

Master Degrees by Research

Master of Philosophy (MPhil)

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

1 Rules

- 1.1 There shall be a Master of Philosophy degree which may be awarded an overall grade.

The award of the grade shall be made for meritorious performance in the program, with greatest weight given to completion of the research project as evaluated by the examination of the research thesis.

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

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

Faculty of Engineering, Computer and Mathematical Sciences

Master of Philosophy

Faculty of Health Sciences

Master of Philosophy (Clinical Science)

Master of Philosophy (Dentistry)

Master of Philosophy (Grief and Palliative Care Counselling)

*Not offered in 2013.

Master of Philosophy (Medical Science)

Master of Philosophy (Ophthalmology)

Master of Philosophy (Public Health)

Master of Philosophy (Surgery)

Faculty of Humanities & Social Sciences

Master of Philosophy

Faculty of the Professions

Master of Philosophy

Faculty of Sciences

Master of Philosophy

2 Definitions

- 2.1 The Master of Philosophy shall, in general, have the objectives of
- training students in research methodology and techniques
 - developing critical evaluation skills appropriate to their research topic
 - training students in the application of such methods by conducting a specified program of research under appropriate

supervision and the development of new knowledge where possible

- providing training in literature analysis and
- encouraging debate in the substantive area of the thesis at an advanced level.

- 2.2 Examiners of the Master of Philosophy should satisfy themselves that the candidate has

- a thorough understanding of the relevant methodology as demonstrated by a thorough critical review of the literature
- demonstrated competence through judicious selection and application of appropriate methods to yield meaningful results
- demonstrated the capacity to evaluate critically these results and presented a clear and well written thesis in accordance with the format specified in 7.10–7.16 below.

3 Academic standing

- 3.1 The academic standing required for acceptance as a candidate for the Master of Philosophy in the University shall be:

- a relevant degree of Bachelor of the University of Adelaide, in which the candidate has achieved a minimum of a distinction average

or

- a relevant Honours degree of the University of Adelaide at upper second class level or higher

or

- a relevant Master by Coursework degree of the University of Adelaide containing less than 15 credit points research, in which the candidate has achieved a minimum of a distinction average

or

- 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

or

- e. a relevant Master by Research degree of the University of Adelaide.
- 3.2 A person who holds a qualification of another university as specified in 3.1 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.
- 3.3 Applicants for a Master of Philosophy must satisfy the minimum English language proficiency requirement as set by the University.

4 Credit for work previously completed

- 4.1 At the time of application, the Research Education and Development Committee may grant credit in a Master of Philosophy for research undertaken in another program in the University or in another university or tertiary institution.
- 4.2 At the time of application, the Committee may grant credit in a Master of Philosophy by mixed research and coursework where:
 - a. any Courses are offered in accordance with Rule 7.5. Unspecified credit for ungraded courses will not be permitted
 - b. the total amount of credit granted does not exceed 16 unitsand
 - c. courses have not been counted towards another award.
- 4.3 In consideration for acceptance under Rule 4.1, the Committee must be satisfied that
 - a. the person is of such academic standing as would be required of other candidates for the degree, and
 - b. the person's progress so far has been satisfactory and the research for which credit is granted is both relevant and of a satisfactory standard.
- 4.4 All applications for credit must be approved by the Adelaide Graduate Centre.

5 Enrolment

- 5.1 A person shall not be enrolled as a candidate for the degree of Master of Philosophy unless:
 - a. the applicant's proposed research topic is acceptable to the University and the School/Discipline responsible for the supervision of the candidate's work
 - b. there are available at least two supervisors able to provide supervision of the proposed candidacy throughout its likely duration. The principal supervisor shall be a member of the academic staff of the School/Discipline

The University of Adelaide - 2013 Program Rules of the University in which the candidate is enrolled

and

- c. suitable resources and facilities are available (either in the University or, by arrangement acceptable to the Faculty, elsewhere) for the proposed research to be undertaken.
- 5.2 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program.
- 5.3 Except with the permission of the Dean of Graduate Studies, a candidate who is permitted to enrol concurrently in another academic program and who is granted leave must intermit all academic programs in which he or she is enrolled.

6 Duration of candidature and mode of study

- 6.1 A candidate may proceed to the degree by full-time study or, if the Head of the School/Discipline concerned is satisfied that the candidate has adequate time to pursue supervised research under the control of the University, by half-time study. Except in circumstances approved by the Committee, the work for the degree shall be completed and the thesis submitted:
- 6.2 a. in the case of a full-time candidate, not less than one year nor more than two years from the date of commencement of candidature
- b. in the case of a half-time candidate, not less than two years nor more than four years from the date of commencement of candidature
- c. in the case of a candidate granted credit under Rule 4.1, the candidature shall normally expire:
 - i. in the case of a full-time candidate, not less than one year and not more than two years from the date the candidate commenced work in the other programor
 - ii. in the case of a half-time candidate, not less than two years and not more than four years from the date the candidate commenced work in the other program.

7 Work for the degree

- 7.1 A Master of Philosophy will be offered in two forms:
 - a. 100% research
 - b. mixed research and coursework. The mixed research and coursework Master of Philosophy comprises two thirds of the assessable content of the degree

- by research and the remaining one-third (15-16 credit point units) by coursework.
- 7.2a Domestic students may elect to proceed to the Master of Philosophy by either 100% research or by mixed research and coursework, subject to Faculty approval.
- 7.2b International students will only be permitted to proceed to the Master of Philosophy by 100% research where the University has granted exemption from all of the compulsory core courses specified in Rule 7.5a.
- 7.3 Transfer from the 100% research Master of Philosophy to the mixed research and coursework Master of Philosophy, or vice versa, will not normally be permitted after the first six months of candidature or half-time equivalent.
- 7.4 Where a candidate is proceeding to the degree by 100% research, any courses taken by the student, up to the value of 16 units, are to form part of the Structured Program and will not be considered in the assessment for the degree. Such courses should be audited and not be formally enrolled in or assessed.
- 7.5 A candidate who is proceeding to the Master of Philosophy by mixed research and coursework may, subject to Faculty approval, select courses with a minimum value of 15 units and a maximum value of 16 units (i.e. one third of the degree) from:
- a. Compulsory core courses (international students only)

EDUC 7058 Research Processes	3
EDUC 7054 Research Design	3
EDUC 7055 Research Communication.....	3
EDUC 7056 Research Profiling and Dissemination	3
 - b. Any relevant Masters by Coursework courses listed in the Calendar
 - and
 - c. Any relevant Honours courses listed in the Calendar.
- 7.6 All courses undertaken by a candidate in the mixed research and coursework Master of Philosophy will be assessed against the University's standard grading scheme; however, coursework marks, with the exception of a failing grade, may be withheld until thesis submission or degree completion.
- 7.7 Where a candidate is proceeding to the degree by mixed research and coursework, he or she shall be required to pass both the coursework and thesis components independently, and, all coursework requirements must be completed to the satisfaction of the Faculty/School before the Master of Philosophy thesis is submitted to the Adelaide Graduate Centre for examination.

- 7.8 For students enrolled in the Master of Philosophy:
- a. Any credit granted for coursework will reduce the Research Training Scheme (RTS) and/or candidature expiry dates. Where the student is a scholarship holder, scholarship expiry dates will be reduced in parallel. Therefore, any application for credit must be approved by the Adelaide Graduate Centre to permit for the relevant adjustments to be made
 - b. Courses cannot be repeated or replaced in the case of failure except on a fee paying basis
 - c. There is no exit point to a coursework outcome e.g. Graduate Diploma or Certificate or transfer of coursework credit from the Master of Philosophy to a Coursework Program. Candidates who seek these options must enrol in a Coursework Program from commencement.
- 7.9 Candidates must at all times abide by the *Australian Code for the Responsible Conduct of Research* and associated policies of the University of Adelaide.
- 7.10 a. The University recognises that a thesis may take a variety of formats that are influenced by the Discipline or field of study. Students should consult their supervisor(s) and the University's Specifications for Thesis and, if applicable, the Specific Academic Program Rules, to determine the most appropriate format.
- b. Work presented in the thesis must have been produced during the period of candidature.
 - c. Published works included in a thesis under these rules must have been published or accepted by publishers approved by the Discipline and in accordance with 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.
 - e. The thesis will 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.
- 7.11 Irrespective of the nature of the thesis, its content, in part or in total, must not have been accepted for any other degree at the University of Adelaide or other academic institution in the name of the candidate.

Candidates should consult the appropriate recommended declarations and the University's Specifications for Thesis.

7.11.1 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.

7.11.2 Where a portfolio of publications is submitted, as a Master of Philosophy thesis or is combined with conventional written narrative, the publications must be closely related in terms of subject matter and form a cohesive research narrative.

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

7.12 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 to each publication/manuscript in terms of the conceptualisation of the work, its realisation and its documentation. Statements must be signed by all authors.

7.13 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.

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

7.15 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.

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

8 Required program of activities at the commencement of candidature

8.1 Each candidate (including those on remote candidature) will be enrolled on a provisional

basis for at least the first twelve months of the degree.

8.2 A major review of progress after twelve months, or part-time equivalent, will recommend confirmation of Masters candidature, or a further period of conditional candidature not exceeding six months, or termination.

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

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

8.5 Such activities will be determined by the School/ Discipline through which the candidate is enrolled and in the first year must include the completion and presentation of the research proposal and other programs and skills training deemed necessary by the School/Discipline.

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

8.7 Transfer to the Doctor of Philosophy may be approved after twelve months of candidature or part-time equivalent subject to the following conditions:

- a. Having met the admission requirements for the Doctor of Philosophy at the time of enrolment into the Master of Philosophy
- b. Satisfactory completion of the Major Review of Progress
- c. Approval of the application to upgrade candidature by the Faculty and the Committee.

8.8 Transfer to the Doctor of Philosophy may be approved after eighteen months of candidature or part-time equivalent subject to the following conditions:

- a. Satisfactory completion of the Major Review of Progress
- b. For students in the mixed research and coursework stream, completion of a minimum of 12 units of coursework
- c. Approval of the application to upgrade candidature by the Faculty and the Committee.

8.9 The Faculty and the Committee will normally only approve a candidate for upgrade where:

- a. there is evidence of research output, such as publications, refereed

conference papers, scholarly works and creative arts and

- b. a revised research proposal for the Doctor of Philosophy which can reasonably be completed in 3-4 years (less the time already spent in the Masters candidature), has been provided.

9 Remote candidature

- 9.1 Initial enrolment as a remote candidate may be permitted on academic grounds where the School/Discipline concerned can ensure the provision of external supervision, facilities and affiliation to the satisfaction of the Research Education and Development Committee.
- 9.2 Unless otherwise exempted, a remote candidate will normally be required to complete a period/s of residence in the University of Adelaide as determined by the Research Education and Development Committee in consultation with the School/Discipline concerned.
- 9.3 Notwithstanding Rule 9.2, 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.
- 9.4 In accordance with rule 6.1, a remote candidate may proceed to the degree either by full-time or half-time study.
- 9.5 On the recommendation of the School/Discipline, the Committee at any time may permit an enrolled student to enrol as a remote candidate subject to the conditions specified in 9.1, 9.2 and 9.3 above.
- 9.6 A remote candidate may be permitted to convert to an internal mode of attendance at any time and shall be subject to the conditions normally applied.
- 9.7 Notwithstanding Rules 9.1 to 9.6 above, remote candidates are also required to abide by the other Rules and guidelines for the degree of Master of Philosophy.

10 Review of academic progress

- 10.1 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.
- 10.2 A formal review of a candidate's progress and confirmation of candidature will occur twelve months after enrolment (see 8.2 above). Additional reviews will occur around October each year with written reports forwarded to the Dean of Graduate Studies. A candidate's re-enrolment in the following

year is conditional upon satisfactory progress in the year of the review.

11 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.

12 Leave of absence

- 12.1 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 6 will be adjusted accordingly by adding the length of the approved leave.
- 12.2 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 endeavor to ensure, but cannot guarantee, that appropriate supervision and resources will be available to support the student on return from leave.
- 12.3 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:
 - a. withdrawal by the candidate
 - or
 - b. termination of candidature by the University.
- 12.4 The candidature of a student who takes leave from the University without approval will be suspended immediately, on notification of the Adelaide Graduate Centre.
- 12.5 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.
- 12.6 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.

13 Withdrawal from candidature

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

14 Suspension of candidature

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

- a. failing to abide by the responsibilities of research candidates as detailed in the Research Student Handbook
 - b. failing to undertake a required review of progress by the due date or extended due date
 - c. 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
 - d. failing to accept reasonable offers of supervision facilitated by the University
 - e. taking leave without prior approval
 - f. failing to return from leave on the agreed date
 - g. failing to notify the Adelaide Graduate Centre of return from leave within two weeks of return
- and
- h. non-payment of University fees and charges.

15 Termination of candidature

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

16 Extension of candidature

Irrespective of full-time or half-time status, a candidate may be granted by the Committee one extension of candidature only of six months beyond the maximum period specified in Rule 6. If the thesis has not been submitted by the end of the extended period, the candidature will lapse.

17 Completion of thesis outside the University

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

18 Lapsed candidature

- 18.1 Candidature shall be deemed to have lapsed if the candidate fails to submit his/her thesis within the maximum duration of the program as specified in Rule 6, provided that candidature has not otherwise been withdrawn, suspended or terminated.
- 18.2 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.
- 18.3 Approval of the Committee is required for the resumption of a lapsed candidature under any other conditions.

19 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 a thesis for examination. A summary of the thesis, together with the proposed thesis title, shall be submitted at or prior to lodgment of the thesis.

20 Submission and examination of the thesis

- 20.1 a. On completion of the approved program of study and research, including all coursework requirements, a candidate shall submit a thesis embodying the results of that study and research, and may submit also, in support of the thesis, other relevant material.
- b. The candidate's School must notify the Adelaide Graduate Centre at the time of thesis submission whether the thesis submitted comprises 100% or 67% of the assessable content of the degree.
- c. The thesis shall embody the values described in Rule 2.2.
- 20.2 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.
- 20.3 The format of a thesis which incorporates publications and/or manuscripts shall be in accordance with Rules 7.11.1 to 7.13.
- 20.4 The Head of School/Discipline shall certify that the thesis is worthy of examination.
- 20.5 In the case of a thesis submitted in the areas of musical, artistic or visual practice, presentation may be in one of three forms:
- a. by a theoretical thesis, or
- b. by one or more creative works and an exegesis, or
- c. a series of music performance recordings and an exegesis.
- 20.6 In the case of a thesis submitted in the areas of musical, artistic or visual practice, the creative work and the exegesis will not be examined separately but as an integrated whole constituting the original and substantial contribution to knowledge required from Masters' candidates.
- 20.7 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.

- 20.8 The thesis and any other material submitted shall be assessed by at least one examiner who is external to the University.
- 20.9 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.
- 20.10 With the exception of suitably referenced work, material, both physical and intellectual, presented for examination should have been generated during the period of candidature.
- 20.11 The Committee shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

21 Appointment of examiners

- 21.1 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 19. Such objections do not serve as a veto.
- 21.2 Assessment of the thesis shall in every case be by no fewer than two examiners appointed by the Committee of whom:
- a. at least one shall be external to the University
- b. at least one shall be an academic member or affiliate of a tertiary institution.
- 21.3 The candidate's supervisors shall not be eligible to act as examiners.
- 21.4 The examiners shall be requested to report in English and in such form as the Committee will determine and to recommend one of each of the alternatives listed in Rules 28.1.
- 21.5 After consideration of the reports of the examiners, the Committee may appoint a third external examiner and/or an external arbitrator.

22 Examination results

- 22.1 After consideration of the reports of the examiners, coursework results where applicable and such other information as it thinks fit, the Committee shall determine that:
1. the candidate be awarded the degree of Master of Philosophy unconditionally
- or
2. the candidate be awarded the degree of Master of Philosophy subject to the amendments specified in the examiners' reports
- or

3. the candidate be not awarded the degree of Master of Philosophy but be permitted to resubmit the thesis for re-examination in revised form

or

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

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

22.3 In the case of a thesis presented for re-examination as provided for in Rule 22.1(3), the thesis will, as far as possible, be assessed by the original examiners.

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

23 Thesis amendments following examination

23.1 The time limits for revision of the thesis are:

- a. three months where the examination result is to award the degree subject to the amendments specified in the examiners' reports (see Rule 22.1(2))

and

- b. 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 22.1(3)).

23.2 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 approved by the principal supervisor and the Head of School/Discipline or the Postgraduate Coordinator.

24 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.

25 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 24 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 19. The withholding of such permission and the period of time involved shall be determined by the Committee.

26 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.

27 Revoking the award

If the Committee is satisfied that, when the Master of Philosophy was conferred on a person, and that person was subsequently found to have breached ethical requirements, e.g. they:

- a. did not possess the relevant qualifications

or

- b. had not completed the necessary requirements.

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

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

28 Return of documents

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

29 General

When, in the opinion of the Research Education and Development Committee, special circumstances exist, the Committee, on the recommendation of the relevant Faculty in each case, may vary any of the provisions in Rules 1–28 above.