

Return completed form to:
Adelaide Graduate Centre, Level 6, 115 Grenfell Street, University of Adelaide 5005



COMPLETION OF THE CORE COMPONENT OF THE STRUCTURED PROGRAM

All Higher Degree by Research students should familiarise themselves with the relevant regulations, schedules, specific Academic Program rules and the Guidelines on Higher Degrees by Research (found in Volume II of the Calendar), as well as the Research Student Handbook and guide to Candidature for Higher Degree by Research Students which is distributed as half of the Postgraduate Induction package.

This form is available from the web at: <http://www.adelaide.edu.au/graduatecentre/policy/> or from the Adelaide Graduate Centre on request.

THE STRUCTURED PROGRAM OF ACTIVITIES

Each student commencing a PhD must complete a Structured Program (SP) of activities. The Structured Program comprises a **Core Component** (to be completed within a maximum of six months or half time equivalent) and a **Development Component** comprising skills training and professional development as negotiated with (or deemed advisable by) the supervisor or School. The Development Component extends for the duration of candidature.

1. The Core Component

The Core Component of the Program should include at a minimum:

- participation in a School Induction;
- completion of the Minimum Resources Proforma;
- regular attendance of the School Seminar Program;
- the completion of a research proposal and (normally) its presentation at a School seminar/workshop;
- and for international students (who have not been granted an exemption), participation in the Integrated Bridging Program (IBP).

(Note: international students in the School of Economics complete the IBP in the second semester of their enrolment.)

Completion of the Core Component should ensure an application of all aspects relating to the development of a successful research proposal, which are common to all students in the discipline. Rather than devolving the responsibility for the design of a Structured Program to individual supervisors, some areas have developed a Faculty or discipline-specific Program.

In addition to the minimum requirements, the Core Component of the Structured Program may include:

1. issues to be considered in the identification of a research topic and the structure and content of a research proposal, including the budget, the time-table, the University's intellectual property policy, stylistic and citation considerations, the role of the literature review, and the handling of sensitive matters (embargo);

(Note: It is expected that the principal supervisor will inform students of the relevant policies and procedures.)

2. preliminary identification of research topics and a discussion of their academic feasibility, resource requirements and intellectual property implications;

(Note: It is expected that students themselves will undertake the tasks with guidance from the supervisors in terms of how to identify a research topic, etc.)

3. School procedures for the borrowing of equipment, sharing of School resources, computer systems and operation etc;
4. University facilities to aid research, including Library resources, animal facilities and language assistance available from the Research Education Development Programs group of the Graduate Centre;
5. (a) An introduction to research methodologies and technologies and the critical analytical skills required in the discipline;
(b) Exposure to the research programs of staff of the School;

6. Techniques for effective seminar presentation and participation;
7. The preparation of a draft literature review;
8. Formal presentation of the research proposal at a School seminar/workshop and the submission of a copy of the proposal to the Graduate Centre.

2. The Development Component

The Development Component comprises skills training and professional development as negotiated with (or deemed advisable by) the supervisor or School. The Development Component will be formulated in conjunction with the individual supervisors in response to the specific professional or academic needs identified in the candidate's background.

Students who have completed the first year of a Master's Degree by Research and who are accepted to upgrade to the degree of PhD will be deemed to have completed the Core Component of the Structured Program. A revised copy of the detailed research proposal (which will normally have been presented at a School seminar/workshop) must be submitted to the Graduate Centre together with the completed Application for a Change in Academic Program form.

REPORT ON THE COMPLETION OF THE CORE COMPONENT OF THE STRUCTURED PROGRAM

On completion of the Core Component of the Structured Program (SP), all students are to complete and return this form to the Graduate Centre, together with a completed research proposal, a literature review (if required by the School or Faculty) and any required clearances (eg ethics) and the Student Project Participation Agreement (SPPA).

Satisfactory completion of the Core Component is a prerequisite for continuing enrolment and for confirmation of candidature.

RECOMMENDATION FOR TERMINATION OF CANDIDATURE

Where the Head of School/Discipline, Postgraduate Coordinator and supervisory panel deem that the student has failed to satisfactorily complete the requirements of the Core Component of the Structured Program conversion to the appropriate Master or termination of candidature may be recommended. Should the Faculty Higher Degrees Convenor and the Research Education and Development Committee uphold a recommendation for termination of candidature, candidature and any scholarship payments will be discontinued. The student may appeal the decision in accordance with the guidelines detailed in the Student Complaints Policy (refer to the section on complaints, grievances and problems during candidature) which may be accessed from the web at: <http://www.adelaide.edu.au/student/current/complaint.html>

A copy of this form and all attachments referred to herein may be obtained from the web at: <http://www.adelaide.edu.au/graduatecentre/policy/> or on request from the Adelaide Graduate Centre

Anne Witt
Manager, Graduate Administration and Scholarships

NOTES TO ASSIST STUDENTS IN THE PREPARATION OF THE RESEARCH PROPOSAL

Students should note the following when preparing the research proposal.

1. The Research Proposal

The research proposal should be a detailed description of the scope and purpose of the research to be undertaken and the methodology to be employed. It should be entirely your work except where there is clear acknowledgement and reference to the work of others. In working out the proposal, the following points should be considered:

1.1 Availability of Data/Materials and Financial Support

- Are adequate funds available to provide materials and (required) travel to complete your research?
- Can your proposed research be undertaken here in Adelaide, given the available resources?
- If not, where will you have to go in order to complete the research? For how long?
- Will it be financially possible for you to work outside Adelaide?
- Is formal permission required to access restricted/confidential materials/data?
- Can these materials/data be used in any form in the thesis and published?
- Is there an expectation that an embargo on the thesis may be required?

1.2 Supervision

In the case of (or what looks like) an interdisciplinary topic, has the possibility of appointing somebody in another School (either in this University or another University) or from industry as a member of the supervisory panel been considered?

1.3 Examiners

Is it going to be possible to find suitable examiners for the thesis that eventuates from the research proposed? (This is an especially important consideration in the case of interdisciplinary and multi-disciplinary research, the results of which may be received unsympathetically by an examiner grounded in only one of the disciplines dealt with by the thesis.)

1.4 Foreign Languages

If the subject of research is some aspect of a culture whose native language is not English, do you have an adequate knowledge of the language of that culture? If not, is your dependency on English translations likely to invalidate the research in the opinion of an examiner?

2. Description of Work / Method of Research

How do you intend to go about the research proposed?

3. Ethics and Safety Clearance

Section C relates to the University's ethics and safety clearance policies. It is the responsibility of the principal supervisor to obtain relevant ethics clearance (if this is required) from the appropriate University Ethics Committee and any other relevant bodies outside the University.

4. Authorship

Before you commence your research you and your supervisor(s) should discuss and arrive at an agreement about the authorship of any publications that may result from your research. You are asked to familiarise yourself with the University's policy and guidelines on authorship which are outlined in the Research Student Handbook Guide to Candidature for Higher Degree by Research Students.

5. Intellectual Property

Section E in this form relates to the University's policy on intellectual property. Please refer to the IP information and guidelines found on the Graduate Centre website for further details. A "YES" to either Question 1 or 2 will also require the completion of Questions 3, 4, 5 & 6. If the answer to Question 1 and 2 is "NO", do not complete Questions 3, 4, 5 & 6.

If you have already signed a Student Project Participation Agreement (SPPA) and your supervisors and any other interested third parties/sponsors agree that an embargo is not required, the relevant 'Removal of Embargo' forms completed by all supervisors and sponsors should be attached. The Research Education and Development Committee, after seeking advice from Adelaide Research & Innovation Pty Ltd, may determine that the embargo may be lifted. If the embargo is not lifted at this stage it will remain in place for a period of twelve months from the date of submission of the thesis.

6. Signatures

Your principal supervisor must sign this form together with the Head of School and Postgraduate Coordinator. If the Head of School OR the Postgraduate Coordinator is a member of the student's supervisory panel, the Deputy Head of School should also sign. In the rare instance where the Head of School and Postgraduate Coordinator are one and the same person AND are a member of the student's supervisory panel, both the Deputy Head of School and another senior member of the Academic Staff of the Department should sign the form.

7. Further information

Additional information about the Structured Program is available from your Postgraduate Coordinator.

COMPLETION OF THE CORE COMPONENT OF THE STRUCTURED PROGRAM

(*Delete where appropriate)

Student Name: _____ ID No: _____

E-mail address: _____

Faculty: _____ School/Discipline: _____

Program: _____ Candidature Commencement Date: _____

Supervisors:

| Supervisor's Name (in full) | Principal (P) / Co-(C) / External (E) | Discipline |
|-----------------------------|---------------------------------------|------------|
| | | |
| | | |
| | | |
| | | |

A. FINANCIAL IMPLICATIONS

It is possible that in addition to the basic infrastructure support for your research, your project may involve fieldwork or research outside the University (local/interstate, or overseas). You may require special facilities such as inter-library loans, or access to specific materials/facilities/data.

1. With this in mind, what are the estimated total costs of your research?

2. To what extent, if any, will your School contribute to these costs?

NOTE: It is your responsibility to arrange for funding for the research, or to bear any costs not covered by funding from your School.

B. ACCESS TO RESTRICTED DATA AND/OR MATERIALS

1. Does this research require access to restricted materials/information?

YES NO

(If "NO", proceed to Section C.)

2. Has official permission been granted for the use of these materials/information?

YES NO

3. Does the use of these materials/information restrict the publication of your thesis?

YES NO

4. Is there an expectation of an embargo being placed on your thesis when it has been examined?

YES NO

(If "YES", you must lodge a written application with the Graduate Centre for an embargo on your thesis well in advance of your submission.)

C. ETHICS AND SAFETY CLEARANCE

1. Does the proposed research involve use of animals, recombinant DNA or use of teratogens?

YES NO

If "YES", is ethics clearance required?

YES NO

2. Does the proposed research involve use of human subjects?

YES NO

If "YES", ethics clearance is compulsory. Please attach copy of relevant documentation

Indicate below which of the following clearances have been approved and attach a copy of the clearances and/or documents.

| | | | |
|-------------------------|--------------------------|------------------------|--------------------------|
| Animal Ethics Committee | <input type="checkbox"/> | Human Ethics Committee | <input type="checkbox"/> |
| Biohazards Committee | <input type="checkbox"/> | Biosafety Committee | <input type="checkbox"/> |

If clearance has not been obtained, please enclose a statement giving the reasons why this is so and an indication of when the clearance can be obtained. Completion of the Core Component will not be approved until the required clearance(s) have been provided.

Please note: Application for ethical clearance is to be made in the name of the principal supervisor with the student involved also specified

(i) Candidates whose research involves the use of animals must obtain approval in advance from the University of Adelaide Animal Ethics Committee. Candidates located within other institutions also require ethical clearance from the AEC at the place where research is to be conducted. Please refer to the AEC website for information on requirements: <http://www.adelaide.edu.au/research/ethics/animal>

(ii) Candidates whose research involves human subjects must obtain ethical approval in advance from the University of Adelaide Human Research Ethics Committee unless the following applies. For a research proposal submitted by a member of its clinical staff (including any postgraduate research candidates) the University accepts protocol approval granted by the Ethics Committees of the Royal Adelaide Hospital, the Queen Elizabeth Hospital or the Women's and Children's Hospital. However, for candidates whose research is conducted (a) at these hospitals and is not supervised by a member of the University's clinical staff, or (b) at any other institution, ethical clearance must be obtained in advance from the University of Adelaide Human Research Ethics Committee as well as from the committee at the place where the research is to be conducted. Please refer to the Committee's web site for information on requirements: <http://www.adelaide.edu.au/research/ethics/human/>

D. AUTHORSHIP

Have you and your supervisor(s) discussed and arrived at a mutual agreement regarding authorship in the event that there are publications resulting from your Higher Degree Research work, in accordance with the policy and guidelines set out in the Research Student Handbook.

YES NO

Comment: _____

E. INTELLECTUAL PROPERTY ISSUES

(To be completed by the student, principal supervisor, and Head of School/Discipline or Postgraduate Coordinator.)

1. Is this project likely to generate intellectual property, which has the potential for commercial development?

YES NO

2. Does the University itself or an outside funding body have an interest under any legal contract or arrangement?

YES NO

(If "NO" to both questions, proceed to Section F.
If "YES" to either questions, please answer Questions 3, 4, 5 & 6.)

- If "Yes" and you did not sign a Student Project Participation Agreement (SPPA) on your enrolment please forward signed SPPA (in triplicate) to the Graduate Centre with this form.
- Please note that the approval of the proposed research is dependent upon the signing of this Agreement (where applicable).

3a. Have attempts been made by your supervisor(s) to obtain external funding?

YES NO

Comment: _____

3b. Are funds available for the establishment of a scholarship or supplementary scholarship to assist you in your research?

YES NO

Comment: _____

4. Are you in an employment relationship with an outside organisation?

YES NO

4.1 If "YES", have the intellectual property implications of this relationship been appropriately dealt with by your supervisors and School?

YES NO

5. Please indicate below if you, your supervisor(s), and/or School have signed a commercial and/or confidentiality agreement or contract with any organisation or funding body relating to this research project.

YES NO

If "YES", you must enclose a copy of the agreement/contract with this form

6. Please indicate below if your supervisors and other interested parties have signed and attached the relevant 'Lift Embargo' forms.

YES NO

F. MINIMUM RESOURCES PROFORMA

This proforma indicates that the following minimum resources will be available to the above-mentioned student for use relating to his/her postgraduate research candidature. Resource entitlements will be reviewed at the time of the annual review of progress.

Minimum Resources (includes HDR students working at remote locations)

| | |
|--------------------------|---|
| <input type="checkbox"/> | Regular and planned access to quality panel supervision for the duration of candidature as defined in the Research Student Handbook |
| <input type="checkbox"/> | Access to computing facilities appropriate to the needs of the candidate's research |
| <input type="checkbox"/> | Unrestricted Internet access for research purposes at no cost to the student |
| <input type="checkbox"/> | Full access to Library resources and services |
| <input type="checkbox"/> | The right to input into a Discipline's book purchases and journal subscriptions |
| <input type="checkbox"/> | Access to shared Discipline office resources for research-related purposes including (i) a fax, (ii) a photocopier, (iii) a pigeon hole and (iv) mail |
| <input type="checkbox"/> | 24-hour access to a shared postgraduate study area that meets the Occupational Health and Safety requirements for lighting, noise and ventilation |
| <input type="checkbox"/> | Individual desk or study carrel with an ergonomically sound chair and two-drawer filing cabinet located in an area that meets the Occupational Health and Safety requirements |
| <input type="checkbox"/> | Access to a shared telephone for research-related purposes |
| <input type="checkbox"/> | Adequate laboratory space and bench space (if applicable) |
| <input type="checkbox"/> | Access to a parking permit (if student is on a remote campus) |
| <input type="checkbox"/> | Access to a Discipline vehicle where necessary and where the Discipline is satisfied that the student has an appropriate licence and sufficient experience |

If it is not possible to guarantee the minimum resources listed above, please indicate below (a) what alternative arrangements have been made and (b) the likely effect on the student's progress. Attach a separate sheet if necessary.

| | |
|----|--|
| \$ | A fixed amount to be agreed between the student and Discipline at the commencement of candidature (\$pa) (may include travel, conference and workshop attendances, photocopying, printing and binding of thesis, attending courses/training as part of Structured Program, inter-library loans, database searches etc) |
|----|--|

Access to Discipline Research Infrastructure*

Please indicate below the major items of equipment/facilities that the student will have access to in the host discipline and the level of access that can be expected:

| <i>Equipment/Facility</i> | <i>Level of Access/Comment</i> |
|---------------------------|--------------------------------|
| | |
| | |
| | |

Access to External Research Infrastructure*

In the event that access to specific equipment and facilities not available in the discipline has been arranged, please list the name and location of the equipment/facility and the level of access the student can expect:

| Equipment/Facility | Location | Level of Access/Comments |
|---------------------------|-----------------|---------------------------------|
| E.g. Electron Microscope | <i>CEMMSA</i> | <i>Twice per week</i> |
| | | |
| | | |
| | | |

* Please attach a separate sheet to the Minimum Resources Proforma section for any additional comments

SCHOOL RECOMMENDATION

We recommend

APPROVAL OF COMPLETION OF THE CORE COMPONENT OF THE STRUCTURED PROGRAM

The student has:

- completed the Core Component of the Structured Program (including the Integrated Bridging Program, if applicable);
- completed and attached the research proposal;
- completed the Minimum Resources Proforma;
- attached the necessary ethics clearance; and
- agreed to a program of professional development and skills training as part of the Development Component of the Structured Program and that details for the next twelve months are attached.

N.B. By approving Completion of the Core Component of the Structured Program, the Head of School is also certifying that s/he authorized the provision of the facilities listed in the Minimum Resources Proforma section on the understanding that the facilities listed will be sufficient to meet the resource needs of this candidature.

CONVERSION TO THE APPROPRIATE MASTER - Specify the Master.....

In this instance, details of unsatisfactory progress should be attached and accompanied by a completed "Transfer from a PhD to a Masters Application". A copy of this form may be obtained from the web at: <http://www.adelaide.edu.au/graduatecentre/policy> or upon request from the Adelaide Graduate Centre.

TERMINATION OF CANDIDATURE

Please attach a detailed report of unsatisfactory progress to support the recommendation:

ENDORSEMENT OF SCHOOL RECOMMENDATION

| | |
|--|-------|
| _____ | _____ |
| Principal Supervisor's signature | Date |
| _____ | _____ |
| Head of School's signature | Date |
| _____ | _____ |
| Postgraduate Coordinator's signature | Date |
| _____ | _____ |
| Deputy Head of School's signature† | Date |
| _____ | _____ |
| Senior School Academic Staff Member's signature† | Date |

STUDENT'S CERTIFICATION AND ASSESSMENT OF PROGRESS

- All material in the enclosed research material is my own work except where there is clear acknowledgement and reference to the work of others. I have read the University Policy and Guidelines on Plagiarism (<http://www.adelaide.edu.au/policies/230/>) and give permission for my work to be evaluated from plagiarism if required. I also acknowledge that plagiarism associated with RESEARCH will be dealt with under the Guidelines and Rules for Responsible Practice in Research which are available on the web at: <http://www.adelaide.edu.au/policies/96/>;
- I agree/disagree with the School's assessment of my progress.

In the case of disagreement with the School's recommendation, please attach details separately.

| | |
|---------------------|-------|
| _____ | _____ |
| Student's signature | Date |

APPROVAL BY HIGHER DEGREES COMMITTEE CONVENOR (††where applicable)

I approve/do not approve the recommendation:

- completion of the Core Component of the Structured Program be confirmed
- conversion to the appropriate Master
- candidature be terminated

I wish to make the following comments:

Signature Convenor ††

Date

APPROVAL BY DEAN OF GRADUATE STUDIES (†† where conversion to Master/candidature termination recommended)

I approve/do not approve the recommendation.

Signature Dean of Graduate Studies††

Date