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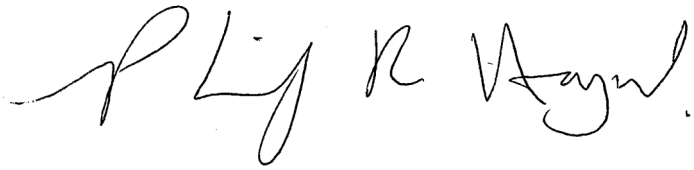
Welcome

Candidates contemplating enrolling in a Higher Degree by Research (PhD or Masters by thesis) often face a bewildering array of decisions to make, while those recently enrolled face a barrage of procedures, policies, guidelines and other information.

In this handbook we have brought together a collection of information which we hope will assist you in making decisions before candidature, and will assist in your progression during candidature through to the examination process.

If you have an issue and the solution is not in the Handbook, please do not hesitate to contact the Division of Research on (02) 6620 3172.

Good luck with your Higher Degree Research.



Professor Phil Hayward
Director of Research Training

A. Introduction

The Division of Research

Southern Cross University's Division of Research, formerly the Graduate Research College, was established on 1 January 1993 to ensure quality in postgraduate research candidate recruitment, supervision, examination, and support. The role has grown to incorporate support for academic staff research and, under the leadership of the Pro-Vice Chancellor (Research), responsibility for the strategic planning of research across the University. The Division of Research is now divided into two distinct units to reflect these different functions: the Research Training unit and the Research and Commercial Services Unit.

Research Training Unit (RTU)

The Research Training Unit, under the leadership of its Director, Professor Phil Hayward, supports and administers postgraduate research candidature through:

- centralising all administration procedures to do with candidature, from enrolment through to examination
- offering a comprehensive orientation program in February and July
- providing training for supervisors of research degree candidates
- assisting with the submission of human research ethics applications
- offering financial assistance to students wishing to present papers at national and international conferences at any time in candidature or to attend an international conference in the first year of candidature
- providing academic mentoring and support throughout candidature
- providing assistance with research methodology, particularly statistical analysis
- ensuring adequate computer and office facilities are available to candidates
- liaising with CRUX, the University's postgraduate student association and
- offering a Graduate Certificate in Research Management to add value to the research degree.

The RTU also deals with administration and examination of professional doctorates: the Doctor of Business Administration (DBA), the Doctor of Education (EdD) and the Doctor of Indigenous Philosophies (DIP). This handbook deals primarily with rules and procedures relating to candidature for Masters by Research and Doctor of Philosophy (PhD). For details relating to professional doctorate candidature, see the GCM Doctoral Candidates' Centre at study@scu.edu.au.

The Research and Commercial Services Unit (RCS)

The Research and Commercial Services Unit provides services to assist researchers to establish commercial terms with industry partners supporting research at Southern Cross University. The office can assist with grant applications and budgets, and provides the process and pathway through the University in establishment of research projects. The Business Office can assist you with various matters, including scholarship agreements and Student Participation Deeds especially if you are working on projects funded by an external party. The Business Office acts as a liaison point for gaining legal clearance through the University's Legal Office for these agreements. All contracts handled by the Unit receive legal clearance as part of the process.

Research Committees

The *Research Advisory Committee (RAC)* is a subcommittee of the University's Academic Board. It makes decisions in relation to research policy and management for the University as a whole. A postgraduate student representative (usually a member of the CRUX Executive) sits on this Committee.

The *Higher Degrees Research Committee (HDRC)* is also a subcommittee of Academic Board, and is responsible for administering the rules of the University relating to postgraduate research awards, including professional doctorates, in particular those relating to admission, progression and examination. Due to the confidentiality of the material discussed in the Committee, there is no student representation.

Division of Research Staff

Staff member	Title and Location	Contact Details	Support for Postgraduates
Professor Neal Ryan	Pro-Vice Chancellor (Research) Room R3.21	neal.ryan@scu.edu.au +61 2 6620 3719	Prof. Ryan has responsibility for research policy and strategic research directions of the University
Ms Louise Gordon	PA to Prof. Ryan Room R3.20C	louise.gordon@scu.edu.au +61 2 6620 3172	Louise is the friendly first point of contact at the Division of Research
Ms Judi Summers	Executive Officer Room R3.22B	judi.summers@scu.edu.au +61 2 6620 3809	Judi assists with any requests for use of facilities and resources
Dr Lyndon Brooks	Research Methodologist Room R3.16	lyndon.brooks@scu.edu.au +61 2 6620 3965	Lyndon assists in the design of research, statistical analysis of data and reporting of results
Research Training Unit			
Professor Philip Hayward	Director of Research Training Room R3.22	philip.hayward@scu.edu.au +61 2 6626 9186	Prof. Hayward has ultimate responsibility for policy in relation to postgraduate candidature
Ms Sandra Guthrie	PA to Prof. Hayward Room R3.22A	sandra.guthrie@scu.edu.au +61 2 6620 3520	Sandra assists with GCRM* enquiries and conference assistance
TBA	Manager, Research Training	TBA	The new manager will be responsible for training programs & progression through candidature
Ms Annie Hart	Student Liaison Officer Room R3.26	anne.hart@scu.edu.au +61 2 6620 3414	Annie assists with all administrative processes related to candidature
Ms Sue White	Secretary, HDRC and Examinations Officer Room R3.17	sue.white@scu.edu.au +61 2 6626 9426 (Lismore) +61 7 5506 9303 (TCG)	Sue handles all examinations processes and inquiries.
Dr Kath Fisher	Co-ordinator, GCRM Room R3.39A	kath.fisher@scu.edu.au +61 2 6620 3473 (Tuesdays) 0421 315 593	Kath lectures in and is academic co-ordinator of the Graduate Certificate in Research Management (GCRM)
Research and Commercial Services Unit (RCS)			
Mr Steve Williams	Director of Research and Commercialisation Services Room R3.22A	stephen.williams@scu.edu.au +61 2 6620 3458	Steve helps with intellectual property and commercialisation issues, industry partner support and negotiations for research funding
Ms Robyn Anderson	Finance Officer Room R3.20B	robyn.anderson@scu.edu.au +61 2 6620 3705	Robyn assists with any scholarship or research funding issues
Ms Sue Kelly	Secretary, HREC Room R3.15	sue.kelly@scu.edu.au +61 2 6626 9139	Sue assists with any human research ethics inquiries
Ms Joan Waterford	Project Manager, Research Services Room R3.20	joan.waterford@scu.edu.au +61 2 6620 3485	Joan handles negotiation of research agreements and budget support
Ms Carolyn Piercy	Business Office Administrator Room R3.20.	carolyn.piercy@scu.edu.au +61 2 6626 9471	Carolyn assists with administration of research agreements
Ms Jackie Hudson	Administrative Assistant R3.20	jacqueline.hudson@scu.edu.au +61 2 6626 9361	Jackie assists with administration in the RCS

Website: http://www.scu.edu.au/research/college

B. Before Candidature

How to apply

Step 1: Determine your eligibility

Refer to the rules of the relevant award which can be found at http://www.scu.edu.au/docs/handbook/courses/index.php to determine your eligibility to apply. If you are unsure whether your qualifications are sufficient to satisfy minimum requirements, raise the matter with the Director of Research Training of the School in which you wish to study (see the Division of Research website for contact details www.scu.edu.au/research/college).

English Language Proficiency

If your undergraduate studies were not undertaken in English or if your first language is not English, you must convince the University that your standard of English is sufficient for you to study successfully here. You must submit either:

- an original IELTS test result, showing a score of 6.5 or better, including a minimum score of 6.0 in the sub-bands (http://www.ielts.org) or
- an original TOEFL test result showing a score of 580 or better (237 if computer-based), and a Test of Written English (TWE) score of at least 5.0 (http://www.toefl.org).

Other evidence of ability to study in English may be considered, and any evidence should not be more than two (2) years old at the date of application. For citizens of some countries, an IELTS test is required by the Australian Government for the granting of a student visa.

Please note that without these documents it is not possible to assess your application if English is not your first language.

Contact details for Australian Government offices around the world can be located at: http://www.immi.gov.au/wwi/index.htm.

Step 2: Contact the relevant Director of Research Training

Once you have chosen the relevant School or Department that matches your area of research interest, contact the corresponding Director of Research Training to ensure that a suitable supervisor is available and willing to work with you on your project. The Director will need to confirm with the Head of School that there are appropriate resources to support your project.

Step 3: Complete an application for admission

After gaining the approval of both the Director and the Head of School, and having discussed your project with your supervisor, complete the Application for Admission form, which is available from the Division of Research website (www.scu.edu.au/research/college) and can be made at any time of the year. Include with this application an outline of your proposed course of advanced study and research that you have discussed with your supervisor, a two (2) page CV and original academic transcripts. Where transcripts are in a language other than English, you must organise to have the documents transcribed into English and certified as correct and true copies of the originals. After the application is signed by you, your supervisor and the Director and Head of School, it then goes to the Higher Degrees Research Committee (Research) for approval.

If you are an international student and wish to study on-campus (internally) you are required to liaise directly with the University's International Office (www.scu.edu.au/international/office).

Once your application has been approved, you will receive a formal offer of admission, together with a Supervisor/Candidate Agreement form.

Step 4: Complete the Supervisor/Candidate Agreement form

The relationship you develop with your supervisor is possibly the single most important determinant of the success of your candidature. Establishing clear agreements and negotiating expectations from the outset is therefore very important. When you receive the Supervisor/Candidate Agreement form with your offer letter, contact your supervisor and arrange to meet to work through the agreement together, or at least discuss it over the phone. You may also want to go through the same process with your co-supervisor, if you have one. Remember you can renegotiate the agreement at any time, especially if conditions change during your candidature.

If you are an international student and are studying in Australia, you can wait until you arrive before filling out this agreement, but remember that your enrolment cannot proceed until the Agreement form and offer letter have been signed (see below).

Step 5: Accept offer of admission and complete enrolment

To accept the offer, sign the letter of offer in the space provided, and return it, together with the Supervisor/Candidate Agreement form and the application for a student ID card, to the Division of Research (GRC). Your commencement date will be the date the acceptance and Agreement form are received, unless you wish to commence at a later date. A retrospective commencement date is not permissible. Submission of acceptance documentation constitutes enrolment in the course.

Scholarships

Australian and New Zealand citizens and permanent residents of Australia commencing a PhD or a Masters by thesis are exempt from HECS.

Stipend scholarships are available from three main sources:

- Australian Government funded scholarships;
- Industry-funded scholarships;
- Co-operative Research Centre (CRC) scholarships.

Candidates enrolled full time may apply for stipend scholarships once a year in October for commencement of the scholarship in the following year. Stipend scholarships are non-taxable and candidates can earn an additional amount up to the tax free threshold before tax liability begins. It is best to check with a financial advisor before taking on extra income.

Australian Postgraduate Awards (APAs)

A limited number of APAs are made available by the Federal Government and administered by the University. They are open to Australian and New Zealand citizens and permanent residents. Applications for APAs close at the end of October. They are funded for three (3) years in the case of a PhD, and two (2) years in the case of a Masters by thesis.

Awards may be commenced from 1 January. Except where prior approval has been given an award holder must commence studies by 31 March or the award may be withdrawn and reallocated to another applicant. If an award holder has not commenced by 31 July of the year of the award the Commonwealth will withdraw the funding.

International Postgraduate Research Scholarships (IPRS)

A limited number of IPRS are made available by the Federal Government and administered by the University. All scholarship applicants will be considered for an IPRS provided they are overseas postgraduates who are eligible for the award and for admission to the PhD degree or Masters degree by research at this University. While the IPRS itself covers tuition fees and medical insurance only, the IPRS recipient automatically receives an additional stipend scholarship from the University.

If you have accepted an offer of a scholarship with stipend at the University you should advise Robyn Anderson in the Division of Research as soon as you have started work. Action can then be taken to commence payments to the bank account you have nominated.

Sick leave

Scholarship recipients are eligible for a maximum of 12 weeks sick leave over the period of their scholarship. If you wish to apply for sick leave, fill out a sick leave form (available on the Division of Research website) and submit it to Robyn Anderson, the scholarships officer. For periods of more than three (3) days sick leave, a doctor's certificate is required.

Leave of absence

If you are taking a leave of absence from your candidature, your scholarship payments are suspended for the period of the interruption (see section below on changes to conditions of candidature).

Annual leave

Candidates on stipend scholarships are also eligible for four (4) weeks annual leave per year, which can be rolled over and accumulated each year. Discuss leave with your supervisor before applying. For instance, you might decide to take a longer period of annual leave rather than taking an interruption so your payments can continue while you are not working on your degree.

Allowances

Scholarship holders are also eligible for a thesis allowance to cover the costs of printing and binding and in some instances a relocation allowance if you need to move closer to the campus. Check with Robyn Anderson or the website for current year conditions.

Part Time Study

Scholarships are not normally payable for periods of part-time study. If you change your mode of study, you should first check your eligibility to your award for this period.

Employment

Scholarship holders may be appointed to undertake casual teaching or other duties which should total more than 20% of the normal teaching load of a Level A Academic. If you are unsure if you will exceed these limits you should check with Robyn Anderson.

C. Early Candidature

Orientation

As early as possible in your candidature you should attend Postgraduate Orientation, which is a condition of confirmation of candidature. As a newly enrolled student you will be sent an invitation to attend. If for any reason it is not possible for you to attend any program, please apply to the Associate Dean of Graduate Studies applying for an exemption, stating your reasons, with support from your supervisor.

An orientation program is held in February each year on the Lismore campus and a shorter program is held in July for candidates who enrol after February. Accommodation is provided for candidates who live more than 100 km from Lismore. We encourage you to attend one of the February programs, even if it is later than your first year, as many of the sessions are relevant throughout candidature.

The full program covers information such as the following:

- Introduction to the processes and procedures of candidature
- Introduction to library services, including EndNote training
- How to develop good support systems
- What completing candidates have learned from their candidature
- Introduction to quantitative and qualitative research methods
- What makes a good thesis
- Publishing during candidature
- Organising and managing your research
- Human research ethics
- Writing in your discipline
- Managing your supervisor
- Introduction to CRUX, the postgraduate student association.

Peer support groups

One of the most important aspects of your candidature we discuss at Orientation is setting up peer support networks, especially for students who are studying their degrees in isolation. We strongly encourage you to form a group that meets regularly. The main benefits are to support each other on your postgraduate research journey; to maintain accountability to your research goals; to get support for publication and to maintain passion and interest in your research.

Ethics approval process

It is essential to submit an ethics application form before you begin your research if your research entails work with animals or humans. For current application forms and the latest information, go to the web site, http://www.scu.edu.au/research/college and download the forms – or contact the appropriate office.

- The Animal Care and Ethics Committee (ACEC) is responsible for the approval of experimental research on animals. The contact is the Secretary of ACEC, Louise Woods louise.woods@scu.edu.au. The Chair of ACEC is Professor Bill Boyd.
- The Human Research Ethics Committee (HREC) is responsible for the approval of research on humans. The contact is the Secretary of HREC, Sue Kelly sue.kelly@scu.edu.au. The Chair of HREC is Professor Bill Boyd.

The Human Research Ethics Committee (HREC)

The HREC is directly responsible to the Vice-Chancellor for considering the ethical implications of procedures that involve humans, which broadly fit into biomedical, health and behavioural areas. SCU's human research ethics guidelines are based on the National Health and Medical Research Council's (NHMRC) National Statement on Ethical Conduct in Human Research. The full copy of the NHMRC's National Statement and other research ethics information is available at http://www.nhmrc.gov.au.

The HREC meets eight (8) times a year. Dates of the meetings and the submission dates of ethics applications are available on the website.

Does your research require ethics approval?

- If you will be conducting activities involving behavioural responses or experiments of a physical or invasive nature on humans in Australia or overseas, you will need SCU ethics clearance.
- If you will be conducting survey/interview/questionnaire studies on humans in Australia or overseas you will need HREC clearance. There is an expedited review process for low-risk research through the Chair of the HREC. Contact the secretary to check if your ethics application can be deemed 'low risk'.
- All surveys carried out by University staff and students should be presented to the HREC. They may not necessarily require HREC clearance but should be recorded by the HREC secretary.

Confirmation of Candidature (PhD candidates only)

The most important milestone you need to achieve by the end of the first 12 months of your PhD is to have your candidature confirmed, which means you are assessed as having the capacity to both undertake the research project you have nominated and to complete the degree. The Confirmation of Candidature process will require you to:

1. **Submit a written research proposal**, containing a literature review; a research design; proposed methods; an action plan with timelines; and where relevant, evidence that you have completed an ethics application for submission the relevant Ethics Committee; to the School Confirmation Committee made up of (at least):
   - your principal supervisor
   - an academic from your discipline, preferably one who is not involved in your candidature and
   - the School Director of Research Training (or nominee), who will act as Chair of the Committee.
2. **Give a seminar presentation** to be assessed by the School Confirmation Committee. The seminar presentation should be at least 20–30 minutes in length allowing additional time for questions. The seminar should also be open to other members of staff and postgraduate students. If you are unable to present in person, arrangements can be made for you to present live online through Elluminate Live! software.

After you have completed these two tasks, the School Confirmation Committee will provide you with written feedback on the paper and the seminar in the form of a report written by the principal supervisor in consultation with the Committee.

The supervisor will also submit a recommendation to the Higher Degrees Research Committee that your candidature:

a) *Is confirmed*, with no further work required or

b) *Is confirmed*, subject to changes recommended by the Committee that you respond to within three (3) months to the satisfaction of your principal supervisor or

c) *Is not confirmed*, but you are asked to resubmit your paper and make another presentation within six (6) months or

d) *requires remedial action*: Where a resubmission results in a further unsatisfactory outcome, a course of remedial action shall be put in place. This may require a review of the Candidate-Supervisor Agreement or

e) *Is not confirmed* and candidature is terminated.

The RTU will notify you and your supervisor(s) two (2) months before your confirmation is due. It is the responsibility of the School Director of Research Training to organise confirmation seminars in your school.

D. Progression through Candidature

As you progress through your candidature, there are a number of processes that will help you stay on track. To allow us to give you the best possible service, please ensure that you:

- *advise the Research Training Unit when any of your personal details change, especially changes of address, email or phone details and*
- *ensure that you check your SCU email address that is allocated to you at the start of candidature – you can organise to have email that goes to your SCU address to divert to an alternative email address through the University's webmail system (please contact* helpdesk@scu.edu.au *for details).*

Re-enrolment

There is no need for you to re-enrol with the University as a postgraduate research candidate. As long as you are not on an approved interruption and have not yet submitted your thesis for examination you will be automatically re-enrolled by the University. However if your candidature has expired beyond the due completion date and you have not contacted the Research Training Unit or applied for an extension to your candidature, you run the risk of being automatically withdrawn by the University's student system. If this occurs, you would not be able to apply for re-enrolment for another 12 months. (See below for more details on how to apply for an extension.)

Progress reports

Once you have been accepted into your candidature, you are expected to make satisfactory progress toward the completion of your degree. While Confirmation is your first major milestone, you are expected to continue to report every six months on your progress by filling out a progress report that is signed off by your supervisor and School Director of Research Training and submitted to the Research Training Unit.

The major purpose of reports is to make the Higher Degrees Research Committee aware of difficulties you may be having and be assured that the Committee takes these very seriously. The Manager of Research Training signs off on these reports and makes every effort to attend to problems you raise in your report. It is possible to submit a confidential report.

Other purposes of reports are:

- to ensure that your supervisor(s) and School Director of Research Training are aware of any problems that need to be addressed
- to ensure that you are maintaining regular contact with your supervisor(s) and
- to ensure that you are making satisfactory progress in accordance with your research timeline.

Support available to you

The Research Training Unit

While the Research Training Unit assists in the provision of appropriate resources to support quality research, the school in which you are studying will supply the main resources for your research. In some cases we can provide access to back-up facilities such as a quiet place to work, a computer, printer and phone when the school facilities are overstretched. Please check with Judi Summers for availability and access to these facilities.

The staff members of the Division of Research, all located on the third floor of R Block at the Lismore campus, have a variety of roles and most are there to assist you with your enquiries and some have specific postgraduate support roles (see contact details earlier in the Handbook).

CRUX, the Postgraduate Student Association

CRUX (Latin for the Southern Cross constellation) has been created to provide support and services for all SCU postgraduates, both coursework and research students. The University has postgraduate scholars enrolled throughout Australia, the Pacific, Asia, Africa, the United Arab Emirates, UK, Canada, and the USA. Since the advent of Voluntary Student Unionism, the University funds CRUX out of the Student Services budget. The Division of Research also offers in-kind support in terms of administrative assistance for the Association. Without this support, CRUX could not offer services to support postgraduates.

CRUX produces an annual magazine, CRUXIS, and organises the annual 'PRAXIS' interdisciplinary conference, a good opportunity to present your research in a friendly and supportive environment as well as to meet with other postgraduate students. CRUX also puts on social functions throughout the year, ideal opportunities for networking with other postgraduates.

Crux contact details:

Phone:	+61 2 66620 3477
Email:	crux@scu.edu.au
Website:	http://crux.scu.edu.au

Funding support

It is important to establish from the outset of your research program that you have funds to support the research you will need to do. Most schools have small amounts of funds available to support research students with costs such as postage, phone calls, travel, thesis binding and printing. Make sure you find out what is available from your school. More expensive projects will need to be supported by research grants (see the website for details http://www.scu.edu.au/research/college).

Conference assistance

The Division of Research provides assistance for postgraduate research students to attend conferences, an essential part of your research training. There are two schemes available, the International Conference Support Attendance Scheme and the Conference Presentation Support Scheme.

International Conference Support Attendance Scheme

Assistance is available only in your first year of candidature to attend an international conference, without having to present, in order to gain the benefit of networking with international scholars in your chosen research field. You need to show that the conference theme aligns with your thesis topic and have the written support of your supervisor. The maximum available is $1000, but the actual grant will depend on the availability of funds. You can download the form and guidelines from the Division of Research website, under the ' Forms and Downloads' menu.

Conference Presentation Support Scheme

Assistance is available to attend national or international conferences where you are going to present a paper (or poster where there is evidence that oral presentations are not accepted or where there was keen competition for poster entry). Funds available generally range between $300 and $1000 depending on location.

Please note that funds can only be granted *after* you present receipts for registration and/or travel expenses.

Your application must:

(a) be on the prescribed form (available on the Division of Research website)

(b) include a detailed budget with supporting documentation

(c) include documentary evidence that you meet the eligibility criteria

(d) include documentary evidence that the paper has been accepted

(e) include a supportive statement from your supervisor and

(f) be signed by your School Director of Research Training.

University Library

The University Library provides a range of resources, services, training, and personal assistance for locating information within the Library or obtaining information from outside the collection. The Library homepage http://www.scu.edu.au/library is the access point for all Library services. Check out 'Staff and postgraduates' under the 'Services' menu.

Find out the name of the **Liaison Librarian** for your school. They provide an invaluable resource for all your Library searching needs.

Make use of the **Document supply service** for access to material not available in the Library itself or on the Library's subscribed databases. Any article can usually be supplied within 2–3 days.

EndNote™

The University has a site licence for EndNote, an essential tool for all academics and is available free to SCU staff and postgraduate students. EndNote is bibliographic database software that allows you to link citations to your bibliography, format your references in any style consistently and can also be used as a repository for your literature notes. We incorporate EndNote training into our Orientation program and if it is not possible to attend that introductory training, we strongly recommend that you arrange to attend a training session as early as possible in your candidature.

Changes to conditions of candidature

During the period of your candidature there are likely to arise situations where the conditions of your candidature set down at the time of your enrolment need to change. The following types of changes all require you to complete a **Change to Conditions of Enrolment form**, available from the ' Forms and Downloads' section of the website and require approval of the supervisor, School Director of Research Training and the Director of the Research Training Unit:

Change to thesis topic

If you need to change your topic, you will need to check whether it entails a change to the School in which you are enrolled. This can have funding implications, so it is important to be clear on the form whether these changes follow from your decision to change your topic.

Change to supervision arrangements

If you need to change one (or more) of your supervisors, both the new supervisor and the supervisor who is being replaced will need to sign off. You also may wish to change who is your principal supervisor and who is your co-supervisor or associate supervisor. Any change of supervisor will require a new Supervisor/Candidate Agreement.

Change to attendance type

If you want to change your enrolment from internal to external (or vice versa) or from full to part-time (or vice versa), you can do so through filling out this form.

Interruption to candidature

If for any reason you need to take a break from your candidature, you can do so through filling out the form *before* you want to take an interruption. You and your supervisor should provide adequate reasons for your interruption. It is not possible to apply for an interruption to your candidature retrospectively. Interruptions of six (6) months or longer will require approval from the Higher Degrees Committee. If you are on a scholarship you will need to notify Robyn Anderson (the scholarships officer) so that she can suspend your stipend payments.

Resumption of candidature

To resume your candidature following an interruption, you are required to fill in a Resumption to Candidature form, available from the ' Forms and Downloads' section of the website, no later than two weeks before you intend to resume your studies. Alternatively, you can email the Research Training Unit with your intention to resume studies no later than two weeks before recommencing. Please also notify Robyn Anderson if you are a scholarship holder so she can reactivate your stipend payments.

Extensions to candidature

If you wish to apply for an extension to your candidature beyond the due date for completion, you will need to complete an Application for Extension to Candidature form and forward it to the Research Training Unit two months **before** the normal term of your candidature expires. While you may choose to seek the comments of your principal supervisor before submitting your application, it remains your responsibility to ensure the application reaches the Research Training Unit two (2) months before the expiry date.

While PhD scholarships cover candidature for three years, we allow a four year period of candidature for full-time PhD candidates and eight years for part-time. Masters tenure is 18 months full-time and three years part-time. Extensions of less than six (6) months require the approval of the Director of the Research Training Unit and for more than six (6) months they require approval of the Higher Degrees Committee. Please be aware that extensions are only provided in exceptional circumstances beyond your control. If your candidature is taking longer than you expected and do not involve exceptional circumstances, consider taking an interruption before your candidature expires.

In your application, you must:

- give reasons for your extension that were due to exceptional circumstances beyond your control
- present a realistic timeline for completion and
- submit a full report on the progress of your research to date.

Please note that you must have your progress reports up to date before you can be considered for an extension.

Withdrawal from candidature

If you wish to withdraw your candidature for any reason, there is no need to fill out a form. Just email the Student Liaison Officer and let her know you wish to withdraw. She will then send you and your supervisor a letter confirming that you have withdrawn from candidature.

Termination of candidature

Be assured we make every effort to ensure that any problems are dealt with before taking the step of terminating candidature, provided you keep us and your supervisors informed of your progress. However, it is important for you to know that candidature can be terminated under certain circumstances:

- if you fail to have your candidature confirmed at the end of the first 12 months (PhD only)
- if in the opinion of the supervisor, the Head of School and the School Director of Research Training you have not made satisfactory progress
- if your candidature has expired without any contact from you
- if you have failed to submit progress reports or have made no contact with the supervisor or the Research Training Unit for a period of 12 months or more, despite repeated attempts to contact you by both supervisor and the Research Training Unit
- if you make repeated applications for interruption without any indication that your candidature is likely to be completed within a reasonable time frame, or
- if your candidature has lapsed under the conditions outlined below.

Lapse of candidature

From 2010, the University rules have changed so that if your date of expiry of candidature passes before you have submitted, your candidature will lapse for a period of 12 months full-time or two (2) years part-time for PhDs. During this period you will not have access to email or library services. You can reapply to have your candidature renewed within this period. If you do not apply to have your candidature renewed within this time, your candidature will be terminated automatically.

Under the University's rules, it is possible for you to make an appeal against the termination to the Appeals Committee of the Academic Board within three months of being notified of the termination.

E. Submission and Examination

Please refer to the full University rules relating to conditions of enrolment for the relevant award to find the detailed rules for submission and examination at http://www.scu.edu.au/docs/handbook/courses/index.php

Thesis requirements for submission

Before you submit your thesis, it is your responsibility to provide drafts of the major sections of your thesis to your principal supervisor and to discuss them with your supervisor(s). You are required to provide a final draft of your thesis to the principal supervisor for advice and comment before the thesis itself is finalised.

We also recommend you have your thesis professionally proof read and edited for expression before submitting. The Research Training Unit can recommend quality proof readers who charge reasonable rates. Contact the Student Liaison Officer or check the website.

For a PhD, your thesis should comply with the following requirements:

- the greater proportion of your work must have been completed during your period of enrolment as a PhD degree candidate
- it must show evidence of high level competence in research and scholarship and make an original and significant contribution to knowledge
- the original contribution to knowledge should be clearly distinguishable from the introductory material and the survey of the literature
- it should make clear which is your work, and in which cases you have analysed the results obtained by another researcher (mainly the case in science PhDs)
- it should contain detailed references to the extent to which you have made use of the work of others
- it should provide sufficient information and detail to allow an examiner to conduct an informed critical appraisal of research procedures and the analysis of data
- it must be in English or in a language approved by the Higher Degrees Research Committee (Research) and reach a satisfactory standard of presentation
- it must have a substantial written component but may also contain a significant amount of non-written material
- it can include as supporting documents any work you have published, but only if it bears on the subject of your thesis
- it can include relevant published or manuscript materials as a whole or in part in the text of the thesis, where they form an integral part of the thesis (see below for the recommended format for incorporating publications into the thesis)

- the main content of the thesis can not contain any work or material which has previously been accepted for a degree or other similar award but you are not precluded from incorporating such work or material in the thesis, provided that you cite it appropriately in the thesis.

Masters by Research theses have similar requirements, but are not expected to make a significantly original contribution to knowledge and are less likely to include publications incorporated into the thesis.

Thesis format

Word length

A PhD thesis should not be more than 400 pages or 100,000 words and a Master's thesis 200 pages or 50,000 words, including maps and diagrams, but excluding the reference list and appendices. However, as conventions vary between disciplines, it is best to consult your principal supervisor on the appropriate length of your thesis. Word lengths in the case of a composite thesis (e.g. a creative component and an exegesis) will normally be less than for a single thesis. An average range for exegeses is 25,000–30,000 words for a PhD and 15,000–20,000 words for a Masters.

Components of the thesis

Normally, a thesis will have the following components, in this order:

- **Title page** which shows:
  - the title in full
  - your full name and degrees
  - the school in which you are enrolled for the degree
  - the name of the degree for which your thesis is submitted
  - the date of submission of your thesis
- **Thesis declaration** which is a signed statement of sources. The usual wording takes this form:

  I certify that the work presented in this thesis is, to the best of my knowledge and belief, original, except as acknowledged in the text, and that the material has not been submitted, either in whole or in part, for a degree at this or any other university.

  I acknowledge that I have read and understood the University's rules, requirements, procedures and policy relating to my higher degree research award and to my thesis. I certify that I have complied with the rules, requirements, procedures and policy of the University (as they may be from time to time).

  Followed by your name, signature and date (a copy of the declaration is available on the Division of Research website)

- **Abstract** of no more than 400 words. The abstract would normally include a summary of the research context, the research questions, the methodology and the results. You would also submit this abstract two to three months before submission to your principal supervisor who forwards it to examiners
- **List of publications** you have produced relevant to your thesis (these may alternatively be included as an appendix)
- **Acknowledgements**, in which you would acknowledge those who have given you guidance and support during your PhD, including those who assisted with statistical analysis and proof reading
- **Table of contents**
- **The main text**, consisting of chapters covering introduction, a review of literature, methodology, results and conclusions in a form appropriate to your discipline
- **Reference list**, covering sources cited in the text of the thesis only. All citations and references need to be consistent in a format acceptable to your discipline (note that using EndNote will guarantee consistency)
- **Appendices**.

Thesis format for theses incorporating publications

If you and your supervisor agree that your thesis should incorporate publications that have arisen during your candidature (more common in science theses), it is essential that you read the guidelines available on the website **before** embarking on such a thesis. The following is a recommended format for such a thesis:

- **Title page**
- **Thesis declaration**
- **Abstract** of no more than 400 words
- **Acknowledgements**: As well as acknowledging supervisors, technicians, other resource people and peers who have assisted the research, also acknowledge journal reviewers and editors whose comments have assisted the writing of papers
- *List of publications* included as part of the thesis: include full citation details; statement that papers have been refereed (with evidence included in an appendix); and statement that copyright permission has been obtained (evidence in appendix). For instance the statement may say:

  > *I warrant that I have obtained, where necessary, permission from the copyright owners to use any third-party copyright material reproduced in the thesis (e.g. questionnaires, artwork, unpublished letters), or to use any of my own published work (e.g. journal articles) in which the copyright is held by another party (e.g. publisher, co-author)*

- **Statement of contribution** of others: The purpose of this statement is to summarise and clearly identify the nature and extent of the intellectual input by you and any of your co-authors. The statement must be signed by you and your supervisor. A written statement from each of the co-authors should be included as an appendix in the thesis

- **List of additional publications** by the candidate relevant to the thesis but not included in it (including conference papers)
- **Table of contents**
- **Introduction/overview**: The Introduction must establish a coherent and logical framework for the research. It should contain succinct statements describing the research problem investigated, overall objectives and specific aims of the study and an account of research progress within which the papers are situated. It should explain the design of the research project and how the papers are linked. This is important to provide continuity for the reader. You need to critically place any published works used in the body of the thesis in the context of current knowledge in the appropriate field of study and in the context of the thesis as a whole. It is best to choose the format that tells the academic argument in the most coherent way so that the contents of the thesis are established as a substantial and significant body of work, but without unnecessary repetition. The introduction should be your own work, be of a very high standard, not exceed 15,000 words and not have been submitted for publication.
- **Literature Review**: If your published papers include a comprehensive coverage of the relevant literature, then a short section within the introduction chapter which overviews (and references) key ideas from the literature will be sufficient. If the published papers together provide a more limited or piece-meal literature review (perhaps because of journal page limits), then a more substantial literature review will be required to demonstrate that you have broad knowledge of the field.
- **Methodology**: If your published papers include a comprehensive coverage of your methodology, then a short section within the introduction chapter which overviews (and references) your research design will be sufficient. If the published papers together provide a more limited coverage of your methods (again because of journal page limits), then a more substantial methodology chapter may be required – this requirement may vary between disciplines.
- **Published papers**: Papers to be included as separate chapters. Direct reprints from journals can be included if they are resized to A4. It is also acceptable to reproduce them in the same format as the rest of the thesis (see guidelines below). It is desirable to include an introduction to each chapter that positions the paper within the overall argument of the thesis. It is also possible to include chapters that are not papers or chapters that incorporate papers.
- **Discussion/Conclusion/Synthesis**: This section should integrate and synthesise the significant findings of the thesis. Depending on the discipline, it may also identify the limitations of the research and highlight future directions. This section should not include a detailed reworking of the discussions from individual papers within the thesis and should not have been submitted for publication.
- **Appendices**: Appendices may include statements from co-authors, permission letters regarding copyright, evidence supporting refereed status of publications such as conference papers, and acceptance of papers which have not yet appeared in print. They can also include detailed data and methods descriptions not included in papers.
- **References**: This should be a list of all references cited in all papers included in the thesis as well as from the Introduction and Literature Review.

Thesis presentation

- The thesis should be word processed in not less than 1.5 line spacing on International Size A4 paper (297 mm x 210 mm) or a standard size as close to this as possible. It is preferable to use easy to read fonts such as Times New Roman, Arial or Verdana in a size equivalent to 12 point for Times New Roman.
- Double sided printing is acceptable, provided you remember to mirror the margins (the University's Digital Printing Services can give advice on this).
- The inside margin must be 3 cm wide and the top, bottom and outside margins at least 2 cm wide to allow for trimming by the printer.
- Full-page diagrams or illustrations should be inserted on a single page at the first opportunity after reference to them in the text. Diagrams, maps or tables exceeding A4 page size should be folded to fit into the normal size of the thesis.

Binding

- At the time of submission for examination, your thesis should be bound in temporary form (usually spiral bound) so that any corrections which may be required following examination of the thesis can be easily inserted. Temporary binding should be strong enough to prevent damage to the thesis during the ordinary course of handling or postage.
- After you have made all the corrections following examination, you should bind your thesis in a permanent binding consisting of a full cloth stiff cover of any colour. Your surname and initials and a short title should be printed on the spine and front cover in gold lettering. Lettering on the spine should be along the spine from top to bottom.

Submission process

You need to provide the Research Training Unit two months' written notice of your intention to submit your thesis.

When you are ready to submit, you should provide three temporarily bound copies to the Research Training Unit if you are a Master's candidate and four copies if you are a PhD candidate. These should be accompanied by a statement signed by your principal supervisor that indicates that the thesis satisfies the University's formal presentation and format requirements, and that there is prima facie evidence that your work, including the thesis, is in a form suitable for examination.

Please note that while it is possible to submit your thesis without the consent of your principal supervisor, we strongly advise against it. Your supervisors or the Director of Research and Research Training are in the best position to make this assessment. Candidates that have submitted without their supervisor's approval in the past have rarely had their theses passed by examiners. However, if you wish to do so, please contact the Research Training Unit for further information on how to proceed.

Selection of examiners

Officially, examiners are appointed by the Higher Degrees Research Committee (Research), on the recommendation of the School Director of Research Training. The School Director is advised of proposed examiners by your principal supervisor who discusses your examiners with you. It is best to start these discussions four (4) to six (6) months before you plan to submit your thesis, as it can be a time consuming process. It is likely that you are in the best position to make recommendations about examiners and we suggest you provide your supervisor with five (5) or six (6) names of potential examiners. However, the final list of examiners will not be made known to you. (You are entitled to veto a proposed examiner if you wish. Your supervisor must respect your decision.).

Your supervisor will submit four examiners to the Higher Degrees Research Committee for a PhD, three for a Masters, indicating their preference for a reserve. There will be three final examiners for a PhD and two for a Masters.

Once agreement has been reached on the final list of examiners between your supervisor and the School Director of Research Training, the supervisor should contact the proposed examiners informally, and establish their agreement and availability to examine. At this time, the proposed examiners should receive a thesis title, an abstract, and a proposed submission date. Once the proposed examiners have agreed to examine the thesis, the principal supervisor recommends the examiners to the School Director who forwards the recommendation to the Higher Degrees Committee. Once the Higher Degrees Research Committee approves the proposed examiners, the Research Training Unit writes to the proposed examiners, formally inviting them to examine the thesis. Once the examiners formally accept, they are then in a position to receive the thesis for examination.

Examination procedures

Examiners are asked to return their assessment within two months of receipt of the thesis. After six weeks have elapsed, the Secretary of the Higher Degrees Research Committee writes to the examiners reminding them that their assessment is due shortly, and does so again at eight weeks. After all examiners' reports are received by the Secretary of the Higher Degrees Committee, they are forwarded to the School Director for comment.

Two stage process

It is important to understand that there are two stages that the examination process goes through from this point:

1. The School Director consults with you and your supervisor(s), and provides a written recommendation to the Higher Degrees Research Committee which considers all the information it has available to it, including the examiners' reports and the responses by you, your supervisor(s), and the School Director. In the light of the information, the Committee makes a recommendation about how you should proceed.

2. After the Committee makes its recommendation, you are then in a position to follow that recommendation (which is likely to include making changes to your thesis). When you have made the recommended changes, you must produce a summary of the changes you have made as well as any defence you wish to make against those proposed changes made by the examiners with which you disagree, and submit this summary to your supervisor. If your supervisor is satisfied that you have fulfilled the requirements, he or she sends these to the School Director who in turn forwards them to the Chair of the Higher Degrees Committee. The Committee will then consider the submission and notify the supervisor and candidate of their decision

Requirements following examination

Once you have made all the required amendments that lead to a recommendation that your degree be awarded, you will submit three cloth-bound copies to the Research Training Unit. You are also required to provide an unbound copy to be deposited in the University Library and an electronic copy for the purposes of inclusion in the University Library's repository as part of the Australian Digital Theses database.

If there are any parts of your thesis that contain restricted or confidential information which should not be disclosed freely, you should provide a statement informing your supervisor and the School Director which parts are to be classified and which can be released to other persons only on the authorisation of the Director of the Research Training Unit. To the extent that it is possible, you should place confidential information in an appendix to the thesis, bound separately. You should include in your thesis a notation, authorised by the Director of the Research Training Unit, indicating which parts of the thesis are not included because they contain confidential information, and informing the reader to contact you for further information.

Graduation requirements

Once the Higher Degrees Research Committee (Research) recommends award of the degree to Academic Board, you will receive an Application to Graduate package from the University's Graduation Office. Make sure that your contact details are up-to-date, as the Graduation Office will use information as it appears on the University's student system.