Introduction

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: www.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)
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>01</td>
</tr>
<tr>
<td>Office of Graduate Research</td>
<td>05</td>
</tr>
<tr>
<td>Glossary of Terms</td>
<td>06</td>
</tr>
<tr>
<td>Research Higher Degrees at Flinders</td>
<td>08</td>
</tr>
<tr>
<td>Research Higher Degrees Offered at Flinders</td>
<td>08</td>
</tr>
<tr>
<td>Masters Degrees by Research</td>
<td>08</td>
</tr>
<tr>
<td>Doctoral Degrees</td>
<td>08</td>
</tr>
<tr>
<td>Professional Doctorate Degrees</td>
<td>08</td>
</tr>
<tr>
<td>Cotutelle Doctoral Degrees</td>
<td>08</td>
</tr>
<tr>
<td>Policies Governing Research Higher Degrees</td>
<td>09</td>
</tr>
<tr>
<td>Statutes and Rules</td>
<td>09</td>
</tr>
<tr>
<td>Research Higher Degrees Policies and Procedures</td>
<td>09</td>
</tr>
<tr>
<td>Register of Research Higher Degrees Supervisors</td>
<td>09</td>
</tr>
<tr>
<td>Find a Supervisor</td>
<td>09</td>
</tr>
<tr>
<td>Research Institutes and Centres</td>
<td>09</td>
</tr>
<tr>
<td>Admission and Enrolment</td>
<td>10</td>
</tr>
<tr>
<td>Admission to a Research Higher Degree</td>
<td>10</td>
</tr>
<tr>
<td>Applications</td>
<td>10</td>
</tr>
<tr>
<td>Entry Requirements</td>
<td>10</td>
</tr>
<tr>
<td>English Proficiency for International Students</td>
<td>10</td>
</tr>
<tr>
<td>Consideration of the Application for Admission</td>
<td>11</td>
</tr>
<tr>
<td>Qualifying Studies</td>
<td>11</td>
</tr>
<tr>
<td>Notification of Application Outcome</td>
<td>11</td>
</tr>
<tr>
<td>Appointment of Supervisors</td>
<td>11</td>
</tr>
<tr>
<td>Enrolment</td>
<td>11</td>
</tr>
<tr>
<td>Fees</td>
<td>12</td>
</tr>
<tr>
<td>Download you Invoice/Fee Account</td>
<td>12</td>
</tr>
<tr>
<td>How to pay</td>
<td>12</td>
</tr>
<tr>
<td>Collect your Student ID card</td>
<td>12</td>
</tr>
<tr>
<td>Scholarships and other Forms of Financial Assistance</td>
<td>13</td>
</tr>
<tr>
<td>General Information</td>
<td>13</td>
</tr>
<tr>
<td>Research Training Scheme</td>
<td>13</td>
</tr>
<tr>
<td>Postgraduate Research Scholarships</td>
<td>14</td>
</tr>
<tr>
<td>Eligibility</td>
<td>14</td>
</tr>
<tr>
<td>Selection Criteria</td>
<td>14</td>
</tr>
<tr>
<td>Scholarship Payment</td>
<td>14</td>
</tr>
<tr>
<td>Scholarships Offered at Flinders University</td>
<td>14</td>
</tr>
<tr>
<td>Domestic Students</td>
<td>14</td>
</tr>
<tr>
<td>Australian Postgraduate Award (APA)</td>
<td>14</td>
</tr>
<tr>
<td>Australian Postgraduate Award (Industry) – APA(I)</td>
<td>14</td>
</tr>
<tr>
<td>Flinders University Research Scholarship (FLURS)</td>
<td>15</td>
</tr>
<tr>
<td>Mid-Year Flinders University Research Scholarship (FLURS)</td>
<td>15</td>
</tr>
<tr>
<td>Faculty of Science and Engineering Research Award (FSERA)</td>
<td>15</td>
</tr>
<tr>
<td>Prof Lowitja O'Donoghue Indigenous Student Postgraduate Research Scholarship</td>
<td>15</td>
</tr>
<tr>
<td>Joyner Scholarships in Law, Medicine and Science</td>
<td>15</td>
</tr>
<tr>
<td>Lions Medical Research Foundation Incorporated Scholarship in Medicine</td>
<td>15</td>
</tr>
<tr>
<td>Playford Memorial Trust: PhD Top-Up Scholarships</td>
<td>15</td>
</tr>
<tr>
<td>Privately-Funded Scholarships</td>
<td>15</td>
</tr>
<tr>
<td>Thesis Write-Up Stipends</td>
<td>15</td>
</tr>
<tr>
<td>International Students</td>
<td>16</td>
</tr>
<tr>
<td>International Postgraduate Research Scholarships (IPRS)</td>
<td>16</td>
</tr>
<tr>
<td>Flinders International Postgraduate Research Scholarships (FIPRS)</td>
<td>16</td>
</tr>
<tr>
<td>Other Financial Assistance</td>
<td>16</td>
</tr>
<tr>
<td>Research Student Maintenance</td>
<td>16</td>
</tr>
<tr>
<td>Thesis Allowance</td>
<td>16</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Research Student Conference Travel Grants</td>
<td>16</td>
</tr>
<tr>
<td>Overseas Field Trip Grant</td>
<td>16</td>
</tr>
<tr>
<td>Flinders University Overseas Travelling Fellowship</td>
<td>17</td>
</tr>
<tr>
<td>Elaine Martin Fund Travel Grants</td>
<td>17</td>
</tr>
<tr>
<td><strong>Terms of Candidature</strong></td>
<td>18</td>
</tr>
<tr>
<td>Duration of Candidature</td>
<td>18</td>
</tr>
<tr>
<td>Attendance</td>
<td>18</td>
</tr>
<tr>
<td>Variations to candidature</td>
<td>18</td>
</tr>
<tr>
<td>Absences from Normal Place of Study</td>
<td>18</td>
</tr>
<tr>
<td>Intermission</td>
<td>19</td>
</tr>
<tr>
<td>Transfer of Status between Full-Time and Part-Time</td>
<td>19</td>
</tr>
<tr>
<td>Transfer of Status from Internal to External</td>
<td>19</td>
</tr>
<tr>
<td>Amendment to Research Topic</td>
<td>19</td>
</tr>
<tr>
<td>Change of Supervisor</td>
<td>19</td>
</tr>
<tr>
<td>Transfer between Masters and PhD</td>
<td>19</td>
</tr>
<tr>
<td>Withdrawal of Candidature</td>
<td>19</td>
</tr>
<tr>
<td>Employment Conditions</td>
<td>19</td>
</tr>
<tr>
<td>Required Program of Structured Activities</td>
<td>19</td>
</tr>
<tr>
<td>Research Higher Degree Professional Development Program</td>
<td>20</td>
</tr>
<tr>
<td>Online RHD Student Support</td>
<td>20</td>
</tr>
<tr>
<td>Review of Progress</td>
<td>20</td>
</tr>
<tr>
<td>Milestones</td>
<td>21</td>
</tr>
<tr>
<td>Unsatisfactory Progress</td>
<td>21</td>
</tr>
<tr>
<td>Grievances</td>
<td>21</td>
</tr>
<tr>
<td><strong>Conduct of Research</strong></td>
<td>22</td>
</tr>
<tr>
<td>Policy on Research Practice</td>
<td>22</td>
</tr>
<tr>
<td>Ethics and Biosafety in Research</td>
<td>22</td>
</tr>
<tr>
<td>Resources</td>
<td>23</td>
</tr>
<tr>
<td>Minimum Resources for Research Higher Degree Candidates</td>
<td>23</td>
</tr>
<tr>
<td>Work Health and Safety Issues</td>
<td>23</td>
</tr>
<tr>
<td>Australian Standards</td>
<td>23</td>
</tr>
<tr>
<td>Hazard Identification, Risk Assessment and Control</td>
<td>23</td>
</tr>
<tr>
<td>Laboratory Safety</td>
<td>23</td>
</tr>
<tr>
<td>Injuries and Illness</td>
<td>23</td>
</tr>
<tr>
<td>Radiation Protection</td>
<td>23</td>
</tr>
<tr>
<td>Reporting of Accidents and Incidents</td>
<td>24</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>24</td>
</tr>
<tr>
<td>Confidentiality of Data</td>
<td>24</td>
</tr>
<tr>
<td>Retention of Data</td>
<td>24</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>24</td>
</tr>
<tr>
<td>Student Intellectual Property</td>
<td>24</td>
</tr>
<tr>
<td>Assignment of IP and Confidentiality</td>
<td>24</td>
</tr>
<tr>
<td>Statement of Authorship</td>
<td>25</td>
</tr>
<tr>
<td><strong>Responsibilities</strong></td>
<td>26</td>
</tr>
<tr>
<td>Responsibilities of the Research Higher Degree Candidate</td>
<td>26</td>
</tr>
<tr>
<td>Responsibilities of the Supervisor</td>
<td>27</td>
</tr>
<tr>
<td>Responsibilities of the School</td>
<td>28</td>
</tr>
<tr>
<td>Responsibilities of the University</td>
<td>28</td>
</tr>
<tr>
<td>Policy on Staff/Student Relationships</td>
<td>28</td>
</tr>
<tr>
<td><strong>Preparation of Thesis</strong></td>
<td>29</td>
</tr>
<tr>
<td>General Considerations</td>
<td>29</td>
</tr>
<tr>
<td>Presentation</td>
<td>30</td>
</tr>
<tr>
<td>Services of a Professional Editor</td>
<td>30</td>
</tr>
<tr>
<td>Order and Format of Contents</td>
<td>30</td>
</tr>
<tr>
<td>Guidelines for RHD Thesis with a Creative Component</td>
<td>30</td>
</tr>
<tr>
<td>Guidelines for including Published Material in RHD Theses</td>
<td>30</td>
</tr>
</tbody>
</table>
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: www.flinders.edu.au/graduate-research/

Professor Jeri Kroll
Dean of Graduate Research

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: Danielle Clode, Lisa Crowder
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).

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

**DEEWR** refers to the Commonwealth Department of Education, Employment and Workplace Relations.

**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 DEEWR provides block grants, on a calendar-year basis, to support research training for domestic students undertaking Doctorate and Masters by Research degrees. Students supported under the RTS are exempt from payment of student 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.
Research Higher Degrees at Flinders

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: www.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.

- MA Master of Arts
- MBus Master of Business
- MEng Master of Engineering
- LLM Master of Laws
- MSc Master of Science
- MSurg Master of Surgery
- MTh Master of Theology
- PhD Doctor of Philosophy

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.

- MA(AppPopSt) Master of Arts in Applied Population Studies
- MA(SocWk) Master of Arts (Social Work)
- MBiotech Master of Biotechnology
- MClinEd Master of Clinical Education
- MClinRehab Master of Clinical Rehabilitation
- PhD(ClinPsych) Doctor of Philosophy (Clinical Psychology)
- DPH Doctor of Public Health

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 students and staff. As a consequence, Cotutelle agreements have been established to promote and strengthen 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
refers to a doctoral degree program that is undertaken jointly at Flinders University and an international higher education institution. A doctoral candidate (domestic or international) can divide his/her candidature between Flinders and the partner institution. Flinders can either be the home or the host institution. A successful candidate will be awarded a doctoral degree that is recognised in Australia and overseas.

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 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, please read the policy: www.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.

France is the most common partner country for Cotutelle agreements but many European Union, United Kingdom, North American and Asian institutions offer them as well. Enquiries concerning other countries and their participation in Cotutelle doctorates should be directed to the Office of Graduate Research.

**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: www.flinders.edu.au/ppmanual/student/student_home

The policy related to research higher degrees is at: www.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 Offices.

**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 staff 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: www.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:

- Psychology – flinders.edu.au/sabs/psychology/
- Sustainable Seafood – www.flinders.edu.au/lms/
- Molecular Technologies – www.flinders.edu.au/mtrc/
- Humanities – fhrc.flinders.edu.au/research.html/
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: www.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 or can be downloaded from the University website by following the links from: www.flinders.edu.au/future-students/

The completed application form should be lodged with Student Finance Services. International students seeking admission to a research higher degree should complete the Postgraduate International Student Application form available from the International Office or the University website: www.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 students
Students 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: www.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 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 students 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 student 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 Office in the case of International students) 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.

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. 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 students 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.
Fees

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

International students 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:
www.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 students 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 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: www.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: www.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: www.jason.edu.au/ or the Australia Awards website at: www.australiaawards.gov.au/.

Students 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.

Students 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 students 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: www.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: www.flinders.edu.au/scholarships/

DOMESTIC STUDENTS

Australian Postgraduate Award (APA)
Australian Postgraduate Awards 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.

This award will not be available to students 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 in the degree for which the FURS is held. This scholarship is only available to Australian citizens, Australian permanent residents and IPRS scholarship holders.

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 students 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 $30,745 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 students 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 $25,392 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. 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 2014. In addition, international applicants for the FURS must be Flinders graduates.

**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 $25,392 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. 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 $30,745 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 students, or 10% above the NHMRC Medical Postgraduate Scholarship rate for medicine students 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 student 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 2014. 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: http://www.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 students or three months full-time in the case of Masters by Research students.

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 student 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 July for awards commencing in semester two of the same year.

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

International Postgraduate Research Scholarships (IPRS)

Flinders International Postgraduate Research Scholarships (FIPRS)

International Postgraduate Research Scholarships (IPRS) are awarded to International students 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 pays the full International student tuition fees charged by Flinders University for a research higher degree. 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 student who is granted permanent residency status in Australia will not be eligible to continue to hold their IPRS. IPRS students who are granted permanent resident status must advise the University immediately. An IPRS student 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: www.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 May 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.

Two rounds are held each year. Applications for the first round close in May and are tenable until July the following year. Applications for the second round close in October and are tenable during the twelve months commencing July of the following 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.

Duration of Candidature

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

<table>
<thead>
<tr>
<th></th>
<th>Masters</th>
<th>Doctorate [commenced prior to 1 January 2001]</th>
<th>Doctorate [commenced on or after 1 January 2001]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time</strong></td>
<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><strong>Part-time</strong></td>
<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><strong>Extension</strong></td>
<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.

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 students 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.

**Intemission**

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.

**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 above.

**Amendment to Research Topic**

Contact the Faculty Office.

**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 students who upgrade their candidature to a Doctorate by Research during the tenure of the award, and for Doctorate by Research students 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 decides 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**

Every candidate commencing a research higher degree must complete a required program of structured activities, including meeting any Faculty Milestones, within the first twelve months of their candidature as specified by the School in which they are enrolled. The program includes attendance at a University Induction session normally held at the beginning of each semester. Alternative arrangements for external students 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 student; 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 students 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.

Suggestions for course titles that would assist students with their training needs are welcome. Enquiries regarding the program (course availability, times and locations) should be made to the Office of Graduate Research on (08) 8201 2982. Visit the website for further information: www.flinders.edu.au/rhdpdp

Each semester a program of planned activities is posted to students, and advertising is sent to their Flinders email address on a regular basis.

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

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

Online RHD Student 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 students;
- 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.

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 student feedback, which highlighted the need for ‘more online material’ and ‘online discussion groups’. As this will act as a student 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 students and contribute content. In 2014, Lisa Crowder, RHDPDP Officer will monitor the site, address student queries and update the information when necessary. Feel free to contact Lisa (lisa.crowder@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.

Review of Progress

In September each year there is an annual review of research higher degree candidates to formally monitor progress. 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 students 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.

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:

- Medicine, Nursing and Health Sciences: [www.flinders.edu.au/health-sciences/students/postgraduate](http://www.flinders.edu.au/health-sciences/students/postgraduate)

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 Faculty Office, or from Student Finance Services.

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 F: [www.flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixf](http://www.flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixf)).

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).
Conduct of Research

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 students;
• conflict of interest; and
• handling of research misconduct and fraud.

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

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

Ethics and Biosafety in Research

Flinders requires all staff and students 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: www.flinders.edu.au/research/researcher-support/ethics/
If you are intending to conduct research in a South Australian school, you are required to have undergone a Police check and to have been cleared for entry into schools. A set of procedures has been agreed between the University, the Department of Education and Child Development, Catholic Education Office and Independent Schools Board. For specific information about these procedures please refer to: www.flinders.edu.au/staff/teaching-learning-resources/police.cfm

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 student 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 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.

Similar resources will be made available to part-time internal candidates, except that they will have shared use of a desk and pro-rata basic maintenance support. In addition, full-time internal students who undertake a substantial fraction of their work off campus may be required to share use of a desk.

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 OH&S site at: www.flinders.edu.au/ohsw/

Work Health and Safety designated work groups exist in each Faculty, in the library and in central administration.

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: www.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: www.flinders.edu.au/ohsw/

Radiation Protection
Students working with radiation and/or radioactive materials will need to register with the Radiation Safety Officer as a radiation worker. Students 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: www.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: www.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.
This policy is published in the Student Related Policies and Procedures Manual at: www.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: www.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.

The University acknowledges that ownership of intellectual property developed by a candidate in the course of his or her studies at the University rests 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. 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 policy is available at: www.flinders.edu.au/ppmanual/research/intellectual-property.

The University provides information about intellectual property matters for candidates at induction and regularly conducts training sessions for candidates and supervisors.

Assignment of IP and Confidentiality

A number of the University’s postgraduate research 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 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: www.nhmrc.gov.au/publications/synopses/139syn.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: www.nhmrc.gov.au/publications/synopses/r39syn.htm, and, in particular, refer to Section 4 Publication and dissemination of research findings and Section 5 Authorship.

Intellectual Property and Moral Rights

The University's Intellectual Property policy respects and promotes the rights and interests of originators and the University. 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. The University's Intellectual Property policy can be found at: www.flinders.edu.au/ppmanual/research/intellectual-property

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.

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: www.rmis.flinders.edu.au/rmenet/ 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

The responsibilities of the research higher degree candidate include:

1. becoming familiar with the relevant Statutes 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
www.flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixb

The responsibilities of the supervisor include:

1. planning an appropriate research project with the candidate. This planning will initially include:
   a) evaluating the feasibility of the proposed research topic;
   b) discussing the value of the research;
   c) ensuring that the scope of the research is appropriate to the degree;
   d) ensuring that he or she has the necessary knowledge/expertise to effectively supervise the student in the area chosen; and
   e) 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 retirement) during the candidature and the arrangements made to provide effective supervision during such an 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. handling 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; students 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 student 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

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

www.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 student proper supervision. The School should aim to avoid excessive demands being imposed on academic staff in taking on too many postgraduate students. It is the responsibility of the School to determine how many postgraduate students 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 students 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 students to participate in such conferences and seminars;
10. appropriate opportunities are provided for students 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 students 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 students;
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 the student's candidature.

Responsibilities of the University

The University has the responsibility to establish a policy framework within which School- and Faculty-specific policies can be developed.

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

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 students 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 students 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 student) 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

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: www.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 E). 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 Academic Senate.

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.

Candidates should also bear in mind that a digital copy of the thesis is lodged in the Library, and thus constitutes archival material accessible to others. This is especially important in relation to potentially defamatory material. The University does not specify the length of research higher degree theses. However, the following general guidelines apply:

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 students 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 student 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.

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.
Presentation

A high standard of presentation is required. Candidates are encouraged to use a good word processing or desktop publishing package combined with a high-quality printer to ensure that presentation is both clear and attractive to the reader. The preferred typescripts are Times 12 or Times Roman 12, although another font of similar size and appearance is acceptable. Double or 1.5 spacing may be used for the main text.

It is recommended that a master copy, printed on one side only of the paper, be prepared in the first instance. Final copies for submission may then be produced from the master copy by a good photographic process, the output of which is known not to fade. Good quality paper (e.g. bond) of adequate thickness must be used. The thesis can be printed double-sided. A form of temporary binding may be used for the submission of a thesis for examination. Acceptable forms of soft binding may include machine sewn binding. Check the Faculty-specific policies.

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.

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.

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: www.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 student 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 of the article, name of periodical, 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 faculty-specific policies on this matter.

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 four copies shall normally be lodged with the Faculty General Manager or delegate.

The candidate may submit three 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.

Final Form of Thesis

Following examination and prior to the 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 digital 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 5238

Link: www.flinders.libguides.com/content.php?pid=259012&sid=2137333
Examination

General Considerations
The candidate is not only examined on the basis of his/her understanding of a body of existing knowledge but will be 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. 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 within eight weeks from the receipt of the thesis.

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 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 Academic 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 lodged with 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 students 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: www.flinders.edu.au/enrolling/student-records/ahegs

Academic Dress for Graduation

The academic dress for graduates of the University shall be gown, hood and cap as follows:

Gown

The gown shall be for:

- Masters by Research: a plain black gown with glove sleeves, with horizontal slits to free the arms.
- Doctor of Philosophy: a gown of navy blue with short wide sleeves, the gown and sleeves faced with red to the width of three inches.
- Doctors (other than Philosophy): a gown of red with short wide sleeves, the gown and sleeves faced with the same colour as the piping of the hood to the width of three inches.

Hood

A rounded cape of navy blue without a liripipe and for:

- Masters by Research: lined with pale blue and having coloured piping to the width of half an inch. For information of hood piping colours refer to: www.flinders.edu.au/current-students/graduation-beyond/graduation/academic-dress
- Doctor of Philosophy: lined with scarlet.
- Doctors (other than Doctors of Philosophy and Doctors of the University): red with navy lining and coloured piping to the width of half an inch. For information of hood piping colours refer to: www.flinders.edu.au/current-students/graduation-beyond/graduation/academic-dress

Cap

The cap shall be for:

- Masters by Research: a black mortarboard with black tassel.
- Doctor of Philosophy: a black mortarboard with dark blue tassel.
- Doctors (other than Doctors of Philosophy and Doctors of the University): a black floppy bonnet with dark blue cord and tassel.

For additional information refer to: www.flinders.edu.au/current-students/graduation-beyond/graduation/academic-dress

Doctorate graduands are required to complete a form detailing their Thesis Title and Citation. The citation will be included in the graduation booklet when students are awarded their degree, including absentia graduates. The thesis title will be read out at the Graduation Ceremony along with 2-3 short sentences about your thesis provided by you. For both, please identify the key contributions and significance of the research that is in a style easily understood by graduands, their families and guests. 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. For more information refer to: www.flinders.edu.au/current-students/graduation-beyond/graduation/graduate-information

For Doctoral students, you may begin to use the title ‘Dr’ after your degree has been conferred at a Graduation Ceremony or University Council meeting.
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 will be 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.

Refer to the Prizes and Awards Policy (www.finders.edu.au/ppmanual/student/awards-for-academic-excellence.cfmi#vcdoctoralthesis) for further information about the Vice-Chancellor’s Prize for Doctoral Thesis Excellence.
The Research Higher Degree Examination Process at Flinders University

This flowchart should be read in conjunction with the University Research Higher Degree Policies and Procedures, Sections 19-27 and Appendix E: www.flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixe

**Nomination of Examiners & Preparation for Submission of RHD thesis**

At least 3 months prior to submission, Principal Supervisor submits Nomination of Examiners form, via Dean of School or nominee, for approval, to Faculty Office (Section 19.1 & 20).

Nominated of Examiners form, thesis summary for Examiners and citation* (PhD only). Presented to the Faculty Office for checking and submitted to the FRHDC for a recommendation (Section 20.5).

FRHDC and/or Chair reviews application and makes recommendation.

Not Approved

Application is returned to the Supervisor with comments and a request to resubmit.

Approved

Examiners invited by Faculty RHD Administrator – Confidential examination process managed by the Faculty (Section 20.6). Examiners’ identities are not to be disclosed.

Next stage in the process is the Submission of RHD thesis to the Faculty Office

* 150 word citation required for Graduation

**Submission of RHD thesis to Faculty Office**

Prior to submission, candidate sends 4 representative sample pages to Special Collections Librarian (Appendix E).

Thesis submitted to Faculty RHD Administrator (3 soft bound copies) with Thesis Submission form in accordance with University Policy and Faculty Guidelines (Appendix E, Sections 19.5 & 19.6).

Faculty RHD Administrator provides receipt to candidate and records submission on University’s Student Record System.

Thesis sent to Examiners by Faculty RHD Administrator. Acknowledgement sought from Examiners that thesis has been received. Confidential examination process managed by the Faculty (Section 21.1). Examiners’ identities are confidential (Section 21.5, 21.6).

Examiners are allowed 6-8 weeks to consider the thesis and provide a report to the Faculty.

If an Examiner does not return the report on time, the Faculty RHD Administrator will liaise with the Examiner about when the Faculty can expect the report (Section 21.3). The candidate will be advised.

Examiners’ Reports received by Faculty RHD Administrator and considered by Faculty RHD Committee for release to the candidate and supervisor(s) dependent upon outcome (Section 22).

Next stage in the process is the Examination Outcomes
Examiners’ Reports received by Faculty RHD Administrator and considered by Faculty RHD Committee in accordance with University Research Higher Degree Policy for release to the candidate and supervisor(s) dependent upon outcome (Section 22).

FRHDC approves award of degree.

Examiners unanimously recommend award of the degree and not subject to amendments (A) (Section 22.1).

Examiners unanimously recommend award of degree subject to amendments (B) or One Examiner recommends award of degree (A) & the other Examiner recommends award of degree subject to amendments (B) (Section 22.2).

Examiners unanimous in making one of the other recommendations in Section 21.4 (C, D or E) (Section 22.3).

Supervisor and candidate are provided with copies of the Examiners’ Reports with Examiners’ identities removed, and invited to comment – (Section 22.3).

Supervisor and candidate comments considered by the FRHDC, which will make a decision on outcome of the examination in accordance with Section 25 of the University RHD Policy.

FRHDC considers Arbitrator’s report in accordance with Section 25 of University RHD Policy.

Faculty decision on outcome of examination.

Award

Next stage in the process is the Awarding of the Degree

Final hard bound copy/copies submitted to Faculty Office for Award of Degree.

In all other cases of Examiners not being unanimous in making one recommendation.

Supervisor and candidate are provided with copies of the Examiners’ Reports, with Examiners’ identities removed, and invited to comment – (Section 22.4(i)).

Faculty will appoint an External Arbitrator (Section 22.4 iii).

Arbitrator allowed 6-8 weeks to examine original thesis, all Examiners’ Reports, Supervisor’s and Candidate’s comments. Recommendation on the outcome of examination in light of divergent reports provided to RHD Administrator (Section 22.4 iii).

FRHDC considers Arbitrator’s report in accordance with Section 25 of University RHD Policy.

Action will depend on outcome of consultation and revised opinion, candidate and supervisor may need to refer to top of flowchart again.

No

Yes

Supervisor and candidate advised in writing of outcome.

Do not award
The Research Higher Degree Examination Process at Flinders University

This flowchart should be read in conjunction with the University Research Higher Degree Policies and Procedures, Sections 19-27 and Appendix E: www.flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixe

Final Hard Bound Thesis to Faculty and Award of Degree

Submit 2 final hard bound copies to the Faculty (or 1 hard bound to Faculty and 1 digital to Library) with relevant documentation for final approval of the degree (Section 27).

Digital submission to Library refer to: www.flinders.libguides.com/content.php?pid=259012&sid=2137333

Apply for Graduation. Refer to: www.flinders.edu.au/current-students/graduation-beyond/graduation/

If not already supplied, candidate and supervisor prepare 150 word citation for Graduation (PhD only).

Faculty prepares Award of Degree documentation for approval by Faculty RHD Committee. Advises candidate in writing (Section 25).

Faculty RHD Administrator records award of degree on Student System.

Faculty RHD Administrator sends hard copy of thesis to the Library.

Faculty RHD Administrator advises Examiners of the award of degree.
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 postgraduate students. 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 G, 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: www.flinders.edu.au/scholarships/

Student Finance Services processes all applications for admission to research higher degree candidature and is responsible for the allocation of Research Training Scheme (RTS) places, sponsorship arrangements and the provision of centralised administrative support for processes such as the Annual Review of Progress for research higher degree students.

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 student 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). Membership of the Committee includes postgraduate student representation.

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 postgraduate students 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: www.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 students. 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: www.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: www.flinders.edu.au/careers/student/ and link to Postgraduate Research candidates.

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 GRADIOBS 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 students, 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: www.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: www.flinders.edu.au/current-students/healthandcounselling

Information Technology

Research students 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 students

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 are arranged in the following series:

- Mondays: Maths skills
- Tuesdays: Essay writing skills
- Wednesdays: Academic skills
- Thursdays: Research skills (for post-grad students)

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: www.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 Unit

The ISSU 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 ISSU organises day and weekend tours and monthly morning teas during the semester, and coordinates a spouse conversation group. ISSU staff can provide letters on request for students relating to student enrolment status, invitations and degree completion.

The ISSU has four advisory staff to provide advice to undergraduate and postgraduate students with two specifically for students 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 former Australian Agency for International Development (AusAID) is now incorporated in DFAT.

The ISSU 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: www.flinders.edu.au/issu

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: www.flinders.edu.au/current-students/healthandcounselling/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 www.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: www.flinders.edu.au/living or www.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: www.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: www.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 Counselling & Centrelink Assistance
- Clubs & Societies
- Social Events
- Casual Job Listing
- Free Legal Advice
- Tax Help
- Overseas Student Health Cover
- Student Council
- Empire Times
- DVD Hire
- FUSA app

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 candidate-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 work 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.

You can find FUSA on the Plaza, Union Building (next to Subway).

Office hours: Mon-Fri 9.30am – 5:00pm.
Contact: For more info and Free Membership: Phone (08) 8201 2371
www.fusa.edu.au
www.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: www.unisport.com.au/Flinders/Pages/Home.aspx or on Facebook at www.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: www.flindersone.edu.au

Religion

The Oasis 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: www.flinders.edu.au/oasis

Library

The Flinders University Library consists of a Central Library and three branch libraries: the Law, Sturt and Gus Fraenkel Medical libraries:

- The Central Library (North Ridge, Building 27) is the largest and holds materials 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 Sturt Library (Sturt Precinct, Building 4) specialises in the fields of nursing and other health science topics.
- The Gus Fraenkel Medical Library (Flinders Medical Centre, level 5E) focuses on medicine and services both students and Flinders Medical Centre staff.

The four library branches hold millions of books, journals and large electronic collections. Library staff offer a wide range of services and facilities to support the teaching and research interests of University staff and students. The Library can be accessed online at: www.flinders.edu.au/library/. Links to the Library can be found on the University homepage, on your FLO homepage and also within each of your FLO topics.

Details of the books, journals and other materials held by each Library can be discovered by searching FindIt@Flinders. FindIt@Flinders is available on the Library homepage, through FLO and within LibGuides. FindIt@Flinders is a search engine that provides results from the Library’s online resources (eBooks and databases) and print collections in a single search. If you need guidance or further information about FindIt@Flinders you can visit the FindIt@Flinders LibGuide, ask at an Information Desk at any branch Library, or contact your Liaison Librarian.

The Library also offers a comprehensive range of databases and electronic resources which can be accessed both on and off campus. This includes a digital repository of theses produced by Flinders University students and the Flinders Academic Commons. The Flinders Academic Commons (FAC) is an institutional repository for disseminating and preserving the scholarly work of Flinders University. It offers a central location for depositing research outputs or other scholarly work for which authors have retained copyright or acquired permission to do so. In addition, the FAC provides enduring access and makes the content easily discoverable. A link to the FAC is available on the Library homepage.

There are extensive reading and study areas in all the Libraries and each Library offers borrowing facilities to any student in the University. Postgraduate students can borrow up to forty items. For further information click on the link to ‘Borrowing’ on the Library homepage.

If there is an item you require which the Library does not own, you are eligible to use the Document Delivery service. This service allows postgraduate students to obtain a range of items from libraries nationally and internationally. To place a request, simply follow the document delivery link on the Library homepage. In addition, students have reciprocal borrowing rights to the other university libraries in South Australia.

If you have a brief reference question, you can try the Ask a Librarian email form via the Electronic Reference Desk, but for more in-depth questions, it is recommended that you contact the Liaison Librarian for your subject area. If you think you have a frequently asked question (FAQ), have a look at the Library’s searchable list of FAQs.

Liaison Librarians act as a link between students and the Library resources for their subject area. Each Liaison Librarian specialises in specific subject areas and can help students with researching information and using the library databases. Liaison Librarians also produce LibGuides, which are subject resources on specific topics. LibGuides are available through the link ‘Subject Resources’ on the Library homepage and within Library resources for your topics in FLO.

The 'Thesis Information LibGuide' provides information about how to search for theses, how to submit your thesis, and the University requirements for thesis submission. It is a university requirement that copies of higher degree theses (doctorates and masters level) are provided to the Library and many Honours theses are also held. All Flinders University theses held by the library are catalogued on FindIt@Flinders.

If you have any queries about Library resources or services please contact the Library: email 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: www.flinders.edu.au/future-students/how-to-apply/postgraduate-study-applications/postgraduate-study-applications_home

International Postgraduate Course Guide

International students should consult the International Office website for information about applying for research higher degree candidature at Flinders: www.flinders.edu.au/international-students/ The International Postgraduate Course Guide is available at: www.flinders.edu.au/international-students/study-at-flinders/ebrochure-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: www.flinders.edu.au/courses/rules/
Directory

Contact Numbers

Student Finance Services
P. 8201 3115
E. scholarships@flinders.edu.au
W. www.flinders.edu.au/scholarships

Faculty Administrative Officers for Research Higher Degrees
- Education, Humanities and Law E. ehlrh@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. www.flinders.edu.au/living

Candidature enquiries
Contact Faculty Administrative Officer

Cashier's Office
P. 8201 3146

Centre for University Teaching
P. 8201 2731
W. www.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 Unit
P. 8201 3735
E. equal.opportunity@flinders.edu.au

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

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

Flinders Housing
P. 8291 6000
E. flinders.housing@flinders.edu.au

Graduation Office
P. 8201 5069

Harassment/Discrimination/Bullying
W. www.flinders.edu.au/eo_unit

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

International Student Services Unit
P. 201 2717
W. www.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 2199

Statistical Consultant
P. 8201 3346

Student Loans and Grants
Student Employment Service
P. 8201 2371
W. www.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 Office
  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
Robyn Najar – English, Creative Writing & Australian Studies  P. 8201 3086
W. www.flinders.edu.au/people/robyn.najar

Faculty of Health Sciences
Malcolm Bond – Medicine  P. 7221 8503
W. www.flinders.edu.au/people/malcolm.bond
Sheryl de Lacey – Nursing and Midwifery  P. 8201 5353
W. www.flinders.edu.au/people/sheryl.delacey
Sheila Lennon – Health Sciences  P. 8201 8284
W. www.flinders.edu.au/people/sheila.lennon
Christopher Barton – Health Sciences  P. 8201 5770
W. www.flinders.edu.au/people/christopher.barton

Faculty of Science and Engineering
Sonia Kleindorfer – Biological Sciences  P. 8201 5232
W. www.flinders.edu.au/people/sonia.kleindorfer
John Roddick – Computer Sciences, Engineering and Mathematics  P. 8201 5611
W. www.flinders.edu.au/people/john.roddick
Mike Schwarz – Biological Sciences  P. 8201 3729
W. www.flinders.edu.au/people/michael.schwarz
Joe Shapter – Chemical and Physical Sciences  P. 8201 2005
W. www.flinders.edu.au/people/joe.shapter
Nancy Cromar – Environment  P. 7221 5462
W. www.flinders.edu.au/people/nancy.cromar

Faculty of Social and Behavioural Sciences
Michael Gradisar – School of Psychology  P. 8201 2324
W. www.flinders.edu.au/people/michael.gradisar
Course Rules

Masters Degrees by Research
Rule pursuant to Statute 7.3 Masters Degrees
www.flinders.edu.au/courses/rules/postgrad/mres

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

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

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

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

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

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

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

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

Section 1: Coverage
Unless exempted by the Deputy Vice-Chancellor (Research), these Register of Research Higher Degree Supervisor Policies and Procedures apply to the research component of all Masters (by research) and Doctorates where the degree is awarded primarily on the basis of a thesis embodying the results of a research project undertaken during candidature or published work accumulated prior to acceptance into candidature (PhD by published works).

Section 2: Policy Statement
The University will maintain a Register of Research Higher Degree Supervisors (herein known as the ‘Register’). Only those staff members who are listed on the Register will be eligible to be appointed as Principal or Associate Supervisors of research higher degree candidates. Adjunct Supervisors will not be required to register.

The Register will list those supervisors who satisfy requirements deemed by the University to be essential in order to assume primary research higher degree supervision responsibility. Normally, the following requirements will apply:

- A registered supervisor must hold an academic qualification of at least the same level as the degree supervised, or have equivalent recognised academic expertise. In newly emerging discipline areas, exceptions to this requirement may be approved by the Dean of Graduate Research, on the recommendation of the relevant Faculty Executive Dean.
- A registered supervisor must be a member of academic or research staff of Flinders University holding a continuing, continuing contingent-funded or convertible appointment or a contract appointment of at least 3 years duration, or have been awarded full academic status (refer to: www.flinders.edu.au/ppmanual/staff/types-of-appointment/academic-status), and have a reasonable expectation of being able to complete supervision of the proposed candidature.
- A registered supervisor must be active in research or creative work as demonstrated by publishing at least 5 Higher Education Research Data Collection (HERDC) items (or weighted equivalent) in the previous 5 years, or a non-traditional output or equivalent as recognised by Excellence in Research for Australia (ERA), and by acting as Chief Investigator on at least 1 NCRG (category 1) grant in the previous 5 years; or by acting as supervisor for at least 1 research higher degree completion in the previous 5 years; or has received at least $50,000 in external research funding in the previous 5 years; or has an equivalent peer-reviewed track record.
• There may be other circumstances, such as Early Career Researchers, that justify staff being classified as research-active and exceptions to this definition can be nominated by the Dean of the School and approved by the Executive Dean of the Faculty.

A registered supervisor must have completed the Postgraduate Research Supervisor Induction Program and be committed to improving the quality of supervision, as demonstrated by completing at least 1 module from the Postgraduate Research Supervision Program every 5 years, or equivalent contribution to supervisor development.

Section 3: Supervisory Roles and Eligibility

Supervisors will perform the duties and responsibilities of supervision in accordance with relevant University policies and procedures for research higher degrees (refer to Appendix B: Responsibilities of the Supervisor of a research higher degree candidate (www.flinders.edu.au/ppmanual/student/research-higher-degrees.cfm#appendixb) and Section 7: Appointment of Supervisors (www.flinders.edu.au/ppmanual/student/research-higher-degrees)).

- Principal Supervisors will have primary supervisory responsibility for the candidate and for maintaining effective communication with the candidate and with other supervisors.

- Associate Supervisors will provide additional supervisory support for the candidate and additional expertise to the supervisory panel. Associate Supervisors may be required to temporarily assume primary supervisory responsibility when the Principal Supervisor is unavailable.

- Adjunct Supervisors may be appointed to provide additional expertise to the supervisory panel. The Adjunct role is appropriate where extra expertise would be beneficial, but where the supervisor is not eligible to assume a Principal or Associate Supervisory role.

Supervisory Panel: For each research higher degree candidate, one Principal Supervisor and at least one Associate Supervisor should be appointed. In addition, one or more Adjunct Supervisors may be appointed.

Either the Principal Supervisor or one of the Associate Supervisors must be an experienced supervisor, as demonstrated by a significant contribution to the supervision (either as Principal or Associate) of at least one successful research higher degree completion within the preceding 5-year period, or have equivalent supervisory experience. Either the Principal Supervisor or the Associate Supervisor(s) must be employed by Flinders University or its affiliated institutions at a fraction of 0.5 or greater.

Where the Principal Supervisor is not an experienced supervisor, an experienced Associate Supervisor must be appointed who will assume the role of mentor to the Principal Supervisor in addition to the normal duties of Associate Supervisor. In these circumstances, the additional duties of the Associate should be acknowledged in terms of academic workload as being comparable to those of a Principal Supervisor.

Section 4: Postgraduate Research Supervision Programs

The Centre for University Teaching will be responsible for providing the Postgraduate Research Supervision Programs. These Programs provide both an induction of staff new to supervision (or new to the University) and ongoing development of experienced staff. Staff who have not previously supervised research higher degree candidates will be required to complete an induction program that provides an overview of research higher degree policies and procedures and that introduces a range of supervision strategies and approaches. Staff new to Flinders but with recent research higher degree supervision experience will be given credit for that experience and only required to complete an abbreviated induction program that focuses on local policies and procedures. These requirements will normally be satisfied through participation (either as presenter or enrolee) in the Postgraduate Research Supervision Program run by the university.

Section 5: Registration and Deregistration

Applications for inclusion in the Register or for an upgrade of supervisor level must be made on the Standard Form, approved by the Dean of Graduate Research, and will be considered by the relevant Faculty Research Higher Degrees Committee. In approving an application, the Faculty Research Higher Degrees Committee must be satisfied that the applicant meets the requirements set out in Section 2 of this appendix.

The Faculty will forward approved applications to the Office of Graduate Research which will be responsible for entering the details of the supervisor on the Register.

The Register will be reviewed annually by the Office of Graduate Research and Faculty Research Higher Degrees Committee to ensure that supervisors continue to meet registration requirements.

If the Office of Graduate Research or a Faculty Research Higher Degrees Committee considers that a supervisor is in danger of losing registration, it will write to the supervisor to ask what steps the supervisor is taking to rectify the situation. If the Committee is of the opinion that a supervisor should be deregistered, it will refer the matter to the appropriate Head of Academic Unit, who will discuss the matter with the staff member concerned, prior to recommending a course of action to the Executive Dean of the relevant Faculty. After a course of action has been recommended to the Executive Dean, he or she will report the matter to the Office of Graduate Research and the staff member.

Section 6: Access to the Register and Content

The Register is confidential and will only be accessed by those whose responsibility includes administration, management, and monitoring of research higher degree activities, including Faculty Research Higher Degree Administrative staff, Faculty Research Higher Degrees Committees, Student Finance, the University Research Higher Degrees Committee and the Office of Graduate Research.

The content of the Register will include the requirements to qualify for the Register; for example: name; contact details; qualifications; employment status; confirmation of research activity; research higher degree completions; and confirmation of attendance at the Postgraduate Research Supervision Programs. Office of Graduate Research staff will be able to provide individuals with a report of their Supervisor Register record upon request.
Section 7: Commencement Date and Transitional Arrangements

The following transitional arrangements will apply to ongoing candidatures which commenced prior to 1 January 2013:

• All current Principal Supervisors and those who have acted as Principal Supervisor for a successful completion in the past two years will be deemed to satisfy registration requirements and added to the Register.

• For current candidatures, Principal Supervisors will continue in that role, and Co-Supervisors will be assigned to the Associate Supervisor role if they qualify to be registered or to the Adjunct Supervisor role otherwise.

• Where these arrangements would result in a supervisory panel that does not satisfy the new requirements, for example where there would be no Associate Supervisor, the current supervision arrangements will continue while alternative arrangements are made. It is expected that resolving the situation will be given high priority.
Notes
Notes