

FRAMEWORK FOR POSTGRADUATE COURSES

For current information refer to the following website:

http://www.jcu.edu.au/office/grs/docs/postgraduate_courses_framework.pdf

RESEARCH METHODS COURSES

Entitlement to enrol

It is expected that students who have successfully completed a four-year degree will normally enrol in the Graduate Certificate of Research Methods; those who have completed a three-year degree will normally enrol in the Graduate Diploma of Research Methods unless they can demonstrate substantial relevant experience.

Both courses will be offered at the postgraduate level.

Objectives

1. To determine whether the student has the capacity for independent research.
2. To provide training in research methods appropriate to the research aspirations of the student.
3. To provide other training in advanced coursework as required.
4. To fulfil the University's confirmation of candidature requirements for a Research Masters degree.

Requirements for Graduate Diploma of Research Methods

1. Entry to the Graduate Diploma of Research Methods shall normally require a three year bachelors degree in the relevant discipline with a third year grade point average of at least Credit average.
2. A candidate for the Graduate Diploma of Research Methods shall follow a course of study to obtain 24 coursework and research credit points, as required by their Head of School. The credit points should be chosen to enable the student to complete the University's confirmation of candidature requirements for a Research Masters degree.
3. The requirements for the Graduate Diploma of Research Methods shall normally be completed in not less than two teaching periods of full-time study. Advanced standing may be granted for recognised prior learning.
4. Candidates seeking eligibility to enrol for a Masters by Research degree will be required to obtain at least a Credit in their first minor project and an overall Credit average in order to be considered by the faculty for Masters candidature.

Requirements for Graduate Certificate of Research Methods

1. Entry to the Graduate Certificate of Research Methods shall normally require a four year bachelors degree in the relevant discipline with a fourth year grade point average of at least Credit average. On recommendation by the Head of School and with approval of the faculty, candidates who have successfully completed all relevant coursework within a three year bachelors degree may also be permitted entry provided that they:
 - 1.1 normally have a Distinction average in at least 21 credit points at third year level in their major discipline;
 - 1.2 have obtained at least a Credit in any undergraduate research methods subjects relevant to their intended masters program; and
 - 1.3 enrol in a pilot study for their intended masters project as a minor project subject within the Graduate Certificate program.
2. A candidate for the Graduate Certificate of Research Methods shall follow a course of study to obtain 12 coursework and research credit points, as required by their Head of School. The credit points should be chosen to enable the student to complete the University's Confirmation of Candidature requirements for a Research Masters degree.
3. The requirements for the Graduate Certificate of Research Methods shall be completed in not less than one teaching period of full-time study.
4. Candidates seeking eligibility to enrol for a Masters by Research degree will be required to obtain at least a Credit in their first minor project and an overall Credit average in order to be considered by the faculty for Masters candidature.

<i>Award</i>	<i>Abbreviation</i>
Graduate Certificate of Research Methods	GCertResMeth
Graduate Diploma of Research Methods	GDipResMeth

UNIVERSITY REQUIREMENTS FOR THE POSTGRADUATE AWARD MASTERS BY RESEARCH

Award Requirements

1. A degree of Masters by Research may be undertaken in any school. The degree will be awarded in recognition of research.
2. A person may enrol for the degree of Masters by Research if that person has:
 - 2.1 qualified at this University for a bachelor's degree in a cognate discipline, with Honours I or II; or
 - 2.2 qualified at this University for a cognate postgraduate or graduate diploma that provides evidence of the necessary research training; or
 - 2.3 obtained from this or another university or recognised provider of postgraduate education, qualifications and subsequent experience deemed to be equivalent by the Head of School and the Dean of Postgraduate Studies.

Approval of Course of Study

- 3.1 Each candidate's personal course of study and any modifications of that course shall require the approval of the relevant Head of School and the Board of Higher Degrees by Research Sub Committee (BHDRSC).
- 3.2 An international candidate shall be required to complete the International Bridging Program in the first six months of enrolment.
- 3.3 All candidates shall be required to attend a workshop on ethical research practice as part of their generic skills program and as a condition of their confirmation of candidature.
- 3.4 A candidate is not permitted to enrol concurrently for any other degree, diploma or certificate at this or any other institution without the written permission of the Board of Higher Degrees by Research Sub Committee. Concurrent enrolments will normally only be considered where the total enrolment does not exceed the equivalent of a full-time load.
- 3.5 If the proposed research involves working with children under 18 years of age, the candidate must be eligible to hold a "suitability card" (Blue Card) or equivalent as required by government legislation, which must be included in any ethics application submitted to the Human Ethics Sub-Committee. Ethics approval will not be granted until a copy of the "suitability card" (Blue Card) or equivalent required documentation, is received.

Duration of Candidature

- 4.1 The candidate shall undertake a course of study leading to the submission of a thesis for examination. The thesis may not normally be submitted earlier than one calendar year nor later than two (for a full-time candidate) or four (for a part-time candidate) calendar years after enrolment, except that in special circumstances the BHDRSC may grant an extension of the relevant period.
- 4.2 If Requirement 3.4 is applicable, continued enrolment shall be contingent upon the candidate remaining eligible to hold a "suitability card" (Blue Card) or equivalent as required by government legislation. If the candidate becomes ineligible, the candidate will be required to show cause why candidature should not be terminated.
- 4.3 The University will not normally accept a candidate who has been enrolled at another institution for more than one year (full-time equivalent) or release a candidate who has been enrolled for more than one year (full-time equivalent).

Supervision

- 5.1 The relevant faculty shall appoint for each candidate a Supervisory Committee which shall be a group convened to support the Principal Supervisor, as Chair of the Committee, and the Head of the School in their supervision of a candidate. The Head of School shall nominate, at the time of enrolment, a replacement Supervisor, who is a member of the Supervisory Committee as a Co-Supervisor or Associate Supervisor and who is eligible to assume the role of Chair, if the Principal Supervisor leaves the University.

Members of the Supervisory Committee shall:

- 5.1.1 be members (or adjunct members) of the University's academic and research staff in a school in which the candidate is enrolled and be listed on the Register of Supervisors or other persons with expertise appropriate

to, but not necessarily or specifically in, the candidate's research area;

- 5.1.2 not be near relatives or partners of the candidate. If such circumstances arise during the candidature, this shall result in consequential changes to the membership of the Supervisory Committee.
- 5.2 The Supervisory Committee shall include:
 - 5.2.1 a Chair (ie Principal Supervisor), who shall be a member (or adjunct member) of the University's academic and research staff in a school in which the candidate is enrolled and be listed on the Register of Supervisors at the appropriate level;
 - 5.2.2 the Head of the School (or nominee);
 - 5.2.3 the Head of Discipline (if appropriate);
 - 5.2.4 the Research Student Monitor nominated by the faculty; and
 - 5.2.5 other Co-Supervisors or Associate Supervisors as approved by the faculty.
- 5.3 The full Supervisory Committee shall participate in the confirmation of candidature and exit seminar processes. The day-to-day management of the candidature shall be performed by the Principal Supervisor (and any Co-Supervisors or Associate Supervisors) under the direction of the relevant Head of School.

Confirmation of Candidature

- 6.1 The candidate shall apply to have their candidature confirmed:
 - 6.1.1 normally within the first four months of enrolment for a full-time candidate; or
 - 6.1.2 normally within the first eight months of enrolment for a part-time candidate.
- 6.2 The candidate shall present seven days before the seminar, to the Chair of the BHDRC through the Principal Supervisor and the Head of the School, a 2000 word project proposal including the aims, methodology, budget, timeline, progress to date and any other academic and/or artistic issues arising from the program of work, together with a second piece of substantive written work, usually a literature review.
- 6.3 The candidate shall orally present a seminar on the work. The candidate's Supervisory Committee (or their nominees) must attend the seminar and meet after the seminar to discuss the outcome.
- 6.4 The seminar presentation and the proposal shall be reported upon by the members of the Supervisory Committee in a combined report to the BHDRC.
- 6.5 In considering the reports on the seminar presentation the BHDRC may interview the candidate, and if appropriate, members of the Supervisory Committee, and any other relevant person.
- 6.6 The BHDRC may make suggestions to the candidate as to how the research might be improved and may seek independent peer review. The Principal Supervisor and the head of the School shall also be informed of such suggestions. The advice provided need not necessarily be accepted by the candidate.
- 6.7 The BHDRC shall approve one of the following:
 - 6.7.1 confirmation of candidature;
 - 6.7.2 confirmation of candidature with additional specified work requirements; or
 - 6.7.3 that the candidate be asked to show cause why his or her candidature not be terminated.
- 6.8 The decision of the BHDRSC shall be conveyed to the candidate in writing within 14 days of the date of the decision with advice of the candidate's right of appeal according to Requirement 13 below.

Generic Skills Training

- 7.1 A candidate shall normally be expected to undertake a program of transferable (generic) skills training as detailed in the Handbook for Research Higher Degree Students.
- 7.2 A candidate must develop an individual program in collaboration with the Principal Supervisor, the Co-Supervisor and any Associate Supervisors as soon as possible after the commencement of candidature to reflect the candidate's research training needs and career aspirations.

- 7.3 A candidate's progress shall be reviewed as part of the confirmation of candidature, annual reporting and exit seminar processes.

Progress Reports

- 8.1 A progress report must be submitted by a candidate annually. The report shall be on the prescribed form which shall be forwarded to the candidate by the Registrar.
- 8.2 The completed form shall bear the comments of the candidate, the Principal Supervisor and the head of the School (or nominee).
- 8.3 In the event of problems being identified in the report, the candidate's progress shall be formally monitored by the Head of School for a prescribed period.
- 8.4 In the event of an unsatisfactory progress report, the BHDRC shall interview the candidate and/or the Principal Supervisor and recommend one of the following:
- 8.4.1 candidature be approved to continue;
- 8.4.2 reconsideration of candidature subject to work undertaken to the satisfaction of the Supervisory Committee and the BHDRC; or
- 8.4.3 that the candidate be asked to show cause why his or her candidature not be terminated.
- 8.5 The recommendation shall be conveyed in writing to the candidate within 14 days of the date of the decision together with advice of the candidate's right of appeal according to Requirement 13 below.

Final Year (Exit) Seminar Presentation

- 9.1 A candidate shall at a seminar present an overview and synthesis of major findings of the thesis in a public forum during the final year of candidature. The candidate's Supervisory Committee (or their nominees) must attend the seminar and meet after the seminar to discuss the outcome.
- 9.2 The seminar presentation on the work shall be reported upon by the members of the Supervisory Committee in a combined report to the BHDRC.
- 9.3 The BHDRC shall then approve one of the following:
- 9.3.1 that the research is of a standard and extent appropriate for submission as a thesis; or
- 9.3.2 that further research work is required.

Thesis Examination

- 10.1 The normal maximum length of the thesis is 60,000 words.
- 10.2 At the appropriate time for each candidate, the BHDRC shall appoint two examiners. Both examiners shall normally be external to the University. On receipt of the examiners' reports the BHDRC shall recommend:
- 10.2.1 that the degree be awarded subject to such minor amendments to the thesis as the examiners may suggest; or
- 10.2.2 that the degree be not awarded but that the candidate be allowed to resubmit the thesis (once only) or take such further examination as the BHDRC shall prescribe; or
- 10.2.3 that the degree be not awarded.
- 10.3 The following material shall be released to the candidate without request, after examination:
- 10.3.1 each examiner's report; and
- 10.3.2 the name of each examiner, except where the examiner has expressly requested that his or her identity not be disclosed.
- 10.4 The degree may be conferred only when a final unbound copy, and normally a PDF file, of the thesis have been deposited in the Library or a written guarantee has been provided by the appropriate Head of School that the said School holds all the material necessary for the preparation of these copies.

Granting an Award of the University

11. Candidates who have fulfilled the requirements of the Masters by Research award in which they are enrolled and have complied with all Statutes and other requirements applicable to them may be granted the Award.

Termination of Candidature

- 12.1 A candidate must be asked to show cause why his or her candidature not be terminated if the BHDRC determines that the candidate has not:
- 12.1.1 made satisfactory progress with the work after receiving sufficient notice of and guidance about unsatisfactory progress and how to remedy it; or
- 12.1.2 complied with a reasonable direction of the Supervisor or the Head of School; or

- 12.1.3 provided in sufficient detail a report required under the Masters by Research Requirements; or

- 12.1.4 complied with a condition of enrolment or candidature set by the BHDRC; or

- 12.1.5 lodged a form required under the rules of the University.

- 12.2 Under Requirement 5.1, if a replacement Principal Supervisor is required during candidature, the BHDRC must make reasonable attempts to ensure that the candidate is able to complete the award with the University.

If the University is unable to provide a suitable replacement in an appropriate timeframe, the candidate must be notified to that effect and given an opportunity to make representations as to why the candidature should not be terminated. The BHDRC must have regard to any representations made by the candidate, before deciding whether to terminate the candidature.

- 12.3 If Requirement 3.3 is applicable, continued enrolment shall be contingent upon the candidate remaining eligible to hold a "suitability card" (Blue Card) or equivalent as required by government legislation. If the candidate becomes ineligible, the candidate will be required to show cause why his or her candidature not be terminated.

Appeal

- 13.1 A candidate affected by a decision of the BHDRC pursuant to the Masters by Research Requirements may appeal against the decision. Such appeal shall be instituted by a notice in writing setting out the grounds thereof and shall be submitted to the University Registrar within 28 days of the notification to the candidate of the decision appealed from.
- 13.2 The Appeal shall be determined by an Appeal Panel which is independent of the BHDRC and established by the University Registrar.
- 13.3 The Appeal Panel shall consist of the Chair, Academic Board (or nominee) (Chair) and four members appointed by the Chair. Two members of the Appeal Panel shall be postgraduate research students, who have completed the confirmation of candidature process, chosen in consultation with the President of the Postgraduate Student Association.
- 13.4 The Appeal Panel shall meet within 28 days of the University Registrar receiving the notice in writing from the candidate as outlined in 12.1 above.
- 13.5 The Appeal Panel shall consider only:
- 13.5.1 the grounds of the request for the appeal;
- 13.5.2 any documents relevant to the decision against which the candidate has appealed;
- 13.5.3 such further material as the Appeal Panel may, in the exercise of its discretion, permit to be placed before it if it considers it necessary or desirable in the interests of justice to do so.
- 13.6 The candidate shall have the right to be heard in person or to make submissions in writing; and to be represented by a Student Association Case Worker or another member of the University community not acting in a legal capacity, provided that any candidate to be so represented must notify the University Registrar at least 48 hours prior to the time set for the appeal.
- 13.7 The Appeal Panel shall have the power to allow or dismiss an appeal against the decision; or vary the decision of the BHDRC.
- 13.8 The Chair of the Appeal Panel shall notify the University Registrar forthwith of its decision and reasons and the University Registrar shall notify in writing the student within 14 days of the Appeal Panel's decision. The Chair of the Appeal Panel shall also advise the Board of Higher Degrees by Research Committee of the outcome and any recommendations made by the Appeal Panel.
- 13.9 The Appeal Panel's decision shall be final.
- 13.10A candidate who has successfully appealed against a decision of the Board of Higher Degrees by Research Committee pursuant to the Masters by Research Requirements is not permitted a second appeal against a decision regarding the same matter.

DOCTORATE DEGREE REQUIREMENTS

DOCTOR OF PHILOSOPHY

General

In these Requirements —

- 1.1 “Board of Higher Degrees by Research Committee” (BHDC) means a group appointed to monitor the supervision of candidates for the degree of Doctor of Philosophy and to report to the Board of Higher Degrees by Research (BHDR).
- 1.2 “Register of Supervisors” means a list of academic and research staff of the University and other persons who are qualified to be appointed as supervisors of candidates undertaking a Doctor of Philosophy degree.
 - 1.2.1 The BHDC on the recommendation of the faculty shall approve academic and research staff of the University and other persons for inclusion on the Register according to criteria approved by the BHDR and listed in the Handbook for Research Higher Degree Students.
 - 1.2.2 Membership of the Register shall be reviewed annually by the BHDC on the basis of each member’s record of supervision and according to the agreed criteria.
- 1.3 “Supervisory Committee” means a group convened to support the Principal Supervisor and the Head of the School in their supervision of a candidate as outlined in Requirement 6.1.
- 1.4 “Principal Supervisor” means a person who meets the criteria for full supervision status as recognised by the Register of Supervisors and is a member (or adjunct member) of the academic and research staff of the University in a school in which the candidate is enrolled.
- 1.5 “Associate Supervisor” or “Co-supervisor” means a person who meets the criteria for membership of the Register of Supervisors appointed by the BHDC on account of a special knowledge of the candidate’s approved program or in order to ensure effective supervision of the candidate during any periods spent by the candidate, with the BHDC’s approval, elsewhere than at the University. Associate Supervisors or Co-supervisors need not be members of the academic staff of the University.
- 1.6 “Research” means the process leading to the production of original scholarly or creative work to be presented for the purpose of obtaining the degree.
- 1.7 “Thesis” means a substantive description of the research undertaken for the purpose of obtaining the degree, together with any associated material that is also subject to examination.
- 1.8 “Adjudicator” means an additional examiner appointed to adjudicate between the examiners’ reports where consensus has not occurred between the original examiners. The adjudicator is normally an expert in the field external to the University.
- 1.9 “Registrar” means the Registrar of the University (or nominee).
- 1.10 “Research Student Monitor” means a person as defined in Requirement 1.4, normally from a school, but definitely from a discipline other than that of the candidate, who is appointed to the Supervisory Committee by the BHDC, to ensure that all procedures relating to the candidature are fulfilled, especially with respect to the confirmation of candidature and exit seminar processes.

Qualifications for enrolment

A person may be permitted to enrol for the degree of Doctor of Philosophy if:

- 2.1 the person has qualified, at this or another University, for the award of a bachelor degree in an appropriate discipline with First Class or Second Class (Division A) Honours, provided that:
 - 2.1.1 the other university is recognised as providing a bachelor honours degree of a standard at least equivalent to an Australian bachelor honours degree; and

- 2.1.2 in the opinion of the Head of the appropriate School, the research component of the degree is at least 25% of the final year’s assessment;
- 2.2 the person has qualified, at this or another University, for the award of a Masters degree, provided that:
 - 2.2.1 the other university is recognised as providing a Masters degree of a standard at least equivalent to an Australian Masters degree; and
 - 2.2.2 in the opinion of the Head of the appropriate School, the applicant’s studies for such a degree included a research component of at least 50%. Applicants who do not meet this requirement should be enrolled under Requirement 2.5 and be reviewed at the end of the equivalent of twelve months of full-time candidature, subject to completion of a confirmation seminar; or be enrolled under Requirement 2.4;
- 2.3 the person holds, from an institution of tertiary education, qualifications which are deemed by the BHDC to be equivalent to those prescribed in Requirement 2.1 or Requirement 2.2; or
- 2.4 the person has been enrolled for not less than six months as a full-time candidate or 12 months as a part-time candidate for:
 - 2.4.1 a Masters degree by research and the BHDC, under Requirement 7, is satisfied that the candidate should be provisionally confirmed; or
 - 2.4.2 a Masters degree which in the opinion of the Head of the appropriate School has included a substantial component of research; and the Head of the appropriate School certifies that the applicant’s work for the research component of the Masters degree is of a standard sufficient to justify candidature for the degree of Doctor of Philosophy and the BHDC, under Requirement 7, is satisfied that the candidate should be provisionally confirmed;
- 2.5 a person with a Masters degree, who does not qualify for admission under Requirement 2.2.2, may be enrolled provisionally for the degree of Doctor of Philosophy, on the recommendation of the Head of School, based on relevant research experience, provided that such enrolment does not exceed the equivalent of twelve months of full-time candidature; whereupon, with evidence of satisfactory progress, the candidate may be admitted under Requirement 2.4.

Procedure for application for candidature

A person wishing to enrol for the degree of Doctor of Philosophy:

- 3.1 shall initially consult with the Head of the School in which the person intends to study and shall formulate and cost¹ a proposed generalised program of advanced study and research to be pursued;
- 3.2 shall, if the proposed research involves working with children under 18 years of age, be eligible to hold a “suitability card” (Blue Card) or equivalent as required by government legislation, which must be included in any ethics application submitted to the Human Ethics Sub-Committee. Ethics approval will not be granted until a copy of the “suitability card” (Blue Card) or equivalent required documentation, is received; and
- 3.3 shall submit the prescribed application form together with the proposed study topic and generalised and costed program of advanced study and research to the Registrar.

Credit

4. A person admitted to candidature under Requirement 2.4 and who, in the opinion of the Head of the appropriate School, has performed work for the Masters

1. The costing is to be developed for the research component of the program only. It is acknowledged that such costing can only be approximate at this stage. However, major costs which are central to the success of the proposed research must be identified eg new equipment, significant travel expenses.

degree relevant to the proposed Doctoral program, may be given advanced standing for such work. In exceptional cases advanced standing may be given to a candidate for relevant research work undertaken at another university. The amount of advanced standing to be awarded shall be determined by the BHDRC on the recommendation of the Head of the School.

The University will not normally accept a candidate who has been enrolled at another institution for more than two years (full-time equivalent) or release a candidate who has been enrolled for more than two years (full-time equivalent).

Enrolment

- 5.1 On approval by the BHDRC of a student's application for candidature, the candidature shall be designated as (1) full-time or part-time, and (2) on-campus or off-campus.
- 5.2 An international candidate shall be required to complete the International Bridging Program in the first six months of enrolment.
- 5.3 All candidates shall be required to attend a workshop on ethical research practice as part of their generic skills program and as a condition of their confirmation of candidature.
- 5.4 A candidate shall not enrol concurrently for any other degree, diploma or certificate at this or any other institution without the written permission of the BHDRC. Concurrent enrolments will normally only be considered where the total enrolment does not exceed the equivalent of a full-time load which may include up to 16 credit points of coursework.
- 5.5 A candidate shall submit to the Registrar:
 - 5.5.1 at the commencement of candidature, an enrolment form;
 - 5.5.2 at the commencement of each subsequent year of candidature, a re-enrolment form.

Supervision

- 6.1 The BHDRC shall appoint for each candidate a Supervisory Committee which shall be a group convened to support the Principal Supervisor, as Chair of the Committee, and the Head of the School in their supervision of a candidate.
- 6.2 The Head of School shall nominate, at the time of enrolment, a replacement Supervisor, who is eligible to assume the role of Chair, if the Principal Supervisor leaves the University.
Members of the Supervisory Committee shall:
 - 6.2.1 be members of the University listed on the Register of Supervisors or other persons with expertise appropriate to, but not necessarily or specifically in, the candidate's research area;
 - 6.2.2 not be near relatives or partners of the candidate. If such circumstances arise during the candidature, this shall result in consequential changes to the membership of the Supervisory Committee.
- 6.3 The Supervisory Committee shall include:
 - 6.3.1 a Chair (ie Principal Supervisor);
 - 6.3.2 the Head of the School (or nominee);
 - 6.3.3 the Head of Discipline (if appropriate);
 - 6.3.4 the Research Student Monitor nominated by the Head of School and ratified by the BHDRC; and
 - 6.3.5 other Associate or Co-supervisors as nominated by the Head of the School and ratified by the BHDRC. The Associate or Co-supervisors will include the replacement Principal Supervisor appointed under 6.2.
- 6.4 The full Supervisory Committee shall participate in the confirmation of candidature and exit seminar processes. The day-to-day management of the candidature shall be performed by the Principal Supervisor (and any Associate or Co-supervisors) under the direction of the relevant Head of School.
- 6.5 The Principal Supervisor shall, in respect of the candidate under supervision:

- 6.5.1 fulfil the functions of a supervisor as described by the University in its guidelines for Doctoral studies;
- 6.5.2 ensure that the candidate complies with all regulations relating to the candidature; and
- 6.5.3 report as required to the BHDRC through the Supervisory Committee on the candidate's work.

- 6.6 The BHDRC may at any time, on the recommendation of the Head of the School, approve a change in the membership of the Supervisory Committee.

Confirmation of candidature

- 7.1 The candidate shall apply to have their candidature confirmed:
 - 7.1.1 within the first six months of enrolment for a full-time candidate; or
 - 7.1.2 within the first 12 months of enrolment for a part-time candidate; and
- 7.2 The candidature shall orally present a seminar on the PhD work. The candidate's Supervisory Committee (or their nominees) must attend the seminar and meet after the seminar to discuss the outcome.
- 7.3 The candidate shall present seven days before the seminar, to the Chair of the BHDRC through the Principal Supervisor and Head of the School, a 2000 word project proposal including the aims, methodology, budget, timeline, progress to date and any other academic and/or artistic issues arising from the program of work, together with a second piece of substantive written work, usually a literature review.
- 7.4 The seminar presentation and the proposal shall be reported upon by the members of the Supervisory Committee in a combined report to the BHDRC.
- 7.5 Persons approved for absence from the University under Requirement 10.1.2 or Requirement 10.1.3 may apply to the BHDRC through the Principal Supervisor and the Head of the School for approval to complete the presentation by telecommunications.
- 7.6 Persons seeking candidature under Requirement 2.4 may be provisionally accepted into the PhD program with the agreement of the Principal Supervisor, the Head of School and the BHDRC but must, at the time of application, complete the confirmation of candidature process as outlined above, irrespective of whether they completed confirmation of candidature at Masters level. PhD candidature may be confirmed, with evidence of satisfactory progress, after six months full-time or 12 months part-time provisional candidature.
- 7.7 In considering the reports on the seminar presentation the BHDRC may interview the candidate, and if appropriate, any member(s) of the Supervisory Committee, and any other relevant person.
- 7.8 The BHDRC may make suggestions to the candidate as to how the research might be improved and may seek independent peer review. The Principal Supervisor and the Head of the School shall also be informed of such suggestions. The advice provided need not necessarily be accepted by the candidate.
- 7.9 The BHDRC shall then approve one of the following:
 - 7.9.1 confirmation of candidature;
 - 7.9.2 confirmation of candidature together with additional specified work requirements;
 - 7.9.3 reconsideration of candidature within six months of the initial presentation subject to work undertaken to the satisfaction of the BHDRC;
 - 7.9.4 candidature for Doctoral studies be replaced by candidature for Masters studies with the provision that the applicant may re-present the seminar within six months of the initial presentation; or
 - 7.9.5 that the candidate be asked to show cause why his or her candidature not be terminated.
- 7.10 The decision of the BHDRC on a recommendation from Requirement 7.9 shall be conveyed in writing to the candidate within 14 days of the date of the decision

together with advice of the candidate's right of appeal according to Requirement 16.

Generic skills training

- 8.1 A candidate shall normally be expected to undertake a program of transferable (generic) skills training as detailed in the Handbook for Research Higher Degree Students.
- 8.2 A candidate must develop an individual program in collaboration with the Principal supervisor and any Co-supervisors or Associate Supervisors as soon as possible after the commencement of candidature to reflect the candidate's research training needs and career aspirations.
- 8.3 A candidate's progress shall be reviewed as part of the confirmation of candidature, annual reporting and exit seminar processes.

Duration of candidature

- 9.1 A full-time candidate shall pursue an approved program of study for a period normally of not less than two nor more than four years from the date of enrolment, provided that:
 - 9.1.1 a full-time candidate shall normally be expected to complete their program of study within three years; if there are circumstances relating to the project* (see footnote at end of Doctor of Philosophy degree requirements) which will delay completion, a candidate may request an extension of candidature, before the end of the third year; and
 - 9.1.2 the BHDRC may in exceptional circumstances and, on the recommendation of the Principal Supervisor and the Head of the School, extend or suspend* (see footnote at end of Doctor of Philosophy degree requirements) the candidature, or approve early submission of the thesis• (see footnote at end of Doctor of Philosophy degree requirements), for such reasons as it may deem appropriate.
- 9.2 A part-time candidate shall pursue an approved program of study for a period normally of not less than four nor more than eight years from the date of enrolment, provided that:
 - 9.2.1 a part-time candidate shall normally be expected to complete their program of study within six years; if there are circumstances relating to the project* (see footnote at end of Doctor of Philosophy degree requirements) which will delay completion, a candidate may request an extension of candidature, before the end of the sixth year; and
 - 9.2.2 the BHDRC may in exceptional circumstances, and on the recommendation of the Principal Supervisor and the Head of the School, extend or suspend* (see footnote at end of Doctor of Philosophy degree requirements) candidature, or approve early submission of the thesis• (see footnote at end of Doctor of Philosophy degree requirements), for such reasons as it may deem appropriate.
- 9.3 The total of approved extensions and suspensions during the period of candidature shall normally not exceed 12 months for full-time candidates or 24 months for part-time candidates. In exceptional circumstances, normally relating to the project* (see footnote at end of Doctor of Philosophy degree requirements), a second extension of up to the equivalent of 12 months full-time may be applied for.
- 9.4 A candidate who has not completed the program within, in the case of a full-time student, five years from the date of commencement of candidature and, in the case of a part-time student, ten years from the date of commencement of candidature, must present a case of extenuating circumstances to be considered formally by the BHDRC, which shall approve one of the following:
 - 9.4.1 candidature be approved to continue subject to submission of the thesis by a specified final date;

9.4.2 that the candidate be asked to show cause why his or her candidature not be terminated.

- 9.5 The decision of the BHDRC on the recommendation from Requirement 9.4 shall be conveyed in writing to the candidate within 14 days of the date of the decision together with advice of the candidate's right of appeal according to Requirement 16.
- 9.6 The stipulated maximum periods of candidature shall normally only be extended beyond the above maximum periods when, after examination of the thesis and any other relevant work presented as part of the candidature, further work is determined to be required prior to re-submission or acceptance of such work, provided that:
 - 9.6.1 minor amendments under Requirement 14.7.2 are made within six weeks of the date of dispatch of the advice to the candidate; and
 - 9.6.2 major amendments under Requirement 14.7.3 are made within 12 months of the date of dispatch of the advice to the candidate.

Attendance at the University

- 10.1 A candidate shall pursue the approved program of study, provided that:
 - 10.1.1 a candidate shall normally be required to be in attendance at the University for a period or periods normally totalling not less than three weeks per year, such times to be arranged with the Principal Supervisor and approved by the Head of the School, and at such times as the Principal Supervisor and the Head of the School may specify;
 - 10.1.2 the BHDRC may, on the recommendation of the Principal Supervisor and the Head of the School, permit a candidate to undertake part of the program of study for a specified period of normally not more than 12 months (24 months for a part-time candidate) at another institution or organisation outside the higher education system;
 - 10.1.3 when a candidate's residence is distant from the University, the BHDRC may, on the recommendation of the Principal Supervisor and the Head of the School, approve a candidate's exemption from attendance at the University; and
 - 10.1.4 arrangements for candidature as provided for under Requirement 10.1.2 or Requirement 10.1.3 must include some form of regular face-to-face or telecommunications contact between the Principal Supervisor and the candidate, preferably as agreed in writing between the candidate and the Principal Supervisor.
- 10.2 Before granting approval for the undertaking of part of the program of study at another institution as specified by Requirement 10.1.2, or exemption from attendance as specified by Requirement 10.1.3, the BHDRC must be satisfied that arrangements as set out in these regulations regarding supervision, coursework, participation in scholarly activities, facilities and training in research methods have been made for the candidate and that study accommodation, equipment and access to library and computing facilities, meet the needs of the approved course of study.
- 10.3 Continued enrolment shall be contingent upon the Head of the School's certification on the candidate's progress report forms that supervisory arrangements have been maintained.
- 10.4 If Requirement 3.2 is applicable, continued enrolment shall be contingent upon the candidate remaining eligible to hold a "suitability card" (Blue Card) or equivalent as required by government legislation. If the candidate becomes ineligible, the candidate will be required to show cause why candidature should not be terminated.
- 10.5 Arrangements for candidature as provided for under Requirements 10.1.2 and 10.1.3 must receive the specific approval of the BHDRC.

Progress Reports

- 11.1 A progress report must be submitted by a candidate annually. The report shall be on the prescribed form which shall be forwarded to the candidate by the Registrar.
- 11.2 The completed form shall bear the comments of the candidate, the Principal Supervisor and the Head of the School (or nominee).
 - 11.2.1 In the event of problems being identified in the report, the candidate's progress shall be formally monitored by the Head of School for a prescribed period.
- 11.3 In the event of an unsatisfactory progress report, the BHDRC shall interview the candidate and/or the Principal Supervisor and recommend one of the following:
 - 11.3.1 candidature be approved to continue;
 - 11.3.2 reconsideration of candidature subject to work undertaken to the satisfaction of the Supervisory Committee and the BHDRC;
 - 11.3.3 candidature for Doctoral studies be replaced by candidature for Masters studies; or
 - 11.3.4 that the candidate be asked to show cause why his or her candidature not be terminated.
- 11.4 The recommendation shall be conveyed in writing to the candidate within 14 days of the date of the decision together with advice of the candidate's right of appeal according to Requirement 16.

Final Year Pre-Completion Seminar Presentation

- 12.1 The candidate shall at a seminar present an overview and synthesis of major findings of the thesis in a public forum six months before submission of the thesis.
- 12.2 The candidate shall submit a written piece of work (eg a publication, chapter of the thesis or other evidence of academic writing skills as specified by the Head of School) to the Supervisory Committee one week before the scheduled seminar.
- 12.3 The candidate's Supervisory Committee (or their nominees) must attend the seminar and meet after the seminar to discuss the outcome.
- 12.4 The seminar presentation and the piece of written work shall be reported upon by the members of the Supervisory Committee in a combined report to the BHDRC.
- 12.5 The BHDRC shall then approve one of the following:
 - 12.3.1 that the research is of a standard and extent appropriate for submission as a thesis; or
 - 12.3.2 that further research work is required, in which case it shall recommend an extension of candidature, but shall not normally recommend any extension beyond the end of the fifth year from the date of enrolment for a full-time candidate or beyond the end of the tenth year from the date of enrolment for a part-time candidate.

Thesis

- 13.1 At the conclusion of the period of candidature, the candidate shall submit to the Registrar four temporarily bound copies of the thesis embodying the results of the advanced study and research.
- 13.2 The thesis shall be in a format as prescribed by the candidate's school and as approved from time to time by the BHDR as outlined in the Handbook for Research Higher Degree Students.
- 13.3 The thesis shall contain a clear and detailed indication of all sources from which the candidate has derived information and of the extent to which use has been made of the work and/or assistance of others.
- 13.4 The candidate may submit in support of the thesis any other relevant material, provided that no material accepted for another degree of this or another University may be so submitted except where the candidature has been governed by an approved co-tutelle agreement.
- 13.5 The degree shall not be conferred by the Council of the University until the candidate has lodged a final

unbound copy, and normally a PDF file, of the thesis for deposit in the Library.

Examination of thesis

- 14.1 The Head of the appropriate School shall advise the Registrar in writing of the anticipated date of submission of the candidate's thesis three months before that date.
- 14.2 At the same time as advice is forwarded to the Registrar under the terms of Requirement 14.1, the Head of the School and the Principal Supervisor shall, in consultation with the candidate, develop a list of at least four potential examiners. The Head of the School shall nominate for the approval of the BHDRC, a minimum of two external examiners and a maximum of three examiners from this list but the identity of the chosen examiners shall not be revealed to the candidate until the examiners' reports are referred to him/her. No member of the Supervisory Committee may be an examiner.
 - 14.2.1 Where a candidature has been conducted under an approved co-tutelle agreement, at least two external examiners shall be appointed, one on the recommendation of each participating institution.
- 14.3 On submission of the thesis:
 - 14.3.1 the Principal Supervisor and the Head of the appropriate School and the Chair of the Supervisory Committee shall each certify that they have checked the thesis and that it is in a format and of an editorial standard recognised by the school as appropriate; and
 - 14.3.2 at all times the candidate has the right to submit the thesis for examination without the approvals specified by Requirement 14.3.1.
 - 14.3.3 Where a candidate has agreed to an oral examination as an integral part of a normal examination process, the Head of School shall advise the Registrar in writing of the names of the independent convenor and the chief examiner who have agreed to participate and the date of the oral examination, which should be scheduled for approximately seven weeks after the submission date.
- 14.4 The examiners shall be requested to examine the thesis and submit their reports within six weeks of the date of receipt of the thesis. Where examiners are unable to meet the original or a re-negotiated deadline, the Dean of Postgraduate Studies in consultation with the Head of School may appoint an alternative examiner.
- 14.5 From the time of submission of the thesis to the Registrar for examination or re-examination all communication regarding the examination of the thesis shall be conducted through the Registrar.
 - 14.5.1 If one week before the scheduled oral in a normal examination process, the third examiner advises he/she is unable to submit a report in time, the Head of School may recommend that the examination proceed on the basis of the two reports already received, provided they are both from external examiners.
- 14.6 In the process of examination, the examiners may consult with one another but shall submit separate reports. If there is disagreement in the summary decision of the examiners, the Chair of the BHDRC may appoint an adjudicator.
- 14.7 After the reports of all examiners and any adjudicator have been considered, the BHDRC shall:
 - 14.7.1 recommend to Council the degree be awarded; or
 - 14.7.2 recommend to Council the degree be awarded, subject to the completion of minor corrections in accordance with the requirements of Requirement 9.6.1. The Head of the appropriate School must advise the BHDRC that the corrections have been made before the BHDRC recommends that the degree be awarded; or

- 14.7.3 approve the degree be not awarded but the candidate be permitted to revise and re-submit the thesis (once only) in accordance with Requirements 9.6.2, 14.3.1 and 14.3.2;
- 14.7.4 approve the degree be not awarded but that the candidate be awarded an appropriate Masters degree with or without additional work; or
- 14.7.5 approve the degree be not awarded.
- 14.8 The decision of the BHDRC on a recommendation from Requirement 14.7 shall be conveyed in writing to the candidate within 14 days of the date of the decision together with advice of the candidate's right of appeal according to Requirement 16.
- 14.9 The following material shall be released to the candidate without request after examination:
 - 14.9.1 each examiner's report; and
 - 14.9.2 the name of each examiner, except where the examiner has expressly requested that his or her identity not be disclosed.

Termination of Candidature

- 15.1 A candidate must be asked to show cause why his or her candidature not be terminated if the BHDRSC determines that the candidate has not:
 - 15.1.1 made satisfactory progress with the work after receiving sufficient notice of and guidance about unsatisfactory progress and how to remedy it; or
 - 15.1.2 complied with a reasonable direction of the Supervisor or the Head of School; or
 - 15.1.3 provided in sufficient detail a report required under the PhD requirements; or
 - 15.1.4 complied with a condition of enrolment or candidature set by the BHDRSC; or
 - 15.1.5 lodged a form required under the rules of the University.
- 15.2 Under 15.1 above, the BHDRSC may, with the candidate's consent, approve a change of candidature to Masters by Research, if appropriate.
- 15.3 Under Requirement 6.2, if a replacement Principal Supervisor is required during candidature, the BHDRSC must make reasonable attempts to ensure that the candidate is able to complete the award with the University.
If the University is unable to provide a suitable replacement in an appropriate timeframe, the candidate must be notified to that effect and given an opportunity to make representations as to why the candidature should not be terminated. The BHDRSC must have regard to any representations made by the candidate, before deciding whether to terminate the candidature.
- 15.4 If Requirement 3.2 is applicable, continued enrolment shall be contingent upon the candidate remaining eligible to hold a "suitability card" (Blue Card) or equivalent as required by government legislation. If the candidate becomes ineligible, the candidate will be required to show cause why his or her candidature not be terminated.
- 15.5 Before making any decision upon a recommendation of the kind referred to in Requirements 15.1 or 15.3, the BHDRC shall by written notice call upon the candidate to show cause in writing within the time specified in the notice why candidature should not be terminated.
- 15.6 The BHDRC shall before making its decision consider the recommendation and any material submitted to it by the candidate.

Appeal

- 16.1 A candidate affected by a decision of the BHDRC pursuant to Requirements 7.9, 9.4, 11.3 or 14.7 may appeal against the decision. Such appeal shall be instituted by a notice in writing setting out the grounds thereof and shall be submitted to the University Registrar within 28 days of the notification to the candidate of the decision appealed from.
- 16.2 The Appeal Panel shall consist of the Chair, Academic Board (or nominee) (Chair) and four members appointed by the Chair. Two members of the Appeal Panel shall be

- postgraduate students, who have completed the confirmation of Doctor of Philosophy degree candidature process, chosen in consultation with the President of the Postgraduate Student Association.
- 16.3 The Appeal Panel shall consist of the Chair, Academic Board (or nominee) (Chair) and four members appointed by the Chair. Two members of the Appeal Panel shall be postgraduate students chosen in consultation with the President of the Postgraduate Student Association.
- 16.4 The Appeal Panel shall meet within 28 days of the University Registrar receiving the notice in writing from the candidate as outlined in 16.1 above.
- 16.5 The Appeal Panel shall consider only:
 - 16.5.1 the grounds of the request for the appeal;
 - 16.5.2 any documents relevant to the decision against which the candidate has appealed;
 - 16.5.3 such further material as the Appeal Panel may, in the exercise of its discretion, permit to be placed before it if it considers it necessary or desirable in the interests of justice to do so.
- 16.6 The candidate shall have the right to be heard in person or to make submissions in writing; and to be represented by a Student Association Case Worker, or another member of the University community not acting in a legal capacity, provided that any candidate to be so represented must notify the University Registrar at least 48 hours prior to the time set for the appeal.
- 16.7 The Appeal Panel shall have the power to allow or dismiss an appeal against the decision; or vary the decision of the BHDRC.
- 16.8 The Chair of the Appeal Panel shall notify the University Registrar forthwith of its decision and reasons and the University Registrar shall notify in writing the student within 14 days of the Appeal Panel's decision. The Chair of the Appeal Panel shall also advise the Board of Higher Degrees by Research Committee of the outcome and any recommendations made by the Appeal Panel.
- 16.9 The Appeal Panel's decision shall be final.
- 16.10 A candidate who has successfully appealed against a decision of the BHDRC pursuant to Requirements 7.9, 9.4, 11.3 or 14.7 is not permitted a second appeal against a decision regarding the same matter.

* If there are personal circumstances which will delay completion, the candidate should consider suspending their candidature. Full-time candidates may also consider changing their candidature to part-time.
•An oral examination may be required if candidature has been accelerated.

DOCTOR OF ASTRONOMY

see also *Courses, Doctor of Astronomy on page 285*

- 1. A Doctor of Astronomy may be undertaken in the Centre for Astronomy of the School of Mathematics, Physics and Information Technology.
- 2. A person may enrol for the Doctor of Astronomy if that person:
 - 2.1 has qualified at this or another University for a bachelors degree, at the Honours I or IIA level, and provided that the Dean of Graduate Research Studies, on the recommendation of the Head of the School of Mathematics, Physics and Information Technology, is satisfied that the standard and the subjects of the previous studies are adequate for the field of study being selected; or
 - 2.2 has completed the requirements of the Master of Astronomy and has obtained at least a Credit average for the 12 credit points of Research Preparation; or
 - 2.3 has other qualifications or practical experience recognised by the faculty as equivalent to requirement 2.1 or 2.2.

Period of the candidature

- 3. A student shall normally complete the requirements for the degree in six teaching periods of full-time equivalent study. The maximum duration shall be five years full-time equivalent (ten teaching periods).

Evaluation

- 4.1 The candidate must complete the two compulsory Group A subjects (12 credit points) provided in the schedule before enrolling in the research subject.
- 4.2 Research thesis for the Doctor of Astronomy: A candidate shall complete a research thesis and/or portfolio, normally of a maximum of 50,000 words, in a bound volume. The thesis may include any of the following: dissertation, research papers, publications, all on a unified topic.
- 4.3 Published contributions may be submitted to support or to form part or all of the thesis, provided that they have not been submitted to support or to form part or all of a thesis for another academic qualification.
- 4.4 The research thesis for the Doctor of Astronomy may not be submitted by a candidate earlier than six teaching periods (of full-time equivalent study) or later than 10 teaching periods from the date of initial enrolment, provided that in special circumstances, the Dean of Graduate Research Studies may, on the recommendation of the Head of the School of Mathematics, Physics and Information Technology, grant a variation to this requirement, provided that the candidate has passed the 12 credit points of coursework.
- 4.5 The original, plus three copies of the thesis, shall be submitted to the Graduate Research School.
- 4.6 The Board of Higher Degrees by Research, on the advice from the Head of the School of Mathematics, Physics and Information Technology, shall appoint a minimum of two external examiners for the research thesis. The Board of Higher Degrees by Research shall inform the examiners of the scope and nature of the thesis requirements for the Doctor of Astronomy degree.
- 4.7 The Board of Higher Degrees by Research, on the recommendation of the examiners, may require the candidate to undertake a written or oral examination or both on the topic of the research thesis.
- 4.8 The examiners' reports and the recommendations that follow from them will be forwarded to the Head of the School of Mathematics, Physics and Information Technology for recommendation to the Pro-Vice-Chancellor of the faculty.
- 4.9 A student who has complied with the provisions of these requirements and all other Statutes and Requirements of the University shall be recommended by the faculty for the award of the Doctor of Astronomy.
- 4.10 If the degree is awarded, the original of the thesis and normally a PDF file of the thesis, shall be kept in the University Library and at least one copy of the bound thesis and supporting material shall be kept at the School of Mathematics, Physics and Information Technology.
5. Appeal procedures are as per the University appeals procedures for Doctoral degrees.

Advanced standing for previous studies

6. Subjects in related disciplines, and at the graduate level, may be allowed advanced standing towards the Doctor of Astronomy degree up to a maximum of 12 credit points at the discretion of the Dean of Postgraduate Studies on advice from the Head of the School of Mathematics, Physics and Information Technology.

Supervision of candidates

7. A candidate enrolled for the Doctor of Astronomy shall be assigned a Principal Supervisor who shall be a member of staff of the University and on the Register of Supervisors of the University.
8. At least one co- or associate supervisor, who is on the Register of Supervisors, will be appointed because of his or her professional experience and special knowledge of the candidates intended program of study. Additional associate supervisors need not be staff members of this University, but should have appropriate expertise and professional experience.
9. A candidate must maintain regular contact with the School as required by the candidate's Principal Supervisor.
10. The Principal Supervisor will be required to report annually on the candidate's work. If, in the opinion of the Head of School of Mathematics, Physics and Information Technology, the candidate's progress is unsatisfactory, the Head of School may recommend to the Board of Higher Degrees by Research the termination of candidature or other action he or she deems necessary.

Confirmation of candidature

- 11.1 The candidate shall apply to have their candidature confirmed:

- 11.1.1 normally within the first six months of enrolment for a full-time candidate; or
- 11.1.2 normally within the first 12 months of enrolment for a part-time candidate.
- 11.2 The candidature shall orally, or by electronic communication, as specified in the Handbook for Research Higher Degree Students, present a seminar on the doctoral work. The candidate's Supervisory Committee, which includes the Head of School, Head of Discipline and candidate's Research Student Monitor (or their nominees), must attend the seminar and meet after the seminar to discuss the outcome.
- 11.3 The candidate shall present seven days before the seminar, to the Chair of the Board of Higher Degrees by Research Committee (BHDRC) through the Principal Supervisor and the Head of the School, a 2000 word project proposal including the aims, methodology, budget, timeline, progress to date and any other academic and/or artistic issues arising from the program of work, together with a second piece of substantive written work, usually a literature review.
- 11.4 The seminar presentation and the proposal shall be reported upon by the members of the Supervisory Committee in a combined report to the BHDRC.
- 11.5 In considering the reports on the seminar presentation the BHDRC may interview the candidate, and if appropriate, any member(s) of the Supervisory Committee, and any other relevant person.
- 11.6 The BHDRC may make suggestions to the candidate as to how the research might be improved and may seek independent peer review. The Principal Supervisor and the Head of the School shall also be informed of such suggestions. The advice provided need not necessarily be accepted by the candidate.
- 11.7 The BHDRC shall then approve one of the following:
 - 11.7.1 confirmation of candidature;
 - 11.7.2 confirmation of candidature together with additional specified work requirements;
 - 11.7.3 reconsideration of candidature within six months of the initial presentation subject to work undertaken to the satisfaction of the BHDRC;
 - 11.7.4 candidature for Doctoral studies be replaced by candidature for Masters studies with the provision that the applicant may re-present the seminar within six months of the initial presentation; or
 - 11.7.5 termination of candidature.
- 11.8 The decision of the BHDRC on a recommendation from Requirement 12.7 shall be conveyed in writing to the candidate within 14 days of the date of the decision together with advice of the candidate's right of appeal according to the University's appeal procedures for Doctoral degrees.

Final year (exit) seminar presentation

- 12.1 A candidate shall at a seminar present an overview and synthesis of major findings of the thesis in a public forum orally or by electronic communication, as specified in the Handbook for Research Higher Degree Students, during the final year of candidature. The candidate's Supervisory Committee (or their nominees) must attend the seminar and meet after the seminar to discuss the outcome.
- 12.2 The seminar presentation on the work shall be reported upon by the members of the Supervisory Committee in a combined report to the BHDRC.
- 12.3 The BHDRC shall then approve one of the following:
 - 12.3.1 that the research is of a standard and extent appropriate for submission as a thesis; or
 - 12.3.2 that further research work is required, in which case it shall recommend an extension of candidature, but shall not normally recommend any extension beyond the end of the fifth year from the date of enrolment for a full-time candidate or beyond the end of the tenth year from the date of enrolment for a part-time candidate.

DOCTOR OF EDUCATION

1. The degree of Doctor of Education may be undertaken in the School of Education.
2. A person may enrol for the degree of Doctor of Education if that person has practised in education or a related field approved by the Head of School of Education for a minimum of three years and has:

- 2.1 a bachelor degree in an appropriate discipline with First Class or Second Class Division A Honours approved by the Board of Higher Degrees by Research (BHDR) on the advice of the Head of School; or
 - 2.2 a research Masters degree in education or a related discipline approved by the Head of School of Education; or
 - 2.3 a coursework Masters degree in education or a related discipline (comprising at least one-third research methodology and practice) approved by the Head of School of Education and in which a Credit grade point average was obtained; or
 - 2.4 such other qualifications and professional experience judged by the Head of School and the Director, Postgraduate Studies to provide a preparation for study equivalent to that provided above and appropriate to commencing study in the Doctor of Education Program.
3. A candidate's course of study shall be subject to approval by the BHDR, on the recommendation of the Head of School of Education, for each year of candidature.
 4. The period of candidature normally shall be a minimum of two years and a maximum of five years, equivalent full-time enrolment.

Evaluation

5. A portfolio of work must be submitted for examination. The portfolio will include:
 - 5.1 a dissertation of 50,000 words;
 - 5.2 a 20,000 word collection of scholarly and research products from work completed in (a) the structured research tasks or (b) a combination of research tasks and coursework, the latter to be less than 30% of the requirements of the program (or permitted under the policy for advanced standing). This collection is to include two articles, one at publishable standard and the other to be submitted for publication in a Department of Education, Science and Training (DEST) recognised journal, the latter to occur for the degree to be conferred.
 - 5.3 an overview of 3,000-5,000 words which describes the relationship among the following: the professional practice of the candidate; the dissertation; other work described in 5.2 and the work of others.
6. Candidates are encouraged to publish work during candidature, beside that of their published article, and such published works during the candidature may be included in the portfolio provided they or their substantive content have not been submitted for advanced standing for another academic qualification.
7. An original and three copies of the portfolio must be submitted to the Research Students Office for examination.
8. The portfolio will be examined by two examiners external to the University. One of these may be an appropriately qualified professional from the education field.
9. The BHDR will appoint examiners on the advice of the Head of School of Education.
10. Examiners' reports and the recommendations that follow from them will be dealt with in the same way as other doctoral degrees, that is, through a recommendation from the Head of School of Education to the Board of Higher Degrees by Research Committee (BHDR).
11. Examiners will be fully briefed on the nature of the Doctor of Education program and be made cognisant of the proportion of the program to be assessed through the material they examine.
12. The BHDR, on the recommendation of the examiners may require the candidate to undertake a further written or oral examination on the topics covered in the portfolio.
13. The BHDR, on consideration of the reports of the examiners, may recommend the award of the degree, the award of the degree subject to revision of components of the portfolio to the satisfaction of the Head of School of Education, not award the degree, appoint another examiner, invite the candidate to resubmit the portfolio for an appropriate Masters degree, or require the candidate to resubmit the portfolio or parts thereof either rewritten or containing further research material for re-examination for the degree of Doctor of Education.
14. Successful candidates must be judged through examination to have made a significant contribution to knowledge and practice in their profession.

15. If the degree is awarded, the original of the portfolio shall be kept in the University Library and at least one copy shall be kept in the School of Education.

Advanced standing for previous studies

16. Up to one year of advanced standing is permitted for previous work deemed to be at doctoral level by the Head of School of Education in consultation with the Director of Postgraduate Studies and any research or scholarly products from this work may be submitted as part of the portfolio up to a maximum of 10,000 words.

Supervision of candidates

- 17.1 A candidate enrolled for the Doctor of Education shall be assigned a supervisor who shall be a member of the staff of the University and on the Register of Supervisors of the University. At least one associate supervisor will be appointed because of his or her professional experience and special knowledge of the candidate's intended program of study. Associate supervisors need to be staff members of this University, but should have appropriate expertise and professional experience. With the approval of the BHDR, an additional associate supervisor may be appointed to provide supervision if and when the candidate is at a distance from the University.
- 17.2 A candidate must maintain at least quarterly contact with the School as required by the candidate's supervisor.
- 17.3 The supervisor will be required to report annually on the candidate's work. If, in the opinion of the Head of School of Education, the candidate's progress is unsatisfactory, the Head may recommend to the BHDR the termination of candidature or other action he or she deems necessary.

Recommendation for the award of the degree

18. A candidate who has complied with the provisions of these regulations together with all other relevant Statutes and Requirements of the University shall be recommended to the BHDR for the award of the Doctor of Education.

DOCTOR OF HEALTH PROFESSIONAL EDUCATION

see also *Courses, Doctor of Health Professional Education on page 259*

1. The degree of Doctor of Health Professional Education may be undertaken in one of the schools within the Faculty of Medicine, Health and Molecular Sciences.
2. A person may enrol for the degree of Doctor of Health Professional Education if that person has professional experience in a relevant health-related area approved by the appropriate Head of School for a minimum of five years and has:
 - 2.1 a bachelor degree in an appropriate discipline with First Class or Second Class Division A Honours approved by the Board of Higher Degrees by Research Committee (BHDR) on the advice of the relevant Head of School; or
 - 2.2 a research Masters degree in Health Professional Education or a related discipline approved by the relevant Head of School; or
 - 2.3 a Masters degree in a health or education related discipline at a standard and of a nature considered appropriate by the relevant Head of School and the Dean of Graduate Research Studies; or
 - 2.4 such other qualifications and professional experience judged by the Head of School and the Dean of Graduate Research Studies to provide a preparation for study equivalent to that provided above and appropriate to commencing study in the Doctor of Health Professional Education Program.
3. A candidate's course of study shall be subject to approval by the BHDR, on the recommendation of the relevant Head of School, for each year of candidature.
4. The period of candidature normally shall be a minimum of three years and a maximum of five years, equivalent full-time enrolment.

Evaluation

5. A portfolio of work must be submitted for examination. The portfolio will include:
 - 5.1 a dissertation of 50,000 words reporting a substantial research task that occupies approximately half the workload for the course;
 - 5.2 a 20,000 word collection of scholarly and research products from work completed in the structured research tasks of the program (or permitted under the policy for advanced standing). Probable inclusions are: a

conference presentation (slide show, text of presentation, published abstract); a research paper published in a refereed academic journal relevant to the professional career of the student; formal monograph used for dissemination of research findings within the student's professional organisation;

- 5.3 an overview of 3,000-5,000 words which should describe the relationship of the work to the professional practice of the candidate and to the work of others. The overview will normally be a reflective piece based upon the proposal prepared for confirmation of candidature.
6. Candidates are encouraged to publish work during candidature and published works may be included in the portfolio provided they or their substantive content have not been submitted for advanced standing for another academic qualification.
7. An original and three copies of the portfolio must be submitted to the Graduate Research School for examination.
8. The portfolio will be examined by a minimum of two and a maximum of three examiners. Two of the examiners must be external to the University and one of these may be an appropriately qualified professional from the education field.
9. The BHDRC will appoint examiners on the advice of the relevant Head of School.
10. Examiners' reports and the recommendations that follow from them will be dealt with in the same way as other doctoral degrees, that is, through a recommendation from the relevant Head of School to the Board of Higher Degrees by Research Committee (BHDRC).
11. Examiners will be fully briefed on the nature of the Doctor of Health Professional Education program and be made cognisant of the proportion of the program to be assessed through the material they examine.
12. The BHDRC, on the recommendation of the examiners may require the candidate to undertake a further written or oral examination on the topics covered in the portfolio.
13. The BHDRC, on consideration of the reports of the examiners, may recommend the award of the degree, the award of the degree subject to revision of components of the portfolio to the satisfaction of the relevant Head of School, not award the degree, appoint another examiner, invite the candidate to resubmit the portfolio for an appropriate Masters degree, or require the candidate to resubmit the portfolio or parts thereof either rewritten or containing further research material for re-examination for the degree of Doctor of Health Professional Education.
14. Successful candidates must be judged through examination to have made a significant contribution to knowledge and practice in their profession.
15. If the degree is awarded, the original of the portfolio and normally a PDF file of the portfolio shall be kept in the University Library and at least one copy shall be kept in the School.
16. Appeal procedures are as per the University appeals procedures for Doctoral degrees.

Advanced standing for previous studies

17. Up to one year of advanced standing is permitted for previous work deemed to be at doctoral level by the relevant Head of School in consultation with the Dean of Graduate Research Studies and any research or scholarly products from this work may be submitted as part of the portfolio up to a maximum of 10,000 words.

Supervision of candidates

- 18.1 A candidate enrolled for the Doctor of Health Professional Education shall be assigned a Principal Supervisor who shall be a member of the staff of the University and on the Register of Supervisors of the University. At least one associate supervisor will be appointed because of his or her professional experience and special knowledge of the candidate's intended program of study. Associate supervisors need not be staff members of this University, but should have appropriate expertise and professional experience. With the approval of the BHDRC, an additional associate supervisor may be appointed to provide supervision if and when the candidate is at a distance from the University.
- 18.2 A candidate must maintain regular contact with the School as required by the candidate's Principal Supervisor.
- 18.3 The Principal Supervisor will be required to report annually on the candidate's work. If, in the opinion of the Head of School, the candidate's progress is unsatisfactory, the Head of School may

recommend to the BHDRC the termination of candidature or other action he or she deems necessary.

Confirmation of candidature

19. A candidate shall apply to have his or her candidature confirmed, normally within the first six months of enrolment for a full-time candidate, or normally within the first twelve months of enrolment for a part-time candidate.

Final Year (Exit) Seminar Presentation

20. A candidate shall at a seminar present an overview and synthesis of major findings of the portfolio in a public forum during the final year of candidature.

Recommendation for the award of the degree

21. A candidate who has complied with the provisions of these regulations together with all other relevant Statutes and Requirements of the University shall be recommended by the faculty for the award of the Doctor of Health Professional Education.

DOCTOR OF MEDICAL EDUCATION

see also Courses, Doctor of Medical Education on page 261

1. The degree of Doctor of Medical Education may be undertaken in the School of Medicine and Dentistry.
2. A person may enrol for the degree of Doctor of Medical Education if that person has professional experience in a relevant health-related area approved by the Head of School of Medicine and Dentistry for a minimum of five years and has:
 - 2.1 a bachelor degree in an appropriate discipline with First Class or Second Class Division A Honours approved by the Board of Higher Degrees by Research Committee (BHDRC) on the advice of the Head of School of Medicine and Dentistry; or
 - 2.2 a research Masters degree in Medical Education or a related discipline approved by the Head of School of Medicine and Dentistry; or
 - 2.3 a Masters degree in a health or education related discipline at a standard and of a nature considered appropriate by the Head of School of Medicine and Dentistry and the Dean of Graduate Research Studies; or
 - 2.4 such other qualifications and professional experience judged by the Head of School and the Dean of Graduate Research Studies to provide a preparation for study equivalent to that provided above and appropriate to commencing study in the Doctor of Medical Education Program.
3. A candidate's course of study shall be subject to approval by the BHDRC, on the recommendation of the Head of School of Medicine and Dentistry, for each year of candidature.
4. The period of candidature normally shall be a minimum of three years and a maximum of five years, equivalent full-time enrolment.

Evaluation

5. A portfolio of work must be submitted for examination. The portfolio will include:
 - 5.1 a dissertation of 50,000 words reporting a substantial research task that occupies approximately half the workload for the course;
 - 5.2 a 20,000 word collection of scholarly and research products from work completed in the structured research tasks of the program (or permitted under the policy for advanced standing). Probable inclusions are: a conference presentation (slide show, text of presentation, published abstract); a research paper published in a refereed academic journal relevant to the professional career of the student; formal monograph used for dissemination of research findings within the student's professional organisation;
 - 5.3 an overview of 3,000-5,000 words which should describe the relationship of the work to the professional practice of the candidate and to the work of others. The overview will normally be a reflective piece based upon the proposal prepared for confirmation of candidature.
6. Candidates are encouraged to publish work during candidature and published works may be included in the portfolio provided they or their substantive content have not been submitted for advanced standing for another academic qualification.
7. An original and three copies of the portfolio must be submitted to the Graduate Research School for examination.

8. The portfolio will be examined by a minimum of two and a maximum of three examiners. Two of the examiners must be external to the University and one of these may be an appropriately qualified professional from the education field.
9. The BHDRC will appoint examiners on the advice of the Head of School of Medicine and Dentistry.
10. Examiners' reports and the recommendations that follow from them will be dealt with in the same way as other doctoral degrees, that is, through a recommendation from the Head of School of Medicine and Dentistry to the Board of Higher Degrees by Research Committee (BHDRC).
11. Examiners will be fully briefed on the nature of the Doctor of Medical Education program and be made cognisant of the proportion of the program to be assessed through the material they examine.
12. The BHDRC, on the recommendation of the examiners may require the candidate to undertake a further written or oral examination on the topics covered in the portfolio.
13. The BHDRC, on consideration of the reports of the examiners, may recommend the award of the degree, the award of the degree subject to revision of components of the portfolio to the satisfaction of the Head of School of Medicine and Dentistry, not award the degree, appoint another examiner, invite the candidate to resubmit the portfolio for an appropriate Masters degree, or require the candidate to resubmit the portfolio or parts thereof either rewritten or containing further research material for re-examination for the degree of Doctor of Medical Education.
14. Successful candidates must be judged through examination to have made a significant contribution to knowledge and practice in their profession.
15. If the degree is awarded, the original of the portfolio and normally a PDF file of the portfolio shall be kept in the University Library and at least one copy shall be kept in the School of Medicine and Dentistry.
16. Appeal procedures are as per the University appeals procedures for Doctoral degrees.

Advanced standing for previous studies

17. Up to one year of advanced standing is permitted for previous work deemed to be at doctoral level by the Head of School of Medicine and Dentistry in consultation with the Dean of Graduate Research Studies and any research or scholarly products from this work may be submitted as part of the portfolio up to a maximum of 10,000 words.

Supervision of candidates

- 18.1 A candidate enrolled for the Doctor of Medical Education shall be assigned a Principal Supervisor who shall be a member of the staff of the University and on the Register of Supervisors of the University. At least one associate supervisor will be appointed because of his or her professional experience and special knowledge of the candidate's intended program of study. Associate supervisors need not be staff members of this University, but should have appropriate expertise and professional experience. With the approval of the BHDRC, an additional associate supervisor may be appointed to provide supervision if and when the candidate is at a distance from the University.
- 18.2 A candidate must maintain regular contact with the School as required by the candidate's Principal Supervisor.
- 18.3 The Principal Supervisor will be required to report annually on the candidate's work. If, in the opinion of the Head of School of Medicine, the candidate's progress is unsatisfactory, the Head may recommend to the BHDRC the termination of candidature or other action he or she deems necessary.

Confirmation of candidature

19. A candidate shall apply to have his or her candidature confirmed, normally within the first six months of enrolment for a full-time candidate, or normally within the first twelve months of enrolment for a part-time candidate.

Final Year (Exit) Seminar Presentation

20. A candidate shall at a seminar present an overview and synthesis of major findings of the portfolio in a public forum during the final year of candidature.

Recommendation for the award of the degree

21. A candidate who has complied with the provisions of these regulations together with all other relevant Statutes and Requirements of the University shall be recommended by the faculty for the award of the Doctor of Medical Education.

DOCTOR OF NURSING SCIENCE

see also Courses, Doctor of Nursing Science on page 261

1. The degree of Doctor of Nursing Science will be undertaken in the School of Nursing, Midwifery and Nutrition with options to enrol in appropriate elective subjects on research methodology from other disciplines either within or external to the Faculty of Medicine, Health and Molecular Sciences.
2. A person may enrol for the degree of Doctor of Nursing Science if that person has a minimum of five years post-registration experience or experience approved by the Head of School and has:
 - 2.1 a bachelor degree in nursing with First Class or Second Class Division A Honours approved by the Board of Higher Degrees by Research Committee (BHDRC) on the advice of the relevant Head of School; or
 - 2.2 a research masters degree in Nursing or a related discipline approved by the Head of School; or
 - 2.3 a coursework masters degree in nursing or a related discipline, approved by the Head of School, comprising at least one-third research methodology and practice in which a Credit grade point average was obtained; or
 - 2.4 such other qualifications and professional experience judged by the Head of School and the Dean of Graduate Research Studies to provide a preparation for study equivalent to that provided above and appropriate to commencing study in the Doctor of Nursing Science Program.
3. A candidate's course of study shall be subject to approval by the BHDRC, on the recommendation of the relevant Head of School, for each year of candidature.
4. The period of candidature normally shall be a minimum of three years (six years part-time) and a maximum of five years (ten years part-time).

Evaluation

5. A doctoral research portfolio of work must be submitted for examination. The portfolio will include:
 - 5.1 a 50,000 word collection of scholarly and research products from work completed in the structured doctoral specialisation and research tasks parts of the program; (or permitted under the policy for advanced standing). Probable inclusions are: a conference presentation (slide show, text of presentation, published abstract); a research paper published in a refereed academic journal relevant to the professional career of the candidate; formal monograph used for dissemination of research findings within the student's professional organisation;
 - 5.2 an overview of 3,000-5,000 words that describe the relationship of the work to the professional practice of the candidate and the work of others.
6. Candidates are encouraged to publish work during candidature and published works may be included in the portfolio provided they or their substantive content have not been submitted for advanced standing for another academic qualification.
7. An original and three copies of the portfolio must be submitted to the Graduate Research School for examination.
8. The portfolio will be examined by a minimum of two and a maximum of three examiners. Two of the examiners must be external to the University.
9. The BHDRC will appoint examiners on the advice of the relevant Head of School.
10. Examiners' reports and the recommendations that follow from them will be dealt with in the same way as other doctoral degrees, that is, through a recommendation from the relevant Head of School to BHDRC.
11. Examiners will be fully briefed on the nature of the Doctor of Nursing Science program and be made cognisant of the proportion of the program to be assessed through the material they examine.
12. The BHDRC, on the recommendation of the examiners may require the candidate to undertake a further written or oral examination on the topics covered in the portfolio.
13. The BHDRC, on consideration of the reports of the examiners, may recommend the award of the degree, the award of the degree subject to revision of components of the portfolio to the satisfaction of the relevant Head of School, not award the degree, appoint another examiner, invite the candidate to resubmit the portfolio for an appropriate Masters degree, or require the candidate to resubmit the portfolio or parts thereof either

rewritten or containing further research material for re-examination for the degree of Doctor of Nursing Science.

14. Successful candidates must be judged through examination to have made a significant contribution to knowledge and practice in their profession.
15. If the degree is awarded, the original of the portfolio and normally a PDF file of the portfolio shall be kept in the University Library and at least one copy will be kept in the School.
16. Appeal procedures are as per the University appeals procedures for Doctoral degrees.

Advanced standing for previous studies

17. Up to one year of advanced standing is permitted for previous work deemed to be at doctoral level by the Head of School in consultation with the Dean of Graduate Research Studies and any research or scholarly products from this work may be submitted as part of the portfolio up to a maximum of 10,000 words.

Supervision of candidates

- 18.1 A candidate enrolled for the Doctor of Nursing Science will be assigned a Principal Supervisor and a Co-Supervisor, both of whom will be members of the staff of the University and on the Register of Supervisors of the University. One Associate Supervisor will be appointed because of her or his professional experience and special knowledge of the candidate's intended program of study. This person need not be from the health service, but should have appropriate expertise and professional experience to provide an industry perspective. These supervisors will provide support and advice to the candidates on matters pertaining to their overall performance. Supplementary supervisors with the requisite methodological and specialist skills may be appointed for discrete research dissertations as deemed appropriate by the course coordinator.
- 18.2 A candidate must maintain at least quarterly contact with the School as required by the candidate's supervisor.
- 18.3 The Principal Supervisor will be required to report annually on the candidate's work. If, in the opinion of the Head of School, the candidate's progress is unsatisfactory, the Head of School may recommend to the BHDRC the termination of candidature or other action he or she deems necessary.

Confirmation of candidature

19. A candidate will apply to have his or her candidature confirmed, normally within the first six months of enrolment for a full-time candidate, or normally within the first twelve months of enrolment for a part-time candidate.

Final year pre-completion seminar presentation

20. A candidate shall at a seminar present an overview and synthesis of major findings of the portfolio in a public forum during the final year of candidature.

Recommendation for the award of the degree

21. A candidate who has complied with the provisions of these regulations together with all other relevant Statutes and Requirements of the University shall be recommended to the BHDRC for the award of the Doctor of Nursing Science.

DOCTOR OF NURSING STUDIES

see also *Courses, Doctor of Nursing Studies on page 261*

Note: The Doctor of Nursing Studies is suspended. No new enrolments will be accepted.

1. The degree of Doctor of Nursing Studies will be undertaken in the School of Nursing, Midwifery and Nutrition with options to enrol in three elective subjects from other disciplines either within or external to the Faculty of Medicine, Health and Molecular Sciences.
2. A person may enrol for the degree of Doctor of Nursing Studies if that person has a minimum of five years post-registration experience or experience approved by the Head of School of Nursing, Midwifery and Nutrition and has:
 - 2.1 a bachelor degree in nursing with First Class or Second Class Division A Honours approved by the Board of Studies of the School of Nursing, Midwifery and Nutrition on the advice of the Head of School of Nursing, Midwifery and Nutrition; or
 - 2.2 a research masters degree in Nursing or a related discipline approved by the Head of School of Nursing, Midwifery and Nutrition; or
 - 2.3 a coursework masters degree in nursing or a related discipline, approved by the Head of School of Nursing, Midwifery and Nutrition, comprising at least one-third

research methodology and practice in which a Credit grade point average was obtained; or

- 2.4 such other qualifications and professional experience judged by the Head of School of Nursing, Midwifery and Nutrition to provide a preparation for study equivalent to that provided above and appropriate to commencing study in the Doctor of Nursing Studies Program.
3. The period of candidature normally shall be a minimum of three years (six years part-time) and a maximum of five years (ten years part-time).
4. A candidate's course of study shall be subject to approval by the Board of Studies of the School of Nursing, Midwifery and Nutrition, on the recommendation of the Head of School of Nursing, Midwifery and Nutrition, for each year of candidature. A candidate must maintain regular contact with the school as required by the candidate's Principle Supervisor.

Assessment and evaluation procedures

- 5.1 Assessment procedures will include examination of the dissertation with a unifying essay and assessment as detailed within each subject description.
- 5.2 A dissertation and unifying essay must be submitted for examination. The dissertation will include:
 - 5.2.1 one or more research report(s) between 15,000 and 20,000 words;
 - 5.2.2 the literature review; and
 - 5.2.3 the report of the clinical governance project (which may be included as an appendix).
6. The dissertation may not be submitted by a candidate earlier than three years (six years part-time) or later than five years (10 years part-time) from the date of initial enrolment. In special circumstances, the Head of School of Nursing, Midwifery and Nutrition, on the recommendation of the Board of Studies of the School of Nursing, Midwifery and Nutrition, may grant and extension or a variation to this requirement, provided that the candidate has passed all of the required coursework.
7. Published contributions may be submitted to support or to form part or all of the dissertation, provided that they have not been submitted to support or form part of another academic qualification.
8. The original and two copies of the dissertation shall be submitted to the Graduate Research School for examination.
9. The BHDRC will appoint two examiners external to the University on the advice of the Head of School of Nursing, Midwifery and Nutrition.
10. Examiners will be fully briefed on the nature of the Doctor of Nursing Studies program and be made cognisant of the proportion of the program to be assessed through the material they examine.
11. The Board of Studies of the School of Nursing, Midwifery and Nutrition, on the recommendation of the examiners, may require the candidate to undertake a further written or oral examination on the topics covered in the dissertation.
12. The Board of Studies of the School of Nursing, Midwifery and Nutrition, on consideration of the reports of the examiners, may recommend the award of the degree, the award of the degree subject to revision of components of the dissertation to the satisfaction of the Head of School of Nursing, Midwifery and Nutrition, not award the degree, appoint another examiner, invite the candidate to resubmit the dissertation or parts thereof either rewritten or containing further research material for re-examination for the degree of Doctor of Nursing Studies.
13. Successful candidates must be judged through examination to have made a significant contribution to knowledge and practice in their profession.
14. If the degree is awarded, the original of the dissertation shall be kept in the University Library and at least one copy shall be kept in the School of Nursing, Midwifery and Nutrition.
15. Appeal procedures are as per the University appeals procedures for coursework degrees.

Advanced standing for previous studies

16. Candidates will be able to apply for recognition of prior learning through professional achievement at the approved level (research reports, evidence of leadership, publications etc) and at the discretion of the Head of School of Nursing, Midwifery and Nutrition. Advanced standing may be applied for on a case by case basis for incomplete masters. The amount of advanced standing will depend on the relationship between the coursework subjects and subjects taken at masters level. No more than 50% advanced

standing may be given. Applications for recognition of prior learning require the formal approval of the Board of Studies of the School of Nursing Sciences.

Supervision of candidates

- 17.1 A candidate enrolled for the Doctor of Nursing Studies will be assigned a Principal Supervisor and a second supervisor, both of whom will be members of the staff of the University and on the Register of Supervisors of the University. One Associate Supervisor will also be appointed because of her or his professional experience and special knowledge of the candidate's intended program of study. This person need not be from the health service, but should have appropriate expertise and professional experience to provide an industry perspective. These supervisors will provide support and advice to the candidates on matters pertaining to their overall performance and choice of subjects. Subject coordinators will liaise with the supervisors on matters of progression.
- 17.2 A candidate must maintain at least quarterly contact with the School of Nursing Sciences as required by the candidate's supervisor.
- 17.3 The supervisor will be required to report annually on the candidate's work. If, in the opinion of the Head of School of Nursing, Midwifery and Nutrition, the candidate's progress is unsatisfactory, the Head of School of Nursing, Midwifery and Nutrition may recommend to the Board of Studies of Nursing Sciences, the termination of candidature or other action that he or she deems necessary.

Recommendation for the award of the degree

18. A candidate who has complied with the provisions of these regulations together with all other relevant Statutes and Requirements of the University shall be recommended by the faculty for the award of the Doctor of Nursing Studies.

MASTER OF PSYCHOLOGY-DOCTOR OF PHILOSOPHY

see also Courses, Master of Psychology–Doctor of Philosophy on page 212

Entitlement to enrol

1. A person may enrol for the degree of joint Master of Psychology–Doctor of Philosophy if that person
 - 1.1 has been admitted to a Doctor of Philosophy; and
 - 1.2 has a first class or second class, level A, honours degree from a course accredited by the Australian Psychological Society or equivalent qualification from an overseas institution; or
 - 1.3 has a four year degree or a 3 year degree plus a postgraduate diploma from a course accredited by the Australian Psychological Society, achieved at a level which is thought by the Head of School to be at least equivalent to a second class, level A, honours degree; or
 - 1.4 has, in the opinion of the Selection Committee, adequate experience and/or training and academic competence to succeed in the course; and
 - 1.5 satisfies the Selection Committee as to his or her personal suitability for a professional career in psychology.

Time for enrolment

2. An application to enrol for the degree shall be lodged with the University and will be considered by a Selection Committee comprising the Head of School of Psychology, the Director of Professional Programs and at least one other member of the psychology staff.

Length of course

3. A full-time student normally will complete the course in no fewer than 4.5 years and no more than 5.5 years and for a part-time student the time limitation will be no fewer than 5.5 and no more than eight years. The Pro-Vice-Chancellor of the Faculty must approve any deviation from this requirement.

Requirements for completion of degree

4. To qualify for the degree of joint Master of Psychology–Doctor of Philosophy, a candidate shall satisfactorily complete the requirements as specified by the University for the Doctor of Philosophy and 36 credit points consisting of:
 - 24 credit points of designated coursework;
 - (a) 12 credit points from three supervised practica.
 - 4.1 A grade of Pass or better must be obtained in all parts of the course and candidates may be excluded from continuing if they are awarded less than a Pass grade on two occasions during their course of study.

- 4.2 The assessment of performance during a practicum will be based on reports completed by the main supervisor for the placement.
- 4.3 Enrolment in certain subjects is restricted to students who have completed PY3107 (Introductory Psychometrics, Assessment and Ethics) or its equivalent.
- 4.4 No more than 12 credit points of designated coursework for the Joint Master of Psychology may be completed during the completion of the requirements for the Doctor of Philosophy component of the joint award.
- 4.5 A student may not enrol in any supervised practica or additional designated coursework beyond that outlined in 4.4 above until the doctoral thesis has been submitted for examination.

Supervision

5. Practica will be supervised by either a University supervisor or a supervisor employed by the placement facility. In all cases the Director of Professional Programs or delegate is responsible for the assessment of the practica and liaison with the field supervisor.

Award of the degree

6. A candidate who has fulfilled the requirements for the degree as specified in 4 above, within the time limits defined in 3 and has met and complied with the requirements for the award of the Doctor of Philosophy and other applicable requirements and standards, will be awarded the degree Joint Master of Psychology–Doctor of Philosophy.

Saving clause

7. A candidate who does not meet the requirements for the award of Doctor of Philosophy may transfer to the Master of Psychology crediting any completed designated coursework and practica from the Joint Master of Psychology and complete the remaining coursework and theses requirements for the single Master of Psychology award.

DOCTOR OF PSYCHOLOGY

see also Courses, Doctor of Psychology on page 210

1. The degree of Doctor of Psychology may be undertaken in the School of Arts and Social Sciences.
2. A person may enrol for the degree of Doctor of Psychology if that person has:
 - 2.1 an Australian Psychological Society accredited bachelors degree in Psychology with First Class or Second Class Division A Honours, or a qualification which is deemed equivalent by the Head of School of Arts and Social Sciences.

Progression in the degree of Doctor of Psychology is contingent on:

- 2.2 successful completion of 24 credit points of study at the postgraduate level; and
- 2.3 successful submission of a research proposal and draft ethics application within 18 months of enrolment or part-time equivalent.
3. Confirmation of candidature in the doctoral thesis occurs through the successful completion of PY6201 Research Thesis A and PY6212 Doctoral Thesis B (Part 1 of 2) and PY6216 Doctoral Thesis B (Part 2 of 2). Enrolment in certain subjects is restricted to students who have completed PY3107 (Introductory Psychometrics, Assessment and Ethics) or its equivalent.
4. The period of candidature normally shall be a minimum of three years and a maximum of six years full-time equivalent.

To qualify for the degree of Doctor of Psychology, a candidate shall satisfactorily complete 72 credit points consisting of either:

- 30 credit points of designated coursework;
- 18 credit points from three supervised practica;
- 24 credit points by research dissertation;
- or
- 33 credit points of designated coursework;
- 15 credit points from three supervised practica;
- 24 credit points by research dissertation.

- 4.1 A grade of Pass or better must be obtained in all parts of the course and candidates may be excluded from continuing if they are awarded less than a Pass grade on two occasions during their course of study.

- 4.2 The assessment of performance during a practicum will be based on reports completed by the main supervisor for the placement.

Evaluation

5. A thesis of not less than 30,000 words and not more than 50,000 words must be submitted for examination. The thesis must constitute a significant contribution to knowledge and practice in psychology.

Published contributions may be submitted to support or to form part or all of the dissertation, provided they have not been submitted to support or form part of another academic qualification.

The candidate in submitting published works shall state generally in a preface and specifically in notes the main sources from which the information is derived and the extent to which the candidate has made use of the work of others, especially where joint publications are concerned. Countersignature by co-authors is required. The candidate may also signify in general terms the portions of the work claimed as original or a significant contribution to knowledge and practice in psychology.

6. An original and three copies of the thesis must be submitted to the Research Students Office for examination.
7. The thesis will be examined by at least two external examiners and up to three examiners. One of the external examiners should normally be an appropriately qualified professional psychologist.
8. The BHDR will appoint examiners on the advice of the Head of the School of Arts and Social Sciences. The examination of the thesis will be administered by the Graduate Research School.
9. Examiners' reports and the recommendations that follow from them will be forwarded to the Head of the School of Arts and Social Sciences for recommendation to the Faculty Research and Postgraduate Studies Committee (FRPSC).
10. Examiners will be fully briefed on the nature of the Doctor of Psychology program and be made cognisant of the proportion of the course to be assessed through the material they examine.
11. The FRPSC, on consideration of the reports of the examiners, may recommend
- (a) the award of the degree;
 - (b) the award of the degree subject to revision of the thesis to the satisfaction of the Head of the School of Arts and Social Sciences;
 - (c) not to award the degree;
 - (d) to appoint another examiner;
 - (e) to invite the candidate to resubmit the thesis for an appropriate Masters degree; or
 - (f) to require the candidate to resubmit the thesis or parts thereof either rewritten or containing further research material for re-examination for the degree of Doctor of Psychology.
12. Successful candidates must be judged through examination to have made a significant contribution to knowledge or practice in their profession.
13. If the degree is awarded, the original of the thesis shall be kept in the University Library and at least one copy shall be kept in the School of Arts and Social Sciences.

Advanced standing for previous studies

- 14.1 Students who have successfully completed subjects that form part of the Doctor of Psychology while enrolled in other postgraduate courses at JCU, will receive full transfer of advanced standing for those subjects. Students can obtain advanced standing for Doctor of Psychology subjects taken as part of a conferred postgraduate certificate or postgraduate diploma, but they must relinquish that qualification prior to conferral of the Doctor of Psychology.
- 14.2 Students enrolled in the Master of Psychology program at JCU, who otherwise satisfy the requirements for admission to the Doctor of Psychology, may apply to transfer to the Doctor of Psychology program at any time with full advanced standing for subjects completed. Students in the Masters program who are not otherwise qualified for entry to the Doctor of Psychology, may apply to transfer only after they have completed all level 1 subjects, as shown under Postgraduate Studies, and only if they have achieved a Distinction average in all completed coursework subjects, unless otherwise approved by the Pro-Vice-Chancellor of the faculty.
- 14.3 Students who have completed subjects that are part of an APS-accredited postgraduate program at another Australian university may apply to advanced standing those subjects towards the Doctor of Psychology degree at JCU. Advanced standing normally

will be granted where a subject completed elsewhere is, in the opinion of the Director of Professional Programs and the Head of School, equivalent to a subject that forms part of the JCU Doctor of Psychology program.

- 14.4 Applicants who already hold an APS-accredited Master of Psychology degree, or its equivalent – whether from JCU or elsewhere – must complete, in addition, at least 36 credit points, of which 24 credit points comprise the thesis. The doctoral research project must be on a topic distinctively different from that submitted for their Master of Psychology degree. Students must enrol in all of PY6211 Doctoral Thesis A, PY6212 Doctoral Thesis B, (Part 1 of 2), PY6216 Doctoral Thesis B (Part 2 of 2), PY6213 Doctoral Thesis C, PY6214 Doctoral Thesis D (Part 1 of 2) and PY6215 Doctoral Thesis D (Part 2 of 2), entailing that their research project be spread over two calendar years.
- 14.5 Applications for advanced standing for previous studies and for transfer between postgraduate programs shall be subject to the approval of the Pro-Vice-Chancellor of the faculty.

Supervision of candidates

- 15.1 A candidate enrolled for the Doctor of Psychology shall be assigned a primary and secondary supervisor who shall be members of the staff of the University and on the Register of Supervisors of the University. At least one associate supervisor may be appointed because of his or her professional experience and special knowledge of the candidate's intended program of study. Associate supervisors need not be staff members of this University, but should have appropriate expertise and professional experience. With the approval of the FRPSC, an additional associate supervisor may be appointed to provide supervision if and when the candidate is at a distance from the University.
- 15.2 The supervisor and candidate will be required to report annually on the candidate's work. If, in the opinion of the Head of the School of Arts and Social Sciences, the candidate's progress is unsatisfactory, the Head may recommend to the FRPSC termination of candidature or other action he or she deems necessary.

Transfer of credit

16. To provide appropriate exit options in the event of withdrawal from the degree for any reason, subjects successfully completed while enrolled in the Doctor of Psychology can be credited towards any other single JCU postgraduate qualification for which those subjects are specified or allowed.

Recommendation for the award of the degree

17. A candidate who has complied with the provisions of these regulations together with all other relevant Statutes and Requirements of the University shall be recommended to the Pro-Vice-Chancellor of the faculty for the award of Doctor of Psychology.

Appeal

- 18.1 A candidate may appeal against a decision of the FRPSC. Such appeal shall be lodged in writing, setting out the grounds for the appeal and submitted to the Registrar within 28 days of the notification to the candidate of the decision being appealed.
- 18.2 The Appeal shall be determined by an Appeal Panel appointed by the FRPSC and independent of the original panel.
- 18.3 The Appeal Panel shall consist of a Head of one of the Schools in the faculty other than Psychology and two members of the faculty chosen by the FRPSC.
- 18.4 The Appeal Panel shall consider only:
- 18.4.1 the grounds of the request for the appeal;
 - 18.4.2 any documents relevant to the decision against which the candidate has appealed;
 - 18.4.3 such further material as the Appeal Panel may, in the exercise of its discretion, permit to be placed before it if it considers it necessary or desirable in the interests of justice to do so.
- 18.5 The candidate shall have the right to be heard in person or to make submissions in writing and to be represented by the Student Association Academic Support Service Coordinator, the Student Association Welfare Coordinator, or another member of the University community, provided that any candidate to be so represented must notify the Registrar at least 48 hours prior to the time set for the appeal.
- 18.6 The Appeal Panel shall have the power to allow or dismiss an appeal against the decision, or vary the decision of the FRPSC.

- 18.7 The Chair of the Appeal Panel shall notify the Registrar forthwith of its decision and reasons and the Registrar shall notify in writing the student within 14 days of the Appeal Panel's decision.
- 18.8 The Appeal Panel decision shall be final.

DOCTOR OF PSYCHOLOGICAL MEDICINE

Admission/entry to the course

1. To qualify for entry into the Doctor of Psychological Medicine the applicant must have:
 - 1.1 qualified with a Bachelor of Medicine-Bachelor of Surgery or equivalent at an Australian university or equivalent international qualification; and
 - 1.2 have completed a minimal level of postgraduate professional training and experience in Psychiatry, namely the Basic Training of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent as determined by the Head of School
2. A candidate's course of study shall be subject to approval by the BHDRC, on the recommendation of the Head of the School of Medicine and Dentistry (or where the Head of School is the supervisor, the head of the discipline of Psychiatry).

Academic requirements for course completion

- 3.1 A candidate for the degree shall follow an approved course of study as specified in the program shown under Postgraduate Courses equivalent to three years of full-time study. This shall include any specified core subjects and elective subjects.
- 3.3 A candidate for the degree will be required to complete a portfolio of scholarship in relation to a research project or related projects that will comprise a 10,000 word critical literature review and two first authored research reports (5000 words each) prepared as for a peer-reviewed publication in a scientific journal or peer reviewed book.

Period of candidature/completion

4. The normal time for completion of the course is three years full-time study or six years part-time study.
5. The maximum time for completion is six years full-time or 12 years part-time.
6. The maximum time for leave of absence from the course is two years.

Assessment of the doctoral thesis/portfolio

7. A doctoral research portfolio of work must be submitted for examination. The portfolio will include:
 - 7.1 an overview/introduction of 3000 to 5000 words that describes the coherence of the materials submitted and its relationship to the professional practice of the candidate and the work of others;
 - 7.2 10,000 word critical literature review in relation to a research project or projects;
 - 7.3 two first authored research reports (5000 words each) prepared as for a peer-reviewed publication in a scientific journal or peer-reviewed book;
 - 7.4 a signed statement that the materials submitted are the candidate's own work, and acknowledgement of the role of others with percentage contribution specified. The percentage contribution of others cannot exceed 20%;
 - 7.5 candidates are encouraged to publish during candidature, and one or more published works may be submitted in lieu of the appropriate research manuscripts, and/or systematic review, provided they or their substantive content has not been submitted for advanced standing towards another university qualification.
8. An original and three copies of all written work must be submitted to the Graduate Research School for examination.
9. The portfolio will be examined by a minimum of two and a maximum of three examiners. Two examiners must be external to the University.
10. The BHDRC will appoint two examiners on the advice of the Head of the School of Medicine and Dentistry who will review the examiners reports. The examiners reports and the recommendations that follow from them will be dealt with in the same way as other doctoral degrees, that is, through a recommendation from the Head of the School of Medicine and Dentistry to the BHDRC.
11. Examiners will be fully briefed on the nature of the Doctor of Psychological Medicine program and be made cognisant of the

proportion of the program to be assessed through the material they examine.

12. The BHDRC, on the recommendation of the examiners, may require the candidate to undertake a further written or oral examination on the topics covered in the portfolio.
13. The BHDRC, on consideration of the reports of the examiners, may recommend the award of the degree, the award of the degree subject to revision of components of the portfolio to the satisfaction of the Head of School of Medicine and Dentistry (or head of the discipline of Psychiatry), not award the degree, appoint another examiner, invite the candidate to resubmit the portfolio for an appropriate Master degree, or require the candidate to resubmit the portfolio or parts thereof either rewritten or containing further research material for re-examination for the degree of Doctor of Psychological Medicine.
14. Successful candidates must be judged through examination to have made a significant contribution to knowledge and practice in their profession.
15. If the degree is awarded, the original of the portfolio and normally a PDF file of the portfolio shall be kept in the University Library and at least one copy will be kept in the School of Medicine and Dentistry.
16. Appeal procedures are as per the University appeals procedures for Doctoral degrees.

Advanced standing for prior study

17. Advanced standing up to the equivalence of one year's full-time study or 24 credit points may be given for:
 - 17.1 completion of the professional scholarship component of the Master of Psychological Medicine and its research subjects; or
 - 17.2 demonstration of equivalent research training and/or experience as determined by the Head of School.

Cancellation of advanced standing

18. Unless the faculty otherwise determines, advanced standing granted for any subject shall be cancelled six years after the date of the examination upon which the credit is based if by then the candidate has not completed the course.

Administration of the degree

19. The degree shall be administered by the School of Medicine and Dentistry and the Faculty of Medicine, Health and Molecular Sciences.

DOCTOR OF PUBLIC HEALTH

see also Courses, *Doctor of Public Health* on page 266

1. The degree of Doctor of Public Health may be undertaken in the School of Public Health, Tropical Medicine and Rehabilitation Sciences.
2. A person may enrol for the degree of Doctor of Public Health if that person has practised in a relevant health-related area for a minimum of five years and:
 - 2.1 has a bachelor degree in an appropriate discipline with First Class or Second Class Division A Honours, approved by the Board of Higher Degrees by Research (BHDR) on the advice of the Head of School of Public Health, Tropical Medicine and Rehabilitation Sciences;
 - 2.2 has qualified for the award of Master of Public Health and Tropical Medicine or Master of Public Health at this or another University at a standard considered appropriate by the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences; or
 - 2.3 has qualified for a Masters degree of this or another University in a public health field at a standard and of a nature considered appropriate by the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences; or
 - 2.4 has other qualifications and experience considered equivalent by the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences
3. Enrolment in Doctor of Public Health will require initial submission of a Doctoral Learning Plan developed by the candidate with assistance of potential supervisors and approved by Head of School of Public Health, Tropical Medicine and Rehabilitation Sciences on the advice of the School of Public Health, Tropical Medicine and Rehabilitation Sciences Board of Doctoral Studies.
4. The period of candidature shall be a minimum of three years and a maximum of five years full-time equivalent study, except where

approved by the Board of Higher Degrees by Research, upon the recommendation of the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences.

Course of study

- 5.1 A candidate shall complete a 48 credit point thesis of original research in their area of specialisation.
- 5.2 A candidate shall pursue studies to complete 24 credit points of coursework from approved subjects listed in the Handbook of the School of Public Health, Tropical Medicine and Rehabilitation Sciences, including any core subjects.
- 5.3 A candidate may include up to a maximum of 12 credit points of Masters level coursework provided that these credit points have not also been credited towards another award, as approved by the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences.

Confirmation of candidature

- 5.4 The candidate shall apply to have their candidature confirmed:
 - 5.4.1 normally within the first six months of enrolment for a full-time candidate; or
 - 5.4.2 normally within the first 12 months of enrolment for a part-time candidate.
- 5.5 The candidate shall orally or by electronic communication, present a seminar on the DrPH work. The candidate's Supervisory Committee (or their nominees) must attend the seminar and meet after the seminar to discuss the outcome.
- 5.6 The candidate shall present seven days before the seminar, to the Chair of the BHDRC through the Principal Supervisor and the Head of the School, a 2000 word project proposal including the aims, methodology, budget, timeline, progress to date and any other academic issues arising from the program of work, together with a second piece of substantive written work, usually a literature review.
- 5.7 The seminar presentation and the proposal shall be reported upon by the members of the Supervisory Committee in a combined report to the BHDRC.
- 5.8 In considering the reports on the seminar presentation the BHDRC may interview the candidate, and if appropriate, any member(s) of the Supervisory Committee, and any other relevant person.
- 5.9 The BHDRC may make suggestions to the candidate as to how the research might be improved and may seek independent peer review. The Principal Supervisor and the Head of the School shall also be informed of such suggestions. The advice provided need not necessarily be accepted by the candidate.
- 5.10 The BHDRC shall then approve one of the following:
 - 5.10.1 confirmation of candidature;
 - 5.10.2 confirmation of candidature together with additional specified work requirements;
 - 5.10.3 reconsideration of candidature within six months of the initial presentation subject to work undertaken to the satisfaction of the BHDRC;
 - 5.10.4 candidature for doctoral studies be replaced by candidature for masters studies with the provision that the applicant may re-present the seminar within six months of the initial presentation; or
 - 5.10.5 termination of candidature.
- 5.11 The decision of the BHDRC on a recommendation from Requirement 5.10 shall be conveyed in writing to the candidate within 14 days of the date of the decision together with advice of the candidate's right of appeal according to Requirement 16.

Final year (exit) seminar presentation

- 5.12 A candidate shall at a seminar present an overview and synthesis of major findings of the thesis in a public forum orally or by electronic communication during the final year of candidature. The candidate's Supervisory Committee (or their nominees) must attend the seminar and meet after the seminar to discuss the outcome.
- 5.13 The seminar presentation on the work shall be reported upon by the members of the Supervisory Committee in a combined report to the BHDRC.
- 5.14 The BHDRC shall then approve one of the following:
 - 5.14.1 that the research is of a standard and extent appropriate for submission as a thesis; or
 - 5.14.2 that further research work is required, in which case it shall recommend an extension of candidature, but shall not normally recommend any extension beyond the end of the fifth year from the date of enrolment for a full-time

candidate or beyond the end of the tenth year from the date of enrolment for a part-time candidate.

Assessment and evaluation procedures

- 6.1 Assessment procedures will include examination of the thesis and assessment is detailed within each subject description.
- 6.2 The thesis may not be submitted by a candidate earlier than three years or later than five years from the date of initial enrolment. In special circumstances, approved by the Head of the School of Public Health and Tropical Medicine and Board of Graduate Studies, grant an extension or a variation to this requirement, provided that the candidate has passed all the required coursework.
- 6.3 The original and two copies of the thesis must be submitted to the Graduate Research School for examination.
- 6.4 Published contributions may be submitted to support or to form part or all of the thesis, provided that they have not been submitted to support or form part of another academic qualification or subject.
- 6.5 The thesis will be examined by at least two external examiners.
- 6.6 The Board of Higher Degrees by Research will appoint examiners on the advice of the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences. The examination of the thesis will be administered by the Graduate Research School.
- 6.7 Examiners' reports and the recommendations that follow from them will be forwarded to the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences for recommendation to the Pro-Vice-Chancellor of the faculty.
- 6.8 Examiners will be fully briefed on the nature of the Doctor of Public Health program and be made cognisant of the proportion of the course to be assessed through the material they examine.
- 6.9 The Board of Higher Degrees by Research, on the recommendation of the examiners, may require the candidate to undertake a written or oral examination or both on the topic of the thesis.
- 6.10 If the degree is awarded, the original of the thesis shall be kept in the University Library and at least one copy shall be kept in the School of Public Health, Tropical Medicine and Rehabilitation Sciences.

Supervision of candidates

- 7.1 A candidate enrolled for the Doctor of Public Health shall be assigned by the Board of Higher Degrees by Research a Principal Supervisor and a Co-supervisor who shall be members of the staff of the University and on the Register of Supervisors of the University. At least one Associate Supervisor may be appointed on account of their professional experience, expertise and their special knowledge of the candidate's approved program of study. Associate Supervisors need not be staff members of this University but should have appropriate professional experience and expertise.
- 7.2 The Principal Supervisor shall, in respect of the candidate under supervision:
 - 7.2.1 fulfil the functions of a supervisor as described by the University in its guidelines for doctoral studies;
 - 7.2.2 ensure that the candidate complies with all regulations relating to the candidature; and
 - 7.2.3 report as required to the Board of Higher Degrees by Research Committee through the School of Public Health, Tropical Medicine and Rehabilitation Sciences Board of Doctoral Studies on the candidate's work.

Generic skills training

- 8.1 A candidate shall normally be expected to undertake a program of transferable (generic) skills training as detailed in the Handbook for Research Higher Degree Students.
- 8.2 A candidate must develop an individual program in collaboration with the Principal Supervisor and any Co-supervisors or Associate Supervisors as soon as possible after the commencement of candidature to reflect the candidate's research training needs and career aspirations.
- 8.3 A candidate's progress shall be reviewed as part of the annual reporting and exit seminar processes.
9. A candidate who has complied with the provisions of these Requirements together with all other relevant Statutes and Requirements of the University shall be recommended to the Pro-Vice-Chancellor of the Faculty of Medicine, Health and Molecular Sciences for the award of the Doctor of Public Health.

Appeal

- 10.1 A candidate may appeal against a decision of the Pro-Vice-Chancellor. Such appeal shall be lodged in writing, setting out the

- grounds for the appeal and submitted to the University Registrar within 28 days of the notification to the candidate of the decision being appealed.
- 10.2 The Appeal shall be determined by an independent Appeal Panel established by the University Registrar.
 - 10.3 The Appeal Panel shall consist of the Chair, Academic Board (or nominee) (Chair) and four members appointed by the Chair. Two members of the Appeal Panel shall be postgraduate students chosen in consultation with the President of the Postgraduate Student Association.
 - 10.4 The Appeal Panel shall consider only:
 - 10.4.1 the grounds of the request for the appeal;
 - 10.4.2 any documents relevant to the decision against which the candidate has appealed;
 - 10.4.3 such further material as the Appeal Panel may, in the exercise of its discretion, permit to be placed before it if it considers it necessary or desirable in the interests of justice to do so.
 - 10.5 The candidate shall have the right to be heard in person or to make submissions in writing, and to be represented by the Student Association Academic Support Service Coordinator, the Student Association Welfare Coordinator, or another member of the University community, provided that any candidate to be so represented must notify the Registrar at least 48 hours prior to the time set for the appeal.
 - 10.6 The Appeal Panel shall have the power to allow or dismiss an appeal against the decision, or vary the decision of the Pro-Vice-Chancellor.
 - 10.7 The Chair of the Appeal Panel shall notify the Registrar forthwith of its decision and reasons and the Registrar shall notify in writing the student within 14 days of the Appeal Panel's decision.
 - 10.8 The Appeal Panel decision shall be final.

DOCTOR OF PUBLIC HEALTH STUDIES

see also *Courses, Doctor of Public Health Studies on page 266*

Degree requirements

1. The degree of Doctor of Public Health Studies may be undertaken in the School of Public Health, Tropical Medicine and Rehabilitation Sciences.
2. A person may enrol for the degree of Doctor of Public Health Studies if that person has evidence of professional practice in a relevant health-related area for a minimum of five years and:
 - 2.1 has a bachelor degree in an appropriate discipline with First Class or Second Class Division A Honours, approved by the Head of School of Public Health, Tropical Medicine and Rehabilitation Sciences; or
 - 2.2 has qualified for the award of Master of Public Health and Tropical Medicine or Master of Public Health at this or another University at a standard demonstrating evidence of research capacity or scholarship considered appropriate by the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences; or
 - 2.3 has qualified for a Masters degree at this or another University in a public health field at a standard demonstrating evidence of research capacity or scholarship considered appropriate by the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences; or
 - 2.4 has other qualifications and experience demonstrating evidence of research capacity or scholarship considered equivalent by the Head of the School Public Health, Tropical Medicine and Rehabilitation Sciences.
3. A candidate's course of study shall be subject to approval by the Board of Doctoral Studies of the School of Public Health, Tropical Medicine and Rehabilitation Sciences and Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences, for each year of candidature.
4. The period of candidature shall be a minimum of three years and a maximum of five years full-time equivalent study, except where approved by the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences.

Course of study

- 5.1 A candidate shall pursue studies to complete 72 credit points of coursework from approved subjects listed in the Handbook of the School of Public Health, Tropical Medicine and Rehabilitation Sciences, including all core subjects as specified.

- 5.3 A candidate may include up to a maximum of 12 credit points of Masters level coursework provided that these credit points have not also been credited towards another award, as approved by the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences.

Assessment and evaluation procedures

- 6.1 Assessment procedures will include examination of the dissertation and assessment is detailed within each subject description.
- 6.2 The dissertation may not be submitted by a candidate earlier than three years or later than five years from the date of initial enrolment. In special circumstances, the Board of Doctoral Studies of the School of Public Health, Tropical Medicine and Rehabilitation Sciences may on the recommendation of the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences, grant an extension or a variation to this requirement, provided that the candidate has passed all the required coursework.
- 6.3 The original and two copies of the dissertation shall be submitted to the Graduate Research School for examination.
- 6.4 Published contributions may be submitted to support or to form part or all of the dissertation, provided that they have not been submitted to support or form part of another academic qualification.
- 6.5 The Board of Doctoral Studies of the School of Public Health, Tropical Medicine and Rehabilitation Sciences, on advice from the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences, shall appoint two examiners, both external to the University.
- 6.6 The Board of Doctoral Studies of the School of Public Health, Tropical Medicine and Rehabilitation Sciences, on the recommendation of the examiners, may require the candidate to undertake a written or oral examination or both on the topic of the dissertation.

Supervision of candidates

- 7.1 A candidate enrolled for the dissertation shall be assigned a Principal Supervisor and a Co-supervisor by the Board of Doctoral Studies, School of Public Health, Tropical Medicine and Rehabilitation Sciences who shall be members of the academic staff of the University. At least one Associate Supervisor may be appointed on account of their professional experience, expertise and their special knowledge of the candidate's approved program of study. Associate Supervisors need not be staff members of this University but should have appropriate professional experience and expertise.
- 7.2 With the approval of the Board of Doctoral Studies and on the recommendation of the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences, another Associate Supervisor may be appointed with appropriate professional experience and expertise to ensure effective supervision of the candidate during any periods spent elsewhere than at the University.
- 7.3 A candidate must maintain at least quarterly contact with the School as required by the candidate's supervisor.
- 7.4 The student and supervisor will be required to report annually on the candidate's work against a learning plan approved by the Board of Doctoral Studies. If, in the opinion of the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences, the candidate's progress is unsatisfactory, the Head may recommend to the Pro-Vice-Chancellor of the Faculty of Medicine, Health and Molecular Sciences termination or other action as the Head of the School of Public Health, Tropical Medicine and Rehabilitation Sciences deems necessary.

Generic skills training

- 8.1 A candidate shall normally be expected to undertake a program of transferable (generic) skills training as detailed in the Handbook for Research Higher Degree Students.
- 8.2 A candidate must develop an individual program in collaboration with the Principal Supervisor and any Co-supervisors or Associate Supervisors as soon as possible after the commencement of candidature to reflect the candidate's research training needs and career aspirations.
- 8.3 A candidate's progress shall be reviewed as part of the annual reporting process.
9. A candidate who has complied with the provisions of these Requirements together with all other relevant Statutes and Requirements of the University shall be recommended to the Pro-

Vice-Chancellor of the Faculty of Medicine, Health and Molecular Sciences for the award of the Doctor of Public Health Studies.

DOCTOR OF TROPICAL ENVIRONMENTAL MANAGEMENT

see also *Courses, Doctor of Tropical Environmental Management on page 300*

Award requirements

1. The program, a research professional doctorate, includes coursework and a research portfolio which includes a professional placement. The multi-disciplinary program can be structured for an individual student's needs and interests. Candidates will be required to undertake electives at Charles Darwin University and University of Queensland as well as James Cook University.

Coursework (two semesters, 24 credit points)

2. Students will select subjects from a range of specialist streams of study, which complement their previous professional experience or study, and include at least one unit from Charles Darwin University and University of Queensland.

Research Portfolio (two EFTSL)

3. The research portfolio will comprise a professional placement (one semester) and a research project (three semesters).

Professional Placement (one semester)

4. The research portfolio will include a one-semester professional placement. The professional placement will include opportunities for senior level mentoring of candidates within regional organisations and agencies. Formal arrangements for inter-departmental or inter-state secondments will be developed to facilitate hosts for placements. These arrangements will require students to be based in a regional host agency or institution, while being mentored by a senior staff member, under University supervision. The student will be required to prepare a report on the placement, of equivalent scope to 12 credit points at advanced postgraduate level.

Other features of research program

5. The research component of the program has the dual aims of developing research expertise within the student, as well as developing an understanding of the role of research in professional practice. Students will be required to select research projects that have a management, application and/or a multi-disciplinary focus, and will be required to have an industry-based co-supervisor.
6. Candidates will be required to undertake original research, and will choose research topics with an applied, management or multidisciplinary focus.
7. The research projects will be undertaken with links to industry practice through co-supervision. These co-supervisory arrangements are a requirement of the program.
8. Given the likely part-time status of most students enrolling in the program, the preferred model for the research component is a portfolio of short projects, leading to publications. The professional placement report should be included within this portfolio.

Period of candidature/completion

9. The normal time for completion of the course is three years.
10. The maximum time for completion of the course is five years.
11. The total maximum amount of time a student can take as leave of absence from the course is 12 months.
12. The time to confirmation of candidature is six months after completion of coursework.
13. The timing of the pre-completion seminar is six months before submitting the research portfolio.

Assessment

14. The length of the thesis/dissertation is 50,000 words.
15. Professional placement:
The student will be required to submit a written report on the project undertaken during the professional placement. This report will not be graded but will be reviewed by the Placement Mentor who will:
 - (a) determine whether the report meets the original objectives of the placement project; and
 - (b) provide a written critique of the work, indicating its strengths and weaknesses as a professional document, as feedback for the student.

A candidate whose Professional Placement report is deemed inadequate by the Placement Coordinator may be invited to re-work and re-submit their report until the goals are met. This

process is analogous to those that may occur in the workplace.

The final Professional Placement report and Mentor's report will be included in the candidate's research portfolio and examined accordingly.

Advanced Standing for prior study

16. Students are entitled for Recognition of Prior Learning but will have to produce a Professional Placement report for inclusion in their research portfolio. Advanced standing is not available for the research portfolio component of the course.

Administration of the degree

17. The degree shall be administered by the Faculty of Science, Engineering and Technology (owner of the degree) and the Graduate Research School.

HIGHER DOCTORATE DEGREES – REQUIREMENTS

1. The higher doctorate degrees listed in the Schedule below are designed to give formal public recognition of career achievements which represent substantial, original and distinguished contributions to knowledge. Candidates for the Higher Doctorate are assessed on the basis of published work judged by national and international peers as an indication of the candidate's authoritative standing in his/her field.
2. A candidate for these degrees shall be:
 - (a) a JCU graduate of not less than seven years' standing, of the bachelor, honours, research Masters or Doctoral degree which corresponds to the degrees listed in the Schedule below; or
 - (b) a graduate of another university, whose qualifications are deemed to be equivalent to those in Requirement 2(a) and who satisfies the Panel that he or she is justified in seeking the degree from this University rather than from another university. Such graduates will be expected to have had at least two years' active involvement with scholarly research within this University.
3. Application for candidature shall normally be made in writing to the faculty and shall include particulars of his/her research achievements and of the work to be submitted for the degree.
4. The faculty shall appoint a Panel:
 - (a) to review the application;
 - (b) to recommend whether the applicant should be allowed to proceed to candidature; and
 - (c) to oversee the external examination process.
5. The expert Panel will include at least three nominees of appropriate standing from the discipline of the application, the Pro-Vice-Chancellor of the Faculty, the Dean, Postgraduate Studies and the Chair, Academic Board. In reviewing the application, the Panel shall recommend to the Faculty:
 - (a) the applicant be allowed to proceed, and approve the subject or subjects of the work to be submitted; or
 - (b) the applicant be not allowed to proceed, and the applicant be advised of the Panel's decision.
6. If the faculty approves the subject or subjects of the work and the candidate proceeds with the submission, the Panel shall nominate three external examiners, including at least one international examiner, of appropriate standing.
7. To qualify for the degree, the candidate shall provide satisfactory evidence that he/she has made an original contribution of distinguished merit adding to the knowledge or understanding of his/her discipline.
8. The candidate in submitting published works shall state generally in a preface and specifically in notes the main sources from which the information is derived and the extent to which the candidate has made use of the work of others, especially where joint publications are concerned. The candidate may also signify in general terms the portions of the work claimed as original. Any part of the work submitted for a degree in this or any other university shall not be accepted.
9. The candidate shall lodge with the Graduate Research School, four copies of the work for examination. If the work is accepted for the degree, one copy will be transmitted to the University Library.
10. The Panel appointed by the faculty will consider the examiners' reports and make recommendations to the faculty and the Academic Board concerning the award of the degree.
11. A candidate who has complied with the provisions of these Requirements and all other relevant Statutes and Requirements

shall be recommended for the award of the appropriate higher doctorate degree.

Schedule

Higher Doctorate	Faculty
Doctor of Business	Law, Business and the Creative Arts
Doctor of Commerce	Law, Business and the Creative Arts
Doctor of Economics	Law, Business and the Creative Arts
Doctor of Educational Studies	Arts, Education and Social Sciences
Doctor of Engineering	Science, Engineering and Information Technology
Doctor of Laws	Law, Business and the Creative Arts
Doctor of Letters	Arts, Education and Social Sciences
Doctor of Medicine	Medicine, Health and Molecular Sciences
Doctor of Science	Science, Engineering and Information Technology

CONJOINT ARRANGEMENTS BETWEEN JAMES COOK UNIVERSITY AND OTHER INSTITUTIONS

Since 1994, James Cook University has entered into a number of conjoint arrangements which provides an opportunity for James Cook University students to study for their joint doctoral thesis in a significantly improved research training environment or for overseas students to undertake their joint doctoral thesis at their own institution and James Cook University.

Application for candidature under a Conjoint Agreement

A candidate who wishes to be considered for PhD candidature, under a conjoint agreement, must submit a formal application to the proposed partner institution and to the Board of Higher Degrees by Research. The application should state the academic reasons for the arrangement and detail the proposed administrative arrangements for negotiation by the two institutions.

The Agreement

The agreement approved for the conjoint study arrangement is listed below:

A separate conjoint agreement must be drawn up between the two participating institutions in respect of each candidate detailing the specific arrangements pertaining to each individual candidature. Normally such agreements take effect from the beginning of each candidature.

1. The agreement must list the two supervisors who are to undertake the joint supervision.
2. The agreement must detail the arrangements with regard to fees. International students would be subject to the normal overseas student health cover arrangements whilst in Australia.