1. DEFINITIONS

1.1 Degrees of Research Master
These degrees generally have the objective of training students in research methodology and techniques and in critical evaluation skills appropriate to their field of study. Students are trained in the application of such methodology by conducting a specified program of research under appropriate supervision. In addition, such degrees provide training in literature analysis and encourage debate in the substantive area of the thesis at an advanced level.

Examiners of a Master degree should satisfy themselves that the student has:

- a thorough understanding of the relevant techniques and methodologies in the field as demonstrated by a thorough critical review of the literature,
- demonstrated competence in the chosen field through judicious selection and application of appropriate methodology to yield meaningful results,
- demonstrated the capacity to evaluate critically these results and
- presented a clear and well-written thesis.

1.2 Degree of Doctor of Philosophy
This degree of Doctor of Philosophy provides training and education with the objective of producing graduates with the capacity to conduct research independently at a high level of originality and quality. By the end of the candidature the student ought to be capable of conceiving, designing and carrying to completion a research program without supervision. The PhD student should uncover new knowledge by the discovery of new facts, the formulation of theories, or the innovative reinterpretation of known data and established ideas.

Examiners will expect a thesis to be well-written and to reveal an independence of thought and approach, a deep knowledge of the field of study and to have made a significant original contribution to knowledge.

1.3 Professional Doctorates
The Professional Doctorate is specific to a discipline, aimed at practitioners in the field. The program of study would be expected to include advanced coursework, project activity and a research component.

2. RESPONSIBILITIES

Research training at the University involves the active participation of both staff and students. The responsibility for ensuring that it is conducted in the most efficient and effective manner is shared by all parties: the University, the faculties/schools/departments and staff, and the students, all have obligations to each other. These should be clearly set out in documentation given to the student at the time of enrolment.

Students should ensure they receive, as part of the induction process, a copy of the information to be given to the student by the particular faculty/school/department, the policy on student progression and reports, the course rules governing the appropriate degree, library rules, grievance procedures, the policy relating to intellectual property as it affects students, information relating to students’ rights and obligations and the guidelines for supervisors.

2.1 Responsibilities of the University and Faculties
The University has the responsibility to establish a policy framework within which faculty, school, or department-specific policies can be developed. The University is responsible for general policies in relation to:

2.1.1 clearly specified entry standards which apply regardless of discipline, and which are set to ensure that enrolling students are likely to have the capacity to succeed, given adequate commitment;
2.1.2 access to physical facilities and resources which, while varying between different parts of the University, will be made clear to students at the outset by the faculty/school/department concerned; as part of postgraduate induction at the departmental level students are informed in writing of the resources provided by the department to support their research and the name of departmental staff member who is responsible for resource issues. The written statement should outline the department's policy and practices with respect to the provision of, and access to, the following:

- On site facilities (e.g., Phone, facsimilie, pigeon hole, stationery), office and/or laboratory accommodation including use of a desk, filing cabinet and bookshelves;
- Equipment (including computer hardware and appropriate software) and technical support;
- Financial support for research maintenance for individual student, travel, conference and workshop attendances, photocopying, printing and binding of thesis, attending courses/training as part of Structured Program, inter-library loans, database searches etc.

2.1.3 ethics clearance procedures concerning research in the areas of human subjects, animals and hazardous materials (refer to Attachments A (section E) and the web at http://www.adelaide.edu.au/secretariat/)

2.1.4 the status of intellectual property arising from the work of students as part of their studies including those whose research is conducted in collaboration with other entities such as research organisations, Cooperative Research Centres or industry partners (see also Section 10 of Part I);

2.1.5 Review of progress (see also Section 6 of Part I);

2.1.6 procedures by which either the student or the supervisor(s) may make representations, as appropriate, should significant difficulties arise (grievance procedures, appeals, right of student to change supervisor etc.) (see Attachments D1 & D2);

2.1.7 procedures which, while enabling inexperienced staff to assist with supervision, make clear a process by which assistance may be sought (either by the supervisor or the student) should it be required. In general, inexperienced staff should begin as co-supervisors only. (See also Section 4 of Part I);

2.1.8 explicit procedures relating to all aspects of the examination process, including clear guidelines for students and examiners outlining the University's expectations for the particular degree, (see Sections 1 & 8 of Part I);

2.1.9 student and staff induction programs. (See also Section 3 of Part II.)

2.2 Responsibilities of the Department or School

It is the responsibility of the department or school to ensure that:

2.2.1 the student meets the requirements set down by the University for admission to candidature;

2.2.2 the proposed research project is appropriate for the degree;

2.2.3 the department/school is appropriate for the research to be undertaken, and has the space, facilities and resources that the work may need and to facilitate informal interactions between students and staff.

2.2.4 as part of postgraduate induction at the departmental level students are informed in writing of the resources provided by the department to support their research and the name of departmental staff member who is responsible for resource issues. The written statement should outline the department's policy and
practices with respect to the provision of, and access to, the following:

- On site facilities (eg. phone, facsimile, pigeon hole, stationery) office and/or laboratory accommodation including use of a desk, filing cabinet and bookshelves;
- Equipment (including computer hardware and appropriate software) and technical support,
- Financial support for research maintenance for individual student, travel, conference and workshop attendances, photocopying, printing and binding of thesis, attending courses/training as part of Structured Program, inter-library loans, database searches, etc.

2.2.5 each student has written guidelines (and where needed, training) concerning ethical and safety procedures appropriate to the discipline;

2.2.6 the proposed supervisors are sufficiently expert in the area of research, and have the time, commitment and experience to offer quality supervision throughout the research period. The department/school should aim to avoid excessive demands being imposed on academic staff in taking on too many postgraduate students;

2.2.7 quality supervision can be provided and maintained throughout the research period;

2.2.8 alternative supervisory expertise is provided should a supervisor for any reason cease to be able to supervise the student;

2.2.9 appropriate supervisory arrangements and access to resources are established for part-time and external students (onshore and offshore); (See also Section 3.2 of Part 1)

2.2.10 supervisors who are not employees of the University of Adelaide are familiar with the policies and their responsibilities outlined in this Code.

2.2.11 appropriate induction and structured programs are organised for all commencing research students. (See also Sections 2.2.1 of Part II and examples at http://web.acue.adelaide.edu.au/SP/)

2.2.12 appropriate opportunities, by way of seminars and the like, are provided for students to develop their skills at presenting their work as well as to facilitate their integration into a cohesive group. Department/school should notify students of any conferences, seminars etc., by prominent display of notices and distribution of circulars; and to actively encourage postgraduate students to participate in such conferences and seminars;

2.2.13 appropriate opportunities are provided for students and staff to interact with and to develop profitable intellectual relationships with one another;

2.2.14 all new students are aware of the procedures by which students may make representation to the head of the department or school, postgraduate coordinator or other designated officer if they believe that their work is not proceeding satisfactorily for reasons outside their control;

2.2.15 an appropriate procedure is established for dealing with unresolved conflicts between supervisor(s) and student(s), in line with university policy (Attachments C1 & C2);

2.2.16 it complies with the university's requirement for the appointment of a school or departmental postgraduate coordinator to oversee the postgraduate work of the school/department.

2.3 Responsibilities of the Postgraduate Coordinator

Under the direction of the Head of department, the postgraduate coordinator will oversee the research higher degree work of the department/school, specifically to:
2.3.1 meet each new postgraduate research candidate at the beginning of candidature, assist with the administration of their candidatures and ensure that they are aware of the responsibilities of the postgraduate coordinator;

2.3.2 interview each research candidate as part of the annual review of progress and prepare a report;

2.3.3 interview supervisors separately as part of the annual review of progress if problems or issues have been identified as requiring attention;

2.3.4 help resolve problems that may arise between the candidates and the supervisor(s);

2.3.5 receive complaints regarding research higher degree matters in the department/school and recommend action as appropriate;

2.3.6 ensure that relevant information is distributed to all postgraduate research students and their supervisors;

2.4 Responsibilities of the Supervisor

The supervisor has responsibilities which include:

2.4.1 providing appropriate academic support throughout the candidature to enable candidates to achieve their highest standard;

2.4.2 arranging an early meeting with the student to clarify their respective roles, responsibilities and expectations throughout the candidature;

2.4.3 determining an appropriate topic for research in consultation with the student;

2.4.4 becoming familiar with and abiding by the University’s Course Rules and administrative policies and procedures governing the degree;

2.4.5 identifying at the outset if the proposed research topic is commercially sensitive, and, if this is the case, ensuring that the student is made aware of the implications and signs the Student Project Participation Agreement. (Attachment E1).

Where there is an employer or sponsor involved, ensuring that the Manager, Administrative Services Branch, is informed promptly so that the signing of the appropriate agreement (Attachment E2) between the University and the employer or sponsor (to determine the joint ownership of intellectual property) can be arranged.

2.4.6 suggesting ways that the student can make the most effective use of time. This will involve discussing the nature of research with the student and the standard expected for particular degrees, the choice of the research topic, the planning of the research program, the availability of library resources in the field, bibliographical and technical assistance, and applying for ethical clearance(s) where this is required;

2.4.7 maintaining close and regular contact with the student and establishing at the beginning the basis on which contact will be made. This will facilitate the supervisor's role in advising the student on the pace of progress, and ensuring that a reasonable timetable is set to permit the degree to be completed in the appropriate time;

2.4.8 requiring written work from the student on a prearranged and agreed schedule so that progress can be assessed at regular intervals;

2.4.9 carefully monitoring the performance of the student relative to the standard required for the degree, and ensuring that inadequate progress or work below the standard generally expected is brought to the student’s attention. The supervisor should assist with the development of solutions to problems as they are identified;

2.4.10 using the regular reporting procedures established by the University (see also
Section 6 of Part 1) as the minimum means by which any difficulties and problems discussed with the student during the year are noted, indicating the action taken or advice given. If the problem is not resolved, the Postgraduate coordinator, in the first instance, should be involved; the Head of department and the Academic Director, Research Education Policy should be notified, in writing, of continuing problems between reporting periods;

2.4.11 providing a constructive and critical assessment of any written work of the student. In each instance, an appropriate turnaround time (generally not exceeding four weeks) for any submitted work should be established.

2.4.12 Commenting on the content and the drafts of the thesis and, at the time of submission, certifying that the thesis is properly presented, conforms to the Course Rules and is, therefore, prima facie, worthy of examination;

2.4.13 as part of the Structured Program, assessing the student's proficiency in the English language within the first year of candidature and where appropriate directing the student to the Language and Learning Service in the Advisory Centre for University Education for support, and providing training in research methodology to the student

2.4.14 supporting the students in relation to outside organisations and funding agencies; ensuring appropriate access to departmental facilities and reminding the students of the necessity to advise the Manager, Administrative Services Branch, of any proposed changes in their candidature (eg. change of field of study, change of supervisor, request for leave of absence for study purposes, request for intermission);

2.4.15 advising the Head of department and the Academic Director, Research Education Policy, of the names, addresses and credentials of suitable examiners;

2.4.16 fulfilling other institution-specific obligations regarding supervision; and

2.4.17 providing career advice and assistance as appropriate.

2.5 Responsibilities of the Student
The responsibilities of the student include:

2.5.1 becoming familiar with and abiding by the University's Course Rules, this Code and the administrative policies and procedures governing the degree;

2.5.2 becoming familiar with faculty, departmental or school information including resources, facilities, departmental funding allowances and postgraduate representation on committees;

2.5.3 selection of supervisor(s) with the assistance of the postgraduate coordinator or Head of department, if necessary;

2.5.4 selection of an appropriate research topic with the assistance and advice of the supervisor;

2.5.5 Completing, with the assistance of the supervisor, the research proposal and relevant form (Attachment A) and submitting this form and the research proposal to the Administrative Services Branch as soon as possible but not later than twelve months from the date of commencement of candidature.

2.5.6 initiating discussion with the supervisor(s) concerning the type of help considered most useful, and keeping to an agreed schedule of meetings which will ensure regular contact;

2.5.7 adopting at all times, safe working practices relevant to the field of research and adhering to the ethical practices appropriate to the discipline (see also Section 2.2.3 (c) in Part II);

2.5.8 taking the initiative in raising problems or
difficulties and sharing responsibility for seeking solutions;

2.5.9 maintaining the progress of the work in accordance with the stages agreed with the supervisor including, in particular, the presentation of any required written material in sufficient time to allow for comments and discussions before proceeding to the next stage;

2.5.10 discussing with the supervisor at regular intervals the progress towards, and impediments to, maintaining the agreed timetable;

2.5.11 participating in the annual review of progress together with the supervisor and postgraduate coordinator or Head of department (see also Section 6 of Part I, Section 8 of Part II and Attachment B);

2.5.12 accepting the responsibility for producing the final copies of the thesis and its content, ensuring that it is in accord with the relevant requirements, including the standard of presentation. (See also Section 10 of Part II and the document “Specifications for Thesis” found in the University Calendar, Vol. II, Pt. II Handbook of postgraduate Courses.)

3. ADMISSION

Criteria for admission to a degree program should include not only academic qualifications and, where appropriate, professional experience. Such criteria should also include the feasibility of the proposed course of study in the department/school, the availability of supervision, and the availability of adequate infrastructure and other resource. Where candidates are in employment, the capacity to meet the time and other requirements of candidature.

3.1 In order to avoid, as far as possible, mismatches between students and supervisors, emphasis should be placed on assessing the match between the applicants’ research interests and background with that of the potential supervisor(s).

3.7 Since part-time and external students (onshore and offshore) often have other obligations, the criteria for admission could include availability for study and interaction with the supervisor and level of motivation.

3.3 Students who seek to be enrolled full-time for postgraduate degrees are under an obligation to demonstrate to their supervisors that they are able to make the appropriate time commitment on an ongoing basis.

3.4 Students who seek to enrol in remote PhD or Master by research in the external mode are subject to additional conditions regarding residency, external supervision, review of progress and access to appropriate financial support and facilities.

3.5 Where there is doubt about a student’s academic preparedness for the proposed degree, the student should first be admitted to a probationary/qualifying candidature lasting no more than twelve (12) months where this is provided for in the degree Course Rules.

3.6 Where the degree of Master is presented as a qualification for admission as a doctoral candidate, the Master’s degree must contain a substantial research component which is 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.

3.7 For eligibility for enrolment as a candidate for PhD by publication (only for staff) please consult the Academic Program Rules of the PhD in Part II Postgraduate Programs of the University Calendar.

4. SUPERVISION

The Head of department/school has the ultimate responsibility for ensuring the quality of supervision and the provision of resources for
research students. Particular attention should be paid to assuring that new staff gain supervisory experience (see 4.5 below) and that satisfactory arrangements are made to cover staff absences, for example, on the Special Studies Program.

4.1 The Head of department or postgraduate coordinator, in consultation with the supervisors, should ensure that research students have, at the earliest opportunity, accurate information about any planned long leave (or retirement) during the candidature and that arrangements have been made to provide for supervision during absences.

4.2 If there is more than one supervisor, a principal supervisor must be appointed. The principal supervisor must be a member or affiliate member of the academic staff of the University and from the department in which the student is enrolled. The principal supervisor carries the responsibility for the coordination of all communication between the supervisors and the student and is the first point of contact in relation to matters set out under Section 2.4. If a co-supervisor(s) is appointed, it must be clear to all parties that the primary responsibility for supervision lies with the principal supervisor.

(NOTE: “Co-supervision” is like panel-supervision where one of the supervisors is designated the principal supervisor and who must be from the department in which the student is enrolled. (See also Section 2.1.3 in Part II.)

4.3 Normally co-supervisor(s) should be appointed at the outset of the program if expertise additional to that provided by the principal supervisor is required. This could be a staff member from the same institution, from another institution, or from industry. If any lengthy absences of the supervisor are planned, particularly at critical times of candidature, a co-supervisor(s) must be appointed.

4.4 A co-supervisor should be involved as soon as practicable in the development of the student’s research plan and should maintain a level of communication with the student and the principal supervisor to allow adequate supervision whenever necessary.

4.5 In some cases, e.g. where the topic is multi-disciplinary or staff inexperienced, a supervisory panel could be formed to advise the student. Whatever supervisory arrangement is contemplated, however, the place of primary responsibility must be made clear.

3.7 Only staff with proven and current research records and experience in supervision will normally be permitted sole supervision of a student. All absences and must be adequately covered by alternative arrangements in consultation with the student. Less experienced members of staff should be appointed co-supervisors with experienced staff, in the first instance.

4.7 A supervisor should normally hold a degree at the same level, or higher, as that for which the candidate is enrolled. If this is not the case, the supervisor should be active in research as evidenced by current publications in scholarly (refereed) journals.

4.8 In all instances, the appointment of a supervisor(s) should only be made in the best interests of the students. In line with this the supervisor(s) should be aware of any cultural differences between themselves and the students, and should be well informed of equal opportunity principles and practice.

5. THE RESEARCH TOPIC

(See also Section 2.2 of Part II)

5.1 The identification of a research topic should occur as early as possible, preferably prior to enrolment. All PhD students are required to submit a research proposal on completion of the Structured Program. Those Masters students who are not required to undergo the Structured Program are to submit the research
proposal, preferably within six months but not later than twelve months, from the commencement of candidature. Scholarship considerations may influence how much time should be taken.

5.2 Minor changes to the title of the research topic at the time of drafting the final version of the thesis are permissible to more accurately reflect the content of the thesis the research.

6. REVIEW OF PROGRESS

(See also Section 8 of Part II)

A review of a student’s progress can be conducted at any time during candidature at the request of either the supervisor or the student. An annual (major) review of progress is undertaken around September/October each year for all research students.

The reviews must be frank appraisals by both the supervisor and the student of the student’s progress. Problems identified during the reviews will be followed up.

Written reports from the student and the supervisor(s) are important means by which any problems concerning the candidature can be identified and resolved and can serve as a valuable source of development for the supervisors. They also serve to keep the appropriate officers of the University informed of the student’s progress.

6.1 Annual Review forms (Attachment B) will be circulated in early September each year. The student, the supervisor(s) and the Head of department or Postgraduate coordinator will all view and comment on the report prior to re-enrolment for the following year. The University requires the report to be seen by the student after the supervisor(s) and the Head have added their comments to the report. Openness and suitable discussion at this stage could obviate problems later.

6.2 The annual review reports are examined by Graduate Studies Officers on behalf of the Board of Research Education and Development and any problems identified are pursued at the appropriate level. Unresolved problems may be referred to the Board of Research Education and Development for further consideration if required.

6.3 Each Department/school should consider how to maximise the value of the Annual Review and whether activities such as a student seminar program could usefully become a part of the process.

6.4 The progress of students enrolled in Remote PhD will be reviewed twice yearly.

The major review will occur at the same time as the annual review for all other PhD candidates in September/October each year.

The minor review will be undertaken by the internal supervisor in conjunction with the external supervisor and the student and will be completed by the end of March each year.

6.5 Confirmation of re-enrolment and continuation of candidature are subject to satisfactory progress as reported at the reviews of progress.

7. GRIEVANCE POLICIES AND PROCEDURES

The Policies and Procedures for the Resolution of Postgraduate Students Grievances (Attachment C1) apply to Master (Research), PhD and Professional Doctorate students. If a problem is not resolved within the department under these procedures, either party can take up the matter with the Academic Director, Research Education Policy who may refer it to the Board of Research Education and Development for resolution. Honours, Diplomas and Masters (Coursework) students can only take up grievances that relate to the research component of their degree under these procedures.
The **Student Grievances: Policies and Procedures** (SGPP-Attachment C2) outlines how students should raise grievances with a department. Undergraduate, honours and postgraduate coursework students can process assessment, academic programs and recognition of prior learning matters under the procedures. All students including postgraduate research students can access the procedures for complaints regarding administrative operations, individual members of staff and equal opportunity issues. Sexual Harassment complaints have separate rules.

Supervisors who wish to lodge a complaint against their students for misconduct may do so under Chapter X11 of the University statutes.

The relevant document can be accessed from the web on: http://www.adelaide.edu.au/Graduate_Studies/courses/index.html.

8. **THESIS EXAMINATION**

(See also Section 10 of Part II)

Because of the special nature of research degrees, where students could have uniquely expert understanding of the field, they will also have a special relationship with their examiners. Students are **not** examined only on the basis of their understanding of a body of existing knowledge. They are examined by individuals who must judge their approach to research, their construction of hypotheses, their arguments and their analyses, and who will be their peers if the degree is awarded. The selection of examiners is therefore of critical importance.

8.1 Steps should be taken to ensure that examiners are free from bias with respect to the student or the supervisor(s). This could be achieved by a general discussion of possible examiners with the student and supervisor(s), although care must be taken not to jeopardise the integrity and independence of the examination process.

8.2 Examiners should normally still be active in research/scholarship, to ensure that their knowledge of the field is current.

8.3 Examiners should have empathy with the theoretical framework used by the student.

8.4 Examiners should be made familiar with the requirements of the University and the essential parts of the Course Rules governing the particular degree.

8.5 The names of possible examiners and their credentials should be submitted to the Manager, Administrative Services, by the Head of department after consultation with the supervisor(s) and appointed by the University. It is expected that the supervisors will normally have consulted with the student to guard against bias and other problems. Students have the right to object to particular examiner(s) but the University has the right of final choice.

**NOTE:** The student, whilst aware of the possible pool of examiners, must not know the names of the examiners nominated by the Department until the thesis examination process is completed and only if the examiners have not requested anonymity.

8.6 The University has procedures to guard against inordinate delays in the examination process. The University will normally require that examiners complete the examination within four (4) weeks of receipt of the thesis.

8.7 Where appropriate the University will ensure that examiners are made aware of any commercial-in-confidence work incorporated into the thesis.

8.8 The University has a set of procedures for dealing with conflicting judgements by examiners. (See Section 10.12 of Part II.)

9. **APPEALS FOLLOWING EXAMINATION**

The complex and special relationship with examiners of research degrees requires that the University has procedures which give a student, in certain circumstances, the right of appeal against the examination process and/or the evaluation of their candidature. **Appeals are**
permitted on procedural grounds only. Appeals by students simply rejecting the assessment of the merit of their work will not be permitted. Appeal on the grounds of complaint about the inadequacy of supervisory or other arrangements during the period of study are also not permitted. The appropriate grievance procedures (Attachments C1 & C2) should be used at the appropriate time.

The grounds for appeal against a decision not to award a postgraduate research degree or not to allow re-submission, could include:

(i) procedural irregularities in the conduct of the examination;
(ii) relevant circumstances affecting the student’s performance of which the examiners were not aware;
(iii) documentable evidence of prejudice or of bias on the part of one or more of the examiners.

An appeal should be lodged with Graduate Studies for referral to the appropriate committee.

The possible outcomes of an appeal, ranging from rejection to permission to re-submit the thesis, will be made clear to the student. Where an appeal is upheld, any required additional work by the student in the nature of amendments or revision, will be clearly specified.

10 INTELLECTUAL PROPERTY, COPYRIGHT, AUTHORSHIP AND ACCESS TO THESESES

(See also Section 2.2.3 (a) of Part II)

Copyright can be broadly defined as original authorship of any material primarily with respect to writing, software, music and art. The University policy allows all staff and students to own and, as applicable, exploit the copyright in any material they have authorised. The legal protection for copyright is embedded in the law.

Other forms of intellectual property generally result from invention and discoveries which are capable of being protected primarily through application of patents, design rights etc. For staff, ownership is claimed by the University. The exploitation or development of such intellectual property is undertaken by Luminis. Students are entitled to own their own intellectual property. However, under certain circumstances, they are required to assign it to the University in return for a proportion of the benefit which the University may derive.

10.1 If a student is to be involved in work which could result in the generation of intellectual property of commercial potential and/or is funded by any contractual arrangement, the student must be fully informed by the supervisor (in writing) of any particular conditions or contracts which could either restrict disclosure, or affect the extent to which communication with colleagues is possible during the course of the work and on its completion.

10.2 If the student agrees to take part in such a project, a written agreement (Attachment E1) on the conditions of disclosure and related matters, must be concluded over the signatures of the student and the University. In signing the agreement the student will share in the benefits following the commercialisation of the intellectual property in the same way as a University staff member.

10.3 Any company involved in such a project must be clearly informed, by the supervisor, of the University’s policy regarding student involvement. An initial agreement (Attachment E2) regarding the joint ownership of intellectual property between the University and the company must be signed before any research may proceed.

10.4 The University will ensure that the research program is not unreasonably influenced by commercial or industrial factors. Research students should not engage in tightly-defined contract research projects and supervisors must ensure that students have the freedom to develop promising lines of enquiry as they emerge.

3.7 Any delay in publication, eg. while patentability is investigated and patent
specifications are drawn up and lodged, should be strictly limited. The normal maximum delay in publication is twelve (12) months.

10.6 The University requires that the student, the supervisor(s), the head of department and any outside organisation, must meet and produce a written understanding should patentable intellectual property be generated unexpectedly (in other words, in the absence of an initial agreement).

10.7 The University’s policy on access to theses (embargo) and any confidentiality requirements of the examination process (including provision for confidentiality agreements with the examiners) ensures that restricted access to theses will be considered by the University when a case is made and agreed to only in compelling circumstances. Such circumstances could include commercial confidences, but not simply the denial of access by other scholars to what purports, after all, to be an advance in knowledge. When granted, the embargo will be for a limited time, and as short a period as possible, normally up to twelve months.

10.8 Agreement should be reached between the student and supervisor concerning authorship of publications and acknowledgment of contributions during and after the candidature. There should be open and mutual recognition of the student’s and supervisor’s contribution on all published work arising from the project. Please refer to the guidelines on authorship within the University’s Guidelines and Rules for Responsible Practice in Research (Attachment F).

10.9 No policy should be developed which prevents students from meeting all the requirements of the relevant higher degree Course Rules.

10.10 Faculties, schools and departments must be familiar with the University’s policy regarding the conditions of acceptance of research contracts. Further details may be obtained from the Research Branch which is located on Level 7 of the Wills Building.