



THE UNIVERSITY  
*of* ADELAIDE

Undergraduate and Postgraduate  
**2015 Calendar**  
Adelaide Graduate Centre

## The University of Adelaide

### Undergraduate and postgraduate calendar

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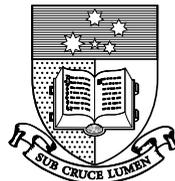
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## Graduate Attributes

### The University of Adelaide

The University of Adelaide is a research-intensive university that seeks to develop graduates of international distinction by providing high quality education. The University defines the philosophy underpinning its teaching programs through the Graduate Attributes. These describe the qualities, knowledge and capabilities that students are encouraged to take responsibility for developing throughout their studies at the University. The Graduate Attributes are not a list of skills to be mastered; rather, they encapsulate for both students and the wider community the defining characteristics of a student's university degree program(s), and describe a set of characteristics that are designed to be transferable beyond the particular disciplinary context in which they have been developed. While Graduate Attributes are fostered in the context of the curriculum, they are also developed within the total university experience as they encourage students to reflect on the broader purpose of their university education.

The University of Adelaide Graduate Attributes are:

1. Deep discipline knowledge
2. Critical thinking and problem solving
3. Teamwork and communication skills
4. Career and leadership readiness
5. Intercultural and ethical competency
6. Self-awareness and emotional intelligence.

## The Arms of the University

The heraldic description of the Coat of Arms is as follows:

Per pale Or and Argent an Open Book proper edged Gold on a Chief Azure five Mullets, one of eight, two of seven, one of six and one of five points of the second, representing the Constellation of the Southern Cross; and the Motto associated with the Arms is

### Sub Cruce Lumen

'The light (of learning) under the (Southern) Cross'

## Student Study Commitment for Coursework Students

To successfully complete courses, students will need to allocate an appropriate time commitment to their study. In addition to the formal contact—the time required for each course (e.g. lectures, tutorials, practicals)—students will need to allocate non-contact time. Non-contact time will be required for a range of activities which may include, but are not limited to, assessment tasks, reading, researching, note-taking, revision, writing, consultation with staff, and informal discussion with other students. While the relative proportion of contact and non-contact time may vary from course to course, as a guide, a full-time student would expect to spend, on average, a total of 48 hours per week on their studies during teaching periods. The workload for undergraduate and postgraduate coursework programs is 24 units per year (full-time).

# Adelaide Graduate Centre

## 2015 Postgraduate Program Rules

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#### Notes on Delegated Authority

1. Council has delegated the power to approve minor changes to the Academic Program Rules to the Executive Deans of Faculties.
2. Council has delegated the power to specify syllabuses to the Head of each school or centre concerned, such syllabuses to be subject to approval by the Faculty or by the Executive Dean on behalf of the Faculty.

# 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/>). The Research Student Handbook explains the procedures to be followed by students and contains guidelines on research and supervision for research degrees offered by the University. All students must comply with both the Academic Program Rules and the procedures detailed in the Research Student 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 Arts*

Master of Philosophy

*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 2015.

Master of Philosophy (Medical Science)

Master of Philosophy (Ophthalmology)

Master of Philosophy (Public Health)

Master of Philosophy (Surgery)

*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 Grade Point Average (GPA) of 6.0 or higher  
or
  - a relevant Master by Coursework degree of the University of Adelaide containing a minimum of 15 credit points by research, with an overall GPA of 5.0 or higher and a GPA of 6.0 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 The University may accept as a candidate a graduate who does not qualify under Academic Program Rules 3.1 or 3.2 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.
- 3.4 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 7.7
  - 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 Each candidate (including those on remote candidature) will be enrolled on a provisional basis until they have satisfactorily completed:
  - a. the first 12 months of the degree or half-time equivalent  
and
  - b. the major review of progress, or, where applicable, the extended major review of progress.
- 5.3 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program.
- 5.4 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 whilst at all times abiding by the *Australian Code for the Responsible Conduct of Research* and associated policies of the University of Adelaide.
- 7.2 Candidates may proceed to the Master of Philosophy by:
  - a. 100% research leading to the generation of a thesis that will comprise 100% of the assessable content of the degree
  - b. mixed research and coursework leading to:
    - i. the generation of a thesis that will comprise two thirds of the assessable content of the degree and
    - ii. the completion of 15 credit point units of coursework as detailed in Academic Program Rule 7.7, which will comprise one third of the assessable content of the degree.
- 7.3 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.
- 7.4 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 7.7a.
- 7.5 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.
- 7.6 Where a candidate is proceeding to the degree by 100% research, any courses taken by the candidate, up to the value of 15 units, will not be considered in the assessment for the degree. Such courses will not be formally

enrolled in or assessed, or, will be completed on a non-award basis.

- 7.7 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 from:
  - a. Compulsory core courses (international candidates only)
    - EDUC 7058 Research Processes ..... 3
    - EDUC 7054 Research Design ..... 3
    - EDUC 7055 Research Communication ..... 3
  - b. Any relevant Master by Coursework courses listed in the Calendar  
and / or
  - c. Any relevant Honours courses listed in the Calendar.
- 7.8 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.
- 7.9 Courses cannot be repeated or replaced in the case of failure except on a fee paying basis.
- 7.10 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.
- 7.11 A Master of Philosophy thesis will be prepared in accordance with the University's *Specifications for Thesis* for the current year.
- 7.12 All work presented in the thesis (including any publications) must have been undertaken during the period of candidature.
- 7.13 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.
- 7.14 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.
- 7.15 The candidate shall present the context and importance of the research at a School / Discipline seminar prior to thesis submission.

## 8 Academic Progress Milestones

- 8.1 Each candidate's academic progress will be formally reviewed at least once every twelve months.
- 8.2 Each candidate will complete a series of milestones, the core content and timing of which will be in accordance with the details and schedule specified in the Research Student Handbook; Schools may include additional discipline specific requirements.
- 8.3 Milestones will normally include:
  - a. the Adelaide Graduate Centre induction program and area induction
  - b. the core component of the structured program, including, the completion and presentation of the research proposal and, in the case of international research students, the integrated bridging program - research
  - c. a major review of progress
  - d. annual reviews of progress in each calendar year following the year of enrolment
  - e. minor reviews of progress in each calendar year following the year of enrolment (remote candidates only)
  - f. a pre-submission review (where required by the Faculty) and
  - g. the development component of the structured program, including at a minimum any courses, activities and skills training deemed necessary by the School / Discipline. Where completion of courses, up to the value of 15 units, is required by the School / Discipline, or desired by the candidate, the courses will not be formally enrolled in or assessed, or, will be completed on a non-award basis.
- 8.4 Candidates whose provisional candidature is extended following a major review of progress (for up to six months in total) will undergo an extended major review at the end of this period.
- 8.5 The major review of progress referred to in 8.3c above will recommend confirmation of candidature, or, a further period of conditional candidature not exceeding 6 months, or termination.
- 8.6 Candidates granted a further period of conditional enrolment will undergo an extended major review at the end of this time period. No further periods of conditional enrolment will be permitted.
- 8.7 Milestones may be varied from time to time by approval of the Research Education and Development Committee.
- 8.8 Re-enrolment and the continuation of scholarship payments (where applicable) are conditional upon:

- a. satisfactory progress being achieved in all reviews of progress undertaken in the preceding year and
- b. completion of all required milestones.

## 9 Program Transfer

- 9.1 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 University.
- 9.2 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. approval of the application to upgrade candidature by the Faculty and the University.
- 9.3 The Faculty and the University will normally only approve a candidate for transfer to the Doctor of Philosophy 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 be reasonably completed in 3-4 years (less the time already spent in the Master candidature) has been provided.
- 9.4 The approval of the Dean of Graduate Studies will be required for transfer to the Doctor of Philosophy under any other circumstances.

## 10 Remote candidature

- 10.1 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.
- 10.2 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.

- 10.3 Notwithstanding Academic Program 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 Academic Program Rule 6.1, a remote candidate may proceed to the degree either by full-time or half-time study.
- 10.5 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 10.1, 10.2 and 10.3 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 Academic Program Rules 10.1-10.6 above, remote candidates are also required to abide by the other Academic Program Rules and guidelines for the degree of Master of Philosophy.

- a. during the twelve months immediately prior to their candidature expiry date or
- b. during an extension of candidature or
- c. during a candidature that has been reactivated for 12 months, following determination by the University that the candidate be not awarded the degree but be permitted to re-submit the thesis in a revised form.

13.3 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.

13.4 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.

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

13.6 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.

13.7 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.

## 11 Joint Candidature

- 11.1 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.
- 11.2 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 11.1.
- 11.3 Upon successful completion of the work for the degree, the badges of both institutions may appear on the parchment awarded.

## 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 Subject to Academic Program Rule 13.2, 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 Except in exceptional circumstances, candidates may not take leave:

## 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

- 15.1 Candidature may be suspended for failure to comply with any formal requirement of candidature, including:
- failing to abide by the responsibilities of research candidates as detailed in the Research Student Handbook
  - failing to undertake a required review of progress by the due date or extended due date
  - failing to respond to any University correspondence sent to the nominated mailing address or campus email address by the requested date of response
  - failing to accept reasonable offers of supervision facilitated by the University
  - taking leave without prior approval
  - failing to return from leave on the agreed date
  - failing to notify the Adelaide Graduate Centre of return from leave within 2 weeks of return and
  - non-payment of University fees and charges.

### 15.2 Reinstatement of suspended candidature

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

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

## 16 Termination of candidature

- 16.1 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.
- 16.2 The University may terminate the candidature following a 12 month period of suspension for any of the reasons outlined in Academic Program Rule 15 above.
- 16.3 Candidature may be terminated when 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.

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

## 17 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.

## 18 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.

## 19 Lapsed candidature

- 19.1 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.
- 19.2 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.
- 19.3 Approval of the University is required for the resumption of a lapsed candidature under any other conditions.

## 20 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.

## 21 Submission and examination of the thesis

- 21.1 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
- 21.2 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.
- 21.3 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.
- 21.4 The Head of School / Discipline shall certify that the thesis is worthy of examination.
- 21.5 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).

## 22 Appointment of examiners

- 22.1 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 20. Such objections do not serve as a veto.
- 22.2 Taking account of any objections raised under Academic Program Rule 22.1 and the recommendations of the Head of the relevant School / Discipline, 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.

- 22.3 The candidate's supervisors shall not be eligible to act as examiners.
- 22.4 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 Rule 23.1.
- 22.5 After consideration of the reports of the examiners, the University may appoint a third external examiner and / or an external arbitrator.

## 23 Examination results

- 23.1 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.
- 23.2 Where the University determines that the candidate be awarded the degree of Master of Philosophy, the University shall also determine an overall grade.
- 23.3 In the case of a thesis presented for re-examination as provided for in Academic Program Rule 23.1(3), the thesis will, as far as possible, be assessed by the original examiners.
- 23.4 A thesis submitted for re-examination must be presented in the same format as the thesis presented for the original examination.
- 23.5 A thesis presented for re-examination will not be submitted for further re-examination.

## 24 Thesis amendments following examination

- 24.1 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 23.1(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 23.1(3)).

24.2 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.

## **25 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.

## **26 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 25 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 20. The withholding of such permission and the period of time involved shall be determined by the University.

## **27 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.

## **28 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.

## **29 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.

## **30 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.

## **31 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 1–30 above.

# 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>) and the Research Student Handbook (<http://www.adelaide.edu.au/graduatecentre/handbook/>). The Research Student Handbook explains the procedures to be followed by students and contains guidelines on research and supervision for research degrees offered by the University. All students must comply with both the Academic Program Rules and the procedures detailed in the Research Student Handbook.

### 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 University 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 Point Average (GPA) of 5.0 or higher and a GPA of 6.0 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 University may accept as a candidate a graduate who does not qualify under Academic Program 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 University 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 Academic Program Rule 2.1, the University 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 work for which credit is granted is both relevant and of a satisfactory standard.
- 2.3 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.
- 2.4 Any application for credit must be approved by the Adelaide Graduate Centre to permit for the relevant adjustments to be made.

### 3 Enrolment

- 3.1 A person shall not be enrolled as a candidate for the degree 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.
- 3.2 Each candidate (including those on remote candidature) will be enrolled on a provisional basis until they have satisfactorily completed:

- a. the first 12 months of the degree or half-time equivalent  
and
  - b. the major review of progress, or, where applicable, the extended major review of progress.
- 3.3 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program.
- 3.4 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**

- 4.1 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.
- 4.2 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 2 years and not more than 4 years from the date of commencement of candidature
  - b. in the case of a half-time candidate, not less than 4 years and not more than 8 years from the date of commencement of candidature
  - c. in the case of a candidate granted credit under Academic Program Rule 2.1 the candidature shall normally expire
    - i. in the case of a full-time candidate, not less than 1 year and not more than 4 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 8 years from the date the candidate commenced work in the other program.

#### **5 Work for the degree**

- 5.1 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 whilst at all times abiding by the *Australian Code for the Responsible Conduct of Research* and associated policies of the University of Adelaide.

- 5.2 A research proposal must be agreed preferably within three, but no later than six months (or half-time equivalent) from the commencement of research.
- 5.3 The product of candidature will be a thesis that represents a significant contribution to knowledge in the discipline and which has been prepared in accordance with the University's *Specifications for Thesis* for the current year.
- 5.4 All work presented in the thesis (including any publications) must have been undertaken during the period of candidature.
- 5.5 The thesis will comprise 100% of the assessable content of the degree.
- 5.6 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.
- 5.7 The candidate shall present the context and importance of the research at a School / Discipline seminar prior to thesis submission.

#### **6 Academic Progress Milestones**

- 6.1 Each candidate's academic progress will be formally reviewed at least once every twelve months.
- 6.2 Each candidate will complete a series of milestones, the core content and timing of which will be in accordance with the details and schedule specified in the Research Student Handbook; Schools may include additional discipline specific requirements.
- 6.3 Milestones will normally include:
- a. the Adelaide Graduate Centre induction program and area induction
  - b. the core component of the structured program, including, the completion and presentation of the research proposal and, in the case of international research students, the integrated bridging program - research
  - c. a major review of progress
  - d. annual reviews of progress in each calendar year following the year of enrolment
  - e. minor reviews of progress in each calendar year following the year of enrolment (remote candidates only)
  - f. a pre-submission review (where required by the Faculty)  
and
  - g. the development component of the structured program, including at a minimum any courses, activities and skills training deemed necessary by the School / Discipline. Where completion of courses, up to the value of 15 units, is required by the School / Discipline, or

desired by the candidate, the courses will not be formally enrolled in or assessed, or, will be completed on a non-award basis.

- 6.4 Candidates whose provisional candidature is extended following a major review of progress (for up to six months in total) will undergo an extended major review at the end of this period.
- 6.5 The major review of progress referred to in 6.3c above will recommend confirmation of Doctor of Philosophy candidature, change to a Master by Research, or a further period of conditional candidature not exceeding 6 months, or termination.
- 6.6 Candidates granted a further period of conditional enrolment will undergo an extended major review at the end of this time period. No further periods of conditional enrolment will be permitted.
- 6.7 Milestones may be varied from time to time by approval of the Research Education and Development Committee.
- 6.8 Re-enrolment and the continuation of scholarship payments (where applicable) are conditional upon:
  - a. satisfactory progress being achieved in all reviews of progress undertaken in the preceding yearand
  - b. completion of all required milestones.
- 6.9 A University of Adelaide Master by Research candidate who is qualified and permitted by the University to transfer into the Doctor of Philosophy will be deemed to have completed academic progress milestones 6.3a–c and transfer will confirm candidature in the degree.

## **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 University.
- 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 University in consultation with the School / Discipline concerned.
- 7.3 Notwithstanding Academic Program 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 Academic Program Rule 4.1, 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 University at any time may permit an enrolled candidate to enrol as a remote candidate subject to the conditions specified in Academic Program Rules 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 Academic Program Rules 7.1–7.4 above, remote candidates are also required to abide by the other Academic Program 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 University must approve conditions as in Academic Program Rule 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 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.

## **10 Leave of absence**

- 10.1 Subject to Academic Program Rule 10.2, 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 4.2 will be adjusted accordingly, by adding the length of the approved leave.
- 10.2 Except in exceptional circumstances, candidates may not take leave:
  - a. during the twelve months immediately prior to their candidature expiry date or
  - b. during an extension of candidature or
  - c. during a candidature that has been reactivated for 12 months, following determination by the University that the

candidate be not awarded the degree but be permitted to re-submit the thesis in a revised form.

- 10.3 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.
- 10.4 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:
- withdrawal by the candidate  
or
  - termination of candidature by the University.
- 10.5 The candidature of a student who takes leave from the University without approval will be suspended immediately, on notification of the Adelaide Graduate Centre.
- 10.6 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.
- 10.7 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.

## 11 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.

## 12 Suspension of candidature

- 12.1 Candidature may be suspended for failure to comply with any formal requirement of candidature, including:
- failing to abide by the responsibilities of research candidates as detailed in the Research Student Handbook
  - failing to undertake a required review of progress by the due date or extended due date

- failing to respond to any University correspondence sent to the nominated mailing address or campus email address by the requested date of response
  - failing to accept reasonable offers of supervision facilitated by the University
  - taking leave without prior approval
  - failing to return from leave on the agreed date
  - failing to notify the Adelaide Graduate Centre of return from leave within 2 weeks of return  
and
  - non-payment of University fees and charges.
- 12.2 Reinstatement of a suspended candidature will only be permitted with the approval of the Head of School where:
- the reason for the suspension has been addressed as specified in the Research Student Handbook
  - the research undertaken prior to suspension remains current  
and
  - appropriate supervision and resources are available to support the reinstated candidature

## 13 Termination of candidature

- 13.1 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.
- 13.2 The University may terminate the candidature following a 12 month period of suspension for any of the reasons outlined in Academic Program Rule 12 above.
- 13.3 Candidature may be terminated when 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.
- 13.4 A terminated candidature may only be reinstated following a successful appeal.

## 14 Extension of candidature

A candidate may be granted by the University one extension of candidature only of 12 months beyond the maximum period specified in Academic Program Rule 4. If the thesis has not been submitted by the end

of the extended period the candidature will lapse.

## 15 Completion of thesis outside University

A candidate who has completed the equivalent of 2 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 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.

## 16 Lapsed candidature

- 16.1 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 5.3.
- 16.2 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.
- 16.3 Approval of the University is required for the resumption of a lapsed candidature under any other conditions.

## 17 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 the thesis required under Academic Program Rule 18.1. A summary of the thesis, together with the proposed thesis title and abstract, shall be submitted prior to submission of the thesis.

## 18 Submission and examination of the thesis

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

18.2 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.

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

18.4 Examiners of the Doctor of Philosophy thesis will assess whether the candidate has produced a thesis that:

- a. displays original and critical thought
- b. is a significant contribution to knowledge
- c. relates the topic of research to the broader framework of the Discipline within which it falls  
and
- d. is clearly, accurately and cogently written and suitably illustrated and documented.

## 19 Appointment of examiners

- 19.1 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 17. Such objections do not serve as a veto.
- 19.2 Taking account of any objections raised under Academic Program Rule 19.1 and the recommendations of the Head of the relevant School / Discipline the University shall appoint two examiners who are external to the University. At least one examiner shall be an academic member or affiliate of a tertiary institution.
- 19.3 The candidate's supervisors shall not be eligible to act as examiners.
- 19.4 The examiners shall be requested to report in English and in such form as the University will determine and to recommend one of the alternatives listed in Academic Program Rule 20.1.
- 19.5 After consideration of the reports of the examiners, the University may appoint a third external examiner and / or an external arbitrator.

## 20 Examination results

- 20.1 After consideration of the reports of the examiners and such other information as it thinks fit, the University 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.
- 20.2 In the case of a thesis presented for re-examination as provided for in Academic Program Rule 20.1(3), the thesis, as far as possible, will be assessed by the original examiners.
- 20.3 A thesis submitted for re-examination must be presented in the same format as the thesis presented for the original examination
- 20.4 A thesis presented for re-examination will not be submitted for further re-examination.

## **21 Thesis amendments following examination**

- 21.1 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 20.1(2))  
and
  - b. 12 months where the examination result is not to award the degree but to permit resubmission of the thesis in a revised form (see Academic Program Rule 20.1(3)).
- 21.2 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.

## **22 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.

## **23 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 22 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 17. The withholding of such permission and the period of time involved shall be determined by the University.

## **24 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.

## **25 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.

## **26 Revoking the award**

If the University 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 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.

## **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 University, special circumstances exist, the University, on the recommendation of the relevant School / Discipline in each case, may vary any of the provisions in Academic Program Rules 1–27 above.

## **Doctor of Philosophy / Master of Psychology (Clinical)**

See Faculty of Health Sciences

## **Doctor of Philosophy / Master of Psychology (Health)**

See Faculty of Health Sciences

## **Doctor of Philosophy / Master of Psychology (Organisational and Human Factors)**

See Faculty of Health Sciences

# Professional Doctorate Degrees

## Professional Doctorate Degrees General Rules

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/>). The Research Student Handbook explains the procedures to be followed by students and contains guidelines on research and supervision for research degrees offered by the University. All students must comply with both the Academic Program Rules and the procedures detailed in the Research Student Handbook.

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

### 1 Definitions and Objectives

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

### 2 Academic standing

- 2.1 The academic standing required for acceptance as a candidate for a Professional Doctorate 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 University 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 units by research, with an overall Grade Point Average (GPA) of 5.0 or higher and a GPA of 6.0 or higher in the Research Component.
- 2.2 A person who holds a relevant qualification of another university as specified in Academic Program Rule 2.1, 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.

- 2.3 In addition to the relevant academic qualifications and research training, a period of at least 3 years' relevant professional experience shall form part of the academic standing required for acceptance as a candidate.
- 2.4 The University may accept as a candidate a graduate who does not qualify under Academic Program Rules 2.1 or 2.2 but satisfies Academic Program Rule 2.3 and 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.
- 2.5 Applicants for a Professional Doctorate must satisfy the minimum English language proficiency requirement as set by the University.

### 3 Credit for work previously completed

- 3.1 At the time of application, the University 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 1 year full-time equivalent (FTE) of the total program, inclusive of both coursework and research.
- 3.2 No candidate will be granted credit for any coursework or research that has been presented towards another award.
- 3.3 In consideration for acceptance under Academic Program Rule 3.1, the University must be satisfied that:
  - a. the applicant is of such academic standing as would be required of other candidates for the degree  
and
  - b. the work for which credit is granted is both relevant and of a satisfactory standard.
- 3.4 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.

- 3.5 Any application for credit must be approved by the Adelaide Graduate Centre to permit for the relevant adjustments to be made.

## 4 Enrolment

- 4.1 A person shall not be enrolled as a candidate for the degree unless:
- the applicant's proposed research topic is acceptable to the University and the School / Discipline responsible for the supervision of the candidate's work
  - 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
  - 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.
- 4.2 Each candidate (including those on remote candidature) will be enrolled on a provisional basis until they have satisfactorily completed:
- the first 12 months of the degree or half-time equivalent  
and
  - the major review of progress, or, where applicable, the extended major review of progress.
- 4.3 Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program.
- 4.4 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.

## 5 Duration of candidature and mode of study

- 5.1 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.
- 5.2 The normal program duration of a professional doctorate will comprise a minimum of 3 years FTE study and a maximum of 4 years FTE study.

- 5.3 Except in circumstances approved by the University, 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 3 year program duration, not less than 2 years and not more than 3 years from the date of commencement of candidature
  - in the case of a half-time candidate in a professional doctorate with a 3 year program duration, not less than 4 years and not more than 6 years from the date of commencement of candidature
  - in the case of a full-time candidate in a professional doctorate with a 4 year program duration, not less than 2 years and not more than 4 years from the date of commencement of candidature
  - in the case of a half-time candidate in a professional doctorate with a 4 year program duration, not less than 4 years and not more than 8 years from the date of commencement of candidature
  - in the case of a candidate granted credit under Academic Program Rule 3.1 the candidature shall normally expire:
    - in the case of a full-time candidate, not less than 1 year and not more than 3 or 4 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 3 year or 4 year program duration respectively  
or
    - in the case of a half-time candidate, not less than 2 years and not more than 6 or 8 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 3 year or 4 year program duration respectively.

## 6 Work for the degree

- 6.1 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.
- 6.2 Candidates must at all times abide by the *Australian Code for the Responsible Conduct of Research* and associated policies of the University of Adelaide.
- 6.3 A professional doctorate will comprise a maximum of one third of the assessable content by (doctoral level) coursework.
- 6.4 Where a candidate is enrolled in a professional doctorate which does not

contain a formal coursework component, any courses taken by the candidate will not be considered in the assessment for the degree. Such courses will not be formally enrolled in or assessed, or, will be completed on a non-award basis.

- 6.5 Where a candidate is enrolled in a professional doctorate with a formal coursework component, any courses undertaken by the candidate 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.
- 6.6 Courses cannot be repeated or replaced in the case of failure except on a fee paying basis.
- 6.7 Where the professional doctorate contains a formal coursework component, the candidate 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 thesis is submitted to the Adelaide Graduate Centre for examination.
- 6.8 A professional doctorate thesis will be prepared in accordance with the University's *Specifications for Thesis* for the current year.
- 6.9 All work presented in the thesis (including any publications) must have been undertaken during the period of candidature.
- 6.10 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.
- 6.11 There is no exit point to a coursework outcome e.g. Graduate Diploma or Certificate, or transfer of coursework credit from a Professional Doctorate to a Coursework Program. Candidates who seek these options must enrol in a Coursework Program from commencement.
- 6.12 The candidate shall present the context and importance of the research at a School / Discipline seminar prior to thesis submission.

## 7 Academic Progress Milestones

- 7.1 Each candidate's academic progress will be formally reviewed at least once every twelve months.
- 7.2 Each candidate will complete a series of milestones, the core content and timing of which will be in accordance with the details and schedule specified in the Research Student Handbook; Schools may include additional discipline specific requirements.
- 7.3 Milestones will normally include:
  - a. the Adelaide Graduate Centre induction program and area induction

- b. the core component of the structured program, including, the completion and presentation of the research proposal and, in the case of international research students, the integrated bridging program - research
  - c. a major review of progress
  - d. annual reviews of progress in each calendar year following the year of enrolment
  - e. minor reviews of progress in each calendar following the year of enrolment (remote candidates only)
  - f. a pre-submission review (where required by the Faculty) and
  - g. the development component of the structured program, including at a minimum any courses, activities and skills training deemed necessary the School / Discipline. Where completion of courses, up to the value of 15 units, is required by the School / Discipline, or desired by the candidate, the courses will not be formally enrolled in or assessed, or, will be completed on a non-award basis.
- 7.4 Candidates whose provisional candidature is extended following a major review of progress (for up to six months in total) will undergo an extended major review at the end of this period.
  - 7.5 The major review of progress referred to in 7.3c above will recommend confirmation of candidature, or, a further period of conditional candidature not exceeding 6 months, or termination.
  - 7.6 Candidates granted a further period of conditional enrolment will undergo an extended major review at the end of this time period. No further periods of conditional enrolment will be permitted.
  - 7.7 Milestones may be varied from time to time by approval of the Research Education and Development Committee.
  - 7.8 Re-enrolment and the continuation of scholarship payments (where applicable) are conditional upon:
    - a. satisfactory progress being achieved in all reviews of progress undertaken in the preceding year and
    - b. completion of all required milestones.
  - 7.9 A University of Adelaide Master by Research candidate who is qualified and permitted by the University to transfer into a professional doctorate will be deemed to have completed academic progress milestones 7.3a-c and transfer will confirm candidature in the degree.

## 8 Remote candidature

- 8.1 If permitted in the Specific Academic Program Rules for the degree, 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.
- 8.2 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.
- 8.3 Notwithstanding Academic Program Rule 8.2, 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.
- 8.4 In accordance with Academic Program Rule 5.1, a remote candidate may proceed to the degree either by full-time or half-time study.
- 8.5 If permitted in the Specific Academic Program Rules for the degree, 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 8.1-8.4 above.
- 8.6 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.
- 8.7 Notwithstanding Academic Program Rules 8.1-8.6 above, remote candidates are also required to abide by the other Academic Program Rules and guidelines for their degree.

## 9 Joint candidature

- 9.1 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.
- 9.2 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 8.1.
- 9.3 Upon successful completion of the work for the degree, the badges of both institutions may appear on the parchment awarded.

## 10 Absence from the University

Except for remote candidates, the University, 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 Subject to Academic Program Rule 11.3, 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, all study (both research and coursework where applicable) must be intermitted. The minimum and maximum periods specified in Academic Program Rule 5.3 will be adjusted accordingly by adding the length of the approved leave.
- 11.2 Except in exceptional circumstances, candidates may not take leave:
  - a. during the twelve months immediately prior to their candidature expiry date  
or
  - b. during an extension of candidature  
or
  - c. during a candidature that has been reactivated for 12 months, following determination by the University that the candidate be not awarded the degree but be permitted to re-submit the thesis in a revised form.
- 11.3 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.
- 11.4 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.
- 11.5 The candidature of a student who takes leave from the University without approval will be suspended immediately, on notification of the Adelaide Graduate Centre.
- 11.6 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.

- 11.7 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.

## **12 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.

## **13 Suspension of candidature**

- 13.1 Candidature may be suspended for failure to comply with any formal requirement of candidature, including:
- failing to abide by the responsibilities of research candidates as detailed in the Research Student Handbook
  - failing to undertake a required review of progress by the due date or extended due date
  - failing to respond to any University correspondence sent to the nominated mailing address or campus email address by the requested date of response
  - failing to accept reasonable offers of supervision facilitated by the University
  - taking leave without prior approval
  - failing to return from leave on the agreed date
  - failing to notify the Adelaide Graduate Centre of return from leave within 2 weeks of return and
  - non-payment of University fees and charges.
- 13.2 Re-instatement of a suspended candidature will only be permitted with the approval of the Head of School where:
- the reason for the suspension has been addressed as specified in the Research Student Handbook
  - the research undertaken prior to suspension remains current and
  - appropriate supervision and resources are available to support the re-instated candidature.

## **14 Termination of candidature**

- 14.1 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.
- 14.2 The University may terminate the candidature following a 12 month period of suspension for any of the reasons outlined in Academic Program Rule 12 above.
- 14.3 Candidature may be terminated when 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.
- 14.4 A terminated candidature may only be re-instated following a successful appeal.

## **15 Extension of candidature**

A candidate may be granted by the University one extension of candidature only of 12 months beyond the maximum period specified in Academic Program Rule 5.3. If the thesis has not been submitted by the end of the extended period the candidature will lapse.

## **16 Completion of thesis outside the University**

A candidate who has completed the equivalent of 2 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 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.

## **17 Lapsed candidature**

- 17.1 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 6.1
- 17.2 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.

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

## 18 Intention to submit the thesis

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

## 19 Submission and examination of thesis

- 19.1 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.
- 19.2 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.
- 19.3 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.
- 19.4 The Head of School / Discipline shall certify that the thesis is worthy of examination.
- 19.5 Examiners of a Professional Doctorate thesis will assess whether the candidate has produced a thesis that both satisfies the objectives of a professional doctorate (as per Academic Program Rule 1) and:
- displays original and critical thought
  - is a significant contribution to professional knowledge and / or practice
  - relates the professional problem or issue to be investigated to the broader framework of the Discipline within which it falls
  - and
  - is clearly, accurately and cogently written and suitably illustrated and documented.

## 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 Academic Program Rule 18. Such objections do not serve as a veto.
- 20.2 Taking account of any objections raised under Academic Program Rule 20.1 and the recommendations of the Head of the relevant School / Discipline the University shall appoint two examiners who are external to the University. At least one examiner shall be an academic member or affiliate of a tertiary institution.
- 20.3 The candidate's supervisors shall not be eligible to act as examiners.
- 20.4 The examiners shall be requested to report in English and in such form as the University will determine and to recommend one of the alternatives listed in Academic Program Rule 21.1.
- 20.5 After consideration of the reports of the examiners, the University 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 University shall determine that:
- the candidate be awarded the degree unconditionally
  - or
  - the candidate be awarded the degree subject to the amendments specified in the examiners' reports
  - or
  - the candidate be not awarded the degree but be permitted to re-submit the thesis for re-examination in a revised form
  - or
  - the candidate be not awarded the degree.
- 21.2 In the case of a thesis presented for re-examination as provided for in Academic Program Rule 21.1(3), the thesis will, as far as possible, be assessed by the original examiners.
- 21.3 A thesis submitted for re-examination must be presented in the same format as the thesis presented for the original examination.
- 21.4 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:
- 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 21.1(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 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 University Library or elsewhere as determined by the University. Unless otherwise determined by the University, 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 Academic Program Rule 23 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 18. The withholding of such permission and the period of time involved shall be determined by the University.

## **25 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.

## **26 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.

## **27 Revoking the award**

If the University 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 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.

## **28 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.

## **29 General**

When, in the opinion of the University, special circumstances exist the University, on the recommendation of the relevant School / Discipline in each case, may vary any of the provisions in Academic Program Rules 1–28 above.

## **Doctor of Education**

See Faculty of Arts

## **Doctor of Nursing**

See Faculty of Health Sciences

# Specifications for Thesis

## 1 Preparation

The responsibility for the layout of the thesis and selection of the title rests with the candidate after discussion with the supervisor(s). Candidates must consult with their supervisors concerning selection of an appropriate style for the thesis. The candidate's supervisor(s) and Head of School or Discipline must provide certification that the thesis is worthy of examination and that the technical presentation of the thesis is satisfactory.

Candidates must consult the Academic Program Rules relative to the degree.

## 2 Language of the thesis

- 2.1 A thesis will normally be written in English.
- 2.2 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 supervisor(s) and Postgraduate Coordinator / Head of School.
- 2.3 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.

## 3 Thesis format and word length

- 3.1 The choice of format should be made in consultation with the supervisory team. Subject to the School's approval, a research thesis may be prepared in one of the following formats:
  1. Conventional written narrative presented as typescript
  2. Publication

A thesis by publication may include publications that have been published and / or accepted and / or submitted for publication, and / or prepared in publication format 'text in manuscript'
  3. Combination of conventional and publication formats
  4. Major (creative, musical or visual) work (Volume 1) and exegesis (Volume 2).
- 3.2 Irrespective of the nature of the thesis, the word length, including footnotes but excluding appendices, tables, diagrams, bibliography and references, shall not exceed 80,000 words in the case of a Doctoral thesis or 40,000 words in the case of a Master thesis. The word length for the thesis of a

candidate undertaking a research program which contains a formal coursework component should be in proportion to the duration of the research undertaken.

- 3.3 The thesis should incorporate in the following order:

- a. a title page giving the title of the thesis\* in full, the name of the candidate as it is recorded in PeopleSoft (the University's student record keeping system), the name of the School / Discipline(s) of the University associated with the work, and the date (month and year) when submitted for the degree. Candidates should ensure that the thesis title is written in title case and does not exceed the character limit of 300 characters (including spaces).

\*Symbols and formatting (e.g. bold and italics) MUST NOT be included in the thesis title; these are not recognised by PeopleSoft and will print incorrectly on an academic transcript and the Australian Higher Education Graduation Statement (AHEGS)
- b. a table of contents
- c. an abstract of the thesis in not more than 500 words
- d. a statement signed and dated by the candidate declaring the originality of the work, consent for the thesis to be made available to the University Library and the situation with respect to copyright where applicable. Note that an original signature is required; faxed or photocopied signatures are unacceptable.

See Section 4 for examples of declarations to be included where:

- i. a thesis does not contain work already in the public domain
- ii. a thesis contains publications (i.e. where the work includes published papers)
- e. an acknowledgement of any help given or work carried out by any other person or organisation.

If a candidate has sought professional editorial advice, the name of the editor and a brief description of the service rendered should be included in the acknowledgements. Should the professional editor's current or former area of academic specialisation be similar to that of the candidate this should be noted. See Section 5 for details of the University's policy on editing

- f. the main body of work
  - g. appendices (if any)
  - h. bibliography
  - i. additional pages or other material not suitable for binding should normally be placed near the back of the thesis as an appendix and treated as indicated in 10.1d-h.
- 3.4 In the case of a thesis presented in publication or combination conventional and publication formats:
- a. all publications included in the thesis must derive from research undertaken within the term of the higher degree by research candidature. Publications generated outside of candidature cannot be included in the assessment of the degree
  - b. the main body of work will contain in addition to the relevant publications a contextual statement which normally includes the aims underpinning the publication(s); a literature review or commentary which 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, problems encountered and future directions of the work. The discussion should not include a detailed reworking of the discussions from individual papers within the thesis
  - c. each paper must be prefaced by a 'statement of authorship'. The statement must list all authors and clearly identify the publication status of the paper (published, accepted for publication, submitted for publication, or text in manuscript)
  - d. where a paper has joint or multiple authorship, its statement of authorship must detail each author's contribution (in terms of the conceptualisation of the work, its realisation and its documentation). The statement must be sufficiently detailed to describe accurately the contribution of each author. All authors are required to sign the statement and co-authors must give written permission for the paper to be included in the thesis. Original signatures are preferred but scanned signatures are acceptable.  
Template statements are available on the Adelaide Graduate Centre website
  - e. the length and number of publications to be included in the thesis shall be determined by the School / Discipline on the advice of the supervisory team. The primary consideration is that the body of work included in the thesis satisfies the academic requirements for the degree for which it is presented.
- 3.5 In the case of a thesis submitted in the areas of creative, musical or visual work:
- a. The major work (Volume 1) and the exegesis (Volume 2) are to be bound separately (unless permission has been received from the Adelaide Graduate Centre for an alternative form of presentation) but will be examined as an integrated whole. In the case of a thesis submitted for a candidate in music performance, a single volume may be submitted in accordance with Specification 9.2
  - b. The purpose of the exegesis is to describe the research process undertaken and to elaborate, elucidate and place the major work in context. The exegesis should contain a description of the form and presentation of the major work and *inter alia*, an analytical commentary and consideration of the work in the broader framework of the Discipline. It should demonstrate mastery of the conceptual and scholarly skills associated with higher degree candidature
  - c. The following thesis formats may be appropriate for the major work:
    - i. a substantial opus normally including a book length work appropriate to its genre
    - ii. musical compositions which require more than 75 minutes for performance (Doctor of Philosophy) or not less than 50 minutes and not more than 60 minutes for performance (Master) or
    - iii. recorded musical performances constituting a substantial body of work of up to 4 hours duration (Doctor of Philosophy) or two 60 minute public recitals (Master)
    - iv. visual arts and design, e.g. exhibition(s), film(s), drawing(s) or architectural model(s).
  - d. The length and format of the exegesis should be determined by the Faculty but normally should not exceed:
    - i. 20,000 words for the Doctor of Philosophy and 10,000 words for the Master degree in the case of a creative or visual work (Academic Program Rule 3.4 c. i.)
    - ii. 15,000 words for the Doctor of Philosophy and 7,500 words for the Master degree in the case of music composition (Academic Program Rule 3.4 c. ii)

- and
- iii. 15,000 words for the Doctor of Philosophy and 7,500 words for the Master degree in the case of music performance (Academic Program Rule 3.4 c. iii).
- e. Where the major work is in the format of the 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 3 months of their viewing of the creative work.

## 4 Examples of thesis declarations

- 4.1 For a thesis that does not contain work already in the public domain.

I certify that this work contains no material which has been accepted for the award of any other degree or diploma in my name in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text. In addition, I certify that no part of this work will, in the future, be used in a submission in my name for any other degree or diploma in any university or other tertiary institution without the prior approval of the University of Adelaide and where applicable, any partner institution responsible for the joint award of this degree.

I give consent to this copy of my thesis, when deposited in the University Library, being made available for loan and photocopying, subject to the provisions of the Copyright Act 1968.

I also give permission for the digital version of my thesis to be made available on the web, via the University's digital research repository, the Library Search and also through web search engines, unless permission has been granted by the University to restrict access for a period of time.

- 4.2 For a thesis that contains publications.

I certify that this work contains no material which has been accepted for the award of any other degree or diploma in my name in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text. In addition, I certify that no part of this work will, in the future, be used in a submission in my name for any other degree or diploma in any university or other tertiary institution without the prior approval of the University of Adelaide and where applicable, any partner institution responsible for the joint award of this degree.

I give consent to this copy of my thesis when deposited in the University Library, being made available for loan and photocopying, subject to the provisions of the Copyright Act 1968.

The author acknowledges that copyright of published works contained within this thesis resides with the copyright holder(s) of those works.

I also give permission for the digital version of my thesis to be made available on the web, via the University's digital research repository, the Library Search and also through web search engines, unless permission has been granted by the University to restrict access for a period of time.

## 5 Editing

The University has adopted the policy developed by the Deans and Directors of Graduate Studies collaboratively with the Council of Australian Societies of Editors with regard to the editing of research theses by professional editors.

The policy has been developed with close attention to the current Australian Standards for Editing Practice (ASEP) and it espouses the following principles:

A professional editor may be used by candidates in preparing their theses for submission provided that the editing assistance is restricted to ASEP Standards for 'Language and Illustrations' and for 'Completeness and Consistency'. Where a professional editor provides advice on matters of 'Substance and Structure' exemplars only should be given.

Further information about the ASEP standards is available online at: [www.adelaide.edu.au/graduatecentre/forms](http://www.adelaide.edu.au/graduatecentre/forms)

Students should discuss the procedures with their principal supervisor and before editing is commenced provide the editor with a copy of this section of the *Specifications for Thesis* and details of the ASEP standards. Material for editing or proof reading should be submitted in hard copy.

## 6 Typing

- 6.1 A thesis, which may be produced on both sides of the paper, should normally be printed on A4 paper in a clear and legible font (e.g. Arial Narrow 12 or Times 12).
- 6.2 Margins for both text and figures should not be less than 35mm on the inside edge and 15mm on the other three sides to allow for binding and trimming. See Section 9 for details of Binding.

## 7 Copying

### 7.1 Archival Copy

The archival copy should be marked accordingly and will become the University's copy following the award of the degree. The archival copy should be produced on archival quality (acid free) paper to ensure its long term preservation, preferably on 100gsm or 80gsm paper.

### 7.2 Additional Copies

Additional copies of the thesis should be produced on acid free bond, or similar high quality paper using a copying method which produces a good quality copy. Chemically coated paper is acceptable for the production of a thesis only if it is known to provide a high quality reproduction and proven long term stability.

### 7.3 Audio and audio-visual recordings

Audio and audio-visual recordings should be produced on an internationally compatible medium using a copying method which creates a high quality audio and visual reproduction with proven longevity. Candidates should consult with their supervisors regarding the technical issues involved in the submission of digital media.

## 8 Diagrams and figures

The following are general suggestions for normal practice, but they may be varied in special cases with the approval of the Librarian:

- 8.1 Diagrams and figures etc. should preferably be drawn or photographed on A4 paper and bound in the appropriate place in the text. If it is necessary to mount photographs, the mounting should be on paper somewhat heavier than that of the other pages, and great care should be taken to avoid wrinkling the paper or distorting the shape of the volume.
- 8.2 Figures should either be inserted at an appropriate place in the text, or form a separate page. For normal orientation with the top of the figure upwards, the legend should be at the bottom of the figure. If it is necessary to rotate the figure, it should be placed on a separate page with the top of the figure on the left hand side of the page and the legend on the right hand side of the page. This applies regardless of whether the figure forms a left hand or a right hand page, but if the thesis is produced with the text only on right hand pages, then figures should also appear only on right hand pages. If there is insufficient space for the legend, it may be placed on the page facing the figure.

- 8.3 Tables should be inserted in the appropriate place in the text, except that lengthy or bulky tables should appear as an appendix.
- 8.4 Folded diagrams, maps, tables, etc., should read as right hand pages when open.
- 8.5 Musical notation and similar forms of written notation should be inserted in the appropriate place in the text, except that lengthy examples should appear as an appendix.

## 9 Thesis Preparation

For examination purposes, candidates will submit three printed and one digital copy of their thesis to the Adelaide Graduate Centre. The printed copies may be soft bound or hard bound; soft bound is preferred.

- 9.1 Requirements for thesis submission for examination purposes: The printed thesis  
Candidates who wish to have their theses soft bound should note that:
  - a. It is not possible to rebind a thesis that has been soft covered using the currently available methods, such as thermo-bind or wire-spiral, without having first to trim the left hand margin by 10-15mm. This means that the provision for the left hand margin of the thesis must be at least 45mm. This may result in an increase in the number of pages of the thesis and the consequent increase in cost of production
  - b. Most soft binding processes will handle up to around 30mm in thickness. Many theses are thicker than this and may have to be bound in more than one volume
  - c. Candidates are responsible for all costs incurred in the soft binding of their thesis as well as in the subsequent hard binding. Some scholarships provide a thesis allowance and costs may be refunded to candidates on presentation of relevant receipts
- 9.2 In the case of a thesis submitted in the areas of creative, musical or visual work (as per Specification 3.5 above), the major work (Volume 1) and the exegesis (Volume 2) are to be bound separately.  
For candidates in music performance, a single volume may be submitted which contains the CD(s) or DVD(s) of recorded musical performances prepared in accordance with 7.3, and the exegesis. The CD(s) or DVD(s) of recorded musical performances, should be affixed to the inside cover(s) of the thesis.
- 9.3 Requirements for thesis submission for examination purposes: The digital thesis
  - a. The digital thesis copy must be provided in a single pdf file on a CD. If the thesis is too large to fit on a single

CD, additional CD(s) or DVD(s) may be provided. The Adelaide Graduate Centre is unable to accept a CD or DVD containing individual pdf files of the various chapters / appendices in the thesis

- b. In the case of a thesis submitted in the areas of creative, musical or visual work (as per Specification 3.5 above), the two volumes of the thesis (major work and exegesis) may be provided on separate CD(s) or DVD(s).

## 10 Requirements for final thesis lodgement

When the examination process (including the completion of any required amendment) is complete, candidates are obliged to submit one final hard bound printed copy and one digital copy of their thesis to the Adelaide Graduate Centre before a degree can be conferred.

### 10.1 Preparation of the final printed thesis for lodgement with the Adelaide Graduate Centre

- a. The single required copy of the thesis accepted for the award of the degree must be sewn and bound with cloth on stiff covers. (A sprint-type or screw-type binder is unacceptable. Stapling and plastic or 'perfect' binding without sewing are also unacceptable)
- b. During binding the edges should be trimmed
- c. On the spine of the thesis should be printed, in gold lettering of suitable size, normally reading from the top to the bottom, the title of the thesis, shortened if necessary, followed by the candidate's surname. Where the width of the spine allows, the lettering may be placed horizontally, with the title of the thesis near the top of the spine and candidate's surname near the middle
- d. Supplementary material such as folding maps and other large folded sheets and primary data on sheets, and data on CD or DVD, may be placed in a pocket inside the back cover of the bound thesis
- e. In the case of published papers of unusual size it may be desirable to bind them in a separate volume. If they have been bound by a publisher it is desirable to keep them in a special case made and lettered to simulate a bound volume of a thesis
- f. Supplementary material which cannot readily be kept in a pocket should be placed in a special case made and lettered to simulate a bound volume of the thesis

- g. In some cases, it may be desirable to submit audio recordings or audio-visual materials in a separate volume made to simulate a bound volume of the thesis
- h. A supplementary case or additional volume of a thesis should be distinguished by a volume number but should otherwise be uniform with the first part of the thesis in respect to colour, lettering and, as far as possible, size.

### 10.2 Preparation of the final digital thesis for lodgement with the Adelaide Graduate Centre

- a. The digital thesis must be a direct copy of the thesis which has been approved by the University for the award of the degree
- b. The digital thesis copy must be provided in a single pdf file on a CD. If the thesis is too large to fit on a single CD, additional CD(s) or DVD(s) may be provided. The Adelaide Graduate Centre is unable to accept a CD or DVD containing individual pdf files of the various chapters / appendices in the thesis
- c. In the case of a thesis submitted in the areas of creative, musical or visual work (as per Specification 3.5 above), the two volumes of the thesis (major work and exegesis) may be provided on separate CDs.  

In the case of a thesis for a candidate in music performance, the digital thesis will comprise a copy of the exegesis in pdf format and will be submitted together with an additional copy of the audio or audio-visual recordings on CD(s) or DVD(s).
- d. Candidates should obtain permission for use of copyrighted material, such as diagrams, illustrations, maps, tables, photographs, musical notation, images and audio-visual recordings that are not the candidates own creation. The written permission must specify that it is granted for the use of the copyrighted material in the digital thesis, which will be available on the web. If written permission cannot be obtained, then such material will need to be identified so Library staff can remove it from the digital copy if necessary
- e. The digital thesis will be made available on the web, via the University's digital research repository, Adelaide Research and Scholarship and the National Library of Australia's Trove service, unless arrangements have been made to restrict access for a period of time, e.g. where the thesis is under embargo or where commercial publication of the

thesis is being sought. The thesis will also be added to the Library Search and will be accessible through web search engines. Further assistance and instructions for digital theses are available on the Library's website at: [www.adelaide.edu.au/library/digital/theses/](http://www.adelaide.edu.au/library/digital/theses/).

# Higher Doctorate Degrees

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/>). The Research Student Handbook explains the procedures to be followed by students and contains guidelines on research and supervision for research degrees offered by the University. All students must comply with both the Academic Program Rules and the procedures detailed in the Research Student Handbook.

The General Higher Doctorate Academic Program Rules shall apply to the following Higher Doctorate programs at the University of Adelaide. The following Higher Doctorate degrees have no Specific Academic Program Rules and therefore are bound entirely by the General Higher Doctorate Academic Program Rules:

Doctor of Health Sciences

Doctor of Dental Science

Doctor of Engineering

Doctor of Letters

Doctor of Music

Doctor of Laws

Doctor of Science

The Higher Doctorate awards are the highest of academic awards offered by the University and are awarded to candidates who are eminent in their respective field.

## 1 Academic standing

- 1.1 The Faculty shall only accept a candidate for a higher doctorate degree if it is satisfied that the submission represents a contribution of distinguished merit.
- 1.2 Candidates for a higher doctorate shall normally hold a Degree of the University of Adelaide and a Doctor of Philosophy from the University of Adelaide or another institution.
- 1.3 Notwithstanding Academic Program Rule 1.2, faculties may accept candidates who have qualified for a degree of another university or institution of higher education recognised by the University of Adelaide, and have a substantial demonstrable association with the research of the University.
- 1.4 No person shall be admitted to a higher doctorate degree before the expiration of at least 5 years after admission to the degree of Doctor of Philosophy or 8 years after admission to a Bachelor or Master degree.

## 2 Application

- 2.1 A person who desires to become a candidate for the degree shall give notice of the intended candidature in writing to the Dean of Graduate Studies, Adelaide Graduate Centre.

At the same time and in a separate statement, the applicant shall furnish the following:

- a. a detailed curriculum vitae
- b. academic transcripts and parchments
- c. a statement supporting the applicant's claim for the award of the degree
- d. a statement detailing the applicant's past or current affiliation with the University of Adelaide
- e. a statement declaring that none of the work has formed part or all of an award for another degree and
- f. a list of publications / creative works / recordings to be included in the submission.

Copies of publications, creative works or recordings relevant to the application may be requested by the Faculty.

- 2.2 The Dean of Graduate Studies, Adelaide Graduate Centre will forward the application to the relevant Faculty for consideration.

## 3 Consideration of applications

- 3.1 The Faculty shall appoint a panel consisting of at least three senior academic members of the University who have an understanding of the applicant's field of research. The Executive Dean of the Faculty shall nominate one member of the panel to act as Convenor.
- 3.2 Where candidates apply to a Faculty outside of their current discipline, the panel must include representative(s) of the Discipline area appointed in consultation with the appropriate Executive Dean.
- 3.3 The panel shall investigate the information provided, including the quality and nature of the submission for examination and recommend that the Faculty:
  - a. allow the applicant to proceed, and approve the subject or subjects of the work to be submitted
  - b. advise the applicant not to submit the work in its current form or
  - c. not allow the applicant to proceed.

In the case of (a) or (b) the assessment panel will determine which documentation

or publications / works may be included or excluded from the final submission.

#### **4 Notification of assessment of application and intention to submit**

The Adelaide Graduate Centre, on behalf of the Dean of Graduate Studies, will advise the candidate of the Faculty's decision and request the candidate forward written notification of intention to proceed with the submission.

#### **5 Appointment of examiners**

On receipt of the candidate's written notification of intention to proceed, the Faculty shall nominate three external examiners, all of whom will be eminent in the field of the submitted work and active in research.

#### **6 Submission**

- 6.1 Candidates shall supply three bound copies of the submission which shall contain a declaration of originality, an introduction addressing the nature and significance of the work and a conclusion.
- 6.2 Loose collections of previously published works will not be accepted.

#### **7 Examination**

- 7.1
  - a. The degree will be awarded entirely on consideration of such published works, creative works or recordings as the candidate may submit for examination
  - b. To qualify for the degree the candidate shall furnish satisfactory evidence that he / she has made an original contribution of distinguished merit to the Discipline.
- 7.2 Examiners will be requested to report on the submission and recommend whether the candidate:
  - a. should be awarded the degree
  - b. should not be awarded the degree.

#### **8 Examination result**

- 8.1 Recommendations of the examiners to award the degree must be unanimous or the degree will not be awarded.
- 8.2 The reports of all examiners will be forwarded to the Faculty for ratification of the decision to admit or not admit the candidate to the degree and the Dean of Graduate Studies, Adelaide Graduate Centre will notify the candidate of the Faculty's decision.
- 8.3 A submission may not be presented for re-examination.

#### **9 Deposit of submission**

Such number of copies of the submission and any other material on which the degree is awarded shall be deposited in the University Library or elsewhere in the University as determined by the University. Unless otherwise determined by the University the copies shall be made available for loan and photocopy.

#### **10 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.

#### **11 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.

#### **12 Revoking the award**

If the University 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 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.

#### **13 General**

When, in the opinion of the University, special circumstances exist, the University, on the recommendation of the relevant School / Discipline in each case, may vary any of the provisions in Academic Program Rules 1–12 above.



