composition and format of the thesis with your supervisor at an early stage of candidature and that you take the time to review both the relevant academic program rules and the document 'Specifications for Thesis', which describes in detail the current requirements for the preparation and presentation of a Higher Degree by Research thesis. These can be found at: <https://calendar.adelaide.edu.au/agc>

HDR theses at the University of Adelaide may be submitted in one of the following formats:

1. conventional written narrative presented as typescript
2. publication - a thesis by publication may include publications that have been published and/ or accepted and/ or submitted for publication and/ or unpublished and unsubmitted work written in a manuscript style
3. combination of conventional and publication formats
4. major (creative, musical or visual) work (Volume 1) and exegesis (Volume 2).

The choice of format for your thesis will be guided by discussions with your supervisors.

The conventional thesis

Generally, theses submitted for examination comprise a substantial written narrative of up to 80,000 words in the case of a doctorate, 40,000 words in the case of a 100% research master's thesis and 27,500 words in the case of a thesis for a student in the mixed research and coursework Master of Philosophy or Master of Clinical Science stream.

Please note that approval from the Research Education and Development Committee must be obtained, prior to submission of your thesis, if it is considerably longer than the stipulated length.

Under normal circumstances, the thesis must be presented in English. However, where academic reasons to submit the thesis in a language other than English exist, an 'Application to Vary Thesis Format' should be completed and submitted to the Dean of Graduate Studies for approval at the time you submit your core component of the structured program. If approval is granted, a substantial abstract in English will be required at the time of submission.

Publication format

An alternative to the conventional written thesis is a thesis that comprises a portfolio of publications which have been published and/ or submitted for publication and/ or comprise unpublished and unsubmitted work written in a manuscript style. The publications/ manuscripts must be closely related in terms of subject matter, form a cohesive research narrative and not have been accepted for any other University award.

All publications included in the thesis must derive from research undertaken within candidature; publications generated outside of candidature cannot be included. The thesis should contain, in addition to the relevant publications/manuscripts, a contextual statement which normally includes the aims underpinning the publications/manuscripts; a literature review or commentary which establishes the field of knowledge and provides a link between publications/manuscripts; 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 re-working of the discussions from individual papers within the thesis.

Further information on constructing a thesis including publications can be found on the Adelaide Graduate Centre website: www.ua.edu.au/graduatecentre/current-students/your-thesis-examination/preparation

All papers included in the thesis must be prefaced by a statement of authorship which quantifies and details your contribution (in terms of the conceptualisation of the work, its realisation and its documentation) as principal 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.

The statement of authorship template is available on the Adelaide Graduate Centre website: www.ua.edu.au/graduatecentre/current-students/your-thesis-examination/preparation

In addition to clarifying your contribution to a paper, a statement of authorship also provides clarity about the publication status of the work and therefore the scope of changes that examiners can recommend.

Published/accepted papers which have already been subject to peer review are exempted from specific recommendations for change, rather, the examiners focus on an assessment of the quality and quantity of work and the presentation of the overall thesis against the criteria for award of the degree.

In contrast, recommendations for change can be made to any part of 'submitted' or 'unpublished and unsubmitted' manuscripts.

Accordingly, statement(s) of authorship are still required for publication format theses which include only 'paper(s)' that comprise unpublished and unsubmitted work written in manuscript style. Typically such statements would list the candidate as the sole author.

To avoid delays in submitting your thesis for examination, you are encouraged to complete a statement of authorship for each paper as it is written.

How many papers are enough?

The number of publication(s) that are required for a doctorate thesis or a Master by Research thesis will vary greatly according to the discipline of study, the content of the publication(s) and where applicable, the impact factor of the journals in which they are published. In some fields of scientific research, three papers may be sufficient for a PhD, whilst in others, six may be the norm; for other fields, such as the Humanities, a single book length work may be sufficient.

The length and number of publications to be included in the thesis will be determined by your supervisory team. Each research project is different and the number of publications that will be required for your project may differ from that of other students, even those in the same school as you. The primary consideration is that the body of work included in the thesis satisfies the requirements for the degree for which it is presented.

Guidelines and further information on including publications in your thesis, as well as FAQs, are available at: www.ua.edu.au/graduatecentre/current-students/your-thesis-examination/preparation

Combination conventional/ publication format

Another alternative to the conventional written thesis is a thesis that comprises a combination of conventional written narrative presented as typescript and publications that have been published and/ or submitted for publication and/or comprise unpublished and unsubmitted work written in a manuscript style. Both the conventional written narrative and the publications must be closely related in terms of subject matter and form a cohesive research narrative. The publications must not have been accepted for any other University award or have been generated outside of candidature.

The main body of the work should contain, in addition to the relevant publications, a contextual statement which normally includes the aims underpinning the publications; a literature review or commentary which establishes the field of knowledge and provides a link between publications/ manuscripts; 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.

As for publication format theses, all papers included in the thesis must be prefaced by a statement of authorship which quantifies and details your contribution (in terms of the conceptualisation of the work, its realisation and its documentation). All authors are required to sign the statement and co authors must give written permission for the paper to be included in the thesis. The statement of authorship template is available on the Adelaide Graduate Centre website at: www.ua.edu.au/graduatecentre/current-students/your-thesis-examination/preparation

Major work and exegesis

In creative disciplines, the thesis submitted for examination may include a major work in the form of exhibition, music composition or performance, literary work or film (volume 1 of the thesis), together with an exegesis (volume 2). For the PhD, the exegesis should not exceed 20,000 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 master's 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 among other things 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. The approval of the Research Education and Development Committee for an alternative form and presentation of the thesis must be sought by the time of completion of the core component of the structured program. Applications should be made on the 'Application to Vary Thesis Format' form and be submitted after obtaining the endorsement of your supervisors and the postgraduate coordinator or head of school.

Presentation of the thesis and editing assistance

While you are ultimately responsible for the content of your thesis, the University would be remiss in permitting a thesis to be sent for examination that was below the standard required for the degree and/or which contained numerous typographical and spelling errors. Careful proofreading of the text is essential to ensure that such errors have been corrected and you should not rely on your supervisors to undertake this task for you. Textual errors are a source of irritation to examiners and suggest a lack of care and attention on your part.

If desired, and provided that the assistance is acknowledged in your thesis, you may engage the services of a professional editor to assist you in preparing the thesis. In such cases the editor must be provided with a copy of the Australian Standards for Editing Practice (ASEP) and advised to restrict their assistance to the standards for 'Language and Illustrations' and for 'Completeness and Consistency' in accordance with the University's policy. Material for professional editing or proofreading may be submitted in hard copy or digitally. However, if an editor utilises 'track changes', the document must only be returned to you in hard copy or PDF, to ensure that each suggested change is actively checked before it is included in your thesis, or, rejected.

The ASEP standards are available at:
www.ua.edu.au/graduatecentre/current-students/your-thesis-examination/preparation

For your convenience, the Graduate Centre maintains a register of professional editors who have been provided with the ASEP requirements: www.ua.edu.au/graduatecentre/current-students/your-thesis-examination/preparation/register-of-external-editors

Scholarship holders

You may be eligible for an allowance to assist you with the costs of producing your thesis. Please consult your scholarship 'Conditions of Award', or contact the Adelaide Graduate Centre for further information.

PREPARING FOR EXAMINATION

Notice of intention to submit the thesis

As you approach the end of your candidature, you will be able to choose whether you wish your thesis to be examined under the academic program rules and specifications for thesis in place during your year of enrolment, or, those in place at the time you submit for examination. This selection is made at the time of notifying the Adelaide Graduate Centre of your intention to submit your thesis for examination (3 months prior to the actual submission).

Where possible, it is recommended that you choose to submit under the current rules and specifications for thesis for the following reasons:

- to ensure that the thesis delivered to examiners is consistent with current national and international expectations of a doctoral or master by research thesis
- the University has, in general, moved to permit greater flexibility in the format of research theses
- the yearly revisions to the program rules and specifications for thesis document have resulted in greater clarity of doctoral and Master requirements to students, staff and examiners.

In all cases, where your candidature has been lapsed for more than 12 months, approval to submit your thesis for examination will be contingent on the examination proceeding under the academic program rules and specifications that are current at the time of submission.

Current and historical academic program rules and specifications for thesis are available in the online University calendar: <https://calendar.adelaide.edu.au/agc>

Information to help you determine which program rules to choose can be found on the Pre-Submission webpage: www.adelaide.edu.au/graduatecentre/current-students/your-thesis-examination/pre-submission

Note that if three months or more have elapsed since your expected submission date (as recorded on your notification of intention to submit form), you will need to advise the Graduate Centre of your revised submission date so that examiner availability can be reconfirmed.

The Australian Higher Education Graduation Statement (AHEGS)

The AHEGS is a Commonwealth initiative that assists in both national and international recognition of Australian qualifications and promotes international mobility and professional recognition of graduates. The graduation statement is additional to other documentation such as degree testamurs and academic transcripts and is based on nationally agreed specifications approved by the Government. It is intended to provide potential employers and other institutions with a greater understanding of your achievements.

The AHEGS provides a description of the award, which includes your thesis title and a 100-word abstract, a description of the University of Adelaide, a list of the academic achievements relevant to your degree and details of the Australian Higher Education System.

Background information on the AHEGS is available at: www.education.gov.au/australian-higher-education-graduation-statement

In order for the University to be able to provide you with an AHEGS at graduation, all Higher Degree by Research students are required to provide a 100-word abstract of their research to be included on their AHEGS. The abstract must be endorsed by your principal supervisor on behalf of the supervisory panel and should be provided on the “AHEGS thesis abstract collection” template.

It is important to note that the abstract has a strict maximum limit of 100 words and it must be provided in plain text with no formatting (e.g. bold, italics), symbols or sub/ superscripts, as these are not recognised by the University’s student information system (PeopleSoft).

The procedure for providing your abstract to the Adelaide Graduate Centre, together with the abstract collection template are available at www.ua.edu.au/graduatecentre/current-students/your-thesis-examination/examination

The exit survey

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The University is committed to improving the quality of the educational experience for its Higher Degree by Research students. In an effort to determine the views of completing students and in doing so, to identify ways in which the University can improve its programs and support structures, all research students are required to complete an exit survey prior to submission of their thesis for examination.

Students are able to request an exit interview through the Exit Survey which provides an opportunity to confidentially discuss their HDR experience with a senior manager from the Adelaide Graduate Centre.

Exit Survey data collected are stored in a database, analysed regularly and the aggregated and anonymised results reported to the Research Education and Development Committee (REDC). The results of the exit survey inform policy development at the University and are instrumental in shaping positive change throughout the institution.

All matters regarding the exit survey are kept strictly confidential and may be released to interested parties only with the approval of REDC and then only in aggregated form to ensure that the anonymity of individuals remains protected.

The process for lodging an exit survey is as follows:

- On receipt of your Notification of Intention to Submit form, the Adelaide Graduate Centre will email you information on how to complete the survey online.
- If you object to completing an exit survey, you may appeal to the Deputy Vice-Chancellor and Vice-President (Research) in writing, specifying the reasons for the objection. In this event, please note that the Adelaide Graduate Centre is unable to accept your thesis for examination until the matter has been resolved.

Appointment of examiners

The examination of a Higher Degree by Research thesis is complex. Examiners must judge your understanding of a body of existing knowledge, your approach to research, construction of hypotheses, arguments and analyses.

Students have a special relationship with their examiners, who will become their peers if the degree is awarded, so the selection of examiners is therefore of critical importance. Doctoral theses are examined by at least two examiners of

international standing in their field, all of whom are external to the University of Adelaide.

Master's theses are examined by at least two examiners, at least one of whom is external to the University of Adelaide. In nominating your prospective examiners, your supervisors will ensure that they are academic members or affiliate members of a tertiary institution or, where this is not the case, will provide information about the employment, research, supervisory and examination experience of each for the consideration of the Research Education and Development Committee. Examiners must:

- normally be active in research/scholarship, to ensure that their knowledge of your field is current
- have empathy with the theoretical framework you have used during your research
- not have acted in a supervisory capacity, be co-authors on any papers arising from your doctoral or master's research, or have otherwise been involved in the development of your research
- not be employed by the same institution
- not be advised of the identity of the other nominated examiners; or have their identity revealed to you
- not be a Titleholder of the University of Adelaide except if being appointed as the internal examiner for a Master by Research thesis examination. On receipt of your notification of intention to submit, the Adelaide Graduate Centre will forward a 'Nomination of Examiners' form to your school for completion.

Your right to object to potential examiners

Around the time of giving notice of your intention to submit your thesis, your supervisors may discuss the names of potential examiners.

While it is acceptable for you to be aware of the names of the pool of examiners under consideration, you will not be advised of the names of those examiners finally recommended by your school or appointed by the University.

Examiners have the right to remain anonymous and if their identity is revealed to you (except following the examination process, with their consent) the examination will be invalidated. In such circumstances, new examiners must be appointed and consequently, the examination process will be significantly delayed.

You have the right to identify any person(s) you believe should not be considered to examine your thesis. This does not mean that your supervisor is obliged to present you with an exhaustive list of potential examiners, and the onus is on you to raise any objections. You may exercise this right once only, prior to the commencement of the examination process. You can register your objection on the 'Notification of Intention to Submit' form. It is important to remember that this objection does not serve as a veto.

If, on academic grounds, the school wishes to recommend the appointment of a particular examiner to whom you have objected, it can make a case to the Dean of Graduate Studies for the appointment to proceed. Where disagreement exists, the final decision to appoint a particular examiner rests with the Dean of Graduate Studies.

Submission

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A digital PDF copy of the thesis is required for examination purposes (or two files in the case of theses submitted by creative work and exegesis).

Any supplementary material included in your thesis such as musical performance files must also be submitted digitally.

Note that although all examiners will be advised that they will receive your thesis digitally, in rare cases a printed copy will be required if examiners specifically request to examine a printed copy. You should be aware that any delay by yourself in providing a printed copy to the Graduate Centre could impact on the duration of the examination.

The submitted thesis must comply with the conditions detailed in the document 'Specifications for Thesis' (see the online University calendar under the Adelaide Graduate Centre section for the relevant year: <https://calendar.adelaide.edu.au/agc>).

A declaration signed and dated by you, should follow the title page of each thesis copy. The purpose of the declaration is to:

- certify that the work is original and has not been accepted for the award of any other degree or diploma in any university or other tertiary institution and contains no material previously published or written by another person, except where due acknowledgement is made in the text
- certify that no part of the work will be used in a submission for any other degree or diploma in any university or other tertiary institution without the prior approval of the University of Adelaide and where applicable, any partner institution responsible for the joint-award of the degree except where due reference has been made in the text
- give consent for the digital version of the thesis to be made available on the web, via the University's digital research repository, the library catalogue and also through web search engines
- declare the ownership of (any) copyright included in the thesis that is held by others for theses which include publications.

The specific wording required for your declaration can be found in the Specifications for Thesis: <https://calendar.adelaide.edu.au/agc>

If you have signed a 'Student Project Participation Agreement', are working on a Special Case A or Special Case B project (refer Intellectual Property information in the Conduct of Research section of this handbook for more information), or have received approval from the Dean of Graduate Studies for an embargo to be placed on your thesis, you should still include the declaration. Your thesis will be withheld from public access for the approved duration of the embargo.

Certification of thesis for examination

At the time of submission you are required to lodge a 'Certification of Thesis for Examination' form completed by your school. The purpose of the form is two-fold. Firstly, it confirms your program of study, the relative weight of the thesis component of your degree and the thesis format so that appropriate instructions can be given to your thesis examiners. Secondly, it provides a mechanism for your school to certify that:

- they are satisfied with the content and technical presentation of your thesis and consider it to be of an acceptable standard for examination in its current form
- you have satisfactorily completed any coursework requirements (including any placements)
- the thesis is within the maximum allowable word-length for the program
- you have abided by the University's policies with regard to assistance and editing and the inclusion of appropriate acknowledgements within the thesis
- you have lodged all the original data or primary research materials relevant to your research with the school, as is required under the Australian Code for the Responsible Conduct of Research
- you have submitted an updated Data Management Plan where applicable (students who commenced in candidature from 1/7/16).

The Certification for thesis Examination form can be downloaded at: www.ua.edu.au/graduatecentre/current-students/your-thesis-examination/submission

Submitting your thesis to the Adelaide Graduate Centre

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When you are ready to submit your thesis please email your thesis, any supplementary files, and your **Certification for Thesis Examination form** to graduate.centre@adelaide.edu.au

If your thesis is too large to email, please use the University's preferred file sharing software, Box, to create a link for us to download your file (instructions on using **Box** are available). A receipt confirming your submission will be emailed to you afterwards and you will be invited to provide a photo of yourself which will be uploaded to the Adelaide Graduate Centre's 'Thesis Submission Gallery' website: www.ua.edu.au/graduatecentre/current-students/your-thesis-examination/celebrating-your-submission

Submission against the advice of your school

The Adelaide Graduate Centre is unable to accept a thesis that has not been certified for examination by the relevant school. If you disagree with your school's advice about the readiness of your thesis for examination, it is expected that the dispute will be dealt with, in the first instance, at the local level by the head of school or postgraduate coordinator.

If the dispute cannot be resolved at the local level, the matter should be referred to the Dean of Graduate Studies, either by the school or the student concerned. All relevant documents must be forwarded to the Dean of Graduate Studies at the same time. The Dean will deal with the matter in consultation with the convenor of the relevant Faculty Higher Degrees Committee and the head of school or postgraduate coordinator

concerned, if required.

If the Dean's decision overrides that of the school, the matter shall then be referred to the Student Matters Sub-committee (SMS) of REDC for final resolution. Depending on the circumstances surrounding each case, SMS will determine whether or not examiners should be informed of the dispute and what information should be disclosed to examiners. At all times, the independence of examiners must be preserved.

Submission after your candidature has lapsed

If your candidature has lapsed for not more than 12 months, you will still be permitted to submit your completed thesis for examination provided that it has not departed from the field of study you were pursuing before your candidature expired, and provided that your school is prepared to certify that the thesis is worthy of examination.

Submission after your candidature has been suspended or terminated

If your candidature has been suspended or terminated, you will not be permitted to submit your thesis for examination. Note that your candidature is automatically suspended if you have not submitted your thesis for examination within 12 months of the date your candidature lapsed.

The 'suspension of candidature' and 'termination of candidature' sections of this handbook describe the limited circumstances in which it may be possible to reinstate your candidature following suspension or termination to enable you to submit your thesis for examination.

If permission to submit is granted the examination will follow the academic program rules and specifications that are current at the time of submission.



EXAMINATION

Time spent under examination

Examiners are asked to complete the examination and provide their reports by a specified due date, determined in consultation with your principal supervisor. The due date is usually between four to eight weeks from receipt of the thesis. There are many things that can delay an examination including a late Nomination of Examiners' form, an examiner's personal or family illness, or their teaching and research commitments. To expedite the examination process, the Adelaide Graduate Centre reminds examiners if their reports have not been received by the due date and follow up with regular reminders where necessary. In practice, it takes an average of three months before you will receive notification of the outcome of your examination.

On completing their assessment, each examiner submits an independent report and recommends that the degree be awarded (with or without amendments), revised and resubmitted, or failed. In cases where the examiners make discrepant recommendations, the University will normally appoint a third independent examiner. In such cases, it is important to note that the length of the examination process may be significantly increased.

Students should be aware that while the Adelaide Graduate Centre will endeavour to ensure that the examination is completed within three months, it is not possible to guarantee an outcome in this timeframe and students should not make plans e.g. attending a specific graduation event, until receiving the outcome notification. In addition, it is important to remember that Adelaide Graduate Centre staff are not at liberty to disclose any details regarding the examination until the whole

examination process is completed and an outcome has been determined.

Detailed information about the examination process is provided in the following sections.

Examiner recommendations

In addition to their written reports, examiners are asked to nominate one of the following categories of recommendation:

1. Award of degree

This recommendation indicates that the thesis presented is of the standard required for the degree and that no amendments are required.

2. Award of degree subject to the specified amendments

This recommendation indicates that the thesis presented is of the standard required for the degree after the specified amendments have been made to the satisfaction of the University. Specified amendments may include the rewriting of paragraphs, clarification of results, minor additional explanations, the addition of tables and figures; minor amendments of spelling, grammar or referencing may additionally be required.

3. Not be awarded the degree but be permitted to resubmit the thesis in a revised form

A recommendation of revise and resubmit indicates that the thesis is not acceptable for the award of the degree in its current form and that a major restructuring or rewriting, (possibly requiring additional research to be undertaken) is required to raise the thesis to the required standard.

4. Not be awarded the degree

This recommendation indicates that the thesis presented is not of the standard required for the degree.

Master of Philosophy and Master of Clinical Science students

The examiners of master by research theses who recommend outcome 1 (Award of the degree) or 2 (Award of the degree subject to the specified amendments) are additionally asked to nominate one of the following grades in which to pass the thesis:

- High Distinction (90-100)
- High Distinction (85-90)
- High Distinction (80-84)
- Distinction (75-79)
- Credit (65-74)
- Pass (50-64).

To assist them in nominating an appropriate grade, examiners are provided with a set of grade descriptors (**Appendix 6**).

The final grade for the thesis will be determined by the University after consideration of all examiners' reports and any other relevant documentation (including coursework results if you are in the mixed research and coursework stream of your master degree).

The grade will be used in the event that you apply to undertake a PhD at the University of Adelaide on conclusion of your master degree, in which case, it will assist the University to determine

your position on the ranked scholarship order of merit list; the grade is used primarily for internal purposes and will not appear on your University transcript or testamur. Grades can be made available to other universities on request.

Dean's commendation for doctoral or master by research thesis excellence

Where an examiner has recommended that the degree be awarded with or without amendment (recommendation categories 1 or 2), examiners are also asked to indicate whether the thesis is outstanding and deserves a commendation for doctoral or master by research thesis excellence from the Dean of Graduate Studies.

If your thesis is rated by both examiners as worthy of a commendation, you will receive a letter of congratulations from the Dean of Graduate Studies and a record of the commendation will be added to the prizes and awards section of your academic transcript.

University research medals

The University awards up to 15 doctoral research medals and up to two master by research medals for the highest quality research theses examined each year. The medals are presented at the relevant April graduation ceremony in the year following the one for which the medal was awarded, or privately by appointment. Recipients are eligible for V.I.P. seating for three guests.

Selection process for the University research medals

1. At the end of the year, the Adelaide Graduate Centre prepares a short-list of candidates for medal consideration. In order to be short-listed, students must have:
 - i. qualified for their award within the calendar year for which the medals are to be awarded
 - ii. completed within four years FTE from the commencement of candidature (doctoral research medal) or two years FTE from the commencement of candidature (master by research medal)
 - iii. have achieved an examiner recommendation of category 1 award degree or category 2 award degree (subject to the specified amendments) from all examiners
 - iv. been nominated for a University medal by at least one examiner.
2. For each faculty, the Adelaide Graduate Centre prepares a spreadsheet containing the following information about their shortlisted candidates:
 - i. the number of examiners who recommended that the student's thesis was worthy of a Dean's Commendation (1 or 2)
 - ii. the number of examiners who recommended that the student's thesis was worthy of a University research medal (1 or 2)
 - iii. the quality ratings provided by each examiner (from 1, exceptional to 6, flawed) for the following criteria:
 - The thesis as a whole is a substantial and original contribution to knowledge of the subject with which it deals
 - the candidate shows familiarity with, and understanding of, the relevant literature;
 - the thesis provides a sufficiently comprehensive study of the topic
 - the techniques adopted are appropriate to the subject matter and are properly applied

- the results are suitably set out and are accompanied by adequate exposition
 - the quality of English and general presentation are of a standard for publication
- iv. any comments made by the examiners in support of a University medal recommendation.
3. The spreadsheets are sent to Executive Deans, together with copies of the examiners' and supervisor's reports for each short-listed candidate.
 4. With reference to the materials provided, Executive Deans determine the order of merit list for short-listed candidates in their faculty.
 5. The Dean of Graduate Studies and the Director, Adelaide Graduate Centre will determine the University order of merit list from the faculty rankings provided and the number of doctoral and master by research medals to be offered for the year.

Oral examination

Where required by the University, an oral examination will be undertaken to determine the outcome of the examination. Further information on the timing, format and other requirements of an oral examination will be made available by the Adelaide Graduate Centre where applicable.

Consideration of the examiners' reports

It is important to remember that the final outcome of your examination will be determined by the University and not by the examiners. In making the final decision, the Dean of Graduate Studies or Student Matters Sub-committee (SMS), will consider all the examiners' reports, together with, where applicable, the recommendations of your school and the Faculty Higher Degrees Committee.

The process for consideration of the examiners' reports is detailed below:

1. If both examiners recommend the award of the degree without amendments, the Dean of Graduate Studies will normally accept the recommendations of the examiners and the outcome of the examination will be to award the degree.
2. If both examiners recommend the award of the degree subject to amendments, the Dean of Graduate Studies will normally accept the recommendations of the examiners and the outcome of the examination will be to award the degree, subject to the specified amendments being made to the thesis to the satisfaction of the University.
3. If the examiners present divergent recommendations and at least one examiner recommends that the thesis be revised and resubmitted or the degree not be awarded (recommendation categories 3 or 4), the supervisors will be sent copies of the examiners' reports and the principal supervisor will be asked to comment on them and to make a recommendation on behalf of the supervisory panel. The Faculty Higher Degrees Committee will then consider all the documentation presented and recommend an examination outcome or recommend that a third examiner or arbitrator be appointed.

All the examination reports and recommendations will be reviewed by the Student Matters Sub-committee (SMS) of REDC who will determine the next step in the examination process.

In cases where a third examiner is appointed, the examiner will independently examine the thesis and recommend an examination outcome. The SMS will consider all three examiners' reports, together with the supervisor's report and the Faculty Higher Degree Committee's recommendation before determining the final outcome of the examination, or the next step in the examination process;
4. On rare occasions where there is a stalemate in the examination process; for example, the

examiners' recommendations are such that it is not possible for a consensus decision to be made, an arbitrator will normally be appointed. The arbitrator will be given copies of the reports from all the previous examiners, together with the supervisor's report and will be asked to adjudicate. The recommendation of the arbitrator is generally accepted and treated as final. Where SMS considers it expedient, or in the best interests of a student to do so, the process outlined above may be varied. Variations will occur rarely and will be determined by SMS on a case-by-case basis.

For example:

- appointment of an arbitrator instead of a third examiner
- appointment of an entirely new set of examiners.

Outcome of the examination

The Adelaide Graduate Centre will convey the outcome of the examination to you and your supervisors and head of school by email.

Specified amendments outcome

It is advisable not to make any 'anticipated' amendments to your thesis; amendments (if required) should only be made on receipt of written notification of your final result from the Adelaide Graduate Centre.

Once you have received written notification of your final result, you are permitted a maximum of three months from the date of notification to undertake the required amendments and to lodge your final digital thesis copy, together with a completed 'Final Thesis Lodgement' form with the Adelaide Graduate Centre.

Amended theses submitted after three months will not be accepted for the award of the degree. Applications for additional time in which to complete amendments will be considered only when exceptional circumstances exist.

Such an application, in writing and detailing the reasons for your request, must be endorsed by your principal supervisor and the head of school or postgraduate coordinator. The endorsed application must be lodged with the Dean of Graduate Studies.

Revise and resubmit

If the outcome of the examination is revise and resubmit, you are encouraged to discuss the result with your supervisors and to determine how much additional research and writing will be required before your thesis can be presented for re-examination.

You have three months in which to decide whether to revise and resubmit and to notify the Adelaide Graduate Centre of your decision. If you do not notify the Centre within this time, it will be concluded that you do not wish to revise and resubmit your thesis for examination.

If you choose to revise and resubmit, the following procedures apply:

- You will be granted a maximum of 12 months of candidature (from the date on which you notify the Adelaide Graduate Centre that you wish to revise and resubmit) in which to re-present your thesis for examination.
- The 12-month time limit applies irrespective of whether you are a fulltime or half-time student. However, any approved periods of leave of absence will extend your candidature expiry date.
- You are required to complete any annual review(s) which fall due during the revise and resubmit period.
- At least one month before you expect to submit your revised thesis, you will need to complete a 'Notification of Intention to Submit a Revised Thesis' form.
- On submission of your revised thesis for examination, you are required to provide a comprehensive statement outlining the substantive changes made to the thesis prior to resubmission, together with a concise defence against any of the examiner(s)' recommendations for changes that were not accepted.

- Under normal circumstances, the revised thesis will be examined by the original examiners. However, for valid academic reasons, the Student Matters Subcommittee (SMS) of REDC may decide that the thesis be examined by different examiner(s). Such a decision is very rarely undertaken and will be made on a case-by-case basis.
- The examiners will be advised that your thesis has been revised and resubmitted and will be instructed to check whether or not the requirements for additional work specified by the original examiners and in your supervisor(s)' report and your outcome letter, have been addressed.
- Examiners will also be advised not to introduce new areas of substantive concern in the re-examination.
- Examiners will be asked not to recommend an outcome of 'revise and resubmit' as the University's rules permit a student to revise and resubmit their thesis for examination once only.
- Following consideration by the SMS, the outcome of the re-examination will be to award the degree (with or without amendments), or, to not award the degree. Where the examination outcome is to award the degree with amendments, you will be permitted a maximum of three months from the date of notification of the outcome in which to undertake the required amendments.

Fail

If the outcome of the examination is that the degree is not to be awarded, there is no recourse for a revised thesis to be submitted for re-examination at a later date. The result is final.

Appeals following examination

Within the University, appeals against the outcome of the examination process are permitted on procedural grounds only, through the provisions of the Student Grievance Resolution Process. For further information, please refer to the 'Grievance and problems

during candidature' section of this handbook. If you are thinking of appealing the outcome of your examination, it is recommended that you consult the University's Student Grievance Advisor before proceeding.

Your final thesis

Following the completion of any required amendments to the thesis to the satisfaction of the University, you are required to provide the Adelaide Graduate Centre one digital copy of the thesis in a single PDF file by email before the degree can be conferred.

In the case of theses submitted by creative work and exegesis, two pdf files, one containing the creative work and one containing exegesis are required.

Do not set document security as this will be done by the library. An errata sheet listing any third-party copyrighted page(s), section(s) and/or figure(s) contained within the thesis which you do not have permission to include in your thesis should also be provided where applicable.

A completed 'Final Thesis Lodgement' form must also be provided with the digital copy of your thesis.

You should make separate arrangements for the provision of a physical or digital copy of your thesis to your school/supervisors for their own collection(s).

In keeping with the University's commitment to make research available for other researchers and the public, the digital copy of your thesis will be made available on the web, via the University's digital research repository, Adelaide Research and Scholarship (AR&S) and the National Library of Australia's Trove service, unless arrangements have been made to restrict access for a period of time, such as where dissemination of the research is prevented by ethical, privacy or confidentiality matters and the thesis is under embargo.

For further information view the University's Open Access Policy: www.ua.edu.au/policies/4463

Copyright issues in preparation of your final digital thesis

When preparing your final (examined and amended) thesis for lodgement with the Adelaide Graduate Centre, you will need to check it for any third-party copyright material. For example, any diagrams, illustrations, maps, tables, photographs, musical notations, images and/or audio-visual recordings that are not your own creation, you will need to obtain written permission from the copyright owners unless the material has been released under an open license (e.g. Creative Commons) or you can rely on an exception.

Make sure you apply for the necessary permissions early (preferably as you are preparing your thesis for examination) so that you allow sufficient time to receive an answer before your final thesis is ready to be lodged with the Adelaide Graduate Centre. If you cannot obtain written permission for any items, they should be clearly identified so that library staff can remove them from the online digital copy if necessary. An errata sheet containing a list of pages, sections and/or numbered figures that need to be assessed should be prepared and provided together with the copy of the final thesis.

A template for recording third party copyright material included in your thesis and example permission letters are available from: www.ua.edu.au/library/library-services/copyright-advice/copyright-and-theses

Except where copyright is owned by others, copyright ownership of the thesis remains with you as the author. This will remain the case unless you choose to transfer it to another entity; the act of making a digital copy of the thesis available on the web in no way transfers copyright ownership. Any questions relating to the identification, acknowledgement or removing of copyrighted material in your digital thesis should be addressed to the Coordinator, Copyright and Open Access for advice: copyright@adelaide.edu.au

Refer also to the copyright information in the **Conduct of Research** section of this handbook.

Publishing issues

It is important for you to be aware that making your thesis available on the web is equivalent to publishing it. Some publishers (notably book publishers) may regard inclusion of a thesis on the web as a 'prior publication' and consequently may not wish to publish the work themselves. Most major journal publishers do not consider theses as prior publications and are happy to publish articles based on theses. If you have a relevant pre-existing contract with a publisher (or some other third party who funded, or collaborated with your research) in regard to your thesis, you are advised to seek further advice on this matter from the publisher(s) concerned. If the form of the thesis is a collection of published papers, it is possible that copyright ownership may have been transferred to the publisher(s). You will need to refer to your publication agreement or seek permission to include the papers in the University's digital research repository. Students do not require permission from the University to publish elsewhere.



GRADUATION

Degree conferral

The presence of a conferral statement on your transcript confirms to future employers that you have qualified for your award and are an official graduate of the University of Adelaide; for doctoral graduates, conferral bestows upon you the right to use the title of Doctor. The University of Adelaide confers students three times a year: 9 March, 18 May, 31 July, 21 September and 31 December.

Information about how to apply for conferral can be found here: www.ua.edu.au/student/graduations/conferral-and-ceremony-dates

Graduation ceremonies

The University holds presentation ceremonies twice a year for students who have been conferred into their awards; ceremony dates are available on the Graduations website at: www.ua.edu.au/student/graduations/conferral-and-ceremony-dates

As part of the conferral process you will need to indicate how you wish to receive your testamur. Please note that if you do not indicate how you wish to receive your testamur, one will not be printed for you. You do not need to attend a graduation ceremony in order to graduate from the University of Adelaide. However, for many, participating in a graduation ceremony provides a valued opportunity to celebrate their achievement with family, friends and University colleagues.

It is important that you familiarise yourself with the relevant deadlines for attendance at your preferred graduation ceremony: www.ua.edu.au/student/graduations/conferral-and-ceremony-dates/conferral-deadlines

All correspondence regarding graduations will be sent to your University of Adelaide email address only, so it is important to check your University email account regularly. You will need to log on to Access Adelaide periodically to manage the graduation process, specifically to:

- check for an automatic application/submit a manual application for conferral
- check that your award details are correct
- check that all personal details are correct
- view your graduation status letter
- check that your award has been conferred
- choose to collect your testamur at a graduation ceremony
- choose to collect your testamur in absentia and select your preferred collection method (e.g. in person, by mail).

For further information about graduation, including application, conferral, ceremony allocation, tickets, etc., please refer to the Graduations website: www.ua.edu.au/student/graduations

Please note that the Graduate Centre is not be confused with 'Graduations' or the 'Graduations Office'. Once you have received confirmation of your examination outcome from the Graduate Centre, all future enquiries about the graduation process should be directed to Graduations on 08 8313 0899.

Australian Higher Education Graduation Statement (AHEGS)

An AHEGS is a graduation statement that provides a description of your award, the awarding institution, a list of your academic achievements relevant to the degree and details of the Australian Higher Education System. It can provide potential employers and other institutions with a greater understanding of your achievements. Following conferral, all University of Adelaide students can access their AHEGS electronically using the eEquals system: www.ua.edu.au/student/graduations/official-documents/digital-documents

Printed copies of the AHEGS are available for purchase from the University's online shop: <https://shop.adelaide.edu.au>

Academic transcripts

Academic transcripts are available to all students who have commenced or completed academic study at the University of Adelaide. You can view a copy of your unofficial transcript at any time by logging on to Access Adelaide. You will have access to Access Adelaide for 365 days after your date of completion, should you wish to view your unofficial transcript after completion.

You can view and share your official digital transcript with employers, universities, and other parties via eEquals: www.ua.edu.au/student/graduations/official-documents/digital-documents

If you would like to purchase a printed copy, there are a number of options via the online shop: <https://shop.adelaide.edu.au>

Information about the current charge(s) for obtaining transcript copies is available on the web at: www.ua.edu.au/student/graduations/official-documents

Testamur replacement and re-issue

'Testamur' is the word the University uses for your certificate, a legal document that is made available when your award is conferred. Your testamur is an official document which proves that you have a University qualification. If the testamur you are issued with is lost, missing, destroyed, stolen or damaged, you may apply for a replacement. Similarly, if you have changed your name since graduation, you may apply to have your testamur re-issued under your current name, if desired. An administrative fee applies for each testamur replacement and re-issue. The higher fee for the latter service reflects the additional student record tracking, amendments and data matching procedures involved.

Further information, including the applicable fee(s), is available on the web at: www.ua.edu.au/student/graduations/official-documents

GRADUATE ATTRIBUTES

The University aspires to equip its research students to become leaders in their chosen field, be that within academia, industry or the wider community, and to be aware of the ethical, social and cultural issues in the exercise of their professional duties.

To facilitate this goal, the University seeks to provide an environment in which students are supported to develop self-confidence, independence of thought and creativity. In the course of undertaking their research and producing a thesis, students develop diverse graduate attributes. The importance of these attributes both to your personal development and to your future employment prospects is not to be underestimated. On conclusion of your research program, you can be confident that you will have acquired the following graduate attributes, to a level consistent with the timeframe for completion of your degree and its objectives:

1. 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:

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

2. A deep knowledge of the field of study. This will be evidenced by:
 - ability to critically review information from a wide range of sources, and to develop a comprehensive understanding of relevant prior research
 - 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.
3. 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

- capacity to apply theoretical knowledge to discipline-specific practical activity, where appropriate

- being sought after by employers.

In addition to those attributes that you have developed naturally during the course of your research candidature, many of you will have taken the opportunity to broaden your research experience by undertaking professional development in a range of areas of interest through the framework provided by the development component of the structured program. It is hoped that recognising the attributes you have acquired during the course of your research candidature will assist you to market your unique skills and competencies to your future employers and the community.

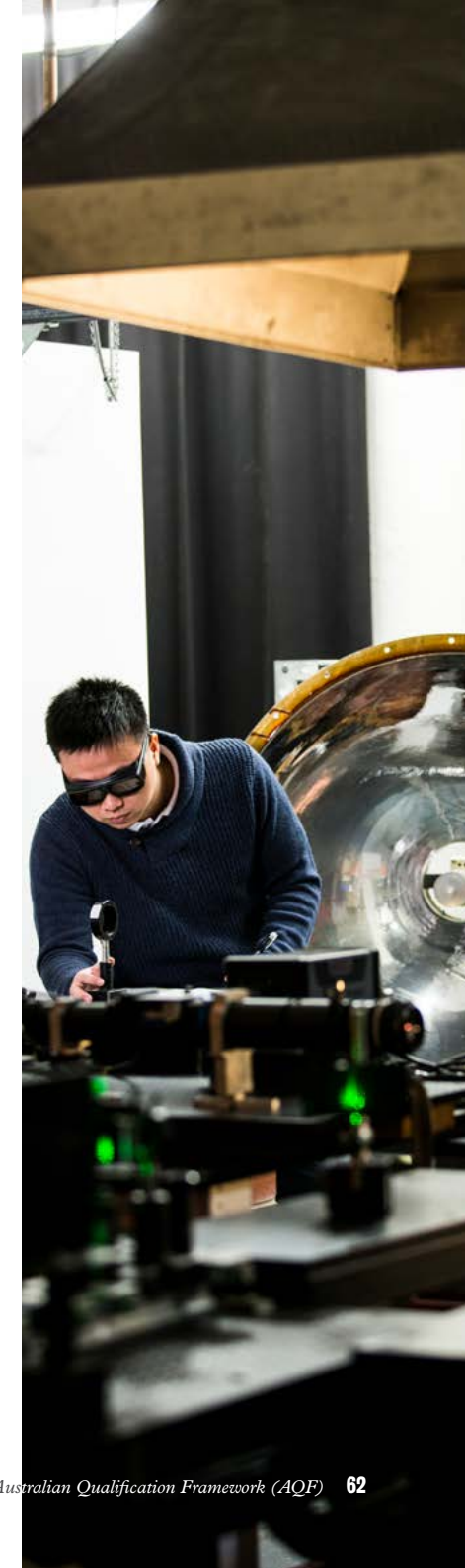
THE AUSTRALIAN QUALIFICATION FRAMEWORK (AQF)

Further insight into the skills and learning outcomes you have achieved by completing your research degree can be obtained by viewing the Australian Qualifications Framework (AQF) specifications for your level of qualification.

All University of Adelaide research degrees comply with the Australian Qualifications Framework (AQF). The AQF is the national policy for regulated qualifications in Australian education and training.

It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. The AQF ensures that employers, educational institutions and students all have an understanding of the standards required to attain an AQF compliant qualification at any given level. The AQF standards range from certificate 1 qualifications (AQF Level 1) to master degrees by research (AQF Level 9) and doctoral degrees (AQF Level 10).

Further information about the AQF and the specifications and learning descriptor outcomes for each AQF level of qualification is available at: www.aqf.edu.au



APPENDICES

Appendix 1: Access privileges for Higher Degree by Research students outside candidature

Appendix 2: Responsibilities

Appendix 3: Insurance for Higher Degree by Research (HDR) Candidates

Appendix 4a: Rules for a jointly awarded Doctor of Philosophy (including cotutelle)

Appendix 4b: Information sheet jointly awarded PhD program (including cotutelle)

Appendix 5: Expectations in supervision

Appendix 6: Master by research grade, mark ranges and descriptor



APPENDIX 1

Access privileges for Higher Degree by Research students outside candidature

This information is intended to provide heads of school, postgraduate coordinators and Higher Degree by Research (HDR) students with information on what is considered appropriate practice for HDR students outside of their formal candidature. Students who are formally enrolled in an HDR program, and who abide by the associated rules and regulations, are entitled to the privileges associated with active candidature.

These privileges include:

- access to IT services
- use of the University library
- defined building access
- postgraduate insurance cover
- the issuance of a University card.

HDR students outside candidature

There will be some instances where it is desirable to allow a student who is not currently enrolled some or all of the privileges associated with active candidature. This would be in the following instances:

1. For pre-candidature HDR students who arrive before the commencement of their candidature at the invitation of the relevant academic area, where that support may assist with their orientation to the University. Where these students arrive without an invitation, the head of school may choose to authorise the issue of a University card, at their discretion.
2. For HDR students who are intermitted or have lapsed or suspended candidature where such privileges might facilitate the completion of their degree, they may be afforded rights as an approved visitor to the University, on the authorisation of the head of school.

3. For post-candidature HDR students who have been awarded their degree and are voluntarily contributing to University research and publications, they may be afforded rights as an approved visitor to the University, on the authorisation of the head of school.

Responsibilities

It is the responsibility of the student to request access, utilising the appropriate forms, and the responsibility of heads of school to consider such requests.

1. Information Technology and Digital Services

Technology services visitor access is used to provide access to University online services, desktop computers, files and printers for people who are not staff or students, but who have a defined relationship with the University. This includes visiting academics, contractors, researchers and volunteers. Visitor accounts are active for a maximum of 12 months. More information is available at: www.ua.edu.au/technology/your-services/accounts

2. Use of the University library

The University library may grant borrowing privileges to those outside their candidature period provided that you retain a valid IT account. Further information is available on the web at: www.ua.edu.au/library/library-services/membership

3. Building access

Card services process all valid requests for building access. If you require building access to a particular area when you are outside candidature, see your school office

for assistance. To be given visitor access, the Access Request form must be signed by an 'Access Control Delegate' and forwarded to Card services in person for processing. Further information is available at: www.ua.edu.au/ask-adelaide/services/id-cards

4. Insurance

Only students who are formally enrolled in an academic program are covered by general University insurance. This includes students who arrive at the University before the commencement of their candidature at the invitation of the relevant academic area, and who are eligible for a University card. Note that cards will not usually be issued more than four weeks before the commencement of candidature.

As a condition of obtaining a student visa, international students are required to have Overseas Student Health Cover: <https://international.adelaide.edu.au/life-on-campus/support-services#medical-services-andoverseas-student-health-care-oshc>

Students who arrive at the University before the commencement of their candidature without an invitation from the relevant academic area, or who are on leave of absence, lapsed, or suspended in candidature are not covered by general University insurance. It is also important to note that 'visitors' to the University are also not covered by general University insurance. Students who have been awarded their degree and are 'providing services whilst under the direction or control of the University' (e.g. voluntarily contributing to University research and publications) are covered by the University's Personal Accident Insurance. This includes necessary direct

travel between the volunteer's normal place of residence or employment at the place of voluntary activities. Volunteers are provided with indemnity under the University Public Liability Policy for action or lack of action on their part during activities associated with their University volunteer role, which results in a loss, damage or injury to a third party, providing that there is no criminal intent. Note that this cover is specific to volunteers and differs from that available to formally enrolled students. Further information on University insurance is available by contacting the Legal and Risk Branch or at: www.ua.edu.au/legalandrisk/insurance

5. University card

Only students enrolled in academic programs or courses offered by the University of Adelaide are eligible for the University of Adelaide Identity Card. University cards will not usually be issued more than four weeks before the commencement of candidature. A visitor card can be authorised by your School if you are outside candidature. Further information is available at www.ua.edu.au/ask-adelaide/services/id-cards

APPENDIX 2 Responsibilities

Research training at the University involves the active participation of both staff and students. The responsibility for ensuring that it is conducted in the most efficient and effective manner is shared by all parties: the University, the faculties, schools, staff and students, all have obligations to each other.

The responsibilities of the various participants are summarised in the following sections.

Glossary of terms

The terms used in this Appendix are defined at the front of the Research Student Handbook. An extract of the key definitions is provided below for convenience. The Adelaide Graduate Centre is the area responsible for the management and administration of research education at the University.

Candidate is a person enrolled for a Higher Degree by Research of the University of Adelaide. The terms candidate and student are used interchangeably in this document.

Co-supervisor refers to a member of the supervisory panel who is a University staff member or titleholder and who is not the principal supervisor.

External supervisor refers to a member of the supervisory panel who is not an academic staff member or titleholder of the University and who is not the principal supervisor (includes casual staff, professional staff and visitors).

Higher Degree by Research (HDR) refers to any master or doctoral degree (PhD/ professional doctorate/ combined degree) that comprises a minimum of two-thirds of its assessable content by research.

Principal supervisor refers to a member of the supervisory panel who is a University staff member or titleholder of the school/ discipline in which the student is enrolled and who has been appointed by the head of school to have the primary responsibility for the supervision of a candidate.

School refers to the academic organisation unit in which Higher Degree by Research students are enrolled; this may be a school or discipline depending on the structure of the faculty concerned.

Responsibilities of the University and faculties

The University has the responsibility to establish a policy framework within which faculty-specific and school-specific policies can be developed. The University is responsible for establishing and/or implementing general policies in relation to:

- 1.1 clearly specified entry standards which apply regardless of discipline, and are set to ensure that given adequate commitment, enrolling doctoral and master's by research students will have the capacity to succeed within three to four years and one-and-a-half to two years respectively
- 1.2 defining existing and potential areas of research strength, for the purpose of allocating Australian Postgraduate Awards and Research Training Scheme places (as required by the Australian Government)
- 1.3 the establishment of Jointly-awarded agreements between the University of Adelaide and quality overseas/ Australian institutions for the award of the Doctor of Philosophy
- 1.4 providing access to physical facilities and resources which, while varying between different parts of the University, will conform to the specified minimum standard defined in the Core Component of the Structured Program
- 1.5 provision of training in the responsible conduct of research
- 1.6 ethics clearance procedures concerning research in the areas of human participants, animals, genetically modified organisms and hazardous materials
- 1.7 intellectual property
- 1.8 reviews of progress
- 1.9 privacy: the University is required to ensure the privacy of its students in accordance with the University's privacy policy: www.ua.edu.au/policies/62
- 1.10 providing consumer protection to international students studying in Australia, in accordance with the Education Services for Overseas Students (ESOS) Act 2000

- 1.11 monitor enrolment load of student visa holders and report changes to enrolment status to the Department of Home Affairs (DHA)
- 1.12 grievances, complaints and appeals
- 1.13 ensuring the quality of supervision in compliance with the Australian Council for Graduate Research Good Practice Guidelines for Quality Graduate Research Supervision in conjunction with the Graduate Research Good Practice Principle 5: www.acgr.edu.au/good-practice/graduate-research-good-practice-principles
- 1.14 examination of Higher Degrees by Research
- 1.15 the right of Higher Degree by Research students to hold a research grant.

Responsibilities of the faculties

Faculties are expected to:

- 2.1 convey issues relating to Higher Degree by Research matters arising in the faculty, to the Research Education and Development Committee (REDC) and conversely, to convey decisions and relevant information relating to Higher Degree by Research matters discussed by the REDC, to the Faculty Higher Degrees Committee and through them to those with responsibilities for postgraduate matters within the schools
- 2.2 ensure that schools offer a quality structured program, including an induction, and a range of Career and Research Skills Training (CaRST) activities for all commencing Higher Degree by Research students
- 2.3 give consideration to the feasibility of providing CaRST activities that are complementary to the locally provided school level structured programs
- 2.4 ensure that schools implement the policies and processes detailed in this publication
- 2.5 nominate supervisors (including external and affiliate supervisors), in accordance with the Supervisor Register Policy.

Responsibilities of the head of school

The head of school has the ultimate responsibility for the quality of supervision and the provision of resources for all Higher Degree by Research students within the school. It is the responsibility of the head of school to ensure that:

3.1 Appointment of postgraduate coordinators

- i. In each school a postgraduate coordinator who is an experienced, motivated academic staff member with the confidence of the postgraduate students is appointed
- ii. the time and commitment required to be an effective postgraduate coordinator is recognised and considered when assigning other responsibilities to that staff member.

3.2 Appointment of supervisors

- i. a high-quality panel of registered supervisors, not exceeding three in number is provided and maintained throughout the research period for both internal and external candidates, in accordance with the Supervisor Register Policy
- ii. no supervisor is assigned to more students than their category and level in the Register permits and this includes commitments to both principal supervision and co-supervision
- iii. registered supervisors are only assigned to students who are studying for a degree less than or equal in status to their own highest qualification, noting that a prospective supervisor who does not hold a PhD may be approved to supervise by the Dean of Graduate Studies where they are able to demonstrate equivalent research experience and is active in research and publishing in, or otherwise making original contributions to, a relevant field or discipline. At minimum, the experience should include a sound record of publication and over the last five years meet the minimum requirements for at least one research quality measure and at least one research output measure equal to a Level C academic in the discipline as specified on the relevant Adelaide Academic Role Statement.
- iv. supervisors are not assigned to, or permitted to remain on, a student's supervisory panel if they are enrolled in a Higher Degree by Research program, unless approval has been sought from the Dean of Graduate Studies in accordance with the guidelines: www.ua.edu.au/graduatecentre/sshdr

- v. both new and existing supervisors undertake ongoing staff development in supervision and that supervision outcomes should be included in staff performance and planning reviews
- vi. under normal circumstances, contract employees or titleholders (including postdoctoral researchers) are not permitted to supervise in the capacity of principal supervisor where the tenure of their appointment is less than that of the student's candidature
- vii. external supervisors and titleholders are fully informed of their responsibilities as outlined in this handbook and are provided with the same opportunities as University of Adelaide employees to attend ongoing professional development in supervision.

3.3 Before admitting a student to candidature

- i. the student meets the requirements set down by the University for admission to candidature
- ii. the proposed research project is appropriate for the degree
- iii. the school is appropriate for the research to be undertaken, and has the space, facilities, supervision and resources that the work may require.

3.4 At the beginning of candidature

- i. all commencing research students are provided with an adequate induction to the school
- ii. each student has written guidelines (and where needed, training) concerning ethical and safety procedures appropriate to their field of research
- iii. students are made aware that the development component of the structured program requires the completion of 120 hours of Career and Research Skills Training (CaRST) activities for PhD students and 60 hours for Master of Philosophy students prior to thesis submission
- iv. by the time of candidature confirmation there is a sufficient pool of examiners available to examine the proposed thesis
- v. unsatisfactory progress is identified and addressed in accordance with the procedures defined in this handbook and the Student Grievance Resolution Process.

3.5 During candidature

- i. a range of CaRST activities is provided for all Higher Degree by Research students within the school and students are directed to engage with University and Faculty CaRST offerings
- ii. opportunities are provided for students and staff to interact and develop profitable intellectual relationships with one another
- iii. an appropriate procedure is established for dealing with unresolved conflict between supervisor(s) and student(s), in line with University policy vi. unsatisfactory progress is identified and addressed in accordance with the procedures defined in this handbook and the Student Grievance Resolution Policy and associated Student Grievance Resolution Process.

3.6 At the time of submission certifying that:

- i. the thesis is prima facie worthy of examination both in terms of its content and its presentation relative to the standards specified in the Academic Program Rules for the degree
- ii. the student has satisfactorily completed any coursework requirements
- iii. the student has satisfactorily completed their Career and Research Skills (CaRST) requirements (PhD and MPhil students only)
- iv. the thesis is within the maximum allowable word length for the program
- v. the student has abided by the University's policies with regard to assistance and editing and the inclusion of appropriate acknowledgements within the thesis
- vi. the student has lodged all the original data or primary research materials associated with their research with the school, as required under the Australian Code for the Responsible Conduct of Research: www.ua.edu.au/research-services/ethics-compliance-integrity/research-integrity

Responsibilities of the Postgraduate Coordinator

Under the direction of the head of school, the postgraduate coordinator will oversee Higher Degree by Research matters within the school by:

4.1 Communication

- i. notifying the Adelaide Graduate Centre of their details on appointment, together with the name of the postgraduate coordinator that they are replacing, by email to graduate.centre@adelaide.edu.au so that up-to-date email and web lists of postgraduate coordinators can be maintained
- ii. maintaining membership of the postgraduate coordinators' mailing list 'PGCnet' pgcnet-v.agc@adelaide.edu.au for the entire term of appointment to ensure that important information regarding Higher Degree by Research student matters is received from the Adelaide Graduate Centre
- iii. ensuring that relevant information regarding Higher Degree by Research matters (e.g. from the Adelaide Graduate Centre via the postgraduate coordinators' mailing list) is distributed to all postgraduate research students and that any requests by the Adelaide Graduate Centre are acted upon by students and staff where applicable.

4.2 Student Support

- i. assisting HDR students to resolve any questions or problems they may be experiencing, either directly or by referral to the relevant areas
- ii. advising HDR students on their options for reporting incidences of sexual assault and harassment and referral to the University's counselling service for safe and confidential support in managing the effects of sexual violence: www.ua.edu.au/counselling/sexual-assault-support
- iii. undertaking such training as required by the Dean of Graduate Studies for the purposes of fulfilling the responsibility described in
- iv. responsibility for prospect enquiry management in their area and referral of prospects to potential supervisors
- v. providing students with aggregated information on completion rates and completion times for recent Higher Degree by Research graduates together, where possible, with information on employment destinations.

4.3 At the beginning of candidature:

- i. meeting new Higher Degree by Research students, assisting with the administration of their candidatures and ensuring that they are aware of the responsibilities of the postgraduate coordinator, head of school and their supervisors
- ii. ensuring that commencing Higher Degree by Research students are adequately inducted into their School
- iii. ensuring students in the mixed research and coursework stream of the Master of Philosophy and Master of Clinical Science know where, how and when to complete their coursework enrolment
- iv. advising students of their requirement to complete 120 hours of Career and Research Skills Training (CaRST) activities (for the PhD) and 60 hours (for the MPhil), prior to thesis submission
- v. ensuring students are advised that attendance at the school seminar series is a compulsory part of both the core and development components of the Structured Program
- vi. reviewing and managing unsatisfactory progress identified by the supervisors in accordance with the procedures defined in this handbook and the Student Grievance Resolution Policy and associated Student Grievance Resolution Process.

4.4 During candidature:

- i. coordinating the delivery of the structured program and assisting PhD and MPhil students to complete a skills assessment, develop a viable CaRST Development Plan, and track CaRST activity completion throughout candidature
- ii. ensuring that students in the mixed research and coursework stream of a master by research or combined PhD/ master of philosophy program enrol in and complete the required coursework (including placements where applicable) prior to submitting a thesis for examination (and that any failed or approved alternative courses are repeated on a non-award basis)
- iii. ensuring that students in the mixed research and coursework stream of a master by research or combined PhD/ master of philosophy program are advised, informally, of their coursework results as they are achieved (results will be withheld from students' transcripts until thesis submission)

- iv. helping to resolve problems that may arise between the students and their supervisors, or other members of the school
- v. reviewing and managing unsatisfactory progress identified by the supervisors in accordance with the procedures defined in this handbook and the Student Grievance Resolution Policy and associated Student Grievance Resolution Process
- vi. ensuring that opportunities are provided for students to develop their presentation skills
- vii. ensuring students are notified of any forthcoming conferences and seminars by prominent display of notices and are actively encouraged to attend and participate.

4.5 At the annual review:

- i. interviewing each Higher Degree by Research student during the annual review of progress. (Note that if the postgraduate coordinator is a supervisor, the head of school, or senior academic staff member nominated by the head of school, will undertake this responsibility. If the head of school is also a supervisor, another senior academic within the school, should be asked to assume this responsibility)
- ii. interviewing supervisors separately as part of the annual review of progress where problems or issues have been identified during the review process that require resolution.

4.6 Reviews of progress:

- i. participating in each candidate's progress reviews and addressing any academic and CaRST completion progress issues or impediments to progress as they arise, to the extent delegated by the head of school.

4.7 At the time of submission ensuring that prior to signing the certification of thesis for examination form:

- i. the thesis is prima facie worthy of examination both in terms of its content and its presentation relative to the standards specified in the Academic Program Rules for the degree
- ii. the student has satisfactorily completed any coursework requirements
- iii. the student has satisfactorily completed any CaRST requirements

- iv. the student has satisfactorily completed any industry placement requirements
- v. the thesis is within the maximum allowable word-length for the program
- vi. the student has abided by the University's policies with regard to assistance and editing and the inclusion of appropriate acknowledgements within the thesis
- vii. the student has lodged all the original data or primary research materials associated with their research with the School, as required under the Australian Code for the Responsible Conduct of Research.
www.ua.edu.au/research-services/ethics-compliance-integrity/research-integrity

- the 'Australian Code for the Responsible Conduct of Research' and the University's Responsible Conduct of Research Policy: www.ua.edu.au/research-services/ethics-compliance-integrity/research-integrity
- the Research Data and Primary Materials Policy: www.ua.edu.au/policies/4043
- University and faculty policies concerning health, safety and wellbeing to ensure that students are not endangered or injured in the course of conducting their research, including: www.ua.edu.au/policies/153
- The University's Research Freezer Management Policy: www.ua.edu.au/policies/4123
- the University's Intellectual Property Policy: www.ua.edu.au/policies/1263
- the University's Copyright Compliance Policy: www.ua.edu.au/policies/2643
- the University's policies concerning animal ethics, human ethics and genetically modified organisms: www.ua.edu.au/research-services/ethics-compliance-integrity/research-integrity
- the University's Privacy Policy and Management Plan: www.ua.edu.au/policies/62
- the University's Academic Honesty Policy: www.ua.edu.au/policies/230
- the University's Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy: www.ua.edu.au/policies/64
- Jointly Conferred Higher Degree by Research Awards Policy: www.ua.edu.au/policies/4063
- The Code of Practice in relation to the employment of part-time tutors: <https://arts.adelaide.edu.au/intranet/system/files/2019-01/EmployPTtutorsCoP.pdf>
- the Student Critical Incidents Policy and Procedure: www.ua.edu.au/policies/4363
- the University's Open Access Policy: www.ua.edu.au/policies/4463/
- Student Sexual Assault and Sexual Harassment Prevention and Response Policy: www.ua.edu.au/policies/4523/

- ii. maintaining membership of the supervisor register and participating in on-going professional development in supervision as directed by the school or the Dean of Graduate Studies, which may include one or more of the following:
 - facilitating or attending University based workshops or seminars on supervision
 - serving as a postgraduate coordinator
 - serving as a member of a Working Party of the Research Education and Development Committee
 - reading of web-based supervisory materials and undertaking related activities
 - attending and contributing to an internal School or Faculty seminar on supervision
 - attending and/or presenting at a conference on postgraduate supervision
 - conducting research or submitting material for publication in the area of supervision
 - mentoring of early career researchers in regard to good supervisory practice
- iii. providing academic guidance to students at all stages of candidature.

Responsibilities of the supervisors

The responsibilities of supervisors are detailed below. In all cases, the principal supervisor has the primary responsibility for coordinating the supervisory process. The supervisors have responsibilities that include:

5.1 Commitment to providing high quality supervision

- i. becoming familiar with and abiding by the University's Academic Program Rules and the policies and procedures governing research degrees, including, but not limited to:
 - The University's Code of Conduct Policy: www.ua.edu.au/policies/2323
 - The University's Behaviour and Conduct Policy and associated procedures, including the Relationships with Students procedure: www.ua.edu.au/policies/3863
 - The Admission to Research Programs Policy: www.ua.edu.au/policies/4203
 - the University's Supervisor Register Policy: www.ua.edu.au/policies/2063
 - the Guidelines for Simultaneous Supervision and HDR Enrolment: www.ua.edu.au/graduatecentre/sshdr
 - The Student Health Assessment and Leave Policy: www.ua.edu.au/policies/3903
 - the University's Student Critical Incidents Policy: www.ua.edu.au/policies/4363

5.2 Communication

- i. before discussing/offering supervision to an applicant or prospective applicant, ensuring that the category and level of membership to the Supervisor Register and available capacity to supervise, is sufficient to do so
- ii. where the applicant is a Citizen of a country that is subject to autonomous sanctions, ensuring an accurate risk assessment is provided on the HDR Compliance Assessment Form (Autonomous Sanctions) during the admissions process
- iii. responding to enquiries from prospective applicants in a timely manner
- iv. discussing any plans to enrol in a HDR program with the relevant stakeholders and seeking the relevant approval from the Dean of Graduate Studies prior to commencement. See the 'Guidelines for Simultaneous Supervision and HDR enrolment' for further information: www.ua.edu.au/graduatecentre/sshdr

- v. maintaining membership of the Higher Degree by Research supervisors mailing list ‘HDR Supervisors’ [hdrsupervisors.agc@list.adelaide.edu.au](mailto:hdrs Supervisors.agc@list.adelaide.edu.au) for the entire term of the supervisory appointment to ensure that important information regarding Higher Degree by Research student matters is received from the Adelaide Graduate Centre
- vi. assisting students to resolve any questions or problems they may be experiencing, either directly or by referral to the relevant areas.

5.3 At the beginning of candidature

- i. arranging a meeting with the student at the commencement of candidature to clarify their respective roles, responsibilities and expectations throughout the candidature (completion of the Expectations in Supervision scale is recommended, refer to **Appendix 5** of the Research Student Handbook)
- ii. determining a program of research and study in consultation with the student that is capable of being completed by a competent and well-supervised Doctoral or Masters research student within three to four years or one and a half years to two years (of full-time equivalent candidature) respectively. The research topic should be agreed prior to enrolment where possible
- iii. ensuring that all students in the mixed research and coursework stream of the Master of Philosophy/ Master of Clinical Science are counselled in their selection of elective coursework units to the total value of 15 units
- iv. suggesting ways that the student can make the most effective use of their time. This will involve discussing the nature of research with the student, the standard and timeframe expected for particular degrees, the choice of the research topic, the requirements of the Career and Research Skills Training (CaRST) program, planning of the research program, the availability of library resources in the field, bibliographical and technical assistance and applying for ethical or other clearance(s) where this is required
- v. identifying at the outset if the proposed research topic builds on pre-existing University IP (Special Case A), or is being carried out for or in conjunction with an external third party whether under a separate formal agreement or not (Special Case B), and, if this is the case, ensuring that the student is aware of the requirement to assign their IP to the University in order to proceed with the project

- vi. completing the minimum resources proforma in consultation with the student at the commencement of his or her candidature.

5.4 During candidature

- i. meeting with, or otherwise contacting the student at least once per fortnight and ensuring that the student takes notes at these scheduled meetings which are later circulated to all members of the supervisory panel
- ii. providing appropriate academic support throughout the candidature to enable the student to achieve their highest standard
- iii. ensuring that the research methods and outcomes of students under their supervision are appropriate and valid
- iv. carefully monitoring the performance of the student relative to the standard required for the degree, and ensuring that inadequate progress or work below the standard generally expected is brought to the student’s attention. Supervisors should assist with the development of solutions to problems as they are identified; these may include transfer to a lower level program or withdrawal
- v. assisting the student to complete a skills assessment and formulate a Career and Research Skills Training (CaRST) Development Plan that will ensure completion of all required activity hours by thesis submission and monitoring completion of CaRST activities during milestone and other progress reviews to ensure that progress is adequate
- vi. Counselling against and refraining from suggesting, any commitment to undertake work or activities in excess of CaRST requirements that are likely to impede the progress of their research or ability to complete within 3–3.5 years for a PhD or 1.5–2 years for a Master by Research
- vii. applying to the Adelaide Graduate Centre for an extension of the due date for a candidature milestone (e.g. the annual review or core component of the structured program), where the student is unable to complete the milestone in the expected timeframe for reasons beyond their control
- viii. using the regular reporting procedures established by the University as the minimum means by which any difficulties and problems discussed with the student during the year are noted, indicating the action taken or advice given. If the problem is not resolved, the postgraduate coordinator, in the first instance, should

be involved. Where the postgraduate coordinator is also the student’s supervisor, the head of school should be contacted directly. Similarly, if the head of school is also the student’s supervisor and/ or the postgraduate coordinator, the deputy head of school or another senior academic staff member of the school should be involved. The head of school (or deputy head) and the Dean of Graduate Studies should be notified, in writing, of continuing problems between reporting periods

- ix. reporting at the annual reviews of progress whether the resources provided in the previous term (as detailed in the minimum resources proforma) were adequate AND renegotiating the resource requirements for the year ahead, ensuring that any modifications are detailed on the annual review of progress form
- x. requiring written work from the student on a prearranged and agreed schedule so that progress can be assessed at regular intervals
- xi. providing a constructive and critical assessment of the student’s written work. In each instance, an appropriate turnaround time should be established for assessment (generally this would not exceed four weeks)
- xii. supporting the students in relation to outside organisations and funding agencies; ensuring appropriate access to school facilities and reminding the students of the necessity to advise the Adelaide Graduate Centre of any proposed changes in their candidature (e.g. change of research topic, change of supervisor(s), request for leave of absence, request for study leave)
- xiii. advising the Adelaide Graduate Centre in the event that the student fails to maintain adequate attendance or to return from leave on the expected date so that candidature and any scholarship payments may be suspended and, in the case of an international student, the Department of Home Affairs notified.

5.5 During the later stages of candidature

- i. commenting on the content and on drafts of the thesis in a timely manner
- ii. advising the head of school and the Dean of Graduate Studies, of the names, addresses and credentials of suitable examiners as soon as possible after the student has lodged their notification of intention to submit, and, at the latest, at the time of certifying the thesis for examination

- iii. advising the head of school and the Dean of Graduate Studies, of additional suitable examiners within two weeks of a request by the Adelaide Graduate Centre, in the event that they are required to complete the examination process
 - iv. providing career advice and assistance to the student as appropriate.
- 5.6 At the time of submission ensuring that prior to signing the certification of thesis for examination form:
- i. the thesis is prima facie worthy of examination both in terms of its content and its presentation relative to the standards specified in the Academic Program Rules for the degree
 - ii. the student has satisfactorily completed any coursework requirements
 - iii. the student has satisfactorily completed any CaRST requirements (following sighting of evidence provided)
 - iv. the student has satisfactorily completed any industry placement requirements
 - v. the thesis is within the maximum allowable word length for the program
 - vi. the student has abided by the University's policies with regard to assistance and editing and the inclusion of appropriate acknowledgements within the thesis
 - vii. the student has lodged all the original data or primary research materials associated with their research with the school, as required under the Australian Code for the Responsible Conduct of Research. www.adelaide.edu.au/research-services/ethics-compliance-integrity/research-integrity
- 5.7 Where the thesis is considered to be unacceptable for examination in its current form, advising the student of the reasons for the determination and participating fully in any dispute resolution process subsequently initiated by the student.

Responsibilities of research candidates

The responsibilities of research students include:

6.1 Communication

- i. ensuring that contact details are kept up to date on Access Adelaide
- ii. ensuring that email forwarding is set up to forward University emails from the campus email address to the preferred email address, where the preferred email address is not the campus address.

6.2 At the beginning of candidature

- i. reading, becoming familiar with, and abiding by, the academic program rules governing the research program; the Research Student Handbook and all University policies and administrative processes relevant to Higher Degree by Research students including, but not limited to:
 - the University's Behaviour and Conduct Policy, together with the associated procedures including the Relationships with Students procedure: www.ua.edu.au/policies/3863
 - the Student Health Assessment and Leave Policy: www.ua.edu.au/policies/3903/
 - the University's Student Critical Incidents Policy: www.ua.edu.au/policies/4363/
 - the University's Academic Integrity Policy: www.ua.edu.au/policies/230
 - the Admission to Research Programs Policy: www.ua.edu.au/policies/4203
 - the 'Australian Code for the Responsible Conduct of Research' and the University's Responsible Conduct of Research Policy: www.ua.edu.au/research-services/ethics-compliance-integrity/research-integrity
 - the Research Data and Primary Materials Policy: www.ua.edu.au/policies/4043
 - University and faculty policies concerning health, safety and wellbeing to ensure that students are not endangered or injured in the course of conducting their research, including: www.ua.edu.au/policies/153
 - the University's Research Freezer Management Policy: www.ua.edu.au/policies/4123

- the University's Intellectual Property Policy: www.ua.edu.au/policies/1263
 - the University's Copyright Compliance Policy: www.ua.edu.au/policies/2643
 - the University's policies concerning animal ethics, human ethics and genetically modified organisms: www.ua.edu.au/research-services/ethics-compliance-integrity
 - the University's Privacy Policy and Management Plan: www.ua.edu.au/policies/62
 - the Guidelines for Simultaneous Supervision and HDR Enrolment: www.ua.edu.au/graduatecentre/currentstudents/forms#managing-yourcandidature
 - the University's Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy: www.ua.edu.au/policies/64
 - Jointly Conferred Higher Degree by Research Awards Policy: www.ua.edu.au/policies/4063
 - The Code of Practice in relation to the employment of part-time tutors: <https://arts.adelaide.edu.au/intranet/system/files/2019-01/EmployPTtutorsCoP.pdf>
 - Guidelines on Access Privileges for HDR Students Outside Candidature, refer to **Appendix 1** of this Handbook
 - the University's Open Access Policy: www.ua.edu.au/policies/4463/
- ii. becoming familiar with faculty and school information including resources, facilities, funding allowances and postgraduate representation on committees
 - iii. selecting supervisors with the assistance of the postgraduate coordinator or head of school and accepting reasonable offers of supervision facilitated by the University
 - iv. selecting an appropriate research topic with the assistance and advice of the postgraduate coordinator or head of school for which the University is capable of providing adequate supervision
 - v. initiating discussions with the supervisors concerning the type of supervisory assistance that is preferred.

6.3 During candidature

- i. pursuing research diligently, at a high standard and without interruption as far as possible, to ensure completion within the timeframe allowed for the degree
- ii. completing a skills assessment and formulating a Career and Research Skills Training (CaRST) Development Plan that will ensure completion of all required activity hours by thesis submission (120 hours for PhD students and 60 hours for Master of Philosophy students) and actively participating in and recording evidence of completion of CaRST activities throughout candidature to ensure that evidence of program completion can be supplied at thesis submission or prior
- iii. where approved to undertake an industry placement, complying with the terms and conditions of the placement including the requirement to maintain a full-time enrolment status where in receipt of a scholarship
- iv. adopting at all times, safe working practices relevant to the field of research and adhering to the ethical practices appropriate to the discipline
- v. obtaining an ORCID and linking it to Aurora, the University's publication management system
- vi. ensuring that your principal supervisor has obtained any required ethics approval prior to your commencement of research
- vii. keeping to an agreed schedule of meetings that will ensure regular contact with the supervisors
- viii. taking notes during each scheduled meeting with the supervisor(s) and circulating them to all members of the supervisory panel afterwards
- ix. maintaining the progress of research in accordance with the University's and the supervisors' expectations, including in particular, completing all milestones and progress reviews by their due dates and presenting any required written material to the supervisors (e.g. drafts of the thesis or publications) in sufficient time to allow for comments and discussions
- x. maintaining regular attendance of and participation in the school's seminar program
- xi. accepting reasonable offers of alternative supervision facilitated by the University where required as a result of staff departures, absences (exceeding one month) and conflict with a supervisor(s) that have not been resolved by mediation or which are deemed unsuitable for mediation
- xii. requesting that the principal supervisor apply to the Adelaide Graduate Centre for an extension of the due date of any candidature milestone or progress review that cannot be completed on time, for reasons beyond the control of the student
- xiii. completing and lodging the appropriate paperwork with the Adelaide Graduate Centre when seeking approval to change the conditions of candidature or scholarship
- xiv. applying (in advance where possible) for leave of absence from candidature during any periods, to a maximum of 12 months, where it is not possible to work at full capacity
- xv. returning to study on the approved date following an approved leave of absence and notifying the Adelaide Graduate Centre of resumption of studies by lodging a notification of return from leave of absence within two weeks
- xvi. notifying the Adelaide Graduate Centre and supervisors promptly of withdrawal from candidature
- xvii. taking the initiative in raising problems or difficulties and sharing responsibility for seeking solutions
- xviii. discharging all financial obligations to the University promptly.

6.4 During the later stages of candidature:

- i. accepting responsibility for producing the final copy of the thesis and ensuring that both content and presentation are in accord with the relevant requirements
- ii. ensuring that a University of Adelaide by-line is included in all research publications which result during or after candidature from the product of research undertaken at the University and that any funding contributions from the Australian Government or other stakeholders are detailed

- iii. where there is disagreement with the supervisor(s) regarding the readiness of the thesis for examination, and the student still wishes to submit that thesis for examination, instigating dispute resolution procedures in accordance with the section of the handbook entitled 'Submission against the advice of your school'.

APPENDIX 3 Insurance for Higher Degree by Research (HDR) candidates

The University provides the following insurance cover for Higher Degree by Research candidates for all University approved activities, including placements, during the period of their enrolment. A student who is on leave of absence (or suspended), is not insured during this period.

Personal accident insurance

- Provides personal accident cover for HDR candidates undertaking any activity organised by, approved by or under the control of the University, including participation in sporting events as a financial member of the University Sports Association. The personal accident policy provides cover for non-Medicare related expenses.

Travel Insurance

- Provides insurance for HDR candidates undertaking travel authorised by the University.
- Funding to meet the cost of the travel does not have to be sourced from the University but the University must authorise the travel.
- The travel insurance policy includes for personal travel time providing it does not exceed 50% of the travel time and is not greater than 28 days.
- The insurance is provided for the HDR candidate and can provide cover for spouse or children. Please contact helpdesklegal@adelaide.edu.au for further information.
- The insurance is for a time limit of 180 days any period longer than this time limit requires separate insurance arrangements; postgraduate students are able to be covered for up to 365 days by contacting Legal and Risk.

Public liability

1. Provides indemnity for the University where HDR candidates enter into arrangements that require interface with a third party and loss, damage or injury is experienced by the third party arising from the actions of the HDR candidate
2. The arrangement with the third party must be by written agreement between the University and the third party where the University agrees to indemnify the HDR candidate
3. Should the HDR candidate suffer a loss, damage or injury which is a result of negligence or failure on the part of the third party the agreement should provide for the third party to have public liability insurance that enables the HDR candidate to claim against the third party insurance policy.

Professional indemnity

Provides indemnity for an HDR candidate in the provision of professional advice under a University approved contractual agreement with a third party.

Information guides are available on the levels of cover provided. These can be accessed through the University intranet under Legal and Risk – Insurance: www.ua.edu.au/legalandrisk/insurance/insurance-guides-and-certificates

Enquiries may be directed to the help desk in the first instance: helpdesklegal@adelaide.edu.au



APPENDIX 4A

Rules for jointly awarded Higher Degree by Research (HDR) programs (including cotutelle)

1. Where there is sound academic reason and the Academic Program Rules for the degree permit, the University may, on advice from the Pro Vice-Chancellor (International) and the Dean of Graduate Studies, permit a student to enrol simultaneously in an HDR at the University of Adelaide and at a second overseas university under a joint award agreement
2. Any approved 'agreement' must clearly define the roles of the two member universities, either as the institution of primary enrolment or the institution of partner enrolment.
3. The primary institution should be responsible for the management of candidature and ensuring that deadlines and goals are met.
4. An 'agreement' shall apply only to an individual student and must be compatible with the Rules for the relevant HDR program at the University of Adelaide, and the Jointly Conferred Higher Degree by Research (HDR) Awards Policy: www.ua.edu.au/policies/4063
5. The Nature of an agreement
 - 5.1 The Research Education and Development Committee will be responsible for the detailed requirements of a jointly awarded HDR Agreement.
 - 5.2 Notwithstanding rule 5.1, an agreement must specify the requirements pertaining to:
 1. arrangements for fees
 2. scholarships and stipends
 3. supervision
 4. language in which the thesis will be written and defended
 - 5.3 details of the examination process and the selection of examiners
 - 5.4 This agreement will supplement but not replace the need for formal admission to the University.
 - 5.5 The agreement must be in place no later than the end of the first year of full-time equivalent study.
6. Supervision
 - 6.1 A candidate seeking enrolment in a jointly awarded HDR program, must have as their principal supervisor, a member of the University's Supervisor Register who is an employee of the University; University titleholders are ineligible to undertake the principal supervision of a candidate in a jointly awarded program.
7. Withdrawal from Candidature
 - 7.1 A candidate may withdraw from a jointly awarded HDR program at any time prior to thesis submission.
 - 7.2 Where the candidate's primary institution is the University of Adelaide, they may transfer their enrolment into a relevant University of Adelaide Higher Degree by Research subject to the applicable academic program rules.
8. The thesis
 - 8.1 The thesis will be written in English; unless approval to write in it a different language is acknowledged at the time the candidature agreement is accepted.
 - 8.2 When permission is granted to produce a thesis in a language other than English, the thesis will include a substantial summary in English. Conversely if the thesis is written in English, a substantial summary will be written in the language of the other participating university.
9. Conduct of examinations
 - 9.1 An agreement will not include an examination process less rigorous than that required under the Rules for the relevant HDR program at the University of Adelaide.
 - 9.2 Examiner's reports (original) must be submitted in English irrespective of the language in which the thesis is written.
10. Outcome of examination
 - 10.1 A candidate who meets all the examination criteria under an agreement shall be eligible for the award of the relevant jointly awarded HDR degree from both participating institutions.
11. The nature of the degree certificate The degree certificate issued to graduates who have undertaken a HDR program under a jointly awarded degree agreement including a cotutelle agreement shall read: "Conferred as a single degree under joint ['name of program'] program between the University of Adelaide and the ['University of XXX']. This requirement must be specified in all jointly awarded degree agreements, including cotutelle agreements.
12. 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 1–11 above.

APPENDIX 4B

Information sheet for jointly awarded Higher Degree by Research (HDR) programs (including cotutelle)

What is a jointly awarded HDR program?

A jointly awarded HDR program allows approved HDR students to be supervised jointly by academics from the University of Adelaide and academics from another approved collaborating university, either within Australia or overseas. These HDR students are enrolled concurrently at the two universities for the entire period of their program and they spend at least one year in each university.

At the conclusion of their study, and the successful completion of all requirements for the joint PhD program, they receive a single degree awarded jointly by the two institutions. The resulting testamur will clearly reflect the joint nature of the program and that the degree is jointly awarded by the partner institutions.

Each student's program takes place under an Agreement which needs to be drawn up for each student between the two institutions. This Agreement sets out in detail the terms and conditions for joint supervision, candidature milestones, finance details (ie scholarships, stipends, fees etc) and examination. The candidate normally pays fees at one institution only. It is very important for a student to carefully read and understand the conditions specified in the proposed Agreement before committing to the program as many joint PhD programs have special conditions attached. These conditions sometimes require candidates to go above and beyond the University of Adelaide's standard PhD requirements. For example, many European and English universities require an oral defence of a candidate's thesis. Other institutions, such as the University of Nagoya in Japan, require a certain amount of coursework as part of their HDR joint award program.

What is the intent of a jointly awarded HDR program?

The prime intent of a jointly awarded HDR program is that it forms part of an ongoing or developing cooperative research collaboration between a School or research group in this university and one in another approved university. It enriches candidates' training experiences, exposes them to different educational environments and encourages them to forge personal and professional links that will increase their career prospects nationally and internationally.

Is an HDR jointly awarded program the best fit?

Of course, not all collaboration, whether it be domestic or international needs to be at the level of a jointly awarded HDR program. Study leave is another option for students who wish to undertake fieldwork, research or study towards their degree whilst located outside the University for a period of time, not exceeding 12 months in total. A jointly awarded HDR program will be a more substantial association, a real collaboration in research supervision, which will raise an existing research collaboration to a higher level and see the students involved spend substantial periods of time away from home while physically located at the partner institution, undertaking research for their project. It will provide the best HDR students with additional experience and personal links at an early stage of their career.

Major partner

The University is working closely with a number of key national and international partners for the joint award of HDR degrees. The University is keen to support our existing partnerships with the following institutions:

| Partner university | Fields of research |
|---------------------------------------|--|
| University of Nottingham (UK) | All Faculties/Schools |
| University of Freiburg (Germany) | Cancer and related biology, Paediatric and Reproductive Health |
| Shanghai Jiao Tong University (China) | Life Science and Biotechnology, Engineering |
| University of Nagoya (Japan) | Medicine, Medical Sciences and Biomedical Engineering |
| University of Strasbourg (France) | Professions |

The University of Adelaide also has students enrolled in joint award programs with University of Ottawa (Canada), Ghent University (Belgium), University of Copenhagen (Denmark), University of Birmingham (UK), University of East Anglia (UK) and Universität Hamburg (Germany) and is willing to consider other partnerships.

It's possible to undertake a joint PhD with other universities not listed above, where there's an existing or emerging research collaboration. Such collaboration can be shown through things like co-publications, co-supervision, co-funding relationships, staff exchanges and sabbaticals, and joint presentations.

What are the benefits of enrolling in an international jointly awarded HDR program?

Candidates can broaden their research career with an international joint PhD for maximum local, national and global impact. Specifically, a jointly awarded HDR program provides a mechanism to:

- study at two high-quality institutions thereby to enhancing two way research collaboration, including recruitment of research students
- facilitate cross-institutional study and enhance the student experience
- work in two countries, experience different cultures and have access to the latest research equipment
- potentially access new funding sources and new field trial locations
- develop professional networks.

What financial support is available to students undertaking a jointly awarded HDR degree?

The funding opportunities depend on the location of the student's primary institution, also known as the home institution. The primary institution' is nominated by the candidate at the time of application and is normally the institution where the candidate lives and will spend the majority of their candidature. The second institution is referred to as the partner institution, or host institution. All candidates must spend a minimum of 12 months full time at their partner or host institution.

Normally students enrolled in a jointly awarded HDR program will only be required to pay course fees to their home or primary institution.

If the University of Adelaide is the home or primary institution the student:

- will normally not be required to pay tuition fees to the partner institution, if there is a mutual agreement between the universities to waive such fees
- may be considered for a living allowance (i.e. stipend) through the University's scholarships program. Recipients of scholarship stipends will normally continue to receive payments while they are undertaking their studies at the partner institution and are located interstate or overseas
- may be considered for the travelling scholarships offered as part of the Adelaide Scholarships Program, such as the Research Abroad Scholarships. Information about the Adelaide Scholarships Program is provided on the Adelaide Graduate Centre website: www.ua.edu.au/graduatecentre/scholarships

There are also a number of strategic scholarships available to support candidates enrolled in a joint PhD program where the University of Adelaide is the home institution. These scholarships are awarded continuously on a competitive basis, until all have been allocated.

If the University of Adelaide is not the home or primary institution, the following funding situation applies:

- University of Adelaide course fees will normally be covered by the University of Adelaide and fees may only be payable to the partner institution (or they may be waived depending on the arrangements with that particular institution)
- students are not eligible to receive a scholarship which provides a living allowance (stipend) from the University of Adelaide. They will therefore need to seek a stipend from another source
- students are not eligible for University of Adelaide Research Abroad scholarships.

All students are encouraged to explore a wide range of funding options. Good starting places are:

- universities participating in the jointly awarded HDR program
- national and regional governments
- overseas embassies and missions
- Hobsons Course Finder Database, an online database of postgraduate scholarships. www.scholarships.acir.com.au

How the application process works

All candidates must meet the University of Adelaide's minimum academic standing required for admission, including English language proficiency. Joint PhD candidates must also meet the corresponding requirements of the partner university in order to be enrolled into a joint PhD program.

Potential joint PhD candidates should contact us at the Adelaide Graduate Centre at least 3 to 6 months prior to the intended commencement date of the joint PhD research project. This will allow the enrolment to be processed, and the necessary documentation to be finalised, in a timely manner.

When setting up a jointly awarded HDR arrangement it is important to keep the following points in mind:

1. A jointly awarded HDR Agreement must be drawn up between the two participating institutions in respect of each candidate, detailing the particular arrangements pertaining to that particular candidature. Normally such agreements take effect from the beginning of a candidature and cover issues such as joint supervision, candidature milestones, finance details (ie scholarships, stipends, fees etc) and examination.
2. The Agreement must list the supervisors who are to undertake the joint supervision. The University of Adelaide supervisor must be an employee of the University (not a Titleholder) and admitted to the University's Supervisor Register.

3. The candidature is to be divided between the two institutions with alternate periods of attendance at each and a minimum of 12 months full-time to be spent researching at each institution.
4. The Agreement must set out the arrangements with regard to payment of fees.
5. There is to be one examination process agreed to by both institutions, and the initial Agreement must detail the procedures that will be followed, including specifying which institution will manage the examination process and whether an oral examination is required. Both Universities must agree to respect the outcome of the agreed examination process.

The application process involves the following main steps:

- enquiry
- application and admission;
- Joint PhD Agreement
- offer and scholarship
- acceptance
- enrolment.

The process is further detailed here on the Graduate Centre's website:

www.ua.edu.au/graduatecentre/future-students/adelaide-research-degrees/jointly-awarded-phds/how-to-apply

Is there anything additional required in the HDR thesis for examination for a joint PhD program?

The thesis will be written in English; unless approval to write in it a different language is acknowledged at the time the joint PhD Agreement is signed. When permission is granted to produce a thesis in a language other than English, the thesis will include a substantial summary of 5,000 to 10,000 words in English. Conversely if the thesis is written in English,

a substantial summary will be written in the language of the other participating university.

How is examination of a HDR thesis conducted in a jointly awarded HDR program?

The examination will be carried out in a manner that meets the essential requirements of both institutions and is at least as rigorous as that required under the academic program rules for the relevant HDR program at the University of Adelaide. The primary institution normally has the responsibility of coordinating the examination process, the details of which will normally be set out in the joint Agreement. Students should have a very clear understanding, at the commencement of candidature, of any special examination requirements such as mandated publications, or an oral defence. Examiners reports on the thesis, prepared in English, must be submitted to the University of Adelaide irrespective of the language in which the thesis is written. Students are often required to undertake an oral examination in defence of their thesis, if this is required by the partner university. The successful outcome of the examination process is the granting of a jointly awarded HDR degree.

Research Training Program funding

The completion of an HDR student enrolled under a Jointly awarded degree program will contribute to an Australian Higher Education institution's total completion count and will be included in the completions component of the formula for allocating Research Training Program funding. Where the student is undertaking a jointly awarded degree program at the University of Adelaide and another Australian university, the completion will be reported according to the proportions agreed and documented in the joint PhD Agreement.

What award do I receive once I have passed?

The successful outcome of the examination process is the award of a single HDR degree, usually with testamurs from both institutions, each of which contains the following expression ‘Conferred as a single degree under a joint [‘name of program’] program between the University of Adelaide and [name of partner institution]’.

Further information

For further information or advice, please contact the Dean of Graduate Studies after discussion with your supervisor (where applicable):
and the Adelaide Graduate Centre’s website
dean.gradstudies@adelaide.edu.au or
hdrjointawards@adelaide.edu.au



APPENDIX 5

Expectations in supervision

Name: _____ Supervisor: _____

Program School/Discipline: _____

Read each pair of statements below and then estimate your position on each.

For example with statement 1 if you believe very strongly that it is the supervisor's responsibility to select a good topic you would put a ring round '1'. If you think that both the supervisor and student should equally be involved you put a ring round '3' and if you think it is definitely the student's responsibility to select a topic, put a ring round '5'.

| Expectations in supervision | Rating | | | | | Student's responsibilities |
|---|--------|---|---|---|---|---|
| 1. It is the supervisor's responsibility to select a research topic. | 1 | 2 | 3 | 4 | 5 | The student is responsible for selecting her/his own topic. |
| 2. It is the supervisor who decides which theoretical framework or methodology is most appropriate. | 1 | 2 | 3 | 4 | 5 | Students should decide which theoretical framework or methodology they wish to use. |
| 3. The supervisor should develop an appropriate program and timetable of research and study for the student. | 1 | 2 | 3 | 4 | 5 | The supervisor should leave the development of the program of study to the student. |
| 4. The supervisor is responsible for ensuring that the student is introduced to the appropriate services and facilities of the school and the University. | 1 | 2 | 3 | 4 | 5 | It is the student's responsibility to ensure that she/ he has located and accessed all relevant services and facilities for research. |
| 5. Supervisors should only accept students when they have specific knowledge of the student's chosen topic. | 1 | 2 | 3 | 4 | 5 | Supervisors should feel free to accept students, even if they do not have specific knowledge of the student's topic. |
| 6. A warm, supportive relationship between supervisor and student is important for successful candidature. | 1 | 2 | 3 | 4 | 5 | A personal, supportive relationship is inadvisable because it may obstruct objectivity for both student and supervisor candidature. |
| 7. The supervisor should insist on regular meetings with the student. | 1 | 2 | 3 | 4 | 5 | The student should decide when she/he wants to meet with the supervisor. |
| 8. The supervisor should check regularly that the student is working consistently and on task. | 1 | 2 | 3 | 4 | 5 | The student should work independently and not have to account for how and where time is spent. |
| 9. The supervisor is responsible for providing emotional support and encouragement to the student. | 1 | 2 | 3 | 4 | 5 | Personal counselling and support are not the responsibility of the supervisor - students should look elsewhere. |
| 10. The supervisor should insist on seeing all drafts of work to ensure that the student is on the right track. | 1 | 2 | 3 | 4 | 5 | Students should submit drafts of work only when they want constructive criticism from the supervisor. |
| 11. The supervisor should assist in the writing of the thesis if necessary. | 1 | 2 | 3 | 4 | 5 | The writing of the thesis should only ever be the student's own work. |
| 12. The supervisor is responsible for decisions regarding the standard of the thesis. | 1 | 2 | 3 | 4 | 5 | The student is responsible for decisions concerning the standard of the thesis. |

APPENDIX 6

Master by research grade, mark ranges and descriptors

Introduction

During discussions of the Research Education and Development Committee during 2010, it was agreed that the Master of Philosophy at the University of Adelaide would be a graded degree and that a set of grade descriptors would be developed to provide a guide to the standard of work expected to achieve each grade level. Subsequently, the grading scheme was extended to the Master of Clinical Science. The grade descriptors which follow are made available to examiners of a Master of Philosophy or Master of Clinical Science thesis to facilitate consistency in the examination process, as required for Doctoral scholarship selection purposes. Grades and indicative marks will be used primarily for internal University purposes and will not appear on students' transcripts or testamurs. Grades can be made available to other universities on request.

High Distinction HD (80–100)

Broad features

An 'upper HD' (90–100) student has strengths in all of the following areas:

- Outstanding command of expression and logical argument of a standard for publication, in a skilfully structured manuscript.
- Superior evaluation and integration of existing literature.
- The thesis evidences creative thought and critical evaluation throughout.
- Sophisticated understanding of research methods, with evidence of careful attention to critical design issues in the execution of the project.
- Insightful and appropriate data analysis and exceptionally outstanding presentation and

reporting of results.

- Thesis data and/or the results of other studies is rigorously and comprehensively interpreted.
- Superior contextualisation of the results in the context of the field.

A 'middle HD' (85–89) student displays many of the above strengths, but is not as well balanced in overall quality.

A 'lower HD' (80–84) student displays many of the above strengths, but is less well balanced in overall quality.

Overall: an HD student (upper, middle or lower) has outstanding potential for research at doctoral level and warrants strong scholarship support.

Distinction D (75–79)

Broad features

The project is characterised by most of the following:

- The manuscript is well written, logically argued and generally well structured.
- The evaluation and integration of the existing literature is of a high quality.
- Evidence of significant insight and original thought in dealing with the critical issues.
- Evidence of a solid understanding of research methods.
- Thoughtful and appropriate design of the research project.
- Clear and coherent interpretation of the thesis data, and/or the results of other studies.
- Comprehensive understanding of the importance of the results in the context of the theoretical framework.

Overall: a D student is capable of undertaking postgraduate research at doctoral level.

Credit C (65–74)

Broad features

The project is characterised by most of the following:

- Generally competently written and logically organised. Some minor problems may exist in the expression and/or cohesion of the text.
- Provides an adequate coverage of the literature, although it may at times tend to be more descriptive than evaluative, and arguments are sometimes disjointed.
- Reasonable insight and some evidence of original thought in dealing with the critical.
- A general understanding of the research methods.
- Adequate design of the research project, although possibly containing minor but retrievable errors.
 - Data analysis is appropriate for the design, and results are generally clearly presented.
- Generally sound interpretation of results and their importance to the theoretical context.

Overall: a C student may be capable of undertaking postgraduate research at Doctoral level with close supervision.

Pass P (50–64)

Broad features

The project is characterised by most of the following:

- Adequate evidence of logical argument and appropriate expression. Errors mostly do not impede understanding or the reader's willingness to engage with the arguments presented.

- Adequate but superficial coverage of the relevant literature, which may lack detail in some areas.

- Occasional evidence of insight into the issues underlying the thesis or essay, but little evidence of original thinking. A basic but limited understanding of the research methods.
- The design of the research project is generally adequate but is marred by some errors and oversights.
- Acceptable data analysis, although other approaches may have been more appropriate.
- The presentation and interpretation of the results is adequate but limited, demonstrating a pedestrian understanding of the results and their relevance to the theoretical framework.

Overall: The student showed difficulty in mastering the higher-order skills required at Master level and would be unlikely to be able to undertake Doctoral research.

Fail (0–50)

Broad features

The project is characterised by most of the following:

- The work is not well written and shows a serious inability to structure and present a logical argument.
- Coverage of the necessary literature is inadequate, with little information provided relevant to the claims made, or conclusions drawn, within the thesis.
- Little evidence of insight including serious misunderstanding of key concepts and issues.
- Knowledge of research methods is lacking.

- Serious flaws exist in the design of the research project making it difficult or impossible for the research to meet its aims.
- Data analysis techniques are arbitrary or inappropriate and the results are presented inadequately.
- An inability to show how the results of the research project relate to the theoretical framework. Serious misinterpretations of results.

Overall: the candidate showed considerable difficulty in mastering the higher-order skills required at Master level and would presently not be able to undertake further Doctoral research.



CONTACTS

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The current list of Postgraduate Coordinators is available on the web at: www.adelaide.edu.au/graduatecentre/current-students/student-support/postgraduate-coordinators

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Call from mobile phones (even if locked): 112

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KAURNA ACKNOWLEDGEMENT

We acknowledge and pay our respects to the Kaurna people, the original custodians of the Adelaide Plains and the land on which the University of Adelaide's campuses at North Terrace, Waite, and Roseworthy are built. We acknowledge the deep feelings of attachment and relationship of the Kaurna people to country and we respect and value their past, present and ongoing connection to the land and cultural beliefs. The University continues to develop respectful and reciprocal relationships with all Indigenous peoples in Australia, and with other Indigenous peoples throughout the world.

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