Attachment A1

COMPLETION OF THE STRUCTURED PROGRAM AND THE RESEARCH PROPOSAL

All research students should familiarise themselves with the relevant higher degree regulations, schedules, specific course rules and the Guidelines on Higher Degrees by Research (found in Volume II of the Calendar), as well as the Code of Practice for Maintaining and Monitoring Academic Quality and Standards which is distributed as part of the Postgraduate Student Information package.

This form may be downloaded from http://www.adelaide.edu.au/Graduate_Studies/courses/index.html

THE STRUCTURED PROGRAM OF ACTIVITIES

Each student commencing a PhD must complete a Structured Program (SP) of activities within the first twelve months of candidature as specified by the department in which the student is enrolled. However, it is in the best interest of the student that the Program be completed in the shortest possible time. The Program should include the completion and the presentation (normally) of a research proposal at a departmental seminar/workshop; and the completion of any other courses or training that may be deemed necessary. Departments and/or faculties may require candidates commencing Master degrees by research to participate in the Structured Program.

The Structured Program consists of two components:

1. The Core Component which is compulsory for commencing students; and

2. The Directed Studies Component which is not compulsory but may be deemed advisable by the supervisor or department.

Completion of the Core Component should ensure an application of all aspects relating to the development of a successful research proposal which are common to all students in the discipline. Rather than devolving the responsibility for the design of a Structured Program to individual supervisors, some areas have developed a faculty or discipline-specific Program which whilst taking account of prior knowledge, eg. computing skills, ensures that all students are introduced to any elements deemed necessary for successful completion of the degree. Such a Program would be likely to include:

1. Introduction to the requirements and expectations for successful PhD research at the University, including formal administrative structures and procedures, the criteria on which examiners will be asked to judge the thesis, and departmental policies, including OH&S requirements and ethics approval procedures;

2. Issues to be considered in the identification of a research topic and the structure and content of a research proposal, including the budget, the timetable, the University’s intellectual property policy, stylistic and citation considerations, the role of the literature review, and the handling of sensitive matters (embargo);

(Note: It is expected that supervisors will inform students of the relevant policies and procedures.)

3. Preliminary identification of research topics and a discussion of their academic feasibility, resource requirements and intellectual property implications;

(Note: It is expected that students themselves will undertake the tasks with guidance from the supervisors in terms of how to identify a research topic, etc.)

4. Departmental procedures for the borrowing of equipment, sharing of departmental resources, computer systems and operation etc.;

5. University facilities to aid research, including library resources, animal facilities and the Language and Learning Unit of the Advisory Centre for University Education (ACUE);

6. (a) Exposure to research methodologies and technologies and the critical analytical skills required in the discipline;

(b) Exposure to the research programs of staff of the department;

7. Skills needed to write and publish research papers and theses in the discipline;

8. Techniques for effective seminar presentation and participation;

9. The preparation of the draft literature review and research proposal;
10. Formal presentation of the research proposal at a departmental seminar/workshop and the submission of a copy of the proposal to Graduate Studies.

The Directed Studies Component will be developed in conjunction with the individual supervisors in response to any specific needs identified in the candidate's academic background.

International students from non-English speaking backgrounds are required to complete appropriate components of the Integrated Bridging Program (IBP) as part of their Structured Program.

In addition, although it is the student's responsibility to ensure that his/her language skills are adequate, supervisors are expected to assess the candidate's proficiency in English Language within the first semester of candidature and where appropriate, as part of a Structured Program, to direct the student to courses offered by the Language and Learning Service of the ACUE.

Students who have completed the first year of a Master's course by research and who are accepted to upgrade to the degree of PhD will be deemed to have completed the Structured Program. A revised copy of the detailed research proposal (which will normally have been presented at a departmental seminar/workshop) must be submitted together with the completed Application for a Change in Degree Program form.

REPORT ON THE SATISFACTORY COMPLETION OF THE STRUCTURED PROGRAM

On completion of the Structured Program (SP), all students are to complete and return this form to the Student Centre, to effect the confirmation of their candidatures.

NOTES TO ASSIST STUDENTS IN THE PREPARATION OF THE RESEARCH PROPOSAL

Students should note the following when preparing the research proposal.

1. The Research Proposal
   Please attach a copy of your research proposal (and literature review, if required by your department or faculty) developed during your Structured Program. It should be a detailed description of the scope and purpose of the research to be undertaken and the methodology to be employed. In working out the proposal, the following points should be noted.

   1.1 Availability of Data/Materials and Financial Support
       • Are adequate funds available to provide materials and (required) travel to complete your research?
       • Can your proposed research be undertaken here in Adelaide, given the available resources?
       • If not, where will you have to go in order to complete the research? For how long?
       • Will it be financially possible for you to work outside Adelaide?
       • Is formal permission required to access restricted/confidential materials/data?
       • Can these materials/data be used in any form in the thesis and published?
       • Is there an expectation that an embargo on the thesis may be required when the thesis has been examined?

   1.2 Supervision
   In the case of (or what looks like) an interdisciplinary topic, has the possibility of joint supervision with somebody in another department (either in this university or another university) or from industry been considered?

   1.3 Examiners
   Is it going to be possible to find suitable examiners for the thesis which eventuates from the research proposed? (This is an especially important consideration in the case of interdisciplinary and multi-disciplinary research, the results of which may be received unsympathetically by an examiner grounded in only one of the disciplines dealt with by the thesis.)

   1.4 Foreign Languages
   If the subject of research is some aspect of a culture whose native language is not English, do you have an adequate knowledge of the language of that culture? If not, is your dependency on English translations likely to invalidate the research in the opinion of an examiner?

2. Description of Work / Method of Research
   How do you intend to go about the research proposed?

3. Ethics and Safety Clearance
   Section D relates to the University’s ethics and safety clearance policies. It is the responsibility of the supervisor(s) to obtain relevant ethics clearance (if this is required) from the appropriate University Ethics Committee and any other relevant bodies outside the University.
4. Authorship
Before you commence your candidature you and your supervisor(s) should discuss and arrive at an agreement about the authorship of any publications that may result from your research. You are asked to familiarise yourself with the University's policy and guidelines on authorship which are outlined in Attachment F of the Code of Practice For Maintaining and Monitoring Academic Quality and Standards in Higher Degrees.

5. Intellectual Property
Section F in this form relates to the University's policy on intellectual property. Please refer to Attachments D and E of the Code for further details. A "YES" to Question 1 will also require the completion of Questions 2, 3, 4 & 5. If the answer to Question 1 is "NO", do not complete Questions 2, 3, 4 & 5.

6. Signatures
ALL of your supervisors are to sign this form. If a Supervisor is also Head of Department, then the Postgraduate Coordinator should sign for the Head. Similarly, if a supervisor is also the Postgraduate Coordinator, then the Head of Department should sign. In the rare instance where the supervisor, Postgraduate Coordinator and Head of Department are one and the same person, then the Deputy Head of Department should also sign the form.

7. Further information

A copy of this form may also be downloaded from this site.

Esther Tobin
Deputy Manager, Administrative Services Branch
January 2000
A. PERSONAL AND CANDIDATURE DETAILS

Name of Student: 

Student No.: 

Degree: 

Candidature Commencement Date: 

Department & Faculty: 

Supervisor(s): 
1. 
2. 
3. 
4. 

B. FINANCIAL IMPLICATIONS

It is possible that in addition to the basic infrastructure support for your research, your project may involve field work or research outside the University (local/interstate, or overseas). You may require special facilities such as inter-library loans, or access to specific materials/facilities/data.

1. With this in mind, what are the estimated total costs of your research? 

2. To what extent, if any, will your department contribute to these costs? 

NOTE: It is your responsibility to arrange for funding for the research, or to bear any costs not covered by funding from your department.

C. ACCESS TO RESTRICTED DATA AND/OR MATERIALS

1. Does this research require access to restricted materials/information? 

   YES [ ]  NO [ ]

   (If "NO", proceed to Section D.)

2. Has official permission been granted for the use of these materials/information? 

   YES [ ]  NO [ ]

3. Does the use of these materials/information restrict the publication of your thesis? 

   YES [ ]  NO [ ]

4. Is there an expectation of an embargo being placed on your thesis when it has been examined? 

   YES [ ]  NO [ ]

   (If "YES", you must apply for an embargo on your thesis well in advance of your submission.)

D. ETHICS AND SAFETY CLEARANCE

1. Does the proposed research involve use of animals or human subjects, recombinant DNA or use of teratogens? 

   YES [ ]  NO [ ]

   If "YES", is ethics clearance required? 

   YES [ ]  NO [ ]

   If "YES", indicate which of the following clearances have been approved and attach a copy of the clearances and/or documents.

   Animal Ethics Committee [ ]

   Human Ethics Committee [ ]
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Biohazards Committee [ ]
Biosafety Committee [ ]

If clearance has not been obtained, please enclose a statement giving the reasons why this is so and an indication of when the clearance can be obtained. Your candidature will not be confirmed until the required clearance(s) have been provided.

Please note:
Candidates whose research involves the use of animals (refer Animal Ethics Committee policy document) or human subjects (refer Human Ethics Committee policy document) need to obtain approval from the respective University of Adelaide ethics committee. It is also necessary for candidates who conduct research at any other institution to obtain ethical clearance from both institutions. A candidate may not engage in research involving animals or human subjects including research in hospitals unless the project has been approved in advance by the relevant University and institutional ethics committee.

E. AUTHORSHIP

Have you and your supervisor(s) discussed and arrived at a mutual agreement regarding authorship in the event that there are publications resulting from your higher degree research work, in accordance with the policy and guidelines set out in the Code of Practice.

YES [ ] NO [ ]

Comments:

F. INTELLECTUAL PROPERTY ISSUES

(To be completed by the student, supervisor(s), and Head of Department or Postgraduate Coordinator.)

1. Is this project likely to generate intellectual property which has the potential for commercial development and in which the University itself or an outside funding body may have an interest?

YES [ ] NO [ ]

(If "NO", proceed to Section H.
If "YES", please answer Questions 2, 3, 4 & 5)

2a Have attempts been made by your supervisor(s) to obtain external funding?

YES [ ] NO [ ]

2b Are funds available for the establishment of a scholarship or supplementary scholarship to assist you in your research?

YES [ ] NO [ ]

Comment:

3. Are you in an employment relationship with an outside organisation?

YES [ ] NO [ ]

3.1 If "YES", have the intellectual property implications of this relationship been appropriately dealt with by your supervisor and department?

YES [ ] NO [ ]

4. Please indicate below if you, your supervisor, and/or department has signed a commercial and/or confidentiality agreement or contract with any organisation or funding body relating to this research project.

YES [ ] NO [ ]

If "YES", you must enclose a copy of the agreement/contract with this form.

5. Proposed title of Thesis

___________________________________________
___________________________________________
___________________________________________

G. SATISFACTORY COMPLETION OF THE STRUCTURED PROGRAM

(To be completed, only if applicable, by the Head of Department or Postgraduate Coordinator on the student’s satisfactory completion of the Structured Program.)

1. I confirm that the student has completed the Core Component satisfactorily and a copy of the detailed research proposal is enclosed. (See page 1.)

2. The student has also completed the Directed Studies Component. (If completed, please provide details on a separate sheet of paper. If not required to be completed, please delete.)

Comment:
H. CERTIFICATION/APPROVAL

1. Student:
   (i) I have completed the Structured Program as stated in Section H.
   (ii) I enclose a copy of my research proposal.
   (iii) I have attached copies of ethics clearances if applicable

   ____________________________
   Student's signature

   ____________________________
   Date

2. Supervisor(s):
   *We confirm that the student has:
   (i) completed the Structured Program indicated in Section G;
   (ii) completed the research proposal.
   (iii) attached the necessary ethics clearance

   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ________________ ________________
   Supervisor(s)' signatures Date

3. Head of Department or Postgraduate Coordinator
   (i) In consultation with the supervisor(s) and the student I confirm
   that the student has completed satisfactorily the Structured
   Program indicated in Section H.
   (ii) The student's research proposal has been accepted by the
   department and a copy is enclosed. (See Page 1.)
   (iii) The ethics clearance, if applicable, is enclosed.

   ____________________________
   *Head of Department's/
   *Postgraduate Coordinator's signature

   ____________________________
   Date

   (* Delete as appropriate)

4. Approval by Higher Degrees Committee Convenor (where applicable)

   Comments (if any):

   ____________________________
   Convenor's signature

   ____________________________
   Date

   (* Delete as appropriate)

5. Approval by Board of Research Education and Development. (where applicable)

   Comments (if any):

   signature of Academic Director, Research Education Policy

   ____________________________
   Date

   (* Delete as appropriate)