Dear Postgraduate Research Student,

Welcome to RMIT. Our aim is to provide you with a postgraduate research degree experience of the highest quality. We want your time with us to be stimulating and productive, to give you the skills and knowledge to further your chosen career in the increasingly complex and competitive world in which we live, and to make your contribution to Australia.

The postgraduate research student body at RMIT has increased in size significantly over recent years; whilst our research culture is still relatively young we have established it on a basis that is dynamic and forward-looking. We are proud of our links with industry, professions and communities.

As an enrolled research student you are now part of the research community at RMIT and you will be carrying out your research within one of our areas of research excellence - areas which have a national and in many cases an international standing.

We will endeavour to provide you with the facilities and support you need to carry out your research. We believe that the most valuable resource we offer you at RMIT is the quality, enthusiasm and commitment of our staff. We hope that you will find that our procedures are as accessible and user-friendly as we can make them.

The information presented here pertains to Master by Research and Doctor of Philosophy (PhD) degrees by thesis or project only. Information relating to other forms of research higher degrees such as professional doctorates and degrees awarded for published work is available from the Higher Degrees Unit and is currently under revision.

There are certain things we need to bring to your attention. First, the research student management structure at RMIT is a devolved one. Your major point of contact will be the relevant department or school and beyond that the faculty. They have the main responsibility for your enrolment and re-enrolment, confirmation of candidature and progression. Your faculty will have a set of policies and procedures and it is essential that you are fully acquainted with these. Please make sure that you know who the key staff responsible for research student management in your department/school and faculty are. They, along with your supervisors will be the people who you will have most contact with whilst you are at RMIT.

The Research and Graduate Studies Committee (RGS) is a central university body whose main task is quality management. Its job is to ensure that faculties are doing what is needed to ensure that you have a productive experience and complete your degree successfully and in a timely way. The RGS is also responsible for coordinating the examination process for higher degrees by research. The examiners for your thesis or project are nominated by your supervisors, endorsed through your faculty and appointed by the RGS; all formal communication between RMIT and the examiners is the responsibility of the RGS.
In those rare cases where conflict arises (between a student and their supervisor, for example) that cannot be resolved by way of the normal processes (see section 19 in the Policy and Procedures for Higher Degrees by Research - following), the RGS can, upon request, make a determination. If all else fails and the conflict remains unresolved, you have the right to lodge a formal complaint.

The second thing we should bring to your attention is that, as a result of policy changes introduced by the implementation of the Commonwealth Government's Research Training Scheme (RTS), all Australian universities are about to enter a period of significant change. These changes will impact upon you as a postgraduate research student although we will do everything we possibly can to ensure that the effects are not adverse.

If you are newly enrolled you are deemed to be an RTS student. Unless you are an international student or a full fee paying student, you will be at RMIT on a funded place. The time allowed for you to complete your research degree and still be on a funded place is now very strict. The condition of receiving a funded place is that you complete in the allotted time (see below).

If you are re-enrolling this year you are deemed to be a non-RTS student and different rules will apply.

The rules for RTS and non-RTS students are summarised below.

A. Non-RTS Students - commencement of research degree on or before 31 August 2000,

B. RTS Students - commencement of research degree after 31 August 2000

A: Non RTS Students
If you commenced your research degree before or on 31 August 2000 you will be allowed to complete it in accordance with the rules as they stood at the time of commencement. The following arrangements will apply to you:

a. you are entitled to complete your degree in the maximum time limits of 3 equivalent full time years for a Masters and 5 equivalent full time years for a doctorate (see 7.4.3);

b. extensions beyond this maximum will be considered on a case-by-case basis and may only be granted in exceptional circumstances; (see 7.4.6)

c. if you hold an existing HECS exemption scholarship you may carry this scholarship up to the maximum funded time;

d. if you currently pay HECS but have not reached your maximum time you will be able to complete as a HECS liable student;

e. if you have discontinued your studies (other than for official leave of absence) you will become subject to the RTS arrangements

f. if you re-enrol at a later date you will have your period of prior study deducted from the maximum entitlement if you return within three years.

g. If you transfer from Master to PhD (or vice versa) you will be entitled to complete your degree in the maximum time permitted under the pre-2001 arrangements for the degree you are transferring into. Any time already elapsed in the degree you are transferring out of is included in the calculation. (see 7.2 and 7.4)
B: RTS Students
If you commenced your research degree after 31 August 2000 you will be termed an RTS student and will
be subject to new regulations under this Scheme. You also fall into this category if you are returning to a
research degree after a period of non-official leave of absence, or if you are a continuing student who has
converted to RTS as a result of being allocated a funded place.

*International and full fee paying postgraduate research students will not be classed as RTS
students, but will otherwise be subject to RTS regulations. (eg time limits)*

The new regulations covering RTS students include:

a. A reduction in the maximum time allowed for the completion of your degree to two equivalent full time
   years for a Masters and four for a doctorate.
b. A requirement to count elapsed periods of study towards the completion of an award at a particular
   level, if this study is completed at another institution, in another award at the same level or after a
   period of leave of absence.
c. If you are upgrading from a Masters to a PhD (without completion of the Masters degree) you will be
   entitled to four years maximum elapsed time, counting the time you have taken to study for the
   Masters degree.

Whilst we will do everything we possibly can to ensure continuity in these regulations, we have to tell you
that further revisions are likely to be necessary in the light of government policy and the implementation of
an on-line research student management system. An electronic version of the information presented here

Professor Robin Usher
Chair, Research and Graduate Studies Committee
HOW TO AVOID PROBLEMS WITH YOUR CANDIDATURE

The following are essentially tips and advice that will hopefully assist you to complete your degree successfully and in a timely manner. Please refer to these ten points from time to time and take action if it appears that something is amiss. This is how problems can be avoided:

• Manage your own candidature. It is a basic responsibility that higher degree by research students READ everything (all correspondence, faculty and University information packages, etc) and are familiar the regulations pertaining to their degree.

• Do you need ethics approval? If your research in any way involves people or animals you MUST submit an ethics approval application. You may be assessed as No Risk but this clearance MUST be officially sought.

• Start thinking about your RESEARCH PROPOSAL. These are normally submitted within six months (for full time students). Familiarise yourself with the requirements. Discuss the proposal with colleagues who have completed the process. Ask your School or Department Research Coordinator for exemplars.

• Has your research proposal been approved? Are amendments required? Make sure you keep tabs on this. Once your research proposal is approved, you will receive a letter from your Faculty. You may be required to make amendments. Make sure you always know exactly what stage your proposal is at.

• Are you required to do a research methods course? All RMIT research higher degree students are, but some obtain exemptions. Clarify this in your first semester. If you are seeking an exemption, don't just assume it is approved. Make sure. Check your annual transcript. The result should show a Pass (if you have completed the work) or Exemption (if you have been approved for an exemption). Follow this up.

• You MUST re-enrol every year until you submit your thesis or project. If you don't re-enrol, your candidature may lapse and you may have to seek reinstatement. Avoid this by making sure you present for re-enrolment each year.

• As submission time approaches, keep tabs on the process of the nomination of examiners. Check that your supervisor has commenced this process. Otherwise, there will be delays when you submit. If approved examiners are on file at Higher Degrees Unit, the thesis can be despatched for examination immediately.

• When your thesis is ready for submission, monitor the process. Check that the Higher Degrees Unit has received the thesis. Once this has happened, you will receive a letter telling you your thesis is submitted. Watch out for this letter.

• Make sure your current contact details are advised to the Faculty. It is imperative that the database reflects your current address so you are always contactable.

• Keep in touch with your School and Faculty staff, as well as the Higher Degrees Unit. Higher Degrees Unit can assist with all aspects of the research degree process.
RMIT

POLICY AND PROCEDURES FOR
HIGHER DEGREES BY RESEARCH

DOCTOR OF PHILOSOPHY (Ph.D.)
and
MASTER BY RESEARCH

Approved by Academic Board on 5 March 2001

Approved by Council on 24 May 2001

RMIT
124 La Trobe Street, Melbourne, 3000
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POLICY AND PROCEDURES FOR HIGHER DEGREES BY RESEARCH
(Approved by Academic Board on 5 March 2001)
(Approved by Council on 24 May 2001)

1.0 PURPOSES

The purposes of the RMIT Doctor of Philosophy (PhD) and Master by Research programs are to:

1.1 Provide the community with graduates of enhanced ability, knowledge and diversity of experience; particularly in the skills of problem solving, creative endeavour and presentation of original research;

1.2 Provide an opportunity for suitable students to develop their potential for research and to extend the boundaries of knowledge.

1.3 Assist industry and the community by providing them with access to technical and educational facilities for the purpose of applied research;

1.4 Encourage academic staff to play an active part in research and to maintain an awareness of developments in their areas of expertise.

1.5 Further the interaction of academic staff, students and professional members of industry, commerce and the community on research matters of mutual interest.

2.0 AUTHORITY

2.1 Authority to Award Degrees
The degrees of PhD and Master by Research are awarded by the Council of RMIT to postgraduate students who have successfully completed an appropriate program of study as prescribed in the Regulations.

2.2 Authority to Make and Amend Regulations
The Council of RMIT is empowered to make and amend Regulations for the conduct of matters pertaining to higher degrees by research, under the powers given to it by the RMIT Act.

2.3 Responsibility for the Conduct of Degrees
The Research and Graduate Studies Committee (RGS) is responsible for the conduct of all matters pertaining to the degrees of PhD and Master by Research, subject to the Regulations and general supervision of the Academic Board.
3.0 DEFINITIONS

The following definitions shall apply to these Policy and Procedures:

ACADEMIC UNIT means an organisational component of the Faculty (such as a Department or School) which is responsible, as delegated by the Faculty Board, for a particular program or course or group of programs or courses.

APPLICATION means the process whereby a prospective candidate for a higher degree by research program formally seeks entry to that program. Application involves three steps: application for offer of enrolment, enrolment and approval of the research program. The first step is to apply for an offer of enrolment.

APPROPRIATE ACADEMIC AUTHORITY refers to the person/position within a given academic unit to whom management responsibility has been formally delegated by Faculty Board as specified in approved Faculty procedures. Such delegations might include, but are not limited to, positions such as or equivalent to Head of Department/School, Discipline Leader and Postgraduate Coordinator.

CANDIDATE means a person who has been granted approved candidature by RMIT and is enrolled in a higher degree. Duration of candidature is calculated from the date of enrolment.

CHANGE IN STUDY MODE refers to the process whereby a candidate seeks to change from full-time to part-time study or vice versa. The approval of the HOD or appropriate academic authority is required for such a change. The Faculty will advise candidate and department/academic unit of the revised submission date and any relevant fee changes.

CONSULTANT means a person other than a supervisor who provides significant specialised assistance towards the work for the thesis/project.

COUNCIL means the Council of the Royal Melbourne Institute of Technology (RMIT).

DEPARTMENT means an organisational component of the Faculty which is responsible, subject to Faculty Board, for a particular program or course or group of programs or courses.

DIRECT ENTRY means enrolment straight into a given higher degree program, rather than by transfer from another higher degree program.

ENROLMENT means the process that allows and records the student's formal entry to their higher degree by research program. Enrolment occurs after the application for offer of enrolment submitted by a prospective candidate is approved. Students must re-enrol every year (as advised by the Faculty Student Administration Office) until the thesis or project is submitted to the RGS.

EXAMINATION means the formal assessment of the final work submitted by a candidate enrolled in a higher degree by research program. The Higher Degrees Unit co-ordinates the examination of higher degrees by research theses and projects, and examination information is not disclosed until the RGS approves the examiners' reports and classifies the thesis/project.

EXAMINER means a person appointed by the RGS to examine the thesis/project.
EXTENSION TO CANDIDATURE means the granting of additional time to submit up to the maximum length of candidature (see table 7.4.3). The HOD or appropriate academic authority may grant such extensions and must advise the RGS of any additional time to submit which has been approved. Extensions to candidature within six months of the maximum duration of candidature must also be approved by the RGS.

FACULTY means an organisational component of the University which is responsible for the management of a group of academic units under the authority of a Faculty Board and Dean, subject to the academic direction of the Academic Board.

FB or FACULTY BOARD means the Board established by a Regulation of the Council to manage the activities of a Faculty.

GRADUATION means the formal conferring of the relevant award upon the candidate, once all eligibility requirements have been met. Once a thesis or project is classified as 'Passed' and the final, corrected copy of the thesis or appropriate durable record of the project is submitted, the Higher Degrees Unit makes arrangements with the Awards Branch for the graduation to occur.

HOD means the Head of Department or academic unit in which the candidate is enrolled.

HIGHER DEGREE BY RESEARCH means a postgraduate program in which at least two-thirds of the student load is required to be research work and not more than one-third is to be coursework.

LEAVE OF ABSENCE means a period of approved leave after a student has enrolled in a program.

MAXIMUM DURATION OF CANDIDATURE – see table 7.4.3

PERIOD OF CANDIDATURE means the period from the date of commencement of candidature as determined by the RGS to the date the thesis/project is submitted to the RGS.

PLAGIARISM means the presentation of the work, idea or creation of another person without appropriate referencing, as though it is one’s own. Plagiarism can occur in varying forms including written, oral and visual presentations. Plagiarism is not acceptable – see paragraph 15.6 of these Policy and Procedures.

POSTGRADUATE SCHOLARSHIPS refers to a range of scholarships and/or awards which offer postgraduate students varying levels of financial support. Australian Postgraduate Awards (APAs) With Stipend provide a living allowance to postgraduate research students, of Honours 1 level or equivalent. Applications close 31 October each year. For further information, contact the Higher Degrees Unit. Most Faculties offer similar Postgraduate Scholarships. International Postgraduate Research Scholarships (IPRS) are available for international students - for information contact RMIT International. For information on any other scholarships, contact the Office of the Pro Vice-Chancellor, Research and Development.

POSTGRADUATE STUDENT ASSOCIATION – The RPA (RMIT Postgraduate Association) is a student association for postgraduate coursework and research students. For further information, phone (03) 9925 1812.
PROGRESS REPORTS are a means of reporting on the progress of the research and approving the continuation of candidature. It is required that they be completed by the supervisor(s) and candidate, endorsed by the HOD or appropriate academic authority and approved by the FB. Progress Reports are to be completed at least once every six months full-time (or part-time equivalent).

RE-INSTATMENT to candidature means the process whereby a student who for any reason has not been enrolled during a semester or year (i.e. lapsed or terminated candidature) may apply for permission to recommence their candidature. This request must be supported by the HOD or appropriate academic authority and FB and approved by the RGS. (See 7.4.7)

RESEARCH METHODS COURSE - each candidate is required to pass a research methods course, normally in the first semester of enrolment. Research methods courses should be approved by FB and registered with RGS. Applications for exemption from this requirement should be made to the FB. (see 7.1.3)

REVIEW OF CANDIDATURE refers to formal faculty processes whereby candidates' progress in their program is assessed. Successful completion of the first review of candidature (within the first six months full-time, or part-time equivalent) represents approval of the proposed research program. (See 6.4) Subsequent reviews of candidature are completed at least once every six months full-time (or part-time equivalent) and document the progress of the candidate towards the objectives of the program. (See 9.0)

RGS means the RMIT Research and Graduate Studies Committee which is serviced by the Higher Degrees Unit (Building 9, Ground Floor), telephone (03) 9925 5212, facsimile (03) 9663 2764 or website: http://www.rmit.edu.au/departments/aa/highdegr.htm

SENIOR SUPERVISOR means a member of the staff of the University who is responsible to the HOD or appropriate academic authority in the academic unit in which the candidate is enrolled for their program of study and research. All Senior Supervisors of postgraduate research students at RMIT must have satisfied specified requirements and be recorded on the Faculty supervisor register as approved by RGS. An Adjunct Professor, Emeritus Professor, Professorial Fellow, Senior Associate and Associate of RMIT may also seek accreditation as a Senior Supervisor as appropriate. (see 9.0 and 10.0)

SUBMISSION DATE is the date the thesis or appropriate durable record is due to be submitted to the RGS as advised by the Faculty or RGS.

SUPERVISOR means a supervisor of the candidate's program of research and study who assists the senior supervisor.

SUPERVISORY TEAM means the team charged with supervising and assisting the candidate. The supervisory team will consist of the senior supervisor and at least one other supervisor. It may include any number of additional supervisors and/or consultants either from within or external to RMIT.

TRANSFER FROM MASTER TO PhD means that applications may be made to the Faculty to transfer from Master to PhD (or vice versa), with the recommendation of supervisors and HOD or appropriate academic authority. Such applications will be received by the Faculty, normally within
the timeframe of two semesters full-time (or part-time equivalent) and three semesters full-time (or part-time equivalent).

4.0 REQUIREMENTS FOR DEGREE

4.1 Master Degree by Research
The candidate must present a thesis/project based on original research and which has not been previously submitted for an award at RMIT or elsewhere at a standard which demonstrates competence in:

4.1.1 Reviewing literary and other sources relevant to the thesis or project, and designing an investigation;

4.1.2 Gathering and analysing information, evaluating evidence and synthesizing, drawing conclusions;

4.1.3 Presenting information in a manner consistent with publication in the relevant discipline;

4.1.4 Critical appraisal of his/her own work relative to that of others; and

4.1.5 The ability to carry out supervised research in the field.

4.2 PhD
The candidate must present a thesis/project based on original research and which has not been previously submitted for an award at RMIT or elsewhere. In addition to the qualities required to be demonstrated for a Master Degree by Research the candidate must demonstrate:

4.2.1 A significant and original contribution to knowledge of fact and/or theory;

4.2.2 Independent and critical thought; and

4.2.3 The capacity to work independently of supervision.

5.0 ENTRY REQUIREMENTS

5.1 Master Degree by Research (Direct Entry)
In order to be eligible for direct admission to Master Degree by Research candidature, the applicant:

5.1.1 must have qualified for a first degree of RMIT with at least a credit average in the final undergraduate year; or

5.1.2 must have qualified for another recognised award deemed to be equivalent in character and standard to a first degree of RMIT with at least a credit average in the final undergraduate year; or

5.1.3 must have produced evidence of appropriate experience which satisfies the Faculty that the applicant has developed knowledge of the field of study sufficient to undertake the proposed program.
5.2 Master Degree by Research (Transfer from PhD Degree)
In order to be eligible for transfer from PhD candidature to Master Degree by Research candidature the applicant:

5.2.1 must have enrolled in an RMIT PhD program, part of which has the potential to be concluded satisfactorily at a Master degree level; and

5.2.2 must be recommended for transfer by the supervisors, HOD or appropriate academic authority and Faculty Board on the basis of having demonstrated sufficient ability in the conduct of at least the first year full-time or two years part-time of PhD candidature. This recommendation must be based on an evaluation procedure with the following two components:

a. a written report on the candidate’s progress and support for the intended change from the senior supervisor to the HOD or appropriate academic authority.

b. a written application from the candidate, outlining the reasons for the change, and summarising the research completed.

5.3 PhD (direct entry)
In order to be eligible for direct admission to PhD candidature the applicant:

5.3.1 must have qualified for a degree of Master by Research of RMIT or;

5.3.2 must have qualified for a degree of Master by Coursework of RMIT which includes a research program with a duration of at least one semester full-time (or part-time equivalent). The Faculty may consider for direct entry a student who has qualified for a Master by Coursework without having undertaken a research program of at least one semester’s duration provided that the candidate can demonstrate other areas of research experience relevant to the discipline in the form of publications and conference presentations.

5.3.3 must have qualified for a degree of Bachelor of RMIT with first class honours, or upper second class honours or;

5.3.4 must have qualified for another award deemed to be equivalent in character and standard to the above degrees (see 5.3.1, 5.3.2 and 5.3.3)

5.3.5 must have such other qualifications or experience as the Faculty considers appropriate.

5.4 PhD (Transfer from Master Degree)
In order to be eligible for transfer from Master Degree by Research to PhD candidature, the applicant:

5.4.1 must be enrolled in an RMIT Master by Research program which has the potential to be extended to doctoral level; and

5.4.2 must be recommended for transfer by the supervisors, HOD or appropriate academic authority and Faculty Board on the basis of having demonstrated the capacity to undertake work at a doctoral level in the conduct of at least the first year full-time or two years part-time of Master by Research candidature.
This recommendation must be based on an evaluation procedure with the following three components

a. a written report on the candidate's progress from the senior supervisor to the HOD or appropriate academic authority;
b. a presentation by the applicant, for assessment by the senior supervisor and the HOD, or appropriate academic authority; this shall be any one or more of the following:
   i. a substantial draft of the Master thesis or project.
   ii. a published paper (in a publication of high standard)
   iii. a folio of art or design
   iv. an oral presentation;
c. any other relevant procedures as determined by the Faculty.

5.4.3 The following information must be included and clearly stated in transfer applications:
a. the current state of progress in the Master program;
b. the proposed further work which makes the program doctoral level in extent and different from the Masters.

5.4.4 Applications for transfer from Master by Research to PhD candidature will be received by the Faculty, normally within the timeframe of two semesters full-time (or part-time equivalent) and three semesters full-time (or part-time equivalent).

5.5 A candidate may not enrol for any other award program (coursework or research) while simultaneously being enrolled for a higher degree by research, except with the permission of the FB(s) responsible for the higher degree(s) by research (RGS to be advised). Such approval shall be on the recommendation of the HOD(s) or appropriate academic authority(s) responsible for the higher degree(s) by research. A candidate found to be enrolled without permission will have his/her candidature terminated (see section 21 for details of the termination process).

Where any proposed concurrent enrolment involves more than one academic unit, all relevant HODs or appropriate academic authorities must be notified and all relevant approval processes followed.

6.0 APPLICATION FOR ENTRY TO CANDIDATURE

Application for candidature involves three steps: application for offer of enrolment, enrolment and approval of the research program.

The prospective candidate for a higher degree by research should begin by discussing a possible research topic and supervisors with the appropriate RMIT department/academic unit.

A prospective candidate should then:

6.1 Apply for an offer of enrolment following the process as advised by the Faculty.

6.2 Enrol, upon being offered a place, following the appropriate Faculty procedures.
6.3 Upon enrolment, the student, supervisors and consultant(s) will be provided with information and directed to the appropriate Policy and Procedures and Regulations on Higher Degrees by Research.

6.4 Students will undergo a review of candidature following the approved faculty process within six months full-time (or part-time equivalent). Successful completion of this first review of candidature represents approval of the proposed research program.

7.0 CANDIDATURE

7.1 Enrolment
7.1.1 The student will normally enrol in the senior supervisor’s department/academic unit.

7.1.2 The student must enrol and re-enrol on the date specified in each calendar year following the initial enrolment until the thesis/appropriate durable record has been submitted to the RGS. The candidature will be deemed to have lapsed if the candidate has not re-enrolled by 31 March. (see 7.4.7).

7.1.3 The student must enrol in any course(s) as prescribed by the Faculty until a pass result has been obtained in each course. A relevant research methods course is a compulsory part of all higher degree by research programs. Students will normally enrol into the relevant course during the first semester of their program. This requirement can only be waived where there is sufficient evidence that the student has studied or achieved competency in the components which make up the relevant research methods course.

7.2 Commencement Date
Candidature will commence on a date determined by the Faculty Board.

7.2.1 Master Degree by Research (Direct Entry)
The commencement date will normally be the date in the degree.

7.2.2 Master Degree by Research (Transfer)
The commencement date will normally be the date the student first enrols into the PhD degree.

7.2.3 PhD (Direct Entry)
The commencement date will normally be the date the student first enrols in the degree.

7.2.4 PhD (Transfer)
The commencement date will normally be the date the student first enrols the Master degree.

7.2.5 Master by Research or PhD degree (Transfer from another University)
Where a student has been enrolled as a candidate for a Master by Research or PhD degree at any other university and has not submitted a thesis/project for examination, they are required to notify RMIT of the length of time they held a place at the other university. This period will be deducted from the duration of their candidature at RMIT as defined under section 7.4.3.
7.3 Approval of candidature (see also 6.4)

7.3.1 Faculties will notify the RGS of all candidates whose research proposals have been approved.

7.3.2 The RGS shall forward details of approved research programs for the information of the Academic Board.

7.4 Duration

7.4.1 Candidature shall be either full-time or part-time. Normal full-time commitment is at least 40 hours per week. Normal part-time commitment is at least 20 hours per week.

7.4.2 If a candidate transfers from full-time to part-time study or from part-time to full-time study, the HOD or appropriate academic authority must advise the Faculty Board of the change and the due date for submission will be adjusted accordingly.

7.4.3 Duration of candidature:

(a) For candidates who first enrolled in their Higher Degree by Research program at RMIT before or on 31 August 2000, duration of candidature shall be as follows:

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<td>5 years</td>
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<tr>
<td></td>
<td>P/T</td>
<td>3 years</td>
<td>6 years</td>
<td>10 years</td>
</tr>
</tbody>
</table>

(b) For candidates who first enrolled in their Higher Degree by Research program at RMIT on or after 1 September 2000, duration of candidature shall be as follows:

<table>
<thead>
<tr>
<th></th>
<th>Full-time/Part-time</th>
<th>Minimum</th>
<th>Normal</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master by Research</td>
<td>F/T</td>
<td>1 year</td>
<td>1.5 years</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td>P/T</td>
<td>2 years</td>
<td>3 years</td>
<td>4 years</td>
</tr>
<tr>
<td>PhD</td>
<td>F/T</td>
<td>2 years</td>
<td>3 years</td>
<td>4 years</td>
</tr>
<tr>
<td></td>
<td>P/T</td>
<td>4 years</td>
<td>6 years</td>
<td>8 years</td>
</tr>
</tbody>
</table>

7.4.4 Leave of absence is normally permitted for up to a total of twelve months during the entire program and is separate from the duration of candidature as specified in 7.4.3. This twelve month period may be approved under the relevant faculty procedures, with advice provided to the RGS. Leave of absence will only be granted prior to the approval of a candidate’s research program in exceptional circumstances. A request for such leave, providing details and endorsed by the HOD or appropriate academic authority, must be submitted to the RGS in advance of the commencement of leave. Termination of candidature will normally occur if this process is not followed. Applications for leave of absence beyond twelve months should be made to the RGS in the same way.
7.4.5 Candidature will be terminated by the RGS on expiry of maximum duration of candidature if the thesis/project has not been submitted to the RGS for examination. The RGS Secretary shall advise the applicant, the Senior Supervisor and the HOD or appropriate academic authority in writing one calendar year before expiry of candidature of the date for submission of the thesis/project and that candidature will be terminated in the event that the thesis/project is not submitted on or before that date.

7.4.6 Applications for extension of candidature beyond the maximum duration should be made to the RGS six months prior to maximum duration. Such extensions may only be granted in exceptional circumstances.

7.4.7 A candidate whose candidature has lapsed (see 7.1.2) or been terminated (see 7.4.4, 7.4.5, 11.5, and 20.0) may be considered for reinstatement by the RGS. An application for reinstatement must be supported by the Faculty Board. If approved by the RGS, the candidate will be required to complete at least the minimum duration of candidature from the original enrolment date before being permitted to submit a thesis/project.

8.0 RESPONSIBILITIES OF THE CANDIDATE

The responsibilities of the candidate include:

a. becoming familiar with the Regulations and Policies and Procedures for Higher Degrees by Research and other relevant University rules such as the Student Discipline Regulation, Student Complaints Policy and the Discrimination and Sexual Harassment Policies;

b. discussing with the supervisor the type of guidance and comment considered most helpful, and agreeing to a schedule of meetings which will ensure regular contact;

c. taking the initiative in raising problems or difficulties, however elementary they may seem;

d. maintaining the progress of the work in accordance with the stages agreed with the supervisor, including in particular the presentation of written material as required in sufficient time to allow for comments and discussions before proceeding to the next stage;

e. completing a progress report within the specified timeframe (see 11.4)

f. becoming familiar with the facilities and resources available to students in the department/academic unit;

g. preparing the thesis for examination, including arranging for its typing, proof-reading, and binding and, where appropriate, consulting the supervisor regarding matters of style and presentation;

h. notifying promptly any change of name, address or status to the senior supervisor and the HOD or appropriate academic authority for appropriate action;

i. in the event of acute or persistent difficulties with the program not resolved by discussion with the supervisor(s), for discussing the difficulties with the HOD or appropriate academic authority.
9.0 SUPERVISION

It is the intention of RMIT to abide by Australian Vice-Chancellors' Committee (AVCC) guidelines; 'The ratio of research students . . . to supervisors should be small enough to ensure effective interaction, as well as effective supervision, of the research at all stages'.

9.1 Higher degree by research candidates must have a Senior Supervisor as defined in section 3.0 and at least one other supervisor. They may have any number of additional supervisors and/or consultants either within or external to RMIT. The supervisors/consultants and any changes of supervisors will be approved under the relevant faculty procedures.

9.2 The Senior Supervisor, and in that person's absence, the relevant HOD or appropriate academic authority shall be responsible for ensuring the candidate's compliance with RMIT regulations and procedures, including those matters of supervision referred to in 9.3.

9.3 The supervisors shall be responsible for guiding the candidate in the conduct of the program.

9.4 Each faculty must maintain a register of postgraduate supervisors who act as Senior Supervisors for candidates enrolled in higher degrees by research. A list of all Registered Supervisors is maintained by the University Research and Development Office. Registration takes into account an applicant's previous successful experience, both as a researcher and a research supervisor, previous training as a supervisor and scholarship relating to supervision. The Supervisor Register is updated annually and is linked to the Supervisor Development Program.

9.5 The Senior Supervisor shall be on the faculty approved supervisor register.

9.6 Faculties will only approve as Senior Supervisors persons who hold the degree for which the candidate is enrolled, or equivalent.

9.7 Where a supervisor is also undertaking a higher degree by research it is the responsibility of the HOD or appropriate academic authority to ensure that there is no conflict of interest and that there is adequate separation of the research topics of the supervisor and the candidate. Supervisory teams in which more than one supervisor is a current higher degree by research candidate will not normally be approved.

9.8 If the research program is pursued at another approved organisation, then a second supervisor associated with the organisation in which the research is carried out shall be appointed.

9.9 If a supervisor ceases to meet these requirements or cannot supervise a candidate for a period exceeding three months, the HOD or appropriate academic authority shall immediately nominate a replacement supervisor for a specified period for approval under the relevant faculty process.

9.10 The maximum load for a Senior Supervisor will normally be in the band of six to seven candidates, with the supervisory load reflected in staff workplans. If the Senior Supervisor is personally enrolled as a higher degree by research candidate, the number of candidates supervised will normally be half of that specified above.
In exceptional circumstances, the faculty may approve a higher load for a Senior Supervisor, but in no circumstances may the load exceed fourteen candidates. Such exceptional circumstances should be reflected by a reduction in the Senior Supervisor's other duties (such as teaching and administration) corresponding to the increase in supervisory load. A Senior Supervisor with a supervisory load of fourteen candidates should be regarded as a full-time supervisor whose other University duties are minimal. If the Senior Supervisor is personally enrolled as a higher degree by research candidate, the number of candidates supervised may not in any circumstances exceed seven candidates.

10.0 ROLES AND RESPONSIBILITIES OF THE SENIOR SUPERVISOR

The Senior Supervisor has primary responsibility for managing RMIT's relationship with the candidate and must be a member of the full-time or fractional staff of the University or be otherwise associated with the University as defined in section 3.0. In most cases, the Senior Supervisor is also the leading source of research advice to the candidate.

The responsibilities of the senior supervisor include:

a. becoming familiar with the Regulations and Policies and Procedures for Higher Degrees by Research and other relevant University rules such as the Student Discipline Regulation, Student Complaints Policy and the Discrimination and Sexual Harassment Policies;

b. discussing with the candidate the type of guidance and comment considered most helpful, and agreeing to a schedule of meetings which ensure regular contact;

c. taking the initiative in raising problems or difficulties with the candidate or HOD or appropriate academic authority as appropriate;

d. facilitating the candidature by offering expert guidance, direction and constructive criticism to the candidate at all stages, in particular:
   i. helping the candidate to develop a research proposal, at least as detailed as that required for accreditation by the Faculty, for a project which can be completed within the prescribed time period (7.4.3);
   ii. ensuring the candidate complies with RMIT's ethics requirements, where appropriate. (see 17.0)
   iii. helping the candidate to maintain the progress of the work in accordance with the accredited program.
   iv. reading and returning drafts of the thesis promptly, with sufficient appropriate comments to allow the candidate to achieve and maintain a scholarly standard in the thesis.

e. preparing supervisors' reports on the progress of the candidate and submitting them to the HOD or appropriate academic authority within the specified timeframe (see 11.4).

f. in the event of acute or persistent deficiencies in the candidate's performance, such that the candidate is unlikely to meet the requirements of the degree at the end of the prescribed period, for:
   i. advising the candidate and the HOD or appropriate academic authority of the deficiencies.
   ii. advising on and assisting in action as required to remedy the deficiencies.
iii. recommending to the HOD or appropriate academic authority that candidature be terminated if the deficiencies persist.

g. advising the candidate and the HOD or appropriate academic authority on applications for leave of absence.

11.0 PROGRESS OF STUDY

Progress reporting will involve a written report by the senior supervisor and a report from the student written jointly or independently. The report(s) will be forwarded to the HOD or appropriate academic authority with a recommendation on (i) whether the candidature should be continued or recommended for termination and (ii) any changes required in the program. The candidate must be provided with the opportunity to comment, and is required to sign acknowledgement of having seen and discussed the report.

11.1 The candidate must make satisfactory progress towards the objectives of the research program throughout the candidature.

11.2 The candidate shall make a presentation based on the program during the candidature. The presentation shall be organised by the academic unit in which the candidate is enrolled.

11.3 The candidate shall demonstrate his/her satisfactory progress by completing requirements as deemed appropriate by the senior supervisor and the HOD or appropriate academic authority.

11.4 Progress reports shall be completed at least once every six months full-time (or part-time equivalent).

11.5 The HOD or appropriate academic authority shall consider the completed supervisors' report and the candidate's progress report and discuss any problems with the supervisors and candidate. The HOD or appropriate academic authority will forward to the Faculty Board recommendations on (i) whether the candidature should be continued or recommended for termination and (ii) any changes required in the program. The candidate must be provided with the opportunity to comment, and is required to sign acknowledgement of having seen and discussed the report.

11.6 The Faculty Board shall note the information in the reports and act accordingly to continue, vary or terminate the candidature. Recommendations for termination shall be forwarded to the RGS for action.

11.7 In the case where a thesis/project is classified by the RGS as "Deferred for major revision" following examination, the revised thesis/project must be submitted to the RGS within twelve calendar months of the notification of the classification, and a progress report must be completed at six months. (see also 14.4.6)

11.8 Failure on the part of the candidate to demonstrate satisfactory progress at any stage may result in the candidature being terminated, after written warning by the RGS, on the recommendation of the Faculty Board.

11.9 Appeals against termination of candidature may be made to the University Appeals Committee.
12.0 THESIS

The information below provides advice on the standard format required for the presentation of a thesis for examination. Where it is considered that this format is unsuitable, a request for exemption from this requirement including reasons and details of the proposed alternative format should be made to the RGS.

12.1 Format

The thesis must be:

12.1.1 submitted in temporary bound form.

12.1.2 in English. In exceptional circumstances a candidate may seek RGS approval at the time of the first review of candidature to submit the thesis in a language other than English where it is required by the research program. In this case, the thesis must include a 3000 word summary in English.

12.1.3 typed in a clearly readable font (no smaller than ten point) and in double or one and a half-line spacing on one side only on A4 paper with a 3 cm margin on the left hand side of each page and a 2 cm margin on all other edges of each page.

12.1.4 figures, tables, etc. must carry a number and a caption and must be placed as close as possible to the text page which refers to them. Suitable formats are to place the figures, tables, etc. either immediately after or opposite the appropriate text. Figures, tables, video cassettes, computer disks, CDs, CD-ROMs, DVDs etc. which cannot be placed as above shall be marked with the author's name and thesis title and shall, where possible, be placed in a pocket inside the back cover of the binding of the thesis, or otherwise attached as appropriate and clearly referred to in the text. Photographs shall be fixed securely in the thesis. Include appendices, if any.

12.1.5 the pages of the thesis shall be arranged in the following order:

(a) a title page setting out:
    - the full title of the thesis;
    - the full name and degrees of the candidate;
    - the name of the Department/School and Faculty associated with the work;
    - the month and year when the thesis is submitted for the degree.
(b) a declaration by the candidate (see 12.4.2)
(c) acknowledgements, if any;
(d) a table of the contents of the thesis and, where applicable, lists of diagrams, tables, etc., contained therein;
(e) a summary (see 12.4.1)
(f) the main text of the thesis;
(g) a list of references conforming to a recognised international standard;

12.1.6 the pages of the thesis referred to in 12.1.5 (a) to (d) shall be numbered in Roman numerals commencing with the title page. The pages of the thesis referred to in 12.1.5 (e) to (g) shall be numbered in Arabic numerals commencing with the first page of the summary.
12.2 While it is acknowledged that thesis length can vary significantly according to the nature of the work and the discipline, the table below represents maximum acceptable thesis sizes:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Upper Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master by Research</td>
<td>55,000 words</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>90,000 words</td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>60,000 words</td>
</tr>
</tbody>
</table>

Any exceptions to this must be approved by the Faculty and notified to RGS.

12.3 a. The HOD or appropriate academic authority shall ascertain in consultation with the supervisors if a thesis is suitable in format and content to be submitted for examination and, if so, shall forward the thesis to the RGS accompanied by a completed form for "Thesis/Project Submission".
b. The candidate shall submit three copies of the thesis to the RGS via the HOD or appropriate academic authority.
c. If a thesis is considered by the appropriate academic unit as not suitable in format and content for examination the candidate may appeal to the RGS. If the RGS does not support the appeal, the thesis will not be examined.

12.4 The thesis shall include:
12.4.1 A summary of the research in not more than 1000 words
12.4.2 A declaration signed by the candidate certifying that:
   a. except where due acknowledgement has been made, the work is that of the candidate alone (see 17.6);
   b. the work has not been submitted previously, in whole or in part, to qualify for any other academic award;
   c. the content of the thesis is the result of work which has been carried out since the official commencement date of the approved research program.
   d. any editorial work, paid or unpaid, carried out by a third party is acknowledged.

12.5 Costs incurred in the production of the thesis are the responsibility of the candidate.

13.0 PROJECT

13.1 The outcomes of a project include a more knowledgeable and skilled practitioner, a contribution to professional and scholarly knowledge, and some body of work or change in practice. Achievement in the project has two elements:
   a. how well the project was framed and managed and what was learned in the process of undertaking it, and
   b. what the project contributes to practice and scholarly understanding.

Details of what is to be presented and how it is to be assessed is covered by Faculty policies as there is significant variation in project practices. Common elements however include:
   c. an account and/or defence of what was done, including the significance of what was learned and what was produced for practice. A written description or exegesis in an appropriate format is required to support the project work submitted.
d. An appropriate durable record of what was produced. This record may take the form of photographs, digital records, a copy of the product or a brief description with evaluation data.

13.2 A Masters by research project will be presented by the candidate to either individual examiners or to a panel together with:

a. (i) an appropriate durable record of the project;
   (ii) such documentation as may be appropriate; and

b. a declaration signed by the candidate certifying that the project:
   (i) represents the work of the candidate alone except where due acknowledgment has been made (see also 17.6);
   (ii) has not been submitted, either in whole or in part, for any other academic award; and
   (iii) represents work undertaken during the period of candidature.
   (iv) any editorial work, paid or unpaid, carried out by a third party is acknowledged.

c. In addition to the requirements specified in 13.2 (a) and (b), a PhD by project will include a description of the purpose, theoretical base and development of the project which will not usually be less than 20,000 words nor exceed 40,000 words and submitted in such style and form as the Committee may prescribe.

13.3 Specific information and advice should be obtained from the supervisor or the postgraduate coordinator of the appropriate academic unit.

14.0 EXAMINATION

14.1 Examiners

14.1.1 At least two months before the intended date of submission/presentation of the research for examination, the HOD or appropriate academic authority will recommend at least the required number of examiners on the form for "Recommended Examiners for Higher Degree by Research Candidate" to FB for endorsement and then the RGS for appointment. Examiners shall be of high standing in the field in which the candidate's research program was conducted. If a proposed examiner does not hold an academic qualification at least equivalent in status and character to the degree pursued by the candidate, justification for the recommendation, including a full curriculum vitae, must be provided. Examiners must not have had direct involvement with the candidate’s research program and there must be no conflict of interest in any form between an examiner and a candidate or a candidate’s research program.

14.1.2 a. For Masters examinations, the RGS will appoint no fewer than two examiners to undertake the initial examination, at least one of whom must be external. Examiners must not have acted in a supervisory or consultative capacity, either wholly or partly, at any time during a student's period of candidature. In those cases where the option to have an internal examiner is exercised, it is compulsory that an oral examination or viva also be conducted. Such oral examinations are to be conducted under the terms of Faculty procedures that have been ratified by RGS.
b. For PhD examinations, the RGS will appoint no fewer than two examiners to undertake the initial examination, both of whom must be external. Examiners must not have acted in a supervisory or consultative capacity, either wholly or partly, at any time during a student's period of candidature.

c. Ex-RMIT staff and students will not normally be approved as external examiners for three years following their departure from RMIT.

d. External examiners from the same organisational component of the same university or other organisation will not normally be approved.

14.1.3 If any examiner is unable to complete the examination within a time satisfactory to the RGS (normally eight weeks), another examiner may be appointed in his/her place.

14.1.4 Except in the case of an oral examination, a candidate shall not be advised of the names of examiners until after the examination process is complete, and will then only be advised with the consent of the examiner. However, the candidate may advise the RGS via the HOD or appropriate academic authority of the names of any persons whom he/she would find unacceptable as examiners; such persons would not normally be appointed as examiners.

14.1.5 The examiners shall be principally guided in their examination of a thesis/project by Section 4.0 regarding requirements for the degree and the standard of work. At the end of an examination the examiners are given the option of retaining the draft thesis unless the thesis is covered by a confidentiality agreement.

14.2 Examiner's Recommendations

The examiners shall individually and independently assess the thesis/project, prepare brief assessment reports for the guidance of the candidate and recommend to the RGS one of the following classifications:

14.2.1 **Passed** with no requirement for correction or amendment and the candidate be awarded the degree for which they are enrolled;

14.2.2 **Passed subject to minor amendments** being made to the satisfaction of the Faculty, (notification to RGS), without further examination. The candidate must make minor amendments and/or address the recommendations of the examiner/s as appropriate.

14.2.3 **Passed subject to specific amendments** being made to the satisfaction of the Faculty (notification to RGS), without further examination. The candidate must rewrite/rework specific sections of the thesis/project and/or address the recommendations of the examiner/s as appropriate.

14.2.4 **Deferred for major revision**; to be resubmitted for completion of the examination following revision and/or extra work as recommended by the examiner/s
14.2.5 **Failed**: the candidate should not be awarded the degree for which they are enrolled and NOT be permitted to revise and resubmit the thesis/project for re-examination.

14.3 **Oral Examination**

Oral presentation and/or examination is common in cases where work is submitted by Project (refer to 13.0). In any case where an internal examiner is used it is compulsory that an oral examination be conducted (see 14.1.2a). The following shall normally apply to examination of work submitted by thesis.

In exceptional circumstances an examiner may recommend to the RGS that an oral examination on the subject of the thesis be conducted. The examiner shall specify the purpose of the oral examination and the nature of the questions to be put to the candidate. An oral examination shall take place only at the discretion of the RGS and shall:

- **14.3.1** be convened by the Chair of the RGS or nominee;
- **14.3.2** be conducted as specified by the RGS; and
- **14.3.3** result in the recommendation of one of the gradings specified in 14.2.

14.4 **Classification of Thesis/Project**

14.4.1 If the examiners disagree significantly, the RGS shall refer to its procedure for classification of a thesis/project as approved from time to time. The majority view of the examiners shall normally be accepted by the RGS.

14.4.2 The RGS will consider the examiners' recommendations and

a. classify the thesis/project; or
b. seek further advice.

14.4.3 In the case of a thesis/project classified by the RGS as "Passed with no requirement for correction or amendment and the candidate be awarded the degree for which they are enrolled":

the final archival copy of the thesis/project must be submitted to the RGS within eight weeks of the notification of the classification.

14.4.4 In the case of a thesis/project classified by the RGS as "Passed, subject to minor amendments being made to the satisfaction of the Faculty (with notification to RGS), without further examination. The candidate must make minor amendments and/or address the recommendations of the examiner/s as appropriate":

a. the amended thesis/project must be submitted to the RGS within eight weeks of the notification of the classification;

b. the amended thesis/project must be submitted to the RGS accompanied by a statement from the HOD or appropriate academic authority certifying that the amendments have been addressed in accordance with the examiners' requirements.
c. the amended thesis/project must be submitted to the RGS accompanied by a further statement providing a record of the amendments actually made, or reasons for not complying perfectly with the examiners' requests. This statement to be retained on the candidate's file.

d. any candidate who does not submit their amended thesis/project by the date specified shall normally have their candidature terminated.

14.4.5 In the case of a thesis/project classified by the RGS as "Passed subject to specific amendments" being made to the satisfaction of the Faculty (with notification to RGS, without further examination. The candidate must rewrite/rework specific sections of the thesis/project and/or address the recommendations of the examiner/s as appropriate":

a. the amended thesis/project must be submitted to the RGS within three months of the notification of the classification;

b. the amended thesis/project must be submitted to the RGS accompanied by a statement from the HOD or appropriate academic authority certifying that the amendments have been made in accordance with the examiners' requirements.

c. the amended thesis/project must be submitted to the RGS accompanied by a further statement providing a record of the amendments actually made, or reasons for not complying perfectly with the examiners' requests. This statement to be retained on the candidate's file.

d. any candidate who does not submit their amended thesis/project by the date specified shall normally have their candidature terminated.

14.4.6 In the case of a thesis/project classified by the RGS as 'Deferred for major revision; to be resubmitted for completion of the examination following revision and/or extra work as recommended by the examiner/s":

a. the revised thesis/project must be submitted to the RGS within twelve months of the notification of the classification. In exceptional circumstances this period may be extended by the RGS. A progress report must be completed at six months (see also 11.7).

b. the revised thesis/project must be submitted to the RGS accompanied by a statement from the HOD or appropriate academic authority certifying that the thesis/project has been revised in accordance with the examiners' requirements;

c. the thesis/project may normally be submitted once only in a revised form;

d. a revised thesis/project will normally be returned to the examiners who recommended revision for completion of the examination;
e. the examiners of a revised thesis shall recommend to the RGS a grading of "Passed" or "Failed" only. The examiners may advise of changes of a minor editorial nature.

f. any candidate who does not submit their revised thesis/project by the date specified shall normally have their thesis/project reclassified as 'Failed'

14.4.7 In the case of a thesis/project classified by the RGS as 'Failed'; the candidate should not be awarded the degree for which they are enrolled and NOT be permitted to revise and resubmit the thesis/project for re-examination):

a. the thesis cannot be resubmitted for the same degree;

b. one copy of the thesis/project becomes the property of RMIT and shall be filed with the candidate's official records;

c. the candidature will be deemed to be terminated.

14.4.8 After the RGS has classified a thesis/project, examiners' reports will be made available to the Faculty for information and to the HOD or appropriate academic authority and the senior supervisor for distribution to the candidate

14.4.9 After a thesis has been examined and classified as "Passed", the candidate shall, within three months, provide two copies of the thesis. One copy, provided to the RGS via the HOD or appropriate academic authority, shall be:

a. bound (see requirements below) and printed on archival paper.

b. distributed to the Library, where it shall be available for loan subject to specified conditions.

A second copy, to be retained within the senior supervisor's department/academic unit, shall be:

a. stitched and bound in hard cover by a professional bookbinder

b. lettered in gold, on the spine, starting from the top and reading downwards, the title of the publication, the author's initials and surname, the title of the degree, the year of submission and the letters RMIT

c. lettered in gold on the front of the cover starting from the top and reading downwards, the title of the publication, the author's initials and surname, the title of the degree, the year of submission and the letters RMIT

14.4.10 Both copies of the thesis shall become the property of RMIT. These copies are subject to any approved agreement(s) as to the confidentiality of the work entered into by RMIT, the candidate and any external body (see 16.2).
15.0 AWARD OF THE DEGREE

15.1 When a candidate has satisfied the requirements of the Regulations, the RGS shall recommend to the Academic Registrar that the candidate be admitted to the appropriate degree.

15.2 The awards of PhD and Master by Research are made without gradings.

15.3 The PhD degree shall be awarded without any designation of field.

15.4 RMIT awards the following Master by Research Degrees:

- Master of Applied Science (M.App.Sc.)
- Master of Architecture (M.Arch.)
- Master of Arts (M.A.)
- Master of Business (M.Bus.)
- Master of Engineering (M.Eng.)
- Master of Landscape Architecture
- Master of Social Science (M.Soc.Sc.)
- Master of Education (M.Ed.)
- Master of Social Work (M.Soc.Work)
- Master of Design (M.Design)
- Master of Nursing (M.Nursing)
- Master of Technology (M.Tech.)

16.0 INTELLECTUAL PROPERTY

16.1 In accordance with the RMIT Intellectual Property Policy approved by Council in October 1996, RMIT does not normally claim ownership rights in the intellectual property which results from a program. Circumstances may exist, however, where RMIT or another body may have an interest in that intellectual property. In order that such circumstances may be explained or anticipated, the matter of intellectual property should be discussed by the candidate and senior supervisor at the commencement of the program. Advice should be sought from the appropriate Intellectual Property Committee if clarification is required.

16.2 Availability of a thesis may be restricted for a period of up to three years from its receipt by the RGS for reasons of commercial confidentiality or industrial security. In these circumstances, the HOD or appropriate academic authority must apply to the RGS before the thesis is examined, requesting that:

a. the examiners be required to sign a confidentiality agreement approved by the RGS before examining the thesis/project.

b. each examiner be required to return his/her copy of the thesis/project after examination.

c. each examiner not be permitted to copy or circulate the thesis.

d. the bound copies of the thesis be held by the RGS for three years before release to the Library and senior supervisor's department/academic unit.
Any departures from normal practice must be recommended by RGS to Academic Board for approval by Council. In exceptional circumstances, the maximum three year period may be extended by the RMIT Council, on the recommendation of the Academic Board.

17.0 ETHICAL ISSUES

17.1 The research program must conform with the ethics policies of RMIT.

17.2 When the research program includes experimentation on animals, it must conform to the requirements of 'Code of Practice for the Care and Use of Animals for Experimental Purposes in Australia'. This code has been endorsed by the National Health and Medical Research Council, the Commonwealth Scientific and Industrial Research Organisation and the Australian Agricultural Council. Applications which include such experimentation must be approved by the RMIT Animal Experimentation Ethics Committee before the program will be accredited by the RGS.

17.3 When the research program includes experimentation involving humans, it must conform to the requirements of the National Health and Medical Research Council 'Statement on Human Experimentation'. Applications which include such experimentation must be approved by the RMIT Human Ethics Committee before the program will be accredited by the RGS.

17.4 Research programs involving human subjects must conform to the ethics requirements of Faculty Research Committees, as approved by the RMIT Human Research Ethics Committee.

17.5 Any personal relationship which interferes with the professional relationship between supervisor and student should be considered in accordance with the Staff-Student Personal Relations Policy and Procedure (see also 19.0).

17.6 Plagiarism is not acceptable. The use of another person’s work or ideas must be acknowledged. Failure to do so may result in charges of academic misconduct which carry a range of penalties including cancellation of results and termination of candidature. (see also 12.4.2 a and 13.2 b).

18.0 AMENDMENTS AND VARIATIONS TO REGULATIONS

RMIT will take all reasonable steps to ensure that candidates are not disadvantaged by any changes to the RMIT Regulations and, if the Council considers it appropriate, candidates may complete their degrees under the Regulations in force at the time of first enrolment.

19.0 STUDENT COMPLAINTS

(See Student Complaints Policy at http://www.studentaffairs.rmit.edu.au/academicpolicy.htm)

Students have the right to have complaints heard.

Most supervisors and candidates can establish a working relationship with one another. It is in the interests of all concerned that issues are recognised, addressed and resolved as soon as possible, since unresolved issues have the potential to disrupt the candidate's studies. Candidates and supervisors have the right to have disputes addressed as detailed below within a reasonable time.
(normally five working days), so that the program is disrupted as little as possible. Solutions to be considered include changes to supervision or enrolment (see also 17.5).

19.1 Informal Complaints
(See also 2.1.1 of the Student Complaints Policy) Candidates and supervisors shall attempt to resolve conflicts informally. Students have the right to have a support person present at any time during this process. The involvement of other staff members, including the Head of the Higher Degrees Unit, might also be appropriate.

19.2 Formal Complaints
(See also 2.1 of the Student Complaints Policy) A candidate who believes that the outcome of the informal process is not correct and/or has acute or persistent unresolved conflicts which are detrimental to the candidature, should submit their complaint in writing to a Senior Officer (see definition in Student Complaints Policy). The candidate shall be informed by the Senior Officer that further advice and assistance may be obtained from the Student Union or Student Affairs. The Formal Complaints processes described in the Student Complaints Policy will then be followed.

20.0 TERMINATION OF CANDIDATURE

20.1 The RGS may terminate or vary a candidature in consultation with the HOD or appropriate academic authority, on grounds which include:
a. failure to submit a thesis/project within the maximum period of candidature (7.4)
b. failure to make satisfactory progress (11.0)
c. breach of any of the relevant RMIT Regulations.

20.2 The RGS shall give the candidate one month's written warning of termination.

21.0 APPEALS

A candidate may appeal against a decision of the RGS to the University Appeals Committee. For information and grounds for appeal refer to the University Appeals Procedure.
RMIT University

Regulation 5.1.4: Degree of Doctor of Philosophy
(made 15/8/94, amended 24/5/01)

See also S5.1 Awards, R5.1.1 Schedule of Awards, R5.1.2 Conferring of Awards, R5.1.3 Roll of Award Recipients, R5.1.5 Degree of Master by Research, R5.1.6 Degree of Doctor of Business Administration, R5.1.7 Degrees of Master by Coursework, R5.1.8 Bachelor Degrees.

Pursuant to Statute 5.1 Awards, the Council of Royal Melbourne Institute of Technology makes the following Regulation entitled -5.1.4 -Degree of Doctor of Philosophy.

1. The degree of Doctor of Philosophy will be awarded for
   (a) a thesis; or
   (b) a project;
   based on original research.

2. (a) An applicant for admission to candidature will:
   (i) have qualified for or graduated with the degree of Master by Research, a degree of Master by coursework which includes a research program with a duration of at least one semester full-time (or part-time equivalent) or with the degree of Bachelor with not less than upper second class honours of the University; or
   (ii) be a graduate of another recognised university or institution; or
   (iii) have other approved qualifications or experience.

   (b) A candidate for a Master degree by research who:
   (i) has completed not less than one year full-time or the equivalent part-time candidature;
   (ii) has demonstrated the capacity to undertake work at doctoral level; and
   (iii) has satisfied such other requirements for the transfer of candidature as the Research and Graduate Studies Committee (“the Committee”) may prescribe;

   may transfer to candidature for the Doctor of Philosophy and the period of candidature will be considered to have commenced on the date of enrolment as a candidate for the Master degree.

3. Notwithstanding Sub-Sections 2(a) and (b) a person will not be admitted to candidature unless such candidature has been approved through the relevant faculty process authorised by the Committee.

4. A candidate will be enrolled either as a full-time or part-time candidate and may, subject to the relevant faculty process, transfer between full-time and part-time candidature.

5. A candidate will pursue his or her candidature and submit the thesis or project within the period of candidature which will be:
   (a) for a full-time student four years; or
   (b) for a part-time student eight years;
   (c) the minimum period of candidature will be: for a full-time student two years and for a part-time student four years.

6. Notwithstanding Section 5, the Committee may, for candidates who first enrolled in their higher degree by research program at RMIT before or on 31 August 2000 and, in exceptional circumstances, extend
the period of candidature provided that the total period of candidature will not exceed five years in the case of a full-time student and ten years in the case of a part-time student.

7. A candidate may be granted leave of absence during his or her period of candidature which period will not exceed a total period of twelve months except that, in exceptional circumstances, the Committee may grant such longer period as it may consider appropriate.

8. The period of candidature will begin on the date the candidate is enrolled.

9. No candidate enrolled under this Regulation will enrol in any other program at the University or at any other university or institution except with the written approval of the Committee.

10. The Committee may at any time terminate a candidature where:
   (a) the candidate's progress is considered by the Committee to be unsatisfactory; or
   (b) the candidate fails to comply with this Regulation; or
   (c) for any other reason the Committee considers it inappropriate that the candidature be allowed to continue.

11. (a) Any candidate who fails to enrol by 31 March in any year during the period of candidature will be deemed to have terminated his or her candidature.
   (b) A candidate whose candidature has been terminated under Sub-Section (a) may apply to be re-enrolled as a candidate and the Committee may approve such re-enrolment on such conditions as it considers appropriate.

12. A candidate may appeal against any decision of the Committee to the Academic Board.

13. A candidate will pursue his or her research wholly or in part either within the University or at such other location as may be approved by the Committee which location may include, but without limiting the same, an industrial, commercial, government, educational or research organisation.

14. (a) The Faculty will appoint for any candidate a senior supervisor and at least one other supervisor.
   (b) Where a candidate pursues his or her research at a location other than the University, the Faculty will appoint a supervisor at that location.
   (c) In the event of a supervisor being absent from the University or other location for a period exceeding three months or for any other reason being unable to supervise the candidate, the Faculty will appoint an acting supervisor.

15. The candidate and senior supervisor, for each semester of candidature, will complete a progress report no later than the date prescribed.

16. The Committee will appoint not less than two external examiners except that, in exceptional circumstances, the Committee may appoint as one of the examiners a member of the academic staff of the University who has not been either wholly or partly, a supervisor of the candidate.

17. A candidate may be required to attend an oral examination.

18. (a) At the time a candidate submits his or her thesis or project, the Head of the Department or appropriate academic authority, after consultation with the senior supervisor will submit to the Committee a statement certifying that, in his or her opinion, the thesis or project is worthy of examination.
   (b) Where the Head of the Department, or appropriate academic authority, does not certify that the thesis or project is worthy of examination, the candidate may appeal to the Committee which will determine whether the thesis or project is to be examined.
19. A thesis will be submitted in such style and form as the Committee may prescribe and will include:
   (a) a summary not exceeding 1,000 words; and
   (b) a statement signed by the candidate certifying that the thesis:
       (i) represents the work of the candidate alone, except where due acknowledgment has been made;
       (ii) has not been submitted, either in whole or in part, for any other academic award; and,
       (iii) represents research undertaken during the period of candidature.

20. A project will be presented by the candidate to the examiners or to a panel together with:
   (a) (i) an appropriate durable record of the project; and
       (ii) such documentation as may be appropriate; and
       (iii) a description of the purpose, theoretical base and development of the project which will not
            usually be less than 20,000 words nor exceed 40,000 words and submitted in such style and
            form as the Committee may prescribe.
   (b) a statement signed by the candidate certifying that the project:
       (i) represents the work of the candidate alone except where due acknowledgment has been made;
       (ii) has not been submitted, either in whole or in part, for any other academic award; and
       (iii) represents work undertaken during the period of candidature.

21. Each examiner will submit a separate report to the Committee on the merit of the thesis or project within
    eight weeks of receiving a copy of the thesis or of examining the project, as the case may be.

22. The Committee will:
    (a) recommend to the Academic Board that the candidate be admitted to the degree; or
    (b) permit the candidate to resubmit the thesis or project subject to such conditions and within such
        period as it may prescribe; or
    (c) classify the thesis or project as “Failed”.

23. Except in exceptional circumstances a candidate may not:
    (a) resubmit a thesis or project more than once;
    (b) resubmit a thesis or project which has been failed.

24. Before being admitted to the degree a candidate will lodge with the Committee two copies of the thesis
    or appropriate durable record, as the case may be, bound as prescribed.
**RMIT University**

**Regulation 5.1.5: Degrees of Master by Research**

(made 15/8/94, amended 14/12/98 and 21/5/01)

See also S5.1 Awards, R5.1.1 Schedule of Awards, R5.1.2 Conferring of Awards, R5.1.3 Roll of Award Recipients, R5.1.4 Degree of Doctor of Philosophy, R5.1.6 Degree of Doctor of Business Administration, R5.1.7 Degrees of Master by Coursework, R5.1.8 Bachelor Degrees.

Pursuant to Statute 5.1 Awards, the Council of Royal Melbourne Institute of Technology makes the following Regulation entitled - 5.1.5 - Degrees of Master by Research.

1. This Regulation governs the degrees of Master by Research listed in the Schedule to this Regulation. The First Schedule lists degrees approved for study by research only while the Second Schedule lists degrees for study by both research and coursework, but containing not more than one third coursework.

2. The degree of Master by Research will be awarded for
   (a) a thesis; or
   (b) a project based on original research together with any approved coursework.

3. (a) An applicant for admission to candidature will:
   (i) have qualified for, or graduated with a degree, of the University and have attained such academic standard as the Research and Graduate Studies Committee ("the Committee") may prescribe; or
   (ii) be a graduate of another recognised university or institution; or
   (iii) have other approved qualifications or experience.

4. Notwithstanding Sub-Sectin 3 (a) a person will not be admitted to candidature unless such candidature has been approved through the relevant faculty process authorised by the Committee.

5. A candidate will be enrolled either as a full-time or part-time candidate and may, subject to the relevant faculty process, transfer between full-time and part-time candidature.

6. A candidate will pursue his or her candidature and submit the thesis or project within the period of candidature which will be:
   (a) for a full-time student two years; or
   (b) for a part-time student four years.
   (c) the minimum period of candidature will be: for a full-time student one year and for a part-time student two years.

7. Notwithstanding section 6, the Committee may, for candidates who first enrolled in their higher degree by research program at RMIT before or on 31 August 2000 and in exceptional circumstances, extend the period of candidature provided that the total period of candidature will not exceed three years in the case of a full-time student and six years in the case of a part-time student.
8. A candidate may be granted leave of absence during his or her period of candidature which period will not exceed a total period of twelve months except that in exceptional circumstances the Committee may grant such longer period as it may consider appropriate.

9. The period of candidature will begin on the date the candidate is enrolled.

10. No candidate enrolled under this Regulation will enrol in any other program at the University or at any other university or institution except with the written approval of the Committee.

11. The Committee may at any time terminate a candidature where:
   (a) the candidate's progress is considered by the Committee to be unsatisfactory; or
   (b) the candidate fails to comply with this Regulation; or
   (c) for any other reason the Committee considers it inappropriate that the candidature be allowed to continue.

12. (a) Any candidate who fails to re-enrol by 31 March in any year during the period of candidature will be deemed to have terminated his or her candidature.
    (b) Any candidate whose candidature has been terminated under Sub-Section (a) may apply to be re-enrolled as a candidate and the Committee may approve such re-enrolment on such conditions as it considers appropriate.

13. A candidate may appeal against any decision of the Committee to the Academic Board.

14. A candidate will pursue his or her research wholly or in part either within the University or at such other location as may be approved by the Committee which location may, include but without limiting the same, an industrial, commercial, government, educational or research organisation.

15 (a) The Faculty will appoint for any candidate a senior supervisor and at least one other supervisor.
    (b) Where a candidate pursues his or her research at a location other than the University, the Faculty will appoint a supervisor at that location.
    (c) In the event of a supervisor being absent from the university or other location for a period exceeding three months or for any other reason being unable to supervise the candidate, the Faculty shall appoint an acting supervisor.

16. The candidate and the senior supervisor, for each semester of candidature, will complete a progress report no later than the date prescribed.

17. When the degree contains approved coursework, that coursework must be completed satisfactorily prior to examination of the research component of the degree.

   The Committee will appoint no fewer than two examiners to undertake the initial examination, at least one of whom must be external. Examiners must not have acted in a supervisory or consultative capacity, either wholly or partly, at any time during a student’s period of candidature. Where an internal examiner is used, an oral examination is required.

18. A candidate may be required to attend an oral examination.

19. (a) At the time a candidate submits his or her thesis or project, the Head of the Department, or appropriate academic authority, after consultation with the senior supervisor will submit to the Committee a statement certifying that, in his or her opinion, the thesis or project is worthy of examination.
(b) where the Head of the Department, or appropriate academic authority does not certify that the thesis or project is worthy of examination, the candidate may appeal to the Committee which will determine whether the thesis or project is to be examined.

20. A thesis will be submitted in such style and form as the Committee may prescribe and will include:
   (a) a summary not exceeding 1,000 words;
   (b) a statement signed by the candidate certifying that the thesis:
       (i) represents the work of the candidate alone, except where due acknowledgment has been made;
       (ii) has not been submitted, either in whole or in part, for any other academic award, and
       (iii) represents research undertaken during the period of candidature.

21. A project will be presented by the candidate to the examiners or to a panel together with:
   (a) (i) an appropriate durable record of the project; and
       (ii) such documentation as may be appropriate.
   (b) a statement signed by the candidate certifying that the project:
       (i) represents the work of the candidate alone except where due acknowledgment has been made;
       (ii) has not been submitted, either in whole or in part for any academic award; and
       (iii) represents work undertaken during the period of candidature.

22. Each examiner will submit a separate report to the Committee on the merit of the thesis or project within eight weeks of receiving a copy of the thesis or the date of examining the project, as the case may be.

23. The Committee will:
   (a) recommend to the Academic Board that the candidate be admitted to the degree; or
   (b) permit the candidate to resubmit the thesis or project subject to such conditions and within such period as it may prescribe; or
   (c) classify the thesis or project as “Failed”

24. Except in exceptional circumstances a candidate may not:
   (a) resubmit a thesis or project more than once;
   (b) resubmit a thesis or project which has been failed for this degree.

25. Before being admitted to the degree a candidate will lodge with the Committee two copies of the thesis or appropriate durable record, as the case may be, bound as prescribed.

THE FIRST SCHEDULE TO REGULATION 5.1.5 - DEGREES OF MASTER BY RESEARCH

Master of Applied Science
Master of Architecture
Master of Arts
Master of Business
Master of Design
Master of Education
Master of Engineering
Master of Landscape Architecture
Master of Nursing
Master of Social Science
Master of Social Work
Master of Technology