Postgraduate Research Degree Completion Guidelines

Expected Length of Candidature and Hours of Study

Higher degrees by research are conducted under the Commonwealth Government’s Research Training Scheme (RTS). Under this scheme, it is the Faculty’s expectation that students will complete doctoral candidature in a minimum of 6 semesters full time equivalent (FTE), 4 semesters FTE for MPhil and 2 semesters FTE for MEd (Research) candidates. There is an opportunity to extend RTS for 2 semesters for doctoral candidates only, but thereafter, Faculty receives no funding.

NOTE: Students who are enrolled full-time are expected to spend no less than 35 hours per week on their study. Students who are enrolled part-time are expected to spend no less than 20 hours per week on their study. Students who are not able to commit these hours should discuss their situation with their supervisor and the Office of Doctoral Studies, and may need to reconsider their candidature.

Completion Guidelines

The following guidelines have been developed to assist students and supervisors understand the major landmarks in the research degree process. The guidelines are intended to be flexible and recognise that research candidates differ in their type and rate of progression. They should be implemented in consultation with your supervisor(s) and may be modified to suit the specific nature of your research. However, the final completion time should not vary significantly from that indicated in the guidelines.

PhD Guidelines (over 6-8 semesters FTE – 80,000 word thesis).

Please note: When upgrading from a Masters of Philosophy to a PhD, time enrolled in the Masters program is counted in the total PhD candidature time.

3 months
- reading the research literature in the domain of the topic, to inform the development of the research question, theoretical framework and methodology
- submission of outline detailing milestones according to personal timeline for a 3 year period
  
  (Submit to: Manager, Office of Doctoral Studies, Room 307)
- completion of induction checklist and return to: Manager, Office of Doctoral Studies, Room 307

6 – 12 months
- proposal presented & accepted by a Faculty proposal committee (must be approved before applying for Ethics)
- Ethics application submitted (if necessary)
- Completion of any required coursework
- Literature review
- Submission of first annual report
- Probationary status reviewed at first annual interview – satisfactory result is required for confirmation of candidature.
Completion of administrative tasks associated with field work (securing participants etc) and/or the location of archival material etc

Permission to continue approved by Faculty appointed officer

18 months – 24 months
- Presentation of research project at Faculty Research Students Forum
- Field work/data collection complete or nearly complete
- Analysis started
- Submission of chapter(s) or equivalent of approx. 20,000 plus words or as agreed with supervisor(s)
- Preparation of research paper for submission to journal or published conference proceedings

30 months
- 60 to 80% of thesis in draft
- Analysis complete or nearly complete
- Presentation of research project at Faculty Research Students Forum (or at a national or international conference)

33 months – 34 months
- Submission of complete final draft to supervisor
- Notice of Thesis Submission form sent to: Manager, Office of Doctoral Studies, Room 307

36 months
- Submission

EdD & DSW Guidelines (over 6-8 semesters FTE – “80,000 word thesis EdD” & “50,000 DSW”).

3 months
- Reading the research literature in the domain of the topic, to inform the development of the research question, theoretical framework and methodology
- Submission of outline detailing milestones according to personal timeline for a 3 year period (Submit to: Manager, Office of Doctoral Studies, Room 307)
- Completion of induction checklist and return to: Manager, Office of Doctoral Studies, Room 307

6 – 12 months
- Completion of any required coursework
- Literature review
- Submission of first annual report
- Probationary status reviewed at first annual interview – satisfactory result is required for confirmation of candidature.
- Permission to continue approved by Faculty appointed officer

12 - 15 months
- Proposal presented & accepted by a Faculty proposal committee (must be approved before applying for Ethics)
- Ethics application submitted (if necessary)
- Completion of administrative tasks associated with field work (securing participants etc) and/or the location of archival material etc
18 – 24 months
- presentation of research project at Faculty Research Students Forum
- field work/data collection complete or nearly complete
- analysis started
- submission of chapter(s) or equivalent of approx. 20,000 plus words or as agreed with supervisor(s)
- preparation of research paper for submission to journal or published conference proceedings

30 months
- 60 to 80% of thesis in draft
- analysis complete or nearly complete
- presentation of research project at Faculty Research Students Forum (or at a national or international conference)

33 months – 34 months
- submission of complete final draft to supervisor
- Notice of Thesis Submission form sent to: Manager, Office of Doctoral Studies, Room 307

36 months
- submission

MPhil (2-4 semester FTE; 30,000 word thesis)

3 months
- reading the research literature in the domain of the topic, to inform the development of the research question, theoretical framework and methodology
- submission of outline detailing milestones according to personal timeline for a 2 year period (Submit to: Manager, Office of Doctoral Studies, Room 307)
- completion of induction checklist and return to: Manager, Office of Doctoral Studies, Room 307

6 – 8 months
- Proposal presented & accepted by a Faculty proposal committee (must be approved before applying for Ethics)
- Ethics application submitted (if necessary)
- Completion of any required coursework
- Literature review
- Completion of administrative tasks associated with field work (securing participants etc) and/or the location of archival material etc

8 – 12 months
- Submission of annual report
- Probationary status reviewed at first annual interview – satisfactory result is required for confirmation of candidature.
- Permission to continue approved by Faculty appointed officer
- Field work/data collection commenced
- submission of chapter(s) or equivalent of approx. 20,000 plus words or as agreed with supervisor(s)
12 - 18 months
- 60 to 80% of thesis in draft
- Field work/data collection complete
- analysis complete or nearly complete
- presentation of research project at Faculty Research Students Forum

21 months
- submission of complete final draft to supervisor
- Notice of Thesis Submission form sent to: **Manager, Office of Doctoral Studies, Room 307**

24 months
- submission

**Master of Education (Research) (2 semester FTE; Option A: 25 000 word thesis or Option B: Coursework plus 20 000 word thesis)**

2 months
- reading the research literature in the domain of the topic, to inform the development of the research question, theoretical framework and methodology
- completion of induction checklist and return to: **Manager, Office of Doctoral Studies, Room 307**

6 months
- Completion of any required coursework
- Literature review
- Proposal presented & accepted by a Faculty proposal committee (must be approved before applying for Ethics)
- Ethics application submitted (if necessary)
- Completion of administrative tasks associated with field work (securing participants etc) and/or the location of archival material etc

7- 8 months
- Field work/data collection commenced
- Submission of chapter(s) or equivalent of approx. 50% of thesis or as agreed with supervisor(s)

9- 10 months
- 60 to 80% of thesis in draft
- Field work/data collection complete
- analysis complete or nearly complete
- presentation of research project at Faculty Research Students Forum
- poster presentation of research project at Faculty Research Students Forum
- Notice of Thesis Submission form sent to: **Manager, Office of Doctoral Studies, Room 307**

11 months
- submission of complete final draft to supervisor

12 months
- submission

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