Graduate Studies

Website:

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Ph.D.

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Academic Program Rules

1 There shall be a degree of Doctor of Philosophy.

Rules

2.1 The Vice-Chancellor, with authority devolved to her/him by Council, and after receipt of advice from the Board of Research Education and Development, shall from time to time prescribe Rules defining the academic standing required for candidature, eligibility for enrolment, the program of study and research for the degree, the condition of candidature and the assessment for the degree.

2.2 Such Rules shall become effective from the date of prescription by the Vice-Chancellor or such other date as the Vice-Chancellor may determine.

Guidelines

3 The Board of Research Education and Development may from time to time approve guidelines on any matters included in these Rules and may authorise the Academic Director Research Education Policy or the Manager, Administrative Services, to act in accordance with such guidelines without reference to the Board in each case.

Academic standing

4.1 The academic standing required for acceptance as a candidate for the degree shall be an Honours degree of Bachelor of at least a IIA Standard or a degree of Master of Adelaide University or the equivalent thereof. Applications from students with other qualifications will require the approval of the Board of Research Education and Development.

(Where a Master's degree is presented as a qualification for admission to a PhD program, the Master's degree must contain a research component deemed appropriate by the Board of Research Education and Development. A Master's degree which contains only coursework will not be accepted for this purpose).

4.2 A person who holds a degree of another university 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 Adelaide University.

4.3 The Board may accept as a candidate a graduate who does not qualify under Rules 4.1 or 4.2 but (a) has completed to the satisfaction of the Board at least one year of full-time postgraduate study or research and (b) has passed a qualifying examination of Honours standard prescribed by the appropriate faculty and approved by the Board.

Credit for work previously completed

5.1 The Board 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.

5.2 In consideration for acceptance under Rule 5.1, The Board must be satisfied that (a) the person is of such academic standing as would be required of other candidates for the degree and (b) the person's progress so far has been satisfactory.

Eligibility for enrolment as a candidate for PhD by publication

6.1 The Board may accept as a candidate for the degree a person who is seeking enrolment as a candidate for PhD by publication provided it is satisfied that the person

(a) is of such academic standing as would be required of other candidates for the degree

(b) has written certification from the relevant Executive Dean that the person has completed a substantial body of published research

(c) is a graduate of five years standing

(d) does not already hold a degree of Doctor of Philosophy

(e) is an employee of the University, or is a clinical, affiliate or adjunct title holder, or is an employee of an organisation approved for the purpose of conferment of these titles.
6.2 The Board may also accept as a candidate a former employee (as defined under 6.1(e)) who has left the employ of the University or affiliated organisation for not more than two years from the date of departure provided it is satisfied that Rules 6(a) to (e) have been met.

Enrolment

A person shall not be enrolled as a candidate for the degree unless:

(a) the applicant's proposed field of study and research is acceptable to the school/department responsible for the supervision of the candidate's work

(b) in the case of a person granted credit under Rule 5.1, at least one year of full-time study and research, or its equivalent, will still be necessary to complete the work for the degree.

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Duration of candidature and mode of study

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

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

(b) in the case of a half-time candidate, not less than four years and not more than eight years from the date of commencement of candidature

(c) in the case of a candidate granted credit under Rule 5.1 the candidature shall normally expire

(i) in the case of a full-time candidate, not less than two years and not more than four years from the date the candidate commenced work in the other program or

(ii) in the case of a half-time candidate, not less than four years and not more than eight years from the date the candidate commenced work in the other program

(d) in the case of a person accepted under Rule 6, a minimum of six months and a maximum of twelve months from the date of commencement of candidature.

The approval of the Board is required for any different expiry date

Work for the degree

A candidate shall pursue an approved program of study and research under the control of the University and under the general guidance of one or more supervisors appointed by the University. At least one supervisor shall be a member of the academic staff of the school/department of the University in which the candidate is enrolled.

2

In the case of a candidate accepted under Rule 6:

(i) the University shall appoint a supervisor who shall be a member of the academic staff of the school/department of the University in which the candidate is enrolled

(ii) the candidate shall prepare a thesis which comprises a portfolio of publications which have been subject to peer review. Such publications must not have been accepted for any other university award. The thesis shall also contain a contextual statement including a literature review, linkages between publications and a conclusion showing the overall significance of the work

(iii) if multi-authored publications are included, the candidate shall submit a signed written statement setting out the candidate's contribution to each of the publications included in the thesis

(iv) the candidate shall present the context and importance of the research at a school/departmental seminar

(v) the head of school/department shall certify that the thesis is worthy of examination.

Required program of activities at the commencement of candidature

Each candidate (including those on remote candidature) shall complete a structured program of activities within the first twelve months from commencement of candidature.

Continuation of the candidate's enrolment is conditional upon the completion of the activities to the satisfaction of the school/department concerned.

Such activities will be determined by the school/department in which the candidate is enrolled. They will include the completion and the presentation of a research proposal,
and other programs or skills training deemed necessary by the school/department concerned.

10.4 At the completion of the structured program, each candidate shall submit to the Board a research proposal in such form as the Board may prescribe.

10.5 A candidate who has completed the first year of a Master's program by research and who is qualified and permitted by the Board to transfer to the degree of Doctor of Philosophy will be deemed to have completed this structured program of activities.

10.6 A candidate accepted under Rule 6 is also deemed to have completed this structured program of activities.

Remote candidature

11.1 Enrolment as a remote candidate may be permitted on the conditions that the school/department concerned can ensure, and the Board of Research Education and Development is satisfied, that appropriate external supervision, with appropriate affiliation, and facilities are available.

11.2 A remote candidate may be required to complete a period of residence in Adelaide University as determined by the Board of Research Education and Development in consultation with the school/department concerned.

11.3 In accordance with Rule 8, a remote candidate may proceed to the degree either by full-time or half-time study.

11.4 On the recommendation of the school/department, the Board at any time may permit an enrolled student to enrol as a remote candidate subject to the conditions specified in 11.1, 11.2 and 11.3 above.

11.5 A remote candidate may be permitted to convert to the normal Ph.D. program and shall be subject to the conditions normally applied.

11.6 Notwithstanding Rules 11.1 to 11.4 above, remote candidates are also required to abide by the other Rules and guidelines for the Degree of Doctor of Philosophy.

Review of Academic Progress

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

12.2 A formal review of a candidate's progress shall be conducted by the school/department at least once a year in accordance with guidelines determined by the Board of Research Education and Development and outlined in the Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees. A written report of the review (on the prescribed Annual Review of Progress form) must be forwarded to the Manager, Administrative Services, by no later than the end of October each year. A candidate's re-enrolment in the following year is conditional upon him/her having attained satisfactory progress in the year of review.

12.3 In the case of a candidate accepted under Rule 6, the candidate's submission of the thesis for examination is conditional upon the candidate attaining satisfactory progress in the year of review.

Absence from the university

13 Except for remote candidates and candidates accepted under Rule 6, the Board, on the recommendation of the school/department concerned, may permit a candidate to pursue away from the University work connected with the research for the degree. Such a permission may only be granted when the candidate has completed or deemed to have completed the Structured Program.

Intermission of candidature

14 A candidate whose work is interrupted for a period of time may be granted an intermission of candidature by the Board. If such an application is approved the minimum and maximum periods specified in Rule 8 will be adjusted accordingly by adding the length of the intermission.

Extension of candidature

15 A candidate may be granted by the Board one extension of candidature only of twelve months beyond the maximum period specified in Rule 8. If the thesis has not been submitted by the end of the extended period the candidature will lapse.

Completion of thesis outside the university

16 Except for candidates admitted under Rule 6, a candidate who has completed the equivalent of two years of full-time work under the control of the University, who has completed the experimental work (where
appropriate) and whose progress is sufficiently well advanced to permit the satisfactory completion of the thesis outside the University, may be granted permission by the Board to complete the writing-up of the thesis outside the University. If such a permission is granted the candidate will be allowed either twelve months or until the end of any extension of candidature which has been granted under Rule 15, 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.

Lapsed candidature

17.1 A candidature which has lapsed will be resumed if the completed thesis, which has not departed from the field of study which was being pursued before the candidature lapsed, is subsequently submitted within two years from the date when the candidature lapsed to the Manager, Administrative Services. The thesis will only be accepted if the school /department certifies that it is satisfactory to that school/department. Any submission after the two year period shall be considered on a case by case basis by the Board of Research Education and Development in consultation with the relevant school/department.

17.2 Approval of the Board is required for the resumption of a lapsed candidature under any other conditions.

17.3 In special circumstances the Board may approve the resumption of a lapsed candidature for one period of up to six months (whether full- or half-time) prior to the submission of the completed thesis.

Intention to submit thesis

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

Submission of thesis

19.1 On completion of the approved program of study and research a candidate shall submit a thesis embodying the results of that study and research, and may submit also, in support of the thesis, other relevant material.

19.2 In the case of a candidate accepted under Rule 6, the candidate shall, at the end of the one year candidature, submit a thesis in accordance with the conditions in Rule 9.2.

19.3 The thesis and any other material submitted shall be assessed by examiners external to the University.

19.4 No thesis, material or publications presented for any other degree within this or any other institution shall be so submitted.

19.5 The Board shall prescribe the form in which the thesis shall be submitted and the number of copies to be submitted.

Appointment of examiners

20.1 Candidates shall have the right to submit objections to the appointment of potential examiners. Any such objections should be submitted to the Manager, Administrative Services, at the same time as the notification of intention to submit required under Rule 18. Such objections do not serve as a veto.

20.2 The Board shall appoint two examiners who are external to the University, taking account of any objections raised under Rule 20.1 and the recommendations of the head of the relevant school/department.

20.3 The examiners shall be requested to report in such form as the Board will determine and to recommend one of the alternatives listed in Rule 22.

20.4 After consideration of the reports of the examiners, the Board may appoint a third external examiner and/or an external arbitrator.

The thesis

21 The thesis submitted shall:
(a) display original and critical thought
(b) be a significant contribution to knowledge
(c) relate the topic of research to the broader framework of the discipline within which it falls and
(d) be clearly, accurately and cogently written and be suitably illustrated and documented.

Examination Results

22 After consideration of the reports of the examiners and such other information as it thinks fit, the Board shall determine that:
(a) the candidate be awarded the degree or
(b) the candidate be awarded the degree but that minor amendments be made to the thesis or
(c) the candidate be awarded the degree subject to
   (i) specified amendments being made to the thesis or
   (ii) satisfactory performance in an oral or written examination or
(d) the candidate be not awarded the degree but be permitted to re-submit the thesis in a revised form or
(e) the candidate be awarded the appropriate degree of Master or
(f) the candidate be awarded the appropriate degree of Master upon making suitable amendments to the thesis or
(g) the candidate be not awarded the degree of Doctor of Philosophy or the degree of Master or
(h) for candidates accepted under Rule 6 any amendments under 22(b), (c) or (d) shall be confined to contextual statements referred to in Rule 9.2(ii).

Deposit of thesis in the library

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

Loan or photocopy of thesis

24 A candidate who does not wish to allow the thesis to be lent or photo-copied when it is deposited in the Library under Rule 23 shall make a written application to the Manager, Administrative Services, at the same time as he or she notifies his or her intention to submit under Rule 18. The withholding of such permission and the period of time involved shall be determined by the Board.

General

26 When, in the opinion of the Board of Research Education and Development, special circumstances exist, the Board, on the recommendation of the relevant school/department in each case, may vary any of the provisions in Rules 1-24 above.
Introduction

This document must be read in conjunction with the:
(a) Academic Program Rules and Specific Academic Program Rules for the relevant degree/s which are published in Volume II of the University Handbook and
(b) Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees, published by Graduate Studies

These documents explain procedures to be followed and contain guidelines on supervision and research for the degree of Doctor of Philosophy and the various Masters degrees by research offered by Adelaide University. These degrees are awarded mainly on the successful examination of a thesis prepared by the student under supervision and embodying the results of a period of research. (Faculties may also apply these guidelines to the research components of those Masters degrees which have an advanced study or coursework component and a research component.)

These documents are intended for use by supervisors and students throughout the period of candidature and will be a useful reference for intending students, Heads of Departments and Postgraduate Coordinators.

1 The enrolment process

1.1 The decision to enrol

Several factors must be taken into account by a potential student and the Head of the relevant Department before a decision is made about enrolling in a higher degree.

(a) Academic

In general, it is necessary for the potential student to have qualified for an Australian university honours degree (first or second class) or its equivalent, or higher.

(b) Finance

The degree of Doctor of Philosophy and some Masters degrees can be completed on a half-time basis, so that it is possible for students, in some instances, to be self-supporting from sources other than scholarships while enrolled. The University and the Commonwealth Government each offers a limited number of postgraduate scholarships annually almost exclusively to full time students. Details of the scholarships available may be obtained from the Student Centre. Departments receive funding which is based (in part) on the number of postgraduate students enrolled in the Department, and the Department is generally expected to provide equipment and funds for the research to be carried out. In particular, the development of the research proposal must take account of both the academic acceptability of the project and the resource implications for the Department and Faculty concerned.

(c) Choice of field of study and supervisor

A person who is contemplating enrolling for a higher degree should discuss the proposed candidature with the Head or Postgraduate Coordinator and members of the relevant Department(s), and a decision must be made before the commencement of the candidature on the general area of study and the supervisor(s) to be appointed to guide the student in the research. Since it is important that the supervisor is active in the general area of research which is chosen, it is clear that the choice of the field of study and supervisor are inter-related and decisions on both matters will need to be made together.

Guidelines for the supervision of higher degree students are outlined in the Code of Practice. Intending students may find it useful to discuss the general approach to supervision with potential supervisors at the outset. Clear understandings on issues such as how closely the work is to be supervised, the planned frequency of meetings between supervisors and students, the expectation of such meetings and the nature and level of commentary on the various stages of the work should be reached as soon as the supervisor has been appointed.
Where a student is to participate in a team project, the student’s specific contribution to the project and the relationship with other participants should be clarified at the outset. Where a student is to enrol in the Remote PhD Program (Refer Section 3 below), appropriate external supervision must be confirmed by the Head of Department, and approved by Graduate Studies, prior to enrolment. External supervisors should be affiliated with an appropriate university or research facility.

1.2 Enrolment

Research students are advised to enrol and commence their studies at the beginning of either Semester I or Semester II, as appropriate, so that they can participate in the Structured Program organised by their respective Faculty/Department and the Induction Seminar.

Enrolment and HECS forms are issued only when an application for candidature has been accepted. In the case of an applicant who had previously enrolled in a program in Adelaide University, an enrolment form will NOT be issued if the applicant has outstanding financial or other obligation(s) with the University. If you are in such a position, please contact the Student Centre for further details. Completed forms must be returned before the date on which work commences for the degree.

2 Structured program of activities at the commencement of candidature

Each student commencing a Ph.D. must complete a structured program of activities within the first twelve months of candidature, as specified by the Department in which the student is enrolled. The program will include the completion and the presentation of a detailed research proposal at a departmental seminar and the completion of any other programs or training that may be deemed necessary. The resource implications for the Department must be built into the development of the research proposal and departmental and student obligations must be specified at the conclusion of the required program. Departments/faculties may require students commencing Masters by research to also participate in the structured program. Students will be required to complete and submit the Completion of Structured Program and Research Proposal form upon completion of the structured program.

Students are expected to be able to comprehend and read and write conversational and non-technical English when they commence. Although it is the student’s responsibility to ensure that such skills are adequate, supervisors are expected to assess the student’s proficiency in English Language within the first semester of candidacy and where appropriate, to direct students to programs offered by the Advisory Centre for University Education (ACUE).

3 Remote program for the degree of Doctor of Philosophy

Application for enrolment in the Remote Program must be made on the appropriate form. Special conditions will apply and applications are considered by Graduate Studies on a case by case basis. A period of residence at Adelaide University may be required. The Head of Department must ensure that appropriate external supervision and facilities are available before recommending to Graduate Studies that a student be permitted to enrol in the Remote Program.

If the status of candidature is to be full-time, Graduate Studies must be satisfied that the student is able to devote full attention to the research project. Accordingly, the student must provide documentation supporting the application in the form of, for example, a supporting letter from the external supervisor and/or the Head of the institution or facility in which the student is to undertake the research and this must be accepted by the Department and Graduate Studies.

The financial implications of the student’s research project must be negotiated and clarified between the Department, and any other external institution that is involved in providing supervision or facilities, in advance of confirmation of the student’s candidature. The University cannot accept any retrospective financial claims. Similarly, any claims to be made on the intellectual property generated by the student must be negotiated between and confirmed with all parties concerned in advance of confirmation of the student’s candidature.

As with other Ph.D. students, Remote PhD students will also be subject to the normal PhD Rules and policies, including reviews of academic progress and annual re-enrolment. Adelaide University will at all times retain the
ultimate authority over all matters pertaining to the student's candidature, the process of examination of the thesis and the award of the degree of Doctor of Philosophy.

4 Intellectual property
In instances where a student and supervisor identify a general area of research in a commercially sensitive area, the student must sign a Student Project Participation Agreement (SPPA) with the University at the time of enrolment or as soon as possible thereafter.

If a potential student is an employee of another organisation, a formal agreement must be reached between, the University and the student’s employer with respect to the ownership of any intellectual property arising from the research, preferably prior to enrolment.

The SPPA or any agreement between the University and a student’s employer must be signed before completion of the structured program and confirmation of the student's candidature.

5 Further information
Intending students requiring further information are requested to contact the Student Centre.

Specifications for Thesis

1 Preparation
The responsibility for the layout of the thesis and selection of the title rests with the student after discussion with the supervisor(s), and the completed thesis should be shown to the supervisor(s) before submission. The student must consult with the Department concerning selection of an appropriate style for the thesis. A list of useful guides and style manuals for theses may be obtained on request from the Barr Smith Library. The Advisory Centre for University Education runs seminars and workshops on thesis writing.

1.1 Thesis Format
The submission of a series of published papers bound together as a thesis is not acceptable for the degree of Doctor of Philosophy or for any degree of Master by research.

The thesis should incorporate in the following order:
(a) A title page giving the title of the thesis in full, the name of the student, the name of the Department(s) of the University associated with the work and the date (month and year) when submitted for the degree. There is a limitation of 160 spaces and characters in the title of the thesis. You should ensure, therefore, that your thesis title does not exceed that limit.
(b) A table of contents
(c) An abstract of the thesis in not more than three hundred and fifty words
(d) A signed statement to the effect that:
• the thesis contains no material which has been accepted for the award of any other degree or diploma in any university and that, to the best of the student’s knowledge and belief, the thesis contains no material previously published or written by another person, except where due reference is made in the text of the thesis and
• the author consents to the thesis being made available for photocopying and loan if accepted for the award of the degree.

This statement should be included on the same page as the statement regarding originality (see sample below). If the student has any objections to including such a statement, the student must apply to
Graduate Studies, immediately, in writing, for a period of embargo to be placed on the student's thesis.

sample:
This work contains no material which has been accepted for the award of any other degree or diploma 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.

I give consent to this copy of my thesis, when deposited in the University Library, being available for loan and photocopying.

The statement must be signed by the student and dated.

(e) An acknowledgment of any help given or work carried out by any other person or organisation
(f) The main text
(g) Appendices (if any)
(h) Bibliography.

Additional pages or other material not suitable for binding should be placed last and treated as indicated in 4(d).

2 Typing
A thesis should normally be produced on size A4 paper, in a clear and legible font (eg Times 12 or Geneva 10) using a Laser Writer, or some other printing device which gives a clear, legible result. It is strongly recommended that the top copy of the student's thesis be produced on archival (acid-free) paper to ensure its long-term preservation, with additional copies on bond, or similar high-quality paper. If work is being submitted which has been previously published, it may be presented in the form of copies of the original printed version. Other forms of presentation, such as computer output microform, may be acceptable if approved by the University Librarian (after discussion with the Supervisor).

The submission of recorded music as part of a thesis should be discussed with the Performing Arts Librarian. (See also section on 'Copying' below.)

A thesis may be produced on both sides of the paper provided that all copies are made on paper of high opacity to prevent 'show-through'.

Margins
Margins for both text and figures should not be less than 35 mm on the inside edge and 15 mm on the other three sides to allow for binding and trimming. (See also "Soft-binding of thesis for examination" under '4 Binding' below.)

Copying
(a) Additional copies of a thesis should be produced using a copying method which produces a good-quality copy. Copies (other than those produced with carbon paper at the time of typing the top copy) should normally be on bond paper. 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.

Audio and audio-visual tapes
(b) Additional copies of audio and audio-visual tapes should be produced using a copying method which creates a high quality audio and visual reproduction with proven longevity.

Archival (acid free) Copy
(c) The archival (acid-free) copy should be marked accordingly and will become the University's copy following the award of the degree. the Barr Smith Library may produce a copy on archival (acid-free) paper at the same cost as a plain paper copy.

3 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:

(a) Diagrams and figures, etc, should be preferably drawn or photographed on size 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.

(b) 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
When the examination process (including the completion of any required amendments) is complete, it is an obligation of the student to submit the required three hard-bound copies of his/her thesis before a degree can be conferred.

**Hard-binding**
(a) The thesis 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 given, 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 student’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 student’s surname near the middle.
(d) When published papers are submitted they should normally be bound near the back of the thesis as an appendix. 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.
(e) Supplementary material such as folding maps and other large folded sheets and primary data on microfiche may be placed in a pocket inside the back cover of the bound thesis.
(f) Supplementary material such as microfilm 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 view of problems of long term storage stability, presentation of material in a form other than printed copy or microform should not be contemplated without prior consultation with the University Librarian. When audio or audio-visual tapes are submitted they should normally be inserted into the back cover of the thesis. In some cases, it may be desirable to submit them 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.