

RULE 4

Rules of Graduate Research

The Academic Senate of the University of Tasmania makes these rules under the University of Tasmania Act 1992 and Ordinance 13.

1. Commencement and revocation

- 1.1 These rules come into operation on 24 February 2017.
- 1.2 These rules replace Rule 4 (Rules of Graduate Research) made by Academic Senate on 1 January 2015.

2. Definitions

- “Admissions and Enrolment Policy and Procedures”** means the applicable University policy and procedures for admission to and enrolment in Higher Degrees.
- “Aegrotat Award”** means an award of a Higher Degree conferred upon a Candidate who has sustained an incapacitating injury or illness that precludes completion of the Higher Degree by Research Program.
- “Aegrotat or Posthumous Awards Policy”** means the applicable University policy and procedures for the conferral of Aegrotat and Posthumous Awards in Higher Degree by Research Programs
- “Candidate”** means a person enrolled at the University as a candidate for a Degree.
- “Candidate Agreement”** means an agreement between the University and another research institute or university for the joint supervision of a Degree.
- “Candidature”** means the status conferred on a person who is enrolled as a Candidate under these rules.
- “Candidature Management Policy and Procedures”** means the applicable University policy and procedures for the administration of Candidates and their Candidature.
- “Commencement Date”** means the date on which a Candidate is enrolled in accordance with these rules.
- “Confirmation of Candidature”** means confirmation by the Dean that Candidature may progress.
- “Days”** means days on which the University is ordinarily open for business, unless otherwise stated.
- “Dean”** means the Dean of Graduate Research or an authorised delegate of the Dean.

“Degree Period” means the period within which a Thesis must be submitted as prescribed in clause 11.

“Doctoral Degree” means both a Doctor of Philosophy and a Professional Doctorate unless otherwise specified.

“Examination Policy and Procedures” means the applicable University policy and procedures governing Thesis preparation, submission and examination.

“FTE” means full time equivalent and is the measure by which the Degree Period will be calculated.

“Full Time” means an FTE of 1.0.

“Graduate Research Coordination Policy and Procedure” means the applicable University policy and procedures governing graduate research coordination.

“Graduate Research Coordinator” means an academic staff member who oversees Candidature supervision within a School in consultation with the Head of School.

“Head of School” means the head of the relevant School of Enrolment.

“Higher Degree” means a higher degree by research enumerated in the Table accompanying these rules.

“Minimum Infrastructure and Resources Policy and Procedure” means the applicable University policy and procedures governing the provision of minimum infrastructure and resources to support higher degree by research candidates.

“Minimum Research Component” means a quantum of research undertaken in a degree previously awarded by a Recognised Tertiary Institution or the University (normally consisting of at least 25% of the entire degree), and considered sufficient by the University Research Committee for admission to a particular Higher Degree.

“Part Time” means an FTE of 0.5.

“Posthumous Award” means an award of a Higher Degree that is conferred after the death of the Candidate.

“Primary Supervisor” means a Supervisor appointed in accordance with the Research Training and Management Policy and Procedures who is responsible for ensuring that all administrative and regulatory requirements prescribed for Candidates are met by the Candidate.

“Recognised Tertiary Institution” means a tertiary institution, in Australia or overseas, that awards degrees that the Dean decides are comparable in standard to degrees awarded by the University in accordance with the Admissions Policy and Procedures.

“Registrar” means the Registrar of the University.

“Research Degrees Committee” means the committee responsible for providing advice to the University Research Committee on matters related to Higher Degrees.

“Research Plan” means a plan that outlines, within the Degree Period, the direction and milestones of all aspects of a Research Program.

“Research Program” means the program of study and research training to be undertaken by a Candidate over the course of Candidature which is planned and documented in the Research Plan.

“Research Project” means the focus and purpose of the research to be undertaken by a Candidate and articulated in the Research Plan.

“Reviews of Progress Policy and Procedure” means the applicable University policy and procedure governing the management and progression of Candidates and their Candidature.

“Satisfactory Academic Performance” means performance which is regarded as satisfactory for the relevant Higher Degree, taking into account a Candidate’s development of and compliance with their Research Plan.

“School” means a school, institute or national centre of the University.

“Supervisor” means a supervisor of a candidate for a Higher Degree and includes Primary, Co- and Adjunct Supervisors as defined in the Supervision Policy and Procedures.

“Supervision Policy and Procedure” means the applicable University policy and procedures governing supervision of candidates.

“Thesis” means a body of work that a Candidate submits for examination which embodies the results of the Candidate’s research and comprising:

- (a) a written text with conventional chapters presented as typescript; or
- (b) a written text containing a combination of peer reviewed publications and conventional chapters presented as typescript; or
- (c) creative, visual or professional practice products together with an exegesis presented as typescript.

“University” means University of Tasmania.

“University Research Committee” means the board responsible for overseeing the research and research training goals of the University.

3. Approved abbreviations

3.1 The Table sets out the approved abbreviation for each Higher Degree.

4. Purpose

4.1 The purpose of these rules is to prescribe requirements applicable to Higher Degrees offered by the University, including requirements for admission to Candidature, progression of Candidature and the conferral of Higher Degrees.

5. Scope

5.1 These rules apply to:

- 5.1.1 Research Programs established and offered by the University;
 - 5.1.2 applicants for admission to Candidature;
 - 5.1.3 enrolled Candidates; and
 - 5.1.4 all staff responsible for the administration and management of Research Programs and Candidates at the University of Tasmania, including the Dean, Heads of School, and Supervisors.
- 5.2 These rules are not intended to apply to Higher Doctorate degrees at the University.

6. Approval of Higher Degree by Research Programs

- 6.1 Academic Senate is responsible for approving all Research Programs upon recommendation from the University Research Committee.

7. Fundamental Elements of Higher Degrees by Research at the University

Doctoral Degrees

- 7.1 A degree of Doctor of Philosophy is awarded on the basis of a Thesis prepared under supervision that makes an original, significant and extensive contribution to knowledge and understanding in the relevant field of study, as judged by independent experts applying accepted contemporary international standards.
- 7.2 A degree of Professional Doctorate is awarded on the basis of a combination of:
- 7.2.1 a Thesis prepared under supervision that makes an original, significant and extensive contribution to knowledge and understanding in the relevant field of study in the context of professional practice, as judged by independent experts applying accepted contemporary international standards; and
 - 7.2.2 the completion of degree specific coursework as approved by Academic Senate and set out in the applicable University course and unit handbook.

Master of Research Degrees

- 7.3 The degree of Master of Research is awarded on the basis of a Thesis prepared under supervision that presents the results of original research in a scholarship form demonstrating the Candidate's knowledge of the research topic and the discipline/s it embraces, as judged by independent experts applying accepted contemporary international standards.

8. Minimum Entry Requirements

Doctoral Degrees

- 8.1 The Dean may admit to Candidature for a Doctor of Philosophy or a Professional Doctorate a person who:

- 8.1.1 has been awarded a degree from a Recognised Tertiary Institution considered by the Dean (taking into account matters prescribed in the Admissions and Enrolment Policy and Procedures) as being a degree in the appropriate discipline and equivalent to:
- i. a Bachelor Honours degree of at least second class upper standard with a Minimum Research Component; or
 - ii. a Masters of Research Degree with a Minimum Research Component; or
 - iii. a Masters Degree (Coursework) or Graduate Diploma with a Minimum Research Component; or
- 8.1.2 holds academic qualifications and professional experience considered by the Dean to be equivalent to the required qualifications as specified in these rules and the Admissions and Enrolment Policy and Procedure.
- 8.2 A Candidate enrolled in a Master of Research Degree at the University may apply to the Dean to upgrade their Candidature to a Doctor of Philosophy provided they have met the requirements specified in these rules and the Admissions and Enrolment Policy and Procedure.

Master of Research Degree

- 8.3 The Dean may admit to Candidature for a Master of Research Degree a person who:
- 8.3.1 has been awarded a degree from a Recognised Tertiary Institution considered by the Dean (taking into account the matters prescribed in the Admissions and Enrolment Policy and Procedures) as being a degree in the appropriate discipline and equivalent to:
- i. a Bachelor Honours degree of at least second class lower standard with a Minimum Research Component; or
 - ii. a Masters degree (Coursework) or Graduate Diploma with a Minimum Research Component; or
- 8.3.2. The Dean considers holds academic qualifications and professional experience equivalent to the required qualifications as specified in these rules and the Admissions and Enrolment Policy and Procedure.

9. Admission Procedure

- 9.1 An application for admission to a Higher Degree must be made to the Head of School in the form prescribed in the Admissions and Enrolment Policy and Procedures and must include a summary of the Research Project prepared in consultation with the proposed Primary Supervisor.
- 9.2 To be considered for admission to a Higher Degree, an applicant must:
- 9.2.1 meet the minimum entry qualification requirements set out in clause 8 of these rules;

- 9.2.2 satisfy any additional pre-conditions stated in the Dean's letter of offer made under clause 9.5; and
- 9.2.3 meet minimum English language requirements as set out in the Admissions and Enrolment Policy and Procedures.
- 9.3 The Head of School must consider applications and must not recommend that the Dean admits an applicant unless:
- 9.3.1 the applicant's qualifications satisfy clause 8 of these rules; and
- 9.3.2 the Head of School is of the view that:
- i. a Thesis on the proposed Research Project will satisfy the requirements in clause 7 of these rules; and
 - ii. the School has adequate physical, financial and supervisory resources necessary to enable the applicant to complete Candidature.
- 9.4 The Dean may approve or reject an application for admission to a Higher Degree.
- 9.5 Where the Dean approves an application for admission, the Dean will send a letter of offer of admission to the applicant, which may include pre-conditions to admission to the Higher Degree.
- 9.6 The Dean may offer a scholarship to a Candidate in conjunction with the offer of admission.

10. Credit provisions

- 10.1 The Dean may grant a Candidate credit in respect of a unit of study for work completed, or a qualification or experience obtained, by that person that:
- is equivalent to that unit of study or to a prerequisite qualification for admission to that unit of study; and
 - was successfully completed within the period of 10 years immediately before admission to the course of study or any longer period approved by the Dean in circumstances the Dean regards as exceptional.
- 10.2 Credit will not be granted towards a thesis or alternative research component.
- 10.3 Applications for credit for coursework completed prior to commencement of a Higher Degree by Research will be considered in accordance with the Admissions and Enrolment Policy and Procedure.

11. Enrolment

- 11.1 An applicant who accepts the Dean's offer of admission to a Higher Degree and takes all applicable steps outlined in the letter and in the Admissions and Enrolment Policy and Procedures will be enrolled as a Candidate on either a Full Time or Part Time basis.

- 11.2 Failure to enrol in accordance with clause 11.1 will result in the applicant forfeiting their Candidature.
- 11.3 The Dean may approve the variation of a Full Time enrolment to Part Time enrolment or vice versa in accordance with the Candidature Management Policy and Procedures.
- 11.4 Enrolment as a Candidate automatically terminates where
- 11.4.1 Candidature is terminated under clause 18 of these rules;
 - 11.4.2 a Candidate withdraws from Candidature; or
 - 11.4.3 examination outcomes are finalised and any internal appeals of those outcomes have been exhausted.
- 11.5 A person whose enrolment as a Candidate has been terminated under clause 11.4.2 may reapply for admission to a Higher Degree under clause 9 of these rules.

12. Degree Periods

- 12.1 The Degree Period begins on the Commencement Date.
- 12.2 The Commencement Date may only be revised by the Dean in the circumstances prescribed in the Admissions and Enrolment Policy and Procedures.
- 12.3 The Degree Period for a:
- 12.3.1 Doctor of Philosophy and Professional Doctorate is:
 - i. a minimum period of 2 years Full Time or equivalent Part Time; and
 - ii. a maximum period of 4 years Full Time or equivalent Part Time;
 - 12.3.2 Master of Research is:
 - i. a minimum period of 1 year Full Time or equivalent Part Time; and
 - ii. a maximum period of 2 years Full Time or equivalent Part Time;
 - 12.3.3 Joint/Cotutelle Doctoral Degree is the minimum and maximum periods as specified in the Candidate Agreement.
- 12.4 The Dean may, in exceptional circumstances:
- 12.4.1 approve a reduction of the minimum Degree Period;
 - 12.4.2 approve a period of extension beyond the maximum Degree Period not exceeding one eighth of the total Degree Period in order to allow the Candidate to submit their Thesis within the extended period provided that:
 - i. adequate supervision and any required resources for the period of extension are available; and

- ii. the Graduate Research Coordinator agrees to monitor the Candidate's progress in accordance with the Reviews of Progress Policy and Procedures.

12.5 Applications for reductions and extensions of the minimum or maximum Degree Period must be made in accordance with the Candidature Management Policy and Procedures.

13. Annual Review of Progress

13.1 A Candidate will be required to undergo an annual review of progress as and when prescribed in the Reviews of Progress Policy and Procedures.

13.2 All annual reviews of progress recommendations must be approved by the Dean of Graduate Research.

13.3 In relation to the first review of progress, the Dean will consider whether Confirmation of Candidature is to be granted taking into account whether the Candidate:

13.3.1 has achieved Satisfactory Academic Performance;

13.3.2 has complied with all applicable conditions in the Dean's letter of offer or otherwise imposed by the Dean throughout Candidature; and

13.3.3 has otherwise complied with these rules and any applicable policies.

13.4 Where the Dean determines that Confirmation of Candidature will not be granted, the Dean may either:

13.4.1 offer the Candidate a single extension in order to be reassessed for Confirmation of Candidature that is not in excess of 3 months FTE unless there are exceptional circumstances in which case a longer extension period may be offered; or

13.4.2 terminate Candidature under clause 18 of these rules.

14. Annual and Sick leave

14.1 All Candidates are entitled to 20 days leave for recreational purposes and 10 days sick leave in each FTE year of enrolment. Such leave will not suspend or extend the Degree Period.

15. Leave of Absence and additional leave

15.1 Subject to clause 15.2 of these rules, the Dean will approve applications for periods of leave of absence required as a result of a Candidate's personal circumstances where:

15.1.1 the total period of all leave of absences approved in the total Degree Period will not exceed 12 months; and

- 14.1.2 the Primary Supervisor and Graduate Research Coordinator confirm that there will be no adverse impact on the Research Program.
- 15.2 Unless there are circumstances considered exceptional by the Dean, requests for a leave of absence made under clause 15.1 of these rules will not be approved where they are made:
- 15.2.1 prior to Confirmation of Candidature; or
- 15.2.2 within 3 months FTE (Master of Research) or 6 months FTE (Doctoral) prior to the expiry of the Degree Period.
- 15.3 Where a requested leave of absence would result in more than 12 months of total leave of absence over the course of the Degree Period, the Dean will not approve the leave of absence unless:
- 15.3.1 the Dean forms the view (based on satisfactory evidence) that the leave of absence is needed for:
- i. parental leave;
 - ii. leave relating to serious illness or injury of the Candidate;
 - iii. carer's leave relating to serious illness or injury of the Candidate's partner or other immediate family;
 - iv. leave related to extreme hardship; and
- 15.3.2 in the reasonable view of the Head of School:
- i. the Research Program will be able to be properly resourced with respect to supervision, funding and access to facilities until the revised expiry date of the Degree Period; and
 - ii. by the revised expiry date of the Degree Period the Thesis:
 - (a) is expected to be submitted; and
 - (b) will still form a supervised, independent and significant contribution to knowledge.

16. Place of Candidature

- 16.1 The normal place of Candidature will be at one of the University's campuses in accordance with the Candidature Management Policy and Procedures.
- 16.2 The Dean may allow a Candidate to undertake all or part of the Research Program away from the University (off-campus), in accordance with the Admissions and Enrolment Policy and Procedures. .
- 16.3 A Candidate for a Joint/Cotutelle Doctoral Degree will be required to conduct research at a campus of the University and a campus of the partner university as specified in the Candidate Agreement.

17. Research Training and Resource Management

17.1 The Dean will appoint Supervisors in accordance with the Supervision Policy and Procedure and Graduate Research Coordinators in accordance with the Graduate Research Coordination Policy and Procedure.

17.2 The Head of School will ensure that:

17.2.1 the School provides the essential level of resources and support for the Candidates in accordance with the Minimum Infrastructure and Resources Policy and Procedure;

17.2.2 all Candidates are provided with research training by qualified Supervisors in accordance with the Supervision Policy and Procedure; and

17.2.3 Supervisors and Graduate Research Coordinators comply with all applicable policies governing the supervision and monitoring of Candidates.

18. Termination of Candidature

18.1 Candidature may be terminated by the Dean where:

18.1.1 a Candidate has been notified in writing at any time (including in a review of progress) that they have failed to demonstrate Satisfactory Academic Performance and has been given a reasonable opportunity to rectify that failure, but has not done so;

18.1.2 there is a failure (which the Dean reasonably regards as material) by the Candidate to comply with a procedural or administrative requirement set out in these rules or any applicable University policy and the Candidate has been given notice of this fact and a reasonable opportunity to rectify the failure to comply but has not done so;

18.1.3 the Candidate does not comply with a material condition of Candidature imposed by the Dean in the letter of offer of Candidature, or otherwise; or

18.1.4 Confirmation of Candidature is not granted.

18.2 In considering termination of Candidature on the grounds referred to in clause 18.1, the Dean must ascertain the relevant background, including by seeking the views of the Head of School, the Primary Supervisor and the Graduate Research Coordinator.

18.3 If the Dean proposes to terminate Candidature following the preliminary investigation in clause 18.2, the Dean must advise the Candidate, the Primary Supervisor, the Graduate Research Coordinator and the Head of School of the grounds for the proposed termination in writing and invite each of them to make a written submission within 15 Days expressing their views on the proposed termination.

18.4 In making a final determination, the Dean must take into account all material submitted in accordance with clause 18.3 but is not obliged to follow any recommendation.

18.5 The Dean must:

- 18.5.1 make a decision as to whether Candidature will be terminated no later than 10 Days after the deadline for written submissions referred to in clause 18.3 has passed;
 - 18.5.2 advise the Candidate in writing of the decision no later than 5 Days after it has been made; and
 - 18.5.3 provide a written copy of the decision to the Head of School, the Graduate Research Coordinator, Primary Supervisor and the Registrar on the date that it is sent to the Candidate.
- 18.6 In addition to termination under clauses 18.1 to 18.5, the Dean will terminate Candidature where a Candidate's Thesis has not been submitted within the Degree Period.
- 18.7 Where the Dean decides to terminate Candidature under clause 18.6, the Dean must:
- 18.7.1 advise the Candidate in writing of the decision no later than 5 Days after it has been made; and
 - 18.7.2 provide a written copy of the decision to the Head of School, the Graduate Research Coordinator, the Primary Supervisor and the Registrar on the date that it is sent to the Candidate.
- 18.8 In making a decision under this clause, the Dean may also determine whether a Candidate whose Candidature stands to be terminated will:
- 18.8.1 be eligible to reapply for admission as a Candidate; or
 - 18.8.2 receive recognition of academic credit for study and research completed; or
 - 18.8.3 in the case of Doctoral Candidates, be permitted to transfer to a Master of Research Degree.
- 18.9 If a Candidate does not appeal the Dean's decision to terminate Candidature under the Ordinance of Student Complaints within 20 Days after receiving the Dean's written decision under clause 18.5 or clause 18.7, Candidature is terminated.

19. Submission and examination of Thesis

- 19.1 The Candidate must submit their Thesis to the Head of School for examination within the Degree Period as defined in clause 12.3 of this Rule.
- 19.2 Thesis examinations will be conducted in a transparent and confidential process that includes independent and impartial assessment by high quality examiners that have international standing in the field of research.
- 19.3 Requirements for the preparation, submission and examination of a Candidate's Thesis are prescribed in the Examination Policy and Procedures.

20. Satisfaction of requirements of award

- 20.1 A Candidate will be deemed to have satisfied the requirements of the award of a Higher Degree where:
- 20.1.1 the Candidate's Thesis has satisfied the requirements prescribed in the Examination Policy and Procedures;
 - 20.1.2 all coursework requirements as set out the Examination Policy have been met; and
 - 20.1.3 any conditions of Candidature imposed by the Dean have been met.
- 20.2 Where the requirements of the award for a Higher Degree have been satisfied, the Dean will recommend to Academic Senate that the Higher Degree be awarded.
- 20.3 When a Thesis is accepted for the award of the Higher Degree, the Candidate must lodge the Thesis with the Dean as required in the Examination Policy and Procedures.

21. Aegrotat and Posthumous Awards

- 21.1 The Academic Senate may confer an Aegrotat or Posthumous Award in a Higher Degree by Research Program where:
- 21.1.1 the Candidate has died or sustained an incapacitating injury or illness that precludes the completion of the Research Program;
 - 21.1.2 the Candidate was enrolled in the Research Program at the time of injury, illness or death;
 - 21.1.3 at the time of injury, illness or death, the Candidate had completed sufficient research work such as study design, data collection, literature reviews, draft chapters, papers and publications, progress reports or other assessable evidence to indicate that, had the death or incapacity not intervened, he or she would have satisfied the requirements for the award of the Higher Degree;
 - 21.1.4 the Candidate's research whilst enrolled at the University was such that it is reasonable to conclude that the Candidate would have successfully completed the Research Program and qualified for the award of the Higher Degree;
 - 21.1.5 the Dean recommends conferral of the award of the Higher Degree; and
 - 21.1.6 it can be confirmed that the conferral of the award of the Higher Degree will not cause offence or undue stress to the relatives of the deceased Candidate or the incapacitated student.
- 21.2 Requirements for the preparation, submission and examination of a body of work for an Aegrotat or Posthumous Award are prescribed in the Aegrotat or Posthumous Awards Policy

22. Complaints

- 22.1 Except where these rules or associated policies expressly provide otherwise, all complaints by Candidates in relation to the subject matter of these rules will be dealt

with under Part 3 of the Ordinance of Student Complaints, with any necessary changes.

- 22.2 Candidates who wish to activate the process under Part 3 of the Ordinance of Student Complaints must do so in accordance with clauses 2.2 of that Ordinance.

23. Transitional provisions

- 23.1 Subject to clause 23.2, these rules apply to any person who is a Candidate at the time these rules commence.

- 23.2 A person who is a Candidate at the time these rules commence and who considers that they are disadvantaged by the application of these rules may, by written notice to the Dean, elect to continue their Candidature under the rules in existence at the commencement of their Candidature.

REVOKED 25 SEPT 2020

TABLE (clause 3.1)

Doctoral Degrees

Doctor of Philosophy	PhD
Doctor of Business Administration	DBA
Doctor of Education	EdD
Doctor of Health	DHlth
Doctor of Health Services Management	DHSM
Doctor of Psychology	DPsych
Doctor of Psychology (Clinical Psychology)	DPsych(Clin)
Doctor of Philosophy by Prior Publication	PhD (Prior Pub)

Master of Research Degrees

Master of Agricultural Science	MAgrSc
Master of Applied Science in Aquaculture	MAppSc(Aq)
Master of Applied Science (Fisheries)	MAppSc(Fisheries)
Master of Architecture (Research)	MArch(Res)
Master of Arts	MA
Master of Arts in Cognitive Science	MA(CogSc)
Master of Biomedical Science (Research)	MBiomedSc
Master of Commerce	MCom
Master of Design	MDes
Master of Economics	MEc
Master of Education (Research)	MEd
Master of Engineering Science	MEngSc
Master of Environmental Studies	MEnvSt
Master of Fine Arts (Research)	MFA
Master of Laws	LLM
Master of Medical Science	MMedSc
Master of Music	MMus
Master of Nursing	MN
Master of Pharmacy	MPharm
Master of Philosophy (AMC)	MPhil(AMC)
Master of Science	MSc
Master of Science in Exploration Geoscience	MSc(ExGeo)
Master of Social Work	MSW

Professor Dianne Nicol
Chair, Academic Senate

Witness