

# Professional Doctorate Degrees

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

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

## 2 Rules

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

## 3 Definitions

- 3.1 A Professional Doctorate shall, in general, have the objectives of improving professional practice by extending the knowledge, expertise and skill of students through the application of research to current problems and issues.
- 3.2 A Professional Doctorate shall comprise a minimum of two-thirds of the assessable content by research.

## 4 Academic standing

- 4.1 The academic standing required for acceptance as a candidate for a Professional Doctorate in the University shall be a relevant Honours degree of Bachelor of at least a IIA standard or a degree of Master of the University of Adelaide or the equivalent thereof. An Honours or Masters degree presented as a qualification for admission to a doctoral program must contain a research component deemed appropriate by the Research Education and Development Committee. An Honours or Masters degree that contains only coursework will not be accepted for this purpose.
- 4.2 A person who holds a relevant Honours or Masters degree of another university or equivalent thereof, may be accepted as a candidate provided that the program of study undertaken and the academic standard reached are equivalent to those required of a candidate who is a graduate of the University of Adelaide.

- 4.3 In addition to the relevant academic qualifications and research training, a period of at least three years' relevant professional experience shall form part of the academic standing required for acceptance as a candidate.
- 4.4 The Committee may accept as a candidate a graduate who does not qualify under Rules 4.1 or 4.2 but satisfies Rule 4.3 and has demonstrated an outstanding level of academic achievement and
  - a has completed to the satisfaction of the Committee at least one year of full-time postgraduate study or research and passed a qualifying examination of Honours standard prescribed by the appropriate Faculty and approved by the Committee *or*
  - b obtained a qualification that includes a significant research component *or*
  - c is experienced in research as evidenced by significant research publications or written reports on research work done by the applicant.
- 4.5 Applicants for a Professional Doctorate must satisfy the minimum English language proficiency requirement as set by the University.

## 5 Credit for work previously completed

- 5.1 At the time of application, the Committee may grant credit towards a Professional Doctorate for research or Doctoral level coursework undertaken in another program in the University or in another university or tertiary institution. The maximum credit granted will be one year full-time equivalent (FTE) of the total program, inclusive of both coursework and research.
- 5.2 No candidate will be granted credit for any coursework or research that has been presented towards another award.
- 5.3 In consideration for acceptance under Rule 5.1, the Committee must be satisfied that
  - a the person is of such academic standing as would be required of other candidates for the degree *and*
  - b the person's progress so far has been satisfactory and the research for which credit is granted is of a satisfactory standard.

## 6 Enrolment

- 6.1 A person shall not be enrolled as a candidate for the degree unless:
- the applicant's proposed field of study and research is acceptable to the University and the School/Discipline responsible for the supervision of the candidate's work
  - in the case of a person granted credit under Rule 5.1, at least one year of full-time study and research, or its equivalent, will still be necessary to complete the work for the degree.
- 6.2 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program.
- 6.3 Except with the permission of the Dean of Graduate Studies, a candidate who is permitted to enrol concurrently in another academic program and who is granted leave must intermit all academic programs in which he or she is enrolled.

## 7 Duration of candidature and mode of study

- 7.1 A candidate may proceed to the degree by full-time study or, if the Head of the School/Discipline concerned is satisfied that the candidate has adequate time to pursue supervised research under the control of the University, by half-time study.
- 7.2 The normal program duration of a professional doctorate will comprise a minimum of three years FTE study and a maximum of four years FTE study.
- 7.3 Except in circumstances approved by the Committee, the work for the degree shall be completed and the thesis submitted:
- in the case of a full-time candidate in a professional doctorate with a three-year program duration, not less than two years and not more than three years from the date of commencement of candidature.
  - in the case of a half-time candidate in a professional doctorate with a three-year program duration, not less than four years and not more than six years from the date of commencement of candidature.
  - in the case of a full-time candidate in a professional doctorate with a four-year program duration, not less than two years and not more than four years from the date of commencement of candidature.
  - in the case of a half-time candidate in a professional doctorate with a four-year program duration, not less than four years and not more than eight years from the date of commencement of candidature.

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

## 8 Work for the degree

- 8.1
  - A candidate shall pursue an approved program of study and research under the control of the University and under the general guidance of supervisors appointed by the University leading to the generation of a thesis. At least one supervisor shall be a member of the academic staff of the School/Discipline of the University in which the candidate is enrolled.
  - Candidates must at all times abide by the Australian Code for the Responsible Conduct of Research and associated policies of the University of Adelaide.
- 8.2 A professional doctorate will comprise a maximum of one-third of the assessable content by (doctoral level) coursework. If a student fails a course(s), he or she will be required to re-sit the course(s) on a full fee-paying basis.
- 8.3 On the completion of the approved program of study and research, a candidate shall submit a thesis embodying the results of that study and research, and may submit also, in support of the thesis, other relevant material. No thesis or material presented for any other degree within this or any other institution in the name of the candidate shall be so submitted.
- 8.4 The thesis shall:
- display original and critical thought
  - be a significant contribution to knowledge
  - relate the topic of research to the broader framework of the discipline within which it falls
  - be clearly, accurately and cogently written and be suitably illustrated and documented *and*
  - normally be submitted in English. Where academic reasons to submit the thesis in a

language other than English exist, a written application should be made to the Dean of Graduate Studies for approval. Where approval is granted, an abstract in English will be required at the time of submission.

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

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

- 8.6 Irrespective of the nature of the thesis, its content must not have been accepted for any other degree at the University of Adelaide or other academic institution. Candidates should consult the appropriate recommended declarations and the University's Specifications for Thesis.
- i A thesis that incorporates publications shall also contain: a contextual statement that normally includes the aims underpinning the publication(s); a literature review or commentary that establishes the field of knowledge and provides a link between publications; and a conclusion showing the overall significance of the work and contribution to knowledge.
  - ii A portfolio of publications submitted as a Professional Doctorate thesis must be closely related in terms of subject matter and form a cohesive research narrative.
  - iii The number and length of scholarly works included in a portfolio of publications shall be determined by Faculties in consultation with specific Discipline areas. Where the publication(s) are deemed to constitute a body of work worthy of the award, the candidate may include additional material submitted for publication.
  - iv Published works included in a thesis must have been published or accepted by publishers approved by the Discipline and in accordance with DEEWR criteria for the Higher Education Research Data Collection.
- 8.7 Where a thesis contains work attributed to joint or multiple authors, for example co-authored publications, candidates must include a clear statement of their contribution and that of the co-authors (in terms of the conceptualisation of the work, its realization

and its documentation).

- 8.8 Jointly- or multi-authored works must have the signed approval of the co-author(s) attesting to the candidate's claimed contribution and authorizing the inclusion of the publication(s) in the thesis.
- 8.9 Where other materials are to be examined, the candidate must seek approval from the Research Education and Development Committee for the form and presentation of the thesis by the time of completion of the research proposal (see Rule 9.6).
- 8.10 The candidate shall present the context and importance of the research at a School/Discipline seminar.
- 8.11 The Head of School/Discipline shall certify that the thesis is worthy of examination.

## **9 Required program of activities at the commencement of candidature**

- 9.1 Each candidate (including those on remote candidature) will be enrolled on a provisional basis for the first twelve months of the degree.
- 9.2 A major review of progress after twelve months will recommend confirmation of the professional doctorate candidature, or change to a Masters, or a further period of conditional enrolment not exceeding six months, or termination.
- 9.3 Candidates granted a further period of conditional enrolment will undergo a second major review at the end of this time period. No further periods of conditional enrolment will be permitted.
- 9.4 Continuation of enrolment at the end of this period will depend on overall academic progress and the completion of set activities to the satisfaction of the School/Discipline concerned. These activities will form part of the Structured Program of activities extending through the candidature.
- 9.5 Such activities will be determined by the School/Discipline through which the candidate is enrolled and in the first year must include the completion and presentation of the research proposal and other programs and skills training deemed necessary by the School/Discipline. In the case of international students, completion of the Integrated Bridging Program is also required, except in those cases where an exemption has been granted.
- 9.6 The research proposal must be agreed and submitted to the Adelaide Graduate Centre preferably within three, but no later than six months (or half-time equivalent) from the commencement of candidature.
- 9.7 A candidate who has completed the first year of a Masters program by research and who is qualified and permitted by the Committee to transfer into a Professional Doctorate will be deemed to have

completed the Core Component of the Structured Program of activities and the transfer will confirm candidature in the degree.

## 10 Remote candidature

- 10.1 If permitted in the Specific Program Rules for the degree, enrolment as a remote candidate may be permitted on academic grounds where the School/Discipline concerned can ensure the provision of external supervision, facilities and affiliation to the satisfaction of the Research Education and Development Committee.
- 10.2 Unless otherwise exempted, a remote candidate will be required to complete a period(s) of residence in the University of Adelaide as determined by the Research Education and Development Committee in consultation with the School/Discipline concerned.
- 10.3 Notwithstanding Rule 10.2, a remote candidate will normally be required to undertake his/her candidature in an internal attendance mode until such time as the Core Component of the Structured Program has been completed.
- 10.4 In accordance with Rule 7, a remote candidate may proceed to the degree either by full-time or half-time study.
- 10.5 If permitted in the Specific Program Rules for the degree, on the recommendation of the School/Discipline, the Committee at any time may permit an enrolled student to enrol as a remote candidate subject to the conditions specified in 10.1, 10.2, 10.3 and 10.4 above.
- 10.6 A remote candidate may be permitted to convert to an internal mode of attendance at any time and shall be subject to the conditions normally applied.
- 10.7 Notwithstanding Rules 10.1 to 10.6 above, remote candidates are also required to abide by the other Rules and guidelines for their degree.

## 11 Joint candidature

- 11.1 Enrolment as a joint candidate may be permitted where a program of co-operation has been formally agreed between the University of Adelaide and another institution for jointly-awarded degrees.
- 11.2 When it is proposed that the candidate spend the majority of candidature away from Adelaide, the Research Education and Development Committee must approve conditions as in 10.1.
- 11.3 Upon successful completion of the work for the degree, the badges of both institutions may appear on the parchment awarded.

## 12 Review of academic progress

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

may terminate the candidature.

- 12.2 A formal review of a candidate's progress shall be conducted by the School/Discipline at least once a year in accordance with guidelines determined by the Research Education and Development Committee and outlined in the Research Student Handbook.
- 12.3 A formal review of progress and confirmation of candidature will occur twelve months after enrolment (see 9.2 above). Additional reviews will occur around October each year with written reports forwarded to the Dean of Graduate Studies. A candidate's re-enrolment in the following year is conditional upon satisfactory progress in the year of the review.

## 13 Absence from the University

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

### Leave of absence

- 14 A candidate whose work is interrupted for a period of time may be granted cumulative leave by the Committee of up to twelve months. If an application for leave is approved, all study (both research and coursework where applicable) must be intermitted. The minimum and maximum periods specified in Rule 7.3 will be adjusted accordingly by adding the length of the approved leave.
- 15 In exceptional circumstances, the Committee may grant a candidate cumulative leave in excess of 12 months. Where a student is granted this exceptional leave, the University will endeavour to ensure, but cannot guarantee, that appropriate supervision and resources will be available to support the student on return from leave.
- 16 In some fields of study, time plays a critical role in the currency of the research. In such cases, the research project may no longer be current following leave and the University may not be able to secure supervision in an area where currency is compromised. Additionally, the University may not be able to accommodate an amendment to the research project. Under these circumstances, continuation of candidature may not be possible and the only options will be:
  - i withdrawal by the candidate or
  - ii termination of candidature by the University.
- 17 The candidature of a student who takes leave from the University without approval will be suspended immediately, on notification of the Adelaide Gradu-

ate Centre.

- 18 A candidate granted leave must inform the Adelaide Graduate Centre in writing of resumption of candidature within two weeks of the approved date of return.
- 19 A candidate seeking to extend a period of leave must apply in writing for an extension of leave at least one week prior to the originally approved date of return.

## 20 Withdrawal from candidature

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

## 21 Suspension of candidature

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

- i failing to abide by the responsibilities of research candidates as detailed in the Research Student Handbook
  - ii failing to undertake a required review of progress by the due date or extended due date
  - iii failing to respond to any University correspondence sent to the nominated mailing address or campus email address within two months of the requested date of response
  - iv failing to accept reasonable offers of supervision facilitated by the University
  - v taking leave without prior approval
  - vi failing to return from leave on the agreed date
  - vii failing to notify the Graduate Centre of return from leave within two weeks of return
  - viii non-payment of University fees and charges.
- 22 Re-instatement of a suspended candidature will only be permitted with the approval of the Head of School where:
    - i the reason for the suspension has been addressed as specified in the Research Student Handbook
    - ii the research undertaken prior to suspension remains current *and*
    - iii appropriate supervision and resources are available to support the re-instated candidature.

## Termination of candidature

- 23 A student's candidature may be terminated where:

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

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

## 25 Extension of candidature

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

## 26 Completion of thesis outside the University

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

## 27 Lapsed candidature

- 27.1 A candidature, which has lapsed for not more than twelve months, may be resumed if the completed thesis, which has not departed from the field of study that was being pursued before the candidature lapsed, is subsequently submitted to the Director of Adelaide Graduate Centre. The thesis will only be accepted for examination if the School/Discipline certifies that it is satisfactory to that School/Discipline.
- 27.2 Approval of the Committee is required for the resumption of a lapsed candidature under any other conditions.

## 28 Intention to submit the thesis

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

## 29 Submission and examination of thesis

- 29.1 On completion of the approved program of study and research a candidate shall submit a thesis embodying the results of that study and research, and may submit also, in support of the thesis, other relevant material.
- 29.2 a A thesis will normally be written in English.
- b Where sound academic reasons exist for submission of a thesis in a language other than English, an application for approval may be made in writing to the Dean of Graduate Studies. The application must have the support of the supervisors and Postgraduate Coordinator/Head of Discipline and the Head of School.
- c If the Dean of Graduate Studies approves the submission of a thesis in a language other than English, the submission must be accompanied by an abstract written in English.
- 29.3 The size (word-length) of a professional doctorate thesis should be in proportion to the duration of the research undertaken, which will be not less than two years full-time. As a guide, the product of a PhD thesis comprising the product of three to four years of full-time research is expected to be approximately 80,000 words, whilst a Masters by research thesis comprising the product of two years of full-time research is approximately 40,000 words in length.
- 29.4 The format of a thesis which incorporates publications and/or manuscripts shall be in accordance with Rules 8.6 to 8.8.
- 29.5 The thesis and any other material submitted shall be assessed by examiners external to the University.
- 29.6 No thesis, material or publications presented by the candidate for any other degree within this or any other institution shall be so submitted.
- 29.7 With the exception of suitably referenced work, material, both physical and intellectual, presented for examination should have been generated during the period of candidature.
- 29.8 The Committee shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

## 30 Appointment of examiners

- 30.1 Candidates shall have the right, prior to the commencement of the examination process, to identify people they do not wish to examine their theses. Any such objections should be submitted to the Director of Adelaide Graduate Centre, at the same time as the notification of intention to submit required under Rule 28. Such objections do not serve as a veto.
- 30.2 The Committee shall appoint two examiners who are external to the University, taking account of any

objections raised under Rule 30.1 and the recommendations of the Head of the relevant School/Discipline.

- 30.3 The examiners shall be requested to report in English and in such form as the Committee will determine and to recommend one of the alternatives listed in Rule 31.
- 30.4 After consideration of the reports of the examiners, the Committee may appoint a third external examiner and/or an external arbitrator.

## 31 Examination results

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

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

- 32 In the case of a thesis presented for re-examination as provided for in Rule 31(d), the thesis will, as far as possible, be assessed by the original examiners.
- 33 A thesis submitted for re-examination must be presented in the same format as the thesis presented for the original examination.
- 34 A thesis presented for re-examination will not be submitted for further re-examination.

## Thesis amendments following examination

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

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

### **37 Deposit of thesis**

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

### **38 Loan or photocopy of thesis**

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

### **39 Posthumous award**

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

### **40 Revoking the award**

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

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

### **41 Return of documents**

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

### **42 General**

When, in the opinion of the Research Education and Development Committee, special circumstances exist the Committee, on the recommendation of the relevant School/Discipline in each case, may vary any of the provisions in Rules 1-41 above.