

## AGENDA ITEM 13

## Report of the Research and Research Training Committee

**13.2 Report of the Research and Research Training Committee meeting held on 7 May 2008**

The Committee met on 7 May 2008 when there were present: The Chair (Professor J Trehwella) presiding, Professors C Armour, M Behnia, J Christodoulou, E Cowley, M Crossley, T Hambley, A Masri, K Refshauge, J Stubbs, B Sutton, N Weber and K White, Associate Professors J Bobis, J Kril, P McCallum and A Mitchell, Drs A Ammit, D Cabrera and J Clegg, and Ms C Blomley, Mr W Dawson and Ms M Fairskye. Ms M Kemmis was in attendance.

**13.2.1 Proposals for New and Amended Courses****13.2.1.1 Faculty of Arts****(1) Master of Philosophy** *pages G3-G6*

The Faculty of Arts is proposing to amend the Master of Philosophy to include the subject areas of:

- Digital Cultures; and
- Spanish and Latin American Studies; and
- US Studies.

The change requires an amendment to the list of subject areas in the degree resolutions for the course.

**Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to amend the Master of Philosophy, and*
- (2) *approve the amendment of the Resolutions of Faculty relating to the course*

*with effect from 1 January 2009, as set out in the report.*

**(2) Doctor of Arts and Doctor of Social Sciences** *pages G7-G13*

The PhD Award Sub-Committee had asked the Faculty of Arts to review and amend the faculty requirements relating to the appointment of examiners for the Doctor of Arts and the Doctor of Social Sciences. The Faculty has amended the resolutions for these degrees, with the resolutions now aligning with the Federal Government's requirements with respect to higher research degrees, i.e. both examiners are to be external to the University. The resolutions have also been amended to replace references to the Academic Board's Graduate Studies Committee with the Research and Research Training Committee.

**Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to amend the Doctor of Arts and Doctor of Social Sciences, and*
- (2) *approve the amendment of the Resolutions of Faculty relating to the course,*

*with effect from 1 January 2009, as set out in the report.*

**13.2.2 Guidelines for Examiners of PhD Theses**

The Dean of Graduate Studies had asked the PhD Award Sub-Committee to review the *PhD: Guidelines for Examiners of Doctor of Philosophy Thesis* with respect to strengthening the statement regarding the confidentiality of the examiners' reports.

The Sub-Committee recommends the insertion of the following words into the *PhD: Guidelines for Examiners of Doctor of Philosophy Thesis*:

Examiners must keep the thesis confidential, should not disclose the contents of the thesis including any intellectual property ~~rights~~ contained in the thesis nor ask others to examine the material in the thesis on their behalf.

**Recommendation**

*That the Academic Board amend the policy "PhD: Guidelines for Examiners of Doctor of Philosophy Thesis", as set out in the report presented.*

**13.2.3 Proceedings of the Committee**

**(1) Policy on Supporting Postgraduate Research Students**

The Committee had noted a draft policy from SUPRA on the issue of supporting postgraduate research students at its meeting of 6 February 2008. The policy was further discussed at the Committee's March meeting and it was agreed that Professor Bruce Sutton would chair a working party to review the draft policy, comprising himself, Professor Trevor Hambley, Professor Kathryn Refshauge and Associate Professor Peter McCallum.

Professor Sutton reported to the Committee on the work undertaken by this group noting that it was seeking further information from a number of other units before drafting the policy.

**(2) Academic Pathways to Research Training**

The Chair of the Academic Board presented the report of the working group on Academic Pathways to Research Training, highlighting the two major discussions on masters by research and the Doctor of Philosophy. The Committee agreed to form two working parties, one to look at the possibility of introducing a common research masters and the other to review the Doctor of Philosophy. Both Working Parties would report to the Academic Board by the end of the year.

**(3) Number of Examiners for PhD Thesis**

The Committee received a report from the PhD Award Sub-Committee regarding the Sub-Committee's consideration of a proposal to give faculties the option of appointing two, rather than three, examiners for a PhD thesis. The Committee accepted the Sub-Committee's recommendation that the current system of appointing three examiners be retained.

**(4) Report of the Deputy Vice-Chancellor (Research)**

The Deputy Vice-Chancellor (Research) advised the Committee on current Federal Government initiatives in the area of higher education research, and particularly highlighted the House Standing Committee on Industry, Science and Innovation inquiry into research training and research workforce issues in Australian universities.

**(5) Other Reports**

The Committee also noted:

- an update from the Director of the Research Office on the Research Management Project;
- the reports of the PhD Award Sub-Committee meetings held on 25 March 2008 and by circulation in April 2008; and
- the report of the Academic Board meeting of 16 April 2008.

## Resolutions of the Faculty

### Faculty of Arts

Clause 7 in the Faculty Resolutions relating to the Master of Philosophy in the Faculty of Arts is amended, with effect from 1 January 2009, as follows (additions indicated by underlined, deletions indicated by strikethrough):

### Master of Philosophy

#### 1. Award of the degree

1.1 The degree of Master of Philosophy shall be awarded in one grade only.

1.2 If the Faculty is of the opinion that the candidate's work is of sufficient merit, that candidate shall receive a bronze medal.

1.3 A candidate who has completed the requirements but has not qualified for the award of the degree may be awarded the degree of Master of Arts.

#### 2. Nomenclature

2.1 Candidates admitted to candidature for the degree from 1991 onwards will be admitted to the degree of Master of Philosophy on completion of requirements.

2.2 Candidates for the degree of Master of Arts (Honours) who commenced prior to 1991 may elect to be admitted to the degree of Master of Arts (Honours) or the degree of Master of Philosophy on successful completion of requirements, provided that requirements for the degree are completed not later than December 1994.

2.3 Candidates referred to in section 2.2 who complete the requirements for the degree after 1994 may only be admitted to the degree of Master of Philosophy.

#### 3. Eligibility for admission

3.1 An applicant for admission to candidature for the degree shall, except as provided in Part 9, section 47 of the *University of Sydney (Amendment Act) Rule 1999 (as amended)*:

3.1.1 be a Bachelor of Arts (Honours) of the University of Sydney or, in special cases, be a graduate with honours of another faculty or board of studies of the University; and

3.1.2 have obtained honours in a subject within the subject area in which the applicant seeks to proceed; or

3.1.3 hold the degree of Master of Arts awarded with merit in an appropriate subject area; or

3.1.4 hold the degree of bachelor and have completed courses at a level deemed by the Faculty to be equivalent to honours in an appropriate subject area.

3.2 An applicant for admission to candidature proposing to proceed primarily by research and thesis must in support of the application nominate for the approval of the chair of the department concerned a proposal for a program of study in the subject area nominated.

3.3 Applicants may be required to demonstrate to the satisfaction of the Faculty their ability to proceed by the method nominated.

#### 4. Availability

4.1 Admission to candidature for the degree may be limited by quota.

4.2 In determining the quota the University will take into account:

4.2.1 availability of resources, including space, library, equipment and computing facilities; and

4.2.2 availability of adequate and appropriate supervision, including both the supervision of research candidatures and the coordination of coursework programs.

4.3 In considering an applicant for admission to candidature the Faculty may take account of the quota and will select in preference applicants who are most meritorious in terms of the eligibility for admission criteria.

#### 5. Probationary admission

5.1 A candidate may be accepted by the Faculty on a probationary basis for a period not exceeding 12 months and upon completion of this period the Faculty shall review the candidate's work and shall either:

5.1.1 confirm the candidate's status; or

5.1.2 terminate the candidature.

5.2 In the case of a candidate accepted on a probationary basis, the candidature shall be deemed to have commenced from the date of acceptance.

## 6. Method of progression

6.1 A candidate for the degree shall proceed primarily by research and thesis.

## 7. Subject areas

7.1 The degree may be taken in the following subject areas:

- 7.1.1 Anthropology
- 7.1.2 Applied Linguistics (Language in Education)
- 7.1.3 Arabic and Islamic Studies
- 7.1.4 Archaeology
- 7.1.5 Art History and Theory
- 7.1.6 Asian Studies
- 7.1.7 Celtic Studies
- 7.1.8 Classics
- 7.1.9 Digital Cultures
- ~~7.1.9~~ 7.1.10 English
- ~~7.1.10~~ 7.1.11 French Studies
- ~~7.1.11~~ 7.1.12 Gender Studies
- ~~7.1.12~~ 7.1.13 German
- ~~7.1.13~~ 7.1.14 Greek
- ~~7.1.14~~ 7.1.15 Hebrew, Biblical and Jewish Studies
- ~~7.1.15~~ 7.1.16 Historical Archaeology
- ~~7.1.16~~ 7.1.17 History
- ~~7.1.17~~ 7.1.18 Southeast Asian Studies
- ~~7.1.18~~ 7.1.19 Italian
- ~~7.1.19~~ 7.1.20 Italian Renaissance Studies
- ~~7.1.20~~ 7.1.21 Latin
- ~~7.1.21~~ 7.1.22 Linguistics
- ~~7.1.22~~ 7.1.23 Medieval Studies
- ~~7.1.23~~ 7.1.24 Modern Greek
- ~~7.1.24~~ 7.1.25 Museum Studies
- ~~7.1.25~~ 7.1.26 Music
- ~~7.1.26~~ 7.1.27 Peace and Conflict Studies
- ~~7.1.27~~ 7.1.28 Performance Studies
- ~~7.1.28~~ 7.1.29 Philosophy
- ~~7.1.29~~ 7.1.30 Religious Studies
- ~~7.1.30~~ 7.1.31 Semiotics
- ~~7.1.31~~ 7.1.32 Social Studies
- 7.1.32 Spanish and Latin American Studies
- 7.1.33 US Studies

## 8. Time limits

8.1 A candidate may proceed on either a full-time basis or a part-time basis.

8.2.1 A full-time candidate shall complete the requirements for the degree:

8.2.1.1 not earlier than the end of the first year of candidature; and

8.2.1.2 unless otherwise determined by the Faculty, not later than the end of the third year of candidature.

8.2.2 A part-time candidate shall complete the requirements for the degree:

8.2.2.1 not earlier than the end of the second year of candidature; and

8.2.2.2 unless otherwise determined by the Faculty, not later than the end of the sixth year of candidature.

8.2.3 The earliest and latest dates for completion of requirements for the degree shall be adjusted for those candidates wishing to proceed on a part-time basis following their admission to candidature on a full-time basis, and vice versa.

## 9. Credit

9.1 A candidate, who before admission to candidature has spent time in advanced study in the University of Sydney or in another university or institution, may be deemed by the Faculty to have spent such time after admission to candidature:

9.1.1 provided that it represents no more than half of the total candidature, except for special cases where it may be deemed by the Faculty to represent a greater proportion of the candidature up to the total candidature, and

9.1.2 provided that attendance requirements as prescribed by resolution of the Faculty are otherwise met.

#### **10. Supervision**

10.1 The Faculty shall appoint, on the recommendation of the chair of the department concerned, a full-time member of the academic staff of the department to act as supervisor of each candidate proceeding primarily by research and thesis.

10.2 The Faculty may appoint, on the recommendation of the chair of the department concerned, from amongst appropriately qualified persons, an associate supervisor to assist in the supervision of any candidature within the Faculty.

#### **11. Requirements for the degree**

11.1 A candidate proceeding primarily by research and thesis shall:

11.1.1 complete such seminars and such courses as may be prescribed by the head of the department concerned;

11.1.2 carry out supervised research on a topic approved by the Faculty on the recommendation of the head of the department concerned;

11.1.3 write a thesis embodying the results of the research; and in completion of requirements for the degree; and

11.1.4 lodge with the Registrar three copies of this thesis, typewritten and bound in either a temporary or a permanent form.

11.2.1 Theses submitted in a temporary binding should be strong enough to withstand ordinary handling and postage;

11.2.2 the preferred form of temporary binding is the 'perfect binding' system;

11.2.3 ring-back or spiral binding is not acceptable.

11.3 Theses submitted in a temporary form shall have fixed to the cover a label clearly identifying the name of the candidate:

11.3.1 the title of the thesis;

11.3.2 the year of submission.

11.4.1 Theses submitted in a bound form shall normally be on international standard A4 size paper sewn and bound in boards covered with bookcloth or buckram or other binding fabric.

11.4.2 The title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear in lettering on the front cover or on the title page.

11.4.3 The lettering on the spine, reading from top to bottom, should conform as far as possible to the above except that the name of the University of Sydney may be omitted and the thesis title abbreviated;

11.4.4 Supporting material should be bound in the back of the thesis as an appendix or in a separate set of covers.

11.5 The degree shall not be awarded until the candidate has caused at least one copy of the thesis (containing any corrections or amendments that may be required) to be bound in a permanent form.

11.6 The candidate shall state in the thesis

11.6.1 the sources from which the information was derived;

11.6.2 the extent to which the work of others has been used; and

11.6.3 the portion of the work claimed as original.

11.7 The thesis shall be accompanied by a statement from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.

11.8 A candidate may not present as the thesis a work which has been presented for a degree in this or another university; but will not be precluded from incorporating such in the thesis, provided that in presenting the thesis the candidate indicates the part of the work which has been so incorporated.

## **12. Requirements for the degree by coursework**

12.1 A candidate proceeding primarily by coursework shall complete such courses; attend such seminars; and complete such essay or other written work as may be prescribed by the Faculty on the recommendation of the chair of the department concerned.

## **13. Examination**

13.1 On completion of requirements for the degree by a candidate proceeding primarily by research and thesis, the Faculty, on the recommendation of the chair of the department concerned, shall appoint at least two examiners to examine and report on the thesis.

13.2 The reports of the examiners shall be made available to the chair of the department who shall consult with the professor most concerned, if the professor is not the chair of the department, and the supervisor.

13.3 The chair of the department shall report the result of the examination of the candidature, together with a recommendation concerning the award of the degree, to the Faculty which shall determine the result.

13.4 In special cases the Faculty, on the recommendation of the chair of department concerned, may require the candidate to take a further examination in the area of the thesis.

13.5 The Faculty may:

13.5.1 permit an unsuccessful candidate to revise and resubmit the thesis if, in the opinion of the chair of department concerned, the candidate's work is of sufficient merit to warrant this concession; and

13.5.2 prescribe special conditions to be fulfilled by the candidate.

13.6 On completion of the requirements for the degree by a candidate proceeding primarily by coursework the chair of the department shall report the result of the examination of the coursework to the Faculty, which shall determine the result of the candidature.

## **14. Progress**

14.1 The Faculty may on the recommendation of the chair of the department concerned, call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree; and where, in the opinion of the Faculty, the candidate does not show good cause, terminate the candidature.

## **15. Location**

15.1 A candidate pursuing candidature outside New South Wales must also complete a minimum of one semester of candidature within the University before submission of the thesis.

## Resolutions of the Faculty

### Faculty of Arts

Clause 16.2.1 in the Faculty Resolutions relating to the Doctor of Arts and the Doctor of Social Sciences in the Faculty of Arts is amended, with effect from 1 January 2009, as follows (additions indicated by underlined, deletions indicated by strikethrough):

### Doctor Arts

#### Doctor of Social Sciences

The Doctor of Arts and the Doctor of Social Sciences are professional doctorate degrees which will allow candidates to pursue a higher degree of rigorous scholarship as well as advance their professional practice. In that sense, these degrees will be distinct from the more purely research approach associated with the undertaking of a PhD. The nature of the units of study required in the coursework component will vary from discipline to discipline, reflecting different career and professional skills required in each.

#### 1. Admission to candidature

1.1 An applicant for admission to candidature shall:

1.1.1 apply in writing to the Dean;

1.1.2.1.1 hold (in a relevant field of study), or has fulfilled the requirements for a Bachelor degree with First or Second Class Honours from the University of Sydney; or

1.1.2.1.2 an undergraduate degree deemed to be equivalent; or

1.1.2.1.3 a Bachelor degree from the University of Sydney together with a substantial portfolio of published/professional work (for example, books, films, TV programs, creative work, government reports etc); or

1.1.2.1.4 an undergraduate degree deemed to be equivalent together with a substantial portfolio of published/professional work (for example, books, films, TV programs, creative work, government reports etc); or

1.1.2.1.5 hold a master degree by research from the University of Sydney; or

1.1.2.1.6 a master degree by coursework from the University of Sydney with merit; or a postgraduate degree deemed to be equivalent; and

1.1.2.1.7 the applicant has a minimum of three years recent, full-time employment or professional experience in a relevant field.

1.1.2.2 Submit with the application:

1.1.2.2.1 an outline of the proposed program of advanced coursework and research (not less than 1000 words) including the general area of the proposed thesis and whether it falls within the Humanities or Social Sciences;

1.1.2.2.2 evidence of at least three years recent full-time experience in a professional area of work as the Dean shall consider appropriate for postgraduate study at this level; and

1.1.2.2.3 a body of work as evidence of adequate training and ability to pursue the proposed program.

1.1.2.3 An applicant for admission to part-time candidature, in addition to the above, shall also submit with the application a written undertaking that the applicant will:

1.1.2.3.1 have sufficient time available to complete the requirements for the degree in accordance with Senate Resolutions, and within the maximum time period prescribed in Senate Resolutions;

1.1.2.3.2 be able to attend the University at such time and on such occasions for the purposes of consultation and participation in prescribed activities as may be required by the coordinator of the relevant department or on the recommendation of the Dean (through the Associate Dean Research/Coursework).

#### 2. Probationary acceptance

2.1 A candidate may be accepted on a probationary basis for a period not exceeding two semesters and upon completion of this probationary period, the Dean shall review the candidate's work and shall either confirm the candidate's status or terminate the candidature.

2.2 In the case of a candidate accepted on a probationary basis, the candidature shall be deemed to have commenced from the date of such acceptance.

### **3. Availability**

3.1 Admission to candidature may be limited by quota.

3.2 In determining the quota the University will take into account:

3.2.1 availability of resources, including space, library, equipment and computing facilities; and

3.2.2 availability of adequate and appropriate supervision.

3.3 In considering an applicant for admission to candidature, the Dean may take account of the quota and will select in preference applicants who are most meritorious in terms of the eligibility for admission criteria.

### **4. Degree requirements**

4.1 In order to complete the requirements for the degree, a candidate shall complete an approved course of advanced study and research as follows:

4.1.1 one core unit plus 4 elective postgraduate units of study as prescribed by the Faculty, comprising a total of 30 credit points; and

4.1.2 a thesis of 50,000 words in length investigating an appropriate topic approved by their supervisor, the relevant postgraduate coordinator and the Faculty.

### **5. Units of study**

5.1 *Coursework units of study*

5.1.1 A candidate shall complete the following units of study (normally with a Distinction or above average):

#### **5.1.1.1 WMST6902 Arguing the Point**

5.1.1.1.1 The aim of this course is to provide candidates with an understanding of the value and purpose of graduate research in general and what constitutes an acceptable thesis within the Faculty of Arts.

5.1.1.1.2 Assessment requirement: at least 8000 words.

5.1.1.2 Four units of study from the existing MA offerings of the appropriate discipline.

5.1.1.2.1 In these units, candidates will submit assessment as required in the master's program (normally 4000 words).

5.2.1 The Dean may permit a candidate to include within the required 30 credit points of units of study up to a maximum of 12 credit points for postgraduate units of study offered by another faculty in the University or by another tertiary institution, having demonstrated a high level of competency (normally Distinction level or above) in the completed graduate coursework for which credit transfer is required.

5.2.2 Normally only credit transfer will be granted for previously completed units of study which can be demonstrated as contributing to the candidate's total program of study in the Doctor of Arts or Doctor of Social Sciences degree.

### **6. The thesis**

6.1 On completing the postgraduate units of study, a candidate shall undertake research to produce a research thesis of approximately 50,000 words.

6.2 The candidate shall state, throughout the thesis and specifically in chapter or foot notes, the sources from which information is derived, the extent to which use has been made of the work of others, and the portion of work the candidate claims as original.

6.3 The topic of the thesis must have the prior approval of the Dean.

6.4 A candidate may also submit in support of the candidature any publication of which the candidate is the sole or joint author. In such a case the candidate must produce evidence to identify satisfactorily the sections of the work for which the candidate is responsible.

6.5 A candidate may not present as the thesis any work that has been presented for a degree or diploma at this or another university, but the candidate will not be precluded from incorporating such in the thesis, provided that, in presenting the thesis, the candidate indicates the part of the work which has been so incorporated.

6.6 The thesis shall be written in English.

6.7 A candidate shall submit to the relevant department four copies of the thesis and four copies of a summary of about 300 words in length..

6.8 The copies of the thesis submitted for examination will be either printed copies or, where prior approval has been obtained from the relevant head of department, in the form of CDs, as provided in the Resolutions of the Academic Board relating to the Form of the Thesis for the degree of Doctor of Philosophy.

6.9 The thesis shall be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.

6.10 When the degree has been awarded, a hard copy of the thesis printed on archival paper and incorporating any required emendations and revisions shall be lodged in the University Library, except as provided in section 18 below.

#### **7. Length of candidature**

7.1 A candidate may proceed either on a full-time or part-time basis.

7.2 Except with the express approval of the Dean –

7.2.1 a full-time candidate shall complete the degree requirements no earlier than the end of the sixth semester of candidature and no later than the end of the eighth semester of candidature; and

7.2.2 a part-time candidate shall complete the degree requirements no earlier than the end of the sixth semester of candidature and no later than the sixteenth semester of candidature.

7.3 Where a candidate is granted credit for previous studies in accordance with section 10 below, the candidate's minimum and maximum length of candidature may be adjusted accordingly.

7.4 Where a candidate is granted a period of suspension of candidature, this period will not count as part of the time limits prescribed in sub-section (7.2).

7.5 Where a candidate is granted permission to change from full to part-time candidature, or the reverse, the minimum and maximum lengths of candidature will be amended pro-rata.

#### **8. Credit transfer**

##### **8.1 Coursework component**

8.1.1 A candidate who, at the date of admission to candidature, has completed postgraduate coursework (whether a degree for that work has been awarded or not) may apply for credit transfer towards the degree.

8.1.2 On the recommendation of the relevant head of department, the Dean may grant a candidate credit for previous studies provided that:

8.1.2.1 the coursework for which credit is sought is deemed by the Dean to have been completed with a high level of competency (normally at a Distinction level or above) and to be relevant to the candidate's total program of study; and

8.1.2.2 no more than 12 credit points shall normally be so credited, unless the units of study for which credit is sought were completed in an embedded program at this University, in which case there shall be no restriction on the amount of credit that may be granted.

##### **8.2 Research component**

8.2.1 A candidate who, at the date of admission to candidature, has completed not less than one semester as a candidate for a degree of master in the Faculty of Arts or in another faculty in the University of Sydney, may be permitted by the Dean to transfer credit for the whole or any part of that candidature towards the DArts or DSocSci degree, provided that:

8.2.1.1 the period of candidature for the degree of master for which credit is sought shall have been in a program of full-time or part-time advanced study directly related to the candidate's proposed course of advanced study and research for the DArts or DSocSci degree; and

8.2.1.2 the candidate shall have abandoned candidature for that degree of master.

8.2.2 A candidate who, at the date of admission to candidature, has completed not less than one semester as a candidate for the degree of Doctor of Philosophy in the University of Sydney may be permitted by the Dean to transfer credit for the whole or any part of that candidature towards the DArts or DSocSci degree, provided that:

8.2.2.1 the period of candidature for the PhD degree for which credit is sought shall have been in a program directly related to the candidate's proposed course of advanced study and research for the DArts or DSocSci degree; and

8.2.2.2 the candidate shall have abandoned candidature for the PhD degree.

8.3 A candidate who, at the date of admission has completed not less than one semester as a candidate for a higher degree in another university or institution may be credited for the whole or any part of that period of candidature towards the DArts or DSocSci degree, provided that:

8.3.1 the period of candidature for the higher degree for which credit is sought shall have been in a program of full-time or part-time advanced study and research directly related to the candidate's proposed course of advanced study and research for the DArts or DSocSci degree;

8.3.2 the candidate shall have abandoned candidature for the higher degree of the other university of institution concerned for which credit is sought; and

8.3.3 the amount of credit which may be so granted shall not exceed two semesters.

### **9. Control of candidature**

9.1 Each candidate shall pursue his or her course of advanced study and research wholly under the control of the University.

9.2 Where a candidate is employed by an institution other than the University, the Dean may require a statement from that employer acknowledging that the candidature will be under the control of the University.

### **10. Location of candidature**

10.1 Subject to the approval of the supervisor, relevant head of department and the Dean, a candidate shall pursue the program of advanced study and research:

10.1.1 within the University, including its research centres;

10.1.2 on fieldwork either in the field or in libraries, museums or other repositories;

10.1.3 within research institutions or other institutions considered by the Dean to provide adequate facilities for that candidature; or

10.1.4 within a professional working environment considered to be appropriate by the Dean.

10.2 A candidate shall be regarded as engaging in work within the University if he or she is undertaking approved distance and/or off-campus study, this being a mode of study in which the student would not be in regular physical attendance on a designated campus of the University.

10.3 A candidate must, however, be able to attend the University at such times and on such occasions for the purposes of consultation and participation in prescribed academic and educational activities, as may be required by the relevant head of department.

10.4 Except in respect of a candidate undertaking approved distance and/or off-campus study, a candidate pursuing candidature outside Australia must also complete a cumulative minimum period of two semesters candidature within the University.

### **11. Supervision**

11.1 Appointment of supervisor

11.1.1 The Dean, on the recommendation of the relevant head of department, shall appoint a suitably qualified supervisor for each candidate to take primary responsibility for the conduct of the candidature.

11.1.2 The Dean, on the recommendation of the relevant head of department, shall normally appoint one or more associate supervisors for each candidate to assist in the supervision of that candidature.

11.2 Qualifications of supervisors

11.2.1 A person appointed as a supervisor must be:

11.2.1.1 a member of the academic staff;

11.2.2 a member of the senior research staff;

11.2.3 a person upon whom the Senate has conferred on academic title;

11.2.4 or such other member of the staff of the University as may be considered appropriate in a particular case by the ~~Graduate Studies Committee~~ Research and Research Training Committee of the Academic Board.

11.3 Qualifications of associate supervisors

11.3.1 A person appointed as an associate supervisor must:

11.3.1.1 hold the qualifications referred to in sub-section 2.1; or

11.3.1.2 have been appointed as an honorary associate of the University.

### **12. Progress**

12.1 Annual review

12.1.1 At the end of each year of candidature, each candidate shall complete and submit an annual progress report form to provide evidence of progress to the satisfaction of the supervisor, the relevant head of department and the Dean.

12.1.2 The supervisor shall comment on the candidate's report, and the form will then be referred back to the candidate who shall sign the report to indicate that he or she has sighted the supervisor's comments.

12.1.3 The form shall then be referred to the head of the relevant department, who, on the basis of the evidence provided, shall recommend that the conditions of candidature to apply for the

following year. The head may require the candidate to provide further evidence of progress at the end of one semester or such other period as the head considers appropriate.

12.1.4 The progress report form is then forwarded to the Dean for consideration and comment.

12.2 Interview at the end of the first year of candidature

12.2.1 In addition to the requirement for submission of an annual progress report, at the end of the first year of candidature each candidate's progress will be reviewed at an interview to be organised by the relevant department.

12.2.2 The review shall include an assessment of the research project including the resources being made available, the candidate's progress and the supervisory arrangements. If both the supervisor and the relevant head of department participate in the review, another member of staff – usually the departmental postgraduate co-ordinator – shall normally also participate in the review. There shall also be a segment where the candidate has the opportunity to discuss in confidence his or her progress in absence of the supervisor.

12.2.3 An outcome will be considered by the head of department, if not directly involved, and the Dean. Where difficulties have been identified, the report will include an agreed course of action which may include discontinuation of candidature.

12.3 Lack of evidence of satisfactory progress

12.3.1 If a candidate fails to submit evidence of progress or if the relevant head of department considers that the evidence submitted does not indicate satisfactory progress, the Dean may, on the head's recommendation, call upon the candidate to show good cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Dean, the candidate does not show good cause, the Dean may terminate that candidature or may impose conditions on the continuation of that candidature.

12.3.2 For the purposes of these Resolutions, good cause means circumstances beyond the reasonable control of a candidate, which may include serious ill-health or misadventure, but does not include demands of employers, pressure of employment or time devoted to non-University activities, unless these are relevant to serious ill-health or misadventure. In all cases the onus is on the candidate to provide the University with satisfactory evidence to establish good cause.

### **13. Discontinuation of enrolment**

13.1 A candidate who wishes to discontinue enrolment in the degree or in a unit of study must apply to the relevant head of department and will be presumed to have discontinued enrolment from the date of that application, unless evidence is produced showing:

13.1.1 that the discontinuation occurred at an earlier date; and

13.1.2 that there was good reason why the application could not be made at the earlier time.

13.2 A candidate who discontinues enrolment in a unit of study shall have that discontinuation recorded as Withdrawn (W) or Discontinued Not to Count as Failure (DNF) where that discontinuation occurs within the time-frames specified by the University or where the candidate meets other conditions as specified by the relevant head of department.

13.3 A candidate who discontinues candidature for the degree shall have that discontinuation recorded as Withdrawn (W) or Not Enrolled or Not Continuing where that discontinuation occurs within the time-frames specified by the University or where the candidate meets other conditions as specified by the relevant head of department.

13.4 A candidate who discontinues candidature and who seeks to re-enrol as a candidate for the degree must apply for re-admission in accordance with the procedures determined by the Committee.

### **14. Suspension of candidature**

14.1 A candidate must be enrolled in each semester in which he or she is actively completing the requirements for the degree. A candidate who wishes to suspend candidature must first obtain approval from the Dean.

14.2 The candidature of a candidate who has not re-enrolled and who has not obtained approval from the Dean for suspension will be deemed to have lapsed.

14.3 A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by the Committee. If re-admitted to candidature, the candidate shall complete the degree requirements under such conditions as determined by the Dean.

14.4 A candidate who enrolls after suspending candidature shall complete the requirements for the degree under such conditions as determined by the Dean.

#### 15. Examination

15.1 Except as prescribed in these resolutions, the examination procedures shall be in accordance with the policies and procedures prescribed by the Academic Board for the degree of Doctor of Philosophy.

#### 16. Appointment of examiners

16.1 On receiving the thesis and having considered the certificate of the supervisor, the Dean shall consult with the relevant head of department and, if the Dean sees fit, appoint examiners.

16.2 If the Dean resolves to appoint examiners, two independent examiners shall be appointed. Of the examiners so appointed:

16.2.1 ~~at least one examiner shall be external to the University~~ both will be external to the University.

16.2.2 the supervisor may not be appointed as an examiner;

16.2.3 an industry-based associate supervisor may not be appointed as an external examiner; and

16.2.4 each examiner shall hold a professional doctorate or PhD-level qualification and/or be a member of staff at a recognised university.

16.3 The Dean shall report the names of the examiners appointed to the PhD Award Sub-Committee of the ~~Graduate Studies Committee~~ Research and Research Training Committee of the Academic Board, which may appoint one or more additional examiners.

16.4 In any case where the Dean, having received the thesis and having considered the report of the supervisor, resolves not to appoint examiners, the Dean shall report the circumstances to the PhD Award Sub-Committee of the ~~Graduate Studies Committee~~ Research and Research Training Committee of the Academic Board.

#### 17. Determination of the result of candidature

17.1 The Dean will refer the results of the coursework and the examiners' reports on the thesis, together with a recommendation concerning the award of the degree, to the PhD Award Sub-Committee or the Academic Board's ~~Graduate Studies Committee~~ Research and Research Training Committee, which shall determine the result of the candidature.

#### 18. Public availability of thesis

18.1 It is the policy of the Senate that a candidate for a higher degree should not normally be permitted to undertake a program of advanced study and research which is likely to result in the lodgement of a thesis that cannot be available for use immediately, to be read, photocopied or microfilmed, except as provided in sub-sections 18.3 and 18.4 below.

18.2 An applicant for admission to candidature for a higher degree shall be required to acknowledge awareness of this policy when applying for such admission.

18.3 Use of confidential material and access to a restricted thesis –

18.3.1 If, at any time between application for admission to candidature and the lodgement of the thesis, it shall appear to the supervisor and to the relevant head of department that successful prosecution of the candidature will require the use of confidential material which the candidate would not be at liberty to fully disclose in the thesis, the matter shall be reported as soon as practicable to the Dean.

18.3.2 The Dean may, if the Dean thinks fit, recommend to the ~~Graduate Studies Committee~~ Research and Research Training Committee of the Academic Board that the candidate be granted:

18.3.2.1 permission to include an appendix to the thesis such material as is essential to the thesis but which, for a limited period, may not be available for general inspection; and

18.3.2.2 exemption, in respect of such an appendix, from the requirement to give the undertaking specified in sub-section 18.2 above.

18.3.3 Subject to the provisions sub-section 18.3.4 below, if the ~~Graduate Studies Committee~~ Research and Research Training Committee of the Academic Board resolves to grant such permission and exemption, the University Librarian shall restrict access, for a period to be specified by the ~~Graduate Studies Committee~~ Research and Research Training Committee of the Academic Board, to any appendix referred to in sub-section 18.3.2 above. This period of

restriction shall not exceed five years unless there are exceptional reasons for an extension of the period.

18.3.4 The University Librarian may grant access to an appendix to a thesis to which access has been restricted in accordance with sub-section 18.3.3 above, to a scholar who –

18.3.4.1 demonstrates bona fide concern with the material in that appendix; and

18.3.4.2 has the written consent of either: the author of the thesis; or the head of the relevant department in a case where the author cannot be contacted, notwithstanding that all reasonable steps have been taken to contact the author.

18.3.5 Notwithstanding any other provision of these resolutions, the examiners of a thesis, including any Faculty committee or any committee of the Academic Board which is directly concerned with the examination of such thesis, shall have access to the thesis and any appendix to the thesis for the purposes of any examination or re-examination.

18.4 Deferment of public availability of thesis

18.4.1 The Senate recognises that there are certain circumstances where deferment of the public availability of the thesis is appropriate.

18.4.2 In a case where a candidate or potential candidate is to be associated with a project in collaboration with industry that has potential for concern over exploitation of intellectual property, the Dean, if satisfied that the circumstances warrant it, may recommend to the ~~Graduate Studies Committee~~ Research and Research Training Committee of the Academic Board that:

18.4.2.1 the candidate or prospective candidate be granted exemption from the requirement to give the undertaking specified in sub-section 18.2 above; and

18.4.2.2 authorisation be given to delay lodgement of the thesis in the Library for a period that, except in exceptional circumstances, shall not exceed eighteen months from the date of the award of the degree.

18.4.3 The Chair of the ~~Graduate Studies Committee~~ Research and Research Training Committee of the Academic Board may approve such applications on behalf of the ~~Graduate Studies Committee~~ Research and Research Training Committee, where the Chair is satisfied that they are appropriate.

18.4.4 If, at any time between application for admission to candidate and the lodgement of thesis, it shall appear to the candidate, supervisor and to the relevant head of department that there are reasons to believe that the candidate's interests would be at risk if the thesis were immediately made available, the candidate may apply in writing for deferment of the availability of that thesis in the University Library for a specific period of time. Any such application should set out clearly the reasons for the request and include supporting evidence, as appropriate.

18.4.5 The Dean, if satisfied that such deferment is necessary to protect the interest of the candidate, may:

18.4.5.1 give authorisation for the thesis not to be lodged in the Library for a period not exceeding six months from the date of award of the degree; and may also

18.4.5.2 recommend to the ~~Graduate Studies Committee~~ Research and Research Training Committee of the Academic Board that a longer period of deferment, or an extension of the original deferment, be approved provided that, except in exceptional circumstances, the total period shall not exceed eighteen months.

### 19. Chairs of department

19.1 A chair of department may delegate to a specified member of the academic staff his or her responsibilities under these resolutions by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.