Part II: Research Higher Degree Policies and Procedures

Part II should be read in conjunction with the relevant higher degree rules; as well as the documents *Higher Degree By Research* and *Specifications for Thesis*. All of these documents can be found in the *Adelaide University Calendar Volume II, Part II Handbook of postgraduate Courses*. The Calendar is available from the web at http://www.adelaide.edu.au/Calendar/. The Code is also available on the Web at http://www.adelaide.edu.au/Graduate_Studies/. All commencing research higher degree students will receive a copy of this publication at enrolment. Heads of department and schools, postgraduate coordinators and supervisors should obtain their copies from the web and should regularly consult this site for the most up-to-date information.

1. ENQUIRIES/APPLICATIONS

All enquiries about course offerings and applications are handled by the Student Centre which will dispatch the relevant information and leaflets together with an application form.

The processing of applications for admissions and offer of admission (including international) are handled by the Admissions Office of the Administrative Services Branch.

The following procedures shall apply:

1.1 Australian and New Zealand Admissions

a) Completed applications with relevant supporting documents are to be lodged with the Student Centre which shall forward the application to Admissions.

b) Admissions will process the application which involves:

• checking that all relevant information is provided by the applicant;
• forwarding the complete application, together with an extract of the relevant section of the *Country Education Profiles* published by the National Office of Overseas Skills Recognition (*NOOSR*), if appropriate, and a *Department or school Response to Higher Degree Application* form, to the department or school/faculty for consideration.

c) Department or schools are to notify Admissions of the outcome of their assessment by completing and returning the *Response Form* within two weeks of receipt of the application from Admissions.

d) On receipt of the *Response Form*, Admissions will ascertain if the applicant's qualifications meet the minimum entry requirements for the course as prescribed in the relevant Course Rules.

e) On the basis of the advice received from the department or school/faculty, the following guidelines shall normally apply in the consideration of the application:

(i) An application with non-standard entry qualifications which the department or school considers meet the entry requirements may require approval by the Board of Research Education and Development. Most of such cases will be dealt with executively by the Convener of the Higher Degree Committee and the Academic Director, Research Education Policy acting on behalf of the Committee and Board respectively. If approved, and subject to any quota restrictions which may apply in some faculties, schools, or department, an offer will be made.

(ii) Applicants who are assessed as possessing the standard entry qualifications for the course will be offered a place in writing, again, subject to any quota restrictions which may apply in some faculties, department or schools or schools.

(iii) Unsuccessful applicants will be notified in writing.

(iv) New applicants who are offered a living allowance scholarship may receive a joint offer of scholarship and candidature. This usually occurs at the beginning of the year when most of the scholarship offers are made and new scholars are commencing.
1.2 International Admissions

The Admissions Office will

- ensure that the application contains all the information requested such as academic transcripts, documentary evidence of English Language proficiency, referees' reports, etc.
- enter relevant information into database.
- check that the application form is complete.
- dispatch application, response form and appropriate instructions directly to department or schools.
- receive applications and responses from department or schools.
- if application is unsuccessful:
  i) enter department or school responses in Notes database; and
  iv) notify unsuccessful applicants.

- if the application is successful:
  i) record information in Notes database
  ii) check applicant's qualifications to ensure that they comply with Specific Course Rules
  iv) obtain approval from Higher Degrees Committee/Board of Research Education and Development if necessary;
  iv) generate "Offer" letter which should contain all the usual information provided to students about visas, English Language requirements and fees, as well as any conditions or qualifying work details, etc. Instruct successful applicant to bring along original academic transcript for sighting at enrolment.

- liaise with sponsoring bodies and applicant.
- ensure all documents required for enrolment are made available to Graduate studies at enrolment time.

2. ENROLMENT

Formal acceptance as a higher degree candidate is a two-stage process

Please Note: A formal offer of a place in a course can only be made by the Admission Office.

2.1 Stage 1 - Completion and Submission of the Enrolment Form

The enrolment form is issued by Admissions which is located on Level 6 of the Hughes Building.

2.1.1 Differential HECS (local students only)

From 1 January 1997, because of amendments to the Higher Education Contribution Scheme (HECS) Legislation, differential HECS will apply to students commencing a new course. Even though postgraduate research students will be awarded a HECS Exemption Scholarship, the correct HECS band must be indicated on the enrolment form. The head of department or school or postgraduate coordinator, in signing the enrolment form, will confirm that the correct HECS band has been indicated on the enrolment form. Further information about the new HECS legislation may be obtained from the Student Centre (8303 5208).

When both the forms have been completed and the Enrolment form has been signed by the head of the department or school, or a nominee (usually the postgraduate coordinator), they should be returned to the Student Centre before the date nominated as the commencement date of candidature. Incorrectly completed forms or missing information can cause delay in the processing of the students' enrolment. The following procedures normally apply for research degree enrolment:

a) Students whose qualifications (required for entry into a higher degree) are obtained from an institution other than Adelaide University must present at enrolment, the originals and certified copies (if not provided previously) of their academic transcripts as well as documentary evidence that the degree has been awarded.

b) Students who are offered a living allowance scholarship administered by scholarships should ensure that the Claim for Payment and Bank Authority forms are completed and signed and returned together with the re-enrolment form to the Student Centre promptly. This will avoid undue delay in the scholarship payment.

c) Processing of the enrolment form is undertaken by Graduate Studies and is normally completed within about one week of receipt of the form. (There may be a delay of several weeks if enrolment is undertaken during the early part of the year when enrolment for other students is also in progress.) Within this time, the student is sent a
letter by Graduate Studies confirming the details of the candidature.

New students enrolling will be issued an enrolment confirmation statement and a fee statement by the HECS and Fees Office of the Administrative Services Branch. Payment of fees, if relevant.

Continuing students should note that their University Cards are valid until the end of February each year and they can have their cards re-validated upon re-enrolment and payment of any fees due.

Only new students will be issued with new cards. Continuing students must retain their old cards for renewal/validation each year.

If a student is liable for HECS and wishes to pay up front, payment must be made before the HECS census dates for each semester, i.e. 31 March for Semester 1, and 31 August for Semester 2. Further details about HECS are obtainable from the Student Centre.

2.1.2 Students in Bad Financial Standing
Clause 4 of Chapter LXXXIX of the Statutes of Adelaide University states that a student who is in bad financial standing or has an outstanding obligation with the University will not be permitted to enrol or re-enrol in a course. In compliance with this provision, enrolment/re-enrolment forms will not be issued to students who (according to University records) are in bad financial standing or have outstanding obligations. Students are advised to discharge their debts or obligations with the appropriate areas as soon as possible. Documentary evidence, regarding the discharge of a debt or obligation or suitably approved arrangements for the discharge of the debt or obligation, is required before an enrolment or re-enrolment form is issued.

2.1.3 Supervisors' Status
The status of each supervisor will be recorded in the Student Information System (SIS) and students are asked to indicate whether their supervisor(s) are Sole or Co-supervisors. In the case of Co-supervision, one of the supervisors must be designated the Principal supervisor. Please refer to Section 4 of Part I for the definition of the different types of supervision.

2.2 Stage 2 - Completion of the Structured program and Research Proposal
Stage 2 of the process is the satisfactory completion of the Structured program and the presentation of the research proposal at a department or school seminar (if required by the department or school) and the submission of the approved proposal to Graduate Studies. If this requirement is not met at the end of the specified period, the candidature will be terminated.

2.2.1 Structured program of Activities
As part of the course requirements, doctoral students are required to complete a Structured program of activities at the commencement of their candidatures. Guidelines for the Structured program are found in the document Completion of Structured Program and Research Proposal. Some faculties, departments or schools may require their Masters students to undertake the Structured Program.

When a student has satisfactorily completed the Structured program, the Completion of Structured program and Research Proposal form must be completed and submitted to Graduate Studies together with a copy of the research proposal within the first twelve months of candidacy. This will inform Graduate Studies that continued candidacy is to be confirmed.

Masters students who are not required to undertake the Structured program must nevertheless complete the Completion of the Research Proposal - Research Master Degree (Structured Program not required) form and submit it to Graduate Studies together with a copy of the research proposal as soon as possible, preferably within six months, but not later than twelve months from commencement of candidature.

Students who are required to complete the Structured Program may not proceed with their research if the form and the research proposal are not received by the due date specified in the letter sent to them confirming the acceptance of their candidature.

The relevant forms available from the web in pdf format at:

2.2.1.1 Structured program Exemption for International Study Abroad and Exchange Research Students

International research students under the Study Abroad or Exchange program who are enrolled in Adelaide to undertake a period of research study which will be counted towards their home degrees are exempted from the Structured program. The Board of Research Education and Development has determined that because these students would normally have completed a period of doctoral research study in their home country before coming to Adelaide, they are deemed to have completed the Structured Program.

2.2.2 The Integrated Bridging Program (IBP)

All international postgraduate research students are required to participate in an Integrated Bridging Program (IBP) at the beginning of their candidatures. The IBP dovetails with the Structured program, the satisfactory completion of which is mandatory for the continuation of candidacy. For further details please visit the IBP web site at http://www.acue.adelaide.edu.au/acue/fs_programs.html or contact Ms. Kate Cadman at the Advisory Centre for University Education (ACUE); Tel: 61 8 8303 3957.

2.2.3 The Research Proposal

In preparing the research proposal, there are several areas to which a student should pay particular attention:

a) Intellectual Property

(i) In many research projects many participants are involved, each undertaking different level tasks. It will be acceptable in such circumstances for a higher degree student involved in such a project to use the data/information derived collectively as long as each person’s contribution is duly acknowledged.

(ii) In cases where a student is undertaking research that may generate commercially viable intellectual property, the student is asked to sign an agreement with the University. This agreement, called the Student Project Participation Agreement (SPPA), requires a student to assign the student’s share of any intellectual property resulting from the research to the University and in return the University agrees to share the benefits from the commercial application of the intellectual property with the student.

(iii) When a student signs the SPPA, an automatic embargo of twelve months, from the date of submission, will be placed on the student’s thesis. The continued embargo of the thesis will be determined by the Board of Research Education and Development on advice from Luminis.

(iv) If a student is employed, or his/her research is sponsored or funded by an outside organisation, it may be necessary for the University to enter into a contractual arrangement with these organisations to ensure that there is agreement at the outset regarding the joint ownership of the resulting intellectual property from the student’s research. For this purpose the University has in place a generic agreement (Joint Ownership Agreement) which all affected parties have to sign (at the latest by the time the Structured program is completed) before a student is allowed to proceed with his/her research.

(v) It is the responsibility of the supervisors to inform Graduate Studies as soon as possible, even before the completion of the Structured Program, if a proposed research project has even the remotest chance of generating commercially viable intellectual property. Should a student be unwilling to sign the agreement, the research proposal will not be approved and the student will be required to choose another topic in an area which is not commercially sensitive.

(vi) If the student is requested to sign or if a commercial or confidentiality agreement has been signed between the student, supervisor(s) and/or department or school and any outside organisation regarding this research project, Graduate Studies must be notified immediately and a copy of the agreement forwarded to Graduate Studies as soon as possible, preferably before the student becomes a signatory.
Intellectual property matters are complex and may take time to resolve. To ensure that the approval of a student's research project is not unduly delayed, early notification of any potential intellectual property or related problems is essential. **Students and supervisors are strongly encouraged to contact Luminis (8303 5020) if they require clarification and advice regarding any legal issues relating to this matter.**

Full details of the University's policy on higher degree student intellectual property can be found in the document *Higher Degree Students and Intellectual Property*. A summary of the University's current intellectual property policies (*Higher degree Students and Intellectual Property: A Summary*) and a copy of the generic agreement to be signed by the University and the outside organisation regarding the joint ownership of the intellectual property are distributed to all commencing students via the Induction folder. Copies are available from the web at [http://www.adelaide.edu.au/Graduate_Studies/courses/index.html](http://www.adelaide.edu.au/Graduate_Studies/courses/index.html)

b) **Authorship**

Students in postgraduate research are generally seen as undertaking an apprenticeship because, until the research is completed and the degree awarded, they are not seen as having a proven capability of independent research. The supervisors are responsible for directing the research, for providing guidance and contributing ideas where appropriate. It is normally accepted that supervisor(s) contribute to the student’s research and therefore it is appropriate that they should be named as co-authors in publications.

Supervisor(s) and students should discuss and agree upon the matter of authorship/co-authorship up front, as well as throughout the candidature to avoid any misunderstanding that may delay the completion of the research project. It is also important for department or schools to note that all research (including students’ research) activities undertaken in the departments/schools are taken into account in the research quantum calculations.

c) **Ethical Clearance**

Application for ethical clearance is the responsibility of the student's supervisor(s) and is to be made in the name of the supervisor with the student(s)” involved also specified. A student is not permitted to commence research involving animals or human subjects until any clearance required has been obtained.

(i) All candidates whose research involves the use of animals must obtain ethical approval in advance from the University of Adelaide Animal Ethics Committee. Candidates located within other institutions also require ethical clearance from the committee at the place where research is to be conducted. Please refer to the committee's web site for information regarding requirements and procedures for obtaining ethical approval, ([http://www.adelaide.edu.au/secretariat/ethics/animal/index.htm](http://www.adelaide.edu.au/secretariat/ethics/animal/index.htm)).

The use of animals is regulated by State legislation and must comply with the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes 6th edition, 1997 (available at the ethics website). Higher degree candidates are encouraged to attend the annual one day training course conducted (in early March) by the Animal Ethics Committee to expose new animal users to the ethical questions they are obliged to consider and provide advice regarding responsibilities involved.

(ii) Candidates whose research involves human subjects must obtain ethical approval in advance from the University of Adelaide Human Research Ethics Committee. Please refer to the Committee's web site for information regarding requirements and procedures for obtaining ethical approval ([http://www.adelaide.edu.au/secretariat/ethics/human/index.htm](http://www.adelaide.edu.au/secretariat/ethics/human/index.htm)).

All research involving human participants must comply with the National Statement on Ethical Conduct in Research Involving Human, 1999 (available at the ethics web site).

For a research proposal submitted by a member of its clinical staff (including any postgraduate research candidates) the University accepts protocol approval granted by the Ethics Committees of the Royal
Adelaide Hospital, the Queen Elizabeth Hospital or the Women’s and Children’s Hospital. However, for candidates whose research is conducted (a) at these hospitals and is not supervised by a member of the University’s clinical staff, or (b) at any other institution, ethical clearance must be obtained in advance from the University of Adelaide Human Research Ethics Committee as well as from the committee at the place where the research is to be conducted.

Attention is drawn to the University’s Guidelines and Rules for Responsible Practice in Research which stipulate (para 2.1.3) that research must comply with established ethical guidelines and/or statutory requirements and that it must not proceed without ethical approval where this is required.

d) Financial implications arising from the proposed research and financial Support for postgraduate research and travel

Students are strongly advised to consider, in consultation with their supervisors, the financial implications of their research and whether or not financial support is available from their department or school or other sources; and, if not, whether they are prepared to underwrite the costs themselves. Such considerations should be made prior to commencement or as early as possible in the candidature, to avoid any impediments to the successful completion of their research. These issues should be raised and fully explored early in the candidature as a matter of course and suitably addressed in the research proposal which forms the Core Component of the Structured program.

The centrally funded Research Abroad Scholarships are awarded mainly to allow a piece of research, vital to the student’s project, to proceed when facilities or primary sources are not available in Adelaide. Under special circumstances, they may be awarded for travel to, and attendance at, conferences. Further details should be sought from the Student Centre (Tel.: 8303 6145).

e) Availability of and access to research data/materials and embargo of thesis

Again, students are strongly advised to consider the suitability of the research project in relation to accessibility or availability of research data/materials, in particular, those which may be restricted or confidential. This is to avoid any problems that may arise in association with the eventual examination, publication of and access to the thesis by the public.

If the thesis contains materials which are commercially, culturally or politically sensitive, a question may arise as to whether or not such information, and the sources of such information, should be disclosed to the general public. If deemed necessary, the matter of placing an embargo on the thesis should be considered, and an application lodged with Graduate Studies early in the student’s candidature, preferably at the time the research proposal is being finalised. Approval of an embargo is regarded by the Board of Research Education and Development as exceptional and is allowed mainly on grounds such as:

- pending the results of a patent application;
- the thesis contains commercially, culturally, politically, or criminally sensitive data which the author, with prior approval of the University, had given an undertaking to the sources not to disclose or make public for a limited period of time.

In most instances, the period of embargo approved is twelve months.

f) Paid Assistance for the editing of thesis and for undertaking contract research

The Board of Research Education and Development has determined that it would be acceptable for a student to engage another person(s) (paid or otherwise) to assist in his/her research, such as in data collection (not the manipulation of that data) or any similar tasks, as long as this intention was made known from the beginning and the assistance was appropriately acknowledged in the thesis. This is similar to a situation where a student buys a commercially available computer software package to assist in data analysis.
2.2.4 Confirmation of Candidature
The satisfactory completion of the Structured Program, the approval of the research proposal by the department or school, and the submission of a copy of the proposal to Graduate Studies confirm the student's candidature. In some faculties, the proposals require approval by the faculty Higher Degrees Committee. Students will be notified of the confirmation in writing.

3. POSTGRADUATE INDUCTION

A postgraduate induction seminar is organised each year, usually on the last day of Orientation Week, by the Student Support Branch. Depending on demand, a Semester II Induction may also be held. The program covers topics which are of interest to all postgraduate research students and includes the roles of the Academic Director, Research Education Policy and Board of Research Education and Development, faculty Higher Degrees Committees, and University policies on postgraduate studies, intellectual property, etc. Group discussion is also included in the program. While participation in the Induction is not compulsory, students are strongly encouraged to participate.

A Postgraduate Information folder (which contains a copy of this publication and other information relevant to postgraduate studies) will be distributed to all research students when they enrol and as part of the Induction. Students are asked to retain this folder for the duration of their candidatures and to use it to hold other information or documents relating to their postgraduate studies which they will receive from time to time.

In addition to the centrally organised Induction, faculties, department or schools are also required to organise area specific induction programs. Students are asked to check with their respective faculty/department or school for further details.

4. INSURANCE

All students who are currently enrolled, and whose enrolments are active, are covered by the Student Insurance Policy. Further information is obtainable form the Postgraduate Students' Association (tel.: 8303 5898; e-mail: pgsa@www.adelaide.edu.au).

Please note that a student who is on intermission is not considered "active" and is therefore NOT covered by the insurance during the period of intermission.

5. CHANGE OF PERSONAL DETAILS

It is the student's responsibility to notify the University (through the Student Centre) on the appropriate form of any change of address, marital status, name, or other personal details, as soon as possible. For any changes to contact details (addresses and telephone numbers) they are to use the SOLAR (Student On Line Access Resource) terminals located in the Student Centre.

In most instances, correspondence regarding student candidature is sent to the semester address nominated by the student. Where the student has been granted formal approval to be away from the University (eg. on intermission, writing-up outside, leave of absence or on remote/external candidature), correspondence will be sent to his/her home address or the address nominated by the student.

6. CHANGE OF ATTENDANCE STATUS

There are a number of descriptions that may apply to a student's attendance status throughout the candidature. These are: full-time, half-time, part-time, remote (PhD only), external, intermitted, leave of absence (outside), writing up, lapsed, submitted, qualified and degree conferred.

An application for a change of attendance status must be made on Form AS. Copies are available, on request, from the Student Centre (8303 5208).

6.1 Full-time, part-time or half-time?
A research student may apply to change attendance status from part-time (designated as half-time) to full-time or vice versa throughout the duration of candidature. (Scholarship holders are normally full-time only.) An application for change (on Form AS) must be supported by the student's supervisor(s) and endorsed by the head of department or school or postgraduate coordinator and forwarded to Graduate Studies in
Administrative Services. It is important that the student indicates the date from which the change is to be effective. A PhD student is permitted to enrol only as a full-time or half-time student.

If a student is enrolled for a coursework Masters degree or a ‘mixed’ coursework and research course (where the research component of the course is less than 66% and may or may not have a subject code), a change in attendance status will affect the student’s HECS liability. A full-time study load is defined as 76% or greater.

A change in attendance status of a research degree from full-time to half or part-time may affect the HECS exemption eligibility of the students. If in doubt, please contact Graduate Studies for clarification.

6.2 Intermission
A student whose work is interrupted for a period of time may be granted an intermission by the relevant Higher Degrees Committee. An application for intermission should be made, through the supervisor(s) and head of department or school or postgraduate coordinator.

More than one period of intermission of candidature may be granted on grounds such as illness, financial or family difficulties, or other factors which may temporarily prevent the student from undertaking work towards the degree. For students enrolled prior to 1 September 2000, normally a total period of up to twenty-four months is allowed, subject to departmental or school endorsement. If the application exceeds the total period of twenty-four months, it shall be considered by the relevant Higher Degrees Committee on a case by case basis. Where an intermission is approved, the student's candidature will be extended by the period of intermission granted. For students enrolled on or after 1 September 2000, normally a total period of up to twelve months is allowed, subject to departmental or school endorsement. Intermission beyond twelve months will only be considered, on a case by case basis by the relevant Higher Degrees Committee, if there are exceptional circumstances beyond the student’s control.

International students who wish to apply for intermission should check any visa and fee implications before lodging their applications.

Please note: For a coursework Master’s student, where the research component has a subject code, periods of intermission cannot be granted. The student may, however, apply to the department or school for an extension in lieu of time lost in their candidature due to illness, financial or family difficulties or other factors.

6.3 Leave of Absence (Not applicable to students on remote PhD candidature. See Section 6.4 on Remote PhD Candidature)
If a student intends to proceed with fieldwork, research or study outside of the University for a specified period of time, not normally exceeding twelve months in total, a formal application (Form AS) for a leave of absence is required. The leave must be applied for well in advance of the departure date. To be eligible for a leave of absence all research students should normally have completed satisfactorily the Structured program within the first year of candidature.

Masters students who are not required to complete the Structured Program, should have completed the research proposal. In considering the approval of leave of absence, factors such as appropriate supervision while on leave, travel costs, subsistence arrangements and means of communication with the supervisor(s) are taken into account.

6.4 Remote PhD Candidature
PhD students who wish to undertake a substantial portion of their research away the University should apply for admittance as a remote PhD candidate.

The remote PhD candidature is intended for students who, for academic reasons, wish to pursue most or all of their research remote from the University. Approval for remote candidature is subject to Rule 13a-f of the PhD Rules and other conditions outlined in the document Remote PhD Program - Application and Operational Guidelines of the this Code. This may also include a specified period of residence approved by the Board of Research Education and Development. The remote PhD candidature may be taken on a full- or half-time basis. Application should be made on the appropriate form which is available from the web at:

http://www.adelaide.edu.au/Graduate_Studies/courses/index.html or on request from the Student Centre.
6.5 External Candidature
The Course Rules of the MD and some Masters degrees provide for external candidature. An external candidature is considered to be half-time. An enrolment for external candidature must be indicated on the Enrolment form. An application for change to external candidature (if permitted under the Course Rules) must be made on Form AS and lodged at the Student Centre. This application must be supported by the supervisor and head of department or school. Generally external candidates are ineligible to hold scholarships.

6.6 Writing up (research students only)
For various reasons, a student may wish to apply for permission to complete the writing up of the thesis external to the University. The following conditions must be met:

- The student must have been working under the direct supervision of the University for the minimum period required, as specified by the appropriate degree course rules, or the faculty/department or school specific policy.
- The head of department or school and supervisor(s) must be satisfied and confirm in writing to Graduate Studies that all initial or experimental work (where appropriate) has been completed, and that the student's progress is sufficiently well advanced to permit the satisfactory completion of the thesis independently outside the University.

Approval is normally given for a maximum period of twelve months or the remainder of the candidature, whichever is the shorter, after which time the candidature will lapse. In some cases this may have the effect of shortening the candidature. Extension of candidature is not permitted when the candidature has lapsed.

6.7 Extensions
If a student is not able to submit the thesis by the candidature expiry date, the student may, if eligible, apply for an extension of candidature. If approved, PhD students will be granted one extension only of twelve months, irrespective of whether the candidature is half-time or full-time, or the period applied for. Conditions for the extension of Masters degrees vary from course to course and such extensions may only be approved by the Academic Director, Research Education Policy acting on behalf of the Board of Research Education and Development and in consultation with the faculty Higher Degrees Committee or the Convener. Applications for an extension of candidature should be made on Form CD and lodged with the Student Centre.

An approval for an extension of candidature does not mean an automatic extension of the RTS (HECS Exemption). An extended candidature is HECS liable and a new HECS form must accompany the application for extension. The policy for the award of RTS is subject to an annual review by the Board of Research Education and Development. Please consult the Student Centre for further information.

Sponsored international students should consult the International Students Liaison Officer regarding the possibility of an extension of sponsorship before lodging their application for an extension of candidature.

6.8 Submitted
Students are required to give at least three months notice of their intention to submit their theses for examination. Upon submission of the thesis, the attendance status of the student changes to "submitted". (Please see also Section 10 of Part II.)

Please note: This does not apply to dissertations submitted for the research component of a coursework Masters degree which has a subject code and which are subject to department or school or course policy.

The thesis/dissertation of a coursework Masters degree should be submitted to the department or school concerned in accordance with the semester headlines, as appropriate. In most cases, failure to submit by the headline will incur a ‘fail’ and may even mean that the student cannot qualify for the degree. Check department or school or course policy.

6.9 Lapsed Candidature
A student's attendance status will be recorded as lapsed if the thesis is not submitted by the candidature expiry date. The student will be reminded of the approaching expiry date approximately three months prior to the date. If the student has not already received an extension, and is eligible to do so, the student may apply for an extension through the supervisor(s) and head of
department or school or postgraduate coordinator, on Form CD and accompanied by a new HECS form. If no application for an extension is received, the student's candidature will automatically lapse. No further notification will be given.

If a candidature has lapsed, it may be reactivated (for examination purposes only) at a later date when the student submits the completed thesis, through the supervisor(s), to the head of department or school. The thesis will not be accepted for examination unless the head has certified that the thesis has not departed from the field of study originally pursued and that it is satisfactory to the department or school. Students whose candidatures lapsed on or after 1 January 1995 should note that submission of these after candidatures have lapsed is subject to the conditions outlined in Section 10.5.

A lapsed candidature means a loss of student status and all rights and privileges associated with an active candidature.

7. CHANGE OF CANDIDATURE DETAILS

Changes a student may make to the details of the candidature are described below. Such changes must be made on the appropriate form. Copies are available from the Web and on request, from the Student Centre.

7.1 Change of Degree Program


7.1.1 Upgrading from a Masters to a PhD

In normal circumstances, to be eligible for direct entry into a PhD program, a student must have an Honours IIA degree, or higher, obtained from an Australian university, or its equivalent. Some students, however, enrol first in a Masters program, as required by some departments/schools. At the end of the first year or the beginning of the second year of the Masters program, the student may apply to upgrade to a PhD. The student's work is assessed by the department or school, and, if deemed satisfactory and the department or school requirements have been fulfilled, the student may be considered for an upgrade to a PhD.

An application for upgrading to the PhD must have the support of the supervisor(s) and head of department or school. A revised research proposal and a new HECS Payment Option form must accompany the application. It will normally be considered first by the faculty Higher Degrees Committee, or the Convener acting on behalf of the Committee, which will make a formal recommendation to the Board of Research Education and Development. In most cases, the Academic Director, Research Education Policy will consider the recommendation executively on behalf of the Board.

Completion of the Structured Program

A student who has completed twelve months of a research Masters program will be deemed to have completed the structured program required for the PhD.

New expiry Date

The date of commencement of the PhD candidature will remain the same as for the Masters program, but the candidate expiry date will be altered to accommodate the extra time permitted for PhD studies.

Non-Standard Entry

If a student does not have the 'standard' entry qualification of at least an Honours IIA, the department or school and supervisor(s) will need to make a special case for the upgrading of the candidature. This will be considered by the Board of Research Education and Development in consultation with the faculty Higher Degrees Committee.

Eligibility for RTS (Research Training Scheme - HECS Exemption) when transferring from Masters to PhD

A Masters student who is in receipt of an RTS award and who wishes to upgrade to a PhD must lodge the application for upgrade at least three months before the end of the second year of the Masters candidature. This is to avoid any complications that may arise regarding the student's continued eligibility (or otherwise) of the RTS award. If the upgrading is approved, a new HECS form related to the PhD course (if one has not already been submitted) is required before the upgrade can be effected.

7.1.2 Transferring from a PhD to a Master
A PhD student, for whatever reason, may wish to transfer from a PhD to a Masters program. A formal application should be made on the same form (Application for a Change of Degree Program). This application must also be supported by the supervisor(s) and endorsed by the head of department or school or postgraduate coordinator. A revised research proposal and a new HECS Payment Option form must also accompany this application.

7.2 Changing supervisors
A student's supervisory arrangements may be altered in the event that a supervisor is no longer available to supervise the research. In this case the head of department or school or the postgraduate coordinator, in consultation with the student, will nominate a replacement supervisor. If a student has a sole supervisor who is going to be absent for a period of more than one month, the head will nominate an acting supervisor.

There may be other reasons why a change of supervisor may be desirable. In these cases the Academic Director, Research Education Policy may appoint a new supervisor in consultation with the head of department or school, the postgraduate coordinator, or the Higher Degrees Committee. In all cases, the application (on Form CD) must be lodged with the Student Centre as soon as possible.

7.3 Changing Field of Study/Thesis Title
When a student has settled down to research, the student may find that there is a need to amend the field of study. The application should also be made on Form CD. If the amendment requested is merely a refinement of the wording, the change will be made administratively and it will take effect from the date of candidature.

If the change is major, eg. as a result of a change in the research topic, the student must indicate the date from which this change is to be effective and the reasons for the change. In most cases, a major change in the research topic will involve a new candidature. There are also scholarship implications in a major change. A new research proposal and consideration by the Higher Degrees Committee and Board of Research Education and Development is normally required for this purpose.

The title for the field of study should be general and should be in line with the discipline groups defined by the Department of Education, Training and Youth Affairs (DETYA). This is required for statistical purposes and for determining the HECS band. This information is available from the web at http://www.adelaide.edu.au/GSSO/post/codepage.html.

In addition to the field of study, a student is also required to indicate the proposed title for the thesis. The final version of the title will be recorded on the student's academic transcript. At this stage, the title must not exceed 160 characters and spaces. When the new Peoplesoft Student System is implemented in October 2000, this limitation may not apply.

7.4 Withdrawal from candidature
It is the responsibility of the student to notify Graduate Studies, immediately (on Form CD), of any withdrawal from candidature. This is extremely important as prompt action will enable the University to maximise the award of the Research Training Scheme (RTS) awards.

Withdrawal from a Masters research project which has a subject code or any coursework subject must be done on the Amendment to Enrolment form, obtainable from the Student Centre. Adherence to the appropriate headlines is very important to ensure that a student may withdraw from a subject without incurring any HECS penalty or a "fail" in the subject.

IMPORTANT: Any application for change to candidature and/or attendance status as described in 6.1 to 7.4 above must be received by the Graduate Studies, well in advance of the census dates of 31 March and 31 August. Retrospective changes across census dates are NOT permitted.

Please remember that an application for a change of candidature details and attendance status must always be supported by the supervisor(s) and endorsed by the head or postgraduate coordinator.

7.5 Transfer of candidature between institutions
A student may apply to "transfer" candidature from the University to another institution, or vice versa, for various reasons, eg. the moving of a supervisor to another institution, etc. However, a direct transfer of candidature between institutions is technically not
possible. If such a "transfer" is required, a student must first apply to the new institution for a place in the relevant course. When this is granted, the student should then withdraw the candidature from the home institution in order to enrol in the new institution. If applicable, a student may apply for credit to be granted in the new course on the basis of research completed in the previous course.

Please note that this will have an effect on your RTS.

If the student also holds a scholarship which is transferable (eg. APA), the scholarships officer of the home institution must be notified. The student should then liaise with the scholarships officer of the new institution to effect the transfer of the scholarship. In such a case, the student is advised to terminate studies in the home institution and commence studies in the new institution on consecutive days. This will ensure that scholarship payments are not interrupted. Please consult the Scholarships section for further advice.

8. REVIEW OF PROGRESS

(See also Section 6 of Part I)

The progress of higher degree students is monitored by the respective department or school. A formal assessment of the progress is carried out annually, usually in September and October, when a formal report is required. The continuation of candidature is subject to satisfactory academic progress reported at the annual review. The annual renewal of living allowance scholarships administered by Scholarships is also subject to satisfactory academic progress reported at the annual review. Both the annual review and scholarship renewal processes are undertaken jointly.

Students who have completed the structured program satisfactorily will be deemed to have achieved satisfactory progress in their first year and may not be required to answer some of the questions in the annual review form. However, appropriate sections of the annual review form must still be completed, for purposes of setting milestones for the following twelve months and scholarship renewal.

The completed annual review form must be returned to Graduate Studies by 31 October of the year of review. Extension of the headline may be considered if requested in advance. Students will be sent only one reminder after the 31 October headline; in mid November of the year of review. However, if the review is not completed by the end of December of the year of review, the student will be deemed to have made no progress and the candidature will be suspended automatically at the end of the first working day in January.

The following are the annual review policies and procedures endorsed by the Academic Board on 23 May 1990 and subsequently approved by Council.

(i) The progress of each postgraduate research student shall be reviewed annually, and satisfactory progress shall be a condition of annual re-enrolment.

(ii) The head or postgraduate coordinator shall review each student's progress personally. Where the head is also the student's supervisor, the postgraduate coordinator shall review that student's progress. Similarly, if the postgraduate coordinator is also the student's supervisor, the head shall undertake the review. If the supervisor is also the head and postgraduate coordinator, another senior academic staff member of the department or school should assume this responsibility.

(iii) Each student and supervisor together shall submit a brief report (on the Higher Degree annual review and Application for Renewal or Extension of Scholarship form) on the student's progress over the past year and an indication of milestones set for the next twelve months to the head of department or school or postgraduate coordinator. The head or postgraduate coordinator shall interview the student and, in some cases, the supervisor(s) as well, to satisfy himself/herself that the report accurately reflects the situation. If it is agreed that progress is satisfactory, the form is signed by all concerned and submitted to Graduate Studies.

(iv) The head or postgraduate coordinator shall state in the report whether resources or facilities foreseen as necessary to the research have been provided; whether any other resources were required; and that the
department or school will be able to provide the necessary resources for the coming year.

(v) For full-time Masters students enrolling for a second year, full-time PhD students or part-time Masters students enrolling for a third year, or any student enrolling for a fourth or subsequent year, the supervisor and the candidate shall indicate when they expect the thesis to be submitted.

(vi) Should a student believe that progress is being impeded by a problem with either the supervisor or the level of department or school resources, the student should take up the matter with the head or postgraduate coordinator or the faculty associate dean with responsibility for postgraduate matters. If the matter cannot be resolved within the department or school or faculty, or if the student prefers, the matter may be taken to the Academic Director, Research Education Policy who will endeavour to assist in the resolution of the problem. If the problem still has not been resolved, the student may take it to the Board of Research Education and Development. (See the documents “Policy and Procedures for the Resolution of Postgraduate Student Grievances” and “Student Grievances: Policies and Procedures” for further details on grievance policies and procedures.)

(vii) Should the department or school consider at the annual review that a student’s progress has been unsatisfactory, the following procedures shall apply:

a) The head shall call the supervisor(s) and the student to a meeting to discuss the problem. The student may bring another student or other staff member of the department or school to take part in the meeting. If these talks resolve the problem and the head is satisfied that progress will improve, a report to this effect shall be sent to the Academic Director, Research Education Policy.

b) If the department or school believes that a problem still exists, the head shall outline, in writing, his/her concerns and the requirements which he/she believes must be fulfilled, and re-enrolment shall be for one semester only. A copy of the report shall be given both to the student and to the Academic Director, Research Education Policy along with the “conditional” re-enrolment form. The Academic Director may review the case and recommend further action or refer it to the Board. The student may also request that the department or school’s decision be reviewed by the Academic Director and/or the Board.

c) At the end of the semester-length probationary period, the head, supervisor and student shall meet to review progress. Should the department or school consider that the problem has been rectified, the matter will be closed and a report sent to the Academic Director, Research Education Policy. If the department or school still believes that progress is unsatisfactory, the matter shall be referred to the Board of Research Education and Development. The student shall have the right to representation by a “friend” who shall be a postgraduate student or a member of the academic staff of the University. The Board may recommend a further course of action or, if it decides after due consideration, that the student’s re-enrolment would not be justified, it will terminate the candidature.

(viii) A student whose candidature has been so terminated may subsequently apply to the Board of Research Education and Development for resumption, on the basis of evidence of independent progress such as the production of a draft of the thesis.

9. RE-ENROLMENT

(i) All higher degree students are required to re-enrol each year. An annual review/re-enrolment package which contains a re-enrolment form and the combined annual review of Progress and Application for Renewal of Scholarship form will be distributed in early to mid September each year.

(ii) The re-enrolment form is pre-printed with the student's personal and candidature details and the student is asked to check that the details are correct and amend any personal details that are not.

(iii) Any request for amendments to candidature details should be made separately on the
appropriate form which is obtainable from the Student Centre. Changes to candidature or attendance details are NOT to be made on the re-enrolment form as they may require approval from the relevant Higher Degrees Committee and/or the Board of Research Education and Development.

(iv) The re-enrolment form should then be signed and returned to the Student Centre by no later than the last working day in October.

(v) If no re-enrolment form is received by the due date of 31 October, a late fee of $75 will apply.

(vi) Students who have not re-enrolled by 31 December will have their candidatures automatically "suspended" at the end of the first working day in January. [This will mean that the student will not be able to renew their University Card, will lose all privileges associated with an active candidature and will not be covered by postgraduate insurance.]

(vii) Reinstatement of the candidature is possible with the return of the re-enrolment form and a payment of a late fee of $75 and of a reinstatement fee of $50. (Please note that irrespective of the above, continuation of any candidature is subject to satisfactory progress reported at the annual review.)

(iv) It is important to note also that failure to lodge the re-enrolment form may result not only in the student's suspension but also the possibility of the student losing their HECS exemption.

(ix) Eligibility to re-enrol is conditional upon the discharge of the obligations and the attainment of satisfactory progress in the preceding year.

(x) Students who have outstanding obligations with the University will NOT be sent a re-enrolment form but are still required to participate in the annual review. Further information about the outstanding obligations should be obtained from the Student Centre. Students are advised to take immediate appropriate action (See also 2.1.1 Students in Bad Financial Standing) to discharge these obligations.

10. SUBMISSION AND EXAMINATION OF THESIS

(See also Section 8 of Part I)

10.1 Preparation of thesis/Length of thesis
The Board of Research Education and Development has determined that, as a guide only, the length of the main text of a PhD thesis should be about 100,000 words, and of a Masters thesis, about 50,000 words. A PhD thesis should not generally exceed 300 pages in length.

A PhD by Creative Writing consists of a major piece of creative writing of book length (or equivalent) for a substantial work in its genre and a scholarly essay of about 20,000 words that reflects theoretically and/or critically on the creative work.

A PhD by Publication thesis comprises a portfolio of publication which has been subject to peer review. The thesis also contains a contextual statement including a literature review, linkages between publications and a conclusion showing the overall significance of the work.

Students should consult the document Specifications for Thesis (found in Adelaide University Calendar Volume II, Part II Handbook of Postgraduate Courses) before they begin writing a thesis or dissertation.

10.2 Notification of Intention to Submit
Students are required to give three months notice of the intention to submit a thesis, on Form AS, together with the submission of three copies of the thesis summary, and the final version of the thesis title. The summary will be sent to potential examiners together with the University’s invitation to act as examiners. The summary will assist them in deciding whether or not to accept the invitations. Failure to supply this information in a timely manner will slow down the examination process.

10.3 Student's right to object to potential examiners
When a student is ready to submit, the names of potential examiners may be discussed with the
supervisor(s). The student may object to the appointment of any potential examiner and should include such objection with the notification of intention to submit the thesis.

However, this objection does not serve as a veto. If the department or school, on academic grounds, wishes to recommend the appointment of a particular examiner to whom the student has objected, the department or school can make a case to the Board of Research Education and Development for the appointment of that examiner. (See also Section 8 of Part 1) The decision to appoint a particular examiner rests with the Board.

PLEASE NOTE that although the student may be aware of the names of the pool of potential examiners, he/she must not know the names of the examiners nominated by the department or school. Examiners must have the right to remain anonymous. Such prior knowledge will invalidate the process.

10.4 Submission of thesis when the candidature has lapsed

The following rulings, which must be read in conjunction with Rule 19 (previously Schedule 17) of the degree of PhD found in Volume II, Part II of the University Calendar, will apply to all PhD and Masters by research students who submit their theses after the expiry of their candidatures, ie. after their candidatures have lapsed. This ruling applies only to those whose candidatures expired or lapsed on and after 1 January 1995.

(i) A student whose candidature has lapsed will be allowed to submit the completed thesis for examination provided that the thesis has not departed from the field of study being pursued before the candidature expired, and provided that the department or school concerned is satisfied that the thesis has been completed satisfactorily.

(ii) A student has up to two years, from the date the candidature expired, to submit, once only, the completed thesis without any financial penalty.

(iii) Any extension beyond the two years shall be determined on a case by case basis by the Board of Research Education and Development who will act in consultation with the faculty and/or department or school concerned.

(iv) A submission after the two year period, or any subsequent submission within the two year period, will incur a late fee of $250 for a Masters thesis and $500 for a PhD thesis. The fees will be directed to the department or school concerned to compensate the department or school for having to devote extra resources to deal with the student's thesis, given that the department or school is not funded for any student whose candidature has lapsed.

(v) Where delays in submission are deemed by the Board of Research Education and Development to be the responsibility of the supervisor(s) and department or school concerned, the Board has the discretion to waive the late fee.

(iv) Approval for the resumption of a suspended candidature other than that described in (i) above will require the approval of the Board of Research Education and Development.

10.5 Loan and photocopying of the thesis and application for embargo

(iv) In fulfilment of the course requirements, a research student is required to give a written consent (in the form of a signed statement bound together with the thesis) for the thesis to be made available for loan and photocopying after the thesis has been examined and copies placed in the Barr Smith Library.

(ii) For various reasons, the student may consider it necessary to withhold that consent for a specified period of time. If this is the case, a written request must be made to Graduate Studies for an embargo to be placed on the thesis for a certain period of time (normally not exceeding 12 months). The request should normally be supported by the supervisor(s) and endorsed by the head of department or school concerned.

(iv) The application will then be considered by the Board of Research Education and Development. If the Board approves the embargo, the student and the examiners will be notified. The consent must still be signed and bound with the thesis and lodged with Graduate
Studies. The thesis will then be withheld from public access for the duration of the embargo.

(iv) Students are reminded that the matter of embargo should be addressed early in the candidature when the research proposal is being finalised. They should also note that the Board of Research Education and Development regards the approval of an embargo as exceptional and is allowed mainly on grounds such as:

- pending the approval of a patent application;
- the thesis contains commercially, culturally, politically or criminally sensitive data which the author, with prior approval from the Board of Research Education and Development, had undertaken to the source not to disclose or make public for a limited period of time. (See also Section 10.4 of Part I.)

(v) An automatic embargo of twelve months, from the date of submission, will be placed on the theses of students who have signed the Student Project Participation Agreement. At the end of the embargo, the Board will determine, on advice from Luminis, whether or not the embargo should continue.

10.6 Nomination of Examiners

(i) On receipt of the notification to submit, the Graduate Studies will formally request the department or school to nominate the names of at least three (two plus one reserve) suitably qualified and experienced potential examiners. At the same time the department or school will be notified of any objections that a student may have raised about the appointment of any particular examiner(s).

(ii) Supervisor(s) and head of department or school or postgraduate coordinator who are involved in the nomination of potential examiners are to ensure that the student has been given an opportunity to voice his or her concern or objection to the appointment of a particular examiner(s). However, they are also to ensure that the nomination of the final list of examiners is kept strictly confidential. If this confidentiality is breached, the nomination will become null and void and the department or school will be asked to re-nominate.

(iii) Departments/schools are requested to submit the names of the nominated examiners on the appropriate forms which are available on the web at http://www.adelaide.edu.au/Graduate_Studies/courses/index.html (Attachment J1, J2 or J3)

10.7 Appointment of Examiners

THE IDENTITY OF EXAMINERS FOR ALL HIGHER DEGREE THESES WILL NOT BE REVEALED TO STUDENTS UNTIL THE EXAMINATION PROCESS IS COMPLETED. IF AN EXAMINER INDICATES THAT HE/SHE WISHES TO REMAIN ANONYMOUS, HIS/HER IDENTITY MUST NEVER BE REVEALED TO THE STUDENT.

Upon receipt of the names of the recommended examiners from the head of department or school, Graduate Studies will:

(i) ascertain that the proposed examiners meet the requirements specified by the appropriate Course Rules, are suitably qualified and have been endorsed by the head of department or school, and that at least one holds a university appointment;

(ii) check that the recommendations of the head of department or school do not conflict with any objections raised by the student.

To expedite the appointment of examiners, departments or schools are encouraged to make direct contact initially with potential examiners and obtain their verbal consent. Graduate Studies will be responsible for issuing formal invitations to potential examiners or formally confirming their acceptances.

10.8 Submission of Thesis

10.8.1 Certification of Thesis for Submission

All research students are required to submit a Certification of Thesis for Examination form
obtainable from the web (cert_frm.doc on http://www.adelaide.edu.au/Graduate_Studies/courses/index.html). It must be completed by their supervisor(s) and head of department or school or postgraduate coordinator. A thesis submitted without this certification will not be accepted by Graduate Studies.

(i) Three hard-bound copies of the thesis are required. However, students may submit soft-bound theses initially for examination purposes. When the examination process is complete (including the completion of any amendments), students are required to submit three hard-bound copies of the thesis before the degree can be conferred.

(ii) Research theses submitted must comply with the specifications and guidelines (including the appendices) set out in the document Specifications for Thesis, in particular, the inclusion of a signed declaration regarding the consent for loan and photocopying of the thesis. Theses may be printed double-sided provided that the paper is of a high quality, and that the printing does not show through on the other side of the paper. Provisions for appropriate margins must be made. These specifications are found in Adelaide University Calendar Volume II, Part II Handbook of postgraduate Courses; and on the web at (http://www.adelaide.edu.au/Calendar/)

(iii) Students are requested to submit three copies of their thesis in person to Graduate Studies, which is located in Room 615, Level 6 of the Hughes Building.

On submission of the thesis

(iv) A receipt will be issued to the student immediately. If this is not possible, one will be forwarded by post.

(v) The submission of thesis will be recorded in the Student Information System (SIS) and the student’s liability for HECS and the Union Fee will be adjusted accordingly. A student may receive a rebate of the Union Fee calculated as follows:

- Submission of thesis on or before 31 March - full year rebate;
- Submission after 31 March but on or before 31 August - half year rebate;
- Submission after 31 August - No rebate.

A cheque for any rebate due will be sent to the student by the Finance Office in due course.

If a student has any dispute regarding the Union Fee, he/she should contact the Student Union’s Education & Welfare Officer who is located in the Lady Symon Building (Tel. No.8303 5430).

(vi) Shortly after the submission of the thesis, a pre-printed application form for the conferment of the award of the degree will be sent to the student. It is important that the completed application is returned to the Graduations Office as soon as possible, or by the due date for the appropriate ceremony. (See also Section 11). Please be aware that the closing date for the lodgement of the Application For Admission To An Award form is 7 January for the April Ceremonies, 15 May for the August ceremonies and 13 October for the December Ceremonies.

10.9 Dispatch of Thesis to Examiners
The thesis is sent to examiners by courier service. If a department or school has contacted the examiners beforehand and obtained their verbal consent to examine, the letter confirming their acceptance to examine is sent together with the thesis (if already submitted).

10.10 Examination of Thesis
Examiners are given four weeks, from receipt of the thesis, to complete the examination and to send their reports to Graduate Studies. Very often, due to their work commitments, or the fact that they may be away on leave, on field trips, attending conferences etc., examiners may take longer than four weeks to complete their examination. In normal circumstances, a six to eight weeks turnaround time is expected. Examiners are reminded by e-mail, facsimile, telephone or letter if their reports are not received by the due dates.

If, at the time department or school contact examiners to invite them to be examiners, an extended examination period is requested, such a request must be indicated in the “Comments”
section of the Nomination of Examiners form. This will enable Graduate Studies to determine the appropriate due by date and to inform examiners accordingly.

10.11 Processing of the Examiners’ Reports

(iv) When both examiners concur in their recommendations, and when the recommendations are positive (ie. Recommendation a or b), the processing of the examiners’ reports will be considered straightforward and will be acted upon by Graduate Studies. Copies of the recommendation and examiners’ reports are sent to the Convener of the relevant Higher Degrees Committee, head of department or school and supervisor(s), as appropriate, for information.

(ii) When examiners present divergent or negative recommendations, the cases are considered non-straightforward. The supervisor(s) will be sent copies of the examiners’ reports and the Principal Supervisor will be asked to comment on the reports and make appropriate recommendations. The Higher Degrees Committee or the Convener will then consider all the documentation presented and make an appropriate recommendation to the Board of Research Education and Development for a final decision. The Board will normally take into account the advice of the Higher Degrees Committee or the Convener.

(iii) When divergent reports are received, the appointment of a third examiner is usually recommended. A third examiner is required to examine the thesis independently and present a report.

If a third examiner is involved, the Board will consider all three examiners’ reports in consultation with the faculty Higher Degrees Committee or Convener. Depending on the nature of the recommendation, the Academic Director, Research Education Policy will normally act on the recommendation on behalf of the Board. On rare occasions, and depending on the circumstances surrounding each case, the Board may consider the appointment of a new set of examiners. This will be determined on a case by case basis.

(iv) Under normal circumstances, a revised and resubmitted thesis will be examined by the original examiners. However, for valid academic reasons, the Board may decide that the thesis be examined by a different set of examiners. This decision is very rarely undertaken and is made based on the merit of each case.

(v) When there is a stalemate in the examination process, for example, when all examiners’ recommendations are such that it is not possible for a consensus decision to be made, an arbitrator (adjudicator) will be appointed. An arbitrator will be given copies of reports from all the relevant examiners and will be asked to adjudicate. The recommendation of the arbitrator is generally accepted and treated as final. Sometimes, an arbitrator is appointed instead of a third examiner if the Board considers that it is expedient to do so. Again, this course of action is undertaken very rarely and is determined on a case by case basis.

(vi) Whatever the decision taken, it will be conveyed to the student in writing with appropriate instructions. Supervisor(s) and head of department or school will also be notified.

Students are welcome to contact Graduate Studies to enquire about the progress of the examination process. However, Graduate Studies staff are not at liberty to disclose any details regarding the examination result until the whole examination process is complete.

(vii) Anticipated corrections to be made to the thesis
Supervisors and students are to note that no corrections (anticipated or otherwise) may be made to the thesis until the student is formally notified of the result in writing. This is to avoid any complications that may arise if corrections are made in advance of a decision by the Board of Research Education and Development.

10.12 Examination Results (research degrees only)
The following are the categories of recommendation which the examiners are asked to indicate:

a) **AWARD** of degree

b) **AWARD** of degree but minor amendments/corrections be made to the thesis
   This recommendation means that the student will qualify for the degree but that it is necessary for the student to make minor (such as errors of spelling, grammar, referencing or a missed caption,) corrections and three hardbound copies of the amended thesis lodged with Graduate Studies before a degree can be conferred.

c) **AWARD** of degree SUBJECT to...
   (i) amendments, as specified, being made to the thesis;
   (ii) satisfactory performance in an oral or written examination

Recommendation (ci) means that the thesis requires more substantial corrections (but not complete revision and re-submission for re-examination), eg. rewriting of paragraphs, clarification of results, addition of tables or figures. There may also be other minor errors of spelling, grammar etc. to attend to in addition to the more major ones. The student will only be allowed to graduate when the corrections have been completed satisfactorily and accepted by the University.

An oral or written examination (Recommendation (cii) is not a normal practice in the University of Adelaide’s thesis examination policy. Examiners are advised that they should only recommend (cii) in special circumstances; eg. When they require clarification or a defence of certain aspects of, or points/arguments presented, in the thesis.

d) **Be Not Awarded** the degree but be permitted to **REVISE AND RESUBMIT** the thesis in revised form

A student is given three months to decide whether or not to avail himself/herself of this opportunity. Acceptance should be given in writing to Graduate Studies. A student undertaking to revise and resubmit the thesis is granted a maximum of twelve months, from the date of acceptance, irrespective of whether his/her status is full-, part- or half-time, to undertake the revision.

Under normal circumstances, the revised thesis will be examined by the original examiners.

e) Be **NOT AWARDED** the degree but be awarded the appropriate degree of Masters
   Applicable to PhD candidates only

f) Be **NOT AWARDED** the degree but be awarded the appropriate degree of Masters upon making suitable amendments to the thesis
   Applicable to PhD candidates only

g) Be **NOT AWARDED** the degree.

10.13 Special commendation
Examiners are also asked to indicate in their reports if a special commendation should be made of a thesis which they consider outstanding. If such a commendation is made, the student will receive a special congratulatory letter from the Academic Director, Research Education Policy.

10.14 Notification of Examination Results
Students who have qualified for their degrees will be notified of their results in writing. However, if they have any outstanding obligation or financial debt with the University, their results will not be released until the obligation or debt has been discharged.

11. GRADUATION
The Graduations Office of the Administrative Services Branch will notify graduating students of details of the next graduation ceremonies. If a student graduates in absentia and wishes to have the certificate posted he/she should forward, with the application form, a cheque for $15.00 (for certificates to be sent to an address in Australia) or $20.00 (for certificates to be sent to an address outside Australia). The cheque should be made payable to Adelaide University. Certificates will be posted shortly after the ceremony.

Please refer to the Graduations Office web site for application procedures, closing dates, schedule and other details about graduation: http://www.adelaide.edu.au/studentadmin/gradinfo.htm
11.1 Application for admission to an award

(i) A student who has qualified for an award will be notified in writing of this qualification by Graduate Studies. This qualification will be recorded in the Student Information System.

(ii) On receipt of the notification of result, it is advisable that the student check with the Student Centre to confirm that his/her application for graduation has been received. (See also Section 10.9(vi))

(iii) Students are reminded that the award will only be conferred if they do not have any outstanding obligation or debt with the University, have completed all amendments (including minor amendments) which are required to be made to the thesis, have lodged three hard-bound copies of the amended thesis with Graduate Studies and have fulfilled any faculty, department or school specific requirements.

(iv) Students who do not qualify to graduate at a nominated ceremony, for whatever reasons, will need to re-apply to graduate at a subsequent ceremony. Please contact the Student Centre (8303 5208) for further information.

12. EXIT SURVEY

In its effort to improve the postgraduate experiences of higher degree students, the Board of Research Education and Development conducts an exit survey of students who have completed their studies or who have withdrawn from their course for whatever reason. Students may remain anonymous.

The aim of the survey is to collect data for the purpose of identifying issues of concern and to enable the University to constructively address these issues and any associated problems.

The data collected is stored in a database. The data is analysed regularly and the results reported to the Board of Research Education and Development. Where major issues of concern are identified, the Board may direct the Academic Director, Research Education Policy to take any action necessary. All matters regarding the exit survey are kept strictly confidential and may only be released to interested parties on approval by the Board of Research Education and Development.

13. POSTGRADUATE STUDENT AS RESEARCH GRANT RECIPIENT

The University recognises the value of students applying for a postgraduate grant-in-aid, as distinct from an independent research project (grant in contract), but is concerned that this can detract from their prime objective of completing their research within the prescribed candidature. The project emphasis or workload demanded by an externally-funded project may compromise or delay a student's study program.

There are several practical problems if postgraduate students are to be accepted as the sole applicants and holders of grants from external bodies, and they include the following:

- The work to be conducted solely in the name of students for an external body is not covered for any risk category under the University's insurance, as the grant is not awarded to a member of University staff. It is also questionable whether insurers would accept such a risk.
- There can be problems in respect of intellectual property, notably where there are differences between the granting body and the University in this regard.
- There are also problems relating to financial administration and accountability, especially as most granting bodies will only accept applications from staff of institutions.

Students are therefore not permitted to undertake "grants in contract" in their own right. In the case of grants-in-aid, it would be in a student's interest to apply and receive external grant support jointly with their supervisors.

14. DELIVERY OF STUDENT SERVICES

Student services are delivered by the following administrative units within the Student and Staff Services Division:

14.1 Administrative Services Branch
Mr David Lamb, Manager (8303 5164)
14.1.1 Admissions
Room 615, Level 6 Hughes Building
Telephone: 8303 6457
Facsimile: 8303 3394
Email: admissions@adelaide.edu.au

14.1.2 Enrolments
Room 553
Level 5, Wills Building
Telephone: 8303 34216
Facsimile: 8303 5550
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14.1.3 Examinations
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14.1.4 Graduate Studies
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14.1.6 HECS and Fees
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14.1.7 Scholarships
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http://www.adelaide.edu.au/GSSO/

14.2 Prospective Students Branch
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15.1 Research higher degree academic policy development and advice
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15.2 Higher degrees - candidature administration
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15.4 Post-doctoral fellowships and research grants

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