

# Adelaide Graduate Centre

## 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>) and the Research Student Handbook (<http://www.adelaide.edu.au/graduatecentre/handbook/>).

#### 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 2014.

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 Objectives of the Master of Philosophy

- 2.1 The Master of Philosophy shall, in general, have the objectives of
- training candidates in research methodology and techniques
  - developing critical evaluation skills appropriate to their research topic
  - training candidates 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.

#### 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
- 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 Academic Program Rule 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 University may grant credit towards a Master of Philosophy for research, or, where the candidate is proceeding to a degree by mixed research and coursework, for coursework undertaken in another program at the University or in another university or tertiary institution. The maximum credit granted will be 1 year full-time equivalent (FTE) of the total program, inclusive of both coursework and research.
- 4.2 No candidate will be granted any credit for any coursework or research that has been presented towards another award.
- 4.3 In consideration for acceptance under Academic Program Rule 4.1, the University must be satisfied that:
  - a. any courses for which credit is granted are offered in accordance with Academic Program Rule 7.8
  - b. the applicant is of such academic standing as would be required of other candidates for the degree and
  - c. the work for which credit is granted is both relevant and of a satisfactory standard.
- 4.4 Any credit granted for work undertaken within a higher degree by research program will reduce the RTS and candidature expiry dates, whilst any credit granted for work undertaken within a coursework program will reduce the candidature expiry date only. Where the candidate is a scholarship holder, the scholarship expiry date(s) will be reduced in parallel with the candidature expiry date.
- 4.5 Any application for credit must be approved by the Adelaide Graduate Centre to permit for the relevant adjustments to be made.

#### 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 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 / 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.
- 6.2 Except in circumstances approved by the University, the work for the degree shall be completed and the thesis submitted:
  - a. in the case of a full-time candidate, not less than 1 year nor more than 2 years from the date of commencement of candidature
  - b. in the case of a half-time candidate, not less than 2 years nor more than 4 years from the date of commencement of candidature
  - c. in the case of a candidate granted credit under Academic Program Rule 4.1, the candidature shall normally expire:
    - i. in the case of a full-time candidate, not less than 1 year and not more than 2 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 2 years and not more than 4 years from the date the candidate commenced work in the other program.

#### 7 Work for the degree

- 7.1 A candidate shall pursue an approved program of study and research under the control of the University and under the general guidance of supervisors appointed by the University leading to the generation of a thesis.
- 7.2 Candidates must at all times abide by the *Australian Code for the Responsible Conduct of Research* and associated policies of the University of Adelaide.

- 7.3 Candidates may proceed to the Master of Philosophy by:
- 100% research
  - mixed research and coursework. The mixed research and coursework stream of the Master of Philosophy comprises two thirds of the assessable content of the degree by research and the remaining one third (15 credit point units) by coursework.
- 7.4 Domestic candidates may elect to proceed to the Master of Philosophy by either 100% research or by mixed research and coursework, subject to Faculty approval.
- 7.5 International candidates must proceed to the Master of Philosophy by mixed research and coursework unless the University has granted exemption from all of the compulsory core courses specified in Academic Program Rule 7.8a.
- 7.6 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 6 months of candidature or half-time equivalent.
- 7.7 Where a candidate is proceeding to the degree by 100% research, any courses taken by the candidate, 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.
- 7.8 A candidate who is proceeding to the Master of Philosophy by mixed research and coursework may, subject to Faculty approval, select courses to a maximum value of 15 units (i.e. one third of the degree) from:
- Compulsory core courses (international candidates only)
 

EDUC 7058 Research Processes .....	3
EDUC 7054 Research Design .....	3
EDUC 7055 Research Communication.....	3
  - Any relevant Master by Coursework courses listed in the Calendar and / or
  - Any relevant Honours courses listed in the Calendar.
- 7.9 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, will be officially withheld until thesis submission.
- 7.10 Courses cannot be repeated or replaced in the case of failure except on a fee paying basis
- 7.11 Where a candidate is proceeding to the

degree by mixed research and coursework, he / 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.

- 7.12 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.
- 7.13 The candidate shall present the context and importance of the research at a School / Discipline seminar prior to thesis submission.

## 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 12 months of the degree.
- 8.2 A major review of progress after 12 months, or part-time equivalent, will recommend confirmation of Master's candidature, or a further period of conditional candidature not exceeding 6 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 3, but no later than 6, months (or half-time equivalent) from the commencement of candidature.
- 8.7 From 2015, candidates wishing to transfer to a Doctor of Philosophy must normally have undertaken 2 years of research training post Bachelor, or 1 year of research training post Honours typically resulting in the award of a Master degree in each case.

- 8.8 In addition to Academic Program Rule 8.7 above the Faculty and the University will normally only approve a candidate for transfer to the Doctor of Philosophy where:
- the Major review of Progress has been satisfactorily completed
  - there is evidence of research output, such as publications, refereed conference papers, scholarly works and creative arts and
  - a revised research proposal for the Doctor of Philosophy which can be reasonably completed in 3-4 years (less the time already spent in the Masters candidature) has been provided.
- 8.9 The approval of the Dean of Graduate Studies will be required for transfer to the Doctor of Philosophy under any other circumstances.
- 8.10 A candidate who satisfies Academic Program Rules 8.7–8.10 and is permitted by the University to transfer into the Doctor of Philosophy will be deemed to have completed the Core Component of the Structured Program and the transfer will confirm candidature in the degree.

## 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 University.
- 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 University in consultation with the School / Discipline concerned.
- 9.3 Notwithstanding Academic Program 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 Academic Program 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 University at any time may permit an enrolled candidate to study as a remote candidate subject to the conditions specified in Academic Program Rules 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 Academic Program Rules 9.1-9.6 above, remote candidates are also required to abide by the other Rules and

guidelines for the degree of Master of Philosophy.

## 10 Joint Candidature

- 10.1 Enrolment as a joint candidate may be permitted where a program of cooperation has been formally agreed between the University of Adelaide and another institution for jointly awarded degrees.
- 10.2 When it is proposed that the candidate spend the majority of candidature away from Adelaide, the University must approve conditions as in Academic Program Rule 10.1.
- 10.3 Upon successful completion of the work for the degree, the badges of both institutions may appear on the parchment awarded.

## 11 Review of academic progress

- 11.1 The University may review the progress of a candidate at any time during the program of candidature and, if the candidate's progress is unsatisfactory, may terminate the candidature.
- 11.2 A formal review of a candidate's progress and confirmation of candidature will occur 12 months after enrolment (see Academic Program Rule 8.2 above). Additional reviews will occur around October each year with written reports forwarded to the Dean of Graduate Studies. A candidate's re-enrolment in the following year is conditional upon satisfactory progress in the year of the review.

## 12 Absence from the University

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

## 13 Leave of absence

- 13.1 A candidate whose work is interrupted for a period of time may be granted cumulative leave by the University of up to 12 months. If an application for leave is approved, the minimum and maximum periods specified in Academic Program Rule 6.2 will be adjusted accordingly by adding the length of the approved leave.
- 13.2 In exceptional circumstances, the University may grant a candidate cumulative leave in excess of 12 months. Where a candidate 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

candidate on return from leave.

13.3 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.

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

13.5 A candidate granted leave must inform the Adelaide Graduate Centre in writing of resumption of candidature within 2 weeks of the approved date of return.

13.6 A candidate seeking to extend a period of leave must apply in writing for an extension of leave at least 1 week prior to the originally approved date of return.

#### 14 Withdrawal from candidature

14.1 A student may withdraw from candidature at any time.

14.2 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.

#### 15 Suspension of candidature

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 by 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 2 weeks of return  
and
- h. non-payment of University fees and charges.

#### 16 Reinstatement of suspended candidature

Following suspension, candidature will only be reinstated with the approval of the Head of School where:

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

#### 17 Termination of candidature

17.1 Candidature may be terminated where:

- a. progress is unsatisfactory following a review of progress, whether programmed or otherwise  
or
- b. candidature has been suspended for more than 12 months  
or
- c. the candidate has failed to complete the core component of the structured program within 6 months, or half-time equivalent, of commencement
- d. the University at its sole discretion reserves the right to decline to appoint a supervisor where to do so would not be appropriate. Without limiting this discretion above 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 the Research Student Handbook.

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

#### 18 Extension of candidature

Irrespective of full-time or half-time status, a candidate may be granted by the University one extension of candidature only of 6 months beyond the maximum period specified in Academic Program Rule 6.2. If

the thesis has not been submitted by the end of the extended period, the candidature will lapse.

## 19 Completion of thesis outside the University

A candidate who has completed the equivalent of 1 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 University to complete the writing-up of the thesis outside the University. If such permission is granted the candidate will be allowed either 12 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.

## 20 Lapsed candidature

- 20.1 Candidature shall be deemed to have lapsed on the candidature expiry date where the candidate has not submitted for examination the thesis required under Academic Program Rule 7.1.
- 20.2 A candidature, which has lapsed for not more than 12 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.
- 20.3 Approval of the University is required for the resumption of a lapsed candidature under any other conditions.

## 21 Intention to submit thesis

A candidate shall notify the Director of the Adelaide Graduate Centre, in writing, approximately 3 months before he / she expects to submit a thesis for examination. A summary of the thesis, together with the proposed thesis title and abstract, shall be submitted at or prior to submission of the thesis.

## 22 Submission and examination of the thesis

- 22.1 On completion of the approved program of study and research, including all coursework requirements, a candidate shall submit a thesis for examination in accordance with the University's *Specifications for Thesis* for the current year.

22.2 The University recognises that a thesis may be prepared in a variety of formats that are influenced by the Discipline or field of study. Approved thesis formats are detailed in the University's *Specifications for Thesis*. Candidates should consult their supervisor(s) before selecting an appropriate format.

22.3 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.

22.4 All work presented in the thesis must have been undertaken during the period of candidature; where publications are written / finalised outside of candidature, they must be based entirely on research undertaken during the period of candidature.

22.5 Irrespective of the format 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.

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

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

22.8 Examiners of the Master of Philosophy thesis will assess whether the candidate has demonstrated:

- a. a thorough understanding of the relevant methodology as shown by a critical and detailed review of the literature
- b. competence through judicious selection and application of appropriate methods to yield meaningful results  
and
- c. the capacity to critically evaluate these results and present a clear and well written thesis in accordance with the stated objectives of the Master of Philosophy degree (see Academic Program Rule 2).

## 23 Appointment of examiners

23.1 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 Academic Program Rule 21. Such objections do not serve as a veto.

23.2 Assessment of the thesis shall in every case be by no fewer than two examiners appointed by the University 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.

- 23.3 The candidate's supervisors shall not be eligible to act as examiners.
- 23.4 The examiners shall be requested to report in English and in such form as the University will determine and to recommend one of each of the alternatives listed in Academic Program Rules 24.1.
- 23.5 After consideration of the reports of the examiners, the University may appoint a third external examiner and / or an external arbitrator.

## 24 Examination results

- 24.1 After consideration of the reports of the examiners, coursework results where applicable and such other information as it thinks fit, the University 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 re-submit the thesis for re-examination in revised form or
  4. the candidate be not awarded the degree of Master of Philosophy.
- 24.2 Where the University determines that the candidate be awarded the degree of Master of Philosophy, the University shall also determine an overall grade.
- 24.3 In the case of a thesis presented for re-examination as provided for in Academic Program Rule 24.1(3), the thesis will, as far as possible, be assessed by the original examiners.
- 24.4 A thesis submitted for re-examination must be presented in the same format as the thesis presented for the original examination.
- 24.5 A thesis presented for re-examination will not be submitted for further re-examination.

## 25 Thesis amendments following examination

- 25.1 The time limits for revision of the thesis are:
- a. 3 months where the examination result is to award the degree subject to the amendments specified in the examiners' reports (see Academic Program Rule 24.1(2)) and

- b. 12 months where the examination result is not to award the degree but to permit re-submission of the thesis in a revised form (see Academic Program Rule 24.1(3)).

- 25.2 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.

## 26 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 University Library or elsewhere as determined by the University.

Unless otherwise determined by the University, the copies shall be available for loan and photocopy.

## 27 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 Academic Program Rule 26 shall make a written application to the Director of the Adelaide Graduate Centre, at the same time as he /she notifies his or her intention to submit under Academic Program Rule 21. The withholding of such permission and the period of time involved shall be determined by the University.

## 28 Graduation

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

## 29 Posthumous award

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

## 30 Revoking the award

If the University 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 and President with authority devolved to him / her by Council may revoke the award.

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

### **31 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.

### **32 General**

When, in the opinion of the University, special circumstances exist, the University, on the recommendation of the relevant Faculty in each case, may vary any of the provisions in Academic Program Rules 1–31 above.