

# REGULATION 5.1 – THE DOCTORAL DEGREE (RESEARCH), THE DOCTORAL DEGREE (PROFESSIONAL) AND THE MASTERS DEGREE (RESEARCH)

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## PART A – GENERAL

### 1. Context

- 1.1. This Regulation came into operation on 29 June 1995 and has been subsequently revised.
- 1.2. This Regulation is informed by the following:
  - 1.2.1. TEQSA. 2015. Higher Education Standards Framework.
  - 1.2.2. AQFC. 2013. Australian Qualifications Framework. 2nd Edition
  - 1.2.3. AVCC. 2005, August. Universities and Their Students: Principles for the Provision of Education by Australian Universities.
  - 1.2.4. AVCC. 2005, April. Provision of Education to International Students Code of Practice and Guidelines for Australian Universities.
  - 1.2.5. NHMRC/AVCC. 2007. Australian Code for the Responsible Conduct of Research.
  - 1.2.6. ACGR. 2018. Australian Council of Graduate Research Good Practice Principles and Guidelines.
- 1.3. The Regulation is derived from these overarching frameworks, principles, codes and guidelines. Where these frameworks, principles, codes and guidelines are revised, the most current revision takes precedence.

### 2. Definitions

- 2.1. Higher Degree by Research  
In this Regulation unless the contrary intention appears “Higher Degree by Research” means a qualification located at level 9 or 10 of the Australian Qualifications Framework, which is based on individual research and conducted under the supervision of an experienced researcher with expertise in the discipline. Higher Degrees by Research include: the Masters Degree (Research), the Doctoral Degree (Research), and the Doctoral Degree (Professional).
- 2.2. Masters Degree (Research)  
A degree awarded for an original contribution to knowledge achieved in up to two years of full-time candidature. The program may include some course work but the focus of the degree is on research, and graduates have specialised knowledge and skills for research, and/or professional practice, and/or further learning.
- 2.3. Doctoral Degree (Research)  
A degree awarded for a substantial original contribution to knowledge achieved in two to four years of full-time candidature. The program may include some course work but the focus of the degree is on research, and

graduates have systematic and critical understanding of a complex field of learning and specialised research skills for the advancement of learning and/or for professional practice.

**2.4. Doctoral Degree (Professional)**

A degree program which combines a research project, course work and structured research tasks which are specifically related to professional practice and are often carried out in the workplace. At least two-thirds of the program is based on research.

**2.5. Committee**

The Committee means the authorised committee operation under the delegation of Academic Board.

**2.6. Candidate**

A Student whose application for candidature for the study of a higher degree by research has been approved by the Academic Board.

**2.7. Council**

The Council of Federation University Australia.

**2.8. Field work**

Research and related activities involving the use of equipment, facilities, and resources which are essential for conduct of the research and normally external to the University.

**2.9. Full-time**

A Candidate who is enrolled as a full-time Candidate and whose primary commitment of time is to higher degree scholarship and research.

**2.10. Part-time**

A Candidate who is enrolled as a part-time Candidate and whose primary commitment of time is not to higher degree scholarship and research; such a Candidate is normally able to commit an average of approximately 20 hours per week to higher degree scholarship and research. In equivalence terms, part-time candidature is half of full-time candidature.

**3. Exercise of powers by Academic Board**

**3.1.** When exercising the powers conferred upon it by this Regulation, the Academic Board shall consider any relevant recommendation made to it by the Committee and may delegate responsibilities and powers to the Committee or to the Chair of the Committee.

**3.2.** A Candidate may appeal to the Academic Board against a decision by the Committee relating to assessment, progress or termination of candidature.

## **PART B – THE DOCTORAL DEGREE (RESEARCH)**

### **4. Types of programs**

- 4.1. This regulation shall apply to all Doctoral Degrees (Research) awarded by the University.
- 4.2. The Doctoral Degrees (Research) awarded by the University are specified in “Part B The Schedule.”
- 4.3. The degree of Doctor of Philosophy (Research) (PhD) shall be awarded without classification on the basis of the Candidate having met the requirements of a Doctoral Degree as per the AQF Level 10 criteria and having;
  - conducted research independently at a high level of originality and quality,
  - made a significant and original contribution to knowledge,
  - demonstrated an understanding of the relationship of the investigations undertaken to application to a wider field of knowledge, and
  - demonstrated substantial knowledge of research principles and methods applicable to the field of learning.
- 4.4. The following types of programs may be approved by the Academic Board as appropriate for a Candidate to undertake in order to qualify for the award of the degree of Doctor of Philosophy (Research):
  - 4.4.1. Original scholarship and research carried out by the Candidate under supervision; or
  - 4.4.2. Preparation and presentation of a major work or collection of works, including but not restricted to visual presentation, literary production or computer software development, carried out by the Candidate under supervision and accompanied by a written exegesis.
- 4.5. Thesis format alternatives are specified in Section 11 and Section 12.
- 4.6. Candidates may be eligible to enrol in cotutelle, joint or dual Doctoral Degree (Research) programs according to the rules and regulations stipulated through Memoranda of Understanding or other agreements approved by the University.

### **5. Duration of program**

- 5.1. The minimum period of PhD candidature shall be one year of full-time study and the maximum period four years of full-time study or the equivalent in part-time study.
- 5.2. In exceptional cases the Academic Board may approve an extension of the maximum period of candidature.
- 5.3. In exceptional cases the Academic Board may approve a reduction in the minimum period of candidature.
- 5.4. Subject to the approval of the Academic Board, candidature may incorporate varying segments of full-time and part-time enrolment.
- 5.5. A Candidate who enrolls part-time must be able to complete the program within the maximum allowable period of candidature.
- 5.6. Candidature will be on a continuous basis unless otherwise approved by the Academic Board.
- 5.7. Candidates may elect to study on-campus and normally shall carry out such work, other than field work, at the University, or they may study off-campus where they shall be approved by the Committee to pursue their studies at another suitable location.

### **6. Enrolment**

- 6.1. The Academic Board may approve the enrolment of a person for the Doctoral Degree (Research) if it is satisfied that:

- 6.1.1. The person is eligible for admission under Section 7; and
  - 6.1.2. The research program proposed is appropriate for candidature for the PhD degree and is acceptable to the School; and
  - 6.1.3. The applicant has adequate training and ability to pursue such a program; and
  - 6.1.4. Adequate supervision and facilities can be provided for undertaking the proposed research project, including a supervisory and study environment of research activity or other creative endeavor, inquiry and scholarship.
- 6.2. Any person admitted to candidature for the degree of Doctor of Philosophy will proceed to undertake the research program and other requirements specified by the Academic Board in respect of the person's candidature.
- 6.3. A Candidate shall conduct research in accord with the code of research conduct and professional practice specified by the University.

## **7. Eligibility for admission**

- 7.1. To be eligible for admission as a Candidate for the degree of Doctor of Philosophy on the basis of formal qualifications, a person must demonstrate:
- 7.1.1. Successful completion of a Masters by Research degree that included a dissertation, demonstrating the ability to undertake research at PhD level; or
  - 7.1.2. Successful completion of an undergraduate degree and subsequent additional Honours degree, graduating with first class or second class(upper division) Honours, that included a dissertation demonstrating the ability to undertake research at PhD level; or
  - 7.1.3. Enrolment in a Masters Degree (Research) and sufficient research capability to successfully undertake a Confirmation of Candidature demonstrating the capacity to undertake research at PhD level.
- 7.2. An applicant who does not meet entry requirements on the basis of formal qualifications will be required to provide evidence of equivalent research capability to support their application. Such applicants must demonstrate:
- 7.2.1. Qualifications and/or research skills, professional research experience, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed in Section 7.1; or
  - 7.2.2. Successful completion of a Masters by Coursework degree that included research training and a dissertation demonstrating the ability to undertake research at PhD level, with the combined training and dissertation being equivalent to an Honours degree, at least upper second division.
- 7.3. An applicant who does not hold a valid passport from, and who is not a citizen of, the United Kingdom, the United States of America, Canada, New Zealand or the Republic of Ireland must provide the required evidence of a satisfactory level of competence in oral and written English as specified by the Academic Board and advertised on the University's website.

## **8. Candidature**

- 8.1. A Candidate shall be:
- 8.1.1. Required to re-enrol in each calendar year following the initial enrolment by the date specified by the University, until such time as the thesis has been submitted for examination or their candidature will be terminated; and
  - 8.1.2. Deemed to be enrolled during any period in which the thesis is being examined; and
  - 8.1.3. Required, in the event of having to submit a thesis in a revised form, to continue to enrol until the thesis has been submitted for re- examination.
  - 8.1.4. Required to re-enrol as requested by the Academic Board where there are delays in submission, for example as a result of an appeal outcome or other

extenuating circumstances.

- 8.2. Re-enrolment is subject to approval by the Academic Board upon its consideration of progress reports.
- 8.3. A Candidate may apply for permission to change enrolment status to either full-time or part-time or for leave from studies for a defined period of time, and the Academic Board may grant such an application subject to such conditions as it sees fit.
- 8.4. A Candidate may withdraw from candidature at any time by written notice to the Academic Board.

## 9. Progression

- 9.1. A Candidate shall be provided with:
  - 9.1.1. Continuing supervisory support; and
  - 9.1.2. Appropriate resources required for timely completion of a high quality research project; and
  - 9.1.3. Clarification of ownership and management of intellectual property; and
  - 9.1.4. Assistance to develop key research and employability skills; and
  - 9.1.5. Opportunities to engage with scholarly communities and to be actively involved in the intellectual culture of the University.
- 9.2. Initial admission to PhD candidature is on a provisional basis, and an application for confirmed candidature must be made within 12 months of commencing full-time probationary candidature or within 24 months of commencing part-time probationary candidature, unless otherwise approved by Academic Board.
- 9.3. In order for candidature to be confirmed, the Candidate must complete such processes as determined by the Academic Board to demonstrate that a viable PhD research program has been developed, satisfactory progress has been made, and that the degree requirements can be completed within the period allowed.
- 9.4. The Principal Supervisor and the Dean of the School of enrolment (or nominee) will provide the Academic Board with written advice as to whether candidature should be confirmed.
- 9.5. The Principal Supervisor together with the Candidate will obtain approval from the relevant ethics committee within the University prior to collection of data where such approval is necessary.
- 9.6. A Candidate applying to convert from Masters Degree (Research) enrolment to PhD candidature must successfully undertake the Confirmation of Candidature process, as determined by the Academic Board, to demonstrate the capacity to undertake research at PhD level.
- 9.7. The Principal Supervisor and the Dean of the School of enrolment (or nominee) will provide the Academic Board with written advice as to whether transfer of candidature should be permitted.
- 9.8. In the event of transfer, the length of PhD candidature will be adjusted to take into account part or all of the period spent as a Masters Candidate.
- 9.9. Throughout candidature a Candidate shall submit written reports on academic progress as and when requested by the principal supervisor, Dean of the School of enrolment (or nominee), or the Academic Board, not less frequently than annually. Such reports shall be discussed with the Principal Supervisor.
- 9.10. When the Principal Supervisor or the Dean of the School of enrolment (or nominee) considers that a Candidate is not making satisfactory progress or is not complying with regulations, the Academic Board may require the Candidate to show cause why candidature should not be terminated.
- 9.11. If the Academic Board, after giving the Candidate an opportunity to show cause and after considering all the evidence before it, believes the Candidate is not making satisfactory progress or is not complying with regulations, it may

- 9.11.1. Terminate the Candidate's enrolment for the degree; or
  - 9.11.2. Specify in writing the conditions under which the Candidate's enrolment for the degree may continue.
- 9.12. Failure to agree to or comply with the conditions will result in termination of candidature.

## 10. Supervisory arrangements

- 10.1. The Academic Board shall appoint a supervisory panel of a minimum of two supervisors from among the persons listed in the Register of Higher Degree Research Supervisors as qualified to be the Principal Supervisor and the Associate or Co-Supervisors of a Doctoral Candidate, or from among persons otherwise deemed eligible by the Academic Board.
- 10.2. One member of the supervisory panel will be designated as the Principal Supervisor for the period of candidature. The Principal Supervisor will be a member of academic staff of the University except in specific cases, such as a relevant adjunct or honorary appointment, approved by the Academic Board.
- 10.3. The Principal Supervisor shall:
- 10.3.1. Be listed on the Register of Higher Degree Research Supervisors; and
  - 10.3.2. Be an active researcher with relevant scholarly expertise; and
  - 10.3.3. Hold a Doctoral Degree or have demonstrable equivalent research experience in a relevant discipline as determined by the Chair, Research Higher Degree Committee; and
  - 10.3.4. Operate in accord with the code of supervisory practices adopted by the Academic Board, including professional development and performance review; and
  - 10.3.5. Provide opportunities for the Candidate to engage with scholarly communities; and
  - 10.3.6. Meet on regular basis with the Candidate and document such meetings; and
  - 10.3.7. Supervise and counsel the Candidate in all aspects of the Candidate's research project and the preparation of the thesis; and
  - 10.3.8. Monitor progress and ensure the Candidate is made aware in writing of inadequate progress or of work which is below the standard generally expected, specifying shortcomings and suggesting ways of addressing them; and
  - 10.3.9. Discuss with the Candidate proposed future work and the general planning of the thesis; and
  - 10.3.10. Comment critically and constructively and within a month on the work forwarded by the student and monitor the student's performance relative to the standard required for the degree; and
  - 10.3.11. Provide the Academic Board with accurate reports on the Candidate's progress.
- 10.4. An Associate Supervisor will be a member of academic staff of the University, except in specific cases, such as a relevant adjunct or honorary appointment, which must be approved by the Academic Board, and a co-supervisor will be an external person of recognised standing in the field of the Candidate's research.
- 10.5. The supervisory panel will provide guidance to the Candidate in the design, conduct and timely completion of the research project, support in publication and dissemination of research findings, and advice on the acquisition of research and other skills as appropriate.
- 10.6. If a Principal Supervisor is unavailable and unable to undertake this supervision for a period of up to three consecutive months, then the Associate Supervisor may act as the Principal Supervisor during this period. If a Principal Supervisor is unavailable for more than three consecutive months, the Academic Board shall on

the advice of the Dean of the School of enrolment appoint an acting Principal Supervisor from among persons on the register of Principal Supervisors or otherwise deemed eligible by the Academic Board.

## **11. The Thesis**

- 11.1.** On completing the program of advanced study and research, a Candidate shall submit a thesis based on work carried out during candidature. A thesis may adopt one of the following formats:
  - 11.1.1. Conventional thesis; or
  - 11.1.2. Thesis incorporating published papers; or
  - 11.1.3. Practical works and an exegesis.
- 11.2.** The thesis is to be presented in accord with the requirements outlined in Section 12.
- 11.3.** A conventional thesis may incorporate or include as an appendix up to two publications resulting from the work completed during candidature whether or not the Candidate is the sole author or one of the joint authors.
- 11.4.** A thesis incorporating published papers is one where normally three or more papers based upon the candidate's research form a substantial part of the thesis content rather than, as above, where one or more papers are included as appendices. In this case, the majority of the thesis will be in the form of papers published, accepted for publication, submitted for publication or drafted for submission. Such a thesis will have equivalent intellectual content and rigour, and make the same contribution to knowledge as a conventional thesis. The material presented for a Doctor of Philosophy (Research) incorporating published papers must be presented in a logical sequence to form a coherent whole. A maximum of 66% of the papers in a thesis incorporating publications may be published prior to enrolment in the program and must have been published within ten years prior to the date of enrolment.
- 11.5.** A Candidate may not present in the thesis any work for which another award has been conferred by the University or any other academic institution, but a Candidate shall not be precluded from incorporating extracts from such work in the thesis provided that the sum of any such extracts does not constitute the major proportion of the thesis and provided also that the source of each such extract is stated explicitly.
- 11.6.** The thesis shall adhere to the principles of research and academic integrity concerning plagiarism, contract cheating, and research ethics as stipulated in the code of research conduct and professional practice specified by the University.
- 11.7.** The thesis shall identify the extent to which the work of others is being relied upon by providing appropriate acknowledgment, citation, and reference in the text and in the reference list.
- 11.8.** The statement of authorship and originality signed and dated by the Candidate when the thesis is submitted for examination will include a declaration that no other person's work has been relied upon or used without due acknowledgment in the main text and reference list of the thesis. This statement will also acknowledge editorial assistance and copyright provisions and approvals, and include acknowledgement that a plagiarism report has been submitted to the University.
- 11.9.** In cases where ethics approval was required for any component of the research, a statement from the Chair of the relevant ethics committee, declaring that all necessary ethics-related processes have been completed must be submitted with the thesis.

## **12. Presentation of a Thesis**

- 12.1.** The thesis presented by a Candidate for examination shall conform to the

requirements of this section unless otherwise agreed by the Academic Board.

**12.2.** A PhD thesis will normally be:

- 12.2.1. A text of not more than 100,000 words reporting original scholarship and research carried out by the Candidate under supervision; or
- 12.2.2. A major work or collection of works, including but not restricted to visual presentation, literary production or computer software development, carried out by the Candidate under supervision and accompanied by an exegesis or scholarly commentary of no more 40,000 words.

**12.3.** If a thesis or exegesis exceeds the respective upper word limit it may not be accepted for submission and the Candidate may be asked to reduce the word count.

### **13. Submission of thesis for Examination**

**13.1.** A Candidate shall notify the University of their intention to submit the thesis for examination using the appropriate proforma available on the University's website.

**13.2.** Candidates for higher degrees shall present for examination the required number of copies of the thesis text and/or an electronic version of the thesis.

**13.3.** The thesis, may include materials and formats such as performances, creative works, folios or electronic media appropriate to the discipline as approved by Dean of the School of enrolment. The thesis proportions, where designated to comprise creative work and dissertation must be specified at confirmation and the dissertation component cannot be less than 25% of the work.

**13.4.** Written work submitted for examination shall be in the English language, unless an exemption is granted by the Academic Board prior to submission.

**13.5.** If the thesis is based on research conducted in collaboration, the nature and extent of the Candidate's contribution to the research shall be clearly indicated.

**13.6.** Any practical works submitted must demonstrate a systematic line of enquiry and investigation, and there must be a demonstrable and essential link between the practical works and the exegesis. The exegesis should reveal and elaborate the line of enquiry and investigation pursued in preparation of the practical works and provide commentary on individual practical works and overall.

**13.7.** A Candidate shall identify all sources of background knowledge and the extent to which the work of others is being relied upon by providing appropriate acknowledgment, citation and reference in the text of the thesis and in the reference list.

### **14. Arrangement**

**14.1.** The thesis text shall be prepared and submitted using the thesis guidelines as approved by Academic Board.

**14.2.** A "Statement of authorship and originality" in the following words, will appear on the thesis template. This statement must be signed and dated by the Candidate.

"Statement of authorship and originality":

Except where explicit reference is made in the text of the thesis, this thesis contains no material published elsewhere or extracted in whole or in part from a thesis by which I have qualified for or been awarded another degree or diploma. No other person's work has been relied upon or used without due acknowledgment in the main text and reference list of the thesis. No editorial assistance has been received in the production of the thesis without due acknowledgement. Except where duly referred to, the thesis does not include material with copyright provisions or requiring copyright approvals.

### **15. Examination of the thesis**

**15.1.** After considering recommendations from the supervisor(s), as informed by consultation with the candidate, and the relevant Dean of the School of



enrolment, the Academic Board shall appoint at least two examiners who will be external to the University.

- 15.2.** Examiners shall:
- 15.2.1. Hold a PhD or possess equivalent relevant professional experience; and
  - 15.2.2. Be independent of the conduct of the candidate's research; and
  - 15.2.3. Be recognised as an international expert in the field or discipline of the thesis; and
  - 15.2.4. Be without bias and real or perceived conflict of interest, and sign a conflict of interest declaration.
- 15.3.** Where an examiner fails to return an assessment within two months of being sent the thesis, the Academic Board may appoint a replacement examiner.
- 15.4.** The name of any examiner shall not be disclosed to a Candidate prior to or during examination, and will be disclosed to the Candidate on completion of examination only with the agreement of the examiner.
- 15.5.** Examiners are required to assess the thesis in terms of whether the Candidate has made a significant and original contribution to knowledge, has demonstrated an understanding of the relationship of the investigations undertaken to a wider field of knowledge, and has demonstrated substantial knowledge of research principles and methods applicable to the field of learning. In addition to providing the Academic Board with written comments bearing on these criteria, the examiners, acting independently, will recommend to the Academic Board that:
- 15.5.1. The thesis should be classified as PASSED without further examination; or
  - 15.5.2. The thesis should be classified as PASSED, subject to minor corrections made to the satisfaction of the Academic Board; that is the thesis is suitable for conferral once the author has addressed nominated passages, textual errors, and referencing mistakes. These actions should largely be able to be undertaken independently by the candidate; or
  - 15.5.3. The thesis should be PASSED subject to major corrections made to the satisfaction of the Academic Board; that is the thesis requires new data collection, new or revised data analysis, substantive rewriting of one or more chapters, or a large number of stylistic/presentation errors. These actions should be undertaken with ongoing input from the supervisory team; or
  - 15.5.4. The thesis should be classified as DEFERRED; the thesis requires substantial revision followed by re-examination by external experts and the Candidate should be permitted to submit the thesis for examination in a revised form; or
  - 15.5.5. The thesis should be classified as FAILED.
- 15.6.** An overall grade will be awarded by the Academic Board on consideration of the individual recommendations of the examiners.
- 15.7.** If the recommendations received from examiners differ markedly, the Academic Board may take such action as it thinks fit, such as the appointment of an additional examiner to supply an examination report.
- 15.8.** The Academic Board may require that the Candidate be examined orally on the substance of the thesis. Such oral examination shall be conducted under arrangements made by the Academic Board in consultation with the examiners, the principal supervisor, and the Dean of the School of enrolment. The Candidate shall be advised in advance of the persons to be present at the examination and of the general arrangements for the conduct of the examination.
- 15.9.** In the case of a Candidate who accepts an invitation to submit a revised thesis for re-examination, the Candidate shall be provided with guidelines for revision of the thesis based on the reports of the examiners. Only in exceptional cases will more than a single attempt at revision of the thesis be permitted.
- 15.10.** Where a thesis is to be corrected or revised and submitted for re-examination, the Candidate must complete the requirement within a time limit specified by the Academic Board.

- 15.11.** Where a thesis is to be revised and submitted for re-examination, the examiners will normally be those who evaluated the thesis on initial submission.
- 15.12.** Where a thesis is re-examined, the thesis is eligible for one of only three possible examination outcomes;
- 15.12.1. The thesis should be classified as PASSED without further examination; or
- 15.12.2. The thesis should be classified as PASSED subject to minor corrections, textual errors and/or referencing corrections.
- 15.12.3. The thesis should be classified as FAILED

## **16. Admission to the degree**

- 16.1.** When the Academic Board is satisfied that a Candidate has fulfilled the conditions prescribed for admission to the Doctoral Degree (Research), the Academic Board shall recommend to Council that the Candidate be admitted to that degree.
- 16.2.** When this recommendation has been confirmed by Council the Candidate will be deemed as completed.

## **17. Fees**

- 17.1.** A Candidate shall be required to pay such fees as determined by the Council. Candidates who exceed the maximum period of candidature as specified in 2a) may be required to pay tuition fees.

## **18. Effects of changes in the Regulation**

- 18.1.** Where the Committee is of the view that a Candidate for a Higher Doctoral degree has been or may be adversely affected by an amendment to this Regulation 5.1 which has occurred subsequent to the Candidate's admission to candidature, the Candidate may be permitted to continue under such Statutes, Regulations or requirements of the Institution in force at any time during the period of candidature and on such conditions as prescribed by the Research Higher Degree Committee.

## **PART B THE SCHEDULE**

These rules shall apply to

- 1) Doctor of Philosophy (Research) – the PhD and any other Degree of Doctor of Philosophy (Research) accredited by the University.

## **PART C – THE DOCTORAL DEGREE (PROFESSIONAL)**

### **19. Types of Programs**

- 19.1.** This regulation shall apply to all Doctoral Degrees (Professional) awarded by the University.
- 19.2.** The professional doctorates awarded by the University are specified in Part C The Schedule.
- 19.3.** In Part C:
- 19.3.1.** “Program” means a program of structured learning and independent supervised study that produces significant and original research outcomes equivalent in total to 360 credit points of study, and of which the research component normally forms 240 credit points (66%, or two years of a three year program).
  - 19.3.2.** “Advanced coursework” means structured learning to enhance the candidate’s capacity to make a significant contribution to original knowledge in the discipline and/or research integrated practice developed in collaboration with a relevant professional, industry, statutory or regulatory body;
  - 19.3.3.** “Research component” means a research proposal for candidature and production of a professional thesis, dissertation, exegesis or equivalent;
  - 19.3.4.** “Professional thesis” means a thesis, dissertation, exegesis or equivalent research-based project output addressing an important problem or question concerning policy and/or practice in a professional, industry, community, statutory or regulatory body.
  - 19.3.5.** Thesis format alternatives are specified in Section 27.
- 19.4.** The Doctor of Philosophy (Professional) shall make a significant and original contribution to knowledge in the context of professional practice.
- 19.5.** A professional doctorate shall be awarded without classification on the basis of the Candidate having met the requirements of a Doctoral Degree (Professional) as per the AQF Level 10 criteria and;
- 19.5.1.** completed appropriate advanced coursework and
  - 19.5.2.** completed a professional thesis that makes a contribution to knowledge in the discipline, and
  - 19.5.3.** undertaken research- integrated practice developed in conjunction as described above which demonstrates an understanding of the relationship of the investigations undertaken, and
  - 19.5.4.** demonstrates critical reflection and analysis of issues relevant to professional policy and/or practice.
- 19.6.** A professional doctorate program must be approved by the Academic Board. A Candidate for a professional doctorate may be awarded credit by the Academic Board in respect of the advanced coursework program in accordance with Regulation 5.2 and this Regulation and any other relevant legislation.
- 19.7.** Proposals from Faculties for professional doctorate programs which involve variations in the proportion of advanced coursework and research component may be approved by the Academic Board only on the basis of demonstrated professional accreditation requirements.
- 19.8.** Candidates may be eligible to enrol in cotutelle, joint or dual Doctoral Degree (Professional) programs according to the rules and regulations stipulated through Memoranda of Understanding or other agreements approved by the University.

### **20. Duration of program**

- 20.1.** The advanced coursework shall be completed within the normal progression rules

of the University.

- 20.2.** Variation to the proportions of coursework and research component will not be approved for individual Candidates.
- 20.3.** The maximum period of candidature shall be four years of full-time study or the equivalent in part-time study. The normal period for completion of the research component shall be two years full-time study or equivalent part-time study.
- 20.4.** In exceptional cases the normal period for the research component may be extended by the Academic Board.
- 20.5.** Subject to the approval of the Academic Board, candidature may incorporate varying segments of full-time and part-time enrolment.
- 20.6.** A Candidate who enrolls part-time must be able to complete the program within the maximum allowable period of candidature.
- 20.7.** Candidature will be on a continuous basis unless otherwise approved by the Academic Board.
- 20.8.** Candidates may elect to study on-campus where they shall pursue their studies wholly under the control of the University and normally shall carry out such work, other than field work, at the University, or they may elect to study off-campus where they shall be approved by the Committee to pursue their studies at another suitable location.
- 20.9.** Successful completion of advanced coursework and research-integrated practice, normally to the value of 120 credit points, which will support the research outcomes; of this advanced coursework at least 90 credit points will involve courses at Doctoral level and normally at least 60 credit points will involve research education.
- 20.10.** A professional thesis, dissertation, exegesis or equivalent, the length of which may vary with each discipline, with the norm being 45,000 words (or equivalent if presented in an alternative medium approved by the Academic Board). The Research component will be equivalent to 240 credit points.

## **21. Enrolment**

- 21.1.** The Academic Board may approve the enrolment of a person for the degree of Doctor of Philosophy (Professional) if it is satisfied that:
  - 21.1.1.** The applicant is eligible for admission under Section 22; and
  - 21.1.2.** The proposed research component is appropriate for candidature for the degree of professional doctorate and is acceptable to the relevant School; and
  - 21.1.3.** The applicant has adequate training and ability to pursue such a program; and
  - 21.1.4.** Adequate supervision and facilities can be provided for undertaking the research component, including a supervisory and study environment of research activity or other creative endeavour, inquiry or scholarship.
- 21.2.** Any person admitted to candidature for the degree of professional doctorate will proceed to undertake the program and other requirements specified by the Academic Board in respect of the person's candidature.
- 21.3.** A Candidate shall undertake the advanced coursework in accordance with the normal regulations of the University.
- 21.4.** A Candidate shall conduct the research component in accord with the code of research conduct and professional practice specified by the University.

## **22. Eligibility for admission**

- 22.1.** To be eligible for admission as a Candidate for the degree of Doctor of Philosophy (Professional) on the basis of formal qualifications, a person must demonstrate:
  - 22.1.1.** Successful completion of a Masters Degree (Research) that included a

- dissertation, demonstrating the ability to undertake research at professional doctorate level; or
- 22.1.2. Successful completion of an undergraduate degree and subsequent additional Honours degree, graduating with first class or second class(upper division) Honours, that included a dissertation demonstrating the ability to undertake research at professional doctorate level; or
- 22.1.3. Enrolment in a Masters Degree (Research) and sufficient research capability to successfully undertake a Confirmation of Candidature demonstrating the capacity to undertake research at professional doctorate level.
- 22.2.** An applicant who does not meet entry requirements on the basis of formal qualifications will be required to provide evidence of equivalent research capability to support their application. Such applicants must demonstrate:
- 22.2.1. Qualifications and/or research skills, professional research experience, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed in Section 22.1; or
- 22.2.2. Successful completion of a Masters by Coursework degree that included research training and a dissertation demonstrating the ability to undertake research at professional doctorate level, with the combined training and dissertation being equivalent to an Honours degree, at least upper second division.
- 22.3.** All applicants should normally hold at least two years (full-time equivalent) of relevant professional experience and such professional qualifications and professional accreditation as may be required to engage in research-integrated practice relevant to the proposed program.
- 22.4.** An applicant who does not hold a valid passport from, and who is not a citizen of, the United Kingdom, the United States of America, Canada, New Zealand or the Republic of Ireland must provide the required evidence of a satisfactory level of competence in oral and written English as specified by the Academic Board and advertised on the University's website.
- 22.5.** Notwithstanding the provisions of Regulation 5.2 and this Regulation, a Candidate for a professional doctorate may be admitted by the Academic Board to the program with credit for specific advanced coursework on production of satisfactory evidence of prior academic study completed by the Candidate and assessed by the Academic Board as being equivalent to advanced coursework included within the program.
- 22.6.** No Candidate may receive credit totalling more than 80 credit points of advanced coursework. Of this credit, no more than 40 credit points may be granted for courses of study undertaken at Masters level. Credit will not be granted for courses of study undertaken below Masters level nor for courses of study not related to the area of study. Credit will not normally be granted for any of the research component of the program.
- 22.7.** On admission of a Candidate who has transferred from another professional doctorate program (or equivalent) at the University, or another recognised tertiary institution, the Committee will determine the period of candidature and the level of any credit towards the Doctoral Degree (Professional) program.

## **23. Candidature**

- 23.1.** A Candidate shall be:
- 23.1.1. Required to re-enrol in each calendar year following the initial enrolment by date specified by the University, until such time as the advanced coursework has been completed and the professional thesis has been submitted for examination, or their candidature will be terminated; and

- 23.1.2. Deemed to be enrolled during any period in which the professional thesis is being examined; and
- 23.1.3. Required, in the event of having to submit a professional thesis in a revised form, to enrol for a period prescribed by the Academic Board until the revised thesis has been submitted for re-examination.
- 23.1.4. Required to re-enrol as requested by the Academic Board where there are delays in submission, for example as a result of an appeal outcome or other extenuating circumstances.
- 23.2. Re-enrolment in the research component of the degree is subject to approval by the Academic Board upon satisfactory progress as identified in progress reports or otherwise.
- 23.3. A Candidate may apply for permission to change enrolment status to either full-time or part-time or for leave from studies for a defined period of time, and the Academic Board may grant such an application subject to such conditions as it determines.
- 23.4. A Candidate may withdraw from candidature at any time by written notice to the Academic Board.
- 23.5. Conversion to the degree of Doctor of Philosophy (Research) may be approved by Academic Board.

## **24. Progression in the Research Component**

- 24.1. A Candidate shall be provided with;
  - 24.1.1. Continuing supervisory support; and
  - 24.1.2. Appropriate resources required for timely completion of a high quality research project; and
  - 24.1.3. Clarification of ownership and management of intellectual property; and
  - 24.1.4. Assistance to develop key research and employability skills; and
  - 24.1.5. Opportunities to engage with scholarly communities and to be actively involved in the intellectual culture of the University.
- 24.2. The Candidate will pass the required advanced coursework before commencing the research component. Relevant University Higher Education regulations for courses apply.
- 24.3. Initial admission to the professional doctorate program is on a probationary basis, and, following completion of the advanced coursework component, an application for confirmed candidature must be made within six months of commencing the research component full-time or within 12 months of commencing the research component part-time.
- 24.4. In order for candidature to be confirmed, the Candidate must complete such processes as determined by the Academic Board to demonstrate that the development of a viable research program has been developed, satisfactory progress has been made, and that the degree requirements can be completed within the period allowed.
- 24.5. The Principal Supervisor and the Dean of the School of enrolment (or nominee) will provide the Academic Board with written advice as to whether candidature to undertake the proposed research should be confirmed.
- 24.6. The Candidate will obtain approval from the relevant ethics committee within the University prior to collection of data where such approval is necessary.
- 24.7. A Candidate applying to transfer from Doctoral Degree (Professional) enrolment to PhD candidature must successfully undertake the Confirmation of Candidature process, as determined by the Academic Board, to demonstrate the capacity to undertake research at the PhD level.
- 24.8. The Principal Supervisor and the Dean of the School of enrolment (or nominee) will provide the Academic Board with written advice as to whether change of candidature should be permitted.

- 24.9.** In the event of change of candidature, the length of PhD candidature will be adjusted to take into account part of all of the period spent as a Doctoral Degree (Professional) Candidate.
- 24.10.** Throughout candidature a Candidate shall submit written reports on academic progress as and when requested by the Principal Supervisor, Dean of the School of enrolment or the Academic Board, not less frequently than annually. Such reports shall be discussed with the Principal Supervisor.
- 24.11.** When the Principal Supervisor or the Dean of the School of enrolment considers that a Candidate is not making satisfactory progress or is not complying with regulations, the Academic Board may require the Candidate to show cause why candidature should not be terminated.
- 24.12.** If the Academic Board, after giving the Candidate an opportunity to show cause and after considering all the evidence before it, believes the Candidate is not making satisfactory progress or is not complying with regulations, it may:
  - 24.12.1. Terminate the Candidate's enrolment for the degree; or
  - 24.12.2. Specify in writing the conditions under which the Candidate's enrolment for the degree may continue.
- 24.13.** Failure to agree to or comply with the conditions will result in termination of candidature.

## **25. Supervisory arrangements**

- 25.1.** The Academic Board shall appoint a supervisory panel of a minimum of two supervisors from among the persons listed in the Register of Higher Degree Research Supervisors as qualified to be the Principal Supervisor and the Associate or Co-Supervisors of a Doctoral Candidate, or from among persons otherwise deemed eligible by the Academic Board.
- 25.2.** One member of the supervisory panel will be designated the Principal Supervisor for the period of candidature. The Principal Supervisor will be a member of academic staff of the University except in specific cases, such as a relevant adjunct or honorary appointment, approved by the Academic Board.
- 25.3.** The Principal Supervisor shall:
  - 25.3.1. Be listed on the Register of Higher Degree Research Supervisors; and
  - 25.3.2. Be an active researcher with relevant scholarly expertise; and
  - 25.3.3. Hold a Doctoral Degree or have demonstrable equivalent research experience in a relevant discipline as determined by the Chair, Research Higher Degree Committee; and
  - 25.3.4. Operate in accord with the code of supervisory practices adopted by the Academic Board, including professional development and performance review; and
  - 25.3.5. Provide opportunities for the Candidate to engage with scholarly communities; and
  - 25.3.6. Meet on regular basis with the Candidate and document such meetings; and
  - 25.3.7. Supervise and counsel the Candidate in all aspects of the Candidate's research project and the preparation of the thesis; and
  - 25.3.8. Monitor progress and ensure the Candidate is made aware in writing of inadequate progress or of work which is below the standard generally expected, specifying shortcomings and suggesting ways of addressing them; and
  - 25.3.9. Discuss with the Candidate proposed future work and the general planning of the thesis; and
  - 25.3.10. Comment critically and constructively and within a month on the work forwarded by the student and monitor the student's performance relative to the standard required for the degree; and



- 25.3.11. Provide the Academic Board with accurate reports on the Candidate's progress.
- 25.4. An Associate Supervisor will be a member of academic staff of the University, except in specific cases, such as a relevant adjunct or honorary appointment, which must be approved by the Academic Board, and a co-supervisor will be an external person of recognised standing in the field of the Candidate's research.
- 25.5. The supervisory panel will provide guidance to the Candidate in the design, conduct and timely completion of the research project, support in publication and dissemination of research findings, and advice on the acquisition of research and other skills as appropriate.
- 25.6. If a Principal Supervisor is unavailable and unable to undertake this supervision for a period of up to three consecutive months, then the Associate Supervisor may act as the Principal Supervisor during this period. If a Principal Supervisor is unavailable for more than three consecutive months, the Academic Board shall on the advice of the Dean of the School of enrolment appoint an acting Principal Supervisor from among persons on the register of Principal Supervisors or otherwise deemed eligible by the Academic Board

## 26. The program

- 26.1. To be awarded a professional doctorate the Candidate shall;
  - 26.1.1. Satisfactorily complete designated advanced coursework; and
  - 26.1.2. Gain approval from the Academic Board, via the confirmation process, for a proposed research component; and
  - 26.1.3. Complete the research component, as prescribed by the Academic Board; and
  - 26.1.4. Submit a thesis for external assessment.
- 26.2. On completing the research component, a Candidate shall submit a thesis based on work carried out during candidature. A thesis may adopt one of the following formats:
  - 26.2.1. Conventional thesis; or
  - 26.2.2. Thesis incorporating published papers; or
  - 26.2.3. Practical works and an exegesis.
- 26.3. The thesis is to be presented in accord with the requirements outlined in Section 27.
- 26.4. A Candidate may not present in the professional thesis any work for which another award has been conferred by the University or any other academic institution, but a Candidate shall not be precluded from incorporating extracts from such work in the thesis provided that the sum of any such extracts does not constitute the major proportion of the thesis and provided also that the source of each such extract is stated explicitly.
- 26.5. The thesis shall adhere to the principles of research and academic integrity concerning plagiarism, contract cheating and research ethics as stipulated in the code of research conduct and professional practice specified by the University.
- 26.6. The thesis shall identify the extent to which the work of others is being relied upon by providing appropriate acknowledgment, citation, and reference in the text and in the reference list.
- 26.7. The statement of authorship and originality signed and dated by the Candidate when the thesis is submitted for examination will include a declaration that no other person's work has been relied upon or used without due acknowledgment in the main text and reference list of the professional thesis. This statement will also acknowledge editorial assistance and copyright provisions and approvals, and include acknowledgement that a plagiarism report has been submitted to the University.
- 26.8. In cases where ethics approval was required for any component of the research, a statement from the Chair of the relevant ethics committee, declaring that all

necessary ethics-related processes have been completed must be submitted with the professional thesis.

## **27. Presentation of the professional thesis**

- 27.1.** The thesis presented for examination by a Candidate shall conform to the requirements of this section unless otherwise agreed by the Academic Board.
- 27.2.** A thesis submitted for the Doctoral Degree (Professional) will normally be:
- 27.2.1.** A text of not more than 50,000 words reporting original scholarship and research carried out by the Candidate under supervision; or
  - 27.2.2.** a major work or collection of works, including but not restricted to visual presentation, literary production or computer software development, carried out by the Candidate under supervision and accompanied by an exegesis or scholarly commentary of between 10,000 and 20,000 words.
- 27.3.** If a thesis or exegesis exceeds the respective upper word limit it may not be accepted for submission and the Candidate may be asked to reduce the word count.
- 27.4.** A conventional thesis may incorporate or include as an appendix up to two publications resulting from the work completed during candidature whether or not the Candidate is the sole author or one of the joint authors.
- 27.5.** Where the professional thesis takes the form of an exegesis it will include the preparation and presentation of a major work or collection of works, including but not restricted to visual presentation, literary production or computer software development, carried out by the Candidate under supervision. The practical works must demonstrate a systematic line of enquiry and investigation, and there must be a demonstrable and essential link between the practical works and the exegesis. The exegesis should reveal and elaborate the line of enquiry and investigation pursued in preparation of the practical works and provide commentary on individual practical works and overall.
- 27.6.** A professional thesis incorporating published papers is one where normally three or more papers based upon the candidate's research form a substantial part of the thesis content rather than, as above, where one or more papers are included as appendices. In this case, the majority of the thesis will be in the form of papers published, accepted for publication, submitted for publication or drafted for submission. Such a thesis will have equivalent intellectual content and rigour, and make the same contribution to knowledge as a conventional thesis. The material presented for a Doctoral Degree (Professional) incorporating published papers must be presented in a logical sequence to form a coherent whole. A maximum of 66% of the papers in a thesis incorporating publications may be published prior to enrolment in the program and must have been published within ten years prior to the date of enrolment.

## **28. Submission of thesis for examination**

- 28.1.** A Candidate shall notify the University of their intention to submit the thesis for examination using the appropriate proforma available on the University's website.
- 28.2.** Candidates for higher degrees shall present for examination the required number of copies of the professional thesis. If the thesis includes a major work or collection of works, the major work or collection of works shall be presented in a format suitable for examination. A thesis may be rejected as unfit for examination if it does not conform to the requirements set out in this section. The University will provide evidence to the examiners that the coursework has been successfully completed.

## **29. General requirements**

- 29.1. Written work submitted for examination shall be in the English language unless an exemption is granted by the Academic Board prior to submission.
- 29.2. The thesis should normally be based on work conducted independently. In exceptional circumstances, a clearly identifiable component of a joint research project may be approved. Such work must be certificated as the independent work of the candidate. Any such proposals must be clearly signaled at confirmation and approved by the Academic Board. If the thesis is based upon research conducted in collaboration, the nature and extent of the Candidate's contribution to the research shall be clearly indicated.
- 29.3. A Candidate shall identify all sources of background knowledge drawn upon in writing the professional thesis and the extent to which the work of others has been relied upon by providing appropriate acknowledgment, citation and reference in the text of the professional thesis and in the reference list.

### 30. Arrangement

- 30.1. The thesis text shall be prepared and submitted using the thesis guidelines as approved by Academic Board.
- 30.2. A "Statement of authorship and originality" in the following words, will appear on the thesis template. This statement must be signed and dated by the Candidate.  
"Statement of authorship and originality":  
Except where explicit reference is made in the text of the thesis, this thesis contains no material published elsewhere or extracted in whole or in part from a thesis by which I have qualified for or been awarded another degree or diploma. No other person's work has been relied upon or used without due acknowledgment in the main text and reference list of the thesis. No editorial assistance has been received in the production of the thesis without due acknowledgement. Except where duly referred to, the thesis does not include material with copyright provisions or requiring copyright approvals.
- 30.3. After considering recommendations from the supervisor(s), as informed by consultation with the candidate, and the relevant Dean of the School of enrolment, the Academic Board shall appoint a minimum of two examiners who will be external to the University.
- 30.4. Examiners shall:
  - 30.4.1. Hold a PhD or possess equivalent relevant professional experience; and
  - 30.4.2. Be independent of the conduct of the candidate's research; and
  - 30.4.3. Be recognised as an international expert in the field or discipline of the thesis; and
  - 30.4.4. Be without bias and real or perceived conflict of interest, and sign a conflict of interest declaration.
- 30.5. Where an examiner fails to return an assessment within two months of being sent the professional thesis, the Academic Board may appoint a replacement examiner.
- 30.6. The name of any examiner shall not be disclosed to a Candidate prior to or during examination, and will be disclosed to the Candidate on completion of examination only with the agreement of the examiner.
- 30.7. Examiners are required to assess the professional thesis in terms of whether it makes a significant and original contribution to knowledge in the context of professional practice, demonstrates an understanding of the relationship of the investigations undertaken to a wider field of knowledge, and shows advanced, searching and expansive critical reflection or analysis of professional policy and/or practice. In addition to providing the Academic Board with written comments bearing on these criteria, the examiners, acting independently, will recommend to the Academic Board that:
  - 30.7.1. The thesis should be classified as PASSED without further examination; or

- 30.7.2. The thesis should be classified as PASSED, subject to minor corrections made to the satisfaction of the Academic Board; that is the thesis is suitable for conferral once the author has addressed nominated passages, textual errors, referencing mistakes. These actions should largely be able to be undertaken independently by the candidate; or
  - 30.7.3. The thesis should be PASSED subject to major corrections made to the satisfaction of the Academic Board; that is the thesis requires new data collection, new or revised data analysis, substantial rewriting of one or more chapters, or a large number of stylistic/presentation errors. These actions should be undertaken with ongoing input from the supervisory team; or
  - 30.7.4. The thesis should be classified as DEFERRED; the thesis requires substantial revision and re-examination by external experts and the Candidate should be permitted to submit the thesis for examination in a revised form; or
  - 30.7.5. The thesis should be classified as FAILED.
- 30.8.** An overall grade will be awarded by the Academic Board on consideration of the individual recommendations of the examiners.
  - 30.9.** If the recommendations received from examiners differ markedly, the Academic Board may take such other action as it thinks fit, such as appointment of an additional examiner to supply an examination report.
  - 30.10.** The Academic Board may require that the Candidate be examined orally on the substance of the thesis. Such oral examination shall be conducted under arrangements made by the Academic Board in consultation with, the principal supervisor, and the Dean of the School of enrolment. The Candidate shall be advised in advance of the persons to be present at the examination and of the general arrangements for the conduct of the examination.
  - 30.11.** In the case of a Candidate who accepts an invitation to submit a revised thesis for re-examination, the Candidate shall be provided with guidelines of the thesis based on the reports of the examiners. Only in exceptional cases will more than a single attempt at revision of the thesis be permitted for revision.
  - 30.12.** Where a thesis is to be corrected or revised and submitted for re-examination, the Candidate must complete the requirement within a time limit specified by the Academic Board.
  - 30.13.** Where a thesis is to be revised and submitted for re-examination, the examiners will normally be those who evaluated the thesis on initial submission.
  - 30.14.** Where a thesis is re-examined by external examiners, the thesis is eligible for one of only three examination outcomes;
    - 30.14.1. The thesis should be classified as PASSED without further examination; or
    - 30.14.2. The thesis should be classified as PASSED subject to minor corrections, textual errors and/or referencing corrections.
    - 30.14.3. The thesis should be classified as FAILED

## **31. Admission to the degree**

- 31.1.** When the Academic Board is satisfied that a Candidate has fulfilled the conditions prescribed for admission to the Doctoral Degree (Professional), the Academic Board shall recommend to the Council that the Candidate be admitted to that degree.
- 31.2.** When this recommendation has been confirmed by Council the Candidate will be deemed as completed.

## **32. Fees**

- 32.1.** A Candidate shall be required to pay such fees as determined by the Council. Candidates who exceed the maximum period of candidature as specified in 2 (2)

may be required to pay tuition fees.

### **33. Effects of changes in the Regulation**

- 33.1.** Where the Committee is of the view that a Candidate has been or may be adversely affected by an amendment to this Regulation 5.1 which has occurred subsequent to the Candidate's admission to candidature, the Candidate may be permitted to continue under such Statutes, Regulations or requirements of the Institution in force at any time during the period of candidature and on such conditions as prescribed by the Higher Degrees by Research Committee.

## **PART C THE SCHEDULE**

- 1) These rules shall apply to the following Degrees of Doctor of Philosophy (Professional):
  - a) Doctor of Business Administration,
  - b) Doctor of Education,
  - c) Doctor of Education (Educational Leadership)
  - d) Doctor of Information Technology,
  - e) Doctor of Psychology,and any other Degree of Doctor of Philosophy (Professional) accredited by the University.

## **PART D - MASTERS DEGREES (RESEARCH)**

### **34. Types of programs**

- 34.1.** This regulation shall apply to all Masters Degrees (Research) awarded by the University.
- 34.2.** The Masters Degrees (Research) awarded by the University are specified in Part D 'The Schedule'.
- 34.3.** A Masters Degree (Research) shall be awarded without classification on the basis that a Candidate meets the requirements of a masters degree as per the AQF Level 9 criteria and;
  - 34.3.1.** Has successfully undertaken supervised study, and
  - 34.3.2.** completed a program of research, research training and independent study which may involve advanced coursework, and
  - 34.3.3.** which makes a contribution to knowledge demonstrating a critical appreciation and understanding of the relationship of their own work to that of other work in the field.
  - 34.3.4.** has applied an advanced body of knowledge in a range of contexts.
- 34.4.** The following types of programs may be approved by the Academic Board as appropriate for a Candidate to undertake in order to qualify for the award of a Masters Degree (Research).
  - 34.4.1.** Scholarship and research carried out by the Candidate under supervision; and
  - 34.4.2.** A combination of advanced coursework and research of which no less than two-thirds of the total load of the program will be devoted to research, research training and independent study; or
  - 34.4.3.** Preparation and presentation of a major work or collection of works, including but not restricted to visual presentation, literary production or computer software development, carried out by the Candidate under supervision and accompanied by a written exegesis.
- 34.5.** Thesis format alternatives are specified in Section 42. These include a thesis incorporating published papers.
- 34.6.** Candidates may be eligible to enrol in cotutelle, joint or dual Masters Degree (Research) programs according to the rule and regulations stipulated through Memoranda of Understanding or other agreements approved by the University.

### **35. Duration of the program**

- 35.1.** The minimum period of Masters Degree (Research) candidature shall be one year of full-time study and the maximum period shall be two years of full-time study or the equivalent in part-time study.
- 35.2.** In exceptional cases the Academic Board may approve an extension of the maximum period of candidature.
- 35.3.** In exceptional cases the Academic Board may approve a reduction in the minimum period of candidature.
- 35.4.** Subject to the approval of the Academic Board, candidature may incorporate varying segments of full-time and part-time enrolment.
- 35.5.** A Candidate who enrolls part-time must be able to complete the program within the maximum allowable period of candidature.
- 35.6.** Candidature will be on a continuous basis unless otherwise approved by the Academic Board.
- 35.7.** Candidates may elect to study on-campus where they shall pursue their studies wholly under the control of the University and normally shall carry out such work, other than field work, at the University, or they may elect to study off-campus where they shall be approved by the Committee to pursue their studies at another suitable location.

## **36. Enrolment**

- 36.1.** The Academic Board may approve the enrolment of a person for a Masters Degree (Research) if it is satisfied that:
- 36.1.1. The person is eligible for admission under Section 37, and the program proposed is appropriate for candidature for the Masters Degree (Research) and acceptable to the School; and
  - 36.1.2. The applicant has adequate training and ability to pursue such a program; and
  - 36.1.3. Adequate supervision and facilities can be provided for undertaking the proposed research project, including a supervisory and study environment of research activity or other creative endeavour, inquiry and scholarship.
- 36.2.** Any person admitted to candidature for a Masters Degree (Research) will proceed to undertake a research program and other requirements specified by the Academic Board in respect of the person's candidature.
- 36.3.** A Candidate shall conduct research in accord with the code of research conduct and professional practice specified by the University.

## **37. Eligibility for admission**

- 37.1.** To be eligible for admission as a Candidate for a Masters Degree (Research) a person must demonstrate:
- 37.1.1. Successful completion of an undergraduate degree and subsequent additional Honours degree, graduating with at least second class Honours, that included a dissertation demonstrating the ability to undertake research at Masters level; or
  - 37.1.2. Qualifications and/or research skills, professional experience, or
  - 37.1.3. Publications that are assessed by the Academic Board as being at least equivalent to or a satisfactory substitute for any of the qualifications prescribed in Section 37.1.
- 37.2.** Candidates who do not meet eligible entry requirements will be required to undertake an additional program of study considered by the Academic Board, on the recommendation of the appropriate School, to be, in combination with any relevant past research experience, at least equivalent to a fourth year of advanced undergraduate study and research in a relevant field. The Academic Board may extend as necessary the maximum period of candidature in these cases.
- 37.3.** An applicant who does not hold a valid passport from, and who is not a citizen of, the United Kingdom, the United States of America, Canada, New Zealand or the Republic of Ireland must, in applying for candidature, provide the required evidence of a satisfactory level of competence in oral and written English as specified by the Academic Board and advertised on the University's website.

## **38. Candidature**

- 38.1.** A Candidate shall be:
- 38.1.1. Required to re-enrol in each calendar year following the initial enrolment the date specified by the University, until such time as the thesis has been submitted for examination, or their candidature will be terminated; and
  - 38.1.2. Deemed to be enrolled during any period in which the thesis is being examined; and
  - 38.1.3. Required, in the event of having to submit a thesis in a revised form, to continue to re-enrol until the thesis has been submitted for re-examination;
  - 38.1.4. Required to re-enrol as requested by the Academic Board where there are delays in submission, for example as a result of an appeal outcome or other extenuating circumstances.
- 38.2.** Re-enrolment is subject to approval by the Academic Board upon its consideration of progress reports.



- 38.3.** A Candidate may apply for permission to change enrolment status to either full-time or part-time or for leave from studies for a defined period of time, and the Academic Board may grant such an application subject to such conditions as it determines.
- 38.4.** A Candidate may withdraw from candidature at any time by written notice to the Academic Board.

### **39. Progression**

- 39.1.** A Candidate shall be provided with:
- 39.1.1. Continuing supervisory support; and
  - 39.1.2. Appropriate resources required for timely completion of a high quality research project; and
  - 39.1.3. Clarification of ownership and management of intellectual property; and
  - 39.1.4. Assistance to develop key research and employability skills; and
  - 39.1.5. Opportunities to engage with scholarly communities and to be actively involved in the intellectual culture of the University.
- 39.2.** Initial admission to Masters Degree (Research) candidature is on a provisional basis, and an application for confirmed candidature must be made within six months of commencing full-time probationary candidature or within 12 months of commencing part-time probationary candidature.
- 39.3.** In order for candidature to be confirmed, the Candidate must complete such processes as determined by the Academic Board to demonstrate that a viable Masters Degree (Research) program has been developed, satisfactory progress has been made, and the degree requirements can be completed within the period allowed.
- 39.4.** The Principal Supervisor and the Dean of the School of enrolment (or nominee) will provide the Academic Board with written advice as to whether candidature should be confirmed.
- 39.5.** The Principal Supervisor together with the Masters Candidate will obtain approval from the relevant ethics committee within the University prior to collection of data where such approval is necessary.
- 39.6.** A Candidate applying to convert from Masters Degree (Research) enrolment to Doctoral Degree (Research) candidature must successfully undertake the Confirmation of Candidature process, as determined by the Academic Board, to demonstrate the capacity to undertake research at PhD level, that a viable PhD research program has been developed, satisfactory progress has been made, and the PhD degree requirements can be completed within the period allowed.
- 39.7.** The Principal Supervisor and the Dean of the School of enrolment (or nominee) will provide the Academic Board with written advice as to whether transfer of candidature should be permitted.
- 39.8.** In the event of transfer, the date of commencement of PhD candidature will be adjusted to take into account part or all of the period spent as a Masters Candidate.
- 39.9.** Throughout candidature a Candidate shall submit reports on academic progress as and when requested by the principal supervisor, Dean of the School of enrolment, or the Academic Board, not less frequently than annually. Such reports will be discussed with the Principal Supervisor.
- 39.10.** When the Principal Supervisor or the Dean of the School of enrolment (or nominee) considers that a Candidate is not making satisfactory progress or is not complying with regulations, the Academic Board may require the Candidate to show cause why candidature should not be terminated.
- 39.11.** If the Academic Board, after giving the Candidate an opportunity to show cause and after considering all the evidence before it, believes the Candidate is not making satisfactory progress or is not complying with regulations, it may:
- 39.11.1. Terminate the Candidate's enrolment for the degree; or

39.11.2. Specify in writing the conditions under which the Candidate's enrolment for the degree may continue.

39.12. Failure to agree to or comply with the conditions will result in termination of candidature.

#### **40. Supervisory arrangements**

40.1. The Academic Board shall appoint a supervisory panel of a minimum of two supervisors from among the persons listed in the Register of Higher Degree Research Supervisors as qualified to be the Principal Supervisor and the Associate or Co-Supervisors of a Masters Candidate, or from among persons otherwise deemed eligible by the Academic Board.

40.2. One member of the supervisory panel will be designated the Principal Supervisor for the period of candidature. The Principal Supervisor will be a member of academic staff of the University except in specific cases, such as a relevant adjunct or honorary appointment, approved by the Academic Board.

40.3. The Principal Supervisor shall:

40.3.1. Be listed on the Register of Higher Degree Research Supervisors; and

40.3.2. Be an active researcher with relevant scholarly expertise; and

40.3.3. Hold a Doctoral Degree or have demonstrable equivalent research experience in a relevant discipline as determined by the Chair, Research Higher Degree Committee; and

40.3.4. Operate in accord with the code of supervisory practices adopted by the Academic Board, including professional development and performance review; and

40.3.5. Provide opportunities for the Candidate to engage with scholarly communities; and

40.3.6. Meet on regular basis with the Candidate and document such meetings; and

40.3.7. Supervise and counsel the Candidate in all aspects of the Candidate's research project and the preparation of the thesis; and

40.3.8. Monitor progress and ensure the Candidate is made aware in writing of inadequate progress or of work which is below the standard generally expected, specifying shortcomings and suggesting ways of addressing them; and

40.3.9. Discuss with the Candidate proposed future work and the general planning of the thesis; and

40.3.10. Comment critically and constructively and within a month on the work forwarded by the student and monitor the student's performance relative to the standard required for the degree; and

40.3.11. Provide the Academic Board with accurate reports on the Candidate's progress.

40.4. If a Principal Supervisor is unavailable and unable to undertake this supervision for a period of up to three consecutive months, then the Associate Supervisor may act as the Principal Supervisor during this period. If a Principal Supervisor is unavailable for more than three consecutive months, the Academic Board shall on the advice of the Dean of the School of enrolment appoint an acting Principal Supervisor from among persons on the register of Principal Supervisors or otherwise deemed eligible by the Academic Board

#### **41. The Thesis**

41.1. On completing the program of advanced study and research, a Candidate shall submit a thesis based on work carried out during candidature. A thesis may adopt one of the following formats:

41.1.1. Conventional thesis; or

41.1.2. Thesis incorporating published papers; or

- 41.1.3. Practical works and an exegesis.
- 41.2. The thesis is to be presented in accord with the requirements outlined in Section 43.
- 41.3. A conventional thesis may incorporate or include as an appendix up to two publications resulting from the work completed during candidature whether or not the Candidate is the sole author or one of the joint authors.
- 41.4. A thesis incorporating published papers is one where normally one or more papers based upon the candidate's research form a substantial part of the thesis content rather than, as above, where one or more papers are included as appendices. In this case, the majority of the thesis will be in the form of papers published, accepted for publication, submitted for publication or drafted for submission. Such a thesis will have equivalent intellectual content and rigour, and make the same contribution to knowledge as a conventional thesis. The material presented for a Masters Degree (Research) incorporating published papers must be presented in a logical sequence to form a coherent whole. A maximum of 66% of the papers in a thesis incorporating publications may be published prior to enrolment in the program and must have been published within ten years prior to the date of enrolment.
- 41.5. The practical works must demonstrate a systematic line of enquiry and investigation, and there must be a demonstrable and essential link between the practical works and the exegesis. The exegesis should reveal and elaborate the line of enquiry and investigation pursued in preparation of the practical works and provide commentary on individual practical works and overall duration of program.
- 41.6. A Candidate may not present in the thesis any work for which another award has been conferred by the University or any other academic institution, but a Candidate shall not be precluded from incorporating extracts from such work in the thesis provided that the sum of any such extracts does not constitute the major proportion of the thesis and provided also that the source of each such extract is stated explicitly.
- 41.7. The thesis shall adhere to the principles of research and academic integrity concerning plagiarism, contract cheating and research ethics as stipulated in the code of research conduct and professional practice specified by the University.
- 41.8. The thesis shall identify the extent to which the work of others is being relied upon by providing appropriate acknowledgment, citation, and reference in the text and in the reference list.
- 41.9. The statement of authorship and originality signed and dated by the Candidate when the thesis is submitted for examination will include a declaration that no other person's work has been relied upon or used without due acknowledgment in the main text and reference list of the thesis. This statement will also acknowledge editorial assistance and copyright provisions and approvals, and include acknowledgment that a plagiarism report has been submitted to the University.
- 41.10. In cases where ethics approval was required for any component of the research, a statement from the Chair of the relevant ethics committee, declaring that all necessary ethics-related processes have been completed must be submitted with the thesis.

## 42. Presentation of a Thesis

- 42.1. The thesis presented by a Candidate for examination shall conform to the requirements of this section unless otherwise agreed by the Academic Board.
- 42.2. A Masters Degree (Research) thesis will normally be:
- 42.2.1. a text of not more than 40,000 words reporting original scholarship and research carried out by the Candidate under supervision, or
  - 42.2.2. a major work or collection of works, including but not restricted to visual

presentation, literary production or computer software development, carried out by the Candidate under supervision and accompanied by an exegesis or scholarly commentary of between 10,000 and 20,000 words.

- 42.3. If a thesis or exegesis exceeds the respective upper word limit it may not be acceptable for submission and the Candidate may be asked to reduce the word count.

#### **43. Submission of thesis for examination:**

- 43.1. A Candidate shall notify the University of their intention to submit the thesis for examination using the appropriate proforma available on the University's website.
- 43.2. Candidates for higher degrees shall present for examination the required number of copies of the thesis text.
- 43.3. The thesis, may include materials and formats such as performances, creative works, folios or electronic media appropriate to the discipline as approved by Dean of the School of enrolment. The thesis proportions, where designated to comprise creative work and dissertation must be specified at confirmation and the dissertation component cannot be less than 25% of the work.

#### **44. General requirements:**

- 44.1. Written work submitted for examination shall be in the English language, unless an exemption is granted by the Academic Board prior to submission.
- 44.2. If the thesis is based on research conducted in collaboration, the nature and extent of the Candidate's contribution to the research shall be clearly indicated.
- 44.3. A Candidate shall identify all sources of background knowledge and the extent to which the work of others is being relied upon by providing appropriate acknowledgment, citation and reference in the text of the thesis and in the reference list.

#### **45. Arrangement**

- 45.1. The thesis text shall be prepared and submitted using the thesis guidelines as approved by Academic Board.
- 45.2. A "Statement of authorship and originality" in the following words, will appear on the thesis template. This statement must be signed and dated by the Candidate. "Statement of authorship and originality":  
Except where explicit reference is made in the text of the thesis, this thesis contains no material published elsewhere or extracted in whole or in part from a thesis by which I have qualified for or been awarded another degree or diploma. No other person's work has been relied upon or used without due acknowledgment in the main text and reference list of the thesis. No editorial assistance has been received in the production of the thesis without due acknowledgement. Except where duly referred to, the thesis does not include material with copyright provisions or requiring copyright approvals.

#### **46. Examination of the thesis**

- 46.1. After considering recommendations from the supervisor(s), as informed by consultation with the candidate, and the relevant Dean of the School of enrolment, the Academic Board shall appoint at least two examiners, at least one of whom will be external to the University.
- 46.2. Examiners shall:
- 46.2.1. Hold at least a PhD degree or possess equivalent relevant professional experience; and
  - 46.2.2. Be independent of the conduct of the candidate's research; and
  - 46.2.3. Be recognised as an expert in the field or discipline of the thesis; and

- 46.2.4. Be without bias and real or perceived conflict of interest, and sign a conflict of interest declaration.
- 46.3.** Where an examiner fails to return an assessment within two months of being sent the thesis, the Academic Board may appoint a replacement examiner.
- 46.4.** The name of any examiner shall not be disclosed to a Candidate prior to or during examination, and will be disclosed to the Candidate on completion of examination only with the agreement of the examiner.
- 46.5.** Examiners are required to assess the thesis in terms of whether the Candidate has conducted a research program in ways that demonstrate command of the knowledge and skills pertinent to the area of investigation as well as a critical appreciation and understanding of the relationship of the work to that of others. In addition to providing the Academic Board with written comments bearing on these criteria, the examiners, acting independently, will recommend to the Academic Board that:
- 46.5.1. The thesis should be classified as PASSED without further examination; or
- 46.5.2. The thesis should be classified as PASSED, subject to minor corrections made to the satisfaction of the Academic Board, that is, the thesis is suitable for conferral once the author has addressed nominated passages, textual errors, and referencing mistakes. These actions should largely be able to be undertaken independently by the candidate; or
- 46.5.3. The thesis should be PASSED subject to major corrections made to the satisfaction of the Academic Board; that is, the thesis requires new data collection, new or revised data analysis, substantial rewriting of one or more chapters, or contains a large number of stylistic/presentation errors. These actions should be undertaken with ongoing input from the supervisory team; or
- 46.5.4. The thesis should be classified as DEFERRED; the thesis requires substantial revision and re-examination by external experts and the Candidate should be permitted to submit the thesis for examination in a revised form; or
- 46.5.5. The thesis should be classified as FAILED.
- 46.6.** If the recommendations received from examiners differ, the Academic Board may take such action as it thinks fit, such as the appointment of an additional examiner to supply an examination report.
- 46.7.** The Academic Board may require that the Candidate be examined orally on the substance of the thesis. Such oral examination shall be conducted under arrangements made by the Academic Board in consultation with the examiners, the principal supervisor, and the Dean of the School of enrolment. The Candidate shall be advised in advance of the persons to be present at the examination and of the general arrangements for the conduct of the examination.
- 46.8.** In the case of a Candidate who accepts an invitation to submit a revised thesis for re-examination, the Candidate shall be provided with guidelines for revision of the thesis based on the reports of the examiners. Only in exceptional cases will more than a single attempt at revision of the thesis be permitted.
- 46.9.** Where a thesis is to be corrected or revised and submitted for re-examination, the Candidate must complete the requirement within a time limit specified by the Academic Board.
- 46.10.** Where a thesis is to be revised and submitted for re-examination, the examiners will normally be those who evaluated the thesis on initial submission.
- 46.11.** Where a thesis is re-examined by external examiners, the thesis is eligible for one of only three examination outcomes;
- 46.11.1. The thesis should be classified as PASSED without further examination; or
- 46.11.2. The thesis should be classified as PASSED subject to minor corrections, textual errors and/or referencing corrections.
- 46.11.3. The thesis should be classified as FAILED

#### **47. Admission to the degree**

- 47.1. When the Academic Board is satisfied that a Candidate has fulfilled the conditions prescribed for admission to the Masters Degree (Research), the Academic Board shall recommend to Council that the Candidate be admitted to that degree.
- 47.2. When this recommendation has been confirmed by Council the Candidate will be deemed as completed.

#### **48. Fees**

- 48.1. A Candidate shall be required to pay such fees as determined by the Council. Candidates who exceed the maximum period of candidature as specified in 2 (1) may be required to pay tuition fees.

#### **49. Effects of changes in the Regulation**

- 49.1. This regulation may be subject to amendment from time to time. Under such circumstances, candidature will continue under the revised stipulations of the Regulation, rather than those prevailing at the commencement of candidature, but only if there is no disadvantage to the student by applying the revised stipulations.

## PART D THE SCHEDULE

### Masters Degrees (Research)

These rules shall apply to the following Masters Degrees (Research) :

Master of Applied Science,

Master of Applied Science: Bio-Science,

Master of Applied Science: Social Sciences,

Master of Arts,

Master of Business,

Master of Education,

Master of Engineering Science,

Master of Human Movement: Social Sciences,

Master of Human Movement: Bio-Sciences,

Master of Mathematical Sciences,

Master of Nursing,

Master of Science,

Master of Computing,

and to any other Masters Degree (Research) accredited by the University.

Made 29/6/95  
Amendment 1 Made 01/11/95  
Amendment 2 Made 30/10/96  
Amendment 3 Made 11/12/96  
Amendment 4 Made 24/06/98 Promulgated 07/07/98  
Amendment 5 Made 26/03/99 Promulgated 14/04/99  
Amendment 6 Made 08/12/99 Promulgated 07/01/00  
Amendment 7 Made 06/12/00 Promulgated 09/01/01  
Amendment 8 Made 11/09/02 Promulgated 01/10/02  
Amendment 9 Made 10/09/03 Promulgated 06/10/03  
Amendment 10 Made 03/12/03 Promulgated 19/03/04  
Amendment 11 Made 08/09/04 Promulgated 04/10/04  
Amendment 12 Made 08/09/04 Promulgated 17/05/05  
Amendment 13 Made 15/06/05 Promulgated 30/06/05  
Amendment 14 Made 17/02/09 Promulgated 07/04/09  
Amendment 15 Made 21/07/09 Promulgated 18/08/09  
Amendment 16 Made 11/08/09 Promulgated 07/09/09  
Amendment 17 Made 06/10/15 Promulgated 19/01/16  
Amendment 18 Made 12/12/19 Promulgated 19/12/19