



## **POSTGRADUATE RESEARCH GUIDE**

### **ESSENTIAL INFORMATION FOR PHD CANDIDATES AND SUPERVISORS**

([http://sydney.edu.au/sca/current\\_students/student\\_administration/postgraduate.shtml](http://sydney.edu.au/sca/current_students/student_administration/postgraduate.shtml))

The information given in this booklet may be subject to amendment after the date of publication.

Also see the 2010 SCA Handbook and the University Postgraduate Studies Handbook for more information regarding the PhD program. This can be viewed online at: <http://sydney.edu.au/handbooks/>

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## **DOCTOR OF PHILOSOPHY (PHD) PROGRAM**

Doctor of Philosophy (PhD) program is an independent research in an aspect of the visual arts. The degree is awarded for the successful completion of an approved program of supervised advanced research, which makes an original contribution to knowledge. The candidate elects to complete the PhD either by:

- (1) a thesis comprising a substantial body of creative work for exhibition plus a written text examining the histories and theoretical underpinnings of creative work, both of which demonstrate an original contribution to knowledge; or
- (2) a substantial written thesis that, through a sustained investigation, demonstrates an original contribution to knowledge in the field of the history and theory of contemporary art.

In Option (1), the creative work must represent a significant and coherent solo exhibition. The candidate must obtain a pass for both the written text and creative work for the degree to be awarded.

The length of the written thesis to be agreed through consultation between the candidate, the supervisor and the Director of the Graduate School. Any changes would have to be approved by the supervisor and the Director of the Graduate School. The expectations for Option (1) are in the vicinity of 40,000-50,000 words, and for Thesis Option (2) - in the vicinity of 60,000-80,000 words.

The PhD candidature represents an opportunity to explore a single research topic reflecting a critical exploration of the history, theory and practice of art; the development of new materials or technologies; the relationship between visual art and society, and/or the relationship between visual art and other disciplines. A PhD provides an opportunity to prepare career and research options beyond that of studio practice.

Duration of the degree is three years (six semesters) to four years (eight semesters) full time or six to eight years part-time. Candidates are expected to study full time in their first year of candidature unless there are exceptional circumstances such as major personal hardship or health problems etc.

## **DOCTOR OF PHILOSOPHY COURSE STRUCTURE AND REQUIREMENTS**

### **FIRST YEAR**

#### **Probationary Period**

The Academic Board of the University of Sydney has agreed that a probationary period of twelve months for the PhD should be seen as usual practice. Thus at SCA, the first year of the PhD program is a probationary year for all new candidates. During the annual postgraduate review, a candidate's study progress is discussed and the review panel is authorized to recommend change of probationary enrolment to normal candidature for satisfactory progress. Unsatisfactory progress or other problems could result in recommendation of extending of probationary period or transferring to a Masters by research (not available for candidates who have already completed a Masters by research).

#### **Postgraduate Seminar Program**

All first year PhD candidates attend the Seminar Program. The seminars aim to develop the proposed research project and extend research and critical skills. Candidates make a presentation on their project and engage in peer group discussion on written and visual aspects of their work. Evaluation: a task as set by the academic leader is required each semester. It is evaluated but no mark is recorded as part of the PhD degree.

Part-time candidates must attend the seminars within the first two years, and in consecutive semesters.

### **SECOND AND THIRD YEAR**

#### **The Graduate Forum**

All second year onwards candidates are required to attend and present a paper on the current state of their research at the Graduate Forum. This program provides an opportunity for candidates to present aspects of their research to the Faculty and postgraduate colleagues. All PhD candidates are required to attend each Forum.

## **Submission and Examination**

At the end of their final year (the third or fourth year of full time candidature), candidates must submit for examination:

- a thesis comprising a substantial body of creative work for exhibition plus a written 40,000 to 50,000 word text examining the histories and theoretical underpinnings of the creative work, both of which demonstrate an original contribution to knowledge; or
- a substantial 60,000 to 80,000 word written thesis that, through sustained investigation, demonstrates an original contribution to knowledge in the field of the history and theory of contemporary art.

## **EXAMINATION PROCESS**

### **EXAMINATION NOTIFICATION**

Approximately sixteen (16) weeks before the intended date of lodgement of the thesis examination copies (X date), the candidate submits the 'Notification of Proposed Higher Degree Examination' form to his/her supervisor together with a copy of the thesis at almost final draft stage.

Fourteen weeks (14) before the X date, the candidate meets with his/her supervisor to discuss the date and place of examination. Candidates may advise the names of persons they do not wish to see appointed as examiners giving their reasons in writing. Candidates may also initiate with their supervisor and/or head of department a discussion as to the range of possible examiners. Care will be taken not to jeopardise the integrity and independence of the examination process; therefore, candidates will not be given the names of the chosen examiners.

Twelve (12) weeks before the X date the candidate submits the completed and signed by supervisor 'Notification of Proposed Higher Degree Examination' form to the Student Administration.

### **APPOINTMENT OF EXAMINERS**

Supervisors are responsible for recommending the appointment of the examiners and Chair of the oral examination. They must submit the relevant forms approximately ten (10) weeks before the X date. Supervisors should include a copy of a resume with photo ID for external examiners who have not been employed by the Faculty in the last two years. A street address (not PO Box or Locked/Mail Bag) and phone numbers must also be included for the safe delivery of the examination documents.

In order to reduce delays supervisors are required to contact examiners in advance of their appointment to see if they are willing and able to act within the time frame expected. The examination date and time should be arranged.

The following specific points should be noted:

- The examiners should be known to be familiar with the supervision and/or examination of research theses. Justification should be provided for examiners who have not had previous experience.
- Recommendations for examiners who are not persons of obvious academic standing must be supported with justifying statements and documentation.
- Examiners should normally be still active in research/scholarship thus ensuring that their knowledge of the field is current. Recommendations for the appointment as examiner of someone who has retired should be supported with a justifying statement including how long it has been since the person retired.
- At least two examiners for PhD must be external to the University.
- Examiners should be free from bias, for or against the candidate or supervisor.
- A person should not be nominated as examiner if he/she;
  - has had involvement in the student's research;
  - is a co-author on any part of the work;
  - has a close personal relationship with the candidate or supervisor; or
  - has had substantial contact with the candidate or supervisor in any other circumstance, which might jeopardise the independence of the examination.

## EXAMINATION POSTPONEMENT OR EXTENSION

Late examinations are only approved under exceptional circumstances, namely major personal hardship; major health reasons; maternity leave; circumstances that demonstrably support the candidate's research and require the candidate to participate in an activity somewhere else. Late examination requests with supporting documentation must be submitted to the Student Administration Office no later than the relevant census date.

## THESIS SUBMISSION FOR EXAMINATION

Five (5) weeks before the scheduled oral examination the candidate submits four copies of the thesis to the Student Administration Office. A Statement by Supervisor on Submission of Thesis and Lodgement of Higher Degree Thesis/Treatise forms must accompany the lodgement. The thesis is then forwarded to the examiners.

Candidates who have elected *thesis only* mode and who do not require an oral examination must submit their thesis for examination by their latest completion date.

## EXAMINATION EXHIBITION SET UP

Each candidate (with the exception of those doing a PhD by written thesis only) is expected to develop a body of creative work for examination, which is to be exhibited in the annual Postgraduate Degree Show. If a candidate has elected to hold his/her examination exhibition off campus, he/she is still required to exhibit work in the Postgraduate Degree Show. Candidates, who are being examined mid-year, are encouraged to exhibit a selection of their work in the annual Postgraduate Degree Show of the preceding year.

The following specific points should be noted:

- Candidates are responsible for arranging their access to equipment, the installation and bump out of their exhibitions, and returning the galleries to the condition before exhibition set up.
- Candidates need to liaise closely with the Graduate School Committee academic representative and technical staff in charge of equipment and facilities. Candidates must contact their supervisor at least two months in advance of examination to discuss the schedule and preparations for their exhibition.
- Exhibitions that fall outside of the designated exhibition periods are subject to gallery availability. You should always check the schedule with Graduate School Committee academic representative.

## ORAL EXAMINATION

SCA will appoint a Chair to supervise the oral examination. The Chair will

- Meet candidate approximately half hour before examination
- Meet examiners and introduce them to the candidate
- After the introduction, run through the order of the examination process

## THE OBJECTIVES OF THE ORAL EXAMINATION

- To test the comprehension of the candidate of the field of study described by the thesis and presented in the exhibition;
- To clarify points either of principle or of detail in the thesis and exhibition;
- To assess the contribution made by the candidate to the content and presentation of the creative work and thesis; and
- To offer the candidate an opportunity for professional and critical engagement with experts in the field.

## ORAL EXAMINATION PROCEDURE

The oral examination will last for a maximum of two hours and will include:

- (1) Contextualisation of candidate's work  
Candidate will present the development of the thesis to the examination panel.
- (2) Discussion of creative component of the thesis at the site of exhibition with candidate
- (3) Discussion of written component of the thesis and related matters with candidate

(4) Conclusion

The Chair will advise the examiners of the available recommendations (*PhD: Guidelines for Examiners of Doctor of Philosophy Theses* sec. 1). The University requires PhD examiners to complete their reports within eight weeks of receipt of the thesis, which is usually three to four weeks after the oral examination. SCA will inform the candidate of the award once all examiners' reports are received.

## EXAMINERS REPORTS

Approximately four (4) weeks after the oral examination (eight weeks after submission of the thesis for candidates submitting by written thesis only) examiners return their reports to Student Administration Office. Candidates will be sent copies of the examiners' reports and a copy of the Chair's Report, which details any changes requested by the examiners, and a letter with the due date for completion of corrections or submission of final permanently bound copies.

## POSSIBLE EXAMINATION RESULTS

### **The candidate be awarded the degree of Doctor of Philosophy without further conditions**

The written text and creative work have fulfilled all of the requirements and are of such quality that no corrections of any sort are required.

Candidate has four (4) weeks upon receipt of the results notification letter to submit two permanently bound copies of the written thesis before deemed eligible to graduate. A letter of completion will subsequently be sent to confirm eligibility to graduate and date of closest graduation ceremony.

### **Award be made subject to minor correction of the thesis to the satisfaction of the University**

There are minor errors or omissions in the thesis, such as incorrect citations, omissions, or typographical errors, which must be corrected but which do not alter the conclusions of the thesis.

Candidate has four (4) weeks upon receipt of results notification letter to submit corrections. Upon receipt of another letter with approval of corrections, the student has the usual four (4) weeks to submit two (2) permanently bound copies before deemed eligible to graduate. A letter of completion will subsequently be sent to confirm eligibility to graduate and date of closest graduation ceremony.

### **Award be made subject to the conditions outlined in the examiners' reports**

(a) the making of emendations

Emendations are the correction of errors or the addition or deletion of material in the text, tables, figures, or appendices. Changes should not require an additional period of research and should not result in the conclusions of the thesis being significantly altered. Emendations do not require the thesis to be returned to examiners, but can be adjudicated by the Faculty

(b) the fulfillment of other conditions

The candidate should fulfill other conditions such as substantial changes to the text or some form of further examination. Changes should not require an additional period of research and should not result in the conclusions of the thesis being significantly altered. Fulfillment of these conditions does not require the thesis to be returned to examiners, but can be adjudicated by the Faculty.

The candidate has twelve (12) weeks upon receipt of results notification letter to submit emendations. Upon receipt of another letter with approval of corrections, the student has the usual four (4) weeks to submit two (2) permanently bound copies before deemed eligible to graduate. A letter of completion will subsequently be sent to confirm eligibility to graduate and date of closest graduation ceremony.

**The candidate not be awarded the degree of Doctor of Philosophy, but be permitted to resubmit a revised thesis for examination following a further period of study**

The thesis in its current form does not merit award. There are errors and/or deficiencies that substantially affect the argument or the conclusions of the thesis. Changes may include but are not limited to the provision of extra data or material. The candidate demonstrates sufficient ability that, after an additional mandatory period of study, a thesis of the required standard may be achieved. Following revision and resubmission, the thesis is re-examined.

The candidate must re-enrol in at least one semester or more, as prescribed by the examiners. A candidate who fails his/her second examination is not allowed to revise and resubmit their work and the following result is applied.

**The candidate not be awarded the degree of Doctor of Philosophy**

The thesis does not merit award of the degree and does not demonstrate sufficient ability by the candidate for a resubmitted thesis to achieve this merit. For example, the hypothesis and methods may be fatally flawed, therefore rendering the conclusions completely invalid and not capable of being rectified by an additional period of study.

## **ADMINISTRATION OF CANDIDATURE**

### **ATTENDANCE**

Research candidates must attend no less than 90% of a requisite course. A roll is kept and students with non-satisfactory attendance will have to repeat the required seminars unless there is an evidence of unavoidable hardship or extenuating circumstances.

Research candidates at SCA are required to complete their first year as full-time students, unless there are exceptional circumstances such as major personal hardship, health problems, maternity leave; circumstances that demonstrably support a candidate's research.

### **Change of attendance status to part-time**

A candidate wishing to convert to part-time candidature should submit, with the relevant form (available at SCA Student Administration and on-line at <http://sydney.edu.au/sca>), a detailed proposal including how the research will be carried out, and, if relevant, its relationship to the candidate's employment and arrangements for attendance at SCA. The candidate should discuss the matter initially with his/her supervisor.

There are certain restrictions that may apply to students on scholarships. Scholarship holders who wish to convert to part-time candidature should check with the Research Office first to make sure the conditions of the scholarship will allow for part-time study.

International students are normally required to undertake full-time candidature under the terms of their entry visa.

Requests to change attendance status must be submitted to SCA Student Administration by the relevant census date (semester 1 – 31 March, semester 2 – 31 August).

### **Change of attendance status to full-time**

A candidate wishing to convert to full-time candidature should submit, with the relevant form, a detailed explanation including how the change would enhance progress on his/her research studies.

## **VARIATION OF CANDIDATURE**

A candidate who wishes to vary his/her enrolment (suspension, leave of absence, withdrawals and other variations) must lodge a formal request with SCA Student Administration before the relevant census date by completing the appropriate form. The candidate must attach supporting written documentation and obtain a

supervisor's support. The forms are available at SCA Student Administration and on-line at <http://sydney.edu.au/sca>.

Current scholarship holders must also notify the Research Office of any changes in their candidature and submit the required forms (available on [http://sydney.edu.au/ro/training/psa\\_forms.shtml](http://sydney.edu.au/ro/training/psa_forms.shtml)) to that office.

### **Suspension**

Candidature is recorded in whole semesters. Suspensions may be requested for one semester or, in exceptional circumstances, for two semesters. The maximum period of suspension is two semesters. Shorter absences (for up to four weeks) will be noted on a student file. Requests for suspension must be made in advance and not retrospectively. A candidate who has been granted leave of absence or suspension has no access to the faculty studio facilities during the period of leave.

### **Time away**

There is a provision to spend time in another university (e.g. exchange) during the candidature. A candidate, who wishes to apply for time away, must seek the approval of his/her supervisor. The Faculty will want to know what arrangements have been made for the candidate's continued supervision.

### **Extension**

During the last year of candidature, a candidate, who feels that he/she will not be able to complete the requirements by the latest date, should apply for an extension of the candidature. Extensions are granted one semester at a time. The candidate should explain in his/her application why he/she does not expect to be able to meet the deadline and should refer to any difficulties that might have been experienced during the candidature. The candidate cannot assume that an extension will be granted. Requests for extension must be made in advance and not retrospectively.

### **Withdrawal and failure to re-enrol**

If in any year a candidate fails to re-enrol, his/her candidature will be regarded as having lapsed, and the candidate will be required to re-apply for admission to candidature if he/she wishes to continue their studies. If a candidate is unable to anticipate when he/she will be able to resume studies, the candidate should ask to withdraw from the course. If the candidate were able to resume at a later date, he/she would have to re-apply for admission. Some credit might then be given for work that the candidate had done up to the withdrawal, but the candidate would be commencing a new candidature.

## **SUPERVISION**

Each research candidate has a supervisor, a member of the SCA academic staff, appointed to take primary responsibility for the conduct and progress of the candidature, and an associate supervisor, a member of academic staff at the Faculty or within the University of Sydney, appointed to provide additional support to the candidate and to cover times when the primary supervisor is not available.

The associate supervisor:

- meets with the candidate and supervisor at least once per semester to discuss the project;
- meets individually with the candidate at the request of the candidate, if time permits; and
- acts as interim supervisor when the supervisor is on leave.

Requests for changes in supervision should be submitted to SCA Student Administration on the appropriate form available at SCA Student Administration and on-line at <http://sydney.edu.au/sca>.

It is the responsibility of candidates to maintain regular contact with their supervisor. As a guide, full-time candidates should see their supervisors at least four times each semester for a period of one hour, i.e. every three or four weeks.

If there is any concern regarding supervision, a candidate should consult the Director of SCA Graduate School or the Dean.

## **CHANGES IN RESEARCH PROPOSAL**

Towards the middle of the second semester during the Postgraduate Annual Progress Review, first year candidates have the opportunity to revise their initial research proposal in consultation with their supervisor. Any such revision must be signed by the Supervisor, and lodged with Student Administration. The candidate should also submit a copy of the revised proposal to the supervisor.

### **ANNUAL POSTGRADUATE REVIEW**

A review of candidates' progress is conducted in September/October of each academic year. Each candidate is required to complete an Annual Progress Report and attend an interview. The report will assist in the interview conducted by a review panel. Opportunity is provided within the review session for candidates to comment in confidence on their supervision and for first year candidates to revise their initial research proposal. Both the review panel and candidate will sign the progress report to confirm any agreed outcomes at the end of the review session.

The maximum composition of the review panel will normally be two members of academic staff who are not the candidate's supervisors. Provided progress in the degree is satisfactory, the candidate will be permitted to proceed. If the candidate's work is considered unsatisfactory by the panel, the review panel may recommend that the candidate be set a specific program of work to be submitted for assessment not later than 1 March of the following year. If this work is not satisfactory, the candidate will be asked to show cause and his/her enrolment may be terminated. A candidate whose progress at any time during the year is unsatisfactory may be subject to the review process as described above.

It is the candidate's responsibility to ensure that the Annual Progress Report is completed by all parties before submission to the Student Administration Office. A candidate who fails to complete and return the report may be asked to show cause as to why the candidature should not be terminated by reason of unsatisfactory progress. Failure to submit the completed report by the due date may result in the discontinuation of the candidate's scholarship for which the University of Sydney will not be held responsible.

### **CODE OF CONDUCT FOR STUDENTS AND SUPERVISORS**

There is a code of conduct for students and for supervisors that refer to ethics as well as appropriate behaviour. Please familiarise yourself with these policies which are available at:

[http://sydney.edu.au/ab/policies/Student\\_code\\_conduct.pdf](http://sydney.edu.au/ab/policies/Student_code_conduct.pdf)

[http://sydney.edu.au/ab/policies/PG\\_Rsch\\_Hghr\\_Dgree\\_Train\\_Sprvsn.pdf](http://sydney.edu.au/ab/policies/PG_Rsch_Hghr_Dgree_Train_Sprvsn.pdf)

[http://sydney.edu.au/ab/policies/Rsch\\_Code\\_Conduct.pdf](http://sydney.edu.au/ab/policies/Rsch_Code_Conduct.pdf)

[http://sydney.edu.au/ab/policies/Supervision\\_PG\\_Rsch\\_Students.pdf](http://sydney.edu.au/ab/policies/Supervision_PG_Rsch_Students.pdf)

### **POSTGRADUATE FACILITIES AND SUPPORT**

#### **ACCESS CARDS AND STUDIO KEYS**

Postgraduate candidates are issued with a security swipe card and keys to access relevant areas of the campus during their study at SCA. A one-off administrative charge, plus a refundable deposit of \$25 for each key or swipe card, is required. After hours access to studios is subject to Occupational Health and Safety (OH&S) requirements.

All lost swipe cards and keys should be reported immediately to the Campus Operations Service Counter in person, or by telephone to 9351 1021, or by email to [sca.security@sydney.edu.au](mailto:sca.security@sydney.edu.au). There will be a charge of \$25 per item to replace any lost keys and swipe cards.

In addition to normal campus hours, postgraduate candidates have access Monday to Friday from 5pm to midnight, and on weekends, from 8am to midnight. Keys to studio spaces and/or external doors may be kept until the completion of the course (except for periods of suspension and leave of absence), at which time they must be returned to the Cashier's Office, Ground level, Administration Building, during office hours.

#### **DISABLED ACCESS**

Ramps provide wheelchair access to most areas of the campus. An elevator provides access to the second floor of some studio areas. There are two disabled bathrooms available.

## **PARKING**

No parking is permitted on hospital parkland roadways. SCA provides designated areas for student and visitor parking. There are approximately 150 student parking spaces available. SCA student parking permits are available from the cashier for a nominal fee and these entitle the bearer to park in the northern, southern and western student car parks. These are not valid for parking on any other University campuses, or in the internal courtyards. Cars parked outside designated parking areas will be subject to parking infringement notices. The designated parking areas are shown on the campus map.

## **INTRODUCTION TO LIBRARY FACILITIES**

Postgraduate theses require a good understanding of research resources available to research students at the University of Sydney.

Special sessions to introduce all first year postgraduate candidates to the library and research facilities at the University of Sydney Library and the branch SCA Library are organised by SCA Library staff. Attendance at the sessions is mandatory for all new postgraduate candidates. Dates will be advised at orientation.

The Rare Book section of the University Library has copies of previous theses. These may be accessed in the reserve collection of the SCA Library.

## **SCA WORKSHOP**

No student is allowed to use the Workshop unless he or she has been through an introductory program on workshop practice and safety. This will be arranged early in the March or July semester.

## **IT ASSIST**

Macintosh computers for postgraduate access are located in the SCA Computer Laboratory in Building 11. Arrangements for training on the SCA campus can be made by contacting the Computer Systems Officer on 9351 1018.

If a student encounters any problem with his/her personal UniKey account (MyUni), the student should report to the University's IT Assist department. SCA staff will not be able to assist with these types of matters. The Helpdesk number is 9351 6000 (<http://sydney.edu.au/itassist>)

## **CASHIER**

The SCA Cashier is located on the ground floor of the administration building 24. Opening hours are from 9.30am to 4.30pm, Monday – Wednesday and Friday (closed Thursday). Please check the notice board and cashier's door for any alterations to opening hours. The cashier provides the following services:

- Sale of course readers
- Parking stickers, payment collection
- Studio contribution fees
- Various studio batch fees
- Sale of safety equipment
- Key deposits
- Access card payments
- 2D lab printing payments

## **SCA ACADEMIC AND ADMINISTRATIVE CONTACTS**

Candidates who have any procedural or academic queries relating to their program, should contact their supervisor or Director of SCA Graduate School Dr Debra Dawes, by telephoning 9351 1058 or by sending an e-mail message to [debra.dawes@sydney.edu.au](mailto:debra.dawes@sydney.edu.au)

Candidates who have any administrative queries relating to the program, should contact Student Administration Office (open Monday to Friday 9.30am – 4.30pm) or Operations Manager (Postgraduate and Policy) Ms Gulnara Shayakhmetova by phoning 9351 1012 or by sending an e-mail to [gulnara.shayakhmetova@sydney.edu.au](mailto:gulnara.shayakhmetova@sydney.edu.au)

## **CONDUCT ON CAMPUS**

The Faculty strives to provide the maximum service and equal treatment of staff and students within the premises. Both staff and students are expected to be cordial and courteous with each other at all times. The University is an educational institution and will not condone rude or unacceptable behaviour from its employees nor students. Please refer to the University's Code of Conduct on-line at [http://sydney.edu.au/ab/policies/Student\\_code\\_conduct.pdf](http://sydney.edu.au/ab/policies/Student_code_conduct.pdf).

## **STUDENT SERVICES**

The Faculty provides a variety of services and support for students. As there are different staff and offices in charge of the various areas, students should make the effort to familiarise themselves with the regulations and policies and the location of these services / departments on the campus.

SCA Students have access to all University Student Services located at the Camperdown Campus. These services are confidential and free. The list of the services available to students can be found on [http://sydney.edu.au/current\\_students/student\\_services/index.shtml](http://sydney.edu.au/current_students/student_services/index.shtml) and in SCA Handbook.

## **ETHICS OFFICE**

For information about Ethics approval for research projects please contact the Ethics Office. In general, all research projects and teaching practicals involving human participants as subject require ethical approval. Postgraduate research projects are included in this requirement. The website <http://sydney.edu.au/ethics> is a good place to start if seeking further information.

## **SCHOLARSHIPS**

For information about scholarships available to postgraduate research students, please contact the Research Office at The University of Sydney by telephoning 9351 3250 or by sending an e-mail to [research.training@sydney.edu.au](mailto:research.training@sydney.edu.au). Website: <http://sydney.edu.au/ro>.

## **SYDNEY UNIVERSITY POSTGRADUATE ASSOCIATION (SUPRA)**

SUPRA is the postgraduate student organisation at the University of Sydney and is run by postgraduates for postgraduates. SUPRA represents all postgraduates at Sydney University, and all postgraduates can look to SUPRA for assistance with any issues that may confront them - both academically and personally - during the course of their candidature.

## **UNIVERSITY OF SYDNEY POSTGRADUATE STUDIES AND SCA HANDBOOKS**

The Faculty strongly recommends that all candidates read the University of Sydney's Postgraduate Studies Handbook and the SCA Faculty Handbook. Both handbooks are available on-line at <http://sydney.edu.au/handbooks>

## **APPENDIX A. THESIS GUIDELINES**

### **LENGTH OF THESIS**

At the end of their final year (the third or fourth year of full time candidature), candidates must submit for examination:

- a thesis comprising a substantial body of creative work for exhibition plus a written 40,000 to 50,000 word text examining the histories and theoretical underpinnings of the creative work, both of which demonstrate an original contribution to knowledge; or
- a substantial 60,000 to 80,000 word written thesis that, through sustained investigation, demonstrates an original contribution to knowledge in the field of the history and theory of contemporary art.

The required word count includes the introduction, main text and conclusion. It does not include the summary (abstract), foreword, captions, footnotes, bibliography and in most cases appendices.

### **INCLUSIONS IN THE THESIS**

Each copy of a thesis shall contain:

- thesis text;
- a 300-word summary of the work (creative and written) presented for examination. The summary consists of two parts: an abstract of the content of the thesis and, where possible, a brief description of the creative work presented for examination
- a full visual documentary record of the work presented for examination, in the form of 35-mm slides, CD/DVD or other approved media or formats. The visual documentation should be bound with the paper. All work presented in the exhibition should be fully documented, including installation slides of each work, details of major works (as required) and several views of three-dimensional works. In addition to the documentary record of work presented for examination, a candidate may also present other material generated in the course.
- a catalogue of work presented for examination, a typed list of the works, presenting such information as the title, media and dimensions of work (height before width before depth). This catalogue should also be bound with the thesis.

### **PRESENTATION**

The exam copies of a thesis submitted in a temporary binding should be strong enough to withstand ordinary handling and postage. The form of temporary binding is perfect or thermal binding. Ring-back or spiral binding is not acceptable.

Each copy must have fixed to the cover a label clearly identifying the name of the candidate, the title of the thesis and the year of submission.

All copies shall be in good quality typescript on one side of the paper only. In the main body of the thesis one-and-a-half spacing is preferred, but double-spacing is acceptable. Single-spacing may be used only for appendices and footnotes.

The paper used shall be good quality medium weight white stock, sufficiently opaque for normal reading.

The size of the paper shall be ISO paper size A4 (297 mm x 210 mm) except for illustrative material on which no restriction is placed.

The margin on each sheet shall be not less than 40 mm on the left-hand side, 20 mm on the right-hand side, 20 mm at the top and 20 mm on the bottom.

Beginning with the first page of the Introduction pages shall be numbered consecutively, using Arabic numerals.

The title page shall contain the thesis title, the candidate's name, the title of the degree, the year of submission and the name of University of Sydney.

Except with the approval of the supervisor, illustrations, charts, tables, etc., shall be bound with the text, immediately after the first reference to them, as right-hand pages with the caption at the bottom, or if necessary, on the page facing the figure.

Diagrams, maps, tables or any material that exceed A4 size shall be either:

- folded so as to read as a right-hand page when opened; or
- numbered and folded for insertion in a pocket in the back inside cover of the thesis binding.

A full visual documentary record of the work may be presented in either:

- 35-mm slides (each slide shall be numbered and inserted into a slide sheet. A complete list of slide titles and numbers together with the slide sheet shall be bound into the volume);
- video Tape, CD or DVD;
- other format approved by the candidate's supervisor.

All loose material shall be clearly marked with the candidate's name, degree, and year of submission.

## **FINAL BINDING**

Two copies, corrected, as necessary, printed on archival ('acid free') paper and bound in a final form, must be lodged with SCA Student Administration after the award of the degree for deposit in the University Library and the branch SCA Library.

Each copy of the thesis shall be

- on international standard A4 size paper;
- bound in boards covered with bookcloth or buckram or other binding fabric;
- the title of the thesis, the candidate's name, the title of the degree, the year of submission and the name of University of Sydney should appear in lettering on the front cover or on the title page;
- the lettering on the spine, reading from top to bottom, should conform to the above (the name of the University of Sydney can be omitted and the thesis title abbreviated) and be as follows:
  - nine mm from the bottom and across, the title of the degree and the year of submission;
  - evenly spaced between the statement in (a) and the top of the spine, the initials and surname of the candidate and the thesis title. No other lettering or decoration to appear on the spine;
  - where the spine of the thesis is too thin to support lettering across, the wording shall be written along the spine reading from top to bottom in all cases.
- the cover of the volume shall be maroon and the lettering - gold;
- supporting materials should be bound in the back of the thesis as an appendix, or in a separate set of covers.

## **EXAMPLES AND SUGGESTED SEQUENCE OF PRELIMINARIES**

This section deals with requirements for the preliminary pages of the thesis and gives standard format examples of these. Candidates are asked to observe their content and general layout, as well as the sequence of the following material.

**Title Page**

Sydney College of the Arts  
The University of Sydney

DOCTOR OF PHILOSOPHY  
2010  
THESIS

THE BROKEN MIRROR

by  
Virginia Brown

December 2010

## **Statement**

This volume is presented as a record of the work undertaken for the degree of Master of Visual Arts/Doctor of Philosophy at Sydney College of the Arts, University of Sydney.

## **Table of Contents**

- Acknowledgments (optional)
- List of Illustrations
- Abstract
- Foreword (optional)
- Introduction
- Chapter One (chapters may have titles)
- Chapter Two, etc
- Conclusion
- Endnotes if footnotes have not been used
- Bibliography
- Appendix (optional)
- Resume (optional)
- Catalogue of Work Presented for Examination
- List of Images (slides, DVD, etc should be bound into back of thesis)

## **Acknowledgments (optional)**

Occupies a separate page between the Statement and the Table of Contents page. Please keep it short. "...I wish to acknowledge the help given to me in this project by my supervisors / consultants / colleagues / family ...etc."

When a thesis has had the benefit of editorial advice then the name of the editor and a brief description of the service rendered should be printed as part of the list of acknowledgements or other prefatory matter near the front of the work when it is to be presented for examination. (Proof-reading and Editing of Theses and Dissertations policy, [www.usyd.edu.au/policy](http://www.usyd.edu.au/policy))

## **List of Illustrations**

Occupies a separate page:

Figure 1. Title of Work, Name of Artist, Page No.

Figure 2.

Figure 3.            etc.

## **Summary**

Description of creative work. Please indicate date and place of exhibition; number of works; media; if relevant, title of exhibition; brief descriptive statement; and other relevant data. This is not the exhibition catalogue.

Abstract of thesis. The abstract forms part of the Summary, and simply states the problem or project addressed and a brief description of the method used in undertaking this project (a condensed summary or synopsis of the sequence and conclusions of the study).

## **Foreword (optional)**

A foreword is optional and is generally to be avoided. It may be a statement about personal aspects of candidate's project (i.e. why the candidate undertook it), about special assistance received, the context (social, political, etc) of the candidate's work or other matters. It ought to be brief, less than one page.

## **Introduction**

The following notes on the Introduction are adapted from Anderson, Durston and Poole, "Thesis and Assignment Writing":

“An introduction should be written with considerable care, with two major aims in view: introducing the problem in a suitable context, and stimulating the reader’s interest. If introductions are dull, rambling, and lacking in precision, direction and specificity, there is little incentive for the reader to continue reading. An introduction may be chapter length and usually contains the following:

- a complete and concise statement of the subject being investigated for the general purpose of the study;
- a justification for the study, establishing the importance of the topic or material. It is appropriate at this juncture to indicate the limitations of the project and to define terms used in the study that have a special meaning or significance for the investigation;
- a preview of the organisation of the rest of the paper to assist the reader in grasping the relationship between the various parts of the paper;
- a clear indication of the methodology of the paper that is, whether it is a documentation of studio works, an essay, some combination of these, or some other. An introduction is usually written early, then completely rewritten after the main text has been finalised.”

### **Main Body of Text**

Because of the diversity of research topics occurring within separate disciplines, it is not possible to specify directions for organising the main body of a thesis or thesis. However, there are certain general principles, which should be followed:

- organise the presentation of the documentation or findings in a logical and sequential way, developing the project aims stated in the introduction.
- substantiate arguments or findings.
- be accurate in documentation.
- every effort should be made to write clearly and within a logical framework. This organisation may be assisted by a division of the material into chapters with headings and subheadings and a sequential organisation and development of material.

### **EXAMPLES AND SEQUENCE OF END PAPERS**

#### **The Conclusion**

The following notes on the Conclusion are adapted from Anderson, Durston and Poole, “Thesis and Assignment Writing”:

“The conclusion serves the important function of bringing together the whole report. In summary form, the developments of the previous chapters should be succinctly restated, important findings discussed and conclusions drawn from the whole study. In addition, the writer may list unanswered questions that have occurred in the course of the study and which require further research. The conclusion should leave the reader with the impression of completeness and of positive gain. As with the introduction, the conclusion usually forms a separate chapter.”

#### **Footnotes**

These are placed at the foot of each page or each chapter; or as a group after the Conclusion as endnotes. See Anderson Durston and Poole, “Dissertation and Assignment Writing” for more information.

#### **Bibliography**

This may be divided into ‘Books’ and ‘Periodicals’ sections, or may be integrated. Again, see Anderson, Durston and Poole, “Thesis and Assignment Writing” or some other style manual.

#### **Appendix A**

Optional. Includes material (possibly by another author), which is of importance to the preceding text. Should be brief. Highly relevant material included here only because it cannot be integrated into the main text.

#### **Appendix B**

Optional. The candidate’s professional resume may be included giving information on exhibitions, publications, collections, and awards in standard form. Should be brief.

### **List of Images**

A record of all images and other visual documentation materials bound into rear cover of the volume. List by number and title of work.

### **Catalogue of Work Presented for Examination.**

It is a typed list of the works, presenting such information as the title, media and dimensions of work (height X width X depth).

### **Footnote and Bibliography Style**

The candidate is expected to follow an appropriate and consistent convention of source citation and referencing. A good guide to current conventions for essays on the visual arts in Australia can be found in the "Guide to writing an essay for the Fine Arts Department" by Virginia Spate, Faculty of Arts, University of Sydney 1983-89. The candidate may consult other recent style manuals. Whichever convention the candidate adopts, he/she should employ it consistently.

**APPENDIX B. SUBMISSION AND EXAMINATION PROCESS TIMELINE\***

\*This is a guide only, exact submission and examination times will depend on candidate's oral examination date.

Mid Year Exam

Submission Timeline			Examination Timeline				
March	April	May	June	August	October	November	December
Semester Start	<ol style="list-style-type: none"> <li>Candidates submit 'Notification of Proposed Higher Degree Examination' form 12 wks before submission of thesis</li> <li>Supervisors submit the relevant 'Appointment of examiners and exam chair' form</li> <li>Submission of request to extend candidature, if necessary</li> </ol>	Submission of exam copies 5 wks before oral exam (3 copies)	Oral exams Postgraduate exhibitions	<ol style="list-style-type: none"> <li>Examiners reports returned</li> <li>Approval of award</li> <li>Copies of reports and award letters sent</li> </ol>	Submission of corrections/ emendations	<ol style="list-style-type: none"> <li>Submission of final bound copies</li> <li>Completion letters sent</li> </ol>	Graduation

End of Year Exam

Submission Timeline			Examination Timeline				
July	August	November	December	January	February	March	May
Semester Start	<ol style="list-style-type: none"> <li>Candidates submit 'Notification of Proposed Higher Degree Examination' form 12 wks before submission of thesis</li> <li>Supervisors submit the relevant 'Appointment of examiners and exam chair' form</li> <li>Submission of request to extend candidature, if necessary</li> </ol>	Submission of exam copies 5 wks before oral exam (3 copies)	Oral exams Postgraduate exhibitions	<ol style="list-style-type: none"> <li>Examiners reports returned</li> <li>Approval of award</li> <li>Copies of reports and award letters sent</li> </ol>	Submission of corrections/ emendations	<ol style="list-style-type: none"> <li>Submission of final bound copies</li> <li>Completion letters sent</li> </ol>	Graduation

## **APPENDIX D. FURTHER SUGGESTED READING**

- Anderson, J, Durston, B, and Poole, M, Dissertation and Assignment
- Clanchy, J, Essay Writing for Students: A Guide for Arts and Social Science Students
- Spate V., Guide to writing an essay for the Fine Arts Department
- University of Sydney, Sydney College of the Arts Handbook
- University of Sydney, Postgraduate Studies Handbook

The information given in this booklet may be subject to amendment after the date of preparation, May 2010.