

Philosophy Postgraduate Student Handbook

Ph.D. and Masters by Research

ADELAIDE UNIVERSITY

2009

CONTENTS

- 1. The Degree.**
- 2. University Regulations.**
- 3. Enrolment and Fees.**
- 4. Induction Programs.**
- 5. Structured Program.**
 - 5.1 Core Component of the Structured Program**
 - 5.2 The Research Proposal**
 - 5.3 Development Component of the Structured Program**
 - 5.3.1 Annual review of progress*
 - 5.3.2 Major Review of progress*
 - 5.3.3 Training activities for a career in Philosophy*
- 6. Seminars.**
- 7. Supervision.**
- 8. Milestones and Forms**
- 9. Annual Review Panel.**
- 10. Funding for Conference Attendance and Teacher Training.**
- 11. Problems and Complaints.**

1. The Degree.

A student who has gained a first in Philosophy Honours or an equivalent (such as a Masters by Research, in a relevant area, which has earned very strong reports by assessors) will be deemed to have satisfied the entrance requirements of the PhD in Philosophy. A student with a 2A result in Philosophy Honours (or equivalent) will qualify for entrance into a Masters by research with the option of upgrading to a PhD after the first year if progress is deemed worthy of PhD candidature.

The degree of Doctor of Philosophy is awarded in Philosophy for a thesis in the range 75,000-80,000 words; a Master of Arts for a thesis in the range 35,000-40,000.

Full-time PhD students are required to submit a completed thesis within 3-3.5 years (max. 4 years) of commencement, and part-time PhD students within 7-8 years of commencement.

Full-time MA students should aim to complete within 1.5-2 years (max. 2 years); and part-time MA students within 3-4 years.

The continuation of your enrolment as a student for this degree is conditional upon your meeting the requirements set out below, and any additional written requirements that may be communicated to you by your Review Panel (principal supervisor and co-supervisor). This panel will review your progress at least once per year of your enrolment, and will have the responsibility of deciding whether your progress has been satisfactory.

This handbook sets out details of the Department's requirements of its Ph.D. and MA students. It also sets out what you are entitled to expect in return by way of Departmental support for your studies.

2. University Regulations.

The University's regulations governing the award of the Ph.D. and MA degree are contained in the Academic Program Rules which can be opened and downloaded from: http://www.adelaide.edu.au/graduatecentre/program_rules/

Regulation 7.2 under "Doctor of Philosophy" (p.4) states:

"The [PhD] thesis shall:

- (a) display original and critical thought
- (b) be a significant contribution to knowledge
- (c) relate the topic of research to the broader framework of the discipline within which it falls *and*
- (d) be clearly, accurately and cogently written and be suitably illustrated and documented."

Regulation 3.1 under “Masters Degrees by Research” (p.18) states:

“A Masters Degree by Research shall, in general, have the objectives of

- (a) training students in research methodology and techniques
- (b) developing critical evaluation skills appropriate to their research topic
- (c) training students in the application of such methods by conducting a specified program of research under appropriate supervision and the development of new knowledge where possible
- (d) providing training in literature analysis *and*
- (e) encouraging debate in the substantive area of the thesis at an advanced level.”

The Academic Program Rules set out the University’s requirements concerning enrolment, duration of candidature, work for the degree, review of progress, format and submission of thesis, appointment of examiners, and other matters.

For further information also consult *The Research Student Handbook* which can be opened and downloaded from: <http://www.adelaide.edu.au/graduatecentre/handbook/>

Please take special note of Appendix 1: 6.1-6.4 Responsibilities of Research Candidates; and Appendix 5: Guidelines and Rules for Responsible Practice in Research.

Responsibility for the award of the Ph.D. and Masters by Research degrees resides with the Research Education and Development Committee (REDC), convened by the Dean of Graduate Studies.

The administration of all higher degree candidatures is handled by the *Adelaide Graduate Centre*. The *Adelaide Graduate Centre* website gives you access to various forms and documents setting out the University’s administrative policies and procedures for Ph.D. and Masters’ candidates:

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

and

<http://www.adelaide.edu.au/student/postgrad/>

3. Enrolment and Fees.

All enquiries about University enrolment, scholarships and fees should be directed to the *Adelaide Graduate Centre*:

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

4. Induction Programs.

University Induction

An induction program is held in late February (during Orientation Week) each year, to introduce and familiarise commencing higher degree students with the research environment of the University. Another induction is held later in the year for those students who commence their studies after Orientation Week. Details are available from the Adelaide Graduate Centre. This Induction is compulsory for new students and you will need to register your name with the organiser.

Faculty Induction

In addition, the Faculty of Humanities and Social Sciences (Philosophy is a discipline within the School of Humanities) also conducts an Induction which is compulsory for all new students in this Faculty. This usually runs over two mornings early in semester 1 (and again in early semester 2 for students commencing later). Ask the Post-graduate Co-ordinator for further details.

Philosophy Induction

This takes place over a number of stages.

- During your first week of candidacy, you will meet with the Post-graduate co-ordinator at which time you will go through this handbook, and be given a tour of the department, covering study accommodation, photocopying, computing facilities, common room; and issue of keys.
- Some time during the first few months of candidacy, an informal luncheon is held for PG students, at which new students are introduced to members of the department and to other postgraduates.
- All new PG students should contact Alan Keig who is the librarian with responsibility for Philosophy, and organise to meet him at a mutually convenient time. Alan will introduce you to the Philosophy resources in the Barr-Smith Library. Alan's email is akeig@library.adelaide.edu.au

5. Structured Program.

A condition of your enrolment and successful progress in the Ph.D. and Masters is that you complete a Structured Program of activities. This includes a 'core' component and a 'development' component.

5.1 Core Component of the Structured Program (CCSP)

The Core Component of the Structured program (CCSP) which must be completed within the first six months of your candidature (within one year for P/T students). The CCSP involves:

- finalising your research proposal,
- preparing a literature review for your topic,
- writing up a detailed timeline for the stages involved in the research and writing of your thesis,
- attending the required induction sessions,
- regularly attending the Philosophy Research Seminar Program
- presenting your Research Proposal to a Departmental Post Graduate colloquium in June (December for students commencing after March).

Additional time for the completion of the CCSP can be granted but must meet the approval of your principal supervisor and the Postgraduate Coordinator.

5.2 The Research Proposal

The post-graduate coordinator will provide you with written guidelines setting out what is expected in the research proposal. These are to be found in the **Faculty of Humanities and Social Sciences Research Proposal Proforma**.

Your presentation to the PG Colloquium should include the following sections:

i Project (research topic) title

Provide a short descriptive title of no more than 20 words.

ii Project (research topic) summary

In no more than 100 words, intelligible to a reader who is not a specialist in this field, summarize the aims, significance and expected outcomes.

iii Project (research topic) details

You are urged to avoid the use of jargon and to express your arguments clearly and concisely. For the purposes of this presentation, summarise your 5,000 word proposal in a length that you can comfortably cover in a twenty minute presentation, approx. 3,000-4,000 words. Include:

iii.1 Introductory background

iii.2 Research questions

This section should explain the research question and may include the hypothesis or problem to be addressed.

iii.3 Aims/Objectives of the project

This section should explain how the problem is to be addressed.

iii.4 Significance/Contribution to the discipline

This section will normally justify the project from a review of the literature on the topic.

iii.5 Theoretical framework and methods

This section may include a discussion of the sources to be consulted.

5.3 Development Component of the Structured Program

The first year of your candidacy is considered provisional and during that time you will need to complete the CCSP (as above), an Annual Review (unless you have commenced candidacy after the first of August in the year of the review) and a Major Review of Progress.

5.3.1 Annual review

This occurs in September/October every year for all F/T and P/T post graduate students including both those who are active in candidature and those on leave of absence. Data drawn upon to assess your progress will include:

- report by supervisors and post graduate coordinator of your presentation to the PG colloquium that is held in June of the year of the review;
- one extended sample of your work of 5,000-7,000 words in length.
- a general description and projected structure of the overall thesis, as currently envisaged. (Approx. 1,000 words.)

- an account of any differences between this projected structure and the one outlined in your Research Proposal or at your previous review (whichever is more recent).
- an account of the progress made in the past year.
- an account of your participation in ‘*Training activities for a career in Philosophy*’ activities over the previous year including PG colloquium, conferences, Philosophy Research Seminars, reading groups, Philosophy Club, honours seminars and publication.
- an account of the stages in which you plan to tackle the project, giving a timetable for the remainder of your Ph.D. study.
- a structured Bibliography, giving an account of material you have read so far, and projected further reading.

5.3.2 Major Review of Progress

A year after commencing your studies (two years for P/T students), your candidature will be either:

- confirmed,
- provisional status extended
- recommended for termination on the grounds of lack of progress
- upgraded to a PhD, for Masters students who have made the required progress.
- downgraded to a Masters, for those PhD students whose conception of their project fits more appropriately within the scope of a Masters thesis (see section 2 above).

In order to have your candidature confirmed after the first year at the Major Review of Progress, you must have:

- satisfactorily completed the CCSP
- satisfactorily completed the Annual Review of Progress (if you commenced before August)
- relevant seminar attendance
- made satisfactory progress on your thesis (generally, you should have written approximately three draft papers of 5,000 words each or the equivalent).
- provided a general outline description and projected structure of the overall thesis.
- provided a structured timetable for completion of the thesis.
- written a draft of a structured Bibliography

5.3.3 Training activities for a career in Philosophy

After having your candidature confirmed, a student in the Philosophy discipline is expected to participate in various activities that provide the necessary training for a career in philosophy. These include:

- Peruse copies of PhD and Masters theses submitted by former Adelaide students (kept in Philosophy tea room) and by students of other Australian universities (online in Barr Smith library).

- Present a paper each year at the Adelaide Philosophy Discipline's Post graduate Colloquium in June (**compulsory**). Attend the full program, ask questions in other students' papers and provide feedback where possible.
- Continue to regularly attend the Philosophy Research Seminar Program - **compulsory**.
- Attend and present papers at national philosophy conferences such as the Australasian Association of Philosophy Postgraduate Conference: for details see: <http://aap.org.au/>
- Participate in the Philosophy Club yearly camp (usually held around October): see our philosophy web page for details: <http://www.arts.adelaide.edu.au/humanities/philosophy/>
- Participate in three philosophy honours seminars (one for Masters) over the course of your candidature (each one consists of 11 x 2 hr seminars) (no assessment) - **compulsory**

The skills that you should aim to develop and refine by participating in the above activities include:

- time management, reading and note-taking in Philosophy.
- how to write a Philosophy article for publication.
- how to present a paper at a Philosophy seminar.

In addition to the CCSP and the Development component as outlined above, you may also be advised to complete a Directed Studies Component, at the discretion of your supervisor and/or the Postgraduate Coordinator. This consists of unassessed participation in courses or reading groups relevant to your thesis topic (in addition to the three honours seminars required of PhD students/one for Masters students).

Please note the following are deemed **compulsory** for satisfactory progress in the PhD and Masters:

- paper presentation each year at the Adelaide Philosophy Discipline's Post graduate Colloquium in June
- attendance at the Philosophy Research Seminar Program
- unassessed participation in three philosophy honours seminars (one for Masters) over the course of your candidature

6. Seminars.

This is a summary of relevant seminars offered by Adelaide Philosophy.

There are five kinds of seminars within the Department:

- (i) PG Colloquium: June (and December in those years when we have students commencing after March).
- (ii) Philosophy Research Seminars: A series of visiting speaker seminars, organized jointly with Flinders University and held on Friday afternoons, will be announced at the start of each semester. You are expected to attend. Experiencing philosophy as practised by professionals, whether in the area of your own thesis topic or not, is an important element of a philosophical education.
- (iii) Honours seminars: Each full-time PG student is required to attend three Honours seminars over the course of their candidature (one for Masters). This is

a requirement of preparation and attendance only: this seminar will not be assessed.

(iv) Reading groups: From time to time, staff and students will convene reading groups to discuss particular books or articles. Your participation in (and initiation of!) these groups is welcome, but attendance is not compulsory.

(v) Philosophy Club: see Philosophy website for details.

7. Supervision.

The Department will assign you a principal supervisor and co-supervisor. In some cases, you may be assigned two joint supervisors. Your principal supervisor has responsibility for meeting you regularly throughout the year to supervise your studies. The frequency and duration of your meetings with your principal supervisor should be established by mutual agreement. However, you are entitled to receive, as a minimum, an average of one contact hour with your principal supervisor per fortnight during term-time and one contact hour at least per semester from your co-supervisor. Joint supervision might involve meeting each supervisor alternatively every two weeks or might be arranged over alternate months or years, depending on whether the expertise of both supervisors is required throughout the thesis or each is required separately for different sections of the thesis. Supervision arrangements outside the University's teaching terms should be settled by mutual agreement.

Your principal supervisor is expected to read the entire penultimate draft of your thesis, and you are also entitled to receive detailed comments from your principal supervisor on this draft.

Your principal supervisor is the person officially assigned to assist you with advice about reading, the organization of your studies, and any problems that are affecting your studies. However, you are free to approach other members of the Discipline to discuss your work. Discussing your thesis with anyone outside the University, rules that person out as an examiner of your thesis.

8. Milestones and Forms

Each formal milestone you reach in your thesis is recorded and monitored by the Adelaide Graduate Centre (AGC). These include the CCSP, the Major Review and the Annual Review. The AGC will send you out the required forms that you need to fill out and have signed by the appropriate persons by a set date. The AGC also monitor changes to your F/T status and any periods of leave you may need to take. Any change to the details of your candidature need to be approved by your supervisors, and the Post-graduate Coordinator or the Head of School. These changes also need to be registered and approved by the AGC. For all such milestones and changes, there is an official form to be filled out and signed by the relevant people. All of these forms are available for download from:

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

9. Annual Review Panel

Each year you must complete an annual review, following the same guidelines as listed under *Annual Review* for the *Development Component of the Structured Program* at 5.3.1 above. You should expect to receive an *Annual Review of Progress* form from the Adelaide Graduate Centre by mid-September. You are then responsible for arranging interviews with your principal and co supervisor (or two joint supervisors) who together make up your panel, and subsequently with the Philosophy Postgraduate Coordinator in time to allow you to submit the form to the Adelaide Graduate Studies office by 31 October.

One week in advance of the meeting, the student should provide to both members of their Panel the information listed under 5.3.1 above. The Panel will meet with the student to discuss these documents, giving advice on the content and direction of the work, and the strategies in place to lead to its timely completion. The Panel will also meet separately to discuss the student's progress. In this context, it will consider the student's level of teaching commitment within the Discipline. The supervisor will then convey the conclusions of this discussion to the student.

Your supervisor has the discretion to convene the Review Panel at other times. You are entitled to ask your supervisor to do so if you think it would benefit your studies.

It will be the Review Panel's responsibility to determine whether, on the evidence before it, the student is making satisfactory progress towards the award of a Ph.D. or Masters within the period scheduled for completion. This will not be done by a formal, grade-based assessment of individual components of work completed by you in the review period. Rather, the Panel will take into account:

- The quality of the work sample submitted to it.
- The quantity of work you report having produced towards the completion of the project.
- The planned stages towards the completion of the project within the remaining time, and the feasibility of your carrying them out.
- The completion of the requirements set out in Section 10 below, and any additional written requirements which have previously been set by the Panel, for completion within the review period.

What constitutes satisfactory progress in the first year has been covered in some detail at 5.3.2 above.

****Regarding the satisfactory completion of the second year, a general guide would be to aim to complete a minimum of 30,000 draft words by the end of Year 2, as well as fulfilling the other requirements listed under Annual Review at 5.3.1 above.**

If the Review Panel meeting at the end of Year 1 or Year 2 determines that your progress is unsatisfactory, it can either:

- suspend your status as a Ph.D. student of the Department; or
- recommend probationary re-enrolment for a period of six months, with your progress to be reviewed again at the end of that six-month period.

If your status as a Ph.D. student of the Department is suspended, you will receive a written description of the conditions that must be met in order to have your candidature reinstated. If you are offered probationary re-enrolment, you will receive a written description of the conditions that must be met in order for your progress to be deemed satisfactory at the following six-month review.

The Review Panel has the discretion to supplement, modify or waive the above requirements if it judges this to be most beneficial to either the quality or the timely completion of your project. If it does so, you will be given a written statement of the modified requirements. You may apply to the Panel to exercise this discretion.

If you are concerned that you are or will be in breach of the requirements for satisfactory progress, you should contact your principal supervisor immediately.

10. Funding for Conference Attendance and Teacher Training.

The Department will endeavour to assist you, within the constraints of its budget, with the expenses involved in conference attendance. For information about the guidelines for research student conference funding, and applications, you should contact the Postgraduate Coordinator.

Ph.D. students will not normally be offered teaching work in the Philosophy Department within their first year of studies. Ph.D. students who are assigned teaching duties within the Department will be given appropriate training for these tasks. The Department is willing to fund the cost of attendance at teacher-training courses run through the University's Centre for Learning and Professional Development (CLPD). The Faculty of Humanities and Social Sciences also offer courses for new tutors. Ask your Post graduate Coordinator for the details.

11. Complaints and Problems.

Any problems with your studies or complaints about Departmental support should in the first instance be brought to the attention of your principal supervisor. If you are not satisfied with the response, you are invited to approach:

- the Postgraduate Coordinator, *then*
- the Philosophy Department Head, *then*
- the Head of School, *then*
- the Adelaide Graduate Centre.

*Compiled by Garrett Cullity 2004
Updated by Jenny McMahon 2008, 2009
Postgraduate Coordinator, Philosophy*