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# Media Postgraduate Guidelines 1.0 2008

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*Discipline of Media*  
*School of Humanities*  
*University of Adelaide*

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## Section 1.0 Introduction

### Summary:

- Introduces the **Discipline of Media Postgraduate Guidelines**
- Identifies sources of **policy and procedure**

### **Policy Highlights (Refer to *Research Student Handbook Appendix 1* or pages indicated):**

All the official information in these guidelines is taken from the *Research Student Handbook* (2007 version). This contains the **official** word on what you can and cannot do as a higher degree student and what we must and must not do as supervisors of your studies. We have extracted the key points from this important document for inclusion here, but you should refer to this document as a whole whenever you have questions about the conduct of your degree.

The places to go for all the official forms you'll need in the coming years are the Graduate Centre at Level 6, 115 Grenfell Street (telephone 83035882) or on-line at the PG Student homepage

**Note:** Unless otherwise stated, the numbers included with each quotation refer to a section of *Research Student Handbook Appendix 1*.

### Essential Documents:

1. **Postgraduate Student Homepage** <http://www.adelaide.edu.au/student/postgrad/>
2. **Who to Contact**  
[http://www.adelaide.edu.au/graduatecentre/forms/who\\_to\\_contact\\_in\\_AGC.pdf](http://www.adelaide.edu.au/graduatecentre/forms/who_to_contact_in_AGC.pdf)
3. **The Research Student Handbook**  
[http://www.adelaide.edu.au/graduatecentre/forms/rs\\_handbook\\_2007.pdf](http://www.adelaide.edu.au/graduatecentre/forms/rs_handbook_2007.pdf)

### Discipline Practice:

#### a) Welcome to the Discipline of Media at the University of Adelaide

Welcome to the Discipline of Media Postgraduate Guidelines! This document is intended to help you throughout your career as a research student here at the University of Adelaide. It is written from the perspective of your position within our Discipline, although you are also part of the School of Humanities, Faculty of Humanities and Social Sciences, and a member of the whole University community. The Guidelines take you step-by-step from pre-enrolment to the examination of your thesis.

Postgraduate students in the Discipline of Media are primarily students of the University of Adelaide. Not only does this mean that you graduate with a higher degree from the University, not the Discipline, but it also means that you will encounter a lot of university administration during the coming years. On the other hand, this also means that the full resources of the University Faculty and School, rather just those of our Discipline, are available to you. You should take advantage of this whenever possible.

#### b) How to Use These Guidelines

As this indicates, you have diverse roles and responsibilities as a higher degree student. This set of postgraduate student guidelines cannot cover every eventuality, but it does inform you of the essential parts of the process of working as a higher degree student. It is most important to remember that the policies identified here and the procedures implemented by the different sections of the university to put these into practice are designed to facilitate your work. Studying at postgraduate level is very different to undergraduate or honours level study, even if it builds on the foundation of the skills and knowledge you have developed thus far. Our ambition, like yours, is to make your higher degree studies a great success and these Guidelines outline the ways in which that success will be achieved.

Questions about policies and procedures crop up all the time for both students and staff members. If you do have a question, consult this handbook and the University's *Research Student Handbook* before taking the matter further. We hope that the majority of questions will be found in these documents, although it will always be essential to discuss questions and confirm answers with your supervisor or the Discipline's Postgraduate Co-ordinator.

Above all else, success as a higher degree student comes through effective communication. These guidelines are only one means through which we provide help to postgraduate students. You should regularly consult with both staff and other students throughout the course of your studies. At the end of each section of the guidelines is a Checklist that contains a list of all the essential tasks you must have undertaken in order to complete that stage of your study. You should discuss each of these tasks with your supervisors and the Discipline's Postgraduate Co-ordinator (when necessary). Whether through formal supervision sessions, Discipline and School seminars or more informal meetings, we look forward to hearing about your research during the coming years.

### c) An Expanding Resource

These guidelines are the central element of your Media Research Student Folder. The aim of this folder is to provide you with a place to store all the essential documents that you will use during the course of your higher degree studies. Sometimes, as with these guidelines, these documents will be issued to you by the Discipline, Graduate Centre or other parts of the both the university administration and other stakeholders in your research (e.g. bodies funding your research). At other times you may obtain materials that contribute to the organisation and conduct of your research (e.g. advice on how to get the best from supervision or writing-up your research). Some materials will be the outcome of your own research (e.g. your research proposal and report to the Human Research Ethics committee). Finally, you **must** use some form of record to keep track of your supervisors' advice and decisions about short, medium and long-term goals of your research project.

All these resources should be added at the appropriate place in your PG Student Folder. You and your supervisors will use the resources and information contained in your folder as the basis for completing the various reviews of progress that occur throughout your time as a postgraduate student.

Checklist	
Deadline	Task
During the first week of enrolment	Look through the <i>Media Postgraduate Guidelines</i> paying particular attention to the sections relating to the first year of candidature
During the Discipline and Faculty Induction Programs	Ask for clarification of any aspects of postgraduate policy and procedure to be clarified

## Section 1.1 Pre-enrolment

### Summary:

- Specifies **pre-requisites** for higher degree study
- Outlines different **application procedures** for domestic and international students
- Discusses procedures prior to **submission of official enrolment request**

### Policy Highlights (Refer to *Research Student Handbook Appendix 1* or pages indicated):

#### Considerations in applying for a Higher Degree by Research (pp. 14-6)

Applications for **domestic admissions** and offers of admission are handled by the *Adelaide Graduate Centre*.

**International applicants' admissions** and offers of admission are handled by the *International Office*.

Generally, the time taken from application to the issue of a letter of offer (or refusal) is between two and four weeks. (p. 19)

#### Responsibilities of the University and Faculties

1.1 clearly specified entry standards which apply regardless of discipline, and are set to ensure that, given adequate commitment, enrolling Doctoral and Masters by research students will have the capacity to succeed within three to four years and one and a half to two years respectively (p. 62)

Entry requirements: Admission to **doctoral candidature** is normally granted on the basis of a Bachelors degree with at least a second class Honours (upper division) or a Masters degree with a substantial research component. Coursework degrees that do not contain a significant research component are not acceptable for the purposes of admission to a PhD or indeed, to any HDR program. (p. 15)

Entry requirements: In general, applicants for a **Masters by Research** degree may be accepted with a second class Honours degree or higher, however, the Research Education Committee (REDC) will also consider applications from people who have demonstrated a high level of academic achievement and are suitably experienced in research. (p. 16)

School Responsibilities

#### 3.3 Before admitting a student to candidature

(i) the student meets the requirements set down by the University for admission to candidature;

(ii) the proposed research project is appropriate for the degree;

(iii) the School is appropriate for the research to be undertaken, and has the space, facilities and resources that the work may require.

### Essential Documents:

1. **Postgraduate Coordinators as of November 2007**  
<http://www.adelaide.edu.au/graduatecentre/forms/pgcoordinators.pdf>
2. **Admission and/or Scholarship Application Form** (Information for Higher Degree by Research Candidates) [pdf version]  
[http://www.adelaide.edu.au/graduatecentre/forms/Admission\\_Schol\\_applic.pdf](http://www.adelaide.edu.au/graduatecentre/forms/Admission_Schol_applic.pdf)
3. **Admission and/or Scholarship Application Form** (Information for Higher Degree by Research Candidates) [download Word version from this site]  
<http://www.adelaide.edu.au/graduatecentre/policy/>
4. **Admission to the University** <http://www.adelaide.edu.au/programs/pg/admission/>
5. **Referee Report Form** <http://www.adelaide.edu.au/graduatecentre/forms/resrefreport.pdf>
6. **Research Scholarship: Conditions of Award**  
[http://www.adelaide.edu.au/graduatecentre/forms/conditions\\_of\\_award.pdf](http://www.adelaide.edu.au/graduatecentre/forms/conditions_of_award.pdf)

### Discipline Practice:

#### a) Initial Discussions

Even thinking about undertaking a postgraduate degree, especially a research degree, shows that you are taking your media studies very seriously indeed. Therefore, you will appreciate that it is vital at this early stage to take some time to discuss your possible postgraduate studies with

those with whom you will work, both students and teachers, and with those 'significant others' who will be directly affected by your work, such as close friends and family. You're making a commitment that may last from 3½ to 7 years, depending on whether you're studying for a PhD degree full-time or part-time, and that is clearly something worth considering very carefully indeed. Things you will need to consider at this stage are:

- Research project ideas if studying for a higher degree by research
- Full-time versus part-time study and other time commitments you may have
- Financial implications of postgraduate study
- Effects of possible travel and need to study away from home
- Career goals that you anticipate your postgraduate study and qualifications will help you achieve

Prospective higher degree students should have a clearly articulated outline of the research they propose to conduct (including what, when and how the project will be undertaken) before initiating discussion with Discipline staff and the Postgraduate Co-ordinator.

### **b) Prerequisites for Research Degrees**

Postgraduate study requires many skills and resources. The university recognises this but also sets clear prerequisites based on academic achievement that all students must meet in order to be accepted for enrolment (see the policy highlights above).

The Discipline may request evidence of prior academic training in Media or a related discipline. This may entail a statement that justifies how a person's previous training and experience are demonstrably relevant to the conduct a Media research project. In cases where this training or experience is not apparent (or cannot be satisfactorily justified) the Discipline may recommend enrolment in some form of 'bridging' program that can be tailored to a student's background or the perceived needs of the proposed research. Such a course of action will, in the first instance, necessarily delay enrolment in a higher degree. It would be entered into for the sole purpose of ensuring that a student actually has the skills and knowledge needed to perform successfully in a Media higher degree program and to conduct Media research at this high level of practice.

### **c) Application Procedures**

The application procedure is quite straightforward, but does involve some administrative work. The Media Postgraduate Coordinator will talk you through the process and ensure that all of your forms are correctly completed before submitting them for consideration. If completing the application process externally contact the Postgraduate Coordinator directly or via the School of Humanities Office.

- **Australian/New Zealand Students**

If you are an Australian citizen, permanent resident of Australia, or from New Zealand you will need to fill out an application form from the *Adelaide Graduate Centre* (Tel: +61 (0)8 8303 5882) or download from the university website (see the Essential Documents section above).

- **International Students**

The University's *International Student Centre* is responsible for the admission, enrolment, orientation and ongoing support of international students. The Office works closely with student groups, the University administration, and external agencies to ensure that the experience of all international students is a positive and successful one. For further information please contact the office on 8303 4828 or e-mail <mailto:international@adelaide.edu.au>. Fill out an application form from the International Student Centre or download from the university website (see the Essential Documents section above).

#### d) Scholarships

Full information about the conditions of award for scholarships is included in the application document mentioned above. It is essential at this point to realise that there is restricted availability of scholarships and the size and duration of scholarships is limited. The duration of scholarships is 3 years (plus a possible extension of 6 months). They commence on the 1 January in the year in which enrolment is confirmed and study must commence by 31 March at the latest. Nevertheless, you are strongly encouraged to apply for a scholarship as students often underestimate their chances of being awarded a scholarship.

#### Checklist

<b>Deadline</b>	<b>Task</b>
In year prior to commencing higher degree study	Discuss intention to enrol with the <i>Media Postgraduate Co-ordinator</i>
Once degree results are confirmed	Check eligibility of academic qualifications with <i>Graduate Centre</i> or <i>International Office</i>
End of academic year or as soon as possible after decision to enrol is made	Complete <b>Admission and/or Scholarship Application Form</b>

## Section 1.2 Enrolment

### Summary:

- Outlines **enrolment process**
- Discusses importance of **supervision**
- Notification of **enrolment decision** by *Graduate Centre*

### Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):

#### **Domestic Students** (p. 20)

Applicants who have been made an offer of a place in a higher degree by research program at the University of Adelaide will be forwarded an enrolment form, with instructions on how to complete it by the Graduate Centre.

After completing the required information on the front and back of the enrolment form, you will need to take the form to your School where the remaining details will be completed by your principal supervisor and Head of School or Postgraduate Coordinator.

The form should then be returned to the Graduate Centre prior to the date nominated as the commencement date of candidature.

Following processing of your enrolment form, the Graduate Centre will send you a letter confirming the details of your candidature and specifying the due dates of the various milestones you will be required to complete.

An 'authority to collect a University identification card' (purple slip), and a 'pin number' will also be included with your enrolment confirmation letter. The purple slip, when presented at the Card Centre will authorise the issue of your Student card and the pin number will enable you to access IT services including your student email and Access Adelaide.

#### **International Students** (p. 20)

International applicants who have been made an offer of a place will be provided with their enrolment form, authority to collect a University identification card and pin number by the International Student Centre (ISC) on arrival in Australia,

together with information on registering for the compulsory Integrated Bridging Program-Research (IBP-R). Further information about the IBP-R is available later in this Handbook.

Completed enrolment forms should be returned to the Graduate Centre, prior to the nominated start date of candidature.

#### **Faculty Responsibilities**

**2.5** Faculties are expected to nominate supervisors (including external and affiliate supervisors), in accordance with the Policy for the Establishment of a Register of Eligible Research Supervisors

#### **School responsibilities**

##### **3.2** Appointment of Supervisors

(i) a high quality panel of eligible supervisors is provided and maintained throughout the research period for both internal and external candidates, in accordance with the Policy for the Establishment of a Register of Eligible Research Supervisors;

(ii) supervisory track record and existing teaching and administrative responsibilities are considered in determining whether the proposed supervisors will have the time, commitment and experience to offer quality supervision throughout the research period.

### Essential Documents:

1. **Instructions on how to Complete the Postgraduate Enrolment Form** (Download Word document from the list at the following site)  
<http://www.adelaide.edu.au/graduatecentre/policy/common/>
2. **Media Staff** <http://www.arts.adelaide.edu.au/humanities/media/>

### Discipline Practice:

#### a) Enrolment Process

The official enrolment documents for higher degree studies should be completed jointly by both the student and the PG Co-ordinator. Before the form can be completed you must work with the PG Co-ordinator to organise supervision for your research.

### **b) Supervision**

The choice of your supervision panel is the most important decision to be made at the enrolment stage. You may already have had informal contact and discussion with those who you regard as potential members of the supervision panel, but at this stage you must secure formal agreement from each supervisor. The most important things to consider are:

- The expertise that each supervisor brings to your particular research project
- The availability of each supervisor depending on their current and likely future workload
- The eligibility of the potential supervisor within the statutes of the University of Adelaide
- The ratio of supervision undertaken by each member of the panel and allocation of a Principal Supervisor
- A list of substitute supervisors who can be approached should a member of the panel withdraw temporarily or permanently from their supervision duties at any time during your candidature

Details of the research interests of current staff of the Discipline of Media are available from the Discipline Website (see Essential Document 2 above).

You should discuss potential supervisors with the PG Co-ordinator who will then obtain an agreement in principle from each member in person. The PG Co-ordinator will then facilitate an initial meeting between you and all the members of the supervisory panel prior to enrolment if this is possible, or immediately after enrolment commences. The purpose of this meeting will be to ensure that all those involved in the research project (student, supervisors and PG Co-ordinator) are fully aware and informed of the circumstances surrounding the project prior to submission of the Enrolment Form (see Essential Document 1 above). This meeting is particularly important where the supervision panel includes members of staff from across disciplines, schools or faculties, or external supervisors.

### **c) Notification of Enrolment Decision**

After submission of an application form, and acceptance by the School, the Adelaide Graduate Centre will make the official offer of a place and send the student an enrolment form. After completion of the enrolment form the Graduate Centre will send a confirmation of enrolment letter.

#### **Checklist**

<b>Deadline</b>	<b>Task</b>
Prior to enrolment, preferably in academic year before intention to commence candidature	Informal discussion with potential supervisors, formal approach to potential supervisors by PG Co-ordinator, and organisation of joint meeting of all direct participants in the research project.
As soon as possible after agreement on supervision is reached.	Completion of <b>Enrolment Form</b>

## Section 1.3 Induction

### Summary:

- Discusses different Induction Programs
  - Graduate Centre
  - Faculty
  - Discipline of Media
- International students' induction

### **Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):**

#### **Faculty Responsibilities**

**2.2** ensure that Schools offer a quality Structured Program, including an induction, for all commencing Higher Degree by Research students  
School Responsibilities

#### **School Responsibilities**

##### **3.2** Appointment of Supervisors

- (i) a high quality panel of eligible supervisors is provided and maintained throughout the research period for both internal and external candidates, in accordance with the Policy for the Establishment of a Register of Eligible Research Supervisors;
- (ii) supervisory track record and existing teaching and administrative responsibilities are considered in determining whether the proposed supervisors will have the time, commitment and experience to offer quality supervision throughout the research period.

##### **3.4** At the beginning of candidature

- (i) all commencing research students are provided with an adequate induction to the School;
- (ii) each student has written guidelines (and where needed, training) concerning ethical and safety procedures appropriate to their field of research;
- (iii) students are made aware that the development component of the structured program offers the opportunity to acquire generic skills that may increase employability; certificates will be awarded for participation in workshops or courses

#### **Postgraduate Coordinator Responsibilities**

##### **4.2** At the beginning of candidature

- (i) new higher degree by research students, assisting with the administration of their candidatures and ensuring that they are aware of the responsibilities of the Postgraduate Coordinator, Head of School and their supervisors;
- (ii) ensuring that commencing higher degree by research students attend the compulsory postgraduate research induction program organised by the Adelaide Graduate Centre

#### **Supervisor Responsibilities**

##### **5.3** At the beginning of candidature

- (i) arranging a meeting with the student at the commencement of candidature to clarify their respective roles, responsibilities and expectations throughout the candidature (completion of the Expectations in Supervision scale is recommended, refer to [Appendix 4](#) of the Research Student Handbook)

#### **Student Responsibilities**

##### **6.2** At the beginning of candidature

- (i) reading, becoming familiar with and abiding by the academic program rules governing the research program; the Research Student Handbook and all University policies and administrative processes relevant to research higher degree students
- (ii) becoming familiar with Faculty and School information including resources, facilities, funding allowances and postgraduate representation on committees;
- (iii) selecting supervisors with the assistance of the Postgraduate Coordinator or Head of School and accepting reasonable offers of supervision facilitated by the University;
- (iv) selecting an appropriate research topic with the assistance and advice of the Postgraduate Coordinator or Head of School for which the University is capable of providing adequate supervision;
- (v) Initiating discussions with the supervisors concerning the type of supervisory assistance that is preferred.

## Essential Documents:

1. **Graduate Centre Postgraduate Research Induction**  
<http://www.adelaide.edu.au/graduatecentre/induction/>
2. **Faculty of Humanities and Social Sciences Research Orientation Program**  
<http://www.hss.adelaide.edu.au/pg/research/>
3. **International Student Orientation**  
<http://www.international.adelaide.edu.au/living/orientation/>
4. **Australian Government, Dept. of Education, Science and Training: Research and Research Training Management Reports**  
[http://www.dest.gov.au/sectors/research\\_sector/policies\\_issues\\_reviews/key\\_issues/research\\_training/](http://www.dest.gov.au/sectors/research_sector/policies_issues_reviews/key_issues/research_training/)

## Discipline Practice:

### a) Graduate Centre Induction

Each year, an Induction Program is organised by the Adelaide Graduate Centre for PhD and Masters by Research students. The Induction is usually held on the last day of Orientation Week in both semesters 1 and 2. The Induction is run in two sessions, the first of which introduces students to a range of topics and services, including the role of the Adelaide Graduate Centre, expectations of a research student, the role of the supervisors, intellectual property (IP), computing services and the PGSA. In the second session, students are divided into discipline-focussed discussion groups where there is an opportunity to hear from and question speakers on issues such as supervision, library services, professional development and the trials and tribulations of being a research student. (See link 1 above for further information about course content.)

**Note:** Commencing Higher Degree by Research students are required to attend the first Induction Program following their enrolment as part of the Core Component of the Structured Program.

### b) Faculty of Humanities and Social Sciences Induction

The Faculty of HUMSS provides a compulsory induction course for new research students at the beginning of semesters I and II. This course provides essential information about the support services provided by the University and Faculty, along with administration policy information, and advice about writing a thesis within the humanities and social sciences. It is normally spread over 4 1½ hour sessions held on separate days at the beginning of each semester. (See link 2 above for further information about course content.)

**Note:** Completion of the Faculty of HUMSS Induction Course is a prerequisite of the Core Component of the Structured Program. Higher degree candidature cannot be confirmed without attendance at this program.

### c) International Students' Induction

The International Student Centre (Ground Floor, Old Classics Wing, The University of Adelaide, SA 5005, Australia; Tel: +61 8 8303 4828; Fax: +61 8 8303 4352; Email: <mailto:isc@adelaide.edu.au>) runs an orientation program at the beginning of each semester for all international students. This orientation program covers all aspects of living in Adelaide apart from your studies. This program is designed to help you make a great start to university life. It is about making friends, having fun, and finding the information and skills you need to survive and succeed. It aims to introduce you to the city of Adelaide, the University environment and community, and assist you in completing enrolment in your academic program. In addition to this program, the International Students' Centre offers all new students Peer Mentors, who are a mix of international and local students who are here to help you settle in, and give you a student's per-

spective of Adelaide and university life. They design and run the after-hours fun, hosting a full social program so that you can meet others and experience some of what Adelaide has to offer.

#### **d) Discipline of Media Induction**

Whether you have already completed undergraduate studies within the Discipline here at the University of Adelaide or are completely new to us, there are many things that you will need to know as a new higher degree student. In particular, your working relationships with staff and other students will be quite different to your experience as an undergraduate student. You will be expected to work more independently and by the time you graduate be able to organise and conduct a research program without supervision. Therefore, the Discipline Induction introduces the policies and procedures contained in these guidelines, but more importantly, it welcomes you to the community of researchers that you will work with in the coming years.

#### **Checklist**

<b>Deadline</b>	<b>Task</b>
Last day of Orientation Week each semester	Graduate Centre Induction
First weeks of each semester	Faculty of HUMSS Induction Program
First weeks of each semester	International Students' Centre Orientation Program
Orientation Week each Semester	Discipline of Media Induction

## Section 1.4 Core Component of the Structured Program

### Summary:

- Discusses different elements of the **Core Component of the Structured Program**
  - Discipline postgraduate student **resources**
  - Media **research skills** training
  - Research **ethics** clearance
  - Discipline **seminars**
  - **Intellectual property** agreements
- Completion of **Integrated Bridging Program (IBP)** by international students

### **Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):**

#### **Faculty Responsibilities**

**2.3** give consideration to the feasibility of providing a Structured Program of activities that is complementary to the locally provided (School level) Structured Programs

#### **School Responsibilities**

##### **3.5** During candidature

- (i) a structured program of activities is provided for all higher degree by research students within the School;
- (ii) all international higher degree by research students (who have not been granted an exemption), undertake and complete the Integrated Bridging Program - Research (IBP-R) in the first full semester following their enrolment as part of the core component of the structured program.
- (iii) components of the Integrated Bridging Program - Research, such as the research proposal and literature review, are assessed as part of the core component of the structured program where appropriate;
- (iv) opportunities are provided for students and staff to interact and develop profitable intellectual relationships with one another

#### **Postgraduate Coordinator Responsibilities**

##### **4.2** At the beginning of candidature:

- (iii) students are advised that attendance at the School seminar series is a compulsory part of both the core and development components of the structured program

##### **4.3** During candidature:

- (i) coordinating the delivery of the structured program;
- (iv) opportunities are provided for students to develop their presentation skills

#### **Supervisor Responsibilities**

In all cases, the principal supervisor has the primary responsibility for coordinating the supervision process. The supervisors have responsibilities that include:

##### **5.1** Commitment to providing high quality supervision

- (i) becoming familiar with and abiding by the University's Academic Program Rules and the policies and procedures governing research degrees

##### **5.3** At the beginning of candidature

- (i) arranging a meeting with the student at the commencement of candidature to clarify their respective roles, responsibilities and expectations throughout the candidature (completion of the Expectations in Supervision scale is recommended, refer to [Appendix 4](#) of the Research Student Handbook);
- (ii) determining a program of research in consultation with the student that is capable of being completed by a competent and well-supervised Doctoral or Masters research student within three to four years or one and a half years to two years (of full time equivalent candidature) respectively. The research topic should be agreed prior to enrolment where possible;
- (iii) suggesting ways that the student can make the most effective use of their time. This will involve discussing the nature of research with the student, the standard and timeframe expected for particular degrees, the choice of the research topic, the Structured Program, planning of the research program, the availability of library resources in the field, bibliographical and technical assistance, and applying for ethical clearance(s) where this is required;
- (iv) identifying at the outset if the proposed research topic is commercially sensitive, and, if this is the case, ensuring that the student is made aware of the implications and signs the Student Project Participation Agreement following liaison with Adelaide Research and Innovation where necessary;

(v) completing the minimum resources proforma in consultation with the student at the commencement of his or her candidature;

(vi) assessing the student's proficiency in the English language within the first 6 months of candidature, taking into consideration the outcomes of the Integrated Bridging Program - Research, and where appropriate, working with the Research Education Programs group of the Graduate Centre to structure an ongoing support program;

#### 5.4 During candidature

(i) meeting with, or otherwise contacting the student at least once per fortnight and ensuring that the student takes notes at these scheduled meetings which are later circulated to all members of the supervisory panel;

(ii) providing appropriate academic support throughout the candidature to enable the student to achieve their highest standard

#### Student Responsibilities

##### 6.3 During candidature

(i) pursuing research at a high standard and without interruption as far as possible, to ensure completion within the timeframe allowed for the degree;

(ii) adopting at all times, safe working practices relevant to the field of research and adhering to the ethical practices appropriate to the discipline;

(iii) keeping to an agreed schedule of meetings that will ensure regular contact with the supervisors;

(iv) taking notes during each scheduled meeting with the supervisor(s) and circulating them to all members of the supervisory panel afterwards;

(v) maintaining the progress of research in accordance with the University's and the supervisors' expectations, including in particular, completing all milestones and progress reviews by their due dates and presenting any required written material to the supervisors (e.g. drafts of the thesis or publications) in sufficient time to allow for comments and discussions;

(vi) maintaining regular attendance of the School's seminar program.

#### Essential Documents:

1. **Human Research Ethics Committee**  
<http://www.adelaide.edu.au/research/ethics/human/index.html>
2. **Human Research Ethics Committee – Submission Deadlines**  
<http://www.adelaide.edu.au/research/ethics/human/deadlines/>
3. **Studying People: Guidelines for Students on the Ethical Conduct of Research in the Humanities and Social Sciences**  
<http://www.hss.adelaide.edu.au/pg/research/>
4. **Guidelines and Rules for Responsible Practice in Research**  
[http://www.adelaide.edu.au/graduatecentre/forms/responsible\\_research\\_guide.pdf](http://www.adelaide.edu.au/graduatecentre/forms/responsible_research_guide.pdf)
5. **Integrated Bridging Program (IBP) for International Students**  
<http://www.adelaide.edu.au/graduatecentre/rep/ibp/>
6. **Completion of the Core Component of the Structured Programme**  
[http://www.adelaide.edu.au/graduatecentre/forms/ccsp\\_complete.pdf](http://www.adelaide.edu.au/graduatecentre/forms/ccsp_complete.pdf)
7. **Minimum Resources Proforma** Now incorporated into Core Component form
8. **Student Project Participation Agreement**  
[http://www.adelaide.edu.au/graduatecentre/forms/ip\\_sppa.pdf](http://www.adelaide.edu.au/graduatecentre/forms/ip_sppa.pdf)
9. **Joint Ownership Agreement**  
[http://www.adelaide.edu.au/graduatecentre/forms/DKCRC\\_StudentIPAssignment.pdf](http://www.adelaide.edu.au/graduatecentre/forms/DKCRC_StudentIPAssignment.pdf)
10. **Roles of Graduate Centre and Adelaide Research and Innovation in the Administration of Intellectual Property**  
[http://www.adelaide.edu.au/graduatecentre/forms/ip\\_roles.pdf](http://www.adelaide.edu.au/graduatecentre/forms/ip_roles.pdf)
11. See Media Postgraduate Guidelines section *Research Proposals*

#### Discipline Practice:

**NB:** Research Proposals are discussed in a separate section of these guidelines.

### **a) Core Component of the Structured Program**

The Core Component of the Structured Program (Core Component or CCSP) covers all the elements of your initial postgraduate research training. For Media PG students successful completion of the CCSP marks the point at which you are permitted to commence primary data collection, including any fieldwork, for your higher degree research project. It is, therefore, vital that each part of the Core Component is completed in a timely and appropriate manner. The individual elements of the Core Component are outlined below, with the exception of the Research Proposal, which is covered in a separate part of these guidelines.

### **b) Postgraduate Student Resources**

As a postgraduate student in the Discipline of Media you are entitled to the following facilities:

- a desk or cubicle
- access to a computer with Internet and email
- printing
- photocopying
- stationery
- envelopes and postage requirements
- secure storage facilities in the Discipline area
- various resources within the Discipline that may be required to support a student's particular requirements.

It is the task of the PG Co-ordinator to ensure that these resources are available to you within Discipline area. The Discipline Administrator will ensure that you are aware of how to access all resources and complete the **Minimum Resources Proforma** (see form 8 above), which confirms that resources are available and accessible to you.

More specialised resources beyond those listed above may be required to complete your research, especially during fieldwork and subsequent analysis of research data. These requirements should be discussed with your supervisor and the PG Co-ordinator as and when they arise. Students may borrow resources if they are commonly held within the existing Discipline or School stock. In addition to this, limited funds are made available to all higher degree by research students through the annual Discipline budget (see *Data Collection and Fieldwork* section).

### **c) Research Skills Training**

The Discipline will provide a course of *research methodology* training to all higher degree by research students in the first semester of their candidature. Where students have proof of already completing such training within the University of Adelaide or another institution they may be excused from all or some elements of this course (although students may still choose to take the course as a 'refresher').

Training in other aspects of research methodology will be provided either through taught courses provided by the Faculty of Humanities and Social Sciences or under the guidance of the student's supervisors.

Apart from attendance at taught research skills training courses and the completion of tasks assigned as part of these courses or by student's supervisors, assessment of the successful completion of research skills training will be made on the basis of the evaluation of the student's Research Proposal with particular reference to those sections that specifically relate to research methodology.

### **d) Ethics Clearance**

It is necessary for all persons associated with the University of Adelaide to obtain ethical clearance for any activity involving human research. For this reason and to ensure that students are properly prepared for the challenge of conducting their research project, the Discipline of Media

and Faculty of Humanities and Social Sciences treats the consideration and completion of the appropriate ethical clearance with utmost seriousness. Students must submit a detailed report on their proposed research to the Human Research Ethics Committee (HREC) seeking its (and therefore the University's) approval for *ethics clearance*. This ethics clearance must be obtained before students are allowed to commence any data collection or fieldwork for their project.

An application to the HREC is a separate document from the Research Proposal submitted to the Media Discipline. It serves a different purpose to the RP overall (although this may also incorporate information about ethical implications of your project), and usually requires a different style of writing (since the HREC, as a university-wide body, cannot be expected to be conversant with the minutiae of media theory, methods or styles of argument). This means that the ethics application needs to be prepared at the same time as you are working on the Research Proposal, but as a separate document. In practice, the ethics application may need to be completed and submitted earlier than the Research Proposal, depending upon the scheduled timetable of HREC meetings. You must plan your work so as to have both the ethics application and Research Proposal successfully completed within the time constraints of the CCSP.

**Note:** The Human Research Ethics Committee meets on a regular but intermittent basis. The commencement of data collection or fieldwork may be delayed if your ethics application is not successfully completed by a date that fits into the Committee's meeting schedule. Details of when these meetings are held are posted on the Human Research Ethics Committee website (see address in Essential Documents 2, above). You should make yourself aware of these dates immediately upon commencing candidature.

The Discipline PG Co-ordinator will provide a series of sessions covering ethical matters during the first semester of a student's candidature in conjunction with other School of Social Science disciplines. In addition to providing training in the proper consideration of ethical issues during research involving humans, the sessions will explain how an application to the Human Research Ethics Committee is to be prepared to ensure successful completion of this stage of the Core Component. The PG Co-ordinator will also provide examples of previous successful submissions to the Human Research Ethics Committee as a guide for beginning students.

Students must also discuss the ethical implications of their proposed research with their supervisors, who will be able to provide more detailed help relating to the particular character of the student's work. Such discussions of ethical matters should be ongoing throughout the conduct of the student's research from its beginning to eventual completion of the thesis.

**Note:** Applications to the Human Research Ethics Committee are made in the name of your Principal Supervisor, with the PG student identified as the primary researcher. This means that your supervisor is deemed responsible for the ethical conduct of your research project, and may be held liable (including legally liable) if that conduct is called into question or breached. Amongst other things this highlights the duty of care which supervisors maintain toward both you *and* your research participants. This underscores the need for diligent and ongoing discussion between you and your supervisors regarding the conduct of your research.

Application to the HREC may result in the following outcomes:

1. Approval for the application as submitted
2. Request for further details concerning the project and/or its procedures
3. Request for written clarification or elaboration of elements of the project (in respect of ethical issues)
4. Re-submission of the application addressing identified ethical concerns
5. Appearance before the HREC to clarify and defend the application

Note that the great majority of applications for ethics clearance fall into the first 3 of the above categories. Some of these outcomes (usually 1 through 3) can be dealt with via correspondence; others (4 and 5) may not be dealt with until a subsequent scheduled HREC meeting. You must

allow sufficient time for this approval and (potential) revision process to still complete the Core Component of the Structured Program within Graduate Centre guidelines.

Copies of the HREC application and the letter confirming ethics approval (incorporating the HREC's project number) must be submitted to the Graduate Centre as part of completing the CCSP.

Ethics clearances are usually approved for 12 months. As many Media research projects are longer than this an application for renewal of the ethics clearance will have to be made at that time. The appropriate form will be sent to your supervisor, who should notify you of the request. Your principal supervisor (or the named applicant) makes application for renewal, but you should provide him or her with a report on the project's progress and any difficulties or changes that may affect its ethical conduct.

#### **e) Intellectual Property Issues**

Media research may in some rare instances lead to intellectual property issues that are common in disciplines that involve research into the production of obvious material outcomes, patents or commercialised products or procedures. Further information about Intellectual Property Issues can be found via the documents listed in Essential Documents 9 to 11 above. Again, discussions between students and their supervisors is the best means through which clarification of intellectual property issues can be obtained.

#### **f) Integrated Bridging Program (IBP) for International Students**

The IBP is a compulsory part of the Core Component of the Structured Program for international students. It is an innovative and successful 12-week program to help international research students gain access quickly and effectively to the academic, linguistic and cultural conventions of postgraduate study in their departments within the University of Adelaide. It usually focuses on supporting students in the production of a literature review and a research proposal, presented both as an oral presentation and as a written document. On arrival, all research students in this category need to contact the IBP staff to discuss how the program can best contribute to supporting their progress.

Each international research student will talk with IBP staff and their supervisor/s about the most effective option for them. The outcome could be any of the following:

- The student will participate fully in the IBP in the first full semester of their candidature;
- The student will participate in the IBP as negotiated between the student, their supervisor/s and the IBP staff, during the first available semester;
- The student will be exempt from any participation in the IBP.

The agreed option will be recorded on an **IBP Participation Agreement** form (see Essential Document 6 above), with exemptions requiring the approval of the Dean of Graduate Studies, as stated in the Code of Practice. Further details of the IBP can be found at the address given in Essential Document 5 above.

#### **g) Participation in Discipline and Postgraduate Seminars**

All postgraduate students are required to attend both the Discipline and PG Seminars on a regular basis. Your own attendance requirement will depend on your current candidature status:

- Full-time students are required to attend all Discipline and PG Seminars
- Part-time students are required to attend at least 50% of Discipline and PG Seminars
- Students working under the supervision of more than one discipline are required to attend discipline and PG Seminars in proportion to the amount of supervision they receive within the Discipline of Media
- Students who are currently on Leave of Absence are not required to attend either seminar, although they may do so at their own discretion

- Students who are currently on Study Leave are not required to attend either seminar, although they may do so at their own discretion

Absence from both the discipline and PG Seminar is allowed due to illness or through prior agreement with the PG Co-ordinator and/or the convenors of the seminars.

All PG students are also required to give a substantial presentation on an element of their research project at least once per semester to either the Discipline Seminar or the PG Seminar.

#### **h) Completion of the Core Component of the Structured Program**

Once each of the above elements of the Core Component, including the student's Research Proposal, has been completed you should complete the accompanying form (see Essential Document 7 above) in consultation with the PG Co-ordinator, the student's supervisors and other academic members of staff (if appropriate). Your PG student representative may also be able to offer advice on resources and procedures within the Discipline. Once the form has been completed to the satisfaction of all those required to sign the form it must be submitted to the Graduate Centre for confirmation.

#### **Checklist**

<b>Deadline</b>	<b>Task</b>
First week of candidature	Completion of <b>Minimum Resources Proforma</b>
During first semester of candidature	Completion of <b>Research Skills Training</b>
During first semester of candidature	Completion of <b>Ethics Training</b>
By appropriate date depending on HREC schedule	Completion of <b>Ethics Report</b>
By end of first full semester of candidature	Completion of <b>International Bridging Program</b> (where appropriate)
Prior to submission of Research Proposal	Discuss Intellectual Property Rights with Supervisor
Throughout candidature	Participation and presentation in PG and Discipline Seminars
<b>Full-time Students:</b> The first day of the month following the one that falls 6 months from the commencement of the student's candidature	Complete, seek approval of, and submit <b>Completion of the Core Component of the Structured Programme</b> form
<b>Part-time Students:</b> The first day of the month following the one that falls 12 months from the commencement of the student's candidature.	Complete, seek approval of, and submit <b>Completion of the Core Component of the Structured Programme</b> form

## Section 1.5 Research Proposal

### Summary:

- Introduces **aims** of the Media Research Proposal
- Discusses **format** of the research proposal
- **Writing** the research proposal
- Procedures for formal **presentation** of research proposal to complete Core Component
- **Assessment** criteria for the Research Proposal
- **Responding** to the assessment

### Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):

#### Supervisor Responsibilities

##### 5.4 During candidature

- (i) meeting with, or otherwise contacting the student at least once per fortnight and ensuring that the student takes notes at these scheduled meetings which are later circulated to all members of the supervisory panel;
- (ii) providing appropriate academic support throughout the candidature to enable the student to achieve their highest standard;
- (iii) carefully monitoring the performance of the student relative to the standard required for the degree, and ensuring that inadequate progress or work below the standard generally expected is brought to the student's attention. Supervisors should assist with the development of solutions to problems as they are identified;
- (vii) requiring written work from the student on a prearranged and agreed schedule so that progress can be assessed at regular intervals;
- (viii) providing a constructive and critical assessment of the student's written work. In each instance, an appropriate turnaround time should be established for assessment (generally this would not exceed four weeks);

#### Student Responsibilities

##### 6.3 During candidature

- (i) pursuing research at a high standard and without interruption as far as possible, to ensure completion within the timeframe allowed for the degree;
- (iii) keeping to an agreed schedule of meetings that will ensure regular contact with the supervisors;
- (iv) taking notes during each scheduled meeting with the supervisor(s) and circulating them to all members of the supervisory panel afterwards;
- (v) maintaining the progress of research in accordance with the University's and the supervisors' expectations, including in particular, completing all milestones and progress reviews by their due dates and presenting any required written material to the supervisors (e.g. drafts of the thesis or publications) in sufficient time to allow for comments and discussions

#### Formulation of the Research Proposal (p.27)

In preparing your research proposal, there are several areas to which you should pay particular attention; these are:

- ethical clearance;
- intellectual property;
- authorship;
- resourcing your proposed research support;
- whether the research is commercially, culturally, politically or criminally sensitive.

### Essential Documents:

1. **Media Higher Degree Research Proposal Part 1 – Research Budget** (Document included in Postgraduate folder and in electronic form from Postgraduate Coordinator)
2. **Media Higher Degree Research Proposal Part 2 - Research Plan** (Document included in Postgraduate folder and in electronic form from Postgraduate Coordinator)
3. **Occupational Health and Safety** <http://www.adelaide.edu.au/hr/ohs/>
4. **MyUni Writing and Speaking at Uni course: Research Education Development (RED) for Students**

## Discipline Practice:

### a) What is a Media Research Proposal?

The Media Research Proposal (RP) is the most important single part of the Core Component of the Structured Program. It provides a summation of the outcomes of each of the other elements of the Core Component and provides a detailed account of your research project. This account defines with maximum possible clarity what your research project is about, what questions or problems within Media Studies are to be addressed by the research, and how the research will be conducted. The research proposal provides all sections of the university, potential external participants in your project, and most importantly yourself with a precise statement of what your research involves. The RP provides you with a document that will become an invaluable source of reference in the years ahead both for yourself and for those 'outsiders' who may be interested in learning more about your work. It is the 'document of record' concerning your research project and is held as such by the Discipline and the Graduate Centre.

### b) What Does the Research Proposal Look Like?

The research proposal comprises 3 related elements: 1) a detailed account of your research project, 2) a research budget, and 3) your report to the Human Research Ethics Committee (information about the last element is included in section 1.4 of these guidelines).

The **detailed account of your research project** should be approximately 5,000 words in length, including supporting documentation, bibliography and illustrations. The areas that must be covered by the detailed account include:

- **Title:** Approximately 20 words or less
- **Abstract:** Overview of research project in no more than 150 words
- **Contents:** An itemised list of the RP contents
- **Introduction:** A statement of the project's main aims and brief summary of the contents
- **Review of Secondary Sources:** This covers the appropriate theoretical and evidential work carried out within the areas pertaining most directly to your research. This section encompasses the 'literature review' that is commonly found in student's RPs.
- **Methodology:** A detailed description of how you intend to conduct fieldwork and analysis of the data collected to support your research findings.
- **Ethical Considerations:** This section must summarise the key elements of the report submitted to the Human Research Ethics Committee.
- **Risk Assessment:** A description of possible risks to health and safety that may be encountered by those involved in the research project.
- **Significance and Innovation:** An account of how your research will contribute to the advancement of knowledge within the discipline and to other stakeholders with an interest in the different areas, defined in terms of both geographical and topic areas, covered by your research.
- **Organisation and Budget:** A detailed timeline for the completion of the research including fieldwork, data analysis and write-up in a spreadsheet format must be appended to the RP. The cost of any research related expenses should be carefully considered and a budget included with the RP.
- **List of Works Cited and Research Bibliography:** Provides detailed references both to works directly cited in the RP and to additional works that relate to the research project. The RP must use the Harvard system of referencing according to the format adopted in major, peer-reviewed journals.

The format of the RP need not conform to this precise structure, but each of the above elements is considered to be vital to the adequate assessment of your project. Again, we would em-

phasise that this relates to your own self-assessment of the project as much as that of the Discipline and wider academic community. You can organise material within your RP in a manner that is most appropriate to the character of the project and your own tastes as long as all information included is clearly presented. It goes without saying, of course, that the RP must be completed to a very high standard of written English. This is why the assistance of the International Bridging Program may be of particular help to students for whom English is not their first language.

Your **research budget** should comprise a spreadsheet that itemises all areas of expenditure related to your research throughout the duration of candidature and a supporting justification of these items. At this stage your budget will be a detailed *estimate* of the financial costs involved in completion of your research, but you should endeavour to provide as much detail as possible in order to be well prepared for the financial implications of your work. Your supervisor and the postgraduate co-ordinator can provide advice on your budget based on their own experiences of research. You should also provide a justification or rationale for each budgeted item (arguing why they are essential to the successful conduct of your research).

It is important that your research budget is based on an estimate of expenditure and is not tailored to fit your expected income. Although your income, including the monies for research expenses provided by the School, will inevitably limit your expenditure your research budget should reflect the actual costs of research so that you can both plan ahead for this and prioritise expenditure if necessary.

### **c) How Do You Write a Research Proposal?**

It is not surprising that the completion of the Research Proposal takes up the majority of students' time and thoughts during the first part of their candidature leading to the completion of the Core Component of the Structured Program. Given that success with the RP enables progression on to data collection and the successful completion of the research project as a whole, it is vital that it is written using the support offered by the other elements of the Structured Program, your supervisors and your fellow students. In effect, you are asked to write a work that provides a detailed account of the scale and substance of your thesis and the importance of the RP project should be appreciated at the outset. Coping with the organisation and analysis of the large amount of secondary source material required to complete the RP in itself provides good training in and a forewarning of the work that lies ahead during your research. In fact, this is where you really begin to write your thesis and material in your research proposal, especially your review of relevant literature, will in all likelihood be part of its early chapters.

There is no single model for how to write your research proposal and it is likely that what causes one student problems will not necessarily prove difficult for another. For this reason it is important that you produce regular draft sections of your proposal for presentation to your supervisors, within the Core Components of the training program (such as the PG Seminar), and for more informal circulation to fellow students. It is our frequent experience that all postgraduate students may feel self-conscious or anxious about the quality of their work, especially within the stark form of formal academic writing. But the fact that this is something common to us all, including experienced postdoctoral researchers (yes, your supervisors!) indicates that the presentation of your work will be met with sympathetic advice.

Past successful Research Proposals will be viewed as part of the Structured Program, or can be obtained from the PG Co-ordinator (subject to the permission of the relevant PG students).

**NOTE:** The Research Education Development (RED) for Students module that is available through the MyUni *Writing and Speaking at Uni* course contains a detailed section on writing a research proposal (as well as other useful modules). You should take time at an early stage in your candidature to look through this course.

#### **d) When Do You Present Your Research Proposal?**

You must present a completed or nearly completed version of your RP in one of the Discipline seminars. Members of the seminar audience will provide feedback to you, but approval of the RP is not dependent on this seminar presentation. You must present the written version of your research proposal well in advance of the deadline for the submission of your **Completion of the Core Component of the Structured Program** form (see relevant section of these guidelines). Your RP must be assessed by an assessment panel comprised of available staff members who are not directly involved in the supervision of your work. This process of assessment and any subsequent revision may take a number of weeks, and this must be borne in mind when considering the deadline for completion of the CCSP.

One printed copy and one electronic copy of your research proposal and any supporting documentation must be submitted to the PG Co-ordinator. Copies of the RP will then be circulated to members of the assessment panel who will provide their individual assessments to the PG Co-ordinator within 2 weeks of receiving your RP.

A copy of the HREC application should also be supplied for distribution to the assessment panel together with the RP.

#### **e) How Is Your Research Proposal Assessed?**

The PG Co-ordinator will convene a panel of at least 3 members of staff who are not directly involved in your research project to assess your RP. The Discipline of Media uses a standard form (copies available for consultation from the Discipline Administrator) for the assessment of all RPs. Members of the assessment panel are provided with clear and agreed standards by which the RP is to be assessed. Each assessment is arrived at individually, as is the completion of each assessment form. No consultation is entered into between panel members, the student's supervisor or the PG Co-ordinator until after all panel members' assessments are delivered into the hands of the PG Co-ordinator.

Your RP is assessed within the following categories:

1. Quality of the Project
  - a. Significance and Innovation
  - b. Approach and Methodology
2. Estimation of the Viability of the Proposed Project
  - a. Within Available Financial Resources
  - b. Within Term of Candidature
3. Ethical Issues
4. How Could This Application Be Improved
5. Do you support the candidate proceeding to fieldwork/the next stage in the process on the basis of this research proposal?
6. Any Other Comments on this Application

Section 1 is assessed according to the following criteria (based on Australian Research Council guidelines):

<b>Outstanding</b>	Of the highest merit, at the forefront of research internationally at this level in the field. Fewer than 2% of applicants should receive scores in this range.
<b>Excellent</b>	Strongly competitive at this level internationally. Fewer than 20% of applicants should receive scores in this range.
<b>Very Good</b>	An interesting, sound, compelling proposal. Approximately 50% of applicants should receive scores in this range
<b>Good</b>	A sound research proposal that lacks a compelling element in

	some respect. Approximately 30% of applicants should receive scores in this range
<b>Fair</b>	The proposal has potential, but requires significant development to be supportable. Up to 20% of applicants should receive scores in this range
<b>Flawed</b>	The proposal has one or more fatal flaws.

Section 2 is rated on a scale of 1 (low) to 10 (high)

Section 5 is answered either YES or NO. **Note:** There must be a unanimous 'YES' response to this section from all members of the assessment panel before the RP is approved.

Every member of the assessment panel should also provide detailed written feedback on each of the above sections. This feedback should provide you with a clear indication of the basis upon which a particular assessment was made and, if necessary, some indication of how any problems with the RP (and the project as a whole) may be addressed. The panel members' assessments are returned to the PG Co-ordinator who may ask for them to be revised if they feel that the assessors' comments should be revised or supplemented in any way before being returned to you. **Note:** This revision process only applies to the substance of the comments made on the RP, not the assessors' evaluation of the RP.

The PG Co-ordinator will then collate and present the assessment panels' evaluation of the RP. This may lead to the following outcomes:

- Unanimous Support for the RP with no revision
- Unanimous Support for the RP with recommendation to revise some sections
- Majority Support for the RP with need for minor revision within current project schedule
- Majority Rejection of the RP with need for major revision within current project schedule
- Unanimous Rejection of the RP with need for major revision within changed project schedule
- Unanimous Rejection of the RP with request for reconsideration of project as a whole

**Note:** The great majority of RP assessments fall into the first 3 of the above categories.

Members of the Assessment Panel may, at their own discretion, choose to submit their feedback and evaluation anonymously.

#### **f) Assessment of Inter-disciplinary Research Proposals**

Students who receive supervision from other Disciplines in addition to Media will undertake a variation on the above preparation and assessment of the RP. Different Disciplines' Core Component and RP requirements often vary from those used within Media. Therefore, at an early stage in an inter-disciplinary student's candidature the supervisors (and/or the Disciplines' PG Co-ordinators) will meet with you to make arrangements for the conduct of the Core Component. These arrangements will include clear guidelines for the content and assessment process for your RP. The RP Assessment Panel will comprise a number of staff members drawn from each of the Discipline areas and will be convened either by one of the relevant PG co-ordinators or a mutually agreed member of staff.

#### **g) What Do You Do After Notification of Your Research Proposal's Assessment?**

The PG Co-ordinator will return all the assessment panel members' comments to you in written form (printed and/or electronically) with a covering letter outlining the overall evaluation of your RP. It is important to remember that, whatever the response to your RP, you are likely to respond

both intellectually and emotionally to this assessment. This is because unlike most undergraduate assignments (but like an honours dissertation or fieldwork project) you will have made a huge, personal investment in this work. For this reason it is a good idea to wait a day or so before arranging to meet with your supervisors to discuss the assessment of your RP. You should formulate a clear response to the criticisms and advice offered by each of the panel members. Your written responses to the assessors' comments will be re-submitted to the assessment panel and their views as to whether you may proceed in your research project will be canvassed again. Students are encouraged to meet with staff to discuss any aspect of this revision process, or to seek guidance on dealing with specific queries or criticisms.

If necessary, your supervisors will work to help you revise your RP in a way that ensures that it will be accepted when resubmitted. You should organise a schedule for resubmission and re-assessment in consultation with the PG Co-ordinator.

You must allow sufficient time for this assessment and (potential) revision process to still complete the Core Component of the Structured Program within Graduate Centre guidelines.

Should you feel that your RP has not been properly or fairly assessed you should immediately inform the PG Co-ordinator. You should provide a clear statement of why you feel that this is the case. The PG Co-ordinator will then deal with your concerns according to the guidelines given in the section of the Research Student Handbook, 'Complaints, Grievances and Problems During Candidature' (p. 44).

#### Checklist

Deadline	Task
At commencement of candidature	Organise schedule and agree procedure for supervision with supervisors
Regular dates leading up to submission of RP	Presentation of draft sections of RP for comment by supervisors
During IBP	If applicable, presentation of section of RP as part of IBP
Prior to submission of RP	Presentation of complete draft of RP to supervisors and to PG Seminar
Well in advance of deadline for completion of Core Structured Program	Submission of finished RP to PG Co-ordinator and Discipline Administrator for circulation to Assessment Panel
2 weeks following submission of RP	Notification of overall assessment of RP and provision of individual assessor's evaluations and feedback
Within existing project schedule	If applicable, minor revision and resubmission of RP
Within revised project schedule	If applicable, major revision and resubmission of RP

## Section 1.6 Confirmation of Candidature

### Summary:

- **Completion of the Core Component** of the Structured Program
- Outline of Student **Complaints** Procedure

### Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):

#### Major Review of Progress (p. 31)

The major review of progress occurs twelve months or half time equivalent from the commencement of candidature. It is 'major' in the sense that the outcome determines whether you will be **confirmed in candidature**, have your provisional status extended or be recommended for termination on the grounds of unsatisfactory progress.

To fulfil the requirements of the major review of progress, you must have:

- satisfactorily completed all the preceding milestones, including the Adelaide Graduate Centre Induction Program;
- regularly attended the School seminar program (remote students are exempted); and
- made satisfactory progress during the period of your provisional candidature.

In determining whether your overall progress has been satisfactory, your School may require additional tasks to be completed. Your supervisor(s) or Postgraduate Coordinator will advise you if this is the case in your School.

Following the Major Review, if your School recommends that your provisional candidature be extended; a further review (normally) after three months will form the basis for confirmation, termination or (where applicable) conversion to a Masters enrolment.

### Essential Documents:

1. **Major Review of Progress**  
[http://www.adelaide.edu.au/graduatecentre/forms/major\\_review.pdf](http://www.adelaide.edu.au/graduatecentre/forms/major_review.pdf)
2. **Completion of the Core Component of the Structured Programme**  
[http://www.adelaide.edu.au/graduatecentre/forms/ccsp\\_complete.pdf](http://www.adelaide.edu.au/graduatecentre/forms/ccsp_complete.pdf)
3. **Student Complaints and Appeals**  
<http://www.adelaide.edu.au/student/current/complaint.html>
4. **Student Complaints Policy** <http://www.adelaide.edu.au/policies/?100>

### Discipline Practice:

#### a) The Major Review of Progress (MRP)

The Major Review of Progress provides an opportunity for everyone involved in your research project to take stock of how things are proceeding. In many cases, the MRP, following, as it does, shortly after the completion of the Research Proposal and Core Component provides an overview of your work rather than anything new. It does, however, require another form to be completed and submitted to the Graduate Centre before your candidature can move from a provisional to confirmed basis.

**Note:** Confirmation of candidature does not occur following completion of the Core Component of the Structured Program, but only after the Major Review of Progress.

In addition to this, it also serves a particular purpose within the career of a research student, because this is likely to be the last formal stage of your candidature before you commence primary data collection or fieldwork. It is in the time between the completion of the Core Component and the Research Proposal and the MRP that you are likely to be very busy making arrangements for this important part of your research project. It is important that you work closely with your supervisors to ensure that the best possible use is made of this time. In particular, you should make arrangements with your supervisors for how you will be supported during any time that you may need to spend away from the university and Adelaide. You are completing one intense phase of your research project during which you have been in regular contact with and

guided by many different people within the university. You are about to commence an equally intense but otherwise very different phase of your research. The Major Review of Progress marks the process of this transformation and despite our initial comments, as such, it merits considerable attention. The Discipline of Media, therefore, requires students to have a formal interview with both the PG Co-ordinator and your supervisors before signing off on the MRP form.

**Note:** Depending on individual circumstances the Major Review of Progress may need to be completed after you begun fieldwork and therefore away from the University. In such cases, it is vital that you make prior arrangements with your supervisors and the PG Co-ordinator for the timely completion of the Review.

### **b) Student Complaints Procedure**

The Major Review of Progress should also be the opportunity for you to provide feedback to us on our work. We do, of course, welcome your positive comments, but it is more important that you inform us of aspects of your research training and support that may be inadequate. In most cases, we hope that these can be addressed easily and amicably within the existing framework of your work. However, if you feel that this has not happened at this or any other time during your candidature you are advised that the university has in place a comprehensive system of complaints policy and procedure through which your concerns can be handled (see above links).

It is important for all of us to recognise that every student and their research projects have distinctive characteristics and needs. Improving communication and discussion is normally adequate to deal with students' concerns. Problems experienced during your candidature, should any arise, are likely to be due to the need to adapt our working procedures to your unique circumstances rather than through the worst-case scenarios of negligence or malicious intent. But, should you believe that either of these worst cases applies to you please seek advice from either the PG Co-ordinator in the first instance or, if you feel they may be implicated in your complaint, from the Head of Discipline, Head of School, the Faculty of HUMSS Office, the Graduate Centre or the University of Adelaide Students Union.

#### **Checklist**

<b>Deadline</b>	<b>Task</b>
12 months after commencement of candidature (or part-time equivalent)	Completion of interview with PG Co-ordinator and supervisors prior to signing off MRP form.
Following submission of MRP form	Move from provisional to confirmed candidature.

## Section 2.1 Data Collection and Fieldwork

### Summary:

- Arrangements **before** starting data collection or fieldwork
- Arrangements **during** data collection or fieldwork
- **Returning** from fieldwork

### Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated): Study Leave (p. 38)

Study leave is intended for when you wish to undertake fieldwork, research or study towards your research degree whilst located outside the University for a limited period of time, not normally exceeding twelve months in total. In considering the approval of study leave, factors such as the availability of appropriate supervision, travel costs, subsistence arrangements and means of communication with your University supervisors are taken into account.

An application for study leave before you have completed the core component of the structured program requires both a supporting statement from your principal supervisor and Head of School or Postgraduate Coordinator and the approval of the Dean of Graduate Studies.

To apply for a period of study leave exceeding one week in duration, complete the form '[Application for leave of absence and or study leave](#)' which is available on the web or on request from the Graduate Centre.

To ensure that you are covered by insurance during the time for which you are absent from the University, your application for study leave must be lodged with the Graduate Centre well in advance of your expected departure date. The Graduate Centre will notify you of the results of your application in writing.

Periods of study leave of less than one week do not require the completion of a study leave application form, however, your School will keep a record of your trip to ensure that you remain covered by insurance whilst undertaking research external to the University.

Note that, irrespective of the proposed duration of your travel, you will need to complete a '[Request for approval of student travel](#)' form, which may be downloaded from the web at: <http://www.adelaide.edu.au/policies/83/>

It is your responsibility to ensure that your journey will not involve travel in or to regions or destinations that are subject to warnings against travel by the Department for Foreign Affairs and Trade, the World Health Organisation, or any similar agency or organisation.

### Essential Documents:

1. **Application for Leave of Absence and/or Study Leave**  
[http://www.adelaide.edu.au/graduatecentre/forms/loa\\_studyleave.pdf](http://www.adelaide.edu.au/graduatecentre/forms/loa_studyleave.pdf)
2. **Study Leave: Insurance Considerations**  
<http://www.adelaide.edu.au/pgsa/resources/insurance.html>
3. **Postgraduate Student Insurance**  
<http://www.adelaide.edu.au/pgsa/resources/insurance.html>
4. **Fieldwork Contact Form** (available from the Postgraduate Coordinator)
5. **Supervisory Contact Agreement** (available from the Postgraduate Coordinator)

### Discipline Practice:

#### a) What You Must Do Before Commencing Fieldwork

Only some postgraduate research involves the collection of research data during an extended visit to people and places beyond the university (what is often referred to as 'fieldwork'). A lot of research and data collection will be library or desk-based. However, if you are travelling beyond the office or campus to conduct your work it is important to be fully prepared for this task. This section looks at the particular requirements of research fieldwork.

All students conducting fieldwork must complete a Study Leave Application before leaving the university to commence fieldwork (see Essential Document 1 above). This is particularly important for insurance purposes (see Essential Document 2 above), as this application form specifies the dates between which students will be covered by the University of Adelaide insurance policy when working beyond the immediate boundaries of university property. You must also take the

opportunity to look at the terms of the university's insurance coverage in detail to verify whether they offer adequate coverage given the particular circumstances of your fieldwork. You may need to supplement or even replace your university insurance coverage if this is not the case.

It is your responsibility to verify all details of travel, external institutional affiliations, and immigration requirements (if necessary) prior to departure for fieldwork. The university and staff within the Discipline of Media can provide advice, documentation, or contacts in support of the organisation of your fieldwork, but responsibility for making detailed arrangements are yours alone.

The Discipline provides limited financial support for fieldwork expenses and you should make arrangements with the Discipline Administrator for any particular payments (e.g. for travel costs) that need to be made out of this budget. A portion or the balance of available monies can be given over to you prior to the commencement of fieldwork, but this must be arranged well in advance of departure from the university. All monies spent out of this budget before, during or after fieldwork must be accounted for through the completion of a detailed account of fieldwork expenditures supported by documentation of payments (e.g. receipts of purchase).

On confirmation of your Research Proposal's acceptance the PG Co-ordinator will forward you a 'Fieldwork Contact Form'. This is a way of providing the Discipline with a record of contact details when you are in the field. It also provides a record of next-of-kin and any emergency contacts that may be required if problems arise during your field work. The form is available as an electronic copy, so it can be taken with you and updated as your circumstances change or are clarified. Copies should be lodged with your supervisors, the PG Co-ordinator and the Discipline Administrator. You should also provide the Graduate Centre with notification of your address and other contact details. Note that you can do this automatically online through Access Adelaide (<http://www.adelaide.edu.au/access/>).

Finally, don't forget to say goodbye! Wherever you're going to conduct your fieldwork, this is a major event in your development as a researcher and as such deserves a celebration; do you need any encouragement?

### **b) Supervision and Contacts During Fieldwork**

It may, of course, be extremely difficult for you to maintain regular and extensive contact with your supervisors and the Discipline during fieldwork. Other students may also feel that minimal contact is desirable given the requirements of ethnographic research. Students working within or close to Adelaide may wish to come in person to meet with their supervisors on a regular basis. It is clear, therefore, that there can be no single rule for what is or is not appropriate communication during fieldwork. Rather, you should discuss what you feel is appropriate with your supervisors before beginning fieldwork.

On confirmation of your Research Proposal's acceptance the PG Co-ordinator will forward you a 'Supervisory Contact Agreement' form which requires you and your supervisors to specify how, and how often, contact will be maintained during the course of your fieldwork. This needs to be signed by you and your supervisors and lodged with your supervisors, the PG Co-ordinator and the Discipline Administrator.

### **c) Returning From Fieldwork**

Your Request for Study Leave includes a date on or before which you will return from fieldwork. Should you need to revise this date for any reason you should inform the PG Co-ordinator with as much advance warning as possible. You will also need to complete a **Return from Study Leave** form and change your contact details if necessary. Students returning from Study Leave must notify the Adelaide Graduate Centre if their return date varies from the original (approved) application.

The transition back to life within the university, Adelaide or maybe even Australia may be as difficult to make as the move into fieldwork. When you return you will need to make contact with

your friends and staff within the university as soon as you can. However, you should also take time to readjust to life after fieldwork. Talk this through with your supervisors to organise a program for your continuing research work that takes adequate account of the need to settle back into your home environment. Students returning from fieldwork are expected to arrange a joint meeting with both their supervisors and the PG Co-ordinator at the earliest convenient opportunity after returning to the university, even when their return date is in advance of the usual September/October period of the Annual Review process.

### Checklist

Deadline	Task
Prior to departure for fieldwork	Complete <b>Study Leave Application</b> Complete Discipline <b>Fieldwork Contact Form</b> Complete Discipline <b>Supervisory Contact Agreement</b>
On commencing fieldwork	Notify Discipline and University of changed address & contact details
According to agreed schedule during fieldwork	Contact supervisors with updates on progress of fieldwork
Immediately upon returning from fieldwork	Complete <b>Return from Study Leave</b> form and revise contact details if necessary
As soon as possible after returning	Arrange meeting with PG Co-ordinator and supervisors to organise schedule for return to university-based study

## Section 2.2 Administrative Matters

### Summary:

- Outlines policy and procedure for **ongoing administrative matters**
  - Changing personal details
  - Leave of Absence
  - Insurance
  - Changing candidature
  - Supervision
  - Research topic

### **Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):**

#### **Postgraduate Co-ordinator Responsibilities**

##### **4.1 Communication**

(iv) assisting students to resolve any questions or problems they may be experiencing, either directly or by referral to the relevant areas

#### **Supervisor Responsibilities**

##### **5.2 Communication**

(ii) assisting students to resolve any questions or problems they may be experiencing, either directly or by referral to the relevant areas

##### **5.4 During candidature**

(iv) applying to the Graduate Centre for an extension of the due date for a candidature milestone (e.g. the annual review or core component of the structured program), where the student is unable to complete the milestone in the expected timeframe for reasons beyond their control

#### **Student Responsibilities**

##### **6.1 Communication**

(i) ensuring that contact details are kept up to date on Access Adelaide;

(ii) ensuring that email forwarding is set up to forward University emails from the campus email address to the preferred email address, where the preferred email address is not the campus address.

##### **6.3 During candidature**

(vii) accepting reasonable offers of alternative supervision facilitated by the University where required as a result of staff departures, absences (exceeding one month) and conflict with a supervisor(s) that have not been resolved by mediation or which are deemed unsuitable for mediation;

(viii) requesting that the principal supervisor apply to the Graduate Centre for an extension of the due date of any candidature milestone or progress review that cannot be completed on time, for reasons beyond the control of the student;

(ix) completing and lodging the appropriate paperwork with the Adelaide Graduate Centre when seeking approval to change the conditions of candidature or scholarship;

(x) applying (in advance where possible) for leave of absence from candidature during any periods, to a maximum of 12 months, where it is not possible to work at full capacity;

(xi) notifying the Graduate Centre within two weeks of return from leave of absence by completing a notification of return from leave of absence form

#### **Insurance (p. 21)**

The University provides all research students who have an active enrolment, with the following insurance cover, for approved activities and travel:

- Personal Accident Insurance;
- Travel Insurance;
- Public Liability;
- Professional Indemnity;
- Directors and Officers Liability.

If you take leave of absence, you are not insured by the University during the period of leave and may not access any University facilities (including laboratories and libraries) or supervision until you resume your candidature.

#### **Change of Attendance Status (p. 36)**

Research students are permitted to enrol as either full time (1.0) or half time (0.5) candidates. With the approval of your supervisors and School, you may change your attendance status from full time to half time or vice versa at any time during candidature.

**A change in attendance status of a research degree from full time to part time may affect the student's scholarship or RTS expiry date. If in doubt, please contact the Graduate Centre for clarification.**

#### **Leave of Absence (p. 37)**

A maximum of twelve months of leave of absence over your candidature may be taken with the endorsement of your School. The Research Education and Development Committee will only consider applications for leave beyond twelve months where there are exceptional circumstances that are beyond your control.

When leave of absence is approved, your candidature will be extended by the period of time for which the leave was granted.

Note that you are entitled to take four weeks of annual leave per year without submitting an application for leave of absence.

#### **Remote Candidature (p. 38)**

Following the commencement of candidature, you can apply to change from an internal to a remote mode of attendance after satisfactorily completing the core component of the structured program.

Applications to convert to a remote PhD or Masters by Research can be made on the form '*Application for remote candidature*' and require the approval of your School and the Research Education and Development Committee. Approval will only be granted where the arrangements for external supervision and access to financial support, resources and facilities are adequate.

#### **Changing supervisors (p. 35)**

Proposed changes to your supervision arrangements should be discussed and preferably agreed with all members of your supervisory panel before the '*Change of supervisor details*' form is completed. Where all parties are in agreement, the proposed changes must be endorsed by either the Head of School or the Postgraduate Coordinator.

If there are any disputes regarding the proposed changes, it is the responsibility of the Head of School to ensure that you are provided with a satisfactory supervisory arrangement and he or she may authorise changes to the supervisory panel in consultation with yourself.

In the event that your principal supervisor will be absent from the University for a period in excess of one month, an acting principal supervisor must be nominated.

#### **Changing Field of Study (Research Topic) (p. 35)**

After you have commenced your research, you may find that there is a need to amend your research topic. Minor amendments that have no effect on your expected completion date, such as a refinement of the wording of your research topic are readily processed. An application to change your research topic description should be made on the '*Change of research topic*' form.

If the change in your research topic is major, it is likely to influence the submission date of your thesis and may involve a change in supervisor(s), School or even a new program or candidature. As your scholarship and Research Training Scheme entitlements may be affected by a major change of research topic, you are encouraged to contact the Graduate Centre for advice before proceeding.

### **Essential Documents:**

1. **Adelaide University Postgraduate Students' Association Travel Insurance**  
<http://www.adelaide.edu.au/pgsa/resources/insurance.html>
2. **Travel Insurance – 2006**  
<http://www.adelaide.edu.au/graduatecentre/forms/pgtravelinsurance.pdf>
3. **Application for Change of Faculty/School/discipline**  
[http://www.adelaide.edu.au/graduatecentre/forms/faculty\\_change.pdf](http://www.adelaide.edu.au/graduatecentre/forms/faculty_change.pdf)
4. **Change of Attendance Status Form**  
[http://www.adelaide.edu.au/graduatecentre/forms/attendance\\_status.pdf](http://www.adelaide.edu.au/graduatecentre/forms/attendance_status.pdf)
5. **Application for Leave of Absence/Study Leave**  
[http://www.adelaide.edu.au/graduatecentre/forms/loa\\_studyleave.pdf](http://www.adelaide.edu.au/graduatecentre/forms/loa_studyleave.pdf)
6. **Notification of Return from Leave of Absence/ Study Leave**  
<http://www.adelaide.edu.au/graduatecentre/forms/rloa.pdf>

7. **Application for Remote Candidature**  
[http://www.adelaide.edu.au/graduatecentre/forms/remote\\_candidature.pdf](http://www.adelaide.edu.au/graduatecentre/forms/remote_candidature.pdf)
8. **Change of Supervisor Details**  
[http://www.adelaide.edu.au/graduatecentre/forms/supervisor\\_details.pdf](http://www.adelaide.edu.au/graduatecentre/forms/supervisor_details.pdf)
9. **Create a New Supervisor**  
[http://www.adelaide.edu.au/graduatecentre/forms/new\\_supervisor.pdf](http://www.adelaide.edu.au/graduatecentre/forms/new_supervisor.pdf)
10. **Application for Refinement of Research Topic Description or Change of Research Topic** [http://www.adelaide.edu.au/graduatecentre/forms/research\\_topic.pdf](http://www.adelaide.edu.au/graduatecentre/forms/research_topic.pdf)

## **Discipline Practice:**

### **a) Changing personal details**

You must inform the Discipline, Graduate Centre and University of any change of address or contact details that occur during your candidature. You can do so via the Discipline Administrator and online through Access Adelaide.

### **b) Leave of Absence**

PG students may find it necessary to take a Leave of Absence (LOA) from their candidature for a number of reasons, including illness, other work commitments, or changing personal circumstances. Except under exceptional circumstances that are agreed with the Graduate Centre on a case by case basis, students are entitled to a maximum of 12 months LOA during their candidature. Whilst on LOA students are officially barred from access to the resources of the University, including supervision and the library. A decision to take LOA may be an absolute necessity, but in circumstances where some choice may be available it is vital that you consult with your supervisors and PG Co-ordinator to establish whether taking LOA is in your best interests. You must submit an **Application for Leave of Absence** form to the Graduate Centre when commencing LOA and a **Notification of Return from Leave of Absence** when returning.

Taking LOA may affect the duration of any scholarships that you receive and it is important that this is taken into account when applying for LOA. The requirements of the body from which you receive the scholarship should be consulted and adhered to when making a decision to apply for LOA.

Students returning from a prolonged LOA should consult with their supervisors to ensure that they are able to return to, and if necessary reorganise, their studies as effectively as they possibly can.

### **c) Insurance**

The university's insurance coverage is suspended when students are on LOA. For this reason, the completion of both **Application for** and **Notification of Return from LOA** is absolutely necessary.

### **d) Changing candidature (See also Section 2.3 of these guidelines)**

It may be necessary to change between full-time and part-time candidature during the course of your research project. A decision to do so will normally be dictated by circumstances beyond the immediate concerns of your research, such as changing personal or work circumstances. Any change of candidature will obviously affect your obligations within either the Core or Developmental Components of the Structured Programs, as well as supervision, and the duration of any scholarships of which you are a holder. For these reasons it is, of course, important that any decision to change candidature is carefully considered in consultation with both your supervisors and PG Co-ordinator.

Students may apply for an extension of candidature for six months (Masters) or twelve months (PhD). This is permitted when the circumstances of the research project merit such extension. In

most circumstances the requirement of commitment to long-term fieldwork for Media projects merits such an extension. **Note:** This extension is to candidature and may not apply to any scholarships you might hold. Limited extensions to scholarships may be possible if circumstances warrant this, but you must discuss this with the Graduate Centre well in advance of the expiry date of your scholarship.

Circumstances may on occasion also necessitate the completion of some part of your higher degree (aside from fieldwork) away from the immediate vicinity of the University. This may be extremely difficult to achieve during completion of the Core Component of the Structured Program (i.e. prior to fieldwork), but is possible, if not to be encouraged, during the writing-up phase of your project. This decision can be validated through submission of the **Application for Remote Candidature** form (see Essential Document 7 above).

### e) Supervision

You may need to change your supervision for many reasons. This may be due to a change in your circumstances or those of your supervisors. Alternatively, the change may be necessitated by a change in the character of your research project. Occasionally, you or your supervisors may feel that a change of supervision would benefit all participants in your research project. Whatever the reasons underlying the need to change supervision, it is the responsibility of both the Discipline and yourself to ensure that the transfer between supervisors, whether temporary or permanent, progresses as smoothly as possible under the circumstances.

Ideally, a reserve supervisor who can replace your existing supervisor should be at least considered at the commencement of candidature. If no such arrangement has been put in place, you should arrange for a suitable and available replacement supervisor to be approached following discussion with both the PG Co-ordinator and your existing supervisors. Formal or informal approaches to replacement supervisors should not be undertaken prior to the agreement of existing supervisors to step down from their participation within your research project.

The appropriate form (see Essential Documents 8 or 9 above) should be completed and submitted to the Graduate Centre to change details of your supervision.

### f) Field of Study/Research topic

During the course of your candidature your project is likely to undergo constant refinement within the parameters that you initially set out at enrolment and in your Research Proposal. The Graduate Centre should be notified (see form at Essential Document 10 above) if these changes lead to a substantial refinement of your research project. However, if the revision leads to more substantial revision or even a total change in the focus of your research it may be more appropriate to reconsider your candidature. This is unlikely to be desirable or even possible once you have completed fieldwork for your research, although some revision may be necessary following your fieldwork experience and analysis of your data. Any revision of your research project should not be undertaken lightly and will certainly require careful discussion with your supervisors.

#### Checklist

Deadline	Task
As soon as a change occurs	Notify University, Graduate Centre and Discipline of any change in address or contact details
When circumstances dictate	Discuss any application for LOA with supervisors/PG Co-ordinator and submit either <b>Application for Leave of Absence</b> or <b>Notification of Return from Leave of Absence</b> forms to Graduate Centre
When circumstances dic-	Discuss any change of candidature with supervisors/PG Co-

tate	ordinator and submit <b>Change of Attendance Status</b> form and/or <b>Application for Remote Candidature</b> form.
When circumstances dictate	Discuss any change of supervisor with current supervisors/PG Co-ordinator and submit <b>Change of Supervisor Details</b> form and/or <b>Create a New Supervisor</b> form.
When circumstances dictate	Discuss any change of research topic with supervisors and submit <b>Application for Refinement of Research Topic Description or Change of Research Topic</b>

## 2.3 Changing Candidature

### Summary:

- **Changes in candidature** between degree programs
- **Withdrawal** from candidature
- **Lapsed** candidature

#### **Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated): Upgrading from a Masters to a PhD (p. 36)**

If you have the necessary formal qualifications to undertake a doctoral program, you may transfer from a Masters to a PhD at any time with the approval of your School and the Faculty Higher Degrees Committee. If you do not have the necessary qualifications, you can apply to transfer from a Masters to a PhD at the end of your first year of candidature, provided that, in the opinion of your School, you have demonstrated the ability to undertake research at a doctoral level.

All approvals to transfer to PhD candidature are subject to the availability of a suitable project, resources and supervision.

#### **Transferring from a PhD to a Masters (p. 37)**

If you wish to transfer from a PhD to a Masters by research program, you may apply to do so on the form '[Application to transfer candidature from a PhD to a Masters](#)'. The application requires the approval of your supervisors and the Head of School or Postgraduate Coordinator. Steps (ii) - (iv) of the process described above for upgrading from a Masters to a PhD above are identical. On approval of the transfer, your maximum candidature duration and Research Training Scheme entitlement will be two years (or half time equivalent) less the number of days of Doctoral candidature previously completed.

Note that if you have completed more than two years of candidature at the time of approved transfer, your candidature in the Masters program will lapse immediately. The lapse date may be extended by six months (or half time equivalent) by lodging an '[Extension to candidature application](#)', at the same time as your application to transfer.

#### **Withdrawal from candidature (p. 40)**

If you are considering withdrawing from your degree program, you should first discuss the matter with your supervisors to discuss the options available to you. In some cases, it may be more appropriate to take a period of leave of absence, convert to a half time attendance status, apply to study remotely or to transfer your candidature to a Masters program, than to withdraw completely.

If you do decide to withdraw, you will need to formally notify the Graduate Centre by lodging the form '[Notification of withdrawal from candidature](#)'.

Readmission after withdrawal may be possible in some circumstances provided that the application is supported by your Head of School and approved by the Research Education and Development Committee.

#### **Lapsed Candidature (p. 40)**

If you do not submit your thesis for examination (or apply for an extension) before your candidature expiry date, your attendance status will be recorded as lapsed. The Graduate Centre will remind you of your approaching candidature expiry date, approximately two months in advance. Once your candidature has lapsed, you are no longer an enrolled student of the University and consequently, are not entitled to the rights and privileges associated with an active candidature including access to University resources, facilities, supervision and insurance cover.

A lapsed candidature can normally only be reactivated for the purposes of submission. However, in special circumstances, the Research Education and Development Committee may approve resumption for one period of up to six months (irrespective of full time or half time attendance status) prior to the submission of a completed thesis for examination. If you wish to apply for a six-month resumption of your candidature, please apply in writing, to the Dean of Graduate Studies and include a supporting statement from your supervisor(s) and Head of School.

### Essential Documents:

1. **Application for Extension to Candidature**  
<http://www.adelaide.edu.au/graduatecentre/forms/extension.pdf>
2. **Scholarship Extension Application**  
<http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pdf/scholextn.pdf>

3. **Application to Upgrade Candidature from Masters to PhD**  
<http://www.adelaide.edu.au/graduatecentre/forms/upgrade.pdf>
4. **Application to Transfer from PhD to Masters**  
<http://www.adelaide.edu.au/graduatecentre/forms/transfer.pdf>
5. **Notification of Withdrawal from Candidature**  
<http://www.adelaide.edu.au/graduatecentre/forms/withdrawal.pdf>

## **Discipline Practice:**

### **a) Changing From Masters to a PhD Degree Candidature**

Students who do not have an honours degree in Media, but who have shown outstanding abilities in their previous fields of study and demonstrate a compelling reason for conducting research towards a higher degree in Media may be admitted to study for a Masters Degree by Research within the Faculty of HUMSS. This study may be carried out for its own sake, but many students, either at the outset or during their Masters studies wish to 'upgrade' their candidature to PhD level study.

If the intention to upgrade has been made at the outset the PG Co-ordinator will have made prior arrangements for the transition of your candidature from Masters to PhD candidature. Such transfer will be predicated on your successful completion of such work as assigned as part of the Masters research program, which, in the opinion of the your supervisors and assessors, demonstrates your ability to successfully complete a PhD research project. **Note:** Under these circumstances it is likely that you will have been working with the possible future PhD project in mind. The Masters by Research program is likely to incorporate many elements of the PhD Core Component and this will be taken into account when the assessment of your completion of the PhD Core Component is made. Although 12 months study on a Masters by Research Program is deemed to be equivalent to the completion of the Core Component, this must be 12 months full time equivalent. In addition, elements of the Research Training course must be completed if these have not already been done as part of the Masters program. If your Masters thesis does not fulfil the content requirements of a Media Discipline Research Proposal (see appropriate section of these guidelines), these details may be included as a separate 'supplement' to the thesis.

Students who choose to 'upgrade' candidature from Masters to PhD before the formal completion and examination of their Masters research thesis will **not** be awarded the Masters degree.

The unanticipated decision to change candidature from Masters to PhD presents a more complicated situation. Under these circumstances you may be required to effectively recommence the Core Component, although work done on the Masters program will be taken into account and will in all likelihood greatly assist in the preparation of the Research Proposal.

**Note:** You must discuss your intention to upgrade candidature with your supervisors and the PG Co-ordinator and this must be validated through the submission of the **Application to Upgrade Candidature from Masters to PhD** form (see Essential Document 3 above). Your changed candidature will have implications not only for you, but also for the Discipline as new supervision arrangements may need to be made. You must also consider how any decision about changed candidature may affect any scholarships that you currently hold or intend to apply for. Every instance, and likely arrangements for your new candidature, is likely to be considered within its own context and be subject to acceptance by a meeting of the full discipline Committee.

**Remember:** Retrospective candidature changes across the University census dates of **30 June and 31 December** is not permitted.

### **b) Changing From PhD to a Masters Degree Candidature**

Circumstances beyond your control often mean that you cannot complete your full PhD research. Under such circumstances, it may be desirable to achieve some definite outcome from your research efforts. You must consult with both your supervisors and the PG Co-ordinator at the earli-

est possible opportunity if you think that this change in candidature may be necessary. Your ability to complete the necessary requirements for the award of a Masters Degree by Research will obviously depend upon the point you have already reached in your PhD research. This will be the single greatest influence upon any decision regarding the content of your revised research proposal. Every instance, and likely arrangements for completion of your Masters degree, is likely to be considered in its own context and be subject to acceptance by a meeting of the full discipline Committee. You do, of course, need to complete the **Application to Transfer from PhD to Masters** form and submit this to the Graduate Centre (see Essential Document 4 above).

**Remember:** Retrospective candidature changes across the University census dates of **30 June and 31 December** is not permitted.

### c) Withdrawal From Candidature

The decision to completely withdraw from candidature is not one that should be taken lightly and should be discussed very carefully with your supervisors and the PG Co-ordinator. If you're seriously contemplating withdrawal it could be the culmination of a series of things that have led you to this point. In such cases the fact that you are finding your higher degree research problematic should already be apparent to all those involved in your studies. Occasionally, however, these difficulties may come as a surprise to those who are supporting your project and they may need to be carefully appraised of your circumstances. You should try to state your reasons for seeking a withdrawal from candidature as clearly as you can so that they can be systematically discussed and considered by all involved, not the least person being yourself. It may well be that you do not need to take this drastic solution and some other reorganisation of your candidature may prove a better alternative.

The Annual Review of Progress (see relevant section of these guidelines) should work to make clear to everyone involved in your project any difficulties that you have recently encountered or are likely to encounter in the near future. Nevertheless, sudden events do occur that may lead to problems and these should be brought to the attention of the PG Co-ordinator at the earliest possible opportunity.

You should consider the fact that conducting higher degree studies leads to a wide range of complex feelings during the course of all students' years of studies. Completing a higher degree requires considerable stamina and the question of whether to continue or not may often arise. This is a normal reaction to your studies! Some students do, of course, need to withdraw from their studies, but the more frequent result will be some less drastic course of action. All students face unique circumstances when completing their research project and in every case you are advised to talk any difficulties that you're encountering with those who know and support your work most closely, both those working within the Discipline and at home.

If you do finally decide to withdraw from candidature you must complete the **Notification of Withdrawal from Candidature** form and submit this to the Graduate Centre (see Essential Document 5 above).

### d) Lapsed Candidature

As the *Research Student Handbook* states, a lapsed candidature occurs if you do not submit your thesis before the date of your candidature's expiry. Candidature can be extended once for a maximum of 6 months upon approval by the discipline and following submission of the **Application for Extension to Candidature** form (see Essential Document 1 above). You should also not that transfer of candidature from full-time to part-time and/or the use of Leave of Absence entitlement can also be a means through which candidature is extended. **Note:** Such extensions to candidature should be thought of as matters of expediency rather than matters of course. It is, of course, in your best interests to complete the best possible research project and thesis in the quickest possible time. Therefore, you should consult with your supervisors and the PG Co-

ordinator as to the best ways to use your candidature. If a lapse in candidature appears unavoidable, you should meet with your supervisors to discuss the likelihood of completing your thesis and what is necessary for this to happen. This may be the last opportunity for a detailed consultation with your supervisors before the end of your candidature and you must make the most of it.

Should your candidature lapse you are still permitted to submit a thesis for examination, although you will not have access to any of the resources of the University, including supervision, when completing your thesis. The normal rules for the submission of a thesis apply (see relevant section of these guidelines) under these circumstances. One additional stipulation of the research student policies is that a thesis submitted for examination after candidature has lapsed must conform to the description of the research project at the end of candidature.

### Checklist

<b>Deadline</b>	<b>Task</b>
At the earliest possible opportunity if circumstances arise	Discuss need for any change of candidature with the PG Co-ordinator and your supervisors; submit relevant form to the Graduate Centre if decision to change candidature is taken
Following change of candidature	Discuss any necessary revisions to or completion of research proposal and other elements of the Core Component of the Structured Program
As date of candidature end approaches	Discuss possible changes to candidature with PG Co-ordinator to extend its duration
Prior to lapse of candidature	Discuss completion of thesis with supervisors

## Section 2.4 Continuation of Candidature

### Summary:

- Outlines how **candidature is renewed annually** following completion of Major Review
- Arrangements for **Remote Candidature** reviews of progress

### Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):

#### Re-enrolment (p. 32)

Reenrolment is an automatic process provided that you have satisfactorily completed and lodged the **annual review of progress** by the due date and have no outstanding financial obligations to the University.

Clause 4 of Chapter 89 of the Statutes of the University states that a student may not reenrol unless 'all outstanding fees and all other financial obligations due to the University have been discharged or arrangements for their discharge have been approved'.

Consequently, it is important that you discharge any financial obligations with the appropriate areas as soon as possible after they are incurred, and at the latest, by the 30 November to ensure that your reenrolment for the following year is not jeopardised.

### Essential Documents:

#### 1. Minor Review of Progress

[http://www.adelaide.edu.au/graduatecentre/forms/minor\\_review.pdf](http://www.adelaide.edu.au/graduatecentre/forms/minor_review.pdf)

### Discipline Practice:

#### a) Annual Renewal of Candidature

The Major Review of Progress that occurs following the completion of the Core Component of the Structured Program and one year of candidature transfers your candidature from 'provisional' to 'confirmed'. Renewal of candidature following this is automatic as long as the Annual Review of Progress is completed satisfactorily (see separate section of these guidelines).

#### b) Remote Candidates' Reviews of Progress

Remote candidates are those students who for various circumstances may have requested that they work beyond the immediate confines of the university. In most, but not all, circumstances these students will be in the writing-up stage of their candidature. In order to ensure that remote candidates are properly supervised and are making progress in their research, the Graduate Centre requires them to complete a Minor Review of Progress by the end of March in each year in addition to the Annual Review of Progress in October (see Essential Document 1 above).

As a remote student you may not be able to meet face-to-face with your supervisors or colleagues, but as a student of the University within candidature you are still entitled to effective support for your research. The PG Co-ordinator will work to ensure that this support is provided within the obvious restrictions imposed by remote candidature (which may be dependent on exactly where you are working). Both reviews of progress for a remote candidate should provide an opportunity for issues of resources, especially access to supervision to be discussed.

Checklist	
Deadline	Task
By 31 October	Completion of Annual Review of Progress to ensure renewal of candidature
By 15 April	Remote candidates only: Completion of Minor Review of Progress

## Section 2.5 Annual Review of Progress

### Summary:

- Procedure for **Annual Review** of progress

#### **Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):**

##### **Postgraduate Coordinator Responsibilities**

###### **4.4** At the annual review:

- (i) Interviewing each higher degree by research student during the annual review of progress. Note that if the Postgraduate Coordinator is a supervisor, the Head of School, or senior academic staff member nominated by the Head of School, will undertake this responsibility. If the Head of School is also a supervisor, another senior academic within the School, should be asked to assume this responsibility;
- (ii) interviewing supervisors separately as part of the Annual Review of Progress where problems or issues have been identified during the review process that require resolution.

##### **Supervisor Responsibilities**

###### **5.4** During candidature

- (v) using the regular reporting procedures established by the University as the minimum means by which any difficulties and problems discussed with the student during the year are noted, indicating the action taken or advice given. If the problem is not resolved, the Postgraduate Coordinator, in the first instance, should be involved. Where the Postgraduate Coordinator is also the student's supervisor, the Head of School should be contacted directly. Similarly, if the Head of School is also the student's supervisor and/or the Postgraduate Coordinator, the Deputy Head of School or another senior academic staff member of the School should be involved. The Head of School (or Deputy Head) and the Dean of Graduate Studies should be notified, in writing, of continuing problems between reporting periods;
- (vi) reporting at the annual reviews of progress whether the resources provided in the previous term (as detailed in the minimum resources proforma) were adequate AND renegotiating the resource requirements for the year ahead, ensuring that any modifications are detailed on the annual review of progress form

##### **Student Responsibilities**

###### **6.3** During candidature

- (xiii) taking the initiative in raising problems or difficulties and sharing responsibility for seeking solutions

### Essential Documents:

#### 1. **Annual Review of Progress website**

<http://www.adelaide.edu.au/graduatecentre/review/>

### Discipline Practice:

#### **a) Completing the Annual Review of Progress**

The **Annual Review of Progress** form should be completed in consultation with your supervisors and discussed during a meeting attended by yourself, your supervisors and the PG co-ordinator before submission to the Graduate Centre. It is important that this is an agreed and honest account of progress made during the previous year of your candidature. The Annual Review should aim to celebrate progress, but should also disclose anything that has caused problems during the previous year and possibly delay completion of your higher degree. This is because we may only be able to provide effective assistance to students who are experiencing difficulties on their research project given sufficient advance warning.

**Note:** Students on Leave of Absence are still required to submit a completed Annual Review of Progress form following consultation with their supervisors and the PG Co-ordinator.

Students returning from fieldwork away from Adelaide are expected to arrange an Annual Review meeting with both their supervisors and the PG Co-ordinator at the earliest convenient opportunity after returning to the university.

**A detailed account of the Annual Review process is included in the Research Student Handbook (pp. 30-1)**

<b>Checklist</b>	
<b>Deadline</b>	<b>Task</b>
Soon after returning from fieldwork away from Adelaide	Arrange a meeting with PG Co-ordinator and supervisors
September to October	Organisation of Annual Review and meeting with PG Co-ordinator and supervisors
By 31 October	Last date for submission of approved <b>Annual Review</b> form to Graduate Centre

## Section 3.1 Writing-up and the Developmental Component of the Structured Program

### Summary:

- Outlines the **Developmental Component** of the Structured Program
- **Organisation** of work during writing-up
- **Supervision** during post-fieldwork writing-up
- **Changes to candidature** during writing-up
- Arrangement of **thesis submission**

### Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):

#### School Responsibilities

##### 3.4 At the beginning of candidature

(iii) students are made aware that the development component of the structured program offers the opportunity to acquire generic skills that may increase employability; certificates will be awarded for participation in workshops or courses

#### Postgraduate Coordinator Responsibilities

##### 4.1 Communication

(iii) ensuring that relevant information regarding higher degree by research matters (e.g. from the Adelaide Graduate Centre via the Postgraduate Coordinators mailing list) is distributed to all postgraduate research students and that any requests by the Graduate Centre are acted upon by students and staff where applicable;

(v) providing students with aggregated information on completion rates and completion times for recent higher degree by research graduates together, where possible, with information on employment destinations.

##### 4.2 At the beginning of candidature

(iii) students are advised that attendance at the School seminar series is a compulsory part of both the core and development components of the structured program

##### 4.3 During candidature:

(i) coordinating the delivery of the structured program;

(iv) opportunities are provided for students to develop their presentation skills;

(v) students are notified of any forthcoming conferences and seminars by prominent display of notices and are actively encouraged to attend and participate

#### Supervisor Responsibilities

##### 5.4 During candidature

(i) meeting with, or otherwise contacting the student at least once per fortnight and ensuring that the student takes notes at these scheduled meetings which are later circulated to all members of the supervisory panel;

(ii) providing appropriate academic support throughout the candidature to enable the student to achieve their highest standard;

(iii) carefully monitoring the performance of the student relative to the standard required for the degree, and ensuring that inadequate progress or work below the standard generally expected is brought to the student's attention. Supervisors should assist with the development of solutions to problems as they are identified;

(vii) requiring written work from the student on a prearranged and agreed schedule so that progress can be assessed at regular intervals;

(viii) providing a constructive and critical assessment of the student's written work. In each instance, an appropriate turnaround time should be established for assessment (generally this would not exceed four weeks);

(ix) supporting the students in relation to outside organisations and funding agencies; ensuring appropriate access to School facilities and reminding the students of the necessity to advise the Manager, Graduate Administration and Scholarships, of any proposed changes in their candidature (eg. change of research topic, change of supervisor(s), request for leave of absence, request for study leave);

##### 5.5 During the later stages of candidature

(i) commenting on the content and on drafts of the thesis in a timely manner and, at the time of submission, certifying that the thesis is properly presented, conforms to the Academic Program Rules and is, therefore, prima facie, worthy of examination;

(iv) providing career advice and assistance to the student as appropriate.

### **Student Responsibilities**

#### **6.3 During candidature**

- (i) pursuing research at a high standard and without interruption as far as possible, to ensure completion within the timeframe allowed for the degree;
- (ii) adopting at all times, safe working practices relevant to the field of research and adhering to the ethical practices appropriate to the discipline;
- (iii) keeping to an agreed schedule of meetings that will ensure regular contact with the supervisors;
- (iv) taking notes during each scheduled meeting with the supervisor(s) and circulating them to all members of the supervisory panel afterwards;
- (v) maintaining the progress of research in accordance with the University's and the supervisors' expectations, including in particular, completing all milestones and progress reviews by their due dates and presenting any required written material to the supervisors (e.g. drafts of the thesis or publications) in sufficient time to allow for comments and discussions;
- (vi) maintaining regular attendance of the School's seminar program;

#### **Notification of Intention to Submit the Thesis (p. 50)**

You are required to give three months notice of your intention to submit your thesis for examination. This allows time for the examiners to be nominated by your School and their consent to examine the thesis obtained. Notice is provided on the form '[Notification of intention to submit](#)' and must be accompanied by a one-page summary of your thesis. The summary will be provided to potential examiners, to assist them in deciding whether or not to accept the invitation to examine your thesis.

### **Essential Documents:**

1. **Application for Remote Candidature**  
[http://www.adelaide.edu.au/graduatecentre/forms/remote\\_candidature.pdf](http://www.adelaide.edu.au/graduatecentre/forms/remote_candidature.pdf)
2. **Application to Write-up Outside**  
[http://www.adelaide.edu.au/graduatecentre/forms/writing\\_up.pdf](http://www.adelaide.edu.au/graduatecentre/forms/writing_up.pdf)
3. **Application for Extension of Candidature**  
<http://www.adelaide.edu.au/graduatecentre/forms/extension.pdf>
4. **Notification of Intention to Submit**  
[http://www.adelaide.edu.au/graduatecentre/forms/intention\\_to\\_submit.pdf](http://www.adelaide.edu.au/graduatecentre/forms/intention_to_submit.pdf)

### **Discipline Practice:**

#### **a) Developmental Component of the Structured Program**

If the goal of the Core Component was to prepare you for the many and complex research tasks that you must undertake in your project, then the Developmental Component is designed to prepare you for entry into the discipline as a professional practitioner of and contributor to Media Studies. Essential to this, of course, is the completion of your thesis, but the developmental component also helps students with other important elements of career development. In part this is through the continuation of your close working relationship with your supervisors and contribution to the PG student community via participation in our various seminar programs. The Developmental Component also includes assistance with:

- Preparation of your thesis for examination
- Preparation of publications and conference papers
- Preparation of an effective resume and job application
- Advice about the development of possible career pathways

Active participation in the various elements of the Developmental Component is crucial to the successful completion of your higher degree and is assessed through the **Annual Review of Progress**. The Developmental Component will also prepare you for a future career beyond the award of your higher degree.

#### **b) Participation in Discipline and Postgraduate Seminars**

All postgraduate students are required to attend both the Discipline and PG Seminars on a regular basis. Your own attendance requirement will depend on your current candidature status:

- Full-time students are required to attend all Discipline and PG Seminars
- Part-time students are required to attend at least 50% of Discipline and PG Seminars
- Students working under the supervision of more than one discipline are required to attend discipline and PG Seminars in proportion to the amount of supervision they receive within the Discipline of Media
- Students who are currently on Leave of Absence are not required to attend either seminar, although they may do so at their own discretion
- Students who are currently on Study Leave are not required to attend either seminar, although they may do so at their own discretion

Absence from both the discipline and PG Seminar is allowed due to illness or through prior agreement with the PG Co-ordinator and/or the convenors of the seminars.

All PG students who are required to attend the PG Seminar must also give a substantial presentation on an element of their research project at least once per semester. This is particularly important for students who are writing-up their research project, as the PG seminar provides an opportunity to submit draft versions of sections of your thesis to the scrutiny of other PG students.

### **c) Supervision**

Writing, especially of an examined work such as a PhD thesis, must be an individual undertaking, but this is not to say that it must be a solitary or isolated experience. Indeed, it should not be so given that one outcome of your higher degree studies is entry into the wider community of the Media discipline as a peer of all other practitioners. You have a unique and valuable working relationship with your supervisors, whose job it is to act as mentors during this period of entry into the discipline. Aside from the practical assistance that supervisors provide when completing your thesis, they also serve as a sympathetic, if also of necessity rigorous, audience with whom you can build up the confidence to articulate your knowledge both orally and in writing.

It is important that, just as at the start of your candidature, you meet with your supervisors soon after your return from any fieldwork that you have undertaken to discuss the organisation of your work during writing-up. Further advice about this is included in a separate section of these guidelines. At this point it is important to note that your supervisors will be best placed to give a realistic account of your progress during your Annual Review. This assessment will be made against the schedule for completion of your thesis made as part of the previous annual review, including that undertaken upon returning from fieldwork. It is important, therefore, for you to keep your supervisors informed and seek their guidance to deal with each section of your project, whether these are causing problems or not.

**Note:** It is important to bear in mind some aspects of the Adelaide Graduate Centre's policy on supervision. These include the requirement for students to meet with all members of their supervision team together at least twice per year and to keep a written record (minutes) of all supervision meetings and circulate them to supervisors. It is very important that you keep a record of your supervision meetings and the discussions that took place for both short term and longer-term reference.

### **d) Writing-up Your Thesis**

Many of those who are currently writing their thesis and those who have already been awarded their higher degree will agree that this is the most challenging part of research. Following the guided stage of the Core Program and the challenges of data collection or fieldwork, it is at this point that you may feel that you are most isolated. The onus is, of course, on you to be the sole author of your thesis; this much is a prerequisite of what will be a piece of work that is examined

for your degree. But, as the initial comments indicate, you are surrounded by others who are well aware of what you are undergoing, both intellectually and emotionally.

The Developmental Component of the Structured Higher Degree Program includes many formal elements, such as your supervision, the various seminars run within the Discipline, and the invitation to review the data analysis sections of the Core Components research-training course. You must take advantage of these because they are designed to make the time you spend writing as productive as it possibly can be. You will also find that the informal networks of support and advice that you exist within a community of working scholars are just as valuable in providing advice and support during the completion of your thesis. The Discipline of Media recognises the value that a working community adds to all our work, especially that of our post-graduate students, and is committed to making this a reality.

### **e) Your Supervisors' Role during Writing-up**

Your supervisors' input has been essential during the previous years of your candidature, but their role is even more important now. They are the principal guides for your research and they will help you organise, analyse and write your thesis. Nevertheless, they cannot write your thesis; this is your responsibility alone. Your relationship with your supervisors, if it hasn't been so already, therefore becomes a sensitive one. You are becoming an independent scholar with your own voice and authority within the discipline, just as your supervisors already are. Each person within this relationship must respect the interests of the other in order to make the student/supervisor relationship as productive as it possibly can be.

There are several things that your supervisor will be closely involved with during writing-up:

- Review your research project throughout data collection and/or immediately after returning from fieldwork
  - Assess research topic and questions
  - Review of data in light of research questions
  - Consider timetable for completion of thesis within candidature
  - Draw up program for supervision consultations
- Provide detailed advice and comment on data analysis, thesis argument and interpretation of data in the light of theoretical approach adopted in the research
- Assess draft thesis plan
- Review draft chapters
- Review draft of thesis
- Advise on possible examiners
- Review detailed thesis draft prior to final submission for examination
- Advise on career development, including possible publications, conference presentations, and training opportunities
- Ongoing study counselling throughout period following fieldwork

**Note:** The above comments state that your supervisors will 'review' draft versions of your work. For some supervisors and students this review may encompass a complete editorial comment on work (e.g. correction of grammar and spelling, advice on chapter structure, comments on illustrations, etc.). Other supervisors may see some of this editorial work as beyond their remit. Therefore, it is important at the outset of supervision (probably during the completion of your research proposal) for you to develop a mutual understanding of what each person's expectations are of your working relationship. Uncertainty about this aspect of writing-up is likely to be the most obvious cause of frustration for students. For this reason, it is important that the question of supervision expectations is discussed throughout candidature and especially following major milestones in your work.

### **f) Changes to Candidature**

There may be many reasons why it is necessary or advisable to change your candidature status during writing-up. Strategising to maximise candidature, the need to work, the need to move away from the immediate vicinity of the university are all valid reasons why you may need to change. This list is not exhaustive as the circumstances of students will vary. Nevertheless, whatever the circumstances you must ensure that any changes that you are considering, including decisions to take a Leave of Absence, are carefully considered in consultation with your supervisors and the PG Co-ordinator. Strict rules on the completion of theses are imposed on the university and extensions of candidature beyond certain limits are seldom granted. The Graduate Centre records and will inform you of the exact length of your current candidature.

If your candidature lapses you are still entitled to submit a thesis for examination, according to the normal rules (see Submission of Thesis guidelines). However, you will not be entitled to any access to university resources, including supervision, once candidature has lapsed. For this reason it is extremely important that both yourself and staff within the Discipline work to ensure completion within the limits of candidature.

See the section on *Administrative Matters* for further details of the processes involved in various changes to candidature.

### **g) Arranging Thesis Submission**

A separate section of these guidelines deals with submission of your thesis in detail. However, what we wish to emphasise here is that under current rules 3 months notice is required before a thesis can be submitted for examination. This is to allow sufficient time for both the Discipline and the Graduate Centre to organise appropriate and available examiners for your thesis. Therefore, you must plan ahead for the submission of your thesis.

#### **Checklist**

<b>Deadline</b>	<b>Task</b>
Throughout year	Regular consultation with supervisors; participation in Discipline and PG seminars; participation in training events organised by Graduate Centre, Faculty of HUMSS, School of Humanities and Discipline.
As soon as you return from fieldwork away from Adelaide	Meet with PG Co-ordinator and supervisors to discuss arrangements for writing-up thesis
Ongoing	Regular consultation with supervisors to discuss planning, analysis and writing-up of your research project
As soon as possible	Discuss any need for change in candidature with PG Co-ordinator and supervisors
3 month before submission	Inform the Graduate Centre of your intention to submit your thesis (see form 4 above)

## Section 3.2 Submission of Theses

### Summary:

- Describes the **thesis specifications**
- Arrangement of **examiners**
- **Submitting** the thesis

### Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):

#### Supervisor Responsibilities

##### 5.5 During the later stages of candidature

(i) commenting on the content and on drafts of the thesis in a timely manner and, at the time of submission, certifying that the thesis is properly presented, conforms to the Academic Program Rules and is, therefore, prima facie, worthy of examination;

(ii) advising the Head of School and the Dean of Graduate Studies, of the names, addresses and credentials of suitable examiners as soon as possible after the student has lodged their notification of intention to submit, and, at the latest, at the time of certifying the thesis for examination;

(iii) advising the Head of School and the Dean of Graduate Studies, of additional suitable examiners within two weeks of a request by the Adelaide Graduate Centre, in the event that they are required to complete the examination process.

#### Student Responsibilities

##### 6.4 During the later stages of candidature

(i) accepting responsibility for producing the final copies of the thesis and ensuring that both content and presentation are in accord with the relevant requirements.

#### The Thesis (p. 48)

It is recommended that you discuss the length, composition and format of the thesis with your supervisor at an early stage of candidature and that you take the time to review the document '[Specifications for thesis](#)', which describes in detail the current requirements for the preparation and presentation of a higher degree by research thesis. The 2007 version of specifications for thesis has been reproduced in [Appendix 6](#) for your information. However, as you will submit your thesis for examination post 2007, you will need to consult the version of the specifications for thesis document that is valid for your year of submission; this will be available online at:

<http://www.adelaide.edu.au/calendar/pg/agc/> and may also be found in the Postgraduate Calendar of the relevant year.

#### Creative or Visual Works (p. 49)

In creative disciplines, the thesis submitted for examination may include other materials in the form of exhibition, music composition or performance, literary work or film, together with an exegesis, not normally exceeding 50,000 words, that describes the research process and elaborates, elucidates and places in context the artistic practice undertaken.

The approval of the Research Education and Development Committee for the form and presentation of the thesis must be sought by the time of completion of the core component of the structured program.

Applications should be made in writing to the Dean of Graduate Studies and have the endorsement of your supervisors and the Postgraduate Coordinator or Head of School.

#### Appointment of Examiners (pp. 50-1)

Doctoral theses are examined by at least two examiners, all, of whom are external to the University of Adelaide. Masters theses are examined by at least two examiners, at least one of whom is external to the University of Adelaide.

In nominating your prospective examiners, your supervisors will ensure that they are academic members or affiliate members of a tertiary institution, or, where this is not the case, will provide information about the employment, research, supervision and examination experience of each for the consideration of the Research Education and Development Committee.

If you object to the appointment of any potential examiner, you can register your objection on the '[Notification of intention to submit](#)' form. It is important to remember that this objection does not serve as a veto. If, on academic grounds, the School wishes to recommend the appointment of a particular examiner to whom you have objected,

they can make a case to the Research Education and Development Committee for the appointment to proceed. The final decision to appoint a particular examiner rests with the Committee.

**Submission (p. 51)**

Three copies of the thesis are required for examination purposes; these may be softbound or hardbound, and must comply with the conditions detailed in the document '*Specifications for thesis*' (see [Appendix 6](#)).

**Submission Against Advice of your School (p. 51)**

The Graduate Centre is unable to accept a thesis that has not been certified for examination by the relevant School.

If you disagree with your School's advice, you may appeal the decision through the provisions of the Student Complaints Policy.

**Submission After your Candidature has Lapsed (p. 51)**

If your candidature has lapsed, you will still be permitted to submit your completed thesis for examination provided that it has not departed from the field of study you were pursuing before your candidature expired, and provided that your School is prepared to certify the thesis for examination.

**Submission After you Candidature has been Suspended or Terminated (p. 51)**

If your candidature has been suspended or terminated, you will not be permitted to submit your thesis for examination.

**Essential Documents:**

1. **Producing a Thesis: A Style Guide for Higher Degree Students**  
<http://www.hss.adelaide.edu.au/pg/research/>
2. **Specifications of Thesis**  
[http://www.adelaide.edu.au/graduatecentre/forms/thesis\\_specifications.pdf](http://www.adelaide.edu.au/graduatecentre/forms/thesis_specifications.pdf)
3. **Notification of Intention to Submit**  
[http://www.adelaide.edu.au/graduatecentre/forms/intention\\_to\\_submit.pdf](http://www.adelaide.edu.au/graduatecentre/forms/intention_to_submit.pdf)
4. **Thesis: Nomination of Examiners**  
[http://www.adelaide.edu.au/graduatecentre/pdf/Nominate\\_Examiners.pdf](http://www.adelaide.edu.au/graduatecentre/pdf/Nominate_Examiners.pdf)
5. **Certification of Thesis for Examination**  
[http://www.adelaide.edu.au/graduatecentre/forms/certification\\_thesis.pdf](http://www.adelaide.edu.au/graduatecentre/forms/certification_thesis.pdf)

**Discipline Practice:**

**a) Thesis Specifications**

Extremely detailed specifications for higher degree theses are produced by the Graduate Centre and Faculty of HUMSS (see Essential Documents 1 and 2 above). Your thesis must conform to these specifications if it is to be passed forward for examination. All examiners are aware of these specifications and theses that do not meet them may be rejected or at the very least made subject to a lengthy and expensive revision process. For this reason, you are strongly advised to make yourself aware of these specifications, especially in relation to referencing and formatting, before you begin writing so that problems can be avoided before and after submission.

The precise appearance of theses is also laid down within these specifications. The Graduate Centre provides a list of approved printers and binders of theses who you should use, although it is your responsibility to organise this. The cost of producing a thesis can be considerable and should be factored into your budget. Some assistance with the cost of producing a thesis is available to scholarship holders.

**b) Arrangement of Examiners**

The University *Research Students Handbook* notes that students have a special relationship to their thesis examiners, because postgraduate study leads to your entry into the discipline as their peer. This is one reason why the choice of examiners for your thesis is very important. You will also need to consult with your supervisors' in order to determine who will be able to give your

thesis an appropriate and fair examination. This will be determined in part by the specific characteristics of your research project, as your examiners may need to share your own area of expertise within the discipline, especially with regard to your ethnographic area. It is also important that the theoretical and analytical background of the examiners is considered, because it is vital that your examiners view your work from a position of some sympathy. It is important to note, however, that this does not mean that they will not offer a rigorous and critical analysis of your work. On the contrary, it is at this point that an assessment of your command of your shared areas of expertise, both in empirical and analytical terms, is made. Anyone who has made significant contributions to the dissertation by way of commentary or critique should **not** be considered as an examiner.

Practical issues of the availability of examiners are obviously important and for this reason you must nominate a pool of possible examiners using the form indicated at Essential Document 4 above. After this point you are strictly forbidden from having any further input into the examination of your thesis until the point when the examiners deliver their reports. This is to ensure that strict confidentiality and therefore confidence is maintained in the examination of theses.

**Remember:** You must give 3 months notice before submitting your thesis.

### c) Submitting Your Thesis

Note that three copies of your thesis must be submitted and they must strictly match the format guidelines laid down by the university. You will probably wish to make these softbound copies at this point to minimise costs. Three hardbound copies must be submitted to the university once your thesis is accepted and before your degree can be conferred. However, as you may need to revise your thesis it is sensible to save this additional expense for the very end of the process. Note: You must also complete the **Certification of Thesis for Examination** form and submit this to the Graduate Centre at the same time as handing over the three copies of your thesis.

**Note:** The actual preparation of a thesis can take some time, especially the proof reading of 'final' draft versions, including the organisation of illustrations, contents pages, page numbering, etc. In addition, printers and binders may not be able to do your job at the last minute, so they should be contacted and booked in advance. The important thing to remember here is that preparing your thesis will probably take more time than you might anticipate. So anticipate it!

#### Checklist

Deadline	Task
At early stages of writing-up	Discuss possible examiners with your supervisors
3 months in advance	Notify Graduate Centre of intention to submit thesis
Before sending to printers and binders	Careful proof reading of manuscript, including checking of all illustrations
Immediately prior to submission	Printing and binding of 3 copies of your thesis; delivery to Graduate Centre with copy of <b>Certification of Thesis for Examination</b> form

## Section 3.3 Examination of Theses

### Summary:

- Describes the process of **examination**
- Describes the possible **results** of examination
- **Notification** of the examination result
- Completion of the **Exit Survey**

### **Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated):**

#### **Time Spent Under Examination (pp. 51-2)**

Examiners are asked to complete the examination and provide their reports within four weeks of receiving a thesis.

On completing their assessment, each examiner submits an independent report and recommends that the thesis be awarded (with or without amendments), revised and resubmitted, awarded a lesser qualification in the case of a doctoral examination (with or without amendments) or failed. In cases where the examiners make discrepant recommendations, the University will normally appoint a third independent examiner. In such cases, it is important to note that the length of the examination process may be significantly increased.

If you have not received notification of the outcome of your examination, three months after submitting your thesis, you are welcome to contact the Graduate Centre to enquire about the progress of the examination process. Please remember that whilst the Graduate Centre will endeavor to ensure that the examination is completed within three months, it is not possible to guarantee an outcome in this timeframe. In addition, it is important to remember that Graduate Centre staff are not at liberty to disclose any details regarding the examination result until the whole examination process is complete.

#### **Examiner Recommendations (p. 52)**

In addition to their written reports, examiners of doctoral theses are asked to nominate one of the following categories of recommendation:

- a) Award of degree**
- b) Award of degree with minor amendments**
- c) Award of degree subject to the specified amendments being made to the thesis**
- d) Be not awarded the degree but be permitted to revise and resubmit the thesis**
- e) Be not awarded the degree but be awarded the appropriate degree of Master**
- f) Be not awarded the degree but be awarded the appropriate degree of Master upon making suitable amendments to the thesis**
- g) Be not awarded the degree.**

#### **Masters Students (p. 52)**

The examiners of Masters theses are asked to nominate a recommendation from categories a-e. Recommendations of a), b), c), or d) are identical to those outlined above, whilst a recommendation of e) indicates that 'the thesis presented is not of the standard required for a Master by Research degree'.

#### **Consideration of Examiners' Reports (pp. 52-4)**

It is important to remember that the final outcome of your examination will be determined by the Research Education and Development Committee (REDC) and not by the examiners. In making the final determination, REDC will consider all the examiners reports provided, together with the recommendations of your School and the Faculty Higher Degrees Committee where applicable.

#### **Outcome of the Examination (p. 54)**

The Graduate Centre will convey the outcome of the examination to you and your supervisors and Head of School in writing.

#### **Final form of the Thesis (p. 55)**

Following the completion of any required amendments to the thesis to the satisfaction of your School, you are required to lodge three hardbound copies and one electronic thesis copy on the disc provided, with the Graduate Centre before the degree can be conferred.

#### **The Exit Survey (p. 50)**

The results of the Exit Survey inform policy development at the University and are instrumental in shaping positive change throughout the institution. All matters regarding the Exit Survey are kept strictly confidential and may only be released to interested parties with the approval of REDC and then, only in aggregated form to ensure that the anonymity of individuals remains protected.

The process for lodging an Exit Survey is as follows:

- On receipt of your notification of intention to submit form, the Graduate Centre will forward a copy of the Exit Survey to your nominated mailing address;
- After completing the Exit Survey, you return it to the Graduate Centre prior to, or at the time of submitting your thesis for examination, using the pre-paid envelope provided.

### Essential Documents:

1. **Confirmation of Amendments to Thesis**  
[http://www.adelaide.edu.au/graduatecentre/forms/amend\\_thesis.pdf](http://www.adelaide.edu.au/graduatecentre/forms/amend_thesis.pdf)
2. **Postgraduate Exit Survey**  
[http://www.adelaide.edu.au/graduatecentre/forms/exit\\_survey.pdf](http://www.adelaide.edu.au/graduatecentre/forms/exit_survey.pdf)

### Discipline Practice:

#### a) The Examination Process

Now is the time to take a holiday! The entire process of examining your thesis – from submitting it to the Graduate Centre to the issuing of the examiners' reports is likely to take between 6 and 8 weeks. The examiners themselves have 4 weeks to complete the task of examining your thesis. It is likely that if one of the chosen members of the examination pool is unable to actually examine your thesis, it is because they feel that they are unable to fulfil this requirement. You may wish to bear this in mind in deciding exactly when to submit your thesis.

You should note, however, that the examination process is likely to extend beyond this point given that examiners may require some revisions of your thesis before finally passing it. You should look ahead to the time when the examiners will probably deliver their report and ensure that you have time available to complete these revisions. It is at this time that you are likely to be very busy with job or post doctoral grant applications or starting a new job. Your prospects for success in any of these endeavours will be enhanced by the official award of your higher degree. Therefore, it is a good idea to ensure that any possible delay to this is kept to an absolute minimum.

#### b) The Examiners' Reports

In straightforward cases the Graduate Centre will forward on the examiners' reports to you as soon as they are all received. Non-straightforward cases will be first passed on to your principal supervisors, who will then assist the examiners in making a decision about how to proceed with the examination of your thesis. It is likely that a third examiner will be appointed to resolve the examination process.

Whatever the content of the reports, you should arrange a time to discuss them with your supervisors and the PG Co-ordinator. They will take you through the implications of the report and outline what you should do to ensure that your degree is conferred with the minimum of delay.

The *Research Student Handbook* indicates that there can be several outcomes of the examination process. The second outcome, award of degree but that minor amendments/corrections should be made to the thesis, is the most frequently encountered result. It is unlikely that your supervisors will have recommended that you submit your thesis without a strongly held belief and agreement that it was likely to be passed by your examiners. Nevertheless, examiners will often spot things that pass even the most diligent proofreader's eye. Although these revisions can often be corrected within the original versions of the thesis, they may still take some time to correct. Few theses are ever entirely error free and passable without some correction: that's just the human factor at work!

More serious revisions demanded of a thesis that is otherwise passed, up to and including the complete re-writing of sections (even chapters), whilst often disheartening initially, is still a positive result. Your examiners are indicating that your thesis is of a high standard overall but requires detailed attention to some portions before it can be definitively accepted. You will need to arrange time to discuss these sorts of more substantial revisions with your supervisors before they are completed.

Any revised thesis must be resubmitted for approval from the examiners before it is finally accepted. This is not a re-examination of your thesis, but rather the formal acceptance of the revisions, assuming that you have carried out these revisions in a diligent manner. A **Confirmation of Amendments to Thesis** form must be submitted with your revised thesis.

Of more serious concern, of course, is any 'non-award' result. If applicable, you may be offered the choice of accepting a Masters rather than a PhD degree. The worst-case scenario, which is very rarely encountered, is the total rejection of a thesis. Any non-award result must be discussed very promptly with your supervisors and the PG Co-ordinator in order to decide on a future course of action regarding your research.

### c) Notification of Examination Result

You will be notified of the final acceptance of your thesis by the Graduate Centre. Following this you must submit 3 hard bound copies of your thesis to the Graduate Centre.

**Note:** These copies must not be revised in any way from the version of your thesis that was accepted by your examiners. Remember that the Graduate Centre will not issue a confirmation of the award of your degree until you have submitted these copies of your thesis and dealt with any outstanding financial obligations or debts with the University.

### d) Completion of the Exit Survey

It is a requirement of the University that all higher degree students complete the Graduate Centre Exit Survey when submitting the accepted versions of their thesis. The University will not confirm your degree award until you have done so. The Exit Survey is a questionnaire that asks you about your experiences as a postgraduate student. It is considered to be an important means through which the Graduate Centre can better understand how effectively the University is catering to the needs and expectations of higher degree students, which is why its completion is a requirement on your part rather than voluntary.

## Checklist

Deadline	Task
6 to 8 weeks following submission of thesis	Examiners' reports issued - arrange meeting with supervisors to discuss any revisions of thesis demanded by examiners
Following examiners' report	Revise thesis if necessary and resubmit with accompanying <b>Confirmation of Amendments to Thesis</b> form
Following acceptance of thesis by examiners	Arrange rebinding of 3 thesis copies (if necessary) and submit to Graduate Centre; clear any outstanding financial debts with University (if necessary); complete <b>Exit Survey</b>
After Graduate Centre issues Notification of Degree Award	Celebrate!

## Section 3.4 Graduation

### Summary:

- Arranging your **graduation**

#### **Policy Highlights (Refer to Research Student Handbook Appendix 1 or pages indicated): Graduation (p. 57)**

The University holds graduation ceremonies in March/April (offshore), August and December each year. The closing dates for applications to graduate may be up to two months prior to the date on which the ceremony is held.

Applications to graduate are made through Access Adelaide, you can check your award details, choose whether to graduate in person or in absentia, and if the latter, specify how you wish to obtain your certificate e.g. (in person, by mail).

As you will be ineligible to graduate if you have any outstanding obligations or debts with the University, it is important that you discharge all such obligations prior to the closing date of your nominated graduation ceremony.

Doctoral graduates may not use the title 'Doctor' until after their degree has been conferred.

### Essential Documents:

1. **Information About Graduations** <http://www.adelaide.edu.au/student/graduations/>

### Discipline Practice:

#### **a) Arranging Your Graduation Ceremony**

The University Graduations Office will contact you after the award of your degree is confirmed. They will provide you with information about the dates of graduation ceremonies and what is involved, including the costs of attending the ceremony for you and any guests. You must decide whether and when to attend. An invitation to attend a particular ceremony is not automatically sent.

**Note:** You are under no obligation to attend and circumstances may make attendance impossible. Your official degree certificate is, of course, issued to you whether you attend an actual degree ceremony or not.

#### **Checklist**

##### **Deadline**

Following contact from the Graduations Office

##### **Task**

Arrange attendance at graduation ceremony through the Graduations Office or online at above website