

University of New England

**Quality in
Research Higher Degrees**

***A Handbook
for
Higher Degree Research Students and Supervisors***

April 2010

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This document is available online at: <http://www.une.edu.au/policies/pdf/goldbook.pdf>.
All hyperlinks can be accessed via the electronic document.

This March 2010 version supersedes all previous versions.

Disclaimer: All information contained in this booklet was correct at the time of publication.

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FOREWORD

This publication has been compiled particularly to aid students engaged in higher degree research programs (doctorates and research masters of no less than 66% research component) and their supervisors. One of its principal objectives is to ensure that both these parties receive optimal support throughout the course of the candidature in a research environment that results in top quality research and learning.

Popularly called ‘the Gold Book’, it was first developed at UNE in 1994 as part of the University’s commitment to quality assurance. An integral part of this commitment is maintaining high standards in dealing with higher degree research (HDR) training and ensuring that the final outcomes of candidature are highly satisfactory for all concerned.

The University of New England (UNE) recognises the significant contribution that HDR students and their supervisors make in ensuring and maintaining a vibrant academic, research-led community. It also recognises that information on policies, practices and procedures that uphold quality HDR training and management must be accessible to and easily understood by students and supervisors. The Gold Book is designed specifically with these latter concerns in mind.

Importantly, the Gold Book has been created to help research students and their supervisors develop a successful and rewarding research relationship, to point to ways of identifying and resolving any problems that might arise during candidature, and to provide a framework that facilitates timely and successful completion of the thesis.

In the end, it is a high standard of excellence in learning, research and supervision that the University aims to achieve. We hope that the information provided here will help to achieve these aims.

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INTRODUCTION

What the Gold Book Offers

The Gold Book offers important information related to HDR candidature from start to finish and includes information on the induction processes, support services, policies guiding HDR candidature and a listing of resources that are available at UNE. Further, it outlines clearly the specific responsibilities of both students and supervisors and offers information on thesis or portfolio [presentation and examination procedures](#).

It is worth referring to your Gold Book in the early weeks of your candidature, as it also contains information on other important topics including:

- [Confirmation of Candidature](#) and completion of HDR Progress reports
- Restrictions on [employment](#)
- [Studying away](#) from the university
- Research ethics and [intellectual property](#)
- [Publishing](#) during candidature.

Sources of Information contained in the Gold Book

The information provided is aligned largely with:

- The *Australian Code for the Responsible Conduct of Research* (Australian Government, National Health and Medical Research Council, Australian Research Council and Universities Australia, 2007),
- The *UNE Code of Conduct for Research*, and
- The *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students* (The National Code, 2007).

The *Australian Code for the Responsible Conduct of Research* now provides the key basis upon which the University draws its practice in all areas of research.

Location of Relevant Information

All policies and forms relevant to HDR candidature are accessible on the [Research Services website](#).

Students and supervisors should become familiar with:

- [The Australian Code for the Responsible Conduct of Research \(2007\)](#)
- [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas](#)
- [The UNE Policy on English Language Requirements for Admission](#)
- The [UNE Handbook](#) which contains all the courses and rules governing HDR candidature
- [The Council of Deans and Directors of Graduate Studies \(DDoGS\)](#) website
- [UNE Postgraduate Essentials](#) – an on-line resource for HDR students.

Other resources available to HDR students are materials that are provided by Schools or Faculties at induction sessions (on campus or on-line) or postgraduate conferences.

Higher Degree Research Committee

The HDR Committee, a committee of the Academic Board and chaired by the Dean of Graduate Studies, oversees administration of HDR programs and research training and provides advice to the Academic Board on all HDR policy matters. It also liaises closely with the Academic Board Research Committee on strategic HDR matters. Both these committees report to the Academic Board.

The Academic Board is the principal decision making body of the University on academic matters. It is responsible for developing and coordinating the work of the Faculties and other academic units, encouraging high quality scholarship and research, and advising the Vice-Chancellor and Council on matters of teaching, scholarship and research within the University.

Dean of Graduate Studies

The person responsible for overall HDR training and management at UNE is the Dean of Graduate Studies (DoGS) within the Office of the Deputy Vice-Chancellor (Research). The DoGS has a special responsibility to provide ***support and guidance to research students and supervisors when required***. The Dean of Graduate Studies is located in Research Services on the top floor of the Lamble building (email: dogs@une.edu.au; or phone: 02 6773 5099).

1.0. GETTING STARTED

1.1. HDR Administration

As a Higher Degree Research (HDR) candidate, your degree is administered and your supervision and progress monitored by [Research Services](#). Progress is monitored through a six monthly review process which involves the Confirmation Report and subsequently the HDR Progress Report. These are important academic milestones in your candidature.

[Research Services](#) is located on the top floor, T. C. Lamble Administration Building.

Research Services needs to know if there is any change to:

- Address or other personal details including residency status
- Enrolment variations
- Supervision details

Students should contact [Research Services](#) in relation to all candidature matters.

1.2. First Contact

The first step for a student is to contact Research Services on arrival to ensure enrolment in candidature and activate scholarship payments.

International students should also contact International Marketing and Pathways in relation to visa requirements.

Next, students need to make contact with their nominated Principal and Co-Supervisor and go through the Student/Supervisor Checklist and complete the [Research Degree Supervision Agreement](#). The student, Principal and Co-supervisors need to sign the Research Degree Supervision Agreement and each should keep a copy. The originals should be forwarded to Research Services ***within 6 weeks of commencement of candidature***.

1.3. Student / Supervisor Relationship

Your supervisor is there to guide you through every part of the research candidature process. As well as sharing their extensive knowledge of the research field that you are entering into, your supervisor will offer you advice and support, and introduce you to the broader research community.

The relationship between a research student and his/her supervisor is a central factor in the success of any postgraduate research program. To get the most benefit from supervision, you will need to develop an effective working relationship and clear communication with your supervisor.

In the early months of your candidature, allow time to get to know your supervisor and think about how you can work most effectively together. Being clear about expectations and responsibilities and working to keep communication open and positive will ensure your project — and your candidature — stay on track.

1.4. Student / Supervisor – Record of Meetings

Once a student commences candidature it is important that both the student and supervisor keep to the contact arrangements agreed upon in the original meeting. If change to the arrangement occurs a record should be kept. Both the student and supervisor should have a copy of the same information. The same should occur in relation to notes being kept of any other matters of relevance discussed at a student / supervisor meeting.

1.5. Orientation and Induction

Faculties and schools offer induction programs for students.

1.6. Roles and Responsibilities of Schools

The responsibilities of academic Schools to HDR students are set out in the [Minimum Facilities for Postgraduate Research Students Policy](#).

It's important to attend your School's induction session for new postgraduates as it will include information about:

- The nature of postgraduate research in your field
- The facilities available within the School
- Occupational health and safety issues
- The School program of graduate seminars

The Head of School often delegates to a postgraduate or HDR Coordinator - if so, find out who this is and how you can contact him or her.

Finally, get to know the administrative staff within the School - you'll find them helpful on a range of matters. In particular, check with them what information needs to be kept on file in your School.

Establishing a workspace is an important first step for all students and the requirements are listed under the [Minimum Facilities for UNE Postgraduate Research Students](#). Please contact your School administrative officer for assistance in this regard.

2.0. STUDENTS' RESPONSIBILITIES

Students have certain responsibilities. When the enrolment form is signed, they are signing an agreement to be bound by the rules, regulations and policies of the University. They need to become familiar with the University's regulations concerning the award for which they are undertaking research, and the standards acceptable for that degree.

2.1. General Responsibilities

- checking their UNE email accounts frequently (the University has a [Communications Policy](#)),
- notifying Research Services of any change in contact details. Failure to notify where they can be contacted means that the University is unable to keep in contact; and
- being responsive in completing progress reports and annual re-enrolment. Those students who do not provide the required information will have their candidature terminated. This will require students to make a re-application for admission and pay a late enrolment administration fee (currently \$100).

2.2. Acceptable Standards of Behaviour

Students should also conform to acceptable standards of behaviour and respect the rights and responsibilities of all University employees and fellow students. Candidates should:

- accede to reasonable requests by their supervisors and senior academic staff with respect to the conduct of their research, the scheduling of meetings with their supervisors, the provision of written reports and the scheduling of seminars;
- accede to reasonable requests by academic and technical staff;
- comply with the University's Occupational Health and Safety Policy and the requirements, if relevant, of the University's Human Research Ethics Committee and the Animal Ethics Committee;
- use University equipment only as directed by suitably qualified technical staff; and
- co-operate with fellow students in the use of University facilities.

2.3. Specific Responsibilities

Once students have enrolled, they must contact their nominated Principal Supervisor and arrange a suitable time to discuss the formal induction and Confirmation of Candidature processes within their School. Supervisors will be required to sign off when the student has undergone the confirmation process.

Students are also required to:

- maintain communication with the supervisors throughout the candidature; discuss with the supervisors, both in the initial stages of research and through an agreed schedule of meetings (or agreed equivalent communication), the topic of research, the methodology and other details of the research program, and the types of help considered most useful;
- ensure that all administrative requirements of the University, such as re-enrolling each year, providing six monthly progress reports, and conforming to procedures for variations of conditions of candidature, are met;
- attend the University in person for those periods specified by the relevant rules or at times agreed with the supervisors;
- complete satisfactorily any coursework units or other work additional to the thesis as required by the HDR committee on the recommendation of the supervisors and the Head of School which may include English language studies;
- take initiative in raising problems or difficulties with the supervisors or the Head of School, and share responsibility for seeking solutions. Supervisors cannot anticipate every difficulty that candidates might encounter, and they should be quick to raise problems (including any of a personal nature which might interfere with research progress);
- maintain the progress of the work in accordance with stages agreed with the supervisors, including the presentation of required written material in sufficient time to allow for comments and discussion before proceeding to the next stage. This may include explanations of proposed methodology, literature reviews, and other such working papers during early candidature as well as draft chapters at later stages, and attend to revisions and corrections of such written materials as advised by the supervisor/s;
- discuss with the supervisors at regular meetings progress towards, and any impediments to, maintaining the research plan and timetable agreed at the start of the period of candidature;
- conduct their research in line with the University's Occupational Health and Safety Policy requirements and, if relevant, with the University's Human Research Ethics Committee and Animal Ethics Committee;
- avoid plagiarism at all costs. Students should refer to the UNE [HDR Plagiarism Policy](#).
- ensure that original data are recorded in a durable and appropriately referenced form and are stored safely for a period appropriate to the discipline but in any case, not less than five (5)

years from the date of final thesis submission (for specific types of research such as clinical research up to 15 years is suggested);

- accept responsibility for submitting on time the final copy of the thesis or dissertation, for its content, and for ensuring that it is in accord with the University's requirements. These include the standard of presentation, acknowledgment of all significant assistance received, and relevant certification; and
- accept sole responsibility for the academic quality of the submitted thesis, and for its eventual success or failure.

2.4. Specific Responsibilities of International Students

What follows are responsibilities outlined in the [*National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*](#):

The *National Code* is a set of nationally consistent standards that registered providers now use to protect overseas students and the delivery of their courses during their candidature.

- After they are enrolled, students need to have a signed, written agreement between the University and the student that includes course, conditions of enrolment, money payable and refund conditions.
- Students must notify the University of any change to their address while enrolled.
- Students need to be aware of the support services offered by the University and policies and procedures that would assist them in case of any unforeseen or difficult circumstances arising during candidature (see Appendix B).
- Students need to ensure that they are familiar with the appropriate complaints and [appeals processes](#), and independent bodies and/or an external mediator available to help them if necessary. Where notification of intent to suspend or cancel candidature is made by the University, the student has only 20 working days to access the internal appeals and complaints process.
- Students need to be aware that the University will only extend students' candidature in exceptional circumstances.
- Students need to be aware that extending, suspending or terminating their candidature is likely to affect their visa conditions.
- Where students are not making satisfactory progress, they will be advised in writing by their Supervisor or Course Coordinator that

they are 'at risk' and will be counselled to undergo specific requirements to address the problem/s identified.

3.0. SUPERVISION AND ROLES OF SUPERVISORS

3.1. Appointment of Supervisors

It is the responsibility of the Head of School to ensure that supervision is available for a student from commencement of candidature. It is also the responsibility of the Head of School to ensure that, where necessary, appropriate replacement supervisors are appointed and verified by the HDR Committee. While students may suggest certain supervisors for consideration, the Head of School is ultimately responsible for their appointment.

To be appointed, supervisors must be listed on the UNE *Register of Research Higher Degree Supervisors*. The *Register* indicates the level of award that each supervisor may supervise and whether or not they qualify for the Principal Supervisor and/or the Co-supervisor role. Supervisors should be familiar with [The Registration of Research Higher Degree Supervisor's Policy](#).

For each Doctoral candidate at least two supervisors will be appointed, one of whom will be designated Principal Supervisor (PS) who will be knowledgeable in the area of the proposed research, and must be available to supervise for the duration of the research. For each research masters candidate at least one supervisor will be appointed who is knowledgeable in the area of the proposed research, and who will be available to supervise for the anticipated duration of the research.

A student is accepted only if an appropriate Principal Supervisor, who has agreed to provide supervision, can be appointed.

Identification of appropriate *Co-supervisors* occurs during the application process. Doctoral students are required to have at least one Co-supervisor. Co-supervisors external to UNE must be appointed in an adjunct capacity.

Where a UNE supervisor is not available to undertake the Principal Supervisor's role, the Head of School may seek approval from the HDR Committee to appoint an appropriately qualified Emeritus Professor or an adjunct appointment as Principal Supervisor. A Principal Supervisor so appointed will be required first to apply to the relevant School for adjunct status and sign a [Principal Supervisor Agreement](#) with UNE. If the adjunct appointment will act as a Co-Supervisor, then the [Co-Supervisor Agreement](#) needs to be completed. Heads of School and all such external supervisors (who will be appointed as Principal Supervisor) need to be familiar with the [Honorary Appointment Policy](#) and the [Honorary Appointments Procedures](#).

3.2. General Responsibilities of All Supervisors

It is the responsibility of **all supervisors** to:

- be listed on the UNE *Register of Research Higher Degree Supervisors*;

- be familiar with the rules governing candidature, and the standards for the degree;
- be familiar with current research in the disciplinary areas relevant to the topic of the supervised research;
- be sensitive to disabilities of students (physical, learning etc);
- maintain effective, regular contact with the candidate. Early in the candidature, the supervisors and candidate should agree to the means by which contact will be maintained, and the frequency and nature of contact.
- request written work from the candidate in consultation with the other supervisor/s; return such work with constructive criticism within one month; comment critically and constructively and in reasonable time on the drafts of the thesis; and recognise that the best supervision requires that research higher degree candidates begin writing early in their candidature.
- provide feedback to the candidate and the other supervisor/s promptly, and advise the candidate of any modifications to the schedule of work suggested by the monitoring.
- remind the candidate of the need to follow ethical practices as laid down in University policy and as specified by the University's Human Research Ethics Committee and Animal Ethics Committee.
- be alert to personal problems that may beset the candidate, without being unduly intrusive, and be acquainted with the system of pastoral care available in the University.
- be prepared to relinquish supervision if, in the opinion of the Head of the responsible school, it would be in the best interests of successful candidature.
- agree with the candidate and the other supervisor/s on the nature of any inspections of research apparatus, field trials or field sites that may subsequently be used to evaluate and monitor the candidate's progress;
- ensure that the candidate is aware of the consequences of inadequate progress or of standards below that generally expected; identify the problems in consultation with the candidate and the other supervisor/s, and suggest ways of addressing them;
- ensure that the candidate is trained in safe working practices relevant to the field of research and of the University's Occupational Health and Safety Policy;
- encourage the candidate to prepare papers for publication or for presentation at conferences during the course of their candidature;
- ensure that agreement is reached between the candidate and the supervisors concerning authorship of publications and acknowledgment of contributions during and after candidature;
- conduct all aspects of supervision in accordance with equal opportunity principles, in an atmosphere free of threat or harassment, and with sensitivity to diversity;

- co-operate with the Head of School in finding alternative supervision, and make available to any appointed alternative or additional supervisors, all records on supervision of the candidate and of progress in the candidature; and
- ensure that candidates receive quality supervision by:
 - (a) respecting the rights of the students as well as those of other supervisors who may be involved with the student's research;
 - (b) acceding to reasonable requests by their students;
 - (c) treating all students under their supervision equitably, with due attention to health and safety, ethics, and intellectual property;
 - (d) making clear to candidates the names and responsibilities of their assigned supervisors;
 - (e) being sensitive to special needs of gender, culture and language without prejudicing the academic requirements of the award;
 - (f) ensuring that supervisors are familiar with regulations governing candidature and standards acceptable for the award;
 - (g) meeting regularly with students and each other to discuss the progress of the candidate's research program, and regularly report upon such progress to relevant committees; and
 - (h) monitoring progress of students.

3.3. Particular Responsibilities of Principal and Co-Supervisors

Particular roles of the **Principal Supervisor** are to:

- guide the candidate towards effective conduct of the research and candidature, by discussing with the candidate:
 - (a) the nature and standard of research appropriate to the degree;
 - (b) the choice of an appropriate research topic;
 - (c) the time, assistance, funds and material resources available for the research, and means for acquiring these; and
 - (d) the planning of an effective program for research, analysis, writing and preparation.
- ensure the candidate undertakes the Confirmation of Candidature process in accordance with the current policy;
- maintain effective, regular contact with the Co-supervisor/s to monitor the candidate's progress and coordinate communication with the candidate;
- maintain communication with the Head of School, the School postgraduate coordinator and/or the School Research Committee on the candidate's work and progress;

- keep records of the candidate's work, accounts of progress, and problems in candidature adequate for another supervisor to take over supervision if necessary;
- consider the availability of a field of examiners at least 3 months before the thesis is submitted, in consultation with the candidate and the Co-supervisor/s, and advise the Head of School of the names and credentials of suitable examiners;
- comment promptly and constructively on the final draft of the thesis in consultation with the Co-supervisor/s; and, at the time of submission, certify that the thesis is properly presented, conforms to regulations, and is fit for examination;
- advise the candidate if further work seems necessary at this stage, without forbidding the candidate to submit the thesis. If a thesis is submitted against the advice of the Principal Supervisor, that person is entitled to forward a report to the HDR Committee detailing their concerns about the thesis. This report will be available to the candidate but not to the appointed examiners.

It is the particular responsibility of **Co-supervisors** to:

- maintain an agreed level of communication with the candidate and the Principal Supervisor;
- provide support for the candidate and Principal Supervisor through input on the effective conduct of the candidature, such as: the planning of an effective program for research, analysis, writing and thesis preparation; the time, assistance, funds and material resources available for the research, and means for acquiring these; the provision of complementary academic expertise, such as specialised knowledge of a particular technique or sub-area of study; and
- act automatically as the Principal Supervisor in the event of that person's absence from the University for any reason (except where the Co-supervisor is an Adjunct appointment of the University, in which case a replacement internal supervisor must be appointed).

It is expected that the Principal Supervisor will maintain close consultation with the student and Co-supervisors throughout the period of candidature.

The Co-supervisor, who may be a member of the same or a different School with similar or overlapping research interests, has an important supportive role to play and should be present at all meetings arranged between students and their supervisors.

3.4. Specific Responsibilities of Supervisors of International Students

The following responsibilities are drawn largely from the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students* (The National Code, 2007).

- Supervisors should communicate to international students the members of staff designated to be their official point of contact when issues or critical incidents arise that need resolution;
- Supervisors must make clear to students the complaints and appeals processes (see [Section 12, Appeals](#)) and the processes where disputes arise (see [Section 4, Dispute Resolution and Grievance Procedures](#));
- Supervisors need to be aware of restrictions that apply to extending, withdrawing or suspending a student's candidature, as doing so may affect the student's visa conditions;
- Students should be aware of the University's requirements relating to the six-monthly assessment of student progress;
- Supervisors must report as early as possible to the Head of School and the Dean of Graduate Studies if students are at risk of not meeting their course requirements. This can be done on the progress reports and/or by separate communication. Intervention strategies will be put in place where 'at risk' students are identified.

3.5. Change of Supervision Arrangements

Reasons why supervision may change during HDR candidature include: resignation, retirement of a supervisor or a supervisor going on extended leave. In these cases, the University will attempt to provide an alternative supervisor from within UNE. If this is not possible, the University will attempt to recruit the services of a suitably qualified person from another institution or assist in changing candidature to another university.

If a student desires a change of supervision, it is usual for the student to discuss the request with their Principal Supervisor in the first instance. If this cannot be done, the situation should be discussed with the Head of School or the School's postgraduate coordinator. While UNE will try to accommodate students' wishes, it is not always possible to do so. Allocation of supervisors remains the responsibility of the Head of School.

Where a change of supervisor is required, a [Change of Supervision form](#), signed by the newly appointed supervisors and Head of School, should be submitted to Research Services. Research Services will confirm changes of supervision with the Head of School, the supervisors and the student.

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4.0. DISPUTE RESOLUTION AND GRIEVANCE PROCEDURES

4.1. Disputes between Students and Supervisors

Relationships between students and supervisors vary widely and sometimes disputes occur. Undertaking a research degree is not easy. There are times, such as during the final writing up of a thesis, where the pressure on the student/supervisor relationship may be at its greatest. These times may cause such stress that a student contemplates withdrawing from their thesis rather than continuing. As already indicated, there are many sources of assistance available that can help overcome such problems.

It is suggested that students and supervisors try to discuss their issues and come to an agreed solution. If this does not produce the desired result, there are sources of assistance available (listed in Appendix B). Most of the issues students and supervisors encounter have been dealt with by the people in the support service areas, usually with positive outcomes.

A dispute may arise when either a student or supervisor calls into question the work undertaken by another student or supervisor. Where the dispute relates to research activities then the “Research Misconduct” provisions of Section 4 of the [Code of Conduct for Research](#) should be followed. Refer also to Section 9 of the [Australian Code for the Responsible Conduct of Research](#) (2007).

If needed, independent advocacy is available for HDR students through Services UNE which offers the assistance of the Student Support & Welfare Officer. These services can be accessed at <http://www.servicesune.com.au/support/advocacy.htm>

4.2. Grievance Procedures

Grievance procedures need to be understood by candidates and supervisors. The procedures available to research higher degree candidates are intended to prevent deterioration, to the point of jeopardising successful completion by the candidate.

A grievance can be notified by:

1. a candidate;
2. a supervisor/s;
3. the Head School;
4. the director/manager of relevant administrative service; or
5. the director/manager of relevant academic services; or
6. fellow students or other relevant School staff.

In the first instance the complainant should speak to the other parties, describing the cause(s) for dissatisfaction, and seek informal resolution.

Failing resolution informally, the complainant should notify the other parties in writing with a copy to the Head of School and the director/manager of the relevant administrative unit who may seek the assistance of a Grievance Mediator.

Mediation may be arranged by:

1. the Head of School concerned, or
2. a Head of another School, or
3. a Professor of another School , or
4. the director/manager of the relevant administrative service, or
5. a trained Grievance Mediator of the University.

All parties should agree to arrangements for mediation. Wherever possible, trained Grievance Mediators of the University should be involved. All parties to the mediation may be accompanied by a representative from a staff or student association as appropriate.

The outcome of mediation shall be notified in writing to all parties to the mediation and to the Pro Vice-Chancellor (Research) who must ensure that all correspondence is recorded.

In the case of unsuccessful mediation, the Pro Vice-Chancellor (Research) will act as arbitrator or may delegate arbitration of the dispute to the University Ombudsman. The parties retain the right of appeal to the Council. The Council will determine its own procedures to hear an appeal and for dealing with it. The complainant will have the right to representation.

5.0. SCHOLARSHIPS

Information on scholarships available can be obtained from <http://www.une.edu.au/research-services/pgstudy/scholarships/> or by contacting the Research Degrees and Scholarships Officer (ph: 02 6773 3571; e-mail pgscholarships@une.edu.au).

Funding may be from UNE, government, industry or individual sources. The types of funding available may include tuition fees, living expenses, conference attendance, short-term attachment to another organisation, and research support.

Some funding opportunities are open to all HDR students. Others may have limitations such as disciplinary specific or needs-based. It is important to prepare a focussed, concise and legible application that addresses the selection criteria and includes the necessary signatures, referees' reports and attachments.

The School or research centre may be able to provide access to other scholarship opportunities. Inquiries should be made to your Principal Supervisor or HDR Co-ordinator.

5.1. Employment Whilst on Scholarship

Scholarship recipients are only permitted to undertake a limited amount of paid employment which must not interfere with their study and progress.

Many of the scholarships available through UNE are bound by the following employment conditions:

Students must keep their supervisor, co-supervisor and the DoGS; on behalf of the Scholarships Committee, fully informed of any paid and/or unpaid work commitments.

Extra-curricular work commitments should not normally exceed 240 hours per year during normal business hours (excluding annual leave). Work hours shall not exceed 10 hours in any one week. The number of hours of paid work undertaken, and the nature of this work must be reported on the HDR progress report forms which are completed in June and December each year.

The supervisor and co-supervisor will inform the student of any problems perceived to arise from the level of extra-curricular work. Should progress be deemed unsatisfactory the student will be required to reduce the level of paid and/or unpaid extra-curricular work to a level endorsed by the supervisor and the co-supervisor and approved by the DoGS.

Students should not normally work more than 240 hours per year, but the supervisor may give approval for up to 360 hours per annum. If a student wishes to undertake more than 360 hours per annum, or more than ten hours in any one week during normal business hours, a request must be made to the DoGS who has delegation to act on behalf of the HDR Scholarships Committee, and include

comments from the supervisor. The written approval from the DoGS must be obtained prior to the extra work commencing.

Research degree students holding a full-time Australian Postgraduate Award (APA) are only permitted to undertake a limited amount of paid employment which must not interfere with their study and progress. APA holders are expected to devote a minimum of 35 hours per week to their study. Award holders must seek approval of the DoGS prior to engaging in part-time work in excess of 10 hours per week. The DoGS decision will take the Supervisor/s' recommendation into consideration. Details of activities which temporarily interfere with the capacity to devote 35 hours per week to the research project must be recorded in the student's progress report.

5.2. Extensions of Scholarship

Scholarship extensions are not automatic but are at the discretion of the University. A strong case with supporting evidence indicating how final submission of the thesis will not be possible without the extension needs to be made to the HDR Committee. All applications will be considered in accordance with the current UNE [Extension Policy](#).

For most scholarships not funded by industry, requests for extensions are considered for a three month period only. They will not be recommended unless extenuating circumstances prevail and supporting documentation is provided. The extension application will require endorsement by the Principal Supervisor and Head of School. The application must be accompanied by an academic timetable to show how completion will be accomplished.

For scholarships funded by industry, in some instances an extension may be granted based on extenuating circumstances. The application must be endorsed by the Principal Supervisor and Head of School. Extensions will only be granted at the discretion of the funding body.

5.3. Suspension of Scholarship

During a period of approved suspension the scholarship holder is not entitled to receive any benefits from their scholarship.

The scholarship will be suspended for any period of time when the student is on an approved suspension of candidature, unless the suspended time is covered by annual, medical, maternity or other leave entitlements specified in the conditions of award of the scholarship.

Enrolment and scholarships must be suspended simultaneously for periods of suspension not covered by leave provisions of the scholarship.

6.0. GETTING ORGANISED

6.1. Resources

Details on a number of support services available to students and supervisors are provided in Appendix B. These need to be widely known and disseminated.

6.2. Minimum Facilities

The University's Minimum [Facilities for UNE Postgraduate Research Students policy](#) outlines the minimum facilities and support for internal and external HDR students.

Money matters, computer access and student services are discussed here. Questions about equipment, materials, space and travel/conference funding should be directed to your Supervisor or School HDR Co-ordinator.

Some Schools or Faculties may provide other support in excess of the minimum. The financial support is provided *pro rata*, i.e. part-time students receive financial support at half the annual rate of full-time students.

Remember that the advisers in your School, Faculty and Research Services are there to help if you encounter any sort of difficulties throughout your higher degree research candidature, be they academic, personal or financial.

6.3. Library Resources

Collections

The Dixon and Law Libraries support postgraduate research students. In addition to print materials, the University libraries provide access to electronic indexes, e-books and electronic journals. Information on the library resources can be obtained from <http://www.une.edu.au/library/>.

Faculty and Liaison Librarians

Each Faculty has a Faculty Librarian and a team of liaison librarians with specialised knowledge to assist students and staff. A list of names and contact details is available at:

<http://www.une.edu.au/library/about/faclibs.php>, or follow the link from the Library home page under 'About the Library'. Appointments can be arranged for postgraduate students to receive advice, personalised assistance in searching for material, clarification of library services, familiarisation with the library buildings and procedures, and searching of pay-per-view databases.

Assistance and programs available

In addition to assistance from Faculty and liaison librarians, the Library runs a series of workshops to inform students and staff about library and research resources. Content includes: advanced internet skills for researchers, using

citation indexes, advanced searching of journal indexes, using Word for writing a thesis, and basic and advanced EndNote workshops. These workshops, plus additional ones on locating theses worldwide, setting up alert services, and writing a literature review are also available on the Library website for external students, or those whose timetables prevent them from attending workshops in person. Details are available under the 'Training & Help' tab on the University Library home page.

You can also link to eSKILLS Plus from the Library home page. eSKILLS Plus provides UNE HDR students with online tuition in library, study and work-related skills, including advice on online research, searching for career information, writing for publication and academic networking. This program can be checked out at: <http://www.une.edu.au/library/eskillsplus/>

Services for HDR students

- HDR students have longer loan periods for materials, and access to more renewals than undergraduate students;
- Students enrolled in research degrees are entitled to free interlibrary loans (articles obtained worldwide, books from within Australia);
- Copies of all past UNE higher degree theses are held by the University Library. Electronic versions of the most recent titles are available through e-publications@UNE. Older theses are available for loan or purchase, and can be located via the Library catalogue (<http://www.une.edu.au/library/>). Searching for theses completed outside UNE, whether in Australia or other countries can be organised through the Library;
- All UNE students are entitled to join other tertiary libraries within Australia as part of the National Borrowing Scheme.

e-publications@UNE

UNE has an institutional digital repository called e-publications@UNE, managed by the Library in collaboration with Research Services. All Higher Degree Research theses are stored in the repository on successful completion of the examination process, and graduates are encouraged to grant the University permission to expose their theses via e-publications@UNE to enable and promote their access and availability world-wide. For further information, visit <http://e-publications.une.edu.au/>.

The Open Access to Knowledge (OAK) Law Project has produced two excellent guides to assist students with copyright issues when preparing and depositing their theses in an online repository. These can be accessed by visiting <http://www.oaklaw.qut.edu.au/>.

6.4. Academic Skills Office

Information on the learning support provided for UNE students, designed for inclusion in unit outlines and study guides, is available from <http://www.une.edu.au/tlc/aso/>.

This information outlines support for students in essay and report writing, research skills, and study and exam techniques. It also tells students how they can sign up for workshops, make appointments for consultations with ASO staff and access free study skills materials.

6.5. English Language and International Services (ELIS)

International students can receive assistance from English Language and International Services (ELIS) in:

- Accommodation;
- An orientation program specifically for international students;
- Assistance regarding student visa extensions, part-time work, enrolment for school age dependants and general welfare and support.

For further information about ELIS and the services it provides please refer to <http://www.une.edu.au/elis/>.

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7.0. HIGHER DEGREE RESEARCH PROGRAMS AND THEIR ADMISSION REQUIREMENTS

All HDR course information is available via the [UNE Course and Unit Catalogue](#). Course rules for the various degrees are listed as well as general admission information. Alternatively, information can be obtained from Research Services (02 6773 3745).

7.1. Doctoral Degrees

HECS fee exemptions are available to eligible (non-fee paying domestic) students enrolled in the Higher Degree Research courses that comprise greater than a 66% research component.

Doctoral degrees provide supervised training and education, producing graduates with the capacity to conduct research independently at a high level of originality and quality. By the end of candidature students ought to be capable of independently conceiving, designing and carrying to completion a research program or project.

The research should uncover new knowledge either by the discovery of new facts, the formulation of theories, the development of new interpretive arguments/frameworks, innovative critical analysis, and/or the innovative re-interpretation of known data and established ideas.

The thesis of the doctoral award should be well written and reveal an independence of thought and approach, a deep knowledge of the field of study and make a substantive original contribution to knowledge.

7.2. Research Masters Degrees

A Masters Research course is a supervised research course with a minimum research content of 66%; usually by thesis. Any Masters course that has less than 66% research component is classified as a coursework Masters. Listings of research and coursework masters can be found in Appendix A.

A research masters' thesis should exhibit a thorough understanding of the field investigated, display competence in the chosen field through judicious selection and application of methods to yield fruitful results, demonstrate the capacity to evaluate these results and present well written work.

Masters Research students are eligible to apply for [postgraduate scholarships](#).

7.3. Upgrading from a Masters Research Degree to a Doctoral Degree

Note: The process described below highlights upgrading in terms of a PhD. Other higher research degrees generally follow the same path. For non-PhD degrees students will need to check with Research Services the exact requirements for these courses.

The Principal Supervisor arranges for two suitably qualified and experienced academics to examine the submitted work and prepare a brief report for the HDR Committee. The HDR Committee receives the examiners' reports and a recommendation from the student's supervisor(s) and Head of School and determines whether the application should be approved. An offer of admission may be made with, or without, conditions.

To consider eligibility for an upgrade, the HDR Committee will wish to see explicit evidence of two refereed research publications by the student or reviews of at least two thesis chapters. The reviews will be carried out by two reviewers, one may be internal and one must be external to the University. Reviewers should not have had any direct involvement with the student's research project.

The reviewers are required to report on two key questions:

- i) Does the student exhibit sufficient ability to develop the research to the level required; and
- ii) Does the research project exhibit the necessary characteristics for development into a doctoral thesis?

Inquiries regarding upgrading from a Masters Research degree to a research doctoral course should be made to Research Services on (02) 6773 3745, or 6773 5227).

7.4. PhD – 3 Year Program

This is the standard pathway to a PhD for students with the necessary research qualifications. The PhD should be completed within 3 years full-time or 6 years part-time, and in not less than two years full-time (or 4 years part-time).

If a candidate's Principal Supervisor or the relevant Head of School submits a report of unsatisfactory progress to the Committee, or if the candidate fails to satisfactorily complete prescribed work, the Committee shall invite the candidate in writing to 'show cause' why the candidature should not be terminated. If the candidate does not respond to the invitation by 20 working days of receiving the invitation or the candidate's response is deemed unsatisfactory by the Committee, the Committee shall terminate the candidature.

7.5. PhD – 4 Year Program (first year is a Foundation Year)

The Four-Year PhD Program is only available to international students. Such students will be required to demonstrate their capacity to pay full tuition fees for the period of candidature.

The four-year PhD program involves completing a Doctoral Foundation year which will provide additional preparation before progressing to the three-year PhD program.

The Foundation Year takes one year full-time, or 2 years part-time.

To progress to the 3 year program, the minimum level of pass by the candidate in any unit during the Doctoral Foundation Year shall be Credit. The minimum level of

pass in the research component of the Doctoral Foundation year is a Distinction. The average of all components undertaken in the Doctoral Foundation year must be a minimum of Distinction.

If a student does not meet the minimum level required for 3 year entry, they may be eligible for a Graduate Diploma or a Graduate Certificate.

If a candidate's Principal Supervisor or the relevant Head of School submits a report of unsatisfactory progress to the Committee, or if the candidate fails to satisfactorily complete prescribed coursework, the Committee shall invite the candidate to 'show cause' why the candidature should not be terminated. If the candidate does not respond to the invitation by the stated date or the candidate's response is deemed unsatisfactory by the Committee, the Committee shall terminate the candidature. Supervisors should be particularly familiar with clause 4 of the [PhD Rules](#).

Generally, students in the Foundation Year are ineligible for postgraduate scholarships.

The rules and processes for other HDR degrees are similar to those for the PhD.

7.6. HDR by Creative Practice

A higher degree research by Creative Practice is considered as equivalent to higher degree research by thesis within a particular program – PhD and MA (Hons). It is a program in which candidates are expected to have already demonstrated knowledge of a field of discipline-related practice that equips them to undertake successfully an extended project requiring an advanced capacity for independent research and for creative and exegetical work. Admission to a higher degree research program by Creative Practice usually requires successful completion of an Honours degree, from a recognized university or tertiary institution, which has provided a disciplinary and practical foundation for creative practice in the chosen area, or an Honours degree in a cognate area.

Whatever the genre and medium of creative practice used, the higher degree research project must include a written component in the form of an exegesis. The creative practice and the exegesis are to form integrated parts of the overall higher degree research project and submitted work. This expectation is reflected in the examination criteria for the Creative Practice HDR, which relate to both the creative-practice component and the exegesis.

By combining the practice-based and exegetical components, a higher degree research project by Creative Practice overall is expected to make a significant contribution to a particular discipline or interdisciplinary field of scholarship and to a field of creative or professional practice.

Detailed information about the above degree can be located at: http://www.une.edu.au/arts/postgraduate/hdr_creative_framework.php.

7.7. Admission Requirements for International Students

Overseas students need to ensure that their proficiency in English is sufficient for entry. The rules governing admission requirements are contained in the [English Language Requirements for Admission Rule](#).

All applications are assessed under the [Australian Qualifications Framework \(AQF\)](#) and the UNE [English Language Requirements for Admission Rule](#).

Admission requirements for entry into the University's HDR programs must comply with the [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas](#) (The National Code, 2007).

7.8. Probationary Candidature

In some cases, an offer of admission to HDR Doctoral candidature is probationary for a period not normally exceeding 12 months. This may occur where an applicant does not satisfy the requirements for three year entry but provides a strong and substantiated case from the Head of School supplying evidence of the applicant's level of research experience, exhibited in concrete research outputs.

Before completion of the probationary period, the Committee shall seek a Confirmation of Candidature report from the Confirmation of Candidature Panel as to how the candidature should proceed.

Probationary candidature allows the progress of the candidate to be reviewed on a regular basis during the probationary period. After the period expires, the Committee can either confirm the candidate's status, or terminate the candidature. Before the latter step is taken, the candidate concerned would be given an opportunity to 'show cause' why this should not be done.

8.0. INTELLECTUAL PROPERTY (IP)

Students and supervisors should be familiar with the University's current [Policy on Intellectual Property](#).

Definitions

"Intellectual Property" (IP) means any copyright including future copyright, registered or pending patent or patentable invention, registered or unregistered trademark, confidential information, trade secret, know-how, registered or registrable design, plant variety right, rights in relation to any of the foregoing, rights in relation to any circuit layout or other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields and all other intellectual property as defined in Article 2 of the convention of 1967 establishing the World Intellectual Property Organisation.

"Background IP" means any proprietary knowledge or information that has previously been created and will be applied to a research project, including a thesis or dissertation.

Background IP may refer to work produced by the student, the University, or a third party (e.g. industry partner).

The Principal Supervisor and HDR student must clarify any ownership of background IP at the start of candidature. This must be recorded on the University's [Intellectual Property Form](#), signed by both the student and Principal Supervisor and submitted to the University's Intellectual Property Officer; the Deputy Vice-Chancellor Research, for recording in the University's *Intellectual Property Register*.

Students should be clear about what the work involves before they undertake an activity that leads to claimable IP.

Any confidentiality and ownership of IP agreement should only be signed by students after they have been first advised to obtain independent legal advice.

Any delays in publication of a thesis that arises from a confidentiality agreement should be limited to a maximum of two years.

As a project progresses the development of ideas and input from various sources may cause the allocation of intellectual property to change. This can be direct, e.g. contractual or verbal, or incidental through contribution or action of a person other than the research student, e.g. a supervisor, mentor or other associate.

Students may be asked to review the allocation of their IP in their progress reports. This provides an opportunity to reflect on what changes to IP allocation/ownership may have occurred. Where a change to IP allocation/ownership has occurred outside the progress report period, students should update their registration by notifying Research Services at the earliest opportunity.

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9.0. CANDIDATURE MATTERS

9.1. Confirmation of Candidature

The University requires all doctoral students to undertake Confirmation of Candidature. Confirmation of Candidature is the most significant milestone in the first year of your candidature. Its purpose is to determine whether or not work to date on the research project indicates a strong likelihood that it will result in a high quality thesis, completed in the required time. If any major gaps or problems in your research project are found there is still time to rectify them.

For doctoral programs of 3 years duration, student progress will be assessed within 6 months after enrolment for full-time students and at the 12 month period for part-time students. For students in 4 year programs or professional doctorates that require coursework, assessment would normally be carried out 6 months after work on the thesis or portfolio has begun for full-time students and at 12 months after work on the thesis or portfolio has begun for part-time students.

You will find detailed information about the confirmation process and its requirements in the [Confirmation of Candidature Policy](#) and the specific guidelines for [Schools](#) and for [Candidates](#).

Note that the Confirmation of Candidature policy advises that the specific aims of the policy are to:

1. ensure that students early in their candidature receive the support and guidance necessary for proceeding successfully to the next stage of their research;
2. assess progress to date and the academic preparedness of the candidate to complete their degree (or course);
3. provide an opportunity for the candidate to demonstrate written and other necessary research skills appropriate to the doctoral level of study;
4. achieve more timely and successful completions. To be completed in the required time, the project must be well-matched to the candidate's abilities and the School's resources. All of these factors will be assessed through confirmation.

Milestones to Confirmation

In order for candidature to be confirmed, the following tasks or milestones must normally be met by candidates. Candidates are required to have:

1. a detailed research proposal presented and formally approved by the Principal Supervisor within the first 6 months of candidature for full-time students and within the first 12 months for part-time students;
2. completed a first-stage literature review or an annotated bibliography if not included in proposal;
3. applied for ethics approval where relevant;
4. passed safety course where required;
5. completed successfully any required coursework units;

6. completed other approved development activities needed – e.g. statistics, academic writing, courses in intellectual property and electronic literacy including use of electronic databases; and
7. presented their progress to date at an interview with the Confirmation Panel (an interview in the absence of the Principal Supervisor will also be available to students).

Progress Reporting During Candidature

Schools formally monitor the progress of their students. This occurs every 6 months of candidature. This formal process does not mean that students and supervisors should not otherwise be in regular contact or wait until the report is prepared before raising issues with each other.

The progress reports, which are accessible online, provide an opportunity to record progress and any concerns that affect or impede submission of a completed thesis by the required date. These reports are signed off by the Dean of Graduate Studies who contacts supervisors if problems that require immediate resolution are indicated on the report. Supervisors are required to indicate what intervention strategies have been put in place. Completed reports are kept on the relevant student file.

Submitting regular progress reports is a requirement of the University and doing so must be taken seriously. The reports will be referred to when applications for [extensions or suspensions](#) are submitted.

Lack of progress has specific consequences. If the HDR Committee receives a report from the Principal Supervisor, who, following consultation with Co-supervisor(s) and the Head of School, recommends that the student's work is unsatisfactory, the Committee may resolve that the student be invited to 'show cause' why their candidature should not be terminated. In cases of dispute between any supervisor and a candidate, due consideration will be given to the views of both parties. Specific instances of this situation for doctoral students are provided in the PhD rules (Rule 4 (v)). For students in doctoral programs, the recommendation from the Principal Supervisor may incorporate the suggestion that the candidate be admitted to candidature in an appropriate masters degree.

Within six months of submission of their thesis students are sent a 'Submission Date Drawing Near' letter from the Dean of Graduate Studies to express the hope that good progress is being made on thesis writing and that they will be able to submit their thesis for examination by the due date. The letter also requests that students inform Research Services immediately if unforeseen circumstances will prevent a timely completion.

If the thesis is not submitted on the due date, a student will be asked to explain this. If no satisfactory response is received, a 'Show Cause' process will be initiated.

9.2. Enrolment in Coursework Units

If their supervisors agree, students may attend, at no cost, informal lectures or tuition in an advanced unit (or units) of coursework, usually in the first year of PhD

candidature. Permission of the coordinator of the unit concerned, agreement of the Head of the School concerned, and agreement of the HDR Committee are required.

Sometimes, as in the case of 4-year PhD candidates or the EdD Qualifying program, formal enrolment in an advanced level unit or units is required. There are currently two ways of doing this:

- (i) Where a unit is part of the conditions of PhD candidature, the candidate undertakes to complete the assessment requirements of the unit. Failure in a unit or units may lead to unsatisfactory progress, whereby the student may subsequently have to 'show cause' why candidature should not be terminated.
- (ii) The candidate may enrol in the unit (or units) as 'non-degree' courses. A supplementary fee set by the University might need to be paid. After examination, the unit (or units) are recorded as non-degree units on the candidate's academic record.

Students must ensure that any formal enrolment is agreed between themselves and their supervisors. A letter must be forwarded to the Dean of Graduate Studies, including the written agreements of the Principal Supervisor and Head of School. ***The letter must state whether the units will be part of the conditions of candidature.***

9.3. Studying another Degree Concurrently with a Research Degree

Generally approval will not be given for a student to enrol concurrently in another degree during their HDR candidature. This applies equally to concurrent degrees either at UNE or another institution.

There have been rare exceptions to the rule. Should a person wish to make a case for concurrent enrolment, a written application to the Dean of Graduate Studies is required.

If a student considers they have a valid reason for concurrent enrolment, the appropriate first step is to discuss the matter with the Course Co-ordinator in the School.

9.4. Studying as an Internal Student

Internal students have direct access to many support services and information. Appended to this document is a list of Support Services (Appendix B).

Some Schools have compulsory attendance requirements at meetings or training sessions. In other cases these may be discretionary. Students should discuss these matters with their Principal Supervisor as part of their orientation/ induction.

9.5. Studying as an External Student

Studying as an external student has its own challenges, notably the distance between a student and their supervisors. There are pressures on time and inevitable

pressures on family and relationships when studying from home. The Internet, phone and e-mail help to keep students in regular contact with their supervisors. It is the responsibility of students to maintain regular contact with the University.

Requirements to attend residential schools vary between courses and schools. It is the responsibility of students to check if units have compulsory or mandatory requirements to attend a residential school. In the laboratory-based sciences, students must attend a compulsory training course before they are permitted to enter a laboratory. PhD students are free to negotiate appropriate periods of attendance with their supervisors.

Students should ensure that they spend periods of time in “face-to-face” consultation as required by their particular course rules.

9.6. Change of Mode/Status of Study

During candidature it is possible for students to change their mode/status of study.

This relates to:

- (a) changing from internal to external candidature or vice versa, or
- (b) changing from full-time candidature to part-time, or vice versa.

After gaining endorsement from their Principal Supervisor and Head of School, students must notify the HDR Committee in writing. The written endorsements of their Principal Supervisor and Head of School are necessary in support of the application. International students will also require the endorsement of the Director of English Language and International Services. The application will then be considered by the Dean of Graduate Studies for approval.

Students on scholarship need to ensure that they do not breach conditions of scholarship. Refer to [Section 5, Scholarships](#).

9.7. Change in Thesis Title/Research Topic

To change a thesis title a student needs the supervisors' written approval and forward the written notice to Research Services for the central University records. Approval from the HDR Committee is not required.

If a change of direction of research topic has the approval of a student's supervisors and Head of School, and does not require a change of supervision arrangements or it is unlikely there will be a subsequent application for an extension of period of candidature, then approval from the HDR Committee is not required.

If, however, there is a substantial change in the direction of the research, and/or a change of supervisor, and/or a likelihood that the proposed change will lead to a subsequent application for an extension of the period of candidature, then the HDR Committee's permission is required. In this case, a student must write an explanatory letter and have it endorsed by their Principal Supervisor and Head of School before submitting it to the HDR Committee.

9.8. Fieldwork and Research Overseas

Candidates sometimes need to spend a period (or periods) of time away from their usual place of residence/study, for fieldwork or other research activities. Schools are responsible for setting guidelines for minimum periods of fieldwork or research overseas.

Certain insurance and travel risk requirements must be met before a person is able to study overseas. Students need to make an on-line travel booking through the University's [travel booking system](#). Students should seek assistance from their Principal Supervisor to ensure that the correct procedures are followed.

Note for students on scholarship. Nearly all scholarships relate to full-time *internal* study. A check with Principal Supervisor and Head of School as well as with Research Services (phone: 02 6773 3571) is advisable to ensure that proposed changes do not contradict the conditions of the scholarship. In most cases it is possible to arrange to retain scholarships while absent on fieldwork.

9.9. Research Involving Humans or Animals

Students must obtain approval from the appropriate University ethics committee **before the commencement of data collection** where the research involves the use of humans or animals. Both these areas are covered by strict legislation with substantial penalties for failure to comply. Research involving humans requires Human Research Ethics Committee (HREC) approval and research involving animals requires Animal Ethics Committee (AEC) approval before the commencement of the research. It is important that the student and supervisors discuss the need for ethics approval as early as possible.

Further information can be accessed from <http://www.une.edu.au/research-services/ethics/>, or by contacting the Research Ethics Officer in Research Services (Phone: 02 6773 3449).

9.10. Research on Land that has reverted to Traditional Custodianship

Blanket permits to collect animal, plant, water or mineral/soil in national parks are not sufficient permission to collect samples on land that has reverted to Aboriginal custodianship.

Researchers should allow adequate time to negotiate appropriated agreements with the relevant Aboriginal or Torres Strait Islander body. This is of particular importance where there is potential for commercialisation, in which case an agreement needs to be reached that protects the rights of the traditional custodians.

If researchers need any further assistance, please contact the Office of the Pro Vice-Chancellor (pvc@une.edu.au or phone: 02 6773 5055).

9.11. Publishing during Candidature

Students who publish whilst enrolled at UNE contribute to the UNE research performance recognised by DEEWR. If the student publishes subsequent to completion of their research at UNE, they should advise their supervisor and e-publications@une.edu.au so that the publication can be included in DEEWR and ERA publication reports, as well as in the University institutional repository. Publications must indicate affiliation with UNE.

The Principal Supervisor must discuss with HDR students the publications and authorship provision of the University's [Code of Conduct for Research](#) as part of their induction (see [Appendix B](#))

University staff and HDR students will attribute the contribution of all participants in accordance with the provisions of that Code and the [Policy on Intellectual Property](#) referred to in [Section 8.0, Intellectual Property](#).

Attribution or assignment of principal authorship is to be determined by negotiation. It is the responsibility of the most senior researcher in the case of negotiation between University staff or the Principal Supervisor, in the case of a postgraduate research student, to ensure the provisions of the Code and Policy are followed.

Permission to publish research results where there is joint Intellectual Property ownership requires the consent of all parties to the IP Agreement.

Where a dispute arises it may be dealt with in accordance with the [Dispute Resolution and Grievance Procedures](#).

9.12. Procedures for Variations to or Withdrawal from Candidature

Problems may arise that require changes to candidature. The options available include suspending or extending the period of candidature or withdrawing from candidature.

Applications for extension or suspension of candidature are not automatically approved. Well justified arguments with supporting evidence, are required.

The University requires timely completion within the period of candidature, so supervisors and students should work together to ensure completion occurs in the time allotted.

Extensions of Candidature

All applications will be considered in accordance with the current [Extension Policy](#). If an extension is needed to finish writing the thesis, students need to apply ***well before the due date of submission***. The application will need the support of the Principal Supervisor and Head of School.

Applications must be accompanied with an academic timetable showing stages to completion/submission of the thesis. Not all requests for extensions will be approved.

Requests for extensions are considered for a three month full-time equivalent period only. Further extension of candidature will only be considered where extenuating circumstances over which students have no control are proven.

Students should discuss the options available their supervisors if they are considering requesting an extension of time as there are other matters which must be taken into account e.g. are supervisors available to supervise for the entire period requested?

Suspension of Candidature

Candidates are expected to pursue their research programs without interruption and are expected to regard the completion of their degree as a major priority throughout their candidature. However, the University recognises that circumstances sometimes occur which disrupt or halt a candidate's progress toward completion, and, in those circumstances, it may be sensible to consider suspending candidature until the problems are solved.

Suspension means putting candidature 'on hold' for a period of time. If a suspension is needed, a [Variation to Candidature Form](#) should be completed and submitted to Research Services for the DoGS approval. During periods of suspension HDR students are not expected to work on their research projects.

If a candidate wishes to suspend candidature, they should first discuss the circumstances with their Principal Supervisor, Head of School or HDR Co-ordinator. The application should be supported by the Principal Supervisor and the Head of School. A medical certificate should be provided for suspensions related to periods of ill health; a letter from an employer should be provided for suspensions related to changes in work demands.

The minimum period of suspension that will be approved is 30 days full-time equivalent and the maximum period of suspension that will be approved at any one time is 12 months, unless specified in the relevant course rules.

Students undertaking coursework units will be required to suspend on a per-semester basis. A suspension of candidature may not be taken in the first 6 months of enrolment in the course. This applies to both full-time and part-time candidates. Students are not permitted to apply for a suspension once they have reached the maximum submission date for their candidature.

Wherever possible, requests for suspension must be made in advance; retrospective suspension requests will not be approved unless compelling grounds are provided (eg involvement in a serious accident, illness or bereavement of a close family member or, unanticipated employer demands), appropriate documentary evidence is provided, and the application has been supported by both Principal Supervisor and the Head of School. Students must be clear that there may be adverse consequences with respect to payments of scholarship moneys. Refer to [Section 5, Scholarships](#).

Students should apply for suspension before the start of the proposed period of absence and give the University sufficient time to assess the request. In order to avoid an overpayment of scholarship payments, the application should be received in Research Services (hdr@une.edu.au) via email at least 10 working days before the effective date of the change.

Suspension of Candidature for International Students

International students who hold a student visa are required to undertake full-time candidature under the terms of their student visa.

International students can apply for suspension of candidature on the grounds of compassionate or compelling circumstances. Compassionate or compelling circumstances may include: serious illness or injury; pregnancy; involvement in a serious accident; or illness or bereavement of close family members. Supporting documentation in the form of medical certificates, statements from Faculty or School staff, or other appropriate documentation must be attached to the suspension application. Applications will need to also be approved by the Director of English Language and International Services.

If no supporting documents are provided or the leave is granted for circumstances other than those mentioned above, the University must inform the Department of Immigration that the student has ceased studies. This will result in the cancellation of the student's Confirmation of Enrolment (COE) and student visa. The student will then need to obtain a new CoE from International Marketing and Pathways.

Retrospective suspension of candidature will not be approved except under unanticipated circumstances and where compassionate or compelling circumstances can be established. Advice is available from the Department of Immigration and Citizenship on 131881.

Students must depart Australia within fourteen days of the commencement of their period of suspension, unless they are unable to travel for medical reasons.

9.13. Withdrawal from Candidature

Withdrawal means voluntarily terminating candidature. It is a drastic step but in some cases may be necessary. Students and Supervisors should note that a student cannot withdraw retrospectively i.e. it cannot be backdated beyond the current teaching period. Coursework students will need to comply with course related census dates.

Suspension is a less drastic alternative. Taking time away from study can provide students with the option to sort out difficulties and return to the research project later.

Further information about options and help can be found at (<http://www.une.edu.au/dontdropout/services.php>). Please also refer to Appendix B.

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10.0. PREPARATION FOR SUBMISSION OF THE THESES/ PORTFOLIO/ DISSERTATION

The work submitted for examination must embody the results of a student's completed research project. Eventual success depends on the examination of the thesis or portfolio. It is important that every action is taken to ensure that examiners are presented with a high quality product.

For the write up stage, there are a number of publications or online services available that students may find helpful in the University Library and/or from your supervisors. One tip is to examine copies of successful theses/portfolios that are either kept by supervisors, your School, Dixon Library or via e-publications@UNE. The Academic Skills Office also has books and resources on thesis writing available for loan, as does Dixon Library.

Details relating to the HDR in creative practice can be obtained from: http://www.une.edu.au/arts/postgraduate/hdr_creative_students.php or by contacting Research Services on phone: +61 2 6773 2120.

Referencing

Resource material for students, including the [UNE Reference Guide](#), is available from the University's Teaching and Learning Centre at <http://www.une.edu.au/tlc/>. There are discipline specific requirements in relation to style, referencing and the like.

Students and supervisors should discuss formatting matters to confirm the exact requirements as early as possible.

Format

The thesis/portfolio/dissertation should be clearly typewritten in A4 size.

The spacing between lines should be either one and a half spaces, or double spaced. There should be a margin of at least 30mm on the left hand side of the page and a margin of at least 13mm on the right side.

Attachments

Attachments (such as maps) should, where possible, form part of the electronic document. If this is not possible, they should be submitted separately in a strong enclosure. Technical advice on issues such as this should be obtained in good time from such sources as the UNE Printery/Bindery (Phone: 02 6773 3588/2907) or from Research Services (Phone: 02 6773 2120).

If the thesis contains photographs, it is preferable that any photographs be submitted in a maximum of 300 dpi. If a higher resolution is required, please contact Research Services (Phone: 02 6773 2120).

In the most exceptional cases, e.g. when the reproduction of material presents insurmountable difficulties, Research Services (02 6773 2120) should be approached for advice. Where such a submission involves a waiver of the thesis presentation rules by the HDR Committee, a significant delay in the examination of the thesis could occur. To avert such a problem, students should seek early advice from the Dean of Graduate Studies.

10.1. Word Length

- A **PhD** thesis must not exceed 100,000 words. Theses on a scientific subject, generally should not exceed 50,000 words. These word length limits do not include appendices, the index, etc.
- The **EdD**, which can be submitted in the form of a dissertation or a portfolio, should not exceed 75,000 words.
- **Masters theses/dissertations** generally fall between 30,000–50,000 words depending on the disciplinary area. The rules governing these awards will specify the word limit and other requirements.

10.2. Presentation Order for thesis

The thesis contents should be presented in the following order: titlepage, acknowledgements, abstract, certification, table of contents, chapters, references and appendices.

The order is the same for PhD theses submitted in the *Journal-Article-Format for PhD Theses*. Supervisors and students should refer to the [Journal Article Format guidelines](#). However, chapters may be written in the format of a self-contained journal article. These need not have been submitted to any journal. Each chapter must include a signed [Statement of Originality](#) and [Statement of Contribution by Others](#) by the candidate.

For theses submitted in the Journal-Article-Format where the thesis contains properly acknowledged supporting articles or papers of which the candidate is the sole or joint author, ***the extent of the student's work as a percentage proportion of the whole, must be clearly indicated*** at the end of a *Statement of Originality* (to the extent of identifying which figures or text are the candidate's original work). The nature and extent of the intellectual input by others must be explained in a *Statement of Contribution by Others*. Where publications by others have been used, clear acknowledgment must be made to the other authors. The name of the principal author must be clearly stated.

Chapters of the thesis and self-contained articles must be integrated and therefore flow logically from one to another. It needs to be made clear how the chapters are linked and how they contribute to each other. The final chapter should provide integrative *Conclusions*, drawing together all the work described in the journal-article-format parts of the thesis and relating this back to the issues raised in the Introduction. A consolidated list of references for all chapters should be included.

Each copy of the thesis must contain the abstract or summary. The abstract should be not more than 350 words in length.

10.3. Presentation Order for Portfolios

The portfolio contents should be presented in the following order: titlepage, acknowledgements, abstract, certification, table of contents, linking paper followed by individual studies (presented as separate chapters), conclusions, references and appendices.

Other forms of presentation may be permissible. If these are requested, early advice from the Committee should be sought.

10.4. Use of the Work of Others

All sources from which information is derived, the extent to which the work of others has been used, and the portion of the work claimed as original, must be clearly stated. Proper referencing and citation practices, which is accepted scholarly practice, must be used consistently.

Failure to acknowledge sources appropriately constitutes **plagiarism**, a serious offence which could attract significant penalties such as failure in the unit or exclusion from the University. Students and supervisors should be familiar with the University's [Student Plagiarism and Academic Misconduct Policy](#) as well as the current [UNE Handbook](#).

Work which has been presented for any qualification at any other University or similar educational institution may not be presented as the thesis but may be included in the thesis, provided that it is clearly indicated as such.

10.5. Acknowledgements

This is an opportunity to acknowledge those who supported you academically, financially or personally in the completion of your research, including the contribution of your supervisors, family and friends. Any library, research, editorial or financial assistance should be acknowledged.

10.6. Layout

Title Page:

The title page must show:

- The title of the thesis
- The full name of the candidate together with prior degrees and other qualifications, and their awarding institutions
- The following statement:

A [chose either: thesis, portfolio or dissertation] submitted for the degree of [name relevant doctorate or master's degree] of the University of New England

- The month and year of submission.

NB : A candidate who submits their revised work must show the month and year of submission of the *original* version.

Candidate's Certification

In each copy of the submitted work, students are required to insert and sign the following declaration as a preface to the work:

*I certify that the substance of this [chose either: **thesis, dissertation or portfolio**] has not already been submitted for any degree and is not currently being submitted for any other degree or qualification.*

*I certify that any help received in preparing this [chose either: **thesis, dissertation or portfolio**] and all sources used have been acknowledged in this [chose either: **thesis, dissertation or portfolio**].*

Signature

Head's of School and Principal Supervisor's Certification

In order for copies of the submitted work to be accepted by Research Services, it must be accompanied by a Submission of Higher Degree Research Thesis for Examination form, signed by the Head of School and Principal Supervisor. In this form, both the Head of School and the Principal Supervisor are certifying that the thesis is ready for examination.

10.7. Confidential Recommendation of Examiners by Head of School

Examiners should be selected for their appropriate level and area of research experience. They should be active in research/scholarship, ensuring that their knowledge of the field is current. They should also have empathy with the theoretical and methodological frameworks used by the candidate.

The HDR Committee must approve the list of examiners submitted to it by the Head of the supervising School. ***It is most important that a candidate has a part in the preparation of such a list.*** The Principal Supervisor should discuss a shortlist of potential examiners with the candidate (say, 5 or 6). Following this, the Principal Supervisor should consult the Head of School, when the latter signs off on a confidential list of 3 examiners and 1 reserve examiner for doctoral level work and 2 examiners and 1 reserve for master's level theses. The list is submitted to the HDR Committee for approval ***before submission of the work.*** The Principal Supervisor and/or Head of School need to approach potential examiners to ascertain whether they are able to examine the thesis in the time allotted, and whether they believe that the work is in their area of expertise.

As this final list of nominated examiners is highly confidential, ***under no circumstances should a student be made aware of the details of this final list.***

Doctoral students should note that, unless the confidential recommendation of examiners by the Head of School is received by Research Services **before** the thesis/portfolio is submitted, Research Services will not accept it other than in exceptional circumstances.

10.8. Submission and Despatch of the Work for Examination

The candidate shall submit to the Secretary of the Higher Degree Research Committee a copy of the thesis in a digital format approved by the Committee. The thesis should be submitted in pdf format and preferably as one document. The student also needs to provide an electronic signature for the 'candidate's certification.' If you are unable to provide an electronic signature for that page, it is suggested that you print that page off, sign it and send the hard copy of that page to Research Services and we will then arrange to scan the page and will insert it into the electronic thesis that you provide us.

When you are ready to submit, the following forms need to be made available to Research Services together with your thesis:

[Location of Data Form](#)

[Statement of Authorship Form](#)

[Right of Access to Thesis Form](#)

[HDR Thesis Presentation Form](#)

All documents can be submitted electronically to: hdrexam@une.edu.au. If you have included colour pages, graphics (maps, overhead transparencies etc) that need special treatment, please list on the attached **HDR Thesis Presentation Form**, so that Research Services can advise the UNE Printery. Research Services organizes printing of the examiners copies of the thesis.

If the thesis has multi-media components, four copies of these must also be submitted along with clear instructions as to how they can be accessed. The Dixon Library is willing to offer advice on electronic and multi-media formatting. Examiners must be able to access all multi-media components.

When despatching copies to the examiners, Research Services will inform the examiners that they retain their copy following completion of the examination. Where an embargo has been placed on access to the work, the examiners will be advised of the period of restriction.

Upon completion of the examination, the student is advised of the result and is invited to submit an amended electronic version.

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11.0. EXAMINATION OF THE THESIS/PORTFOLIO

Note: The procedures for examining Research Masters degrees vary. Specific requirements should be obtained from Principal Supervisors and Schools.

11.1. The Process of Examination

Before the work is submitted for examination, students and supervisors should read the appropriate rules on its examination in the [UNE Handbook](#). Note that the HDR Committee has considerable latitude in the options open to it in examination.

No person who has been a principal supervisor or co-supervisor of the candidate shall be appointed as an examiner. No person who is currently or has ever been in a personal relationship with the candidate or any current supervisor will be approved as an examiner.

When the work is sent out for examination, it is accompanied by an 'Information for Examiners' *proforma*. Each examiner is asked to report to the Committee within two months of receipt of the work and to advise the Committee if more time is needed to examine. Follow-up letters are sent to slow examiners. Nevertheless, it may be three or four months or more, before all the examiners' reports are available to the Committee.

11.2. Actions that could arise following submission of your thesis/portfolio

- (a) Recommendation to Award the Degree.
- (b) Recommendation that minor or major amendments be made:
A candidate who is required to make minor or major amendments to the thesis shall complete the amendments within three months. These will be made to the satisfaction of the principal supervisor, the relevant Head of School, or both.
- (c) If recommendation is not to Award the Degree:
If, after considering all of the examiners' reports, the Higher Degree Research Committee intends to make the recommendation that the degree not be awarded, the candidate and/or supervisor will be given an opportunity to respond to the examiners' comments, limited to the academic and substantive matters raised therein. In such cases the candidate shall be allowed a maximum of eight weeks from the date of the letter of notification by which to submit a response. The committee will consider all such responses before making a final recommendation.
- (d) If there is Disagreement Among the Examiners:
In the event of disagreement among the three examiners of a PhD thesis, the Higher Degree Research Committee may request the examiners to consult in order to present an agreed recommendation. One of the examiners will be invited to convene such consultation.
- (e) If the Recommendation is to Revise and Resubmit the Thesis:
In cases where the recommendation is that the candidate be permitted to revise and resubmit his or her PhD thesis, the Higher Degree Research Committee will

advise the candidate that the revised thesis must be re-submitted within nine months from the date of the letter advising of the revision. The Higher Degree Research Committee will normally prefer that the examiners of the original version also examine the revised thesis. Examiners of the revised thesis will be provided with copies of all examiners' report on the original version of the thesis so that they will be aware of all suggestions and/or criticisms made available to the candidate in revising the thesis.

If a candidate is invited by the Committee to revise their work and submit it again for further examination, the copies of the examiners' reports on the first submission are *always* identified simply as "Examiner A", "Examiner B", etc.

If the outcome of the examination of the revised thesis is a recommendation Not to Award the Degree, the process listed at (c) above will apply.

A candidate who has revised a thesis and who fails the re-examination shall not be eligible for any further examination.

Examination is a completely confidential matter until it is concluded. The only advice that can be given to a student whose work is under examination is whether the reports of the examiners have been received by Research Services. Research Services, understanding anxiety of waiting students, does not mind if they and their supervisors contact them to see if there is any news (phone: 02 6773 2120).

Eventually the HDR Committee can make a decision based on the reports of the examiners (and possibly an adjudicator). This decision will be communicated to the candidate and supervisors by letter. Each will be sent a copy of the reports of the examiners. All examiners will have been asked to indicate whether or not their names may be revealed to the candidate. The University respects their right to withhold their names, in which case they are referred to simply as "Examiner A", "Examiner B", etc. and their names are removed from the copies of the reports which are sent out.

Examiners may retain the copy of the thesis upon completion of the examination process.

The student will need to retain their electronic copy of the draft thesis as they will need to access it in the event of:

- (a) minor or major amendments being necessary. The supervisor (and Head of School in some cases) must certify that the corrections/changes have been done satisfactorily, when the thesis is submitted to Research Services. This copy may be requested by other scholars, so its presentation should be faultless. When all requirements for the degree are satisfied, the revised version of the thesis becomes the University's property and is deposited with the e-publications repository. This copy is available for copying, unless the candidate has placed a (temporary) restriction on access to it.
- (b) revision for re-examination being required. After revision is completed to the Principal Supervisor's and/or Head of School's satisfaction, they must certify that they are satisfied with the result of the revision, in a similar manner as for the original work. The subsequent progress of the copy, if examination is successful, is as for (a) above.

- (c) an original or revised version failing ultimately to meet the requirements for the degree.

11.3. Keeping in Touch during the Period of Examination

When a submitted work is under examination, it is most important that the candidate remain in communication with the University. With submission of the thesis for examination or re-examination, the student's enrolment ceases. A candidate formally re-enrols if he or she accepts an invitation to revise the thesis and re-submit it for further examination.

It is not necessary for a candidate making final amendments to the unbound copy of the thesis to formally re-enrol. If required, special arrangements can be made to enable access to IT or library facilities. These needs should be discussed with the Principal Supervisor.

It is important that students ensure that Research Services, is kept up to date with their current address, phone and fax numbers and email address, until at least the actual date of Graduation.

11.4. Graduation And Keeping In Touch

At the time a student submits their thesis to Research Services, the following forms should also be submitted by the student:

- [Right of Access to Thesis Form](#) which indicates if any restriction is to be placed on access to the thesis copy deposited in the University library and giving permission for copying of the eventual (successful) thesis;
- [HDR Thesis Presentation Form](#);
- [Location of Data Form](#);
- [Statement of Authorship Form](#).

Further information

When the thesis is accepted by the University as fulfilling the requirements for the degree, the HDR Committee makes a recommendation to the Academic Board, which in turn recommends to the University Council that the candidate be admitted to the appropriate degree.

The candidate and supervisors are informed that all requirements for the degree have been met. This formal notification may be used to advise a third party, e.g. an employer, that the degree's requirements have been met.

Graduation ceremonies are carried out twice a year, usually in March/April and October. If a candidate has a pressing need to prove to an outside party that the degree requirements have been completed, the University Council may agree that the degree be conferred by the University *in absentia*. By accepting the award of the degree *in absentia* a candidate cannot receive the same award at a Graduation Ceremony. In these circumstances a student may still attend graduation and process.

A doctoral graduand may not legally use the title “Doctor” until after the degree has been officially conferred; either *in absentia* or at graduation.

A research higher degree may be awarded posthumously. If a request is made to award the degree where the student died before completing their work, particular conditions apply. The policy, procedures and conditions can be accessed at (<http://www.une.edu.au/policies/pdf/conferringposthumouslyhdr.pdf>)

12.0 APPEALS

12.1. Grounds for Appeal

A student can appeal against the HDR Committee's decision upon the success or failure of their candidature if they have reasonable grounds for supposing that the submission and examination of the thesis, consideration of the examiners' reports, or arrival at a final decision were procedurally flawed.

Appeals will be heard on procedural grounds only, including irregularities in the conduct of the examination or evidence, acceptable to the University, of prejudice or bias by one or more examiners.

12.2. Appeal Procedures

Appeals against the outcome of an examination of a thesis shall be made to the Standing Committee of Academic Board, not more than 20 working days after the candidate has been informed of the outcome of examination by the HDR Committee. A candidate shall be given later consideration by the academic body considering the appeal if he or she can show that it was impossible to receive the result in question and lodge an appeal within the stated period of time.

An appeal must set out clearly the basis of the appeal and be accompanied, where appropriate, by any original documents submitted as supporting evidence.

When permission to resubmit is given, any additional work or other change required by the University to the candidate's work must be specified.

Students should refer to the relevant course rules for information on the actual process.

The academic body considering the appeal shall act expeditiously in resolving the matter.

Complaints about supervisors or supervision, or about other matters raised during candidature, are not grounds for appeal. Such complaints should be addressed using grievance procedures, when they arise.

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APPENDIX A

List of 2010 UNE Masters by Research and Masters by coursework

Masters Research (min 66% research) Administered by Research Services	Masters Coursework (<66% research component) Administered by Student Services or the GSB
Master of Arts with Honours Master of Business Research with Honours Master of Counselling with Honours Master of Economics Master of Education with Honours Master of Gerontology with Honours Master of Health Management with Honours Master of Health Science with Honours Master of Laws (Research) Master of Music with Honours Master of Nursing with Honours Master of Professional Studies with Honours Master of Resource Science Master of Rural Science Master of Science	Master of Administrative Leadership Master of Agriculture Master of Applied Theatre Studies Master of Arts Master of Arts (Applied Linguistics) Master of Arts in Applied Linguistics (Hons) Master of Business Master of Business Administration Master of Business Research Master of Commerce Master of Commerce (Prof. Accounting) Master of Computer Science Master of Counselling Master of Economic Studies Master of Economics Master of Education Master of Educational Administration Master of Environmental Management Master of Environmental Systems, Markets & Climate Change Master of Geographic Information Science Master of Gerontology Master of Health Science Master of History Master of Information Systems Master of Information Systems (Ext) Master of Information Technology Master of Information Technology (Ext) Master of International Health Management Master of Laws Master of Marine Science and Management Master of Natural Resources Master of Nursing Master of Organisational Development & Strategic Human Resource Management Master of Professional Accounting Master of Professional Accounting & Business Master of Professional Studies Master of Psychology (Clinical) Master of Science in Agriculture Master of Scientific Studies Master of Teaching (Primary) Master of Teaching (Secondary) Master of Training and Development Master of Urban and Regional Planning

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APPENDIX B

Support Services

The following is a list of support services available on campus that can assist students and supervisors during candidature. The list is not exhaustive and students should check with other sources, such as Supervisors or Faculty/School administration, if there is some specific assistance required that does not appear on the list below.

Research Services –

Higher Degree Research Development and Support:

Manager: ph: 02 6773 2070, email: research@une.edu.au

Scholarships: ph: 02 6773 2117, email: pgscholarships@une.edu.au

Admission: ph: 02 6773 3745, email: hdrenquiries@une.edu.au

Candidature Management: ph: 02 6773 5227, email: hdr@une.edu.au

Thesis submission/examination: ph: 02 6773 2120, email: hdrexam@une.edu.au

Dean of Graduate Studies: (ph: 02 6773 5099; email: dogs@une.edu.au)

Teaching and Learning Centre: ph: 02 6773 2999; tlc@une.edu.au

Academic Skills Office: ph: 02 6773 3600, email: asohelp@une.edu.au

Student Assist: ph: 02 6773 2897, email: student-assist@une.edu.au

[Student Equity](#)

[Don't Drop Out](#)

[UNE Access Centres](#)

[Student Disability Support](#)

[Counselling](#)

[Service Quality Unit](#)

Chaplains: - Anglican, Catholic, Muslim, Uniting Church and other religious groups

Health Services: (Medical Centre): ph: 6773 2916

International Marketing and Pathways: ph: 02 6773 3192, email loadmit@une.edu.au

English Language and International Services: ph: 02 6773 3149, email: ioserv@une.edu.au

Oorala Aboriginal Centre: (ph: 02 6773 3034, email: oorala@une.edu.au)

UNE Dixon Library

UNE Postgraduate Society: (Postgrads@une) ph: 02 6773 3419,

email: postgrads-research@une.edu.au

Security Services: (ph: 02 6773 2099; security@une.edu.au)