

Australian Catholic University
Brisbane Sydney Canberra Ballarat Melbourne



Research and Professional Doctorate Degree Regulations

Approved July 2003, amended July 2009

CONTENTS

Preamble

1. Interpretation / Definitions
2. Application of Regulations
3. Administration of Higher Degree Programmes
4. Eligibility for Admission to Higher Degree Candidature
5. Admission to Higher Degree Candidature
6. Credit
7. Enrolment and Re-enrolment
8. Status and Commencement Date of Candidature
9. Course of Study and Research
10. Pursuance of Candidature
11. Supervisors
12. Obtaining ethical clearance for research
13. Ownership of Intellectual Property
14. Standards of Scholarly Integrity
15. General Requirements for the Continuation of Candidature
16. Submission of Thesis for Examination
17. Examinations
18. Grievance Procedures, Right of Review and Appeal
19. Conferral of Awards
20. Alteration of Regulations
21. Saving Clause

Schedule

Preamble

The Research and Professional Doctorate Degree Regulations (RHD) relate to all award courses in the University which meet the requirements of the Commonwealth Government Department of Education, Employment and Workplace Relations (DEEWR), or equivalent government department responsible for determining the requirements for university research degrees and, where applicable, professional doctorates.

These Regulations should be read in conjunction with the University's Academic Regulations, which shall apply in relation to the administration of Taught Units within research degree courses and in the event of the Research and Professional Doctorate Degree Regulations being silent on any matter. Unless advised to the contrary, the Research and Professional Doctorate Degree Regulations shall have priority over the Academic Regulations. Other requirements specific to individual courses should be read in conjunction with these Regulations.

1. INTERPRETATION/DEFINITIONS

In these Regulations, unless inconsistent with the context or the subject matter:

Associate Dean is a person responsible to the Dean of the Faculty to assist the Dean in his/her role of providing academic leadership and operation of management for the Faculty, in particular areas of strategic priority for the University and major Faculty-wide responsibility: Research, Research Training and Partnerships.

Associate Supervisor is a person external to this University who has been invited by the URC to contribute particular expertise in a specialised area of research supervision or who has been asked to assist and advise, as appropriate, a candidate in the undertaking of the degree requirements at a location other than at the University.

Chairperson of the Faculty Board is the Dean of the Faculty or nominee to that position. The Dean will consult on all occasions with the Head of School prior to making recommendations to the URC.

Code of Conduct of Research means that Code as adopted and amended from time-to-time by the Academic Board and Senate.

Co-Supervisor is an academic staff member of this University who has been appointed by the URC to work with the Principal Supervisor in assisting a higher degree candidate to formulate a research topic and to undertake the research in a systematic and orderly manner.

Course Coordinator or **Postgraduate Coordinator** means that person appointed by a Dean or a Head of School to be responsible for the day-to-day administration of a course of study or research degree program on behalf of a Faculty or School, and who has signatory authority on behalf of a Dean or Head of School.

Dean means the Dean of the relevant Faculty.

Doctorate or **Doctoral** refers to the Doctor of Philosophy and/or professional doctorate degree/s, according to the context.

External Examiner means an examiner who during the period of candidature has not been a member of the academic staff of the University, has not taught the examinable unit or course at this University and has not acted as an Associate Supervisor of the candidate.

Faculty Board means the Board of a particular Faculty.

Full-time refers to a candidate who is enrolled on a full-time basis and who is deemed by the URC, in consultation with the Dean, to be a person not otherwise employed except on a casual or part-time basis.

Head of School is the designated Head of School within the University.

Higher degrees means research Masters' degrees and Doctoral degrees; it excludes coursework Masters' degrees.

Intellectual Property Policy means that Policy as adopted and amended from time-to-time by the Academic Board and Senate.

National Coordinator is responsible to the Dean of the Faculty.

Part-time refers to a candidate who is not a full-time candidate but is able to devote an average of 20 hours per week to study and research.

Principal Supervisor means an academic staff member from this University who has been appointed by the URC:

(a) to supervise:

- the formulation of a research topic;
- the candidate's research and the writing of the thesis; and/or
- a candidate's work in the field or on placement;

(b) to serve as the principal person responsible for leading a team of supervisors in the provision of guidance and assistance to named candidates as they undertake the relevant degree requirements.

Professional training sometimes includes observations or practical work external to the University. This may occur across a wide range of disciplines which include (among others) environmental science, nursing, education, counselling, psychology, social work and health sciences, and may include observations made, for example, in the field in industry, educational institutions and public offices, the examination of documents and other materials in libraries, museums and other repositories away from the University, and the use of equipment or facilities which are essential to the research in question and not available in the University.

Research degree is a degree which meets the requirements of DEEWR, or equivalent government department responsible for determining the requirements for university research degrees.

Research Services, commonly known as the Research Office or Office of Research, means that office responsible for administering the day-to-day requirements of higher degrees.

RTSC means the Research Standing Committee which is a sub-committee of the URC; comprises the Chair, the Pro-Vice-Chancellor for Research; the four Associate Deans of Research, representing the Faculties of Arts and Sciences, Education Health Sciences and Theology and Philosophy; a student representative and the Manager of Research Services.

School means the relevant School of the University.

Supervisor, used generically, includes the Principal Supervisor, Co-Supervisor and/or Associate Supervisor, as appropriate according to the context.

Thesis means any written dissertation in fulfilment of 66.66% or more of the degree requirements, and includes, in the case of music (composition), a composition portfolio consisting of tapes and/or scores together with a written dissertation of no less than fifty pages.

URC means the University Research Committee, a standing committee of the Academic Board, which administers the research degree or component of the degree in question.

Words in the singular include the plural and words in the plural include the singular.

2. APPLICATION OF REGULATIONS

These Regulations apply to the designated degrees of Master and Doctor listed in the Schedule. Other requirements specific to individual courses should be read in conjunction with these Regulations. It is the responsibility of students to ensure the accuracy of their enrolment in accordance with the course requirements and these Regulations.

3. ADMINISTRATION OF HIGHER DEGREE PROGRAMS

- 3.1 The URC shall be responsible for the administration of higher degrees, subject to the general supervision of the Academic Board. The Chair of the URC may act executively out-of-session on behalf of the Committee, subject to the endorsement of the Committee at its next meeting.
- 3.2 The URC shall report regularly to the Academic Board and make recommendations on the award of research degrees directly to the Board.
- 3.3 The relevant Faculty Research Degrees Committee or equivalent, under the general supervision of the Faculty Board, shall administer the coursework component of professional doctorates, identified in the Schedule.

- 3.4 The Research Training Standing Committee (RTSC) is a sub-committee of the URC and reports to the URC.
- 3.5 Designated Research Services Officers are authorised to action matters approved executively by the Chair of the URC.

4. ELIGIBILITY FOR ADMISSION TO HIGHER DEGREE CANDIDATURE

- 4.1 Eligibility for admission to higher degree candidature is determined having regard to the applicant's capacity to meet the specific entry requirements approved by the Academic Board for that course.
- 4.2 A quota on the number of candidates that can be admitted to a higher degree program may be applied. A quota may also be placed on the number of candidates an academic staff member may supervise.
- 4.3 Meeting the requirements for admission is not in itself a guarantee of admission.

4.4 English Language Proficiency

Any applicant seeking admission on the basis of a qualification undertaken in a language other than English must demonstrate English language proficiency.

International students seeking admission must satisfy standard admission requirements for the relevant course, together with English language proficiency requirements.

5. ADMISSION TO HIGHER DEGREE CANDIDATURE

5.1 Application for Admission to Higher Degree Candidature

5.1.1 A person seeking admission to higher degree candidature shall apply to the Associate Dean of the Relevant Faculty via the Research Services Office on the prescribed form.

5.1.2 Doctorate and Master of Philosophy applications for admission to higher degree candidature may be received throughout the year. The RHD date of admission is determined by the particular Research Term. There are four Research Terms designated by the Commonwealth Census dates.

5.1.3 Master by Research Degrees must be received by the commencement of the year as these degrees involve coursework.

5.1.4 Master by Research Degrees must be received by Research Services by the due date determined by the University which shall be not later than one month prior to the first week of the start of units in a particular course. Applications for admission to courses with a thesis only requirement may be submitted at any time.

5.1.5 Such an applicant shall also lodge with the application any other documents which the URC shall require to determine suitability for entry to the degree program.

5.1.6 An applicant may also submit, or may, on the recommendation of the Associate Dean be required to submit, in support of the application for admission, other relevant material (such as tapes, recordings, drawings and sketches). All such material shall be accompanied by a formal statement by the applicant specifying the extent to which the applicant has been responsible for its preparation.

5.1.7 An applicant who has previously been enrolled as a Doctoral or Master's candidate at this or another institution and who has failed the examination for the degree shall not be admitted as a candidate for the same degree except in extraordinary circumstances approved by the RTSC and/or the URC.

5.1.8 *Criteria to be Used in Assessing Applicants for Admission*

The matters to be taken into account in assessing applicants for admission to candidature are:

- the academic record and any other qualifications and professional experience of the applicant relevant to the proposed course of study and research;
- academic referees' reports;
- professional referees' reports, as required;

- the practicability and quality of the proposed research project;
- the relevance of the proposed research project to the current research interests and goals of the School/Faculty;
- performance at a selection interview, where required by the Associate Dean or nominee responsible for making a recommendation for admission to the URC; and
- any other matters which the URC and/or RTSC, in consultation with the Associate Dean and such other persons as it deems appropriate, considers relevant.

5.2 Proposed Program of Advanced Study and Research

5.2.1 In addition to satisfying the provisions of Regulation 5.1 above, an applicant shall submit to the Associate Dean and/or RTSC, a research proposal of 300 to 500 words.

5.2.2 The Associate Dean must be satisfied, after consultation with the Head of School and such other persons as may be appropriate, that:

- (a) the program proposed is appropriate to candidature for the degree;
- (b) the applicant has adequate training and background or experience to pursue such a program; and
- (c) adequate supervision and facilities necessary for the pursuit of the proposed research project can be provided.

5.3 Master's Preliminary Program

5.3.1 If an applicant is not eligible for admission to candidature for a Master's degree, the URC, acting on the advice of the Dean, in the case of an MPhil applicant (or the advice of the Head of School for a professional Master's program) may admit that applicant to a Master's preliminary course of studies. Such a Master's preliminary course shall normally occupy up to two semesters of full-time study or four semesters of part-time study.

5.3.2 On successful completion of a Master's preliminary course a candidate may apply for admission to candidature for the relevant Master's degree.

5.3.3 Successful completion of a Master's preliminary program shall not in itself be a guarantee of admission to a Master's degree program.

5.4 Special Conditions

5.4.1 An applicant who meets the relevant admission requirements and who has maintained an acceptable standard of Master's or Doctoral level work at another institution may be admitted by the RTSC to advanced status on the advice of the Associate Dean in consultation with such other persons as it considers appropriate.

5.4.2 On admission to candidature the RTSC shall determine, on the recommendation of the Associate Dean, any courses, seminars or practical experience which a candidate shall be required to attend and complete successfully, and at what level the candidate shall successfully complete such work.

5.5 Deferral of Admission

An offer of enrolment in a higher degree program may not be deferred. Requests for an application to be reactivated must be received by Research Services a minimum of one month prior to the first week of the start of units in a particular course. Applications for admission to a course with a thesis only requirement may be re-submitted at any time.

5.6 Cancellation of Enrolment in Event of Fraudulent Basis of Admission

The RTSC and/or URC will cancel enrolment if an applicant is found to have been admitted on the basis of fraudulent or misleading information. Fees paid may be forfeited.

6. CREDIT

6.1 The provisions of the Academic Regulations apply in relation to any application for credit towards a coursework component of any program, provided that authority for any decision regarding credit rests in the RTSC and/or URC.

6.2 Application for Review of Credit Granted

A student who is dissatisfied with the decision concerning credit may write to the Chair of the RTSC seeking a review of the decision. The decision of the Chair of the RTSC will be final.

7. ENROLMENT AND RE-ENROLMENT

7.1 Requirements for Enrolment

A person who has been offered a place in a course must complete the required enrolment procedures by the due date. Enrolment is not complete until all relevant University and government fees and charges have been paid or approved payment arrangements have been made.

7.2 Late Enrolment

A person who fails to complete procedures for enrolment or variation of enrolment by the due date will be required to pay a late fee in order to be an enrolled student. Enrolment in a course or unit will not be accepted after the date prescribed by the University.

7.3 Course Re-enrolment

Students will re-enrol online at the end of each year through ***Student Connect***.

7.4 Lapse of Enrolment

7.4.1 If a candidate fails to resume candidature after a period of Leave of Absence by the required date and no satisfactory reason for the failure is received by the RTSC within thirty days of the required date, the candidature will lapse automatically.

7.4.2 If a person whose candidature has lapsed desires to resume candidature, application must be made for re-admission to candidature under the terms and conditions prevailing at the time of re-application.

7.4.3 The RTSC, after establishing that the candidate's program, including preparation of the thesis, can be completed satisfactorily within the time remaining to the candidate, may re-admit a candidate whose former candidature had lapsed. In such circumstances, the commencement of candidature shall be the date of the original enrolment and the candidature shall be continued under the Regulations in force at the time of re-admission.

7.5 Withdrawal from Enrolment

7.5.1 A candidate may apply to withdraw from candidature at any time. Such withdrawal shall be made in writing to the Associate Dean and/or Head of School via the relevant Research Services Officer and shall take effect from the date the candidate's advice is received by the Research Services Officer.

7.5.2 The Principal Supervisor shall be requested to provide an Academic Progress Report at the time of withdrawal from candidature for the following category of candidates:

- (a) PhD candidates; and
- (b) EdD Part 3 candidates.

7.5.3 If an application to withdraw from candidature is received after the designated Commonwealth Census Dates (usually 31 March and 31 August), University fees shall apply.

7.6 Revival of Candidature after Withdrawal

7.6.1 The Associate Dean and/or RTSC, after establishing that the requirements of the Regulations are still satisfied and that the research and the thesis can be satisfactorily completed within the time remaining to the candidate, may, in special circumstances and in consultation with the Head of School, reinstate the candidature of a former candidate who withdrew for financial, health or other valid reasons, provided his or her academic progress was satisfactory at the time of withdrawal.

7.6.2 In such circumstances, the commencement of candidature will be the date of the original enrolment and the candidature shall continue under the Regulations in force at the time of reinstatement.

7.7 Concurrent Enrolment

A candidate for a Doctoral degree may not enrol or remain enrolled in any other unit or course of study at this University or any other institution without the approval of the Associate Dean and/or RTSC on the recommendation of the Head of School and the Principal Supervisor.

8. STATUS AND COMMENCEMENT DATE OF CANDIDATURE

8.1 Commencement Date of Candidature

The date of commencement of candidature shall be determined by the Associate Dean after receiving the advice of the Dean, the Head of School or Course Coordinator (as applicable).

8.2 Enrolment Status

8.2.1 An applicant may be accepted either as a full-time candidate or a part-time candidate.

8.2.2 An applicant for a higher degree may be permitted to proceed as a part-time candidate provided that evidence is supplied by the Head of School, in consultation with the proposed Principal Supervisor, sufficient to satisfy the Associate Dean and/or RTSC that adequate and regular contact will be maintained between the candidate, the supervisor and the School / Faculty.

8.2.3 A candidate may transfer from one enrolment status to another on such terms as the Associate Dean and/or RTSC may prescribe and the Associate Dean, in consultation with the Head of School and Principal Supervisor, shall determine the new date for completion of the degree requirements.

8.3 Provisional Candidature

8.3.1 Applicants for Master's level candidature may be admitted on a provisional basis, subject to conditions approved by the URC, upon the recommendation of the Dean and such other persons as may be appropriate.

8.3.2 Applicants for PhD and Masters candidature are normally admitted on a provisional basis.

8.3.3 The Associate Dean and/or RTSC shall consider the reports furnished by or in respect of the candidate and the recommendation of the Head of School after the candidate has completed a Thesis Defence Seminar to be Confirmed in Candidature:

- (a) after a provisional Master's candidate has completed one semester as a full-time student or two semesters as a part-time student; or
- (b) after a provisional Doctoral candidate has completed one year as a full-time student or two years as a part-time student.

The Associate Dean and/or RTSC may then admit the student as a candidate, continue the provisional candidature, or terminate the enrolment.

9. COURSE OF STUDY AND RESEARCH

9.1 Duration of Candidature

9.1.1 Candidates enrolled in a higher degree program shall normally complete the degree requirements within the period indicated for the respective degrees listed in the Schedule.

9.1.2 The Associate Dean may, on the recommendation of the Dean, permit a candidate to submit a thesis before the time specified in the Schedule.

9.1.3 In no case shall the duration of candidature be less than one year or two semesters full-time (or equivalent).

9.1.4 The Associate Dean and/or RTSC may determine a maximum period of extension of candidature for candidates who fail to complete the degree requirements within the maximum period indicated in the Schedule, and may determine such conditions as it considers appropriate, after which the RTSC Committee may terminate their enrolment.

9.2 Confirmation of Doctoral Candidature

9.2.1 As the basis for confirmation of candidature, all Doctoral candidates shall attend postgraduate seminars in their respective School/Faculty/Campus, as appropriate, and present a formal thesis proposal at a research seminar within the first twelve (12) months of full-time thesis candidature, or part-time equivalent.

9.2.2 In the formal Doctoral thesis proposal, candidates must present:

- (a) their intended area of research;

- (b) clearly defined and described aims and purposes of the study and the identification and elaboration of the problems and/or hypotheses being investigated;
- (c) the results of their literature review;
- (d) the proposed research design and methodology and the rationale for their selection, including potential ethical issues;
- (e) intended data sources; and
- (f) timelines for completing the degree within the period of candidature.

9.2.3 The Principal Supervisor via the Head of School and Associate Dean shall advise the RTSC on the result of the Doctoral proposal seminar and shall recommend to that RTSC Committee whether Doctoral candidature is to be confirmed or the candidate is to be required to re-present their Doctoral thesis proposal seminar within three months.

9.2.4 When the Associate Dean and/or RTSC is satisfied that the candidate has met the requirements for the initial Doctoral seminar, the candidate will be permitted to proceed.

9.3 Confirmation of Master's Candidature

9.3.1 As the basis for continuation of candidature, all Master's level candidates shall attend postgraduate seminars in their respective School/Faculty/Campus, as appropriate, and present a formal thesis proposal at a research seminar by the end of the first semester of full-time enrolment (or second semester of part-time enrolment) in the thesis unit.

9.3.2 In the formal Master's thesis proposal, candidates must present:

- (a) their intended area of research;
- (b) clearly defined and described aims and purposes of the study and the identification and elaboration of the problems and/or hypotheses being investigated;
- (c) the result of their literature review;
- (d) the proposed research design and methodology and the rationale for their selection, including potential ethical issues;
- (e) intended data sources; and
- (f) timelines for completing the degree within the period of candidature.

9.3.3 The Principal Supervisor and the Course/Postgraduate Coordinator shall advise the Associate Dean and/or RTSC on the result of the Master's proposal seminar and shall recommend to that RTSC Committee whether Master's candidature is to be confirmed or the candidate is to be required to re-present their Master's thesis proposal seminar within three months.

9.3.4 When the Associate Dean and/or RTSC is satisfied that the candidate has met the requirements for the initial Master's seminar, the candidate will be permitted to proceed.

9.4 Application to Upgrade from Master's Level to Doctoral Level Candidature

9.4.1 Master's candidates may after a period of twelve months full-time enrolment (or 24 months part-time enrolment) apply to upgrade their candidature to Doctoral degree level.

9.4.2 The commencement date of candidature may be backdated by a period of time equal to that part of the applicant's candidature for the Master's degree which the RTSC accepts as counting towards the period of the Doctoral candidature.

9.5 Variations to the Conditions of Candidature

9.5.1 Application for Variation of Conditions of Candidature

A candidate may apply to the Associate Dean and/or RTSC:

- (a) for a course load change from full-time to part-time enrolment (or vice versa) of the whole or any part of the course;
- (b) for Leave of Absence from candidature after the first twelve months from the date of candidature;
- (c) for periods of extension of candidature;
- (d) for periods of outside study, whether in Australia or overseas, after the first twelve months of candidature;
- (e) for periods of sick leave greater than three weeks upon presentation of a medical certificate from a registered medical practitioner; or

- (f) for periods of maternity leave up to a maximum of twelve weeks during candidature (periods of maternity leave are in addition to the normal duration of candidature).

Any such application must be made on the prescribed form and set out in full the reasons for the request.

9.5.2 *Approved Period of Leave of Absence*

Normally Leave of Absence will be approved for a maximum of six months. In exceptional circumstances, the Associate Dean and/or RTSC may approve a second six-month period of Leave of Absence for reasons outside the candidate's control. The maximum cumulative period of approved Leave of Absence shall normally be not greater than twelve months.

9.5.3 *Approved Extension of Candidature*

Normally extension of candidature will be approved for a maximum of six months. In exceptional circumstances, the Associate Dean and/or RTSC may approve a further six-month period of extension of candidature for reasons outside the candidate's control.

9.5.4 The decision on the application for variation to the conditions of candidature shall be made ordinarily by the Associate Dean after consultation with the Head of School and Principal Supervisor. Any approval may be subject to such conditions as the Associate Dean may determine.

9.5.5 All variations to the conditions of candidature which have been approved by the Associate Dean shall be subject to confirmation by the Chair of the RTSC and reported to that RTSC Committee at its next meeting.

9.5.6 *Review of Decision*

A candidate may ask the RTSC to review a decision by the Associate Dean relating to the candidate's request to vary conditions of candidature. Such review may be processed executively by the Chair of the RTSC.

10. **PURSUANCE OF CANDIDATURE**

- 10.1 All candidates shall pursue their studies wholly under the control of the University and shall carry out such work, other than fieldwork, at the University except as provided in Regulations 10.2, 10.3 and 10.4 below.
- 10.2 If fieldwork involves continuous absence from the University of more than three months, the permission of the Associate Dean and/or RTSC is required before it is commenced.
- 10.3 The RTSC, on the recommendation of the Associate Dean and the Principal Supervisor, may permit a candidate to undertake research activities at another institution or centre in part fulfilment of these Regulations.

Where permission to undertake research activities at another institution or centre is given by the Associate Dean and/or RTSC, the candidate must maintain adequate and regular contact with his/her Supervisors and must submit such progress reports as may be required by them, the Associate Dean or the RTSC.

- 10.4 A candidate who has completed the minimum period of candidature of twelve months may apply for permission to complete candidature away from the University. If the Associate Dean and/or RTSC, on the recommendation of the Head of School and Principal Supervisor, is satisfied that the candidate has made substantial progress towards the completion of the degree requirements, it may permit the candidate to complete candidature under such conditions as it determines.
- 10.5 Candidates who have been approved by the Associate Dean and/or RTSC to undertake research activities or to complete the degree requirements away from the University shall remain subject to the relevant University Regulations and any fees which may be applicable at the time.

11. **SUPERVISORS**

- 11.1 After receiving the advice of the Head of School, the Associate Dean and the URC shall appoint a Principal Supervisor and, if appropriate, one or more additional supervisors (to be known as Co-Supervisors) for each candidate at the same time as it approves admission to

the thesis stage of the candidature. Before making a recommendation the Associate Dean shall consult with the Head of School, proposed supervisor(s), other staff, as may be appropriate, and, if necessary, the candidate.

- 11.2 The Associate Dean must provide an assurance of continuity of expert supervision for the duration of candidature in the field of study.
- 11.3 On the advice of the Associate Dean, the URC may appoint an Associate Supervisor.
- 11.4 All supervisors shall follow the procedures outlined in the University's Supervision Policy.
- 11.5 If the candidate is permitted to pursue candidature away from the University pursuant to the provisions of Regulations 10.2 and 10.4 above, the Head of School shall advise the Associate Dean and/or RTSC on the appointment of an Associate Supervisor able to provide guidance at the external institution or centre.
- 11.6 If a supervisor is to be absent from the University for more than three consecutive months, the Associate Dean and/or RTSC shall, on the advice of the Head of School, appoint an acting supervisor. Before making such recommendation the Associate Dean shall consult the supervisor concerned, the proposed acting supervisor, other staff as may be appropriate, and, if necessary, the candidate.
- 11.7 A Principal Supervisor, but not necessarily a Co-Supervisor or an Associate Supervisor, must hold an academic qualification at least equivalent to the level of the degree being supervised, or have published work in a relevant discipline which satisfies the RTSC, after consultation with the Associate Dean, as being adequate for the purpose of supervision.
- 11.8 No person who is enrolled for a Doctoral degree by research in this University or any other institution shall serve as a Principal Supervisor of a Doctoral candidate in the same research area unless approved by the RTSC.
- 11.9 A candidate may request the Associate Dean and/or RTSC to review supervision arrangements and to appoint a new supervisor, if necessary. The candidate shall specify in writing the reason for the request, and the Associate Dean shall consult all parties concerned before making a decision on the basis of the evidence available to it.

12. OBTAINING ETHICAL CLEARANCE FOR RESEARCH

- 12.1 All research in the University must comply with State and Commonwealth legislative requirements.
- 12.2 All candidates are required to inform themselves of these requirements and to familiarise themselves with the University Code of Conduct of Research and with its policies on research-related matters.
- 12.3 Projects involving:
 - (a) contact with human participants, interviews, the administration of questionnaires or access to public or private records;
 - (b) animals;
 - (c) recombinant DNA; or
 - (d) ionising radiationmust receive ethical clearance from the Human Research Ethics Committee (HREC).
- 12.4 Failure to obtain written ethical clearance in advance of the proposed contact shall be a breach of the University Code of Conduct of Research and may breach State or Commonwealth legislation.

13. OWNERSHIP OF INTELLECTUAL PROPERTY

All candidates are required to familiarise themselves with the University Intellectual Property Policy and to abide by any requirements specified therein.

14. STANDARDS OF SCHOLARLY INTEGRITY

Both candidates and supervisors shall follow the University Policy on Standards of Scholarly Integrity.

15. GENERAL REQUIREMENTS FOR THE CONTINUATION OF CANDIDATURE

15.1 Under the leadership of the Principal Supervisor, candidates shall:

- (a) maintain adequate and regular contact in person with each of their supervisors and the School (except those covered by Regulations 10.2, 10.3 and 10.4 above, who shall follow such requirements as the RTSC may determine in each case); and
- (b) submit reports on academic progress as and when requested by the Principal Supervisor, the Associate Dean or the RTSC.

15.2 Candidates shall, at such times and within such periods of time as may be requested by the Associate Dean and the Principal Supervisor, or the RTSC, attend such lectures, seminars or School symposia, submit such written work, and carry out and complete such practical assignments, research projects and field studies as may be required.

15.3 The RTSC, in consultation with the Associate Dean and the Principal Supervisor, may require a candidate at any time to present for an oral or written examination in the branch of knowledge appropriate to the subject of the thesis or of any required course of study being undertaken.

15.4 Work-in-Progress Seminars

15.4.1 After approval of the thesis proposal by the RTSC, Doctoral candidates will be expected to present within the School/Faculty annual Doctoral level work-in-progress seminars arranged by the Principal Supervisor.

15.4.2 All Doctoral candidates shall participate actively in research seminars and shall present an update on their research at these seminars.

15.4.3 A final seminar is to be scheduled to occur at the stage when the candidate will be able to define and defend the major results and conclusions emerging from the research. This seminar will usually take place when the candidate is about to provide the required three months advance Notice of Intention to submit a thesis for examination.

15.5 Academic Progress

15.5.1 A candidate enrolled in the thesis component of the degree program shall submit an Academic Progress Report to the RTSC at least annually on a form provided to the candidate. The candidate shall discuss it with the Principal Supervisor, who shall forward it to the Head of School. The Head of School will refer to the Associate Dean for comment, any instances where academic progress is unsatisfactory.

15.5.2 All candidates working on the thesis component in the early stages of their candidature shall normally meet with their Principal Supervisor once a fortnight. Candidates should submit written work regularly. There may be a stage in the research where supervisory meetings may be held less frequently; such meetings when held should be of longer duration. Candidates in the later stage in their candidature shall meet with their Principal Supervisor at least once a month, unless otherwise directed by the RTSC. In the final writing-up stages of the research it may be necessary for supervisory meetings to be held in person once a fortnight.

15.5.3 All candidates enrolled in a thesis are required to submit to their supervisors at least one completed chapter or substantial report on the progress of the thesis by the end of each year of candidature, bearing in mind the due date for submitting the thesis for examination.

15.5.4 Whenever the Principal Supervisor or the Associate Dean considers that a candidate is not making satisfactory progress or is not complying with the requirements of these Regulations, the RTSC may, after seeking clarification (if necessary) from the Principal Supervisor and the Head of School, require the candidate to show cause why candidature should not be terminated on the grounds of unsatisfactory progress.

15.5.5 If the RTSC, after giving the candidate an opportunity to be heard and after considering all the evidence before it, believes that the candidate has failed to make satisfactory progress it may:

- (a) terminate the candidate's enrolment for the degree; or
- (b) specify in writing conditions under which the candidate's enrolment for the degree may continue on a probationary basis.

15.5.6 If, within twenty days of the date of a letter informing the candidate of the RTSC decision, a candidate objects in writing to the RTSC to the conditions specified in accordance with Regulation 15.5.5 (b) the RTSC shall review them and may:

- (a) amend the conditions under which the candidate is allowed to remain enrolled for the degree; or
- (b) terminate the candidate's enrolment for the degree.

15.5.7 The RTSC shall report any termination of candidature to the URC and Academic Board.

16. SUBMISSION OF THESIS FOR EXAMINATION

16.1 On completing the course of advanced study and research, a candidate shall submit a written thesis based on work carried out during candidature.

The thesis must demonstrate:

- (a) the ability of the candidate to conduct a research program;
- (b) a command of knowledge and skills pertinent to the area of investigation; and
- (c) a critical appreciation and understanding of the relationship of the candidate's work to the work of others within the subject area.

In addition, a Doctoral thesis shall demonstrate that the candidate:

- (a) has made a substantial contribution to knowledge; and
- (b) appreciates and understands the relationship of the candidate's own investigations to a wider field of learning.

16.2 A thesis shall comply with the guidelines contained in the Policy on the Preparation and Presentation of a Thesis for Examination.

16.3 Work published before the commencement of candidature and not submitted for another degree or diploma may not be included towards fulfilling the requirements for the degree except with the special permission of the RTSC. Such work is considered to be a starting point for postgraduate research and would normally need to be rewritten considerably, re-analysed or extended to form a legitimate part of a thesis. Candidates may include in the thesis a reference to, or summary of, the work for information, provided appropriate references are included in the introduction to the thesis.

16.4 A candidate may not present as the thesis any work for which another degree or diploma has been awarded by this University or any other academic institution, but such a candidate shall not be precluded from incorporating extracts from such work in the thesis, provided that the source of each extract is stated explicitly and that the sum of any such extracts does not in the judgment of the RTSC constitute a substantial proportion of the thesis.

16.5 Unless the RTSC determines otherwise, the thesis and any other written work submitted for the Master's or Doctoral degree shall be written in the English language.

16.6 The thesis may incorporate or include as an appendix any publications resulting from the work completed during candidature whether or not the candidate is the sole author or one of the joint authors.

16.7 Where the thesis draws on any work for which the candidate has been jointly responsible, evidence satisfactory to the RTSC identifying the section of the work for which the candidate was responsible shall be provided by the candidate to the RTSC. Those parts of the thesis which derive from such work shall be identified as such in the thesis by the candidate.

16.8 A candidate may submit with the thesis other kinds of relevant additional material (such as films, tape recordings, models, etc) for purposes of illustration. Such material shall be accompanied by evidence of the extent to which the candidate has been responsible for its preparation. After consideration of the recommendation of the Principal Supervisor, the RTSC shall decide whether such material shall be deemed to constitute part of the thesis for the purpose of examination.

17. EXAMINATIONS

17.1 Assessment of Taught Units

17.1.1 Unless otherwise determined by the RTSC, the examination of material to satisfy the requirements of Taught Units at Master's or Professional Doctoral degree level shall comply with the Academic Regulations.

17.1.2 A higher degree candidate may be required by the RTSC, either on its own initiative or on the recommendation of the Associate Dean and the Head of School, after consultation with the Principal Supervisor, at any time during the course of study and research, to present for oral or written examination or both in the branch(es) of knowledge appropriate to the subject of the thesis or the Taught Units, as may be prescribed by the RTSC Committee. Examiners shall be appointed by the RTSC Examination Committee on the recommendation of the Associate Dean, the Principal Supervisor (or Lecturer-in-Charge) and other members of staff as may be appropriate.

17.2 Examination of the Thesis

17.2.1 On completing the program, a candidate shall submit a thesis based on work carried out during candidature which complies with Regulation 16 above and the Policy on the Preparation and Presentation of a Thesis for Examination.

17.2.2 A candidate shall give the RTSC, via the Research Services Officer in the relevant state, at least three months' Notice of Intention (NOI) to present a thesis for examination.

17.2.3 The Notice of Intention shall be on the prescribed NOI form obtained from the Research Office and shall specify the precise title of the thesis and include a professional abstract for forwarding to the potential examiners. The Principal Supervisor shall indicate that the thesis is *prima facie* worthy of examination and complies with the requirements of the Policy on the Preparation and Presentation of a Thesis for Examination.

17.2.4 A doctoral thesis shall be examined by two examiners, each of whom shall normally be external to this University and appointed according to the guidelines set out in the Policy on the Appointment of Examiners and the Conduct of the Examination Process for Research Higher Degrees. Normally, at least one examiner shall be from an overseas institution.

17.2.5 A master's thesis shall be examined by two examiners, one of whom shall be external to this University and appointed according to the guidelines set out in the Policy on the Appointment of Examiners and the Conduct of the Examination Process for Research Higher Degrees.

17.2.6 The assessment of the thesis may also involve an oral and/or written examination.

17.2.7 In the case of a pass result for the thesis being approved, the Chair of the RTSC must also certify whether or not the candidate has met the academic requirements of the course. If so, the Chair of the RTSC shall recommend to the Academic Board that, subject to certification from the Academic Registrar that a candidate complies with certain formalities under University legislation, the candidate be recommended to the University Senate for the award of the specified degree.

17.2.8 In the case of the result being one Fail and/or one Deferred then the Examiners' reports are to be sent to the RTSC Examination Committee. The Research Services Officer will de-identify the Examiners' Reports before forwarding them to the Examination Committee. This Committee will determine whether or not the thesis will be failed or the length of time allowed for amendment and the assessment process to determine the outcome when it is re-submitted.

18. GRIEVANCE PROCEDURES, RIGHT OF REVIEW AND APPEAL ¹

18.1 Candidates for a higher degree may request the RTSC to review a decision on any matter relating to the conditions of candidature, including the adequacy of supervisory arrangements and contact.

18.2 The right of review and appeal against the result of a Taught Unit shall be in accordance with the Academic Regulations.

¹ See Statement on External Avenues of Appeal or Complaint.

- 18.3 If a candidate requests the RTSC to review a decision on a candidature-related matter, that request must be made in writing within thirty days of the date of the letter informing the candidate of the decision, and must set out the reasons in full.

The Chair of the RTSC shall review the decision in consultation with the Associate Dean and the Principal Supervisor and shall, within fourteen days of receipt of the request, inform the candidate of the:

- outcome of the review;
- process undertaken during the review; and
- reasons for the decision.

The Chair shall inform the RTSC and URC of the review and its outcome at its next scheduled meeting.

- 18.4 Appeals by candidates simply rejecting the assessment of the merit of their research or the result of the examination of the thesis will not be considered.

- 18.5 If a candidate requests the RTSC to review its decision to fail a thesis on procedural grounds, that request must be made in writing by the candidate within thirty (30) days of the date of the letter informing him or her of the RTSC Committee's decision, and must set out the reasons in full.

The Chair of the RTSC shall consult with the relevant Associate and Faculty Dean, Principal Supervisor and such other persons as may be appropriate and shall, within twenty-one (21) days of receipt of the appeal, inform the candidate of the:

- outcome of the appeal;
- process undertaken during the appeal; and
- reasons for the decision.

The Chair shall also inform the RTSC and URC of the result of the appeal at its next scheduled meeting.

- 18.6 Notwithstanding the above provisions of this Regulation, candidates may exercise the right of appeal on procedural grounds only against the RTSC decision. Such an appeal shall be made to the Academic Board within thirty (30) days of the date of the letter of notification of the result of the review or appeal to the candidate.

19. CONFERRAL OF AWARDS

- 19.1 To be eligible to be admitted to a higher degree award, a candidate must:

- (a) comply with all University statutes and rules;
- (b) pay all relevant fees and charges; and
- (c) complete all requirements prescribed for the course.

- 19.2 Research and professional Doctoral degrees shall be awarded without classification unless otherwise approved by the Academic Board and Senate.

20. ALTERATION OF REGULATIONS

University Regulations may be altered from time to time by the Academic Board.

21. SAVING CLAUSE

Notwithstanding anything to the contrary contained in these Regulations, the Chair of the URC may, in any case deemed appropriate, vary, dispense with or suspend any requirements of or prescription in these Regulations. Any such action must be reported to the Academic Board at the first reasonable opportunity.

SCHEDULE - Higher degrees

1. The following Higher Degrees may be awarded by the University

- Doctor of Education (EdD)
- Doctor of Philosophy (PhD)
- Doctor of Psychology (DPsych)
- Master of Education (Research) [MEd(Res)]
- Master of Exercise Science (Research) [MExSc(Res)]
- Master of Midwifery (Research) [MMidw(Res)]
- Master of Nursing (Research) [MN(Res)]
- Master of Philosophy (MPhil)

2. Conditions for the Award of Research and Professional Doctorate Degrees

The conditions for the award of the following degrees shall be determined by the Academic Board on the advice of the URC and the Boards of the Faculties indicated:

URC in consultation with all Faculties of the University

- Doctor of Philosophy
- Master of Philosophy

PROFESSIONAL Degrees

FACULTY OF ARTS AND SCIENCES

- Doctor of Psychology

FACULTY OF EDUCATION

- Doctor of Education
- Master of Education (Research)

FACULTY OF HEALTH SCIENCES

- Master of Exercise Science (Research)
- Master of Midwifery (Research)
- Master of Nursing (Research)

3. Duration of Candidature

The requirements for the award of a research degree shall be met within the period indicated:

PhD	F/Time: four years P/Time: eight years
DPsych	F/Time: three years P/Time: six years
EdD	F/Time: three years P/Time: six years
MEd(Res)	F/Time: two years P/Time: four years
MExSc(Res)	F/Time: two years P/Time: four years
MMidw(Res)	F/Time: two years P/Time: four years
MN(Res)	F/Time: two years P/Time: four years
MPhil	F/Time: two years P/Time: four years