

# Doctorate Degrees by Research

## Doctor of Philosophy (PhD)

These Program Rules should be read in conjunction with the University's policies (<http://www.adelaide.edu.au/policies>).

### 1 Academic standing

- 1.1 The academic standing required for acceptance as a candidate for a Doctor of Philosophy in the University shall be:
- a. a relevant Honours degree of Bachelor of the University of Adelaide that contains a research component deemed appropriate by the Research Education and Development Committee and in which the candidate has achieved at least a IIA standard
- or
- b. a relevant Master by Research degree of the University of Adelaide
- or
- c. a relevant Master by Coursework degree of the University of Adelaide containing a minimum of 15 credit points by research, with an overall grade of Credit level or higher and a grade at Distinction level or higher in the Research Component.
- 1.2 A person who holds a qualification of another university as specified in 1.1 above, 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.
- 1.3 The Committee may accept as a candidate a graduate who does not qualify under Rules 1.1 or 1.2 but who has demonstrated an outstanding level of academic achievement and is experienced in research as evidenced by significant research publications or written reports on research work done by the applicant.
- 1.4 Applicants for a Doctor of Philosophy must satisfy the minimum English language proficiency requirement as set by the University.

### 2 Credit for work previously completed

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

- 2.2 In consideration for acceptance under Rule 2.1, 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.

### 3 Enrolment

- 3.1 A person shall not be enrolled as a candidate for the degree unless:
- a. the applicant's proposed field of study and research is acceptable to the University and the School/ Discipline responsible for the supervision of the candidate's work
  - b. in the case of a person granted credit under Rule 2.1, at least one year of full-time study and research, or its equivalent, will still be necessary to complete the work for the degree.
- 3.2 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program.
- 3.3 Except with the permission of the Dean of Graduate Studies, a candidate who is permitted to enrol concurrently in another academic program and who is granted leave must intermit all academic programs in which he/she is enrolled.

### 4 Duration of candidature and mode of study

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

- a. in the case of a full-time candidate, not less than two years and not more than four years from the date of commencement of candidature
- b. in the case of a half-time candidate, not less than four years and not more

- than eight years from the date of commencement of candidature
- c. in the case of a candidate granted credit under Rule 2.1 the candidature shall normally expire
  - i. in the case of a full-time candidate, not less than one year and not more than four years from the date the candidate commenced work in the other program
- or
- ii. in the case of a half-time candidate, not less than two years and not more than eight years from the date the candidate commenced work in the other program.

## 5 Work for the degree

- 5.1 a. 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.
- b. Candidates must at all times abide by the *Australian Code for the Responsible Conduct of Research* and associated policies of the University of Adelaide.
- 5.2 The thesis shall:
  - a. display original and critical thought
  - b. be a significant contribution to knowledge
  - c. relate the topic of research to the broader framework of the Discipline within which it falls, and
  - d. be clearly, accurately and cogently written and be suitably illustrated and documented, and
  - e. 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, a substantial abstract in English will be required at the time of submission.
- 5.3 a. The University recognises that a thesis may take a variety of formats that are influenced by the Discipline or field of study. Students should consult both their supervisor(s) and the University's Specifications for Thesis to determine the most appropriate format.
- b. Work presented in the thesis must have been produced during the period of candidature.

- c. Published works included in a thesis under these Rules must have been published or accepted by publishers approved by the Discipline and in accordance with the Government's criteria for the Higher Education Research Data Collection.
- d. Where appropriate, texts may be submitted in manuscript form and suitably identified as such.
- 5.4 Irrespective of the nature of the thesis, its content, in part or in total, must not have been accepted for any other degree in the name of the candidate at the University of Adelaide or other academic institution. Candidates should consult the appropriate recommended declarations and the University's Specifications for Thesis.
  - i. A thesis that incorporates publications shall also contain: a contextual statement that normally includes the aims underpinning the publication(s); a literature review or commentary that establishes the field of knowledge and provides a link between publications; and a conclusion showing the overall significance of the work and contribution to knowledge.
  - ii. Where a portfolio of publications is submitted as a PhD thesis or is combined with conventional written narrative, the publications must be closely related in terms of subject matter and form a cohesive research narrative.
  - iii. The length of a major publication and the number and length of scholarly works included in a portfolio of publications shall be determined by Faculties in consultation with specific Discipline areas. Where the publication(s) are deemed to constitute a body of work worthy of the award, the candidate may include additional material submitted for publication.
- 5.5 Where a thesis contains work attributed to joint or multiple authors, for example co-authored publications, candidates must include a clear statement of each author's contribution for each publication/manuscript in terms of the conceptualisation of the work, its realisation and its documentation. Statements must be signed by all authors.
- 5.6 Jointly- or multi-authored works must have the signed approval of the co-author(s) attesting to the candidate's claimed contribution and authorising the inclusion of the publication(s) in the thesis.
- 5.7 A thesis should not normally exceed 80,000 words.
- 5.8 i. Creative work may be in the form of exhibition, music composition or performance, literary work, film or

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

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

- 6.1 Each candidate (including those on remote candidature) will be enrolled on a provisional basis for the first twelve months of the degree.
- 6.2 A major review of progress after twelve months will recommend confirmation of Doctor of Philosophy candidature, change to a Masters, or a further period of conditional candidature not exceeding six months, or termination.
- 6.3 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.
- 6.4 Continuation of enrolment at the end of this period will depend on overall academic progress and the completion of set activities to the satisfaction of the School/Discipline concerned. These activities will form part of a Structured Program of activities extending through the candidature.
- 6.5 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.
- 6.6 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.
- 6.7 A candidate who has completed the first year of a Masters program by research and who is qualified and permitted by the Committee to transfer to the degree of Doctor of Philosophy will be deemed to have completed the Core Component of the Structured Program of activities.

## **7 Remote candidature**

- 7.1 Initial enrolment as a remote candidate may be permitted on academic grounds where the School/Discipline concerned can ensure the provision of external supervision, facilities and affiliation to the satisfaction of the Research Education and Development Committee.
- 7.2 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.
- 7.3 Notwithstanding Rule 7.2, 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.
- 7.4 In accordance with Rule 4, a remote candidate may proceed to the degree either by full-time or half-time study.
- 7.5 On the recommendation of the School/Discipline, the Committee at any time may permit an enrolled student to enrol as a remote candidate subject to the conditions specified in 7.1, 7.2, 7.3 and 7.4 above.
- 7.6 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.
- 7.7 Notwithstanding Rules 7.1 to 7.6 above, remote candidates are also required to abide by the other Rules and guidelines for the Degree of Doctor of Philosophy.

## **8 Joint candidature**

- 8.1 Enrolment as a joint candidate may be permitted where a program of cooperation has been formally agreed between the University of Adelaide and another institution for jointly awarded degrees.
- 8.2 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 7.1.
- 8.3 Upon successful completion of the work for the degree, the badges of both institutions may appear on the parchment awarded.

## **9 Review of academic progress**

- 9.1 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.

9.2 A formal review of Progress and confirmation of candidature will occur twelve months after enrolment (see 6.2 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.

## 10 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.

## 11 Leave of absence

- 11.1 A candidate whose work is interrupted for a period of time may be granted cumulative leave by the Committee of up to twelve months. If an application for leave is approved, the minimum and maximum periods specified in Rule 4 will be adjusted accordingly by adding the length of the approved leave.
- 11.2 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.
- 11.3 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.
- 11.4 The candidature of a student who takes leave from the University without approval will be suspended immediately, on notification of the Adelaide Graduate Centre.
- 11.5 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.

11.6 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.

## 12 Withdrawal from candidature

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

## 13 Suspension of candidature

- 13.1 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 Adelaide Graduate Centre of return from leave within two weeks of return
  - viii. non-payment of University fees and charges.
- 13.2 Reinstatement of a suspended candidature will only be permitted with the approval of the Head of School where:
- i. the reason for the suspension has been addressed as specified in the Research Student Handbook
  - ii. the research undertaken prior to suspension remains current
- and
- iii. appropriate supervision and resources are available to support the reinstated candidature

## 14 Termination of candidature

- 14.1 A student's candidature may be terminated where:
- i. progress is unsatisfactory following a review of progress, whether programmed or otherwise
  - or
  - ii. where candidature has been suspended for more than twelve months
  - or
  - iii. where the candidate has failed to complete the core component of the structured program within six months or half-time equivalent of commencement.
- 14.2 A terminated candidature may only be reinstated following a successful appeal.

## 15 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 4. If the thesis has not been submitted by the end of the extended period the candidature will lapse.

## 16 Completion of thesis outside 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.

## 17 Lapsed candidature

- 17.1 The candidature of a candidate who has failed to submit his/her thesis by the end of his/her candidature, unless otherwise withdrawn, suspended, or terminated, shall be deemed to have lapsed.
- 17.2 A candidature, which has lapsed for not more than twelve months, may be resumed if the completed thesis, which has not departed from the field of study that was being pursued before the candidature lapsed, is subsequently submitted to the Director of the Adelaide Graduate Centre. The thesis will only be accepted for examination if the School/Discipline certifies that it is satisfactory to that School/Discipline.

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

## 18 Intention to submit thesis

A candidate shall notify the Director of the Adelaide Graduate Centre, in writing, approximately three months before he or she expects to submit the thesis required under Rule 19. A summary of the thesis, together with the proposed thesis title, shall be submitted at the same time.

## 19 Submission and examination of the thesis

- 19.1 On completion of the approved program of study and research a candidate shall submit a thesis embodying the results of that study and research, and may submit also, in support of the thesis, other relevant material.
- 19.2 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 a substantial abstract written in English.
- 19.3 The format of a thesis which incorporates publications and/or manuscripts shall be in accordance with Rules 5.3c to 5.6.
- 19.4 The Head of School/Discipline shall certify that the thesis is worthy of examination.
- 19.5 In the case of a doctoral thesis submitted in the areas of musical, artistic or visual practice, presentation may be in one of three forms:
- a. by a theoretical thesis, or
  - b. by one or more creative works and an exegesis, or
  - c. a series of music performance recordings and an exegesis.
- 19.6 In the case of a doctoral thesis submitted in the areas of musical, artistic or visual practice, the creative work and the exegesis will not be examined separately but as an integrated whole constituting the original and substantial contribution to knowledge required from doctoral candidates.
- 19.7 In the case of visual arts, the examiners will attend the exhibition at which time they will be given a copy of the exegesis in temporary

binding. A final copy of the exegesis will be provided to the examiners within three months of their viewing the creative work.

- 19.8 The thesis and any other material submitted shall be assessed by examiners external to the University.
- 19.9 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.
- 19.10 With the exception of suitably referenced work, material, both physical and intellectual, presented for examination should have been generated during the period of candidature.
- 19.11 The Committee shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

## 20 Appointment of examiners

- 20.1 Candidates shall have the right, prior to the commencement of the examination process, to identify people they do not wish to examine their thesis. Any such objections should be submitted to the Director of the Adelaide Graduate Centre, at the same time as the notification of intention to submit required under Rule 18. Such objections do not serve as a veto.
- 20.2 The Committee shall appoint two examiners who are external to the University, taking account of any objections raised under Rule 20.1 and the recommendations of the Head of the relevant School/Discipline.
- 20.3 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 21.
- 20.4 After consideration of the reports of the examiners, the Committee may appoint a third external examiner and/or an external arbitrator.

## 21 Examination results

- 21.1 After consideration of the reports of the examiners and such other information as it thinks fit, the Committee shall determine that:
1. the candidate be awarded the degree unconditionally
- or
2. the candidate be awarded the degree subject to the amendments specified in the examiners' reports
- or
3. the candidate be not awarded the degree but be permitted to re-submit the thesis in a revised form
- or

4. the candidate be not awarded the degree of Doctor of Philosophy.

- 21.2 In the case of a thesis presented for re-examination as provided for in Rule 21.1(3), the thesis, as far as possible, will be assessed by the original examiners.
- 21.3 A thesis presented for re-examination will not be submitted for further re-examination.

## 22 Thesis amendments following examination

- 22.1 The time limits for revision of the thesis are:
- i. three months where the examination result is to award the degree subject to the amendments specified in the examiners' reports (see Rule 21.1(2))
- and
- ii. twelve months where the examination result is not to award the degree but to permit resubmission of the thesis in a revised form (see Rule 21.1(3)).
- 22.2 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.

## 23 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.

## 24 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 23 shall make a written application to the Director of the Adelaide Graduate Centre, at the same time as he or she notifies his or her intention to submit under Rule 18. The withholding of such permission and the period of time involved shall be determined by the Committee.

## 25 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.

## **26 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.

## **27 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.

## **28 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 1–27 above.