Research Higher Degrees Student Information Manual

Last updated 2015
I am delighted to welcome you to the research team at Flinders University. The success of our research higher degree candidates — and our commitment to them — is a vital part of our ongoing reputation as an innovative, research-intensive university. Professor Jeri Kroll is the Dean of Graduate Research and she and her office will be happy to assist you along the way: flinders.edu.au/graduate-research/

Flinders attracts significant funding for research, from a range of sources, across a broad range of areas and our research is recognised locally, nationally and internationally.

To build on this performance, we encourage suitably qualified graduates from anywhere in the world to join us. We particularly encourage the participation of women in our research higher degree programs.

We invest directly to assist postgraduate candidates through scholarships, allowances, travel assistance and computer support. As a research candidate, you will receive the highest levels of support in terms of facilities and supervision. Most faculties have a dedicated research higher degree or postgraduate coordinator and all have research higher degree committees with a responsibility to ensure every individual’s program runs smoothly.

The University has implemented a statement of minimum resources for research higher degree candidates. You will find a copy of the statement in this Manual.

The University offers a comprehensive Induction for new research higher degree candidates. This program covers the roles, expectations, rights and responsibilities of candidates, staff, departments and support services. You will also have many opportunities, throughout the year, to join staff in a wide range of training workshops, seminars and demonstrations.

The aim of a research higher degree program — whether at Masters or Doctoral level — is to provide training in a manner that fosters the development of a candidate’s independent research and critical thinking skills. The thesis presented provides evidence of a contribution to knowledge with a level of originality consistent with two to 3.5 years of full-time study and supervised research training. It demonstrates the candidate’s capacity for critical analysis and ability to pursue scholarly research that answers significant questions.

This Manual is designed to help you move successfully from admission to the submission of your thesis. It contains essential information on the policies and procedures relating to your candidature and is intended as a reference guide for you and your supervisors.

Good luck with your research.

Professor David Day
Deputy Vice-Chancellor (Research)
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Research is a core activity at Flinders University with international research collaboration as a key strategy. Our highly-skilled staff are known for both research and teaching excellence, which supports Flinders’ mission to offer postgraduate programs of international quality, including Masters and Doctoral degrees undertaken entirely or primarily by research in all disciplines. Membership in the group of Innovative Research Universities (IRU) testifies to Flinders’ commitment to innovative, collaborative research that has both domestic and international significance.

Flinders recognises that its postgraduates contribute in a major way to its academic life, research quality and outputs. The university therefore provides a range of excellent resources, including study space, funding and a suite of professional development and skills-rich courses to enhance the postgraduate experience for domestic and international candidates. Our supervisors work towards advancing the career opportunities of their postgraduates and preparing them to become knowledgeable, flexible, independent researchers. International exchange can be facilitated by the Flinders Cotutelle program, whereby candidates are awarded a PhD from both Flinders and a prestigious overseas institution at the same time.

The Office of Graduate Research supports Flinders University’s goal of providing high-quality postgraduate education and ensuring consistent research training across the university. It offers a streamlined service for future and current RHD candidates and links them to academic and pastoral support systems on campus. It manages a Register of Research Higher Degree Supervisors and also helps to train postgraduate supervisors to ensure that best-practice knowledge informs staff supervision.

For other enquiries please contact the Office of Graduate Research:
flinders.edu.au/graduate-research/

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**Office of Graduate Research staff**

**Back row L-R:** Karen Jacobs, Sam Franzway, Jeri Kroll

**Front row L-R:** Nena Bierbaum, Emily Davis, Dani Milos

**Not pictured:** Lisa Crowder

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**Professor Jeri Kroll**
Dean of Graduate Research
Glossary of Terms

**Adjunct Supervisor** refers to a member of the Supervisory Panel, appointed to provide additional expertise, who is not a staff member or titleholder of the University and who is not the Principal or Associate Supervisor.

**AHEGS** refers to the Australian Higher Education Graduation Statement. The AHEGS describes higher education qualifications in an easily understandable way by including descriptions of the nature, level, context and status of the studies undertaken.

**Associate Supervisor** refers to a member of the Supervisory Panel who is a University staff member or titleholder and who is not the Principal Supervisor.

**Candidate** means a person enrolled for a research higher degree at Flinders University. The terms ‘candidate’ and ‘student’ are used interchangeably in this document.

**Committee** refers to either the Faculty Research Higher Degrees Committee (FRHDC) or the University Research Higher Degrees Committee (URHDC).

**Cotutelle** means a program of study undertaken jointly at Flinders University and an international institution.

**Dean** (formerly known as ‘Head of School’) refers to the person who has overall responsibility for research higher degree candidates within the ‘School’.

**Domestic Applicant/Candidate** refers to an applicant/candidate who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.

**DIBP** refers to the Department of Immigration and Border Protection.

**ESOS** refers to the Commonwealth Education Services for Overseas Students Act 2000 which provides consumer protection to international students and requires the University to advise DIBP if students breach their visa conditions.

**External Candidate** refers to a candidate who primarily undertakes his/her degree in an external mode of study.

**Faculty** refers to the basic administrative structure for academic and support staff responsible for teaching and research. Each Faculty may offer more than one course and can contain a number of Schools.

**International Applicant/Candidate** refers to an applicant/candidate who is not a citizen of Australia or New Zealand and who does not hold Permanent Residency status in Australia.

**Milestone** refers to any task, course or review of progress that a candidate is required to complete during their candidature.

**Major Scholarship** refers to Australian Postgraduate Awards, Australian Postgraduate Awards (Industry), Flinders University Scholarships, International Postgraduate Research Scholarships and Flinders International Postgraduate Research Scholarships.

**Masters by Research** refers to a Masters degree that comprises a minimum of two-thirds of its assessable content by research.

**Office of Graduate Research** refers to the Office of Graduate Research (OGR), namely the area responsible for the management and administration of research higher degree education at the University. The terms Office of Graduate Research and OGR are used interchangeably in this document.
Panel refers to the candidate’s supervisory panel: a panel comprises the Principal Supervisor and one or more Associate Supervisors and an Adjunct Supervisor where appropriate.

Parchment means the certificate of qualification awarded by the University following the conferral of a degree.

Part-time Candidature refers to a half-time (0.5 time) study load.

PhD refers to the research degree of Doctor of Philosophy. Research in the program of learning will be for at least two years and typically two-thirds or more of the qualification (Australian Qualifications Framework Second Edition January 2013).

Postgraduate Coordinator refers to the person who, under the direction of the Dean, will oversee the work of all the research higher degree candidates in the School. (Some faculties and schools use another name such as Associate Dean, Higher Degrees.)

Principal Supervisor refers to a member of the Supervisory Panel who is a University staff member or titleholder and who has been appointed by the Dean to have the primary responsibility for the supervision of a candidate.

Professional Doctorate refers to a doctoral degree that comprises a minimum of two-thirds of its assessable content by research and which is specifically aimed at practitioners in the field.

Research Higher Degree refers to any Masters or Doctoral Degree (PhD/Professional Doctorate) that comprises a minimum of two-thirds of its assessable content by research.

Research Training Scheme or RTS is the program under which Commonwealth Government provides block grants, on a calendar-year basis, to support research training for domestic candidates undertaking Doctorate and Masters by Research degrees. Candidates supported under the RTS are exempt from payment of candidates contribution amounts and tuition fees for a maximum of four years for a doctorate or two years for a Masters by Research or half-time equivalent.

Review of progress refers to any programmed review of progress undertaken by a candidate, including the major review, annual review, minor review and such other reviews that may be instigated by the Dean or the Faculty Research Higher Degrees Committee.

School refers to the academic organisational unit in which research higher degree candidates are enrolled: this may be a School or Discipline, depending on the structure of the Faculty concerned.

Student means a person enrolled for a Research Higher Degree at Flinders University. The terms ‘student’ and ‘candidate’ are used interchangeably in this document.

Thesis refers to the outcome of independent supervised study undertaken during a time-based research component that produces significant and original research outcomes culminating in a thesis, dissertation, exegesis, creative works, other major assessable research outputs or equivalent, including separately assessed elements thereof.

Timely completion means the satisfactory completion of all the examination requirements of a research higher degree within two (Masters) or four years (PhD) from the commencement of candidature or half-time equivalent.
A research higher degree is awarded on the basis of a thesis (or in some cases by published works) embodying the results of a research project and any coursework topics or other formal studies undertaken during the candidature that do not constitute more than one-third of the final assessment of the degree.

**Research Higher Degrees Offered at Flinders**
For a comprehensive list go to: flinders.edu.au/rhd/

**Courses offered as research degrees**
The following are offered as research degrees only; i.e. assessment is based entirely on presentation of a thesis embodying the results of research undertaken whilst enrolled as a candidate for the degree.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Description</th>
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<tbody>
<tr>
<td>MA</td>
<td>Master of Arts</td>
</tr>
<tr>
<td>MBus</td>
<td>Master of Business</td>
</tr>
<tr>
<td>MEng</td>
<td>Master of Engineering</td>
</tr>
<tr>
<td>LLM</td>
<td>Master of Laws</td>
</tr>
<tr>
<td>MSc</td>
<td>Master of Science</td>
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<tr>
<td>MSurg</td>
<td>Master of Surgery</td>
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<tr>
<td>MTh</td>
<td>Master of Theology</td>
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<tr>
<td>PhD</td>
<td>Doctor of Philosophy</td>
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</tbody>
</table>

**Research degrees with a minor coursework component**
The following are offered as research degrees with a minor coursework component. The major piece of assessment is based on the presentation of a thesis.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA(AppPopSt)</td>
<td>Master of Arts in Applied Population Studies</td>
</tr>
<tr>
<td>MA(SocWk)</td>
<td>Master of Arts (Social Work)</td>
</tr>
<tr>
<td>MBiotech</td>
<td>Master of Biotechnology</td>
</tr>
<tr>
<td>MClinEd</td>
<td>Master of Clinical Education</td>
</tr>
<tr>
<td>M ClinRehab</td>
<td>Master of Clinical Rehabilitation</td>
</tr>
<tr>
<td>PhD(ClinPsych)</td>
<td>Doctor of Philosophy (Clinical Psychology)</td>
</tr>
<tr>
<td>DPH</td>
<td>Doctor of Public Health</td>
</tr>
<tr>
<td>EdD</td>
<td>Doctor of Education</td>
</tr>
</tbody>
</table>

**Masters Degrees by Research**
The objective of these degrees is to train candidates in research techniques, in critical evaluation of such methodology appropriate to their field of study, and in the application of the methodology by conducting a specified program of research under supervision.

**Doctoral Degrees**
These degrees provide training and education with the objective of producing graduates with the capacity to conduct research independently at a high level of originality and quality. The candidate must be capable at the end of candidature of conceiving, designing and carrying to completion a research program without supervision. The doctoral candidate should uncover new knowledge either by the discovery of new facts, the formulation of theories or the innovative re-interpretation of known data and established ideas.

**Professional Doctorate Degrees**
These degrees provide training and education with the objective of producing graduates with the capacity to conduct research independently at a high level of originality and quality in the context of professional practice. The candidate ought to be capable by the end of their candidature of conceiving, designing and carrying to completion a research program without supervision. The Professional Doctoral candidate should make a significant and original contribution to knowledge in the context of professional practice and uncover new knowledge either by the discovery of new facts, the formulation of theories or the innovative re-interpretation of known data and established ideas. The Professional Doctoral candidate will typically achieve these goals in the context of professional practice. The Professional Doctoral candidate will also demonstrate, via a program of advanced and specialist coursework or research-integrated practice, attainment of advanced skills and knowledge and the capacity to apply them so as to be able to undertake a variety of advanced professional roles in an area of professional practice associated with the Professional Doctorate studies. Research that is specifically aimed at practitioners in the field will comprise at least two years of the assessable content of the degree.

**Cotutelle Doctoral Degrees**
As a research-intensive university engaged in a range of international activities on campus and abroad, Flinders University acknowledges the benefits of international exchange for both candidates and staff. Cotutelle agreements have been established to promote and strengthen these research collaborations between Australia and other countries.

The aim of a Cotutelle program is to support doctoral candidates and research teams through jointly supervised degrees. Cotutelle
supervisors and coursework requirements and qualifying facilities for the policy related to research higher degrees is at: flinders.edu.au/ppmanual/student/student_home

degrees

research higher degree committees.

Administrative Officers and Chairs of Faculty

are suitably qualified and trained in best-practice supervision.

Supervisors that ensures all research higher degree supervisors

Register of Research Higher Degree Supervisors

The University maintains a Register of Research Higher Degree Supervisors that ensures all research higher degree supervisors are suitably qualified and trained in best-practice supervision. This Register is confidential and only available to key Research Higher Degree Administrative Officers and Chairs of Faculty Research Higher Degree Committees.

Find a Supervisor

Flinders University has introduced a significant new facility, Find a Supervisor, to the Flinders website. This facility provides a gateway to potential applicants who wish to ‘Find a Supervisor’ with suitable expertise. In addition, it assists Research Higher Degree Administrative Officers and Postgraduate Coordinators to identify appropriate research higher degree supervisors. It can be found at: flinders.edu.au/find-a-supervisor

Research Institutes and Centres

Flinders University has an impressive range of research facilities at the main Bedford Park campus and off-site in South Australia, Victoria and the Northern Territory.

The Flinders School of Medicine is co-located with Flinders Medical Centre, one of South Australia’s leading public teaching hospitals, creating a combined clinical, community and laboratory environment ideal for translational research.

Our new School of Environment is another example of high-level collaboration between the areas of environmental sciences, management and health, providing a unique opportunity for postgraduate research.

Some of the major centres and institutes are listed below:

- Biodiversity & Ecology Cluster - flinders.edu.au/science_engineering/biology/research/clusters/biodiversity/
- Climate Change, Adaptation and Animal Behaviour – flinders.edu.au/caab/
- Clinical Change and Health Care Research – flinders.edu.au/clinical-change
- Clinical Pharmacology – flinders.edu.au/medicine/sites/clinical-pharmacology
- Education – flinders.edu.au/ehl/educationalfutures/
- Flinders Centre for Ageing Studies – flinders.edu.au/sabs/fcas/
- Health, Society and Equity – flinders.edu.au/southgate/
- Humanities – fhrc.flinders.edu.au/research.html/
- Innovation in Cancer – flinders.edu.au/cancer/
- Lincoln Marine Science Centre – flinders.edu.au/lms/
- Medical Devices – flinders.edu.au/mdri/
- Molecular Biology & Biotechnology Cluster - flinders.edu.au/science_engineering/biology/research/clusters/biotech/home.cfm
- NanoScale Science and Technology – flinders.edu.au/science_engineering/research/nanoscale/
- National Institute of Labour Studies – flinders.edu.au/sabs/nils/
- Neuroscience – flinders.edu.au/neuroscience/
- Opthalmology, Eye and Vision – vision.flinders.edu.au/
- Psychology – flinders.edu.au/sabs/psychology/

Policies Governing Research Higher Degrees

Statutes and Rules

Research higher degrees are governed by Statute 7.3 Masters Degrees and Statute 7.4 Doctoral Degrees and the Rules made pursuant to them. The URLs for these rules have been included in the Appendices section of this manual.

Research Higher Degrees Policies and Procedures

Flinders has developed a comprehensive set of policies and procedures relating to research higher degrees.

The complete set of policies and procedures is published annually in the Student Related Policies and Procedures Manual: flinders.edu.au/ppmanual/student/student_home

The policy related to research higher degrees is at: flinders.edu.au/ppmanual/student/research-higher-degrees

Faculty-specific information including details of facilities for higher degree study, coursework requirements and qualifying programs is available from Faculty websites.

The University maintains a Register of Research Higher Degree Supervisors that ensures all research higher degree supervisors are suitably qualified and trained in best-practice supervision. This Register is confidential and only available to key Research Higher Degree Administrative Officers and Chairs of Faculty Research Higher Degree Committees.

This type of international research degree provides benefits to candidates as well as to the University. It enriches candidates’ training experiences, exposes them to different educational environments and encourages them to forge personal and professional links that will increase their career prospects. Cotutelle agreements also support Flinders staff in developing and strengthening international research networks.

Candidates seeking to undertake a Cotutelle degree need to have an appropriately resourced project and appropriate supervision at both partner institutions. Potential candidates must also satisfy each university’s normal admission requirements, including language proficiency.

Potential Applicants: If you believe that a Cotutelle doctoral degree will help you to achieve your goals and you are in your first year of candidature, please read the policy: flinders.edu.au/cotutelles

Discuss the possibility with your supervisors, preferably when you first apply for a doctoral degree. If you or your supervisors have further questions, please feel free to contact the Office of Graduate Research (8201 2130). Flinders University has a standard template for the Cotutelle agreement.

Some of the major centres and institutes are listed below:

- Biodiversity & Ecology Cluster - flinders.edu.au/science_engineering/biology/research/clusters/biodiversity/
- Climate Change, Adaptation and Animal Behaviour – flinders.edu.au/caab/
- Clinical Change and Health Care Research – flinders.edu.au/clinical-change
- Clinical Pharmacology – flinders.edu.au/medicine/sites/clinical-pharmacology
- Education – flinders.edu.au/ehl/educationalfutures/
- Flinders Centre for Ageing Studies – flinders.edu.au/sabs/fcas/
- Health, Society and Equity – flinders.edu.au/southgate/
- Humanities – fhrc.flinders.edu.au/research.html/
- Innovation in Cancer – flinders.edu.au/cancer/
- Lincoln Marine Science Centre – flinders.edu.au/lms/
- Medical Devices – flinders.edu.au/mdri/
- Molecular Biology & Biotechnology Cluster - flinders.edu.au/science_engineering/biology/research/clusters/biotech/home.cfm
- NanoScale Science and Technology – flinders.edu.au/science_engineering/research/nanoscale/
- National Institute of Labour Studies – flinders.edu.au/sabs/nils/
- Neuroscience – flinders.edu.au/neuroscience/
- Opthalmology, Eye and Vision – vision.flinders.edu.au/
- Psychology – flinders.edu.au/sabs/psychology/

Find a Supervisor

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- Health, Society and Equity – flinders.edu.au/southgate/
- Humanities – fhrc.flinders.edu.au/research.html/
- Innovation in Cancer – flinders.edu.au/cancer/
- Lincoln Marine Science Centre – flinders.edu.au/lms/
- Medical Devices – flinders.edu.au/mdri/
- Molecular Biology & Biotechnology Cluster - flinders.edu.au/science_engineering/biology/research/clusters/biotech/home.cfm
- NanoScale Science and Technology – flinders.edu.au/science_engineering/research/nanoscale/
- National Institute of Labour Studies – flinders.edu.au/sabs/nils/
- Neuroscience – flinders.edu.au/neuroscience/
- Opthalmology, Eye and Vision – vision.flinders.edu.au/
- Psychology – flinders.edu.au/sabs/psychology/
Admission and Enrolment

Admission to a Research Higher Degree

Applications

Before making an application for admission to a research higher degree course, intending applicants should contact the Dean of School (or Postgraduate Coordinator) in which the research work is likely to take place, to discuss the proposed research project, and to identify a possible supervisor. The Dean can provide details of the School or Department's research activities and information about the expertise and interests of staff who are qualified and willing to accept research higher degree candidates for supervision.

Potential applicants will be able to use the Find a Supervisor link on the Office of Graduate Research website that provides a gateway to the research interests of eligible supervisors of research higher degree candidates. It can be searched by key words, which are linked to researchers' names. The Find a Supervisor link is:
flinders.edu.au/find-a-supervisor

Application forms for admission to research higher degree candidature are available from the Admissions/Prospective Students Office, Faculty Offices, the International Centre or can be downloaded from the University website by following the links from: flinders.edu.au/future-students/

Flinders University students and recent graduates can apply online. If you are a current Flinders University student or graduated within the previous month, you can complete and submit an application using the 'My Application' tab in the Student Information System: stuadmin.flinders.edu.au/student/

The completed application form should be lodged with Student Finance Services. International candidates seeking admission to a research higher degree should complete the Postgraduate International Student Application form available from the International Office or the University website: flinders.edu.au/international-students/

The application for admission to research higher degree candidature must contain a research proposal approximately 500 words in length, which details the problem, hypothesis or question to be examined, the methodology or approach that will be used and the anticipated resources required for the research project to be viable. Applicants are strongly advised to prepare their research proposal in consultation with a potential supervisor.

An applicant can only be accepted for admission to candidature if the School is able to offer research facilities and supervision appropriate to the proposed field of research.

Entry requirements

Admission to a research higher degree program is normally restricted to applicants holding an Honours Class 1 or 2A degree or equivalent. For admission to the PhD program, other qualifications may be considered by the Faculty and may include an undergraduate medical degree with minimum credit average, a Masters degree by coursework with an average grade of distinction or better, or a Masters degree by Research.

Candidates with an Honours 2A seeking admission to the PhD degree may be advised that it may be in their best interests to initially enrol in a Masters degree by Research.

English Proficiency for International candidates

Candidates who come from a country where English is not the first language will need to provide evidence of competence in the English language.

For details of minimum acceptable qualifications see: flinders.edu.au/ppmanual/student/international-students
Consideration of the Application for Admission

Applications for admission to candidature that are supported by the School are considered by the relevant faculty. In considering an application, the faculty must be satisfied that:

1. the applicant meets the eligibility criteria for admission;
2. the proposed research project is appropriate for the degree for which the applicant wishes to be a candidate and the specific research project can be undertaken with a reasonable expectation of success;
3. the School in which it is intended to undertake the research is appropriate for the research topic, has the space and other facilities the work may need and can offer an appropriate academic environment for the candidature;
4. the proposed principal supervisor is sufficiently expert in the area of research, is on the Register of RHD supervisors and has the time and commitment to be able to offer the candidate proper supervision;
5. proper supervision can be provided and maintained throughout the period of candidature;
6. an applicant is able to devote sufficient time to the approved studies and meet any conditions which may be prescribed by the faculty or in University policies;
7. the applicant, the supervisors and the Dean of School have considered whether the project is likely to generate intellectual property which has potential for commercial development and in which the University or an outside funding body may have an interest; and
8. in addition, in considering an application for external candidature, the faculty will be satisfied that:
   i. the methods to be used to carry out the supervision have been specified, and can be monitored by the faculty;
   ii. where a candidate undertakes study within an institution, the academic environment and standard of research activity within the institution is acceptable;
   iii. appropriate resources are available for supervision, costings have been detailed in advance and funding is budgeted for the duration of the candidacy;
   iv. details of any proposed program of visits to the University for consultation, especially during the early phases of the project, and for participation in research seminars and similar activities have been provided, with the responsibility for funding clearly indicated;
   v. the integrity and security of any data generated as part of the research activity can be assured;
   vi. library and related resources are available to the candidate at the external location such that there is a reasonable prospect of the project being completed;
   vii. there has been agreement about the attribution of any papers published and presented by the candidate as a result of his/her research;
   viii. the implications for the candidacy of the University’s Code of Ethical Practice in relation to overseas candidates has been addressed by the School;
   ix. arrangements are in place to provide an acceptable alternative to the mandatory induction program;
   x. access to the University’s grievances procedures is available; and
   xi. all aspects of the candidature have been explained to the candidate in writing and the candidate has agreed in writing to the arrangements.

Qualifying Studies

The Faculty may prescribe qualifying work which a candidate must satisfactorily complete before being considered further for admission to candidature.

The nature of the qualifying studies is determined by the Faculty taking into account the circumstances of the applicant. The work may range from an Honours equivalent year to a program comprising an amalgam of topics designed to provide the applicant with the relevant background for the proposed higher degree study.

Notification of Application Outcome

Applicants are advised by the relevant Faculty (or the International Centre in the case of International candidates) of the outcome of their application for admission to a research higher degree. Successful applicants who receive an offer of admission to candidature must advise the Faculty by the date stipulated whether they accept the offer.

Appointment of Supervisors

Prospective candidates are consulted about their nominated supervisors and must agree to work with the supervisors before their appointment is confirmed.

One Principal Supervisor and at least one Associate Supervisor is appointed for each research higher degree candidate. Adjunct Supervisors may also be appointed. If the candidate is enrolled on an external basis, a suitably qualified person who is a resident at or near the place of study will normally be appointed, in addition to the supervisors, to provide advice and support to the candidate. The Principal Supervisor must have relevant knowledge, expertise and interest in the candidate’s research topic. The Associate Supervisor(s) must be involved from the outset in the development of the candidate’s research plan. Both the Principal and Associate Supervisor must be on the Register of RHD Supervisors.

The Principal Supervisor is responsible for coordinating communication between the supervisors and the candidate, and for resolving any issues. An agreed mechanism must be established to ensure the maintenance of communication and collaboration between the candidate and the supervisors. Supervision is provided for the duration of candidature and an appropriate replacement will be made in the event of the prolonged absence (longer than three months), retirement or resignation of either the Principal or Associate Supervisor(s).

Enrolment

Instructions for completing the enrolment process will be sent by the Faculty with the letter of offer of admission to candidature for Domestic candidates, or by the International Centre for international candidates. Commencing research higher degree candidates are permitted to enrol at any time during the academic year.

It should be noted that Australian Government regulations prescribe that International candidates undertaking their candidature in Australia must be enrolled on a full-time basis. The enrolment of a candidate ceases when the thesis is submitted for examination. A candidate must re-enrol if they are required to revise and re-submit their thesis. In accordance with Australian Government regulations (ESOS Act and National Code 2007) onshore international students on a student visa are only able to defer or intermit their candidature in exceptional circumstances.
Fees

For any fees enquiries please refer to: flinders.edu.au/enrolling/fee-information/fee-index

International candidates are required to pay course tuition fees and Overseas Health Student Health Cover. The Postgraduate Course Guide provides information on fees charged at Flinders University and is available from the International Office and on the web at: flinders.edu.au/international-students/study-at-flinders/fees-and-costs

Enquiries related to course fees or Overseas Student Health Cover should be referred to Student Finance Services (email: fees@flinders.edu.au or phone (08) 8201 3143). International candidates who fail to pay their fees will have their enrolment cancelled and be reported to the Department of Immigration and Border Protection and may have their student visas withdrawn.

All research higher degree candidates will pay a Student Services and Amenities Fee. The cost is capped for full-time enrolment and reduced for part-time and some external research candidates. The actual fee is charged pro-rata, depending on how long you are enrolled in a given semester. You can pay this fee up-front or eligible candidates (Australian citizens and permanent humanitarian visa holders) can choose to apply for a SA-HELP loan to assist with the fee. If you wish to defer your student Student Services and Amenities Fees you must complete a Request for SA-HELP assistance form prior to the payment due date. You can do this in the 'My Commonwealth Assistance' tab of the Student Information System through

Current Students > Student info system.

For more information refer to: flinders.edu.au/enrolling/fee-information/ssaf/student-services-fee

Download your Invoice/Fee Account

Your Fee Account is only available online and will not be mailed to you. You can request this from the 'My Finance' tab of the Student Information System through Current Students > Student info system.

Within the 'My Finances' tab you will also be able to view outstanding and historical transactions and pay outstanding fees.

How to pay

There are many payment options available to you. Visit the Payment methods page at Current Students > Fees and financial assistance for details.

Collect your Student ID card

Your Student ID card is required to borrow books from the Library, obtain an academic transcript, and receive student transport concessions. You must be enrolled in order to obtain a card, which will show your full-time or part-time status for the year.

You can obtain a Student ID card from the Central Library. Do this as soon as possible after enrolling to avoid delays. If you already have a Student ID card from previous study at Flinders, you can obtain an enrolment sticker from the Enrolment Support Centre in the Central Library on the Plaza during Orientation Week.
Scholarships and other Forms of Financial Assistance

General Information

Information on scholarships and other forms of financial assistance can be obtained from Student Finance Services located in the Student Centre.

Student Finance Services maintains a database of research higher degree scholarship schemes that is available on the scholarships website: flinders.edu.au/scholarships/. This includes information on scholarships provided by Flinders University as well as by external organisations including NHMRC, CSIRO, government agencies and private foundations such as Rhodes Scholarships, Harkness Fellowships, Fulbright and Menzies Scholarships and the John Monash Scholarships.

Information on scholarships offered for postgraduate study by a range of institutions and organisations can be found on the JASON website at: jason.edu.au/ or the Australia Awards website at: australiaawards.gov.au/.

Candidates are also advised to keep an eye on the print media for scholarship schemes and grants – particularly the Wednesday edition of The Australian, and the Saturday editions of The Weekend Australian and The Advertiser.

Research Training Scheme

The Research Training Scheme provides domestic research higher degree candidates with an exemption from tuition fees for up to four years full-time equivalent study for a Doctorate by Research and up to two years full-time equivalent study for a Masters by Research.

Periods of Entitlement

If you:

• withdraw from studies, and then subsequently resume study in the same course or another course at the same level within three years, the period of enrolment prior to withdrawing from the first course will be deducted from the maximum period of entitlement for the second course.
• change your course of study to another research higher degree at the same level, the period of enrolment in the first course will be deducted from the maximum period of entitlement for the second course.
• transfer your research higher degree studies from another institution to Flinders University, the period of enrolment at the first institution will be deducted from the maximum period of entitlement at Flinders University.
• transfer your research higher degree studies to another institution, the period of enrolment at Flinders University will be deducted from the maximum period of entitlement at the second institution.
• downgrade your candidature from a Doctorate by Research to an appropriate Masters degree, the maximum period of entitlement will be two years (three years if commenced before 1 January 2001) or the period of enrolment prior to the downgrade of candidature, whichever is greater.

Candidates are strongly encouraged to apply for variations to their candidature well in advance, whenever possible.
Your Research Training Scheme place will be terminated, if you:

- cease to be an enrolled student without requesting a period of intermission;
- do not resume study at the conclusion of a period of intermission or do not make arrangements to extend that period of intermission; and
- do not maintain satisfactory progress.

**Continuity of Study**

Research higher degree candidates who have exceeded their Research Training Scheme entitlement will be granted a Fee Exemption Scholarship.

**Postgraduate Research Scholarships**

Postgraduate research scholarships offered at Flinders University are awarded on the basis of academic merit and research potential to enable suitably qualified applicants to undertake full-time study towards a research higher degree (Masters degree by Research or Doctorate by Research).

Applications for most scholarships for domestic candidates close at the end of October each year – check online for specific closing dates or with Student Finance Services.

The postgraduate research scholarships pay a living allowance which is tax-free for full-time study.

The postgraduate research scholarships are tenable at Flinders University for up to three years for a Doctorate by Research, or up to two years for a Masters degree by Research, subject to satisfactory progress. For some scholarships a six-month extension may be granted to Doctorate by Research candidates.

Masters by Research candidates are not eligible for an extension. Scholarship holders are entitled to paid recreation and sick leave each year, and in some cases, paid maternity leave. Successful applicants who move to Adelaide from interstate or overseas may be eligible to claim an allowance for travel expenses and removal costs (relocation allowance).

**Eligibility**

Applicants must:

- have completed at least four years of tertiary education studies at a high level of achievement;
- hold Honours 1 or high Honours 2A or equivalent qualifications;
- commence or be continuing a Masters or Doctorate by research;
- have had their candidature accepted in the area in which they propose to undertake their studies; and
- are enrolling as full-time students. A part-time scholarship may be offered only in exceptional circumstances. Such circumstances may include significant caring commitments, a disability or medical condition, which preclude full-time study. Part-time awards are not available for applicants seeking to undertake paid employment on a full-time or substantial part-time basis.

Scholarships will not be available to those who:

- are receiving another equivalent award, scholarship or salary to undertake the research higher degree; or
- hold a Doctorate by Research degree or equivalent, or hold a Masters by Research degree or equivalent and are seeking to undertake a Masters by Research program.

Additional eligibility criteria apply to some of the awards offered - see below for more information.

**Selection criteria**

Scholarships are awarded on the basis of academic merit and research potential. Applications are ranked according to the Guidelines for Ranking Applications, Postgraduate Research Scholarships at: flinders.edu.au/scholarships/postgrad-scholarships

Competition for the postgraduate research scholarships is intense and in recent years successful applicants have held first class Honours degrees or equivalent qualifications.

**Scholarship Payment**

Scholarship payment is organised through the Student Finance Services. If you are awarded a scholarship or stipend top-up by Flinders University, or by an external agency, you will need to contact the Student Finance Services as soon as possible after notification of the award so that payment can be arranged.

**Scholarships Offered at Flinders University**

Flinders University offers the following postgraduate research scholarships. Complete details, including conditions of awards, can be found at the website: flinders.edu.au/scholarships/

**DOMESTIC CANDIDATES**

**Australian Postgraduate Award (APA)**

Australian Postgraduate Awards pay an indexed living allowance of $25,849 pa tax-free for full-time study. Periods of study already undertaken towards the degree will be deducted from the maximum period of scholarship tenure.

This award will not be available to candidates who have previously held an APA, an APA(I) or an Australian Government-funded postgraduate award unless it was terminated within six months of the commencement of benefits. Holders of a Flinders University Research Scholarship (FURS) will not be considered for the award of an Australian Postgraduate Award to continue study. This scholarship is only available to Australian citizens and Australian permanent residents.

**Change to Australian Postgraduate Award (Industry) – APA(I)**

Australian Postgraduate Awards (Industry) were established by the Australian Government to foster links between university researchers and industry. APA(I)s are awarded to postgraduate research candidates to enable them to undertake a research project in a specific area, in collaboration with an industry partner.

APA(I)s pay an indexed living allowance of $31,298 pa tax-free. Periods of study already undertaken towards the degree will be deducted from the maximum period of scholarship tenure. APA(I)s are advertised at various times during the year.

APA(I)s will not be available to candidates who have held an Australian Government-funded postgraduate research award previously unless it was terminated within six months of it being awarded.

**Flinders University Research Scholarship (FURS)**

These scholarships pay an indexed living allowance of $25,849 pa tax-free for full-time study. Periods of study already undertaken towards the degree will be deducted from the maximum period
of scholarship tenure. International applicants for the FURS must be Flinders graduates.

**Mid-Year Flinders University Research Scholarship (FURS)**

These scholarships pay an indexed living allowance of $25,392 pa tax-free for full-time study. Periods of study already undertaken towards the degree will be deducted from the maximum period of scholarship tenure. There are some restrictions on eligibility for the mid-year FURS scholarship as this is only available to students completing Honours or equivalent in Semester 1 2015. In addition, international applicants for the FURS must have graduated from an Australian university.

**Faculty of Science and Engineering Research Award (FSERA)**

This award is available to applicants who will commence or are continuing a Masters degree by Research or Doctorate by Research in the Faculty of Science and Engineering.

Faculty of Science and Engineering Research Awards will normally be offered to the highest-ranked eligible postgraduate research scholarship applicants who do not obtain an Australian Postgraduate Award or Flinders University Research Scholarship.

This award pays an indexed living allowance of $25,849 pa tax-free for full-time study. Periods of study already undertaken towards the degree will be deducted from the maximum period of scholarship tenure. This scholarship is only available to Australian citizens and Australian permanent residents.

**Professor Lowitja O’Donoghue Indigenous Student Postgraduate Research Scholarship**

To be eligible for the award of the Professor Lowitja O’Donoghue Indigenous Student Postgraduate Research Scholarship, applicants must be of Australian Aboriginal or Torres Strait Islander descent.

The scholarship pays an indexed living allowance of $31,298 pa tax-free for full-time study. Periods of study already undertaken towards the degree will be deducted from the maximum period of scholarship tenure.

**Joyner Scholarships in Arts, Law, Medicine and Science**

The Joyner Scholarships in Arts, Law, Medicine and Science have been established to encourage postgraduate and other advanced research of original or progressive nature leading to advancement of knowledge in any branch or aspect of fine arts, law, medicine or science. Applicants must be Australian citizens, or permanent residents of Australia.

The highest ranked postgraduate research scholarship applicants intending to commence a research higher degree study in fine arts, law, medicine and science at Flinders University are nominated for the Joyner Scholarships. These applicants compete with highly ranked postgraduate research scholarship applicants from the University of Adelaide and the University of South Australia for one scholarship each in arts, law, medicine and science.

The scholarships pay an indexed living allowance that is 10% above the Australian Postgraduate Award rate for arts, law and science candidates, or 10% above the NHMRC Medical Postgraduate Scholarship rate for medicine candidates with medical qualifications.

These scholarships are only available to Australian citizens and Australian permanent residents.

**Lions Medical Research Foundation Incorporated Scholarship in Medicine**

The Lions Medical Research Foundation Incorporated Scholarship in Medicine enables a doctoral candidate to undertake a project within the School of Medicine in an area of interest to the Lions Medical Research Foundation Incorporated.

Preference is given to medically qualified applicants, although applicants with other excellent undergraduate qualifications are not precluded from applying.

The scholarship pays a living allowance of approximately $35,000 pa tax-free for full-time study.

This scholarship is only available to Australian citizens and Australian permanent residents.

**Playford Memorial Trust: PhD Top-Up Scholarships**

Periodically, the Playford Trust offers a ‘top-up’ scholarship of $5,000 pa for 3 and a half years for PhD candidates intending to commence a PhD program in 2015. The Trust is interested in supporting high-quality PhD candidates planning to carry out research in one of the Trust’s priority areas, namely:

- Agriculture – especially Horticulture and Aquaculture
- Water, Energy and Climate Change
- Advanced Manufacturing and New Technologies; or
- Mining and Resources Development

For eligibility criteria, check the website: flinders.edu.au/scholarships-system/index.cfm/scholarships/display/a63083

**Privately-Funded Scholarships**

Privately-funded scholarships are established by academic staff from their consulting funds or from government and non-government grants they have been awarded.

The minimum living allowance for a privately-funded scholarship will not be less than the current FURS rate.

**Thesis Write-Up Stipends**

The purpose of the Thesis Write-Up Stipend is to assist research higher degree candidates who have not held a scholarship to write up and submit their theses.

The Thesis Write-Up Stipend pays the equivalent of a FURS for six months full-time in the case of Doctoral candidates or three months full-time in the case of Masters by Research candidates.

Selection will be made on the basis of the maturity of the applicant’s research (the degree to which the thesis is prepared in draft, publications, conference papers presented, etc.), the supervisor’s appraisal of the quality of the thesis draft and the availability of other sources of support.

Applicants must be in the third or fourth year full-time equivalent of a Doctorate by Research or in the second year full-time equivalent of a Masters degree by Research.

A Thesis Write-Up Stipend will not be awarded to a candidate who has previously held a scholarship to undertake the current degree.

The first round of applications closes in February for awards commencing in semester one of the same year. The second round of applications closes in May for awards commencing in semester two of the same year.

This scholarship is only available to Australian citizens and Australian permanent residents.
INTERNATIONAL CANDIDATES

International Postgraduate Research Scholarships (IPRS)

Flinders International Postgraduate Research Scholarships (FIPRS)

International Postgraduate Research Scholarships (IPRS) are awarded to International candidates on the basis of academic merit and research potential. The scholarships enable suitably qualified applicants to undertake full-time study towards a Masters by Research or Doctorate by Research. Applications close on 15 August each year.

Awards will normally only be available to those who:

• are a citizen of any overseas country, except New Zealand, and do not hold Australian citizenship or Australian permanent resident status;
• satisfy the University’s academic entry requirements for a research higher degree, including the English proficiency levels set by Flinders University for International students;
• do not hold a Doctorate by Research degree deemed to be the equivalent of an Australian Doctorate by Research degree;
• do not hold an Australian equivalent Masters degree by Research, if seeking an IPRS to undertake a Masters degree;
• have not held an Australia Award (formerly AusAID) scholarship within the two years prior to the commencement of the IPRS; and
• are commencing a research higher degree in Australia.

The IPRS and FIPRS pay the full international student tuition fees charged by Flinders University for a research higher degree. Only the IPRS also provides the recipient and dependants with student health cover. In addition, applicants can be considered for an APA or Flinders living allowance to accompany the IPRS. The University reserves the right not to award an APA or Flinders living allowance. The scholarship is tenable for up to three years for a Doctorate by Research and up to two years for a Masters by Research, subject to satisfactory progress.

An IPRS candidate who is granted permanent residency status in Australia will not be eligible to continue to hold their IPRS. IPRS candidates who are granted permanent resident status must advise the University immediately. An IPRS candidate who becomes a permanent resident will retain their APA or have their Flinders living allowance converted to a FURS for the remaining period of scholarship tenure.

Other Financial Assistance

Research Student Maintenance

Some Faculties offer research student maintenance that provides minor assistance towards expenses incurred by research candidates during the course of their research project. The allocation may be used for photocopying, microfilms, slides, tapes, chemicals, field travel and minor equipment. The allocation may not be used for costs associated with publications, reprints, books or conference travel.

Some Faculties also offer research higher degree project funding for fieldwork and data collection. In other cases, the candidate’s research is supported by the Supervisor. Candidates apply for research student maintenance through their Faculty Office or their supervisor.

Thesis Allowance

Research higher degree candidates may claim a thesis allowance of up to $840 for a Doctoral candidate and up to $420 for a Masters by Research candidate, to assist with the cost of the production of their thesis. Costs such as purchase of computer equipment are not reimbursed. This allowance can be claimed as soon as the thesis is submitted for examination but must be claimed within one year of the initial submission of the thesis. A thesis allowance is also payable for costs associated with the re-submission of a thesis, or the lodgement of bound copies of the thesis following approval, provided that the claim is made within one year of the re-submission or lodgement date. The combined total of allowances for submission and re-submission must not exceed the approved maximum amount.

When claiming the thesis allowance, the candidate must provide original receipts, or statements signed by the person who provided the service showing the amount paid by the candidate, the date it was paid and the type of service for which the payment was made. Application forms are available from the scholarships website at: flinders.edu.au/scholarships/ or from Student Finance Services.

Research Student Conference Travel Grants

The University provides funds to postgraduate research students on a competitive basis for travel to conferences in order to present a paper or poster that will result in a significant improvement to the quality of the thesis.

Two rounds are held each year. Applications for the first round close in April for attendance at conferences in the period July to December of the same year. Applications for the second round close in November for attendance at conferences in the period January to June of the following year.

Awards are made for conference travel assistance to conference locations within Australia and New Zealand and overseas.

Applicants must normally be enrolled in the second year full-time equivalent of a Masters by Research or in the third or fourth year full-time equivalent of a Doctorate by Research. Research higher degree candidates who are members of staff eligible for School travel funds or who have been in previous receipt of conference travel assistance funded by the University in their current candidature are ineligible.

Selection is on the basis of the expected impact of the conference presentation on the research thesis and how the thesis will be improved.

The value of the grant is normally equivalent to a discount economy class return airfare.

Overseas Field Trip Grant

The Overseas Field Trip Grant provides funding on a competitive basis towards overseas field trips for postgraduate research candidates whose theses would be greatly improved by the opportunity to undertake research and data collection that is inaccessible in Australia.

Applicants must be enrolled in a Doctoral degree, normally in their second or early third year of candidature (or an equivalent period part-time), or enrolled in a Masters by Research, normally in their first year of candidature (or an equivalent period part-time) and have clearly demonstrated during this period a capacity for research.

The value of the grant will normally be $2500 towards travel and living expenses.
Two rounds are held each year. Applications for the first round close in March for travel until July the following year. Applications for the second round close in October for travel until July the following year.

**Flinders University Overseas Travelling Fellowship**

The Overseas Travelling Fellowship is the most prestigious award offered by the University to research higher degree candidates.

The Overseas Travelling Fellowship has been established to enable full-time or part-time Doctoral candidates who have demonstrated outstanding aptitude for independent research, to undertake short periods of further study or further research in approved universities or other institutions outside Australia, provided a clear advantage to the thesis and to the University is to be gained from the candidate's experience.

The recipient of the Overseas Travelling Fellowship is expected to be an exemplary ambassador for the University.

Applicants must have been enrolled in a Doctoral degree for at least 18 months (or an equivalent period part-time), and have clearly demonstrated during this period an outstanding aptitude for independent research.

The value of the fellowship will be an economy class return airfare with student concession plus taxes and travel insurance. In addition, the Amy Forwood Travelling Award and the BankSA Travelling Award may be granted to assist with living expenses. Up to two awards will be made each year.

Applications close on the 31st of May for awards tenable during the twelve months commencing in July of the same year.

**Elaine Martin Fund Travel Grants**

The Fund shall award at least two travel grants per year to candidates enrolled full-time in a Masters by Research or Doctoral degree in the Faculty of Science and Engineering.

The value of the grant will normally be $2,000 to assist with meeting travel and living expenses involved in attending an overseas conference. Applicants must have completed at least one year as a postgraduate research candidate, and not be in full-time paid employment or on fully-paid study leave for a period of 12 months prior to the closing date for applications, and for financial reasons, otherwise be unable to attend the conference for which they have applied.

Selection will be based primarily on academic merit, but also on financial need and the relevance of the conference to the candidate's postgraduate study.

The closing date for applications in each year will be 28 February for attendance at conferences held after 1 May of the same year.
Terms of Candidature

Research higher degree candidates have a responsibility to be aware of and abide by the University’s Statutes, the Research Higher Degree Policies and Procedures (including the Responsibilities of the Candidate), the advice contained in this Manual, and Faculty-specific policies and requirements, such as Faculty Milestones.

Duration of Candidature

The minimum and maximum duration of candidature and extensions to candidature are:

<table>
<thead>
<tr>
<th></th>
<th>Masters [commenced prior to 1 January 2001]</th>
<th>Doctorate [commenced on or after 1 January 2001]</th>
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<tbody>
<tr>
<td>Full-time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 year minimum and 2 years maximum</td>
<td>2 years minimum and 4 years 6 mths maximum</td>
<td>2 years minimum and 4 years maximum</td>
</tr>
<tr>
<td>Part-time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 years minimum and 4 years maximum</td>
<td>3 years minimum and 9 years maximum</td>
<td>3 years minimum and 8 years maximum</td>
</tr>
<tr>
<td>Extension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 year full-time and 2 years part-time</td>
<td>6 months full-time and 12 months part-time</td>
<td>6 months full-time and 12 months part-time</td>
</tr>
</tbody>
</table>

* Further extensions of up to six months may be approved by the Faculty (on the recommendation of the supervisor and Dean) in exceptional circumstances and under specific conditions determined by the Faculty. All requests for an extension must include a realistic completion plan and an indication of what is left to complete on the thesis.

Scholarship holders should note that the period of scholarship tenure is not necessarily the same as their candidature tenure and should refer to the scholarship conditions of award. Scholarships are normally tenable for three years full-time in the case of a Doctorate by Research or two years full-time in the case of a Masters by Research. For some scholarships, candidates undertaking a Doctorate by Research may be eligible for a six-month extension of the tenure of their award. Masters by Research candidates are not eligible for an extension.

Attendance

You may enrol as a full-time or part-time candidate. Enrolment is also permitted on an external basis. International candidates undertaking their candidature in Australia must be enrolled on a full-time basis.

A candidate may be required to attend the University for seminars, tutorials, induction sessions, courses, or any other purpose required by the supervisor or the Dean.

Variations to Candidature

Applications for the following variations to candidature should be made to the Faculty on the prescribed form and must be accompanied by a recommendation from the supervisor.

Absences from Normal Place of Study

Absences from the normal place of study for a period of more than nine weeks per year must have Faculty approval. Absences of less than nine weeks may be approved by the supervisor. Scholarship holders are requested to refer to the section on leave in their conditions of award.
Transfer of Status from Internal to External

Candidates who commenced their candidature prior to 1 January 2001 may apply for periods of intermission for up to 12 months. Such candidates may apply for additional periods of intermission if there are exceptional circumstances which warrant further periods of intermission.

Candidates who commenced their candidature from 1 January 2001 may apply for periods of intermission of their candidature for up to a total of 12 months. Such candidates may apply for additional periods of intermission if there are exceptional circumstances which warrant further periods of intermission.

Intermission

Applications for intermission should be made at least two weeks in advance of the proposed period of intermission. Contact the Faculty Office.

Candidates who commenced their candidature from 1 January 2001 may apply for periods of intermission of their candidature for up to a total of 12 months. Such candidates may apply for additional periods of intermission if there are exceptional circumstances which warrant further periods of intermission.

Candidates who commenced their candidature prior to 1 January 2001 may apply for periods of intermission for up to 12 months at a time. Such candidates may apply for more than one period of intermission during the candidature.

International Students

In accordance with Australian Government regulations (ESOS Act and National Code 2007) onshore international students on a student visa are only able to defer or intermit their candidature in exceptional circumstances. Such circumstances are generally beyond the control of the student (e.g. serious illness or injury, bereavement of a close family member). Please note that deferring, intermitting or extending your candidature will not guarantee extension of your student visa. Please be aware that the University is required to inform the Department of Immigration and Citizenship of your decision which will have implications for your current visa. For advice regarding visa implications please contact the following services prior to lodging an application for variation of candidature.

Enrolment Services (ESOS Compliance Officer, Phone: 8201 3571 or Phone: 8201 3950, submit a help request via: faq.flinders.edu.au/)

International Student Services Unit (Phone: 8201 2717, email: issu@flinders.edu.au)

Scholarship holders who intermit their studies must also apply in writing to the Scholarships Committee. The Scholarships Committee will normally approve a period or periods of intermission totalling up to 12 months.

However, in exceptional circumstances (circumstances beyond the candidate’s control), the Committee may approve periods of suspension up to 24 months in total. Suspension of scholarships in the first 6 months of scholarship tenure will not be approved unless there are exceptional circumstances. Scholarship holders must notify Student Finance Services when they resume study following a period of intermission. Scholarship holders who discontinue their studies without permission of the Scholarships Committee will be required to repay any award payments to which they were not entitled. The scholarship will be terminated if the award holder does not resume study at the conclusion of a period of intermission or does not make arrangements to extend that period of intermission.

Transfer of Status between Full-time and Part-time

Contact the Faculty Office.

Scholarship holders should be enrolled on a full-time basis. The Scholarships Committee may approve a request to study part-time if a candidate can provide sufficient evidence that his or her personal circumstances preclude full-time study. Circumstances include heavy care commitments, a disability or medical condition that precludes full-time study. The scholarship will be terminated if the award holder ceases to be a full-time student and approval has not been given to hold the award on a part-time basis.

Transfer of Status from Internal to External

Contact the Faculty Office.

Scholarship holders should advise Student Finance Services.

Extension of Period of Candidature

Higher degree research candidates who do not expect to submit their thesis by the specified date of submission must apply through the Faculty for an extension of candidature. Refer to the table on the previous page.

Amendment to Research Topic

Contact the Faculty Office. Candidates will need to discuss this with their supervisor(s) and have their support. Candidates will complete an application form that details an explanation of the reason for the change of topic; a description of the extent to which work completed to date on the original project can contribute towards the revised project; and a completion plan.

Change of Supervisor

In the event of prolonged absence (longer than 3 months), retirement, or resignation of a supervisor, an appropriate replacement must be made by the Faculty to allow your candidature to proceed as smoothly as possible. You should contact your Faculty Office for advice on changes to supervisory arrangements.

Transfer between Masters and PhD

An application through the Faculty Office to transfer from Masters by Research to PhD should provide evidence of a capacity to undertake work at a more advanced level in the form of either draft chapters; written reports of progress in fieldwork, research or data analysis; written seminar; or conference papers dealing with the substance of the thesis that have been presented formally.

Scholarship holders will need to notify Student Finance Services of any transfer of candidature. The tenure of the scholarship will be adjusted for Masters by Research candidates who upgrade their candidature to a Doctorate by Research during the tenure of the award, and for Doctorate by Research candidates who downgrade their candidature to a Masters by Research during the tenure of the award.

Withdrawal of Candidature

A candidate who wishes to withdraw from candidature is required to discuss the matter with their supervisor and the Dean who will need to satisfy themselves that every attempt has been made to resolve any difficulties in the study environment that may have prompted the candidate to consider withdrawal. Candidates may also wish to speak confidentially with a Contact Officer or the relevant Faculty Administrative Officer (refer to Directory, p. 46).

If a candidate does decide to withdraw, he/she is required to notify the faculty in writing giving the reasons for withdrawal and the effective date of withdrawal. In addition, scholarship holders must contact Student Finance Services immediately.

A candidate who has withdrawn and subsequently wishes to re-enrol at a later date will need to apply to the Faculty for re-admission.

Employment Conditions

Research higher degree candidates are permitted to be employed provided that it does not interfere with their study program. Employment is monitored by the supervisor. Scholarship holders may undertake a strictly limited amount of part-time paid employment, normally up to 8 hours in any one week, and must have approval from the Scholarships Committee to work in excess of 8 hours a week.
Required Program of Structured Activities

Within the first twelve months of candidature, every candidate must complete a required program of structured activities, including meeting any Faculty Milestones, as specified by the School in which they are enrolled. The program includes compulsory attendance at a University Induction session normally held at the beginning of each semester. Alternative arrangements for external candidates will be negotiated.

The Induction Program, organised by the Office of Graduate Research, is an invaluable introduction to life as a research postgraduate at Flinders University.

Topics in the program include: your responsibilities and rights as a research higher degree candidate; the nature and process of supervised research; ethical matters regarding research; intellectual property issues; grievance procedures if significant difficulties arise during candidature; recourses; and support. The program of structured activities will include University-wide and Faculty-specific information pertaining to research higher degree candidature and the development of a successful research proposal.

If necessary, an additional specialist component may be prescribed for individual candidates to prepare them for research. The specialist program will be developed by the supervisors and the School in conjunction with the appropriate area to address the specialist needs or enhance the prospects for successful candidature. Specialist programs may include computer training, statistical data analysis and techniques, language skills acquisition, or writing skills training.

Research Higher Degree Professional Development Program

Flinders University, through the Office of Graduate Research and the Centre for Educational ICT, provides a comprehensive range of lectures, workshops and seminars related to research training and development for research higher degree candidates free of charge.

The program consists of four broad streams: academic development; computer applications; research skills; and professional development skills. It covers topics such as Planning Your PhD, Writing a Literature Review, and Publishing Your Work.

Suggestions for courses that would assist candidates with their training needs are welcome. Enquiries regarding the program should be made to the Office of Graduate Research on (08) 8201.2982. Visit the website for further information: flinders.edu.au/rhdpdp

Each semester a program of planned activities, as well as regular advertising, is emailed to candidates’ Flinders email addresses.

The current research courses are at: flinders.edu.au/staffdev/index.php/rhd

The current computer courses are at: flinders.edu.au/staffdev/enrol/courses/it.php

Online RHD Candidate Support

As part of a 2013 Student Services Amenities Fee (SSAF) grant, the Office of Graduate Research has developed the Research Higher Degree Student Web Space. This site is available to all enrolled RHD candidates and acts as a one-stop shop for RHD candidates, providing them information about:

- online RHD Induction;
- workshop notes from the RHDpdp;
- discussion forums;
- resources for part-time, external and mature-age candidates;
- relevant RHD contacts;
- important policies and procedures;
- scholarships and grants;
- links to RHD sites and relevant forms;
- useful RHD readings and resources; and
- RHD career pathways.

All RHD candidates are automatically given access to this site via FLO when enrolled. To access the site, simply log in to FLO with your FAN and password.

Candidates who are unable to attend RHDpdp workshops, including external candidates, can now access the RHDpdp workshop notes online and watch video recordings where available. Candidates are now also able to connect with their RHD peers through discussion forums, share their experiences and ask questions. These services directly address the RHDpdp candidate feedback, which highlighted the need for ‘more online material’ and ‘online discussion groups’.

As this will act as a candidate web space, supervisors do not have access to the site. However, a mirror site has been created for supervisors so that they can be aware of the information available to their candidate and contribute content. RHDpdp Officer Dr Dani Milos will monitor the site, address student queries and update the information when necessary. Feel free to contact Dani (dani.milos@flinders.edu.au) with any queries, comments or materials/information you would like included on the site, or to get access to the FLO site or mirror site.

Academic Internship Program for Doctoral Students

Since 2007 Executive Deans from each faculty have been asked to nominate up to eight potential participants who are doctoral students, with teaching responsibilities and a wish to be an academic for the Academic Internship Program.

Through interactive activities, especially innovative presentations and peer reviews, interns learn about academic life. In addition, they are inducted into the University’s strategic directions, including policies and procedures of relevance to junior academics. The challenges that face participants align with those in the sector: the increasingly diverse profile of students; growing class sizes; convergence of hardware; and implementation of educational technologies.

This program is run each year. The aims are:

1. To promote and raise the awareness of the importance of learning and teaching in higher education by developing the teaching skills of a select cohort of PhD students who have aspirations to pursue a career in academia.
2. To develop the academic/professional skills required for the participants to become successful academics in both teaching and research.

The program is delivered through a two day intensive workshop followed by eight workshops held throughout the year. Participants are expected to participate for the entire program and are also required to co-present a workshop based on research into innovative teaching strategies.

For more information about the program structure and requirements, refer to flinders.edu.au/cut/workshops/programs/internship.cfm
Milestones

Each Faculty has established a set of Milestones for Masters by Research and PhD candidature that detail what is required for the duration of the degree. These can be found at:

- Education, Humanities and Law: flinders.edu.au/ehl/general-information
- Medicine, Nursing and Health Sciences: flinders.edu.au/health-sciences/students/postgraduate
- Science and Engineering: flinders.edu.au/science_engineering/research/rhd/current/home
- Social and Behavioural Sciences: flinders.edu.au/sabs/research/rhd/home

Review of Progress

Each year there is an annual review of research higher degree candidates to formally monitor progress that is sent in April and due on 30 June. The annual review provides an opportunity for both the candidate and their supervisor to review and evaluate progress of research. The annual review process also provides an opportunity for candidates to comment on any personal, academic or technical problems which have had an impact on their research.

Regular contact between the candidate and their supervisors as outlined in the responsibilities of the candidate and the supervisor (refer to the section titled Responsibilities) will facilitate the early identification of problems and the provision of timely academic counselling.

The review involves the completion of a University approved form by the candidate and the supervisor. The Dean (or nominee) is then required to interview both parties separately. For external candidates the interview may be conducted by appropriate electronic means.

In addition to the completion of the Annual Review Form, higher degree research candidates are required to submit written evidence of progress of their work at varying stages of their candidature.

The submission can take a variety of forms as appropriate to the nature and duration of the candidature and might include:

- a literature review;
- a discussion of research methods, ideas investigated and/or work undertaken in the past year;
- a draft outline of the structure of the thesis;
- a written seminar paper; or
- a draft chapter.

The submission of the written work is designed to promote a realistic assessment of progress and to encourage candidates to continue writing throughout their candidature.

To enhance the development of skills, the School organises seminars, work-in-progress sessions, workshops etc., to enable candidates to make regular oral presentations to staff and their peers on the progress of their research work.

For scholarship holders, the submission of an annual review report that indicates satisfactory progress will ensure that scholarship payments will continue into the following year subject to tenure provisions.

Each Faculty has specific requirements and Faculty Milestones for reviews during research higher degree candidature. These range from research proposals to mid-term and thesis reviews. For more specific information please contact your Faculty RHD Administration Officer.

Unsatisfactory Progress

The Faculty, upon receipt of the completed annual review, or at any other time, will review the progress of the candidate taking into account the recommendations of the supervisor and the Dean. If the Faculty deems that progress is unsatisfactory it may:

- allow continuation as a candidate subject to such conditions as it wishes to impose;
- ask the candidate to show cause as to why the PhD candidature should not be terminated or transferred to an appropriate Masters degree; or
- ask the candidate to show cause as to why the Masters by Research candidature should not be terminated.

The Faculty will write to candidates required to show cause requesting that a case be put as to why candidature should not be terminated or transferred. The Faculty letter will include a detailed statement of the procedures for termination of candidature and a description of why the candidate’s progress has been found to be unsatisfactory.

If, after considering the candidate’s case, the Faculty determines that candidature should be terminated, the candidate will be provided with the opportunity to appeal against that determination.

The circumstances and procedures for lodging an appeal are available from the Student Equal Opportunity Advisor, or the Manager, Student Policy and Projects.

Grievances

The University is committed to ensuring that research higher degree candidates are able to engage in high-quality programs of supervised research.

As a means to achieve this goal, the University has adopted policies and procedures for the administration of research higher degrees that include clear definitions of the responsibilities of candidates, supervisors, the School and the University (refer to Responsibilities, p. 26).

While these provisions enable supervised research to proceed smoothly, it is recognised that at times problems about aspects of candidature may arise. To ensure that such problems can be resolved fairly and expeditiously, the University has adopted conciliation and arbitration procedures and committed itself to resolving problems about supervised research through conciliation (refer to Appendix G: flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixg).

In the majority of cases, problems arise through a misunderstanding or unclear direction or expectations and are normally resolved at a local level—that is, by speaking with the supervisor and clearing up the situation immediately. Sometimes, the problem is more complex and will involve the provision of advice and support from a Faculty Contact Officer. In any case it is crucial that the situation not be allowed to continue and fester for months on end.

If unsure about where to start or who to talk to first, either speak to a Faculty Contact Officer, the Faculty RHD Administration Officer, Student Finance Services or Flinders University Student Association (FUSA) (contact numbers are detailed in Directory, p. 44). For a list of Faculty Contact Officers, go to flinders.edu.au/graduate-research/about/academic-support.cfm
Policy on Research Practice

The University aims to provide a research environment that will promote a high standard of professional conduct among its researchers, and a culture of research practice that is ethical, competent, safe and accountable.

Research within the University must be conducted in accordance with the principles outlined in the Australian Code for the Responsible Conduct of Research, the relevant legislation and guidelines, the University’s Policy on Research Practice, and other University policies, guidelines and procedures on research matters. The University’s Policy on Research Practice addresses the following specific aspects of the operation of research within the University, in compliance with the Australian Code for the Responsible Conduct of Research:

- research practice within the University;
- requirements for maintaining a safe and ethical research environment;
- conduct of research under commercial and contractual arrangements;
- maintenance of records and retention and storage of research data;
- confidentiality provisions relating to research;
- publication and authorship;
- conduct of research by research candidates;
- conflict of interest; and
- handling of research misconduct and fraud.

The University’s Policy on Research Practice is available via the web at:
flinders.edu.au/ppmanual/research/research-practice

The Australian Code for the Responsible Conduct of Research is available via the web at:
hmrc.gov.au/guidelines/publications/r39

Ethics and Biosafety in Research

Flinders requires all staff and candidates to ensure that experiments involving live subjects – human and animal – are worthwhile and likely to contribute to new knowledge, that the experiments are conducted and supervised appropriately, and that the rights of the experimental subjects are protected. Research involving the use of Genetically Modified Organisms, carcinogenic substances, infectious materials (including human tissue samples) and ionising radiation (including radioactive substances) is also subject to stringent health and safety requirements. Research which does not meet the most rigorous ethical, health and safety requirements cannot be undertaken at Flinders University.

Flinders has statutory obligations to preserve an ethical and safe framework for experimentation. Oversight of research ethics and safety at Flinders is carried out in conjunction with the Flinders Medical Centre, involving three Ethics Committees and a Biosafety Committee. The role of each Committee is to monitor and approve ethics clearances as they relate to specific types of research undertaken at either Flinders University or the Flinders Medical Centre (FMC). Research higher degree candidates who wish to undertake research involving human or animal subjects, or which has biosafety implications, must obtain approval from the relevant committee before commencing the experiments.

Further information about the committees and application forms can be found at:
flinders.edu.au/research/researcher-support/ethics/
Resources

In considering an application for admission to research higher degree candidature, the proposed School must ensure that it has the space and other facilities to adequately support the candidature and can offer an appropriate academic environment. Candidates should discuss the likely resource requirements with their proposed supervisor at the time of application.

Once research has commenced, the supervisor must be alert to the development of the kind of research that requires expenditures not identified in the original application for admission to candidature, and is responsible for bringing such developments to the attention of the Executive Dean of the Faculty, and other appropriate bodies.

Any concerns or issues relating to resources should be discussed in the first instance with the Principal Supervisor.

Minimum Resources for Research Higher Degree candidates

Flinders University acknowledges that a research higher degree (RHD) candidate must have access to certain basic resources in order to undertake their research and complete their research training. Furthermore, the University undertakes to make such resources available to RHD candidates as part of its commitment to providing an environment conducive to high-quality and productive research and research training. The University also recognises that some RHD research projects will require additional resources. In such instances, a guaranteed source of funding for the additional resources must be identified before the candidate commences work. The University provides a variety of internal funding sources, and will endeavour to help identify possible external funding sources. However, such sources are in addition to internal funding sources, and will endeavour to help identify possible external funding sources. However, such sources are in general competitive, and it is ultimately the responsibility of the supervisor in conjunction with the candidate to secure sufficient funding to ensure the successful completion of the project.

As a minimum, the following resources will be made available to RHD candidates enrolled on a full-time basis and study in internal mode:

- sole use of a desk or equivalent work space in a shared office, research laboratory, or similar area;
- sole use of a lockable two-drawer filing cabinet or equivalent space for securely storing paper-based materials;
- sole use of a computer account and login with secure information storage facilities;
- shared use of a computer with document preparation, email and internet software;
- shared use of a bookcase;
- shared use of a telephone for local calls; and
- basic maintenance support for consumables such as stationery, photocopying, printing, library costs, and other research-related items, either through direct funding or in kind.

Work Health and Safety Issues

The Work Health and Safety policy including the responsibilities for all staff, students and visitors can be seen at the Work Health and Safety site at: flinders.edu.au/ohsw/

Each designated work group has an elected health and safety representative. A list of all Work Health and Safety Representatives and Deputy Representatives is found at: flinders.edu.au/ohsw/ohs-contacts/hsr

Australian Standards

Australian Standards set the minimum standard for a wide range of occupational health and safety issues. All science-related laboratories should have a full set of AS 2243 Safety in Laboratories available for reference.

Hazard Identification, Risk Assessment and Control

A system for hazard identification, risk assessment and control should be in place in all areas. Hazards must be reported to your supervisor or to local administration.

Laboratory Safety

All laboratories are required to have a set of Laboratory Safety Procedures.

Injuries and Illness

If a candidate becomes ill or is injured whilst at University they may seek treatment from the Student Health Service located in the Student Centre. The medical practitioners operate a Bulk Billing Medicare service.

All staff members of the University, including part-time teachers and demonstrators, who incur a work-related illness or injury during the time they are working may be eligible to claim for workers compensation. Check with the Occupational Health and Safety Unit for more details. There are first aiders in each building; check the building Occupational Health and Safety (OHS) Noticeboard or the list on the door of the First Aid Room in your building for contact details or go to: flinders.edu.au/ohsw/

Radiation Protection

Candidates working with radiation and/or radioactive materials will need to register with the Radiation Safety Officer as a radiation worker. Candidates will be advised on radiation protection procedures and issued with a personal monitoring device if necessary. Depending on the task being carried out and the degree of supervision research candidates may be required to apply for a Licence to Handle Radioactive Substances or Operate Irradiating Apparatus.

Each Radiation Laboratory must have Radiation Protection procedures in place. Candidates should familiarise themselves with these procedures and check with the Area Radiation Safety Officer if there are any queries. The web site is: flinders.edu.au/ohsw/working-safely/radiation-safety
Reporting of Accidents and Incidents
All accidents and incidents must be reported to the OHS Unit. Accident/Incident Report Cards are located in a box near the OHS Noticeboard in each Common Room. If unable to find the box, check with the Faculty Office or supervisor, or go to: flinders.edu.au/ohsw/reporting/reporting_home

Academic Integrity
The University’s Policy on Academic Integrity contains specific policies and procedures for dealing with breaches of academic integrity by research higher degree candidates in the thesis. Refer to clauses 4.2 and 4.3.
This policy is published in the Student Related Policies and Procedures Manual at: flinders.edu.au/ppmanual/student/academic-integrity

Confidentiality of Data
Particularly in the social sciences, humanities and health fields, research workers must obtain the consent of individuals to gather and record data concerning them. Those who have made the research possible must be protected from inconvenience or embarrassment through the release of personal information.
The confidentiality of individual records must be protected during and after the research, and anonymity must be preserved in the publication of results. Candidates must not use such information for their own personal advantage or for that of a third party. When data are stored in computers, arrangements must be made to prevent unauthorised access to the files.

Retention of Data
The University requires that all data be recorded in a durable and appropriately referenced form. Original data must be retained in the School or research unit in which the data were generated. Data on which publications are or will be based, must be retained or their location recorded.
Candidates will be asked in their Annual Review of Progress reports whether storage of their data complies with the Australian Code for the Responsible Conduct of Research, refer to: nhmrc.gov.au/guidelines/publications/r39
These guidelines are concerned with ensuring not only the maintenance of high ethical standards, but validity and accuracy in the collection and reporting of data. It is a broad issue of ensuring that research results and methods are accessible to scrutiny by colleagues within the institution and, through appropriate publication, by the profession at large. It is intended that these guidelines should apply not only to research in experimental sciences, but to research in other branches of social sciences and humanities.
Data may include, but is not limited to:
- experimental data;
- interview tapes/transcripts;
- questionnaires; and
- electronic data and data from limited access databases.
Data means not only primary data gathered in an experiment, field trip, or interview, but also electronic data and data from limited-access databases. In this case, where it is not possible to ‘hold’ the data, the way in which the data were called up from a database must be recorded so that the same data can be retrieved by someone else.

Intellectual Property

Student Intellectual Property
The University Intellectual Property Policy specifies the rights and responsibilities of research higher degree candidates and staff in relation to intellectual property (IP) issues. These issues may arise in relation to existing IP that a candidate uses in their candidature and/or to IP that is developed by a candidate, the candidate’s supervisor and other co-researchers during the candidature.
The policy requires the University to ensure that candidates and staff are aware of the policy and their rights and responsibilities relating to IP. All research higher degree candidates receive a copy of the policy at enrolment and are required to acknowledge that they are aware of the policy and their rights and responsibilities.
The University provides information about intellectual property matters for candidates at induction and regularly conducts training sessions for candidates and supervisors.
The University acknowledges that, in law, ownership of intellectual property developed by a student in the course of his or her studies at the University vests in the originator on creation, unless a candidate explicitly assigns his or her intellectual property rights to another person or an organisation. Before signing any agreement which affects their IP rights, candidates must be counselled about the effects of the agreement to ensure that it is signed with informed consent.
Procedures have been developed to identify at an early stage candidates who may be required to enter into an agreement affecting their IP. The University’s Intellectual Property policy can be found at: flinders.edu.au/ppmanual/research/intellectual-property

Moral Rights
In addition to the rights embedded in the University's Intellectual Property policy, the University acknowledges that there are other legal obligations, such as the requirement to attribute work to creators and to treat work in a non-derogatory way. These are called ‘moral rights’ and are provided to creators under copyright law in order to protect both their reputation and the integrity of their work.
In Australia, legislation provides creators with three rights. They are:
• the right of attribution of authorship;
• the right not to have authorship of their work falsely attributed; and
• the right of integrity of authorship.
This protects creators from their work being used in a derogatory way that may negatively impact on their character or reputation. In some circumstances, the University may require research higher degree candidates working with or under the supervision of University staff in investigative or creative activities to agree to assign intellectual property rights to the University upon request. Furthermore, if a research higher degree candidate is working on a project funded by a third party, or in collaboration with third parties, there may be a contract in place that determines the ownership of intellectual property. As such, the research higher degree candidate may have to assign their intellectual property rights and consent to an infringement of the moral rights in accordance with the aforementioned contract.
If a research higher degree candidate is asked to assign their intellectual property or sign a consent to infringe their moral rights, the research higher degree candidate is entitled to intellectual property counselling and should contact their relevant Faculty General Manager to arrange this.
Assignment of IP and Confidentiality

A number of the University’s research higher degree candidates are working in collaboration with an industry partner, often with their stipend and/or research maintenance and facilities provided by the industry partner.

The funding body or the industry partner may, as a condition of providing funding, require the candidate to assign their intellectual property and/or enter into a confidentiality agreement. These agreements may require that results from the research remain confidential for a period of time after the research has finished to assist in the commercialisation of the research or to ensure certain information remains confidential for other legal or policy reasons. Such restrictions may apply to the candidate’s research higher degree thesis, to publication through papers and to presentations in other forms such as seminars and conferences.

Unavailability of research results for public dissemination, either in publications or through seminars, is potentially a significant impediment to future career prospects, and the University requires candidates to receive formal counselling from someone other than their supervisor before entering into such an agreement. The candidate will also be advised to seek independent legal advice before signing any agreement.

Statement of Authorship

The University’s Policy on Research Practice adheres to the Australian Code for the Responsible Conduct of Research, available at: nhmrc.gov.au/publications/synopses/r39syn.htm, which requires publications by researchers from Flinders to be attributed to the University.

Attribution of authorship depends to some extent on the discipline, but, in all cases, authorship must be based on substantial contributions in the form of:

- conceiving and designing the project;
- analysing and interpreting research data; and
- drafting significant parts of the work or critically revising it so as to contribute to the interpretation.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Any part of an article critical to its main conclusion must be the responsibility of at least one author. An author’s role in a research output must be sufficient for that person to take public responsibility for at least that part of the output in that person’s area of expertise. No person who is an author, consistent with this definition, must be excluded as an author without their permission in writing.

Research publications include:

- refereed journal articles;
- refereed conference papers;
- research books or chapters; and
- all forms of publication and performance in the areas of creative practice, including exhibitions, concerts, films and recordings and their associated publications such as catalogues, programs and sleeve notes.

For further information consult the Australian Code for the Responsible Conduct of Research, available at: nhmrc.gov.au/publications/synopses/r39syn.htm, and, in particular, refer to Section 4 Publication and dissemination of research findings and Section 5 Authorship.

Publications

If research by a research higher degree candidate leads to publication, then they are required to ensure that the publication is recorded with the University in the Research Management Information System (RMIS). Data entered into the RMIS is then utilised by, or distributed to, any other relevant reporting systems at Flinders University.

The RMIS is accessed at: rmis.flinders.edu.au/remen/ with the use of a valid FAN and password. Please email research.data@flinders.edu.au if you are unable to log-in.

Candidates are asked to note that the publication may have already been entered by a co-author at Flinders, or a supervisor. The publication is only required to be entered once. If it has already been entered, no further action is required by the candidate.


Assistance may also be gained by contacting the Research Services Office.
Responsibilities

There are many responsibilities associated with research higher degree candidature and the University has developed policies which outline the responsibilities of the candidate, the supervisor, the School in which candidature is primarily based, and the University. These policies are detailed below.

Responsibilities of the Research Higher Degree Candidate

flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixa

The responsibilities of the research higher degree candidate include:

1. becoming familiar with the relevant Statutes (flinders.edu.au/about/governance/university-legislation/statutes/statutes_home) and Rules governing the degree, and the University’s policies and procedures on research higher degrees;
2. selection of supervisors with the assistance of the Dean of School;
3. planning an appropriate research project with the supervisor;
4. discussing with the supervisor the type of help considered most useful, and keeping to an agreed schedule of meetings which will ensure regular contact;
5. making the supervisor aware, at the beginning of the candidature, of any theoretical, methodological and/or philosophical assumptions held by the candidate that might impact on the research project or the working relationship between candidate and supervisor;
6. taking the initiative in raising problems or difficulties and sharing responsibility for seeking solutions;
7. maintaining the progress of the work in accordance with the stages agreed to with the supervisor, including, in particular, presentation of any required written material in sufficient time to allow for comments and discussions before proceeding to the next stage;
8. discussion at regular intervals of the progress towards, and impediments to, maintaining the agreed timetable with the supervisor;
9. discussion with the supervisor of any proposed changes to the candidature (such as a change from full-time to part-time status, an amended field of study, etc.);
10. informing the University in writing of any proposed changes to the candidature;
11. participation in the annual review of progress together with the supervisor and the Dean of School (or nominee);
12. adopting, at all times, safe working practices relevant to the field of research and adhering to the ethical practices appropriate to the School;
13. coordinating with the supervisor to inform the Faculty General Manager in writing three months before the proposed date of submission, of the candidate’s intention to submit and of any objections to potential examiners;
14. accepting responsibility for producing the final copies of the thesis, its content, and ensuring that it is in accord with the relevant requirements, including the standard of presentation; and
15. ensuring that all publications and presentations that arise directly from research undertaken for a higher degree at Flinders University, whether published or presented during a higher degree candidature at Flinders University or subsequently, must carry a Flinders University attribution. These requirements do not preclude additional attribution to other appropriate institutions.
 Responsibilities of the Supervisor

The responsibilities of the supervisor include:

1. planning an appropriate research project with the candidate. This planning will initially include:
   - evaluating the feasibility of the proposed research topic;
   - discussing the value of the research;
   - ensuring that the scope of the research is appropriate to the degree;
   - ensuring that he or she has the necessary knowledge/expertise to effectively supervise the candidate in the area chosen; and
   - ensuring that adequate resources and funding will exist to support the project;
2. becoming well acquainted with the candidate’s academic background so that if the candidate needs additional skills and/or knowledge to undertake the proposed research project, the candidate can be informed how these might be acquired;
3. suggesting ways that the candidate can make the most effective use of time. This will include planning of the research program, suggesting appropriate research methods/techniques to be used, ensuring the availability of library resources in the field, as well as bibliographical and technical assistance;
4. making the candidate aware at the beginning of the candidature of any theoretical, methodological and/or philosophical assumptions held by the supervisor that might impact on the research project or the working relationship between the supervisor and candidate;
5. informing the candidate about any planned long leave (or absence);
6. ensuring the candidate is aware at the start of the candidature of any confidentiality agreements that are associated with the proposed research;
7. ensuring the candidate’s project has appropriate ethical and/or biosafety approval (if applicable), that the candidate is aware of issues of intellectual property and that the candidate’s research is conducted in accordance with the university’s occupational health and safety requirements;
8. handing the student maintenance allocation paid from the University Research budget;
9. maintaining close and regular contact with the candidate and establishing at the beginning of the candidature the basis on which contact will be made. This will facilitate the supervisor’s role in advising the candidate on the pace of progress, and ensuring that a reasonable timetable is set to permit the degree to be completed in the appropriate time. Supervision sessions should be structured so that it is relatively easy to exchange ideas;
10. requiring written work from the candidate on a pre-arranged and agreed schedule so that his or her progress can be assessed at regular intervals. Constructive and critical comments should be made on any written work presented to the supervisor during the candidature. In each instance, a turnaround time for any submitted work should be established;
11. ensuring that any criticism is given in a constructive, supportive and sensitive fashion. The supervisor needs to recognise that doing a research degree is an emotional as well as an intellectual commitment; candidates will be discouraged by continual harsh criticism;
12. fulfilling administrative obligations regarding the candidate’s candidature which includes supporting the candidate in relation to outside organisations and funding agencies; ensuring appropriate access to the facilities of the School; and reminding the candidate to advise the University in writing of any changes in their candidature (i.e. change of field of study, request for intermission, etc.);
13. carefully monitoring the performance of the candidate relative to the standard for the degree, and ensuring that inadequate progress or work below the standard generally expected is brought to the candidate’s attention. The supervisor should assist with developing solutions to problems as they are identified. Where a supervisor perceives that it may become necessary to recommend that the candidature be terminated because of unsatisfactory progress, then the supervisor should give the candidate a preliminary warning, in writing, to that effect;
14. being alert to the development of the kind of research that requires expenditures not identified in the original application for admission to candidature. The supervisor should keep in touch with the research to ensure that resources are available; if the research develops in such a way as to require additional resources, the matter should be brought immediately to the attention of the Executive Dean of the Faculty, and where appropriate, the Research Services Office and research funding bodies;
15. using the regular reporting procedures established by the University as the minimum means by which any difficulties and problems discussed during the year are noted and indicating the action taken or advice given. If a problem is not resolved, the Dean of School (or nominee) should be consulted in the first instance. The Dean of School (or nominee) and the Executive Dean of the Faculty should be notified in writing of continuing problems between reporting periods. The supervisor shall participate in the annual review of progress together with the candidate and the Dean of School (or nominee);
16. immediately informing the Dean of School (or nominee) should the supervisory relationship break down. In such an instance, the Dean of School should ensure that other supervisory arrangements are made to the satisfaction of the candidate. Where the supervisor is the Dean of School, the Executive Dean of the Faculty shall ensure that satisfactory supervisory arrangements are made;
17. notifying the Faculty General Manager of the candidate’s intention to submit;
18. commenting critically on the content and the drafts of the thesis and, at the time of submission, check that the thesis is properly presented, conforms to the specifications for the thesis and is of sufficient standard to be, prima facie, worthy of examination;
19. advising the faculty of the names and credentials of suitable examiners; and
20. ensuring that the candidate is aware that all publications and presentations that arise directly from research undertaken for a higher degree at Flinders University, whether published or presented during a higher degree candidature at Flinders University or subsequently, must carry a Flinders University attribution. These requirements do not preclude additional attribution to other appropriate institutions.
Responsibilities of the Coordinator of a Professional Doctorate Course

flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixc

The responsibilities of the Coordinator include:

1. consideration of the candidate’s research interest and allocation of a supervisor;
2. oversight and management of the candidate’s coursework study plan and progress;
3. fulfilling administrative obligations regarding the candidature, which include supporting the candidate in relation to outside organisations and funding agencies; ensuring appropriate access to the facilities of the School; and reminding the candidate to advise the University in writing of any changes in their candidature (i.e. change of field of study, request for intermission, etc.); and
4. monitoring carefully the performance of the candidate relative to the standard for the degree, and ensuring that inadequate progress or work below the standard generally expected is brought to the candidate’s attention. The Course Coordinator should assist with developing solutions to problems as they are identified.

Responsibilities of the School

flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixd

It is the responsibility of the School to ensure that:

1. the candidate meets the requirements set down by the institution for admission to candidature;
2. the proposed research project is appropriate for the degree;
3. the School is appropriate for the research to be undertaken, has the space and other facilities to adequately support the candidature and can offer an appropriate academic environment for the candidature;
4. the proposed supervisor is sufficiently expert in the area of research, and has the time and commitment to be able to offer the candidate proper supervision. The School should aim to avoid excessive demands being imposed on academic staff in taking on too many postgraduate candidates. It is the responsibility of the School to determine how many postgraduate candidates any member of staff may supervise;
5. proper supervision can be provided and maintained throughout the research period;
6. a candidate proposing research involving a confidentiality agreement has been counselled by the responsible University officer about the consequences of restricted access to their research results;
7. each candidate has written guidelines (and where appropriate, training) concerning ethical and safety procedures appropriate to the School;
8. each candidate has been informed as to what facilities are available to the candidate within the School;
9. appropriate opportunities are provided by the School, by way of seminars and the like, for candidates to develop their skills at presenting their work as well as facilitating their integration into a cohesive group. The School should inform candidates of any conferences, seminars, etc., by display of notices and distribution of circulars. The School should actively encourage postgraduate candidates to participate in such conferences and seminars;
10. appropriate opportunities are provided for candidates to interact with and develop profitable intellectual relationships with one another and with staff;
11. all new candidates are provided with a statement which sets out the procedures by which candidates may make representation to the Dean of the School (or nominee) if they believe that their work is not proceeding satisfactorily for reasons outside their control;
12. an appropriate procedure is established for dealing with unresolved conflicts between supervisors and candidates;
13. the Dean of the School (or nominee) interviews candidates and supervisors as part of the annual review of progress; and
14. it fulfils any other institutional administrative obligations regarding candidature.

Responsibilities of the University

flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixd

The University is responsible for general policies related to:

1. clearly specified entry standards which apply regardless of discipline, and which are set to ensure that enrolling candidates are likely to have the capacity to succeed, given adequate commitment;
2. access to physical facilities and resources which, while varying between different parts of the University, will be made clear to candidates at the outset;
3. administration of research higher degrees and scholarships;
4. the status of intellectual property arising from the work of candidates as part of their studies;
5. minimum reporting requirements;
6. procedures by which either the candidate or the supervisor(s) may make representations, as appropriate, should significant difficulties arise (grievance procedures, appeals, etc.);
7. a procedure which, while enabling inexperienced staff to supervise candidates, makes clear a process by which assistance from experienced staff may be sought (either by the supervisor or the candidate) should it be required. In general, inexperienced staff should begin as joint supervisors only;
8. explicit procedures relating to all aspects of the examination process, including clear guidelines for examiners (and for candidates) outlining the University’s expectations for the particular degree;
9. induction and general training programs for candidates, and staff development courses in areas such as supervising higher degree candidates; and
10. publicity of research programs, scholarships and awards.

Policy on Staff/Student Relationships

flinders.edu.au/ppmanual/equal-opportunity/staffstudent-relationships

Staff members likely to be placed in the position where they will be required to undertake selection, supervision or assessment of the work of a student with whom they have a family, sexual or other close personal relationship have a duty to declare their interest to the Dean prior to those tasks being undertaken.

In the case of supervision of a research higher degree candidate, the Dean should appoint a replacement Supervisor and, where this is not possible, appoint an Associate Supervisor to prevent conflict of interest.

Requests for clarification of the intent and/or application of the terms of this policy may be made to the Head of Equal Opportunity on (08) 8201 3735. For further information refer to: flinders.edu.au/ppmanual/equal-opportunity/staffstudent-relationships
Preparation of Thesis

General Considerations

A thesis should provide sufficient information to enable an examiner to appreciate that an independent investigation has been conducted with a high level of technical skill, that the candidate is familiar with and has employed (if relevant) the most suitable research techniques within the discipline, and that the results are clearly of Doctoral or Masters by Research standard.

There should be an appropriate balance between the different parts of the thesis. In particular, the original contribution to knowledge should be clearly distinguishable from the introductory material and the survey of relevant literature. The thesis should also make clear which work has been performed by the candidate and in which cases the results obtained by another have been analysed.

It is the responsibility of the candidate to ensure that the format of the thesis meets the requirements of the Rules for Higher Degree Theses (refer to Appendix F). A thesis which does not meet these requirements will be referred back to the candidate before being submitted for examination. If there are special reasons which justify a departure from the specified format, written approval must be gained from the Faculty Committee.

The candidate should also be aware of the implications of entering into a confidentiality agreement in relation to publications which might arise from the thesis.

If candidates have published from their thesis prior to submission, the candidate must make clear to the examiner which parts of the thesis have been used in publications, who contributed to the publication, and the nature of the candidate’s contribution.

Candidates should also bear in mind that it is compulsory that a digital copy of the thesis is lodged in the Library, and thus constitutes archival material accessible to others. This is the authoritative copy of the thesis and will be available on open access. This is especially important in relation to potentially defamatory material. Candidates can request to restrict access to their thesis. Refer to to the Rules for Higher Degree Thesis (Appendix F).

The University does not specify the length of research higher degree theses. However, the following general guidelines apply:

Word limits

The thesis should not be unnecessarily long. Although the length may vary according to the topic and the discipline, a PhD thesis is expected to be no more than 100,000 words, including maps and diagrams, but excluding bibliography. In any case the candidate should consult the supervisor on the appropriate length of the thesis. Individual faculties may determine more specific guidelines for the length of research higher degree theses.

In particular, the Faculty of Education, Humanities and Law has determined that the length of a PhD thesis should be a minimum of 70,000 words and a maximum of 100,000 words and for Masters by Research a minimum of 35,000 words and a maximum of 50,000. This excludes footnotes, bibliography, tables and appendices, but candidates should not make use of extensive footnotes or very large appendices in order to bypass the word limit. When candidates submit their thesis they will be asked to indicate how long the thesis is, and where it exceeds the normal word limit they will be asked to provide a detailed explanation of the reasons for its length.

The Faculty of Social and Behavioural Sciences has determined that the maximum word length for a PhD thesis is 90,000 words and 50,000 words for a Masters by Research thesis. These word limits apply to the main thesis text only and exclude footnotes, bibliography, tables and appendices. Theses are usually written in English. However, in special circumstances the thesis may be written in a foreign language, especially if the candidate is studying in the Department of Language Studies.

The Faculty of Medicine, Nursing and Health Sciences recommends as a guideline for candidates that the length of a PhD thesis should be a maximum of 100,000 words and 50,000 words for a Masters by Research thesis, excluding bibliography and appendices.
Presentation

A high standard of presentation is required. A thesis submitted for examination of a research higher degree shall be printed on good quality A4 paper (297mm x 210mm) and candidates are encouraged to use a good word processing or desktop publishing computer package combined with a high-quality printer to ensure that presentation of text is both clear and attractive to the reader. The preferred font size is 11-12, and double or 1.5 spacing may be used for the main text. Margins should be moderate and in accordance with the professional standard appropriate to the discipline. If the thesis is printed double-sided, the margins must be mirrored. Support materials on thesis preparation are available at flinders.edu.au/cedict/computer/ under the “Word” section.

Academic Integrity

All research higher degree candidates have a responsibility to understand and respect the rules and practice of academic integrity. The University’s policy on Academic Integrity states at Clause 2.1 that “Academic integrity means that all work which is presented is produced by the student alone, with all sources and collaboration fully acknowledged”. All research higher degree candidates must ensure that their thesis is consistent with the Policy on Academic Integrity, available at flinders.edu.au/ppmanual/student/academic-integrity.cfm.

Services of a Professional Editor

Professional editing of a thesis refers to editing services that involve a financial transaction. Use of a professional editor in preparation of a thesis is permitted, if undertaken in accordance with the following conditions:

a. professional editing must be undertaken before the final version of the thesis is submitted to the candidate’s supervisor for consideration;
b. supervisors must oversee the process and monitor professional editing on an individual basis;
c. professional editing must be limited to formatting, grammar and style and must not alter or improve the substantive content or conceptual organisation of the thesis; and
d. candidates should include an acknowledgement of the help given or work carried out by another person or organisation in editing their thesis.

Order and Format of Contents

A thesis must be preceded by a title page. The title page of the thesis should show:

• the title of the thesis in full;
• the name and degrees of the candidate;
• the School and faculty associated with the work; and
• the date of submission of the thesis.

Candidates may include the Flinders University crest on their title page, after approval has been sought via their supervisor.

The title page should normally be followed by:

• a table of contents;
• a summary in not more than 500 words;
• a signed declaration by the candidate that states: ‘I certify that this thesis does not incorporate without acknowledgment any material previously submitted for a degree or diploma in any university; and that to the best of my knowledge and belief it does not contain any material previously published or written by another person except where due reference is made in the text’;
• the candidate’s acknowledgments;
• the main text;
• appendices; and
• bibliography.

Note that the thesis must not contain any statement to the effect that the thesis is properly presented and is of sufficient standard to be worthy of examination.

Guidelines for RHD Thesis with a Creative Component

The award of a research degree may be based on a creative work such as a play, novel, book, film, documentary, multimedia production, performance or other non-traditional format. In these cases, the creative work will be judged by appropriate examiners, and a written exegesis must also be submitted for examination. The critical research should relate specifically to the candidate’s individual creative product, providing a conceptual framework and usually setting it in a contemporary artistic, cultural and/or historical context by examining exemplary texts. Check discipline specific policies via the appropriate Faculty Office. For further information go to: flinders.edu.au/ehl/rhd/general-information_home

Guidelines for including Published Material in RHD Theses

Flinders University strongly encourages candidates to publish research from their theses prior to submission, provided this activity does not detract from the main task of completing their thesis on time. Publications may be included provided they contribute to the overall theme of the thesis and are appropriately placed within it.

A Doctoral or Masters by Research thesis (except for the special case of the PhD by Published Work) may comprise publications (accepted, submitted or in manuscript form). They can be included as separate chapters or integrated into chapters and must be formatted in the same way as the other chapters in the thesis (i.e. not presented as reprints). The same typeface should be used throughout the thesis. Reprints may sometimes be included as appendices where they differ substantially in form from the body of the chapter (pending copyright approval if required). Where chapters include a substantial published component, the relevant sections should be clearly indicated with appropriate referencing or footnotes so that examiners can differentiate between published and unpublished components. The integration of published and unpublished material in a single chapter is discouraged, given the potential confusion this poses for examiners, although it is deemed acceptable.

Published chapters should be conceptually linked to the chapters before and after, and follow a logical sequence. In addition, theses with a high proportion of published material need to contain a broad contextual statement, demonstrating the relevance of the work to the wider field of knowledge. This is most commonly achieved through an introductory literature review or commentary and a general, wider ranging, conclusion. Candidates are urged to be wary of unnecessary repetition in the general introduction and conclusion, and that of the introductions and conclusions of each published chapter. This applies to papers in manuscript form as well.
Multi-author papers may be included within a thesis; however, the candidate is expected to be the primary author of these papers. A clear statement is required for each publication documenting the contribution of each author to the paper (from conceptualisation to realisation and documentation). If you are not the first author, you need to justify the paper’s inclusion and clearly explain the circumstances relating to the production of the paper and your position in the list of authors. It may be more suitable to include these papers as appendices, rather than in the main body of the thesis. Where the candidate includes papers that have joint- or multiple-authorship, the candidate is strongly encouraged to have all authors sign a statement giving permission for the paper to be included in the thesis. Original signatures are preferred but scanned signatures are acceptable.

Tables, Diagrams and Figures
Tables, diagrams and figures should be inserted in the text as soon as is conveniently possible after the first reference to them in the text. Captions for tables are to be inserted above the table to which each refers, whereas legends and figures should ordinarily be placed below the figure. Diagrams, maps and tables exceeding A4 size should be folded so as to read as a right-hand page when open. If diagrams, figures, photography, etc., are to be mounted on a page, a dry mounting process should be used. Lengthy or bulky tables should appear as an appendix.

Bibliographic Citation
Style – All sources from which information has been derived, sources of quotations and authorities for statements of fact and opinion must be clearly, concisely and accurately cited in any scholarly work. There are no standard rules for the citation of references, although your Faculty and some professions prescribe a style appropriate to your discipline. Bibliographic style should be established early in the preparation of the thesis to avoid time consuming work at the final write-up stage.

Referencing – Candidates should conform to the standard practice followed by their discipline.

Content of Citation – The minimum citation for books must include author(s), title, edition (if other than the first), place of publication, publisher, date of publication and relevant pages. The citation for periodical articles must provide at least author(s), title, publication, volume number, part number (if volume is not paginated continuously), date of publication and relevant pages. In certain subjects a more detailed citation may be required, and candidates should consult their supervisor and relevant pages. In certain subjects a more detailed citation may be required, and candidates should consult their supervisor and relevant pages. In certain subjects a more detailed citation may be required, and candidates should consult their supervisor and relevant pages. In certain subjects a more detailed citation may be required, and candidates should consult their supervisor and relevant pages.

Content of Bibliography – A candidate must cite in the bibliography all sources from which information is derived and all works quoted or referred to in the text or notes to the text.

Abbreviations – If the full titles of periodicals and other serials are not used, abbreviations should normally be those used in:

- World List of Scientific Periodicals (4th ed London: Butterworth 1963-75); or
- Bibliographic Guide for Editors and Authors (Washington, D: American Chemical Society, 1974); or
- International List of Periodical Title Word Abbreviations (ISO 833-1974).

Thesis Submission
When the thesis is submitted for examination three copies shall normally be lodged with the Faculty General Manager or delegate. The candidate may submit two copies only, provided that they are aware that, in the event of unforeseen problems (eg. loss of thesis in mail, examiner unable to act), this may cause delays in the examination process.

At this time, the thesis should be bound in temporary form so that any corrections which may be required following examination of the thesis can be inserted easily. The temporary binding must be strong enough to prevent damage to the thesis during the ordinary course of handling or postage. Machine sewn binding is acceptable for temporary purposes – check the faculty-specific policies. It is not recommended that theses be temporarily bound in ring-back, thermal or braced binding as these binding methods normally result in damage during handling and transit, often causing pages to be torn or lost.

A candidate may submit a thesis for examination even if this is against the advice of the supervisor but only after an attempt has been made to resolve the matter through discussion with the supervisor and a Faculty Contact Officer, or with the Dean (or nominee when this is the same person) and a Faculty Contact Officer. Refer to section 19.2 of the Research Higher Degrees policies and procedures, available at flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#Submissionofthesis

Final Form of Thesis
From 2014 it is compulsory for all research higher degree candidates to submit a digital copy of the thesis for award of the degree. It is the candidate’s responsibility to upload the thesis to the University’s digital repository in digital format. The Faculty General Manager, or nominee, will ensure a copy is uploaded to the University’s digital repository in digital format. This will be the authoritative copy of the thesis. On request, a second printed copy may be submitted to the Faculty. A recommendation for the award of a degree will subsequently be forwarded to the Faculty Board by the Faculty Research Higher Degrees Committee.

Where an optional printed copy has been submitted, it may be housed in the Faculty or University Library. The printed copy of the thesis should be sewn, trimmed and bound with stiff covers bound with dark cloth. The candidate’s family name and initials and a short title must be printed on the spine in gold lettering.

Digital Thesis Submission Guidelines
For information about digital theses refer to the Library website or contact the Special Collections Librarian in the Central Library.

This website provides information about file naming instructions; deposit form for uploading the thesis; and information about Adobe Acrobat Reader.

Phone: 8201 2084
Link: flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#Submissionofthesis
Examination

General Considerations

The candidate is not only examined on the basis of his/her understanding of a body of existing knowledge but will also be examined by individuals who must judge their approach to research, construction of hypotheses, argument and analysis. If the degree is awarded, the candidate will become the peer of the examiners.

Appointment of Examiners

Two examiners are appointed for a Masters by Research, PhD or Professional Doctorate thesis, both of whom must be external to the University and of international standing. In exceptional circumstances, the University may agree to the appointment of a third examiner. Up to two reserve examiners are also nominated in the event that one of the appointed examiners is unable to accept the invitation to examine the thesis.

The appointment of the examiners must be approved by the Faculty. However, before examiners are appointed, the candidate is given the opportunity to object to any potential examiners. After the examiners are appointed by the Faculty, their identity is not revealed to the candidate until after the examination process, and then only if the examiner has not expressed the wish to remain anonymous.

The normal deadline for the submission of examiners’ reports for Masters by Research or Doctoral theses is eight weeks from the receipt of the thesis; however, sometimes the examination process takes longer. It is the Faculty’s responsibility to follow up with Examiners about outstanding reports.

Examination Process

The examiner of a thesis submits a written report on the thesis to the University within eight weeks and makes one of the following recommendations:

- that the degree should be awarded, subject to satisfying any coursework requirements;
- that the degree should be awarded subject to the completion of amendments to the thesis (specified by the examiner) to be carried out to the satisfaction of the supervisor and the Dean of School and subject to satisfying any coursework requirements;
- that the degree should not be awarded but the candidate should be permitted to revise and resubmit the thesis or take a further examination or both. A thesis may be resubmitted for examination only once;
- that in the case of a candidate who has submitted a thesis for the degree of PhD or Professional Doctorate, an appropriate Masters degree or designated exit award should be awarded; or
- the candidate should not be allowed to present for the degree again.

Consideration of Examiners’ Reports

After receiving the examiners’ reports, the Faculty determines the final outcome of the examination. If both examiners have recommended the award of the degree without any amendments, the Faculty will recommend to the Executive Dean that the degree be awarded.

If both examiners have recommended the award of the degree subject to amendments, or if one examiner recommends that the thesis be passed, and the other recommends that the thesis be passed subject to amendments, the Faculty ensures that the amendments are made and then recommends to the Executive Dean that the degree be awarded.
Amendments may range from the correction of spelling or typographical errors and small changes to the text, to changes to the structure and substance of some chapters of the thesis which can be completed to the satisfaction of the supervisor and the Dean (or nominee, where this is the same person) without being returned to the examiner.

If both examiners are unanimous in making any of the other remaining recommendations above, the supervisor and the candidate are provided with copies of the examiners’ reports and are invited to comment. In this process the examiners’ identities are not revealed to the candidate. The comments and the examiners’ reports are then referred to the Faculty which will make a decision on the outcome of the examination.

In the event that examiners are not unanimous in making any one of the recommendations above, the supervisor and the candidate are provided with copies of the examiners’ reports and are invited to comment. In this process the examiners’ identities are not revealed to the candidate.

If one examiner recommends the degree should be awarded or that the degree should be awarded subject to amendments to the thesis and the other examiner recommends that the degree should not be awarded but the candidate should be permitted to revise and resubmit the thesis, the examiners will be invited to consult with each other in an attempt to reach an agreement and provided with the opportunity to offer a revised opinion.

In all other cases of examiners not being unanimous in making any one recommendation (and in cases above where the examiners do not want to consult, or cannot arrive at a consensus), the Faculty will appoint an external arbitrator in consultation with the supervisor and the Dean. The arbitrator will submit a report to the Faculty and the Faculty will make a decision on the outcome of the examination.

Award of PhD for a Thesis Submitted as a Masters by Research

On rare occasions an examiner of a degree submitted for the award of a Masters by Research may consider the work to be of such merit that the examiner unsolicitedly recommends the degree of PhD be awarded instead. If such a recommendation is received, the Faculty will write to the other examiner informing them of the recommendation and asking them if they concur with the first examiner’s recommendation. The Faculty will then decide the final outcome of the examination after consideration of the examiners’ reports.

Outcome of the Examination

After the Executive Dean has certified that the degree is to be awarded, the Faculty RHD Administrative Officer notifies the candidate of the award of the degree, provides a copy of the Examiners’ Report, and provides information on degree conferral procedures. The candidate is also advised of the requirement that a digital copy of the thesis must be uploaded to the digital repository in the Library.

Australian Higher Education Graduation Statement

The Australian Higher Education Graduation Statement (AHEGS) has been introduced to assist in the national and international recognition of Australian qualifications, and to promote international mobility and professional recognition of graduates.

The AHEGS provides a description of the nature, level, content and status of the studies that were pursued by the graduate named on the statement. The layout of the Flinders University AHEGS conforms to the national agreed specifications approved by the Department of Industry, Innovation, Science, Research and Tertiary Education (DIIRSE) and will be presented to graduating candidates in addition to a parchment and academic transcript.

The detail on an AHEGS for a research higher degree candidate is extracted from the Student System based on the details provided on the citation submitted at the time of examination.

For further information go to: flinders.edu.au/enrolling/student-records/ahegs

Graduation

Degree conferral is the official awarding of your degree, diploma or certificate by the University. This can be done by applying to graduate at a Graduation Ceremony or in absentia without attending. All students need to apply for award conferral in order to get their official parchment.

Graduation ceremonies take place in April, September and December. For further information about graduation visit flinders.edu.au/graduation

Citation

Doctoral graduands are required to complete a form detailing their Thesis Title and Citation. The Citation should be no more than 150 words in length and should be forwarded to the relevant Research Higher Degree Officer in your faculty.

Calling yourself “Dr”

If you are a PhD candidate you are able to use “Dr” once your degree has been conferred by Flinders University. The conferral process occurs at a Graduation Ceremony or Council Meeting. To be eligible for conferral, the Faculty needs to confirm that you have met the degree requirements and record that you have been awarded the degree on the Student Information System.
Vice-Chancellor’s Prize for Doctoral Thesis Excellence

The Deputy Vice-Chancellor (Research) and the University Research Higher Degrees Committee has established the Vice-Chancellor’s Prize for Doctoral Thesis Excellence. The first prizes were awarded at the April Graduation Ceremony in 2014 for Doctoral degrees completed in 2013.

Eligibility

All Doctoral candidates who have been completed by the Faculty and are awarded the degree in the previous year (2013, for example) are eligible to be nominated. Nominees need not have graduated at this stage. PhD by Published Work candidates are not eligible for consideration for this prize.

Procedures

The Faculty Research Higher Degrees Committee must ensure that academic merit is the basis of its recommendation. Each Faculty will be asked to make nominations in consultation with their supervisory staff, based on completions (degrees awarded) in the relevant Academic Year, and on the Examiners’ Reports for Doctoral theses. Up to three nominations can be made from each Faculty once endorsed by the Chairs of the relevant Faculty Research Higher Degrees Committees and the Executive Deans. The nominations will then be forwarded to the University Research Higher Degrees Committee via the Office of Graduate Research. These will be considered by the University Research Higher Degrees Committee and forwarded to the Deputy Vice-Chancellor (Research) for a final recommendation.

The nomination from the Principal Supervisor and Faculty Research Higher Degrees Committee

When a Faculty nominates a candidate for the Vice-Chancellor’s Prize for Doctoral Thesis Excellence they must include the Examiners’ Reports as well as any other appropriate documentation. The nomination must address some or all of the following points separately:

• Content of the Examiners’ Reports and Recommendations (copies attached);
• International and/or national recognition of the research undertaken for the thesis;
• Thesis research impact, both in terms of actual and potential adoption;
• Publications stemming from the thesis or publication equivalents and other appropriate research outputs (for example, patents, exhibitions, performances and other creative works). Unrelated publications will not be considered; and
• Other recognition for the quality of research undertaken for the thesis (for example, prizes and awards conferred, recognition by professional organisations, invitations to prestigious conferences).

The points above will be considered relative to the candidate’s project and/or discipline.

Although it is expected that nominations would be for candidates whose thesis was passed without amendment, candidates passed with minor amendments may also be nominated. The Information for Examiner’s document asks examiners to indicate a candidate who should be considered for the Vice-Chancellor’s Prize for Doctoral Thesis Excellence.
Office of Graduate Research
The Office of Graduate Research supports Flinders University’s mission to provide high-quality postgraduate education and to ensure consistent research training across the University. It offers a streamlined service for future and current RHD candidates and links them to academic and pastoral support systems on campus. It manages a Register of Research Higher Degree Supervisors and also helps to train postgraduate supervisors to ensure that best-practice knowledge informs staff supervision. The Office of Graduate Research provides executive support to the University’s Research Higher Degrees Committee.

University Research Higher Degrees Committee
The University Research Higher Degrees Committee develops and monitors research higher degree policies and procedures and those relating to the research component of postgraduate coursework awards. It is chaired by the Dean of Graduate Research and includes representatives from each Faculty as well as two research higher degree candidates. It reports to the Deputy Vice-Chancellor (Research). Its functions include liaising with Faculties to advise about policies and procedures and ensuring the provision of a research higher degree induction program and other research training to enhance the postgraduate experience. It also handles grievances in accordance with the Conciliation and Arbitration Procedures Relating to Supervised Higher Degree Research (Appendix F, Research Higher Degrees Policies and Procedures).

Student Finance Services
Student Finance Services is responsible for the administration of postgraduate research scholarships. The office provides information about scholarship opportunities on its website: flinders.edu.au/scholarships/

Student Finance Services receives all applications for admission to research higher degree candidature and is responsible for the allocation of Research Training Scheme (RTS) places and sponsorship arrangements.

Student Finance Services provides executive support to the University’s Scholarships Committee and various undergraduate scholarship committees, and provides advice on scholarship and higher degree policy and procedures to University staff and students.

Scholarships Committee
The Scholarships Committee determines the award of postgraduate research scholarships and other postgraduate candidate support made available from the University Research Budget. The Committee monitors the progress of scholarship holders and considers applications for variation to scholarship tenure (eg. intermission, extensions and change to part-time study).

Faculty Organisational Structure
Research higher degree administration for all routine candidature matters is conducted at Faculty level, and is overseen by a Faculty Higher Degrees Committee. Faculties are responsible for the implementation of policies and procedures concerning research degrees, intellectual property, research higher degree candidates and all routine administration.

Research Services Office
Information about postdoctoral awards, research funding applications and ethics applications is available from the Research Services Office located in the Union Building.

For more information refer to: flinders.edu.au/research/info-for-researchers/office-of-research
Student Services

Students at Flinders have access to a wide range of services to aid their academic and personal life at university. You should feel free to make good use of these services whenever the need arises.

These services are available to internal and external students, although the latter may need to contact the office involved to make special arrangements or to be posted materials.

Yunggorendi First Nations Centre for Higher Education and Research

Yunggorendi provides high-quality services for Aboriginal and Torres Strait Islander students at Flinders University and is recognised nationally and internationally for our interdisciplinary teaching program, research and commitment to community engagement. Our reputation has been built on engagement with Indigenous peoples that produces genuine outcomes in higher education. The Centre’s core values of respect, inclusiveness and reciprocity underpin all that we do.

Yunggorendi provides a strong and visible Indigenous knowledge-centred presence on campus, a key role being to support Indigenous student access, participation and success in higher education.

The Centre has a dedicated Postgraduate Academic Adviser and our services complement RHD support provided by faculties to continue to develop a strong network and community of Indigenous postgraduate candidates. This includes support and advice regarding research topics, supervision, scholarships and other important student service matters. Research development opportunities, including participation in conferences and seminar programs (including Yunggorendi’s) and engagement with Indigenous community research are supported and encouraged.

We are located in Yunggorendi Mande, next to the Student Centre, and look forward to meeting you. For more information please refer to: flinders.edu.au/yunggorendi

Careers and Employer Liaison Centre

The Centre’s activities include unpaid work experience/internships, career management and skill development programs that allow students to realise their career potential and facilitate their transition from university to the world of work. Students can find out about graduate employment and vacation work, how to job search, use the Centre’s extensive resources available in booklets and online, and receive information about options for students at the end of their degree. A section of our website is targeted at postgraduate research students at: flinders.edu.au/careers/student/ and link to Postgraduate Research candidates. The online Postgraduate’s Career Toolkit is designed to offer guidance on proactive career management. Use this resource, available on FLO, to identify your strengths and skills and how to best market these to an employer, and how to plan for and shape your career to find the work you want.

Employer Liaison, Graduate Recruitment Fairs and the Professional Mentoring Program link students with employers to enhance their graduate opportunities. Students seeking a graduate position should register with the GRADJOBS email to have jobs emailed directly to them.

The Leadership and Graduate Skill Development Programs give students the opportunity to focus on developing their key employability skills and understanding of leadership, positioning them for employment. Students should contact the Centre if they are interested in developing their graduate skills or undertaking an unpaid work placement to complement their studies. Students can find out more at: careers@flinders.edu.au

The Centre is located on Level 3 of the Student Centre, and contact is via phone 8201 2832 or email: careers@flinders.edu.au
Counselling Service

Students can confidentially discuss with the counsellors a wide range of issues which may be related to study experiences or personal circumstances that are not easily resolved and are affecting study progress. This service is free.

The counsellors are aware of issues which arise due to time pressures, financial difficulties if there are no options for paid work, or the stress which can result from balancing work, study and perhaps family responsibilities. The counsellors are particularly concerned to meet with, and assist international postgraduate candidates, who can be uncertain about approaching their supervisors to clarify the expectations of their course of study.

The counsellors also assist students by providing documentation in line with University policy when personal circumstances require extensions for work. One-hour appointments can be made by calling the Counselling Service on (08) 8201 2118, or dropping into Level 3 of the Student Centre. Half hour, same day ‘drop in’ appointments can also be booked by calling the above number at 8.45am. A counsellor is also available to speak to on the phone each day Monday – Friday, 3.30pm – 5.00pm.

Visit the Counselling Service website at: flinders.edu.au/current-students/healthandcounselling

Health Service

The Health Service is a fully equipped medical practice comprising both male and female doctors as well as nursing staff. A wide range of health services is available. Consultation is by appointment only. Call (08) 8201 2118 to make an appointment. The Health Service bulk-bills domestic students through Medicare. International students using the service utilise their Overseas Student Health Cover (OSHC). The Health Service is located on Level 3 of the Student Centre. Visit the Health Service website at: flinders.edu.au/current-students/healthandcounselling/

Student Equal Opportunity Adviser

The University takes very seriously its obligation to provide a safe and harmonious study and work environment for students and staff at Flinders. However, if a student has a concern about an incident of bullying, harassment or discrimination, they can discuss the matter confidentially with the Student Equal Opportunity Adviser and receive advice about their options to resolve the matter. The Adviser is located in Health Counselling and Disability Services and can be contacted for an appointment by calling (08) 8201 2118.

Information Technology

Research candidates at Flinders University will have a variety of information technology needs. All research candidates at Flinders University are provided with an email account and remote login access. Access to the Internet, word processing, database and spreadsheet software is available on Macintosh or Windows in all Flinders library and computer laboratory spaces.

FLO (Flinders Online Learning)

FLO is the portal to the online learning management system/e-learning platform at Flinders University that gives student access to topic content, assignments and feedback and on-line discussion forum with fellow students. In addition, FLO also provides access to email, the Student Information System and the Library and important University-wide announcements.

Academic Support for Research Higher Degree candidates

The Student Learning Centre (SLC) is an integral part of the University’s Strategic Education Plan. Its principal role is to enable students to reach their academic potential by providing high-quality, comprehensive academic support appropriate to all students. The SLC is staffed by experienced academics from a range of disciplines who have expertise in teaching research-related skills and academic and numerical literacy, at all levels of study.

The SLC provides free lunchtime seminars that address maths, essay writing and academic skills. There are also regular seminars on research skills designed for post-grad students. The 2015 schedule will be announced on the SLC website: flinders.edu.au/slc

SLC academic staff are also available for individual or group consultations in the Learning Lounge, located in both the Central and Sturt Libraries. There is no need to make an appointment. Just drop in during opening hours.

For the current list of lunchtime seminars and for Learning Lounge opening hours, go to: flinders.edu.au/slc.

The SLC is located in the Registry Annexe (opposite the Student Centre). Phone: (08) 8201 2518 or email slc@flinders.edu.au.

International Student Services

The ISS is the first point of contact for international students and offers a range of programs supporting enrolment, study and social life, as well as a referral service to facilities on campus and within the local community. For example, the ISS organises day and weekend tours and monthly morning teas during the semester, and coordinates a spouse conversation group. ISS staff can provide letters on request for students relating to student enrolment status, invitations and degree completion.

The ISS has four advisory staff to provide advice to undergraduate and postgraduate candidates with two specifically for candidates on Australia Awards Scholarships awarded by the Australian Government. These are awarded by the Department of Foreign Affairs and Trade (DFAT) as part of Australia’s aid program.

The ISS is currently located in the basement of the Union Building, and students can drop in or call (08) 8201 2717 to make an appointment to see one of the advisers. For more information refer to: flinders.edu.au/international

Students with Disabilities

Flinders University is committed to providing access and equity for students with disabilities to enable them to participate fully and independently, to the greatest extent possible, in the academic, cultural and social life of the University. ‘Disability’ includes any impairment, health condition or disability that interferes with a student’s ability to access education, and can include depression, anxiety, chronic fatigue syndrome, dyslexia, vision or hearing impairment and chronic pain.

The Disability Advisor provides a free, confidential service that aims to minimise the disadvantage experienced by students
with disabilities. The Disability Advisor should be the first point of contact for applying for support services and can assist students to negotiate alternative teaching and assessment methods as appropriate.

The Disability Advisors are located in the Health and Counselling Service, Level 3 of the Student Centre, and can be contacted on (08) 8201 2943 or 8201 2118. For more information refer to: flinders.edu.au/current-students/disabilitieshealthandcounselling/disabilities.cfm

Accommodation

Flinders Living

Flinders Living comprises University Hall, the Deirdre Jordan Village and the University Accommodation Services. The Housing Office, located at University Hall, can provide information on accommodation options both on- and off-campus. Office hours are between 9.00am and 5.00pm Monday to Friday. Applications for accommodation on campus should be made by applying online at flinders.edu.au/living/

Deirdre Jordan Village

The Deirdre Jordan Village is the most recent development in student accommodation at Flinders University. Set on a hillside adjacent to University Hall, the site provides an uninterrupted view of Adelaide and the central coast. There are 310 places available in 2, 3 and 5 bedroom units, with a community centre and outdoor recreation areas. A number of 2 and 3 bedroom units are reserved for postgraduate, second degree or more mature residents (22 years and over).

University Hall

University Hall, situated within a few minutes’ walk of the library, lecture rooms and meeting places, has collegiate facilities for some 240 students. Students at the Hall are mainly undergraduates and come from country areas, interstate and overseas, and are from a broad cross-section of schools and backgrounds. University Hall is a collegiate, catered residence where numerous functions, activities and sporting events bring the community together.

Accommodation Service

The Accommodation Service attracts offers of accommodation from the public and real estate agents which it places on a website for all Flinders students to access. People seeking accommodation can access up-to-date lists of available rental, share and board accommodation by visiting the Accommodation Service website. The Accommodation Service provides information about emergency bonds, residential tenancies and other matters relating to renting and assists international students to find suitable temporary and long-term rental accommodation. The website is: flinders.edu.au/living or flinders.edu.au/living/short-term-private/private-accommodation/private-accommodation_home

Child Care

If you are in need of child care while studying at the Flinders University, care for children from 6 weeks to five years of age is available at the Flinders University Child Care Centre. Since its establishment in 1972, the Centre has succeeded in creating a unique, warm and stimulating environment for children, parents and staff. The Centre has developed a reputation for the highest standard for care and education. The Centre is very busy and it is important for prospective parents to contact the office as soon as possible as spaces are limited - phone (08) 8201 2881. Government child care benefits are available to eligible parents. For more information refer to: flinders.edu.au/childcare/

Schooling

International students and researchers with a scholarship may be exempt from paying South Australian public school fees for their children. See the schooling section of the International Student Handbook. For more information refer to: flinders.edu.au/international/services

Flinders University Student Association (FUSA)

Flinders University Student Association (FUSA) is the peak body representing the views and interests of students enrolled at Flinders University. Our aim is to provide support, advocacy and to enhance the 'out of classroom' experience for all students.

Services include:

- Academic Advocacy
- Financial Advocacy & Centrelink Assistance
- Clubs & Societies
- Social Events
- Casual Job Listing
- Tax Help
- Student Council
- Empire Times Student Magazine

FUSA promotes and protects the interests, needs and welfare of Research Higher Degree (RHD) candidates by providing information, advice, advocacy and support over the course of their candidature. FUSA has two Student Advocacy Officers (SAOs) who provide individual assistance with candidature-related grievances. FUSA also has a qualified Financial Counsellor who assists students with budgeting, financial planning and management, and can determine eligibility for interest-free student loans, second-semester grants and emergency financial assistance.

Most importantly, FUSA systemically works on issues that affect the whole student body, by continuously assessing grievance trends, evaluation policies and procedures, and providing submissions to the University and external agencies, accordingly.

A casual job listing is also maintained by FUSA through its website. FUSA is governed by a Student Council which is the peak student representative body on campus. The Student Council is chaired by the Student President and comprises 18 annually elected students, including a Postgraduate Student Representative who chairs a Postgraduate Students’ Subcommittee.
The core of FUSA’s mission is to promote students’ interests by providing student representation and achieves this by having a presence on major University committees and ultimately ensuring that a student perspective is included in the development and implementation of University policy.

In 2015 you can find FUSA in Engineering North level 4 (Map ref. 48).

Office hours: Mon-Fri 9am – 5:00pm.
Contact for more info and Free Membership:
Phone: (08) 8201 2371
fusa.edu.au
facebook.com/FUSAssociation

Sport and Fitness – FlindersOne Fitness
Flinders University’s $3.3m fitness centre is modern and air-conditioned, with friendly instructors, state-of-the-art equipment and million-dollar views. You can get involved with a variety of activities, including social sport, the University Games, gym and cardio, recreational programs, personal training, CrossFit or enjoy a coffee and a snack at the onsite café. For more information refer to: unisport.com.au/Flinders/Pages/Home.aspx or on Facebook at facebook.com/onesportandfitness

Clubs and Societies
There is a large range of clubs and societies catering for all interests relating to your degree, religion, culture, political affiliation, or leisure pursuits. If none of these options appeal, you can apply to start your own club. For more information refer to: flindersone.edu.au

Religion
The Oasis Welcome Centre contributes to meeting the spiritual and religious needs of the Flinders community. An Oasis team of religiously and culturally diverse volunteers, and various student groups who find a home there, offer various forms of prayer and meditation, seminars, study and discussion groups, as well as a friendship drop-in centre, open to all, and supporting wellbeing on the campus. Muslim prayer rooms are located, and Jummah prayer conducted, in Oasis.

For more information refer to: flinders.edu.au/oasis

Library
The Library supports the learning, teaching and research activities of the university community. We have four branch libraries on the Bedford Park campus:

- The Central Library (North Ridge, Building 27) is the largest and holds material to serve the whole University community.
- The Law Library (Central Library, Level 3) holds material relevant to law and legal studies, including legislation, law reports and specialist books and journals.
- The Gus Fraenkel Medical Library (Flinders Medical Centre, level 5E) focuses on medicine and services both students and Flinders Medical Centre staff.
- The Sturt Library (Sturt Precinct, Building 4) specialises in the fields of nursing and other health science topics.

All our libraries provide attractive study spaces, comprehensive physical collections and offer extensive opening hours. Postgraduate students can borrow forty items from the physical collection at any time.

Much of our collection can be accessed electronically through a comprehensive range of research databases, journals and large ebook collection. Use FindIt@Flinders to discover many electronic and physical resources and multidisciplinary and subject specific databases for advanced searches. Our Document Delivery Service can obtain items that are not owned by Flinders Library.

A range of support is available to all library users through the help pages of the website including the Ask a Librarian service, FAQs and Search Smart Library Guides. Reference librarians can be contacted by email, phone and in person to help with most general library queries. However, we recommend that you introduce yourself to your Liaison Librarian who can offer subject specific library research advice and assistance in developing complex search strategies such as those supporting research grant applications, thesis research, or publications.

eResearch@Flinders offers services to postgraduate students and staff including data management planning, digital thesis submission, statistical consulting, and the university’s open access online digital repository, the Flinders Academic Commons (FAC). More information can be found via the link to eResearch@Flinders on the library homepage.

It is a mandatory requirement that all Research Higher Degree theses are submitted to Flinders University for award of the degree. The Digital Thesis Submission guide provides information about how to submit your thesis and the University requirements for thesis submission. All Flinders University Research Higher Degree theses are held by Flinders University Library in either print (bound) format or digital format. Locating theses is simple using the Finding Theses Search Smart guide.

If you have any queries about Library resources or services please contact the Library via email at libinfo@flinders.edu.au, talk to a Librarian at an Information Desk in any of the branch libraries, or call us on 8201 2131. You could also contact and stay up-to-date with the Library through Facebook and Twitter @FlindersLib.
Other Publications

Most Schools publish their own handbooks and other material providing information on courses available, School facilities and resources, and School-specific policies and procedures relating to postgraduate research studies.

Postgraduate Course Guide

This guide provides an overview of the University’s research environment and is intended for potential Masters by Research and PhD candidates. Available at: flinders.edu.au/future-students/how-to-apply/postgraduate-study-applications/postgraduate-study-applications_home

International Postgraduate Course Guide

International candidates should consult the International Office website for information about applying for research higher degree candidature at Flinders: flinders.edu.au/international-students/ The International Postgraduate Course Guide is available at: flinders.edu.au/international-students/study-at-flinders/ebook/course-info/courses-and-programs/

The following publications are available on Flinders University’s website:

- Course Rules containing details of programs of study and topic descriptions for all courses are available from: flinders.edu.au/courses/rules/
## Directory

### Contact Numbers

**Student Finance Services**

- **P.** 8201 3115
- **E.** scholarships@flinders.edu.au
- **W.** flinders.edu.au/scholarships

**Faculty Administrative Officers for Research Higher Degrees**

- **Education, Humanities and Law**
  - **E.** ehlrhd@flinders.edu.au
  - **P.** 8201 3590

- **Medicine, Nursing and Health Sciences**
  - **E.** health.rhd@flinders.edu.au
  - **P.** 8201 5470

- **Science and Engineering**
  - **E.** rhd.science@flinders.edu.au
  - **P.** 8201 2515

- **Social and Behavioural Sciences**
  - **E.** sbs.rhd@flinders.edu.au
  - **P.** 8201 2160

**Accommodation Service**

- **P.** 8291 6000
- **W.** flinders.edu.au/living

**Candidature enquiries**

Contact Faculty Administrative Officer

**Cashier’s Office**

- **P.** 8201 3146

**Centre for University Teaching**

- **P.** 8201 2731
- **W.** flinders.edu.au/teach

**Child Care**

- **Flinders University Centre**
  - **P.** 8201 2881

- **Flinders Medical Centre**
  - **P.** 8204 5306

**Computer facilities (Check with relevant School)**

Refer to the Faculty Administrative Officer for Research Higher Degrees

**Disability Liaison Officers**

- **P.** 8201 2943
- **P.** 8201 2118

**Enrolment Procedures**

Contact Faculty Administrative Officer

**Enrolment Services**

Academic transcripts, student card validation, change of name, address, etc.

- **P.** 1300 360 351 or 8201 3950
- **E.** enrolment.services@flinders.edu.au

**Equal Opportunity and Diversity**

- **P.** 8201 3735
- **E.** equal.opportunity@flinders.edu.au

**Ethics**

- **P.** 8201 5962
- **W.** flinders.edu.au/research/researcher-support/ethics/ethics_home.cfm
Fees
General enquiries: Student Finance Services
P. 8201 3143
E. fees@flinders.edu.au
W. flinders.edu.au/fees

Flinders University Students Association
P. 8201 2371
E. fusa@flinders.edu.au
W. fusa.edu.au

Flinders Living
P. 8291 6000
E. flinders.living@flinders.edu.au

Graduation Office
P. 8201 5069

Harassment/Discrimination/Bullying
P. 8201 3735
E. equal.opportunity@flinders.edu.au
W. flinders.edu.au/eo_unit

International Centre
P. 8201 2727
W. flinders.edu.au/international-students

International Student Services Unit
P. 201 2717
W. flinders.edu.au/international-students/services

Library facilities
• Central and Law
  P. 8201 2131
• Medical
  P. 8204 5678
• Sturt
  P. 8201 3294

Work Health and Safety Unit
P. 8201 3703

Office of Graduate Research
P. 8201 5893

Research Services Office
P. 8201 7972

Statistical Consultant
P. 8201 3346

Student Loans and Grants
P. 8201 2371
W. fusa.edu.au/jobs/

Student Services
• Careers and Employer Liaison Centre
  P. 8201 2832
• Counselling Service
  P. 8201 2118
• Equal Opportunity Unit
  P. 8201 3735
• Health Service
  P. 8201 2118
• International Student Services
  P. 8201 2717
• Student Learning Centre
  P. 8201 2518
Student Support and Advocacy Officers
P. 8201 2658
P. 8201 3746
P. 8201 2494

Theses
Contact Faculty Administrative Officer

Transition Office
P. 8201 5781

University Hall
P. 8291 6000

Yunggorendi First Nations Centre for Higher Education and Research
P. 8201 3033

Contact Officers: Conciliation and arbitration procedures

Faculty of Education, Humanities and Law
Leigh Burrows – Education
P. 8201 3022
W. flinders.edu.au/people/leigh.burrows

Rhain Buth – Flinders Law School
P. 8201 5293
W. flinders.edu.au/people/rhain.buth

Robyn Najar – English, Creative Writing & Australian Studies
P. 8201 3086
W. flinders.edu.au/people/robyn.najar

Faculty of Health Sciences
Malcolm Bond – Medicine
P. 7221 8503
W. flinders.edu.au/people/malcolm.bond

Karen Lower – (from May 2015) Medicine
P. 8204 4105
W. flinders.edu.au/people/karen.lower

Sheila Lennon – Health Sciences
P. 8201 8284
W. flinders.edu.au/people/sheila.lennon

Christopher Barton – Health Sciences
P. 8201 5770
W. flinders.edu.au/people/christopher.barton

Ann Harrington – Nursing & Midwifery
P. 8201 3483
W. flinders.edu.au/people/ann.harrington

Faculty of Science and Engineering
Sonia Kleindorfer – Biological Sciences
P. 8201 5232
W. flinders.edu.au/people/sonia.kleindorfer

Mike Schwarz – Biological Sciences
P. 8201 3729
W. flinders.edu.au/people/michael.schwarz
Joe Shapter – Chemical and Physical Sciences  

P. 8201 2005  
W. flinders.edu.au/people/joe.shapter

Okke Batelaan – Environment  

P. 8201 2288  
W. flinders.edu.au/people/okke.batelaan

Andrew Millington – Environment  

P. 8201 2269  
W. flinders.edu.au/people/andrew.millington

Paul Calder – Computer Sciences, Engineering and Mathematics  

P. 8201 2827  
W. flinders.edu.au/people/paul.calder

Faculty of Social and Behavioural Sciences  

Michael Gradisar – School of Psychology  

P. 8201 2324  
W. flinders.edu.au/people/michael.gradisar

Carol Fort – International Studies  

P. 8201 5988  
W. flinders.edu.au/people/carol.fort
Course Rules

Masters Degrees by Research
Rule pursuant to Statute 7.3 Masters Degrees
flinders.edu.au/courses/rules/masters.cfm

Doctor of Philosophy (PhD)
Rules pursuant to Statute 7.4
flinders.edu.au/courses/rules/postgrad/phd

Doctor of Philosophy (Clinical Psychology)
Rules pursuant to Statute 7.4
flinders.edu.au/courses/rules/postgrad/phd-clinical-psychology

Doctor of Public Health – from January 2013
flinders.edu.au/courses/rules/postgrad/dhhr

Doctor of Education – from January 2014
flinders.edu.au/courses/rules/postgrad/eddr

Useful Policies

Research Higher Degree Policies and Procedures
flinders.edu.au/ppmanual/student/research-higher-degrees.cfm

Conciliation and Arbitration Procedures Relating to Supervised Higher Degree Research
flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixg

Rules for Higher Degree Theses
flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixf

Policy on Intellectual Property
flinders.edu.au/ppmanual/research/intellectual-property

Policy on the Register of Research Higher Degree Supervisors
flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixh