

# 2026 Adelaide University Graduate Research Handbook

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Adelaide University respectfully acknowledges the Kaurna, Boandik and Barngarla First Nations Peoples and their Elders past and present, who are the First Nations' Traditional Owners of the lands that are home to our campuses located in Adelaide, Magill, Mawson Lakes, Waite, Roseworthy, Mount Gambier and Whyalla.

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# 1. Glossary of Terms

**AUGRS** refers to the Adelaide University Graduate Research School.

**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 studies undertaken.

**AQF** refers to the Australian Qualifications Framework. The AQF establishes the quality of Australian qualifications. The AQF is the national policy for regulated qualifications in the Australian education and training system. It incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework [aqf.edu.au](http://aqf.edu.au)

**Candidate** refers to a person enrolled in a graduate research degree at Adelaide University. The terms 'candidate' and 'graduate research student' are used interchangeably in this document.

**Co-supervisor** refers to a member of the supervisory panel who is a University staff member or titleholder and who is not the Principal Supervisor.

**Dean of Research** refers to the research leadership role in each College who enacts the University's research strategy and is responsible for the oversight of research degree matters in their College.

**Dean of School** refers to the person who has overall responsibility within the School, including the responsibility to certify theses for examination for graduate research students.

**Development component** refers to the University's Graduate Research & Innovation Training (GRIT) program which extends from enrolment to thesis submission. GRIT is a compulsory component of the PhD and Master of Philosophy programs at Adelaide University.

**DHA** refers to the Australian Government's Department of Home Affairs.

**Domestic applicant/candidate** refers to an applicant/candidate who is

an Australian or New Zealand citizen, or who holds permanent residency status in Australia.

**ESOS** refers to the Commonwealth Education services for Overseas Students Act 2000 and associated National Code of Practice 2018 which provide consumer protection to international students and require the University to support international student, monitor their enrolment, and report changes to enrolment status to the Department of Home Affairs (DHA).

**External Supervisor** refers to a research active person who assists with the supervision of a graduate research student, who is not a staff member, or Titleholder of the University.

**Graduate Research Coordinator (GRC)** refers to the person who, under the direction of the Dean of School, provides graduate research focused leadership in the School, supporting graduate research students and graduate research supervisors.

**Graduate research degree** refers to any Master or Doctoral degree that comprises a minimum of two-thirds of its

assessable content by research.

**Graduate Research School** refers to the Adelaide University Graduate Research School (AUGRS), the area responsible for the management and administration of research education at the University.

**Graduate research student** refers to any student enrolled in a graduate research degree program. It does not include students in coursework programs with a research component, such as Honours.

**Half-time candidature** refers to a half-time (0.5 full-time equivalent) study load.

**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 or formal progress review which candidates are required to complete during their candidature.

**Major scholarships** refers to scholarships that provide a living allowance to support graduate

research students and are offered primarily through the main scholarship rounds. Examples include Research Training Program scholarships and Adelaide University Research Scholarships or equivalent.

**Master of Philosophy (MPhil)** refers to a 100% research Master level degree completed over two years.

**Master of Research (MRes)** refers to a Master level degree that combines coursework focused on research skills development (0.5 years) with a one-year research project.

**Panel** refers to the candidate's supervisory panel. A panel comprises the Principal Supervisor and one or more Co-supervisors or External Supervisors.

**PhD** refers to the 100% doctoral research degree of Doctor of Philosophy.

**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 of School to have the primary responsibility for the supervision of a candidate.

**Progress Review** refers to any programmed review of progress undertaken by a candidate, including the Initial Review, Confirmation of Candidature Review, Mid-Candidature Review, Minor Review and such other reviews that may be instigated by the Dean of School or the University.

**Provisional candidate** refers to a person who is enrolled in an MPhil or PhD program and is within the first 12 months (or half-time equivalent) of the program and has not yet satisfactorily completed the Confirmation of Candidature Review.

**Remote candidate** refers to a graduate research student who, for academic reasons, is required to conduct research in an external mode of study, i.e. away from Adelaide University, interstate or overseas.

**The Research Training Program (RTP)** is the program under which the Department of Education and Training provides block grants, on a calendar-year basis, to support research training for students undertaking doctoral (PhD) and Master of Philosophy (MPhil) programs. Students can be offered RTP scholarships

for one or more of the following:

- tuition fees offset,
- stipend for general living costs,
- allowances related to the ancillary cost of research degrees.

**School** refers to the academic organisation unit

in which graduate research students are enrolled.

**Thesis** refers to the materials which are presented by a candidate for examination.

**Timely completion** refers to a completion arising from a thesis submission that occurred

within four years full-time equivalent (FTE) from the commencement of candidature in the case of a PhD, two years FTE in the case of a Master of Philosophy, and 1.5 years FTE in the case of a Master of Research.



## 2. Introduction

This Handbook is your guide to graduate research at Adelaide University. It supports you throughout your candidature – from enrolment to thesis submission and examination. While written primarily for enrolled graduate research students, it is also a valuable resource for prospective graduate research students and those involved in research training, including supervisors, Graduate Research Coordinators, Deans of School and professional staff.

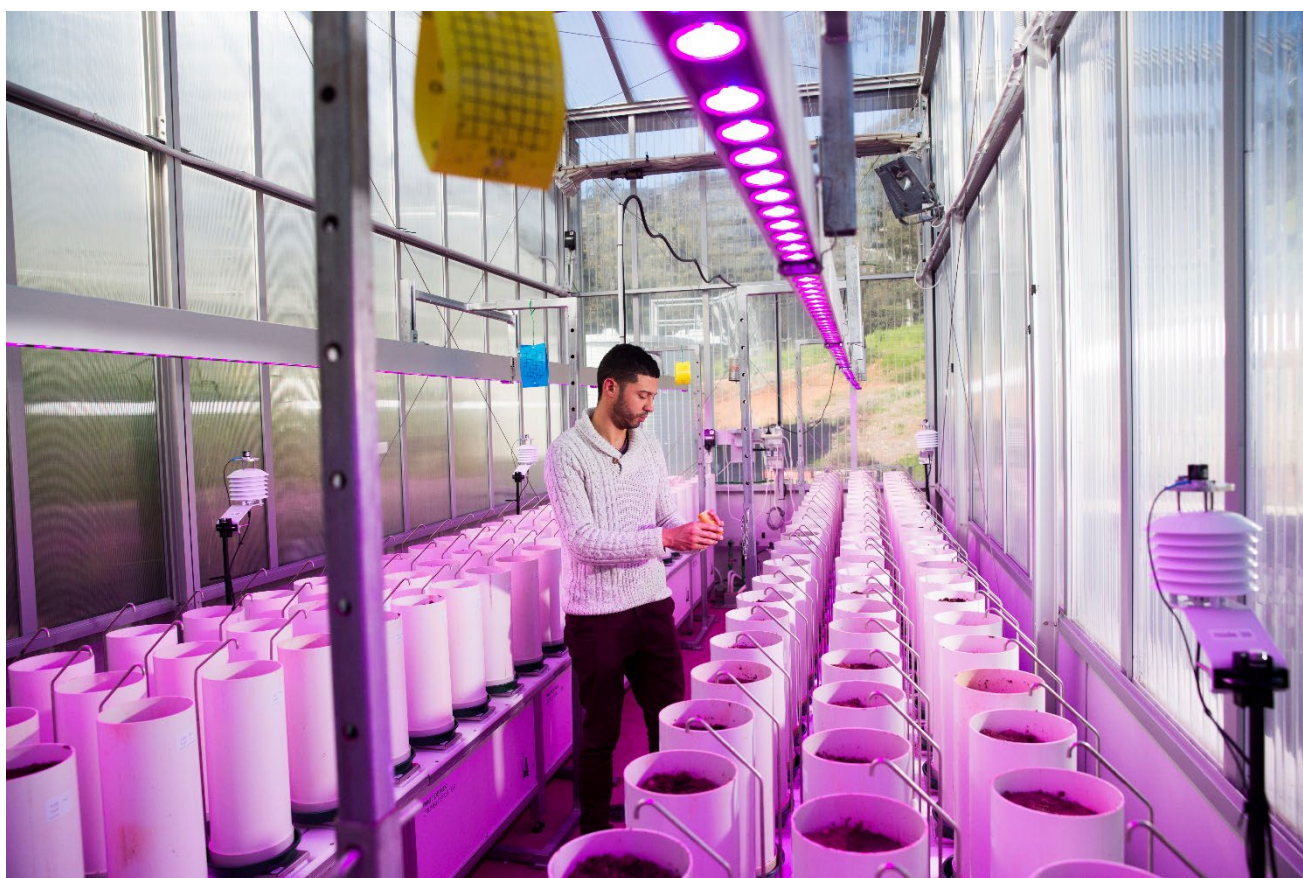
Most information applies to all graduate research students. Where policies or procedures differ – for example, between foundation institutions, domestic and international graduate research students, or scholarship holders – clearly marked headings will guide you to the relevant details. In cases of conflict, specific information takes precedence over general guidance.

## 3. Forms

You will need to complete various forms during your candidature. These are available on the [Student Forms](#) page of the University's website. Always use the latest version available.

## 4. Policies and procedures

This Handbook reflects key policies and procedures to support your understanding. Policies are reviewed regularly, so check the University's [Policies and Procedures](#) webpage for the most current information.



## 5. The administration of graduate research degrees

Understanding the structure of academic administration helps graduate research students connect with the right people for guidance and support. Academic administrators are here to assist you and to ensure your research journey runs smoothly.

### **Adelaide University Graduate Research School (AUGRS)**

The Adelaide University Graduate Research School (AUGRS) operates under the leadership of the Pro Vice Chancellor – Graduate Research Training.

During the course of your candidature, you are likely to get to know the AUGRS very well. It is a one stop shop for everything related to your degree and the first area of contact whenever you have a question about your research program, candidature or scholarship, development and graduate research experience. The AUGRS is dedicated to enhancing graduate researcher experience and community and celebrating achievements throughout your journey.

The AUGRS is also the starting point for prospective graduate research students, providing information about the process of admission and scholarship application and enrolment.

The AUGRS is organised in such a way as to provide domestic and international graduate research students with easy access to information and services throughout the lifecycle of their program of study. This includes:

- admission to graduate research programs
- Graduate Research Scholarships
- enrolment
- candidature management
- industry engagement
- joint PhD awards
- Graduate Research & Innovation Training (GRIT)
- thesis preparation and examination.

The AUGRS is located at Adelaide City Campus East. A reception is available from 9am – 5pm at 250 North Terrace. You can also contact the team via email [graduate.research@adelaide.edu.au](mailto:graduate.research@adelaide.edu.au) or phone +61 8 8313 5882. Please provide your full name and your student ID with any enquiry.

### **Pro Vice Chancellor – Graduate Research Training**

The Pro Vice Chancellor – Graduate Research Training provides leadership and strategic oversight in relation to graduate research matters. We want to create an excellent experience for our graduate research students, so please do not hesitate to contact the Pro Vice Chancellor – Graduate Research Training with any ideas or suggestions you have on how we can improve your experience with us, or concerns you might have regarding any aspect of your studies or your time here with us at Adelaide University.

Confidential reports can also be directly addressed to the Pro Vice Chancellor – Graduate Research Training: [PVCGRTraining@adelaide.edu.au](mailto:PVCGRTraining@adelaide.edu.au)

## **Graduate Research & Innovation Training**

The University provides graduate research students with access to a specialised training and development program called GRIT: Graduate Research & Innovation Training. Administered by the Graduate Research School, GRIT cements the University's commitment to creating a high-quality research training experience that equips graduate research students to become leaders in their chosen fields, both within and outside of academia. The GRIT program is embedded into the PhD and Master of Philosophy degrees and has been designed to be completed alongside your research. GRIT opportunities are open to *all* graduate research students, including Master of Research students and those transitioning from foundation universities.

## **Graduate Research Coordinator**

After your supervisors, the Graduate Research Coordinator (GRC) for your School is likely to be your most important source of support. They are responsible for providing academic and operational leadership on graduate research matters in the School. Your GRC will also monitor your progress and support you in completing the required candidature progress reviews on time.

The Graduate Research Coordinator is responsible for:

- a) Overseeing graduate research students and supervisors at the local level, supporting the implementation of the graduate research strategy, quality in research education, and contributing to a positive graduate research experience.
- b) Facilitating the delivery of graduate research initiatives and representing graduate research matters on relevant committees.
- c) Providing advice on graduate research policies, procedures and governance structures, and exercising delegated responsibilities related to graduate research.
- d) Supporting the assessment of graduate research applicants for admission, scholarships and awards, and approving relevant candidature and examination documentation.
- e) Leading or proactively engaging with graduate research student progress reviews and milestones and encouraging timely completion of graduate research students in a supportive research environment.
- f) Assisting with the resolution of graduate research issues in collaboration with stakeholders and addressing unsatisfactory progress or disruptions to candidature.
- g) Conducting or ensuring the completion of inductions, cohort-building activities, and pastoral care and support services for graduate research students at the local level, where appropriate.
- h) Supporting the delivery of supervision, and uplifting supervisor capability and development.

## **Dean of Research**

Within each College, there is a Dean of Research who oversees the graduate research matters within the College. The Dean, Research is a senior and highly experienced academic staff member with a broad understanding of excellence in graduate research experience, the challenges that candidates can face on the journey towards completion and the policies and administrative processes that govern graduate research. When necessary, the Dean, Research will assign a similarly qualified delegate to assist with the responsibilities described above.

## Graduate Research Committee

The Graduate Research Committee at Adelaide University has responsibility for overseeing graduate research degree matters. The committee is convened by the Pro Vice Chancellor – Graduate Research Training.

## 6. Jointly awarded PhDs

Adelaide University offers joint PhD opportunities (“Joint PhD”) that enable you to undertake doctoral research across two universities, either within Australia or internationally, under a single, jointly awarded degree. This model provides a unique opportunity:

- Undertake research across two high-quality universities, enriching your academic experience.
- Potentially live and study in two countries, gaining valuable cross-cultural insights.
- Build diverse research connections that may open up new fieldwork or trial locations.
- Strengthen your professional networks to support future career pathways.

### 6.1. Joint PhD structure

The Joint PhD is structured as follows:

- You will be enrolled at both Adelaide University and a partner university.
- Your ‘home’ university is where you begin and complete your candidature; the other is your ‘host’.
- You will spend at least 12 months full-time at each institution.
- You will be supervised by a single panel made up of academics from both institutions.

Each graduate research student’s arrangements are formalised in an individual Joint PhD agreement, signed by the graduate research student, their supervisors, and representative from both universities.

### 6.2. Application and admission process

Ideally, discussions about a Joint PhD should happen before you apply for candidature. However, if you are in the early stages of your PhD at Adelaide University, you may still be eligible to apply.

To enrol in a Joint PhD, you must:

- Apply separately to both Adelaide University and the partner university.
- Demonstrate readiness for independent, supervised research.
- Meet the PhD admission requirements of both institutions.
- Sign a formal Joint PhD agreement.

You may enrol simultaneously at both universities or transfer from a single to Joint PhD within 12 months of your enrolment at either institution.

Please allow 3-6 months to finalise the agreement. We recommend initiating discussions with both universities well in advance of your intended start date.

You will complete all milestones including progress reviews and additional skills training according to the requirements of the university you are based at during each stage of your candidature.

Please be aware that graduate research students hosted by Adelaide University must complete the Initial Review within two months of arriving in Adelaide.

### **6.3. International Joint PhD opportunities with strategic partners**

Joint PhD opportunities are available with many international partner institutions. To view current opportunities, please visit the AUGRS website.

Scholarships are available for eligible graduate research students whose home university is Adelaide University. For detail on available scholarships, visit the University's [Research Scholarships](#) webpage.

If you are interested, speak with your supervisors either before you commence or early in your candidature. For more information, see Appendix 3 of this Handbook, or contact the Graduate Research School at [augrs.jointawards@adelaide.edu.au](mailto:augrs.jointawards@adelaide.edu.au)



## **7. Getting started**

### **7.1. Enrolment**

If you have been made an offer of admission in a research degree program at Adelaide University, you will be sent a personalised welcome email which includes instructions on how to activate your University email account and complete the online enrolment form. This email will also provide you with key information such as your Student ID, program name and program code.

After you have completed your section of the enrolment form it will go automatically to your Principal Supervisor, then the Graduate Research Coordinator and/or Dean of School for approval, and finally on to the AUGRS for processing.

Once your form has been processed, you will be sent an email from the AUGRS confirming the details of your candidature.

Please note, **your enrolment must be finalised before you start on your research project or training and development activities.** Enrolment is required to receive scholarship payments (if applicable) and to be covered by the University's insurance.

## 7.2. Commencement checklist

This checklist is offered as an orientation tool for new graduate research students. You are not required to submit it; it is intended solely as a reference.

### 7.2.1. Have you received or accessed the following?

- Your **offer letter** and your **Welcome Email from the AUGRS**. This email will contain **your login details** (username and link to create password). Your offer letter outlines important information, such as your leave entitlements and scholarship rates.
- The map of your home campus, so that you can familiarise yourself with the location.

### 7.2.2. Have you done the following?

- Add your bank details** if you are in receipt of a stipend scholarship. You will need to provide these details before any payments can commence. You do this through [myAdelaide](#), the student portal.
- Order your **student ID card**. Upload a photo via [myAdelaide](#) and select a collection point. Alternatively, visit Student Services to have your photo taken, in which case you'll need to bring an Australian Government issued ID or your passport.

- Get a [Unique Student Identifier \(USI\)](#), if you do not have one already.

### 7.2.3. Get to know the team and come into campus!

- Attend your **local induction**. Your Academic Unit will organise this. Depending on your discipline, your induction will vary. By the end of it, you should have access to your local campus resources.
- Once your student ID card has been **approved, collect it from** your local campus's **Student Assist** hub.
- Meet with your supervisory team and arrange a time to discuss your **Candidature Agreement**, expectations in supervision, and ask any outstanding questions.

### 7.2.4. Information for International Graduate Research Students

- Prepare for life as an international graduate research student by visiting the International Student Services website.
- Do you have a child of school age? Most scholarships will exempt you from paying tuition and administration fees for your child's public schooling. Check the South Australian government website [for more information](#).
- Get your BUPA Overseas Student Health Cover [digital membership card](#).

### 7.2.5. Online Modules – you need to complete these no later than 8 weeks after your start

- [Graduate Researcher Induction](#)
- [Research Integrity](#)

- Hazard and Safety training (if applicable to your discipline)

### **7.3. Induction Activities**

As a graduate research student, you must undertake several compulsory activities early on in your candidature. Among other things, these activities will:

- inform you of your rights and responsibilities as a graduate research student at Adelaide University,
- introduce you to the resources available to you as a graduate research student, and
- help you develop a research project which can be expected to be completed within the timeframe for your degree.

If your School has significant concerns about your progress and capacity to complete your degree during your early stages of candidature, it may recommend terminating your candidature or, for PhD students, transferring to a Master of Philosophy program. These recommendations are usually made during scheduled progress reviews (such as the Initial Review or the Confirmation of Candidature Review). However, if concerns arise outside of these milestones, your School may review your progress at any time.

#### **7.3.1. Graduate Research Students who commenced at the University of Adelaide or the University of South Australia prior to transitioning to Adelaide University**

All graduate research students, regardless of where or when they commenced, are subject to the Adelaide University progress review structure. It is recommended, but not compulsory, that all transitioning graduate research students complete the Adelaide University Candidature Agreement and Graduate Researcher Induction to ensure they are familiar with the requirements, policies and procedures related to graduate research, as well as the support services available at the University. With the transition to Adelaide University, the names and contact details of many support services have changed, as have the names of the progress reviews, and the Graduate Researcher Induction course will contain up to date information on these services and candidature requirements.

#### **7.3.2. Adelaide University Candidature Agreement**

Your professional relationship with your Principal Supervisor and the broader supervisory panel is important to the success of your research and the timely completion of your research program. Supervisors and their graduate research students must discuss their respective roles within the first month of candidature, clarifying expectations and establishing the requirements of the degree program, leading to a documented, common understanding of key research aims, key dates for progress reviews, a proposed timetable and mutually agreed upon expectations in supervision. This arrangement is to be detailed in your Adelaide University Candidature Agreement.

Your signed Candidature Agreement will need to be submitted as part of your Initial Review of Progress. You should also store a copy online in a location and format accessible to you, all supervisors, the Dean of School and the Graduate Research Coordinator. It is recommended

that you use Adelaide University Box for these purposes. Box allows AU staff and students to securely share and collaborate on content from any device, anywhere.

You should think of the Candidature Agreement as a dynamic document. As you progress through your candidature you may find it appropriate to meet with your supervisor(s) to revise or amend your agreement if your research or supervisory needs change. On such occasions, a new agreement should be signed and stored in a mutually accessible location like Box. Revised agreements do not need to be submitted to the Graduate Research School but should be easily accessible in case disagreements arise.

### **7.3.3. Local induction program**

Soon after you enrol, your supervisor(s) or Graduate Research Coordinator will arrange an induction for you. The induction will provide you with an opportunity to familiarise yourself with your new research environment, the administrative procedures within your College and School and, of course, some of the staff and other graduate research students with whom you will interact during your candidature.

Features of your location induction program will commonly include a discussion of:

- the arrangements made for you to access the resources and facilities that will be required for completion of your research project. These arrangements will be set down formally as part of the requirements for completing the Initial Review of Progress and include:
  - on-site facilities (e.g. phone, photocopier, mail, stationery), office and/or laboratory accommodation;
  - equipment (including computer hardware and appropriate software) and technical support (e.g. Internet access for research purposes);
  - potential financial support for research maintenance; and
  - health, safety and wellbeing information and training.
- the schedule of your School's program of research seminars.

In Schools that have a larger number of graduate research students, the arrangements for induction programs may be quite structured, while in other areas of the University you may be inducted informally by your supervisor(s).

If you have questions after your induction, or require additional information, speak with your supervisor or Graduate Research Coordinator first and contact the Graduate Research School if questions remain.

### **7.3.4. Graduate Researcher Induction**

The Graduate Research School provides an online induction program for commencing graduate researchers which you can [self-enrol](#) in and access through AU Canvas.

Online induction enables all graduate research students to be inducted at the very beginning of their research program, regardless of their research location or start date. The induction provides a valuable introduction to life as a graduate research student at Adelaide University and is intended to complement your School level induction program.

The induction will introduce you to a range of topics and services including:

- the roles of the Graduate Research School and your supervisors

- the time frame for the completion of academic progress reviews and your program
- research conduct matters (e.g. plagiarism, use of generative AI, authorship, data management, IP and ethics)
- changing your candidature conditions (e.g. leave, transfers and attendance status)
- the professional development opportunities available to you through the Graduate Research & Innovation Training (GRIT) program
- services on campus (e.g. library, IT, counselling and disability)
- how to keep your research on track and what to do when things go wrong.

Undertaking the Graduate Researcher Induction is a compulsory requirement of your candidature which must be completed within one month of starting your research degree. Timely completion will be verified as part of your Initial Review of Progress. You can return to the online course at any time in case you need to reacquaint yourself with the induction content.

## 7.4. Minimum resources in graduate research

The Australian Government's Tertiary Education Quality and Standards Agency (TEQSA) requires the University to provide Minimum Resources for graduate research students to enable them to complete their research degree successfully.

The minimum resources for all graduate research students at Adelaide University include:

- Appropriate office and research facilities:
  - 24-hour access to a workstation compliant with Work Health and Safety requirements and appropriate to the area of research
  - lockable storage
  - access to photocopier and computer printing facilities, as well as relevant stationary consistent with staff standards including postage, laboratory books and other
  - access to a telephone for research purposes.
- Appropriate AU IT facilities and computing resources:
  - their own laptop (basic AU consistent with staff standards)
  - an AU email address
  - internet access consistent with staff standards
  - access to IT and technical support.
- Secure storage for research materials and data appropriate to the research area.
- Access to library services and copyright advice about rights and responsibilities on issues which might arise through the use of third party copyrighted works.
- Advice about intellectual property and commercialisation.
- Access to counselling, access and disability services.

Adelaide University recognises that graduate research students may also require specific facilities, equipment or other resources beyond the minimum resources, such as e-research infrastructure, laboratory or studio space and funds to support field work, experiments and data collection, statistical support and the cost of specific consumables. It is recommended that the additional project-specific expenses including funding source(s) be identified by the graduate

research student and Principal Supervisor and agreed to by the relevant School/College Dean by the Initial Review of Progress.

## **7.5. Additional resources and support services for graduate research students**

### **7.5.1. Student Portal – myAdelaide**

The online student portal – [myAdelaide](#) – is one of your most important resources as a graduate research student. This is a one stop shop to all online University services, including a dedicated graduate research student section where you can access your candidature details including your research topic, start and end dates, information on your supervisor(s), and the due dates and completion status of your progress reviews.

Through myAdelaide you can also access your academic record, your graduation details and information about any fees, charges or payments on your University account. Links to various resources, including Library services, career services and student support services can be found there, as well.

### **7.5.2. Library**

The Adelaide University Library comprises eight separate libraries.

- Barr Smith Library (Adelaide City Campus)
- Brookman Library (Adelaide City Campus)
- Jeffrey Smart Library (Adelaide City Campus)
- Law Library (Adelaide City Campus)
- Magill Campus Library
- Mawson Lakes Campus Library
- Roseworthy Campus Library
- Waite Campus Library

Through the Library's website you can access online journals, databases and electronic books, as well as information on all services, including opening hours and contact details for all eight libraries.

The Library supports graduate research students at Adelaide University to understand how to search effectively for information, manage your research data, make strategic publishing decisions, manage and store your references and prepare the digital version of your thesis to be made available via the University's digital research repository (Adelaide Research & Scholarship). Online support material which can be accessed 24/7 and the library research support workshop schedule can be found on the Library's website.

In addition to the resources available to you at the Adelaide University Library, students have reciprocal borrowing rights from the Flinders University Library (conditions apply).

### **7.5.3. myLearning**

[myLearning](#) is Adelaide University's online learning design and delivery platform. From here, students can access the online Graduate Researcher Induction and Research Integrity course, as well as a range of Graduate Research & Innovation Training (GRIT) activities. Graduate

research students who are enrolled in coursework will be able to access discussion groups and course materials for their courses within myLearning.

#### **7.5.4. Email**

As an Adelaide University graduate research student, you will have a University email address of the format 'givenname.familyname@adelaide.edu.au' for research-related purposes. You are required to read emails sent to your University email address regularly as email will frequently be used as the sole method by which academic and administrative staff convey important information to you. If you use an alternative email address, you **must** utilise the email forwarding facility to ensure that you receive all official emails sent to your University email address.

#### **7.5.5. Careers and Employability**

[Careers and Employability](#) is here to help you define your career goals and take action. The team offers a wide range of services, resources and tools to help you plan your career path, build your employability skills, find a job in your chosen field and prepare for the workplace. Specialised career support services are available for those with disability, chronic illness, mental health conditions or who are neurodivergent and need extra guidance.

#### **7.5.6. Counselling Support**

[Counselling Support](#) provides personal counselling in relation to challenges that may be affecting your study. Professional counsellors are available to assist and help you to explore options towards resolving your difficulties. The service is free and confidential.

Graduate research students also have access to the University's [Employee Assistance Program](#) (EAP), a confidential short-term, solutions focussed counselling, coaching and mentoring service, designed to help you and/or your immediate family explore and implement strategies to address issues which may be having an impact on your wellbeing.

#### **7.5.7. Access and Inclusion**

We are committed to supporting and empowering our students to achieve their academic goals and participate equitably in all aspects of university life. Our goal is to create a culture that embraces, respects and celebrates diversity in all its forms. Our advisors can provide guidance in relation to access, adjustments and inclusive practices for students who have a disability, impairment or chronic health condition and those with significant caring responsibilities. We recommend you get in touch early in your candidature to discuss your specific needs. Find out more on the [Access and Inclusion](#) page.

#### **7.5.8. First Nations Student Support**

[First Nations Student Support](#) team members are located across Adelaide University's campuses to support Aboriginal and Torres Strait Islander students. Support is also available to those studying online, whether they live in South Australia or beyond. The team nurtures a strong sense of belonging by hosting cultural events, mentorship opportunities and initiatives that help First Nations students connect with each other and the wider University community.

### **7.5.9. International Student Support**

The University recognises the additional challenges faced by many of our international graduate research students in relocating and adjusting to the Adelaide research and social environment. International Student Advisors are available to help all currently enrolled students with issues or challenges you may be facing, including:

- student visa conditions
- enrolment variations
- leave of absence and Confirmation of Enrolment (CoE) extension
- understanding academic policies and procedures
- attendance and academic progress
- wellbeing and personal issues that may affect your ability to study
- tuition fee issues or financial hardship
- grievances or misconduct issues
- reporting and recovering from scams
- settling into life in Adelaide University.

See the [International Student Support](#) page for more information.

### **7.5.10. Campus Safety**

Adelaide University campuses are patrolled 24/7 by trained security personnel who are always available to answer questions, offer assistance, or respond to any concerns. Security phones are located across campuses for quick access to help. In an emergency dial 112 from your mobile phone or 000 for Emergency services (police, fire or ambulance). For on-campus support, you can contact [Campus Security](#) directly or use the SafeZone app.

## **7.6. Financial matters**

### **7.6.1. Tuition fees**

#### **Australian citizens and permanent residents**

Eligible domestic students who enrol in a graduate research program at Adelaide University are allocated a Commonwealth funded Australian Government Research Training Program (RTP) place. An RTP place entitles the holder to a tuition fee offset scholarship for up to four years of full-time study for a Doctoral degree, up to two years for a Master of Philosophy and up to 1.5 years for a Master by Research degree. This means that domestic graduate researchers do not have to pay tuition fees.

Further information about the RTP is available from the Department of Education website [education.gov.au/research-block-grants/research-training-program](http://education.gov.au/research-block-grants/research-training-program).

#### **International students**

Tuition fees for international graduate research students are dependent on the program of enrolment and are being determined every year. Annual fees for a research degree can be found on the research degrees webpages.

### **7.6.2. Scholarships**

Adelaide University offers a range of scholarships for outstanding graduate research applicants including Australian Government Research Training Program (RTP) scholarships and Adelaide University Research Scholarships (AURS).

RTP scholarships are one of the primary sources of support for students undertaking research degrees at Adelaide University and are funded by the Australian Federal Government through the Department of Education and Training. They are allocated according to the terms and conditions specified in the [Graduate Research Scholarships Procedure](#), namely, on the basis of academic merit.

Most scholarships include a living allowance and cover tuition fees. PhD scholarships generally provide support for 3.5 years, whereas Master of Philosophy scholarships usually have a tenure of up to two years. Other scholarships, whether funded internally or externally, may have different conditions. It is important to review the specific terms outlined in your Conditions of Award.

International applicants who have applied for permanent residency may apply for scholarships available to international graduate research students until their residency is confirmed.

It is of note that scholarships are tax exempt for full-time graduate research students but taxable for half-time graduate research students.

Up to date information about research scholarship opportunities is provided online at <https://adelaideuni.edu.au/research/research-degrees/research-scholarships/>

### **7.6.3. Top-up scholarships**

Major scholarships can be ‘topped-up’ with a top-up scholarship, most commonly funded by industry, philanthropy or grants. For RTP Scholarship recipients, the total value of the additional awards must not exceed 75% of the value of the main award. Applicants cannot hold an AURS when they are in receipt of another scholarship that exceeds the value of the AURS.

Graduate research students must forward a copy of any external scholarship agreements to the Graduate Research School (for review and legal clearance) prior to acceptance of any other scholarship. You must inform the Graduate Research School of any proposed supplementation of a major award from Adelaide University sources for approval. You may also obtain operating funds for fieldwork, equipment, travel or other expenses not covered by the major award. There is no limit on the value of these funds.

### **7.6.4. Travel grants**

A limited number of travel grants are available to support graduate research students enrolled at Adelaide University who are required to travel to undertake research, either in South Australia, interstate or overseas. Opportunities are regularly advertised in the AUGRS Newsletter and on the Scholarship Management System (SCMS).

### **7.6.5. Research internship scholarships**

The following is applicable to PhD students only.

Adelaide University is supporting eligible research internships with a 3-month internship scholarship. This is paid as an extension of an AURS or RTP scholarship or equivalent (up to 3 years and 9 months in total), or in two lump sums for PhD candidates not in receipt of a major scholarship (half paid at the commencement of the internship, and half upon completion). Further eligibility conditions apply as below and upon advice from the Adelaide University Graduate Research School. The research internship must be undertaken with an eligible partner organisation (University affiliates, controlled entities, subsidiaries, or other higher education providers are not eligible). Graduate research students must be progressing satisfactorily in candidature and not have previously received funding from Adelaide University for participation in a research internship.

The internship must be a minimum of 60 full-time days in duration/minimum of three calendar months and can be undertaken on a full-time or part-time basis. Mode of attendance can vary, i.e. full-time block, set days per week, part-time, face-to-face or virtual. Additionally, research and development activities must be related to the graduate research student's area of research.

A document detailing research and development activities must be signed by all parties by 18 months of candidature. All graduate research students completing a research internship are required to complete the relevant Graduate Researcher Development Program requirements prior to commencement.

#### **7.6.6. Employment and other commitments during full-time candidature**

As a full-time candidate, you are expected to devote the majority of your time to your research program and ensure that any work or activities you undertake that are unrelated or peripherally related to your research project will not impede the progress of your research. Full-time research candidates are expected to keep the same hours as a member of the University staff (nominally 36.75 hours per week, between the hours of 7am to 7pm on weekdays). The University recommends full-time candidates limit work/activity unrelated to their research project to eight hours per week. In order to achieve timely completion of your research program and to maintain your work-life balance, you will need to carefully consider your commitment to activities outside of your research.

#### **7.6.7. Scholarship holders**

As a scholarship holder, if you undertake employment, you must ensure that it does not impede academic progress. Graduate research students who do not meet required progress milestones will have their Living Stipend payments suspended.

Unless your Conditions of Award state otherwise, there is no limit on the amount that you can earn for employment that is not directly related to the research that you are undertaking.

#### **7.6.8. International graduate research students**

Following commencement of your program, all international graduate research students with work rights are entitled to work an unlimited number of hours unless otherwise stipulated in your visa. However, regardless of the work rights attached to your student visa, international graduate research students are expected to study full-time (~36.75 hours per week). You will need to ensure that any work commitments do not interfere with the progress of your research and your ability to complete your degree within the required timeframe. Additionally, sponsored

and scholarship graduate research students must comply with any work limitations noted in the terms and conditions of their sponsorship or scholarship. More information is available from the Department of Home Affairs: [immi.homeaffairs.gov.au](http://immi.homeaffairs.gov.au)

## **7.7. Insurance for graduate research students**

Adelaide University provides a range of [insurance policies](#) to protect you while undertaking approved University activities, including on-campus study, research or social activities with University affiliated organisations, offsite placement or internships, and interstate or overseas travel for exchanges or other approved programs.

Personal accident insurance covers certain injury-related costs if you are injured on campus or during approved University activities off-campus, including training or competing with an AU Sport club.

Travel insurance covers approved University travel such as internships, exchanges, and research fieldwork.

Public liability insurance covers you if you are found legally liable for causing injury to another person or damage to their property while undertaking University-related activities.

### **7.7.1. International graduate research students**

The Department of Home Affairs (DHA) requires all international graduate research students on student visas and their families (on 'dependent' visas) to have health insurance while in Australia. This insurance is called Overseas Student Health Cover (OSHC).

OSHC helps you pay for medical and hospital care that you may need when you are studying in Australia. It also helps pay for most prescription drugs. Please ensure that you read the terms and conditions of your OSHC policy to ensure that it is right for you.

Some scholarships may include OSHC for international graduate research students. For details, consult the Conditions of Award.

## **7.8. Adjusting to life as a graduate research student**

The relatively unstructured nature of research is very different from the study mode that you would have experienced as an undergraduate or graduate coursework student. You will operate with an increasing degree of autonomy, have fewer fixed deadlines and much longer periods of time between them. Even more significantly, you are embarking on a process of discovery, in many cases through trial and error.

There will not always be someone there who can steer you in the right direction or confirm that you have the 'correct' answer. It is quite likely that at some point during your candidature, things will not go the way that you expect (or want them to). While everyone will have different experiences undertaking a graduate research degree, it is important to realise that some of the hurdles to completion will be emotional and these may be more difficult to conquer than the practical problems (e.g. imposter syndrome). During the course of your program, you are likely to experience several emotions, many positive (intellectual stimulation, challenge, curiosity,

understanding, the excitement of new discovery) and some negative (frustration, impatience, failure, fear).

On balance, most graduate research students find research to be a highly rewarding experience, but for those times when you are feeling overwhelmed by it all, the top five strategies are to:

- Seek the support of others, including friends, family, other research students in your School, your supervisor(s) or a University counsellor.
- Develop self-management techniques that work for you
- Learn and understand the research process and what to expect at each stage of your candidature
- Engage with the research culture of your School and the University; and of course
- Have a life outside of research! Make time for yourself, your friends and family and the activities that you enjoy.

You also need supervisors who understand your needs and can provide sufficient support. Don't be afraid to tell your supervisors if you are struggling; they were research students once and will remember the challenges of their own candidature.

It is also worth exploring opportunities to connect with your fellow graduate research students. Such opportunities are not limited to activities within your School. Participating in GRIT workshops and activities gives you the opportunity to connect with your peers from all disciplines and share experiences and insights. Through GRIT you can access workshops on research degree planning, stress management and emotional skills development which will help you maintain a healthy and positive mindset throughout your time as a graduate research student.

Whatever your discipline, there will be many opportunities for you to benefit from, and contribute to, the rich research culture of the University.



## 8. Graduate Research & Innovation Training (GRIT)

At Adelaide University, we are committed to helping you become a skilled, confident and well-rounded researcher, ready for a career in academia or beyond.

The Graduate Research & Innovation Training (GRIT) program is a core part of your research degree. It supports your development from enrolment through to thesis submission and beyond, helping you build the skills and confidence to succeed in your research and future career.

GRIT gives you access to a wide range of development opportunities and experiences designed to:

- broaden your research training experience
- expand your technical and professional skillset
- support your career goals
- connect you with peers and ease your transition into graduate research life.

Participation in GRIT is compulsory for all PhD and Master of Philosophy students. All graduate research students are welcome to take part in GRIT activities.

The GRIT Handbook contains detailed information about program requirements, and guidance on maximising your development.

## 8.1. A flexible framework for your development

The GRIT framework requires completion of four fixed activities to ensure all graduate research students receive a comprehensive induction and are aware of their rights and responsibilities as researchers at Adelaide University:

- [Graduate Researcher Induction](#)
- [Research Integrity](#)
- [Aboriginal and Torres Strait Islander Research Methodologies](#)
- [Respectful Relationships in Research Training](#)

In addition to the fixed activities, you can choose a combination of training and experiential researcher activities that meet your own research and professional development needs. Eligible activities are recognised across the three flexible Researcher Development Domains. Activities under each domain are further categorised in terms of focus areas as follows:

Domain	Focus Areas
Enabling Quality Research	<ul style="list-style-type: none"><li>• Digital Literacy</li><li>• Managing Research</li><li>• Research Knowledge</li><li>• Research Methodologies</li><li>• Responsible Research</li></ul>
Expanding Professional Practice	<ul style="list-style-type: none"><li>• Keeping Well</li><li>• Professional Expertise</li><li>• Thinking Big</li></ul>
Shaping the Future	<ul style="list-style-type: none"><li>• External Engagement</li><li>• Sharing Research with the World</li><li>• Teaching</li></ul>

## 8.2. Requirements

To complete your degree, you will need to meet the following GRIT activity requirements before submitting your thesis:

### PhD students

Minimum of 100 hours:

- includes approximately 20 hours of fixed activities
- plus at least 80 hours of eligible flexible activities across all three domains (at least 10 per domain).

### Master of Philosophy students

Minimum of 60 hours:

- includes approximately 20 hours of fixed activities
- plus at least 40 hours of eligible flexible activities across all three domains (at least 5 per domain).

### Master of Research students

GRIT activities are available but not compulsory.

### **8.2.1. Graduate research students who commenced at the University of Adelaide**

If you commenced at the University of Adelaide, you are only required to participate in GRIT if you were required to participate in the Career and Research Skills Training (CaRST) program. Your CaRST activities have been mapped to the GRIT framework and recognised for GRIT credit. You must continue to complete and record eligible activities until the GRIT requirements for your degree program are satisfied (100 hours for PhD, 60 hours for MPhil).

While the fixed activities are not required, if you did not previously complete the online Postgraduate Research Induction course at the University of Adelaide, you will be required to complete the Adelaide University Graduate Researcher Induction. Similarly, you must complete the Research Integrity course if you have not yet done so. If you were granted an exception from CaRST, you are exempt from GRIT.

### **8.2.2. Graduate research students who commenced at the University of South Australia**

If you commenced at the University of South Australia, you are not required to participate in GRIT. However, if you did not complete your Orientation and Induction milestones at the University of South Australia, you are required to complete the Adelaide University Graduate Researcher Induction. Similarly, you must complete the Research Integrity course if you did not complete the Research Integrity module at the University of South Australia. You are encouraged to continue to engage with your researcher development.

## **8.3. GRIT activities**

The Graduate Research School works collaboratively with academic areas, administrative units, and external training providers to provide a number of development opportunities at no cost to graduate research students. These opportunities cover a broad range of personal, professional and technical topics that will help you become a more effective and well-rounded researcher, as well as increase your employability for a variety of career pathways.

AUGRS sponsored development opportunities include:

- a range of in-person workshops and seminars
- online live GRIT seminars for remote participation
- an online library of pre-recorded workshops and modules that are Online self-paced modules for maximal flexibility and convenience (available via AU Canvas)
- industry programs and placements
- coordination of the University's Three Minute Thesis (3MT®) competition
- a fortnightly newsletter to let you know about GRIT events, special programs and other relevant opportunities.

We also encourage you to explore other sources of GRIT tailored to your own individual needs and interests. Each graduate research student has unique development needs. The flexible Researcher Development Domains are designed with this in mind.

The following is a sample of the kind of external activities recognised for GRIT:

- Formal training undertaken through workshops, in-person and online modules, and other structured training programs.
- Learning experiences you undertake as a graduate research student, such as attending and presenting at conferences and seminars, attending industry focused networking events, and publishing your research.
- Commercialisation and engagement activities including arrangements with external organisations that enable experiential learning related to your research, like industry placements and community outreach.
- Continuing professional development (CPD) activities are designed to help you manage and enhance your growth, abilities and learning as a professional.

While you are encouraged to explore eligible training and development opportunities external to the University, you are neither required nor expected to pay for GRIT activities. However, since GRIT is a formal degree requirement, you must be able to provide sufficient evidence of your activity completion/participation in order to have your activity recognised for GRIT credit. You should therefore verify whether you can secure sufficient evidence prior to engaging in externally provided activities which you hope to have recognised for GRIT credit.

If you have questions about external activity eligibility or would like assistance identifying GRIT activities relevant to your needs, contact the GRIT team at [grit@adelaide.edu.au](mailto:grit@adelaide.edu.au)

## 8.4. GRIT online platform

The GRIT online system enables you to find and book activities to keep track of your ongoing development throughout your research degree. For each activity you complete, you can track your participation and record evidence of your development activities.

To ensure that you are completing professional development activities that are most beneficial to you, the GRIT platform contains a Development Needs Analysis (DNA) tool which you can use to identify your current strengths and developmental priorities. It is recommended that you complete the DNA prior to your Initial Review of Progress to help you make the most out of the time you spend engaging in eligible flexible activities throughout your candidature. As your skills develop and your priorities change, you can revisit the skills assessment to seek recommendations for training that meets your needs.

Login to the GRIT online platform at [grit.adelaide.edu.au](http://grit.adelaide.edu.au)

## 8.5. Completing GRIT

It is your responsibility to maintain a record of your GRIT activities through the GRIT online platform. Your GRIT progress will be monitored throughout your candidature, and your GRIT record will be subject to regular audits performed at progress reviews to ensure you are on track to complete your GRIT requirements prior to thesis submission. If a recording error is discovered during one of these audits, staff at the AUGRS will contact you via email to inform you and let you know what's needed to have the activity and credits correctly recorded. If the activity is determined to be ineligible for credit, the credits will not be restored to your record, and an explanation will be provided.

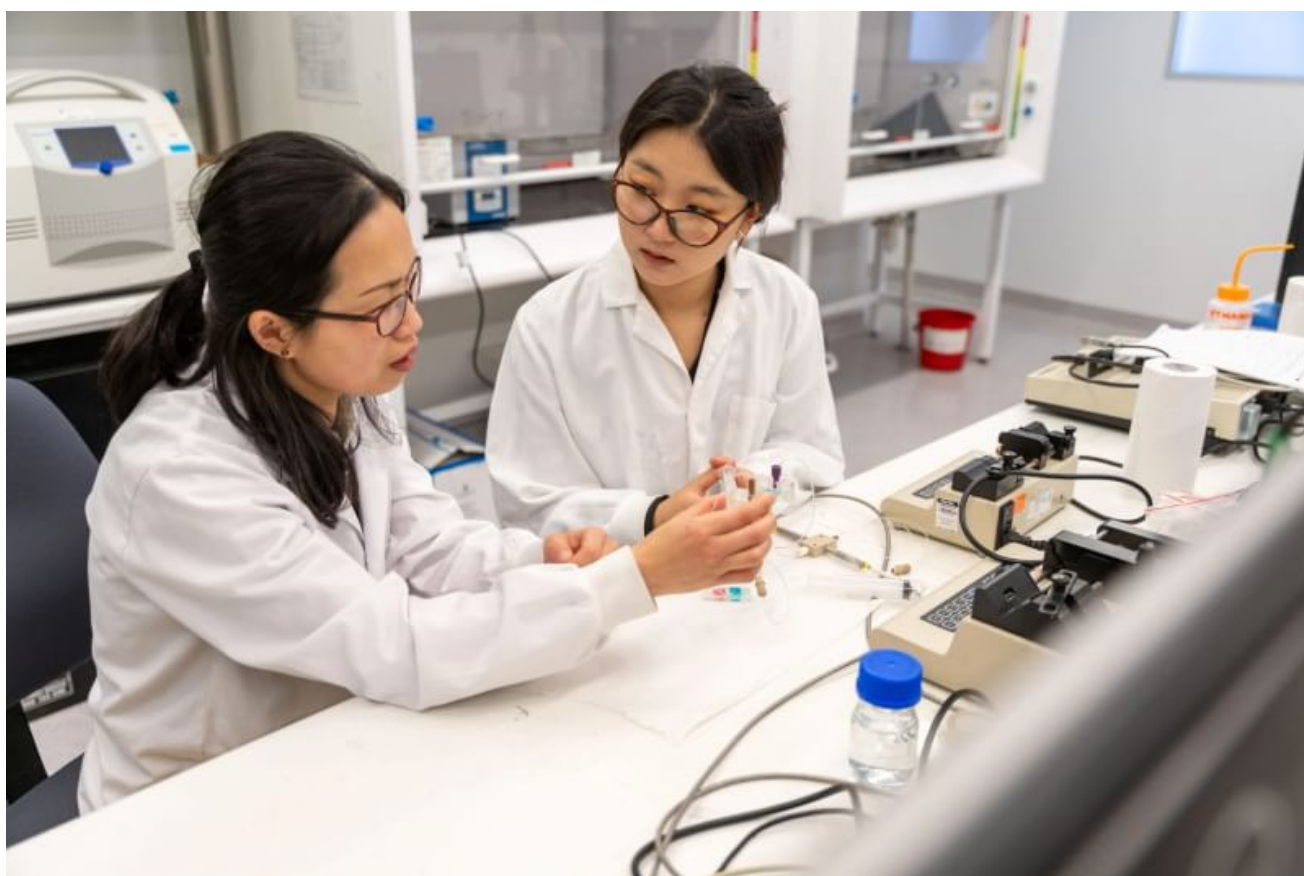
Once you have recorded a sufficient number of hours to satisfy the GRIT requirements for your degree program, you will initiate a review of your GRIT completion via the GRIT online platform. Upon successful completion of this review, your GRIT milestone will be updated, and you will be emailed a GRIT completion certificate. If a recording error is discovered during this review, staff at the AUGRS will contact you as described above.

You must complete the GRIT requirements for your degree program prior to thesis submission.

## **8.6. Can I be exempted from GRIT participation?**

GRIT is an integral part of research education at Adelaide University, designed to support your development and needs. As it is a formal degree requirement, completion of GRIT is compulsory for all PhD and Master of Philosophy students. Completion is also a prerequisite for thesis submission, so you should plan your GRIT program early in candidature to ensure that thesis submission is not delayed.

All graduate research students are encouraged to take advantage of the opportunities that GRIT offers to develop professional and transferrable skills to prepare them for a range of careers in universities or the private and public sectors. Remember, the program is flexible and designed to provide you with the autonomy to hone it to your liking depending on your own unique developmental needs and interests.



## 9. Supervision

### 9.1. You and your supervisors

Your supervisors are your key partners throughout your research degree. Every supervisory relationship is unique, and it is up to you and your supervisors to clearly define that relationship.

Your supervisors bring valuable expertise in your research area and will support your learning and development. As a graduate research student, you are expected to take ownership of your project and steer its direction. Over time, you will become the expert in your specific topic, with your supervisors there to guide and encourage you – not to control your research.

Building a strong supervisory relationship takes effort from both sides. You and your supervisors will work together to find the right balance between guidance and active listening. Within your first month, you will complete a Candidature Agreement that sets clear expectations for how you will collaborate throughout your research journey.

All supervisors on your panel are required to be registered on the Adelaide University Supervisor Register and to complete regular professional development in graduate research supervision in accordance with the [Graduate Research Supervision Procedure](#).

### 9.2. Supervisory roles

Your supervisory panel brings together a team of experts to support your research journey.

The **Principal Supervisor** is a research-active academic staff member employed by Adelaide University or a Titleholder of the University who has primary responsibility for guiding the graduate research student and facilitating their progress, assisted by one or more other members of the Supervisory Panel.

A **Co-supervisor** is a research-active staff member or Titleholder of the University who provides support to the Principal Supervisor in guiding the research undertaken by the graduate research student.

An **External Supervisor** is a research-active person who assists with the supervision of a graduate research student, who is not a staff member, or Titleholder of the University. An External supervisor may not undertake principal supervision. The External Supervisor may be a member of another academic institution, research entity, professional organisation or relevant industry, or other member of society with relevant qualifications and expertise. External Supervisors must be registered as an External Supervisor as per the Graduate Research Supervisor Register Protocol.

An **Adjunct** or **Titleholder** is any person who is not a member of the University's academic staff and who has an honorary academic title awarded by the University under the relevant policy or procedure. Adjuncts or Titleholders who wish to be Principal Supervisors must be active in the research culture of the University, collaborating with the relevant researchers or research group who are staff members of the University. Being active in the research culture may include, for example participation in seminars, committees, or regularly engaging with

other members of the Supervisory Panel and research activities in the School. The approval of the Dean of School (or delegate) will be required for a Titleholder to act as a Principal Supervisor.

### **9.3. Supervisory panel**

PhD and Master of Philosophy students will be supervised by a supervisory panel consisting of a minimum of two supervisors, with an ideal panel consisting of three academic supervisors, with larger panels also possible. Each panel must have a Principal Supervisor and at least one Co-supervisor from your discipline area. Master of Research students may be supervised by a single Principal Supervisor: however, the ideal arrangement is two or more academic supervisors on a panel. In all cases, at least one of the supervisory panel members must be a staff member of the University.

The roles and responsibilities of each panel member will be agreed and documented in your Candidature Agreement at the commencement of candidature. This document should be reviewed and updated as necessary at all candidature progress reviews.

### **9.4. Meetings**

Principal Supervisors are expected to meet with their graduate research students individually or as a supervisory team at least fortnightly. Meeting formats and frequency must be detailed in the Candidature Agreement. Exceptions to this frequency may be appropriate for half-time candidates.

A record should be kept of all supervisory panel meetings, including attendance, agenda items, key discussion points, decisions and actions. As a graduate research student, it is your responsibility for creating this record, which must be stored in a location and format accessible to you, all supervisors, the Dean of School and the Graduate Research Coordinator. It is recommended that you use Adelaide University Box for these purposes. Box allows AU staff and students to securely share and collaborate on content from any device, anywhere.

You and your supervisors should establish and maintain frequent and clear communication, which means actively identifying and resolving any misunderstanding or divergent expectations as they arise.

Supervisors should be responsive to the graduate research student's changing needs at different stages of the degree and should be prepared within reason to meet more frequently if required to provide adequate support.

### **9.5. What to expect from your Principal Supervisor**

Among other things, your Principal Supervisor should:

- guide and oversee the conduct of your research
- help you design and develop a clearly defined research project that is suitable for a timely completion

- monitor your progress towards the completion of your degree and constructively inform you if your progress is inadequate or insufficient
- mentor you through the research process
- ensure administrative tasks such as ethics applications are completed or responded to without unreasonable delay, and
- help you identify and support appropriate skills training and professional development.

For a full list of the responsibilities of supervisors, including those particular to the Principal Supervisor, see the [Graduate Research: Research Supervision Protocol](#).

## **9.6. How to work with your supervisors**

### ***Have regular meetings***

Arrange regular supervision meetings in advance – you and your supervisors are busy people. You will need to establish with your supervisors:

- how often and when you meet
- whether you meet face-to-face or online
- how long you spend in supervision meetings
- an agenda and goals for the supervision meetings.

Never leave a supervisory meeting without setting a time for the next one.

### ***Prepare for supervisory meetings***

It is your responsibility to set the agenda for supervisory meetings. Give your supervisor some written material and advance notice of your agenda. Supervision is generally more productive and effective if you and your supervisor are adequately prepared.

- Provide your supervisor with any readings which may form the background to the meetings (e.g. raw or analysed data, references of published work, drafts of thesis chapters, manuscripts or other outputs).
- Let them know of any specific questions or issues you wish to discuss.

### ***Keep a record for supervisory meetings***

Contact with your supervisor is part of your research so keep notes to inform your study.

Keep a record of agreements reached in supervisory meetings. Before you conclude a meeting, you and your supervisor should spend about 10 minutes recording in writing any consensus decisions and actions that have a direct bearing on your research, including:

- any decisions made that influence the direction of your research
- the time and date of the next supervision meeting
- the tasks you have agreed to complete before the next supervision meeting
- the tasks your supervisor will undertake before the next supervision meeting.

Written records should be shared with your supervisor following the meeting and stored in Box.

### ***Keep in regular contact***

Keep in touch with your supervisor. You should meet in person or online, or email each other regularly.

### ***Submit regular progress reports and drafts of your work***

Be sure to establish clear expectations concerning the frequency with which you should submit material to your supervisor. You should also discuss the expectations surrounding feedback, including how it will be provided and how frequently it will be provided.

### ***Discuss your working relationship***

Let your supervisor know how the supervisory relationship is working for you. Don't make your supervisor second-guess your needs.

If you feel your supervisor is being too laid back and non-directive, say so. If you feel your supervisor is being too dominating and directive, say so. If you want more or less support than you are getting, ask for it. Ask your Graduate Research Coordinator for help if you are having difficulties.

### ***Keep all supervisors informed of your progress***

Your supervisors are there to support you in your research and need to be regularly informed of your progress. If your Principal Supervisor is unable to continue supervising temporarily or permanently, it is expected that another member of your supervisory panel will assume that responsibility until an alternative supervisor is designated.

### ***Be diligent, meet agreed deadlines and respect the multiple demands on your supervisors' time***

If you fall behind on your deadlines or are unable to make it to a previously agreed upon meeting, provide your supervisor(s) with as much notice as possible. Take responsibility for your mistakes or shortcomings, and work with your supervisor(s) to identify a productive path forward.

## **9.7. Continuity of supervision**

The University will endeavour to provide continuity of supervision for every graduate research student.

### **9.7.1. Principal Supervisor absences**

In the event that a Principal Supervisor is absent for a period longer than four weeks, prior to this leave (where possible), the Principal Supervisor must inform the graduate research student and the Graduate Research Coordinator. On advice of the Graduate Research Coordinator and the graduate research student, the Dean of School (or delegate) may decide to either:

- a. ask the Co-supervisor to assume all responsibilities for principal supervision or
- b. nominate a replacement Principal Supervisor within ten working days of being informed of the matter.

If the panel only consists of two supervisors and the period of leave is longer than four continuous weeks, another member of staff must be added to the panel to ensure continuity of supervision; except for Master of Research students.

### **9.7.2. Supervisory relationship**

It is important that any problems within the supervisory relationship are monitored, documented, and reported as soon as possible so that they may be addressed promptly and appropriately.

Both you and your supervisors are encouraged to report any form of inappropriate behaviour or conflict and are expected to engage proactively with University processes for resolving conflict, with all parties working together in good faith and mutual respect with a view to ensuring successful continuation of candidature.

When disagreements between you and your supervisor(s) arise that cannot be resolved, the Graduate Research Coordinator must be notified and if necessary, the matter will be referred to the Dean, Research or Dean of School or delegate (e.g. Academic Lead). If an irreconcilable breakdown occurs in the supervisory relationship(s), the Dean of School will nominate a replacement Principal Supervisor.

A graduate research student who refuses reasonable offers of replacement supervision may be administratively withdrawn as per the Graduate Research Candidature Procedure. See the 'Administrative leave' section of this Handbook for more information.

For more information, see the [Graduate Research: Graduate Research Supervision Protocol](#).

## 10. Conduct of research

All students and staff engaged in research are expected to:

- maintain high ethical standards and intellectual honesty
- ensure accuracy and validity in data collection and reporting
- store and retain data appropriately
- comply with discipline-specific health, safety and wellbeing requirements
- follow the University's authorship procedures
- avoid real or perceived conflicts of interest
- recognise and assign intellectual property, copyright and technical/editing assistance appropriately
- honour confidentiality and contractual agreements.

You should also familiarise yourself with the University's [Research Integrity Policy](#).

### 10.1. The Australian Code for the Responsible Conduct of Research

The [Australian Code for the Responsible Conduct of Research](#) (the Code) sets the national benchmark for responsible research practice. It covers:

- managing breaches and concerns
- data and materials storage
- authorship and publication
- peer review
- conflict of interest
- responsibilities when witnessing potential breachers.

All graduate research students at Adelaide University are required to undertake training in the Code and professional research conduct. Online training is provided in the Research Integrity course from Epigeum, available via [AU Canvas](#). Completion of this course is required as part of the Initial Review of Progress.

### 10.2. Management of research data and primary materials

As outlined in the Code, the responsible conduct of research includes the proper management and retention of research data. Data and your interpretation of data provides your examiners and the broader research world with an understanding of your contributions to research and its importance.

Retaining research data is important because it is the best way to verify your findings. While it may not be practical to keep all the primary material (such as ore, artefacts, biological material, or questionnaires), durable records derived from them (such as assays, photographs, digital recordings, test results, transcripts and laboratory and field notes) must be retained and remain accessible. Consideration of privacy and confidentiality expectations when storing and sharing data and other materials must be made.

It is essential that you work with your supervisor to determine a plan for the appropriate management of data and primary materials, and the backing-up of data during and on conclusion of your research project. The appropriate management and retention of research data becomes a much easier task where a data management plan is put in place from the beginning of your degree. Accordingly, development and lodgement of a plan is a compulsory requirement for completion of your Initial Review of Progress.

The University offers a research data management planning tool, [Research Data Planner](#), to assist with the creation of high-quality plans. Research Data Planner presents a series of questions about how you plan to manage research data and primary materials in your project and provides information about the services and support available at the University to help.

The University Library also provides access to [LabArchives](#), a cloud-based electronic lab notebook which can be used for collaboration and data management.

At thesis submission, you will need to confirm that all relevant data has been securely stored on University managed storage and/or deposited with your supervisor and ensure that the final locations for storage and any data publication are recorded on an updated version of your Data Management Plan.

### **10.3. Figshare**

You can publish your research data using [Figshare](#), the University's data and digital object repository. This helps share your work with other researchers and ensures the University maintains a record of your outputs.

It may be more appropriate to publish your data in a discipline-specific repository. If so, you should record the DOI or citation in your Data Management Plan and your Aurora profile. Never publish sensitive data or confidential information in a public repository. Consult with your supervisor or the University Library for more information about making sensitive data discoverable citable.

Further information about managing and publishing your research data can be found in the Library's [Research Data Management Guide](#).

### **10.4. Ethics and compliance in research**

All graduate research students must be familiar with the relevant legislative and compliance requirements of the University as well as those of regulatory and advisory bodies in relation to their research or experimentation. As research projects and practices must conform to the accepted ethical standards and statutory requirements, you are not permitted to commence research involving human participants, animals, genetically modified organisms or regulated biological materials until you have completed appropriate ethics or compliance training and obtained the required approvals. Certain research activities will also require export, import or other permits to be obtained before research can commence.

It is essential to note that required approvals cannot be granted in retrospect and that the conduct of research without appropriate ethics or compliance approval would be breach of the Australian Code for the Responsible Conduct of Research and University policy.

Required ethics and compliance approvals must normally be arranged by the time you complete your Initial Review. If it is indicated in your Initial Review that you need ethics or compliance approval but have not yet received it, the Graduate Research School will add an 'Ethics' milestone to your candidature record as a reminder that approval still needs to be obtained.

To demonstrate that you have obtained the necessary approval(s), you must provide the relevant approval number and attach a copy of the letter(s) confirming approval from the relevant ethics committee(s) or regulatory bodies before submitting. A copy of the ethics or permit application itself is not required. Following approval of your Initial Review of Progress, if there is a change in project direction and ethics, or compliance approval becomes necessary alter in your degree or there are proposed changes to already approved research, you must ensure that a new application or amendment application is submitted well in advance of the date when you expect to commence this aspect of your research to allow sufficient time for the application to be considered and processed. Your Principal Supervisor can advise you on how far in advance you need to submit an application or amendment.

During the Mid-Candidature Review of Progress, you will be asked to report on whether your ethics requirements have changed since your previous progress reviews. As with the Initial Review, if it is indicated that you need ethics or compliance approval but have not yet received it, the Graduate Research School will add an 'Ethics' milestone to your record as a reminder that approval still needs to be obtained. The milestone will be completed after you provide evidence of the required approval.

Failure to obtain the necessary ethics or compliance approval(s) before commencement of research can have serious consequences. For example:

- You can be held personally liable in relation to non-compliance. Not only could your candidature be jeopardised, but penalties can be imposed, including criminal prosecution, fines or imprisonment. A major non-compliance could possibly cause a shut down in a particular area of the University if a statutory body withdrew its accreditation licence.
- Major funding bodies will only release funds to successful grant holders once all relevant approvals have been obtained. Ongoing funding is also dependent on ongoing compliance with your approvals.

While it is your Principal Supervisor who will submit the application(s) for any required ethical or compliance approval(s) for your graduate research project, you will be involved in preparing applications for approval which may involve interaction with the relevant ethics or compliance officer.

It is your responsibility to ensure that your supervisor has obtained the necessary approval(s) and to see that this is reported to the Graduate Research School. It is also your responsibility not to commence research without any necessary approvals or your supervisor's awareness that the research is due to commence. You must ensure you are aware of all requirements of the ethics approval(s) related to your research, including your obligations regarding privacy and confidentiality, particularly when working with human research subjects.

The University's [Office of Research Compliance, Ethics and Integrity \(ORCEI\)](#) provides resources, advice and assistance to University researchers regarding their ethics and compliance obligations.

## 10.5. Human research

Human research is research conducted with or about people, or their data or tissue. It can be broadly understood to include: taking part in surveys, interviews or focus groups; undergoing psychological, physiological or medical testing or treatment; being observed by researchers; the collection and use of participants' body organs, tissues or fluids; access to their personal documents or other materials and access to their information (in individually identifiable, re-identifiable or nonidentifiable form) as part of an existing published or unpublished source or database.

The [National Statement on Ethical Conduct in Human Research 2023](#) provides guidance and outlines responsibilities of researchers and institutions for the ethical design, conduct and dissemination of results of human research, and outlines the responsibilities of review bodies in the ethical review of research. The purpose of the National Statement is to promote ethically responsible human research.

As noted in the National Statement's Preamble, the responsibility for the ethical design, review and conduct of human research is exercised at many levels, including researchers and their supervisors, Human Research Ethics Committees (HRECs) and other review bodies, the institutions that set up the processes of ethics reviews, funding organisations, agencies that set standards, and governments. Nevertheless, individual (graduate) researchers and the University hold primary responsibility for seeing that their research is ethically acceptable.

There are three levels of ethical review for human research which are determined according to the National Statement and based upon the level of risk to project's participants.

These are:

- research exempt from HREC review
- research eligible for lower risk review
- research requiring full HREC review.

A risk is a potential for harm, discomfort or inconvenience. It involves:

- the likelihood that any harm or discomfort will occur
- the severity or magnitude of the harm or discomfort, including their consequences.

You must obtain ethics approval from an Adelaide University HREC or from an HREC approved by the University. Training in human ethics is a requirement for all graduate researchers who need the appropriate ethical approval for their work.

## 10.6. Animal ethics

The use of animals for research purposes is regulated by State legislation and must also comply with the Australian Code for the Care and Use of Animals for Scientific Purposes.

All researchers have an obligation to respect animals. Responsible research ensures that the care and use of animals for scientific purposes is ethically acceptable, balancing whether the potential effects on the wellbeing of the animals involved is justified by the potential benefits to humans, animals or the environment.

All University personnel who wish to use animals for teaching, research or experimentation must obtain ethical approval from the Adelaide University Animal Ethics Committee (AEC) prior to any use or involvement with animals, irrespective of where they are located, where animals may be housed or used, or the source of funding. Graduate research projects must also receive Adelaide University ethical clearance.

When animals are housed at a non-Adelaide University animal facility, approval must be obtained from the organisation responsible for the premises in which the animals will be housed, providing Adelaide University holds a Deed of Reciprocal Access with the Facility. If the animals will not be housed, approval must be obtained from the AEC established by the organisation which employs or engages the Chief Investigator on the Animal Ethics application. If the animals are held at multiple organisations, then AEC approval from both an Adelaide University AEC and the other organisation is required. If the other Institutional AEC is not recognised by Adelaide University under a Deed of Reciprocal Access, then dual approval is required.

If your research will involve the use of animals, completion of the online Compass Animal Welfare Training course is required. Following completion of this course, you must undertake and satisfactorily complete the compulsory online assessment to demonstrate your competency and provide the resulting certificate to the Graduate Research School on completion of your Initial Review. The certificate of course completion must also be forwarded to the Animal Ethics team in the Office of Research Compliance, Ethics and Integrity for recording in the AEC Training Register.

## **10.7. Gene technology**

If your research will involve genetically modified organisms (GMOs), you will need the appropriate approvals from Adelaide University Institutional Biosafety Committee and, where necessary, the Office of the Gene Technology Regulator (OGTS), prior to commencing your research. All dealings with GMOs must comply with the Gene Technology Act 2000 and the associated Gene Technology Regulations 2001. Certain dealings with GMOs must be conducted within physical containment facilities that are certified by the OGTR and graduate research students working in these facilities must be trained in the OGTR requirements. If you are working in another organisation's premises or facilities, there is the requirement to meet both the University and the other organisation's compliance protocols. If approval is obtained from another organisation's Institutional Biosafety Committee, you will need to contact the Office of Research Compliance, Ethics and Integrity to enquire whether this can be accepted by Adelaide University or if dual approval is required.

## 10.8. Biosecurity

The Biosecurity Act 2015 details how the biosecurity risks associated with goods, people and conveyances entering Australia are managed. If you plan to import/receive material from overseas, you may require an Import Permit from the Department of Agriculture. In addition, some quarantine status material must be stored or dealt with in an Approved Arrangements facility (AA). You have a responsibility to ensure that you comply with the Biosecurity Act when dealing with quarantine status material and with the requirements of all other regulatory organisations prior to and after importation or exportation of materials. Additional compliance and training requirements pertain to research involving quarantine status materials.

## 10.9. Security sensitive biological agents

In accordance with the National Health Security Act 2007, to improve the security of biological agents of security concern in Australia, a regulatory scheme has been implemented by the Office of Health Protection, Department of Health for the regulation of security – sensitive biological agents. The aim is ‘to give effect to Australia’s obligations to establish controls for the security of certain biological agents that could be used as weapons.’ Agents that are considered to be of security concern to Australia are regulated by inclusion on the List of Security Sensitive Biological Agents (the List of SSBAs). The regulations control both known and suspected SSBAs.

If your research will involve handling any agent on the List of SSBAs, your Principal Supervisor must first contact the Office of Research Ethics, Compliance and Integrity in order to register the SSBAs well in advance of any intention to handle the SSBAs.

## 10.10. Export controls

Export control laws, notably the Customs Act 1901 and the *Defence Trade Controls Amendment Act 2024*, regulate the export from Australia to a place outside Australia of certain defence and strategic goods and technology and the supply of Defence and Strategic Goods List technology to non-exempt foreign persons within Australia. Such exports include the disclosure or transmission of certain controlled information. All researchers must abide by the relevant legislative and compliance requirements in relation to the export and intangible supply of goods, technology and information and take steps to obtain the necessary permits prior to commencing research which is subject to export controls. The Minister for Defence is authorised to grant a licence or permission to export goods and technology listed in the Defence and Strategic Goods List. Further information about Defence Trade Controls can be obtained from the Office of Research Security, [exportcontrols@adelaide.edu.au](mailto:exportcontrols@adelaide.edu.au).

## 10.11. Intellectual property (IP)

Understanding how intellectual property (IP) and embargoes apply to your research is essential, especially if your project involves commercial potential, external partners or sensitive data.

IP can be complex, so it is best to raise any questions early in your candidature. Speak with your Principal Supervisor or Graduate Research Coordinator to avoid unnecessary delays. If needed, you are encouraged to seek independent legal advice.

***Please note, Adelaide University honours existing IP agreements and obligations from our foundation universities until they are reviewed and incorporated into Adelaide University's unified IP management structure.***

Intellectual property (IP) refers to the legal rights associated with creations of the mind. This includes:

- patents
- inventions
- plant breeder's rights
- registered or unregistered trademarks and service marks
- registered designs
- copyrights
- database rights
- design rights
- confidential information (essentially the right to require information to be kept confidential)
- knowhow
- applications for any of the above.

Under the University's [Intellectual Property \(IP\) Policy](#), IP will be managed depending on your foundation university or the foundation university of your Principal Supervisor.

Read more about the University's [Intellectual Property Policy](#) and [Procedure](#).

As a graduate research student, you will own the IP you create during the course of your research unless:

- the IP arises from, or builds upon, pre-existing University IP
- the work forms part of a funded, sponsored or otherwise contractually governed project that specifies University or third-party ownership
- the student has agreed in writing, before commencing the work, to assign IP as a condition of participating in a program, project or scholarship.

Where assignment of IP is required, the assignment must be confirmed in writing in an IP Assignment Deed Poll (or equivalent IP Assignment Deed) prior to the commencement of research. Further, if your scholarship is conditional on signing an IP assignment deed, refusal to sign may result in cancellation, even if payment have already commenced.

Students must be informed of the implications and encouraged to obtain independent advice.

Copyright in student theses normally remains with the author unless otherwise agreed.

Note also that if the above conditions apply, you should discuss with your supervisor(s) whether an IP embargo should be placed on your thesis from the date of original submission for examination. During this time, there would be restrictions on publishing the thesis in whole or in part. If the decision is made to place an embargo, please submit the [Embargo Application](#).

For more information, including details on how IP from the foundation universities is handled, consult Adelaide University's Intellectual Property Policy.

The Graduate Research School will send the Deed Poll to relevant graduate research students for signature. Some third-party partners (e.g. CSIRO, SAHMRI, SA Pathology, CRCs) may have their own student agreements with additional IP provisions. Depending on the circumstances, a [Student IP Deed Poll](#) may still be required alongside these agreements.

***Please note, the following is only relevant for graduate researchers following the University of Adelaide IP Policy.***

Under the University of Adelaide's Intellectual Property (IP) Policy, you retain ownership of the IP you create during your studies, unless your research falls into one of two specific categories:

- **Case A:** Your project builds on pre-existing University-owned IP that is maintained and potentially commercialised by the University.
- **Case B:** Your project is conducted for, or in collaboration with, an external third party (e.g. CSIRO, DSTG, CALHN, SAHMRI, SARDI, FRDC, other universities, companies or industry partners).

Whether Case A or B applies is determined through your [Initial Review](#). If either applies, the University will require you to sign a Student IP Deed Poll - a legal document that transfers your IP rights (excluding copyright) to the University.

This assignment of rights ensures the University:

- can protect existing IP (Case A)
- can meet its contractual obligations to external partners (Case B).

If your project falls under Case A, the University will cover the cost of protecting the IP (where commercially feasible) and ensure your contribution is recognised and rewarded in line with staff entitlements, such as sharing in proceeds from commercialisation, in accordance with the IP Policy.

If you or your Principal Supervisor have concerns about signing the Deed Poll, contact the Graduate Research School.

Please note:

- You cannot work on a Case A or Case B project without signing the Deed Poll.
- If your scholarship is conditional on signing the Deed Poll, refusal to sign may result in cancellation - even if payments have already commenced.

## **10.12. Embargo applications**

The University supports open access to research. Most graduate research theses are made publicly available via the [Adelaide Research and Scholarship \(AR&S\) Digital Repository](#) and [Trove](#).

However, you may apply to restrict access to your thesis for a limited time. If approved:

- the full digital thesis will not be downloadable
- only the citation, abstract and exegesis (if applicable) will appear online.

Embargoes are typically granted for 12 months up to two years from submission. In exceptional cases, such as national security concerns, an extended embargo may be approved. If you need an extension, apply at least two months before the embargo expires. Otherwise, it will lift automatically.

Common reasons for requesting an embargo include:

- intellectual property protection
- confidentiality (e.g. protecting participant anonymity)
- commercial, cultural, political or legal sensitivity
- pending patents or publishing contracts
- sponsor or school requirements
- security restrictions.

To apply, complete an [Embargo Application](#). Submit your application as early as possible, preferably well before thesis submission, to avoid delays in examination.

To remove an embargo before it expires, please contact the Graduate Research School.

For creative works such as novels or musical performances, you may request an embargo on the work itself. However, embargoes are not normally granted for the exegesis. Ensure your thesis and exegesis are submitted as separate files.

### **10.13. Copyright**

As a graduate research student, you will often use your own or other people's copyright material during your study, research or writing. The Copyright act has provisions for students and researchers to use material for certain purposes without being in breach of copyright. However, limits and conditions apply to the copying and use of this material. It is the personal responsibility of all students and researchers to comply with the Copyright Act.

For more information on how to use third party materials lawfully and with integrity, see the University's Copyright Compliance Procedure and the Library's Copyright for Research & Publishing page.

### **10.14. Plagiarism and iThenticate**

Plagiarism is the theft of work and ideas without due acknowledgement and attribution. It could be the use of other peoples' work or your own (the latter is known as self-plagiarism or redundant publication). The University has a zero-tolerance policy for plagiarism amongst staff and graduate research students and will address any such instances as potential research misconduct. Graduate research students who commit plagiarism may find their candidature terminated or their degree failed.

The University provides access to [iThenticate](#), a text matching software tool, that will compare documents you submit to an extensive database of web pages and scholarly content to produce a similarity score and report. This assists you to review your work, check for originality and

ensure you have cited non-original work appropriately. It is a requirement that your thesis is reviewed using iThenticate prior to the submission for examination and you will need to upload the iThenticate report when submitting your thesis.

## **10.15. Generative AI**

Generative AI tools generate new content such as text or images based on prompts from the user. These tools can support your research, but their use must be transparent, responsible and consistent with University policies and procedures.

For research outputs related to your graduate research degree, the decision to use generative AI tools should be discussed with your supervisor(s) prior to use. Ultimate responsibility for research outputs, including research theses, is with the author(s) of the work. As the sole author of the research thesis, you are responsible for the content of the thesis, including any errors, omissions, bias or plagiarism introduced by the use of a generative AI tool.

The following uses of generative AI are not permitted:

- generation of text for inclusion in the thesis (where small portions of text are generated by AI tools, they must be presented in quotations and cited appropriately on the page, for example through footnote or in-text reference)
- translation of large portions of text written by the student in another language into English
- inclusion of content generated or altered by generative AI without appropriate acknowledgement
- uploading sensitive, copyrighted or confidential information into generative AI tools
- uploading unprotected intellectual property into generative AI tools.

Use must comply with the University's [Academic Integrity](#) and [Research Integrity](#) policies.

### **10.15.1. Acknowledging generative AI use**

Graduate research students must maintain their own records of generative AI use, including programs or applications used, dates and prompts. These records may be requested where concerns about generative AI use are raised by supervisors, University staff, examiners or other relevant parties. Graduate research students using AI for any purpose within the thesis must include a use of AI statement on the acknowledgement page of the thesis.

The use of generative AI for any purpose within internal research outputs (e.g. in a presentation or research proposal) must be acknowledged, for example on a presentation slide or in the footnote or acknowledgement section of a document.

The use of generative AI within external publications must be consistent with the requirements of the publisher in acknowledging AI use. Where the publisher does not require acknowledgement, usage should be acknowledged as described above.

## 10.16. Authorship

Adelaide University's [Research Integrity: Authorship Procedure](#) adopts the principles and responsibilities embodied in the Australian Code for the Responsible Conduct of Research including the responsibilities of all researchers for the fair, honest and transparent attribution of authorship in research outputs.

To be an author, it is essential to have made a significant scholarly or intellectual contribution to the published work. While specific practices may differ from discipline to discipline, there are a number of overarching ethical principles and procedures to which all researchers are expected to adhere. The Authorship Procedure sets out formal procedures to assist researchers to determine the appropriate authorship of papers and to minimise potential disputes over authorship issues.

It is advisable to discuss and agree upon the matter of authorship/co-authorship with your supervisors in the early stages of your research project and to revisit the discussion as necessary throughout candidature to avoid any misunderstanding that may delay the completion of your research project or research outputs. As part of your Initial Review of Progress, you must declare whether you have come to a mutual agreement with your supervisors regarding the authorship of any publications.

In many research projects multiple researchers are involved, each undertaking different tasks. It is acceptable in such circumstances for you to use the data or information derived collectively for research output(s) provided that such use is understood, and each person's contribution is duly acknowledged. It is important to check with others involved with the project before you publish separately.

In recognition of the fact that your supervisors contribute to the development of your research by providing ideas, it might be appropriate that they be named as co-authors in research outputs, providing that each has made a significant scholarly or intellectual contribution to at least two of the following:

- conception and design of the project or output
- acquisition of research data which required significant intellectual judgement, planning, design, or input
- contribution of knowledge, where justified, including Indigenous knowledge
- analysis or interpretation of research data
- drafting significant parts of the research output or critically revising it to contribute to its interpretation.

Attribution of authorship or offer of inclusion as an author must **not** be made or accepted on the following grounds:

- the provision of funding, data, materials, infrastructure or access to equipment
- the provision of routine technical support, technical advice or technical assistance
- the position of profession of an individual, such as their role as the author's supervisor or as head of department ('gift authorship')
- whether the contribution was paid for or voluntary

- the status of an individual who has not made a significant intellectual or scholarly contribution
- being such that it would elevate the esteem of the research ('guest authorship').

Generative AI tools and associated technologies cannot be accountable for their contribution to a research output. They do not meet the requirements for authorship and must not be listed as authors.

### **10.17. The Statement of Authorship**

Many graduate research students now elect to submit their thesis for examination in publication format. All publications included in the thesis must be immediately prefaced by a *Statement of Authorship* which quantifies and details the graduate research student's contribution – in terms of the conceptualisation of the work, its realisation and its documentation – as principal author. All authors are required to sign the *Statement of Authorship*, and co-authors must give written permission for the publication to be included in the thesis. In addition to clarifying the graduate research student's contribution to a paper, a *Statement of Authorship* also provides clarity about the publication status of the work and therefore, the scope of changes that thesis examiners can recommend.

### **10.18. Acknowledging AU and funding contributors in research publications**

Research publications are very important to the University, so it is vital that you acknowledge Adelaide University, in the form of a by-line in your publications for research conducted at the University, whether you are a sole or co-author, staff member or student, and regardless of whether the publication is in print or digital format. This also applies after you have left the University, where the publication is a result of your research at Adelaide University.

Similarly, researchers must acknowledge all other funding contributors. Under the Research Training Program (RTP), there is a legislative requirement that RTP funded students acknowledge the Australian Government's support in any published materials related to their graduate research degree both during and after completion.

If you have received Australian Government funding through a Research Training Program (RTP) funded scholarship or fee-offset, you *must* include the following declaration in your research outputs:

This research was supported by an Australian Government Research Training Program (RTP) Scholarship doi.org/10.82133/C42F-K220.

Materials include:

- your thesis
- referred journal articles
- referred conference papers
- research books or chapters

- all forms of publication and performance in the areas of creative practice, including exhibitions, concerts and recordings and their associated publications such as catalogues, programs and sleeve notes.

For further information, see the ‘Declarations’ section of this Handbook and consult the [Australian Code for the Responsible Conduct of Research](#).

## 10.19. Open Research and Contributor ID (ORCID)

An ORCID is a persistent digital identifier that distinguishes you from every other researcher throughout your career. All researchers at Adelaide University, including graduate research students, are required to obtain an ORCID and to enter their ORCID number into their Profile in Aurora, the University’s web-based system for capturing and reporting research publications and outputs.

By cataloguing your publications in Aurora as you progress through candidature, you will help to ensure that the University can accurately report its publication outputs during the annual Higher Education Research Data Collection (HERDC).

In addition to benefiting the University, Aurora offers a number of features to support researchers at Adelaide University, most notably streamlined, and in many cases, automated publication data entry that will enable you to easily compile all your publications in one place and benefit from an easy export option that will assist you in the creation of publication lists for CVs, grants and future promotion applications.

If you are in receipt of an RTP scholarship, you must include the RTP DOI in your ORCID profile: <https://doi.org/10.82133/C42F-K220>

You can register for an ORCID at <https://orcid.org/register>

## 10.20. Researcher profiles

All researchers at the University, including graduate research students, should create a Researcher Profile to increase the visibility of themselves and their research. Your Researcher Profile will leverage core information captured in [Aurora](#) and automatically transfer/update this information to the new profile webpages for researchers.

Researchers are encouraged to ensure all their information is up to date in Aurora. This includes a photo, bio, qualifications, academic appointments, external website links and your publications.

## 10.21. Wellbeing and Safety

Adelaide University is committed to maintaining the highest possible standards of health, safety and wellbeing for all students, employees and visitors while they are at the University.

As a graduate research student, your supervisors have the primary responsibility for implementing and maintaining safe working practices at the local level by ensuring that you are:

- fully informed about the hazards associated with work/study activities

- adequately training and instructed in safe working procedures and
- appropriately supervised.

If you have any concerns about health and safety issues, talk to your supervisor in the first instance and then the Graduate Research Coordinator or Dean of School. The Wellbeing and Safety team is also available to provide advice.

## 10.22. Conflicts of Interest

A conflict of interest occurs when you have a private or personal interest or other external commitment which may appear to an independent observer to be sufficient to influence and therefore compromise the validity of the research process by influencing impartial judgement. Disclosure of any actual, potential or perceived conflict of interest is essential for the responsible conduct of research.

Within research, conflicts can arise due to our sources of funding, our responsibilities in peer review, when we make products that become marketable or when we have personal or professional working relationships with others. The University's [Research Integrity Policy](#) requires that you report any conflicts of interest (actual, potential or perceived) or other types of influence (domestic or foreign) relating to your research.

A close personal relationship is one which gives rise to a real or potential conflict of interest and includes relatives and financial relationships. If you are in close personal relations with a staff member, they are precluded from participating in any of the following with respect to you:

- selection for entry to the University
- selection for any undergraduate or postgraduate program offered by the University
- assessment procedures, including progress reviews
- selection for any scholarship or prize
- supervising your candidature.

Close personal relationships must be disclosed to the Dean of School or, if the Dean of School is involved, to the Graduate Research School.

## 10.23. Paid assistance for undertaking research

It is acceptable for you to engage another person(s) (paid or otherwise) to assist in your research. The assistance may take the form of data collection (though not the analysis and interpretation of those data), preparation of routine chemicals and media or any similar tasks, provided that the proposed assistance is discussed with and approved by the School from the beginning and is appropriately acknowledged in your thesis and in any publications arising from your research.



## 11. Candidature progress reviews

During your candidature, your School will continually monitor your performance against the standards required for the degree to ensure that you have the necessary aptitude, skills, training and support to complete your research program. As the name implies, candidature progress reviews are checkpoints during your degree program at which you will undergo a review of your progress thus far.

Progress reviews are administered by the Graduate Research School. Through the process of completing the various reviews, you, your School and the University will be able to monitor your progress and ensure that your research is proceeding at a rate that will enable you to complete your research program within the time allocated for the degree or scholarship duration (if applicable).

Candidature progress reviews include:

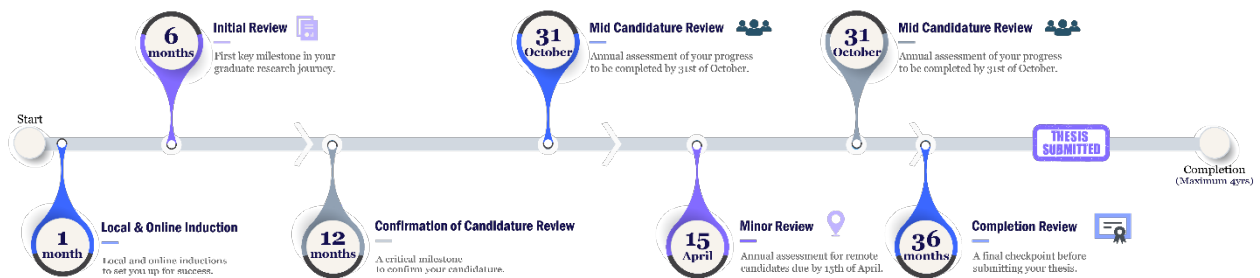
1. **Initial Review** (6 months FTE for PhD and MPhil students; 3 months FTE from the start of research for MRes students)
2. **Confirmation of Candidature Review** (12 months FTE for PhD and MPhil students; not required for MRes students)
3. **Mid-Candidature Review** (due 31 October each year following confirmation until thesis submission; not required for MRes students)
4. **Minor Review** (Remote candidates only; due 15 April each year)
5. **Completion Review** (36 months FTE into candidature for PhD students; 21 months FTE into candidature for MPhil students; not required for MRes students)

As the due date for a progress review approaches, you and your supervisors will receive an email reminder. The email will provide advice on how to access and complete the review requirements. You can check myAdelaide at any time to view when your progress reviews are due.

If you fail to submit a required progress review to the Graduate Research School by the due date and if no application for an extension has been received from your supervisor(s), your candidature may be suspended.

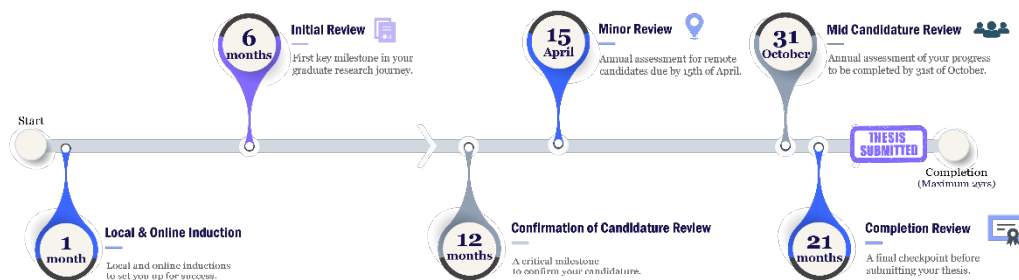
## 11.1. Pathway to completion

### Doctor of Philosophy (PhD)



\*Timeline based on a February start date and full-time candidature.

### Master of Philosophy (MPhil)



\*Timeline based on a February start date and full-time candidature.

# Master of Research



\*Timeline based on a February start date for the research component and full-time candidature.

## Half-time graduate research students

If you are a half-time graduate research student, please double the indicated time frames for the Initial Review, Confirmation of Candidature Review(s), Completion Review, and the submission and completion time frames. Additional Mid-Candidature Reviews will be required where relevant.

## Remote graduate research students

If you are a remote graduate research student, you will complete a Minor Review of Progress by 15 April each year following confirmation.

## Leave of absence

Approved period(s) of Leave of Absence will extend due dates for progress reviews except for the Mid-Candidature Review.

## GRIT requirements

The GRIT requirements for your degree must be completed by thesis submission.

## 11.2. Initial Review

The Initial Review is a key milestone in your graduate research journey. It confirms that your research proposal is academically rigorous and achievable within the timeframe of your degree. In collaboration with your supervisors, you will address financial and resource needs, intellectual property, ethics, authorship, and compliance requirements. You will also reflect on your Graduate Research & Innovation Training (GRIT) development needs and document the activities you have completed so far.

The online Initial candidature review form is available on the [Graduate research student forms](#) page.

### 11.2.1. Timeframes for Initial Review completion

- PhD and Master of Philosophy: within six months (or half-time equivalent) of starting your candidature.
- Master of Research: within three months (or half-time equivalent) of beginning the research component of your degree.
- Joint PhD students hosted by Adelaide University and graduate research students transferring from another institution: within two months of arrival.

Early completion is encouraged.

### 11.2.2. What you will need to complete the Initial Review

To successfully complete your Initial Review, you must:

- Finalise and sign your Candidature Agreement
- Complete the Graduate Researcher Induction and Research Integrity courses
- Obtain your Open Research and Contributor ID (ORCID) and upload it to Aurora
- Submit your Research Proposal using the AUGRS template, including supporting documents (e.g. Gantt Chart)
- Discuss financial resourcing and any School funding available
- Explore the option of a funded research internship with an eligible partnership organisation
- Where possible, secure any required ethics or compliance approvals
- Complete hazard training if applicable
- Understand any intellectual property considerations which may impact your research project
- Prepare a Data Management Plan in line with the relevant policy or procedure
- Discuss and agree on authorship arrangements for publications resulting from your research
- Confirm access to the minimum resources needed for your research
- Ensure your GRIT record is up to date and provide a summary of your GRIT progress.
- Meet with your Graduate Research Coordinator to discuss, among other things, your supervisory relationship(s), well-being, progress, and next steps.

### 11.2.3. Before you begin your Initial Review

#### 1. Review your details

Log in to myAdelaide and check:

- Your personal details are up to date
- Your supervisory panel is correctly listed – only your Principal Supervisor can approve your Initial Review
- Your candidature details (e.g. research topic, attendance mode/load) are accurate.

It is essential you advise the Graduate Research School of any changes by submitting a Change of Supervisory Panel application before you access the Initial Review form and commence the review process.

## 2. Understand your responsibilities as a researcher

Familiarise yourself with the University's expectations for conducting research responsibly, ethically and with integrity.

- Read the University's [Research Integrity Policy](#) and the [Australian Code for Responsible Research Conduct 2018](#).
- Complete the [Research Integrity](#) course and save your certificate of completion. You will need to upload this as part of your Initial Review. This course is mandatory for all graduate research students.

## 3. Prepare your research proposal and address project requirements

Use the [provided template](#) to develop your research proposal.

- Estimate the total costs of your research beyond basic infrastructure support.
- Obtain any required ethics or compliance approvals (e.g. animal, human, gene technology, biosafety). If approvals are pending, include an expected approval date.
- Complete hazard training if applicable and record the dates.
- Review any intellectual property (IP) considerations:
- If your project is being carried out for or with others outside of the University, obtain copies of any relevant agreements with these organisations.
- Obtain the name, address, and contact details of any external organisation you are employed by that might reasonably have an interest in the IP developed for the project or in the confidential information.
- Determine if you will require access to any restricted data/materials.
- Prepare a [Data Management Plan](#) using the approved template and review the relevant policy or procedure.
- Confirm access to the minimum resources needed for your project, including travel for field work or conferences, and identify any School funding available for research-related costs.
- Note any major equipment or facilities you will need and how often you will access them.
- Discuss and document authorship arrangements for future publications.
- Familiarise yourself with the University's [Authorship Procedure](#), [Academic Integrity Policy](#) and the appropriate use of generative AI.

## 4. Review your GRIT progress

- Read the Graduate Research & Innovation Training (GRIT) requirements for your degree program.
- Ensure your completed GRIT activities are recorded in GRIT Online with supporting evidence.
- Save a PDF of your GRIT progress to date.

#### **11.2.4. Tracking your review**

It is your responsibility to monitor progress via the review dashboard and follow up with your supervisor or School if needed. If you anticipate delays, request an extension via your Principal Supervisor.

#### ***Graduate research students who transitioned from a foundation university***

Graduate research students transitioning from the University of South Australia who completed a six-month progress review are exempt from the Initial Review.

Graduate research students transitioning from the University of Adelaide who completed the Core Component of the Structure Program (CCSP) milestone are also exempt.

### **11.3. Confirmation of Candidature Review**

The Confirmation of Candidature Review marks a critical milestone in your PhD or Master of Philosophy candidature. As part of this progress review, relevant researchers will evaluate your skills, motivation, and capacity to successfully complete your degree within the expected timeframe. It must be completed within 12 months of starting your degree (or half-time equivalent).

Your review will be assessed by a Confirmation of Candidature Review Committee (CCRC). The committee will evaluate the planned scope of the project, your research progress, your ability to communicate your work, and your engagement with the Graduate Research & Innovation Training (GRIT).

Graduate research students who meet the requirements will be confirmed in candidature. If more time is needed, an extended review may be recommended. In some cases, a transfer from the PhD to the Master of Philosophy may be considered.

The online Confirmation of Candidature Review form is available on the [Graduate research student forms](#) page.

#### **11.3.1. Student capability measures**

As part of the assessment of your overall progress throughout your period of provisional candidature, the CCRC will evaluate the following student capability measures:

- Your ability to critically review the literature and prior work
- Whether you have an adequate knowledge of the field of study
- Your capacity to conduct independent research at the standard required for the degree
- Your motivation to complete the research program within the specified timeframe for the degree
- Your ability to communicate clearly and concisely to various audiences (orally and in writing)
- Whether you have completed a satisfactory number of GRIT hours/activities relative to your stage of candidature and degree program (if applicable), and
- Whether there is a risk to timely completion of your degree program.

### 11.3.2. What you will need to complete the Confirmation of Candidature Review

To successfully complete your Confirmation of Candidature Review, you will need to provide:

- A seminar presentation to your School or Institute
- A substantial piece of writing (e.g. draft publication, thesis chapter, outline of initial data gathered, or other output approved by the School)
- A one-page report on your research progress
- A completion plan (e.g. updated Gantt chart)
- A summary of your GRIT progress and future planning.

### 11.3.3. Before you start your Confirmation of Candidature Review

#### 1. Log in to myAdelaide and check:

- Your personal details are up to date
- Your supervisory panel is correctly listed
- Your candidature details (e.g. research topic, attendance mode) are accurate.

If anything needs updating, submit the relevant [forms](#) before starting your review.

#### 2. Research project progress updates

- Prepare a report on your research progress to date (around one page of text).
- Update your completion plan using the provided template.

#### 3. Graduate Research & Innovation Training (GRIT)

- Ensure your completed GRIT activities are up to date on [GRIT Online](#), including appropriate evidence.
- The GRIT team will assess your GRIT progress as part of the review process. You will be contacted if any activities are not eligible or if more information is required.

### 11.3.4. Step-by-step review process

#### Step 1 – Graduate research student

Complete your section of the review form at least three weeks before your review deadline.

Upload all required documents.

#### Step 2 – Principal Supervisor

Your Principal Supervisor will assess your progress and nominate the CCRC members. They may return the form to you for edits if needed. They will also propose a date for the committee meeting. You may be asked to assist with arranging the meeting and venue. The Principal Supervisor should make the form and documents available to the committee at least a few days prior to the scheduled meeting.

#### Step 3 – Co-/External Supervisors

Co-/External Supervisors can view the form and will provide feedback during the CCRC meeting. They cannot edit the form directly.

#### Step 4 – CCRC Meeting

You will meet with the committee to:

- Deliver a presentation on your research
- Review your research progress and planned research direction
- Review your Gantt chart detailing the timelines for your research from candidature commencement to thesis submission
- Review your GRIT progress
- Review your professional relationships with your supervisory panel to ensure your mutual expectations are aligned
- Discuss any required oral presentation
- Discuss any problems or issues that have or may impact your productivity.

### **Step 5 – Chair of the CCRC**

The Chair will record the committee’s assessment and return the form to you for review before it is sent to the Graduate Research School.

### **Step 6 – Graduate Research School**

The AUGRS will finalise the review. If confirmation is recommended, your candidature will be confirmed. If not, the review will be escalated for further considerations.

#### **11.3.5. Tracking your review**

You are responsible for tracking the progress of your review. Log in regularly to check that your supervisor and chair have completed their sections. If delays occur, follow up with your Principal Supervisor. If an extension is needed, ask your Principal Supervisor to email the AUGRS with the reason and requested timeframe.

#### **11.3.6. Progress concerns**

If your supervisors have any significant concerns about your progress, these will be conveyed to you prior to, or at the meeting with the CCRC. You are welcome to bring a support person to the Confirmation of Candidature Review meeting and any subsequent meeting(s). Your progress will also be reviewed by the GRIT team and the AUGRS candidature team. If any concerns are identified, the appropriate team will follow up with you via email.

#### **11.3.7. Outcome of the Confirmation of Candidature Review**

Following your review meeting, the CCRC will advise you of their recommended outcome, namely, confirmation of candidature, extension of provisional status, transfer to a Master of Philosophy program (applicable to PhD students only) or termination.

If the School recommends the extension of provisional candidature, you will be granted the opportunity to demonstrate that you can improve your performance to a satisfactory level through the completion of an agreed set of tasks over (typically) a three-month period. At the end of this period, the School will undertake a final assessment of your progress in the form of an Extended Confirmation of Candidature Review.

If you believe that the CCRC’s recommendation has not considered the impact of any extenuating circumstances on your progress, or if there are any sensitive matters that you do not wish to raise within your School, you may contact your College’s Dean, Research (or delegate) and/or the Pro Vice Chancellor – Graduate Research Training to request a confidential

discussion. The Dean, Research (or delegate) and Pro Vice Chancellor – Graduate Research Training can assist with working towards a satisfactory outcome in cases where there are extenuating circumstances for the unsatisfactory progress.

If you are unsure of how to proceed or would like to discuss the situation before raising your concerns, you can ask to speak with an AUGRS staff member; the team has several helpful staff members experienced in assisting graduate research students with such matters.

It is important to remember that the role of the AUGRS, the Dean, Research (or delegate) and the Pro Vice Chancellor – Graduate Research Training in this process is to ensure that all relevant circumstances have been taken into consideration by the School in making their recommendation, rather than to re-evaluate the School's academic judgement of your progress.

#### **11.4. Extended Confirmation of Candidature Review of Progress**

If there are concerns about your progress at the Confirmation of Candidature Review, your committee may recommend that your provisional candidature is extended. In such a scenario, the CCRC will set a series of tasks, in consultation with you, for completion within the extended provisional candidature period (typically three to six months in duration). The tasks will be calibrated at a level that a graduate research student working at a satisfactory level can reasonably be expected to complete them within the specified time frame.

At the end of the period of extended provisional candidature, the Chair will call you and your supervisors into another meeting. The purpose of this meeting is for the CCRC to assess your progress against the tasks set for you to complete during the extended provisional period. If the Chair considers that your progress has been satisfactory, a recommendation will be made for the confirmation of your candidature. If, however, the School still considers that progress has been unsatisfactory, the School will either make a recommendation for a further period of provisional candidature, termination of candidature or transfer to a master's program (if applicable). Including previous extensions of provisional status, the maximum extension permitted is a total of six months.

The Extended Confirmation of Candidature Review form is accessible via the [Student Forms](#) page. The form must be filled out by both the graduate research student and the CCRC, after which the graduate research student must sign to certify the committee's assessment. The completed form must be returned to the AUGRS at [graduate.research@adelaide.edu.au](mailto:graduate.research@adelaide.edu.au)

You are welcome to bring a support person to the Extended Confirmation of Candidature Review meeting and any subsequent meeting(s). If you believe that the CCRCs recommendation has not considered the impact of any extenuating circumstances on your progress, you may contact your College's Dean, Research (or delegate), the Pro Vice Chancellor – Graduate Research Training or the Graduate Research School for a confidential discussion.

#### **11.5. Minimum requirements for the Confirmation of Candidature**

Confirmation of candidature requires at a minimum:

- satisfactory completion of the Initial Review of Progress
- a presentation to the School/research area

- excellent or satisfactory progress during the preceding 12 months (or half-time equivalent) in terms of all review criteria required for completion within the required timeframe for the degree as determined by the Confirmation of Candidature Review Committee
- the generation of a Gantt chart or equivalent detailing the research completion plan for the remainder of candidature
- a completed risk assessment detailing contingency plans should be compiled, maintained by the School and should detail how to proceed in the event that:
  - the research direction(s) pursued prove(s) unsuccessful, or not worth pursuing
  - the supervisor(s) will be absent (e.g. on leave)
  - existing skills/experience are inadequate to undertake the planned research
  - the candidate has taken excessive leave

## 11.6. Mid-Candidature Review of progress

Once your PhD or Master of Philosophy candidature is confirmed, you will undergo an annual assessment of your progress in the form of a Mid-Candidature Review. Regardless of whether you are active in candidature or on approved leave, the Mid-Candidature Review must be completed by all parties by the due date of 31 October.

*All graduate research students must complete the Mid-Candidature Review each year after their first year of enrolment, unless a Completion Review is due around the same time. This includes students who began at the University of South Australia or the University of Adelaide before transitioning to Adelaide University.*

The Mid-Candidature Review is intended to be an open and constructive assessment of your progress against the quality and quantity of research performed to date and required for timely submission. It is an important tool for identifying any problems that may be occurring so that they can be documented and resolved. It also provides you with an opportunity to formally set goals with your whole supervisory panel for the next stage of your project and in the next stage of your professional development. Importantly, this review ensures that you highlight and celebrate your achievements during the preceding year so that you can clearly see the progress you have made both in your research and your professional development. Many graduate research students underestimate their progress – this review helps you recognise how far you have come in both your research and professional development.

Your enrolment and scholarship continuation (if applicable) depend on satisfactory progress over the past 12 months or since you began your candidature.

Before starting the review form, meet with your supervisors and separately with your Graduate Research Coordinator to discuss your progress and any concerns. If you have experienced issues beyond your control that have affected your progress, document them in the review form. These may be considered if you apply for a future extension of candidature. If you are unable to raise concerns at the School level, you can submit a **confidential** statement to the Pro Vice Chancellor – Graduate Research Training.

If your School has concerns about your progress, the review meeting is your opportunity to respond. You may bring a support person, such as an [Education and Welfare Officer](#), to this and any follow-up meetings.

The online Mid-Candidature Review form is usually available from mid-August each year on the [Graduate research student forms](#) page. Please complete it as soon as possible once it is open.

### **11.6.1. Key requirements**

To complete the Mid-Candidature Review, you must:

- submit the online review form, evaluating your progress and setting goals for the next year.
- participate in a progress review involving your supervisors, Graduate Research Coordinator, and possibly an independent discipline expert.

You may also be asked to complete other activities as requested by the School or Institute to confirm your progress.

### **11.6.2. Before you start**

Log in to [myAdelaide](#) and check:

- your personal details are up to date
- your supervisory panel is correctly listed, including roles and responsibilities
- your candidature details (e.g. research topic, attendance mode) are accurate and submit any changes to the Graduate Research School before starting the review.

### **11.6.3. Step-by-step review process**

#### **Step 1 – Graduate research student**

As soon as the Mid-Candidature Review form is available, arrange a meeting with your supervisory panel, your Graduate Research Coordinator (GRC) and an independent expert, if applicable, to:

- review your progress during the previous 12 months or since your last progress review
- discuss and establish a research/work plan for the next 12 months
- discuss and establish GRIT milestones or goals for the next 12 months
- review your ethics/compliance, IP, resource and supervision needs
- identify any concerns/problems/grievances that may have interrupted/delayed your progress and their impact on your progress in terms of the number of research days lost.

If your GRC is on your supervisory panel, another senior academic will be nominated, such as the Dean of School, to attend the Mid-Candidature Review.

Complete the online form, certify it, and submit it to your Principal Supervisor.

#### **Step 2 – Supervisors and School Approver**

Your supervisory panel will assess your progress. Your Principal Supervisor will comment on your review and provide an assessment. They will nominate a School approver to authorise your review on behalf of the School.

Once the supervisor section is complete, the form goes to the School approver for review and certification. It will then be returned to you for final review.

### **Step 3 – Graduate Research Student Review**

You will receive an email when the form is ready for your final review. You will be asked to acknowledge the School's assessment and any conditions (if applicable).

If you disagree or have unresolved concerns, you can submit a **confidential** report to the Pro Vice Chancellor – Graduate Research Training. This report will not be visible to your supervisors, your GRC or School.

Submit the final review to the Adelaide University Graduate Research School (AUGRS).

#### **11.6.4. Tracking your review**

It is your responsibility to track progress. After submitting your section, check the dashboard regularly to ensure timely approvals. If there is a delay, follow up with your supervisor or approver.

If you cannot meet the deadline, ask your Principal Supervisor to request an extension from the AUGRS before 31 October. Extensions are limited to one month.

Don't assume others have submitted your review – confirm with your Principal Supervisor or GRC. You are responsible for ensuring it is submitted on time.

#### **11.6.5. Review outcomes**

Your School will assess your progress as:

- satisfactory
- satisfactory, with concerns
- unsatisfactory upgraded to satisfactory progress with concerns
- unsatisfactory progress: progress issues have not been resolved.

If you disagree with comments or have sensitive matters to raise, you can submit a **confidential** statement to the Pro Vice Chancellor – Graduate Research Training. This is not a formal complaint – it is a way to seek advice or support.

The Pro Vice Chancellor – Graduate Research Training checks that you have been advised of any progress concerns and that any extenuating circumstances have been considered, but does not re-evaluate academic judgement.

If your progress is unsatisfactory, a period of conditional enrolment is normally recommended. You will work with your School to set achievable milestones. At the end of this period, a further review will determine whether your conditional enrolment is lifted, transferred to a Master's program (if applicable), or your candidature terminated. For detailed information, please refer to the 'Unsatisfactory academic progress' section of this Handbook.

### **11.7. Minor Review of progress for remote candidates**

If you are enrolled as a remote graduate research student, you must complete a Minor Review each year in addition to your Mid-Candidature Review, due by 15 April annually.

This additional review helps ensure you are making satisfactory progress, even while studying off-campus. It also allows the University to monitor whether your remote study environment – including facilities, resources and supervision – is supporting your research effectively.

### 11.7.1. Exemptions and extensions

You are exempt from the Minor Review in your first year of remote enrolment if you commenced or transferred to remote candidature in January, February or March.

If you are unable to complete the review by 15 April, your Principal Supervisor must request an extension (maximum one month) by contacting the Graduate Research School.

You are not required to complete the Minor Review if:

- you submit your thesis on or before 15 April
- your candidature lapses on or before 15 April
- you withdraw from candidature on or before 15 April.

All other remote candidates – including those who are full-time, half-time, writing up outside, on Leave of Absence or Study Away – must complete the Minor Review.

### 11.7.2. Step-by-step process

#### 1. Download and fill in your section

Download the form from the [Student Forms](#) page. Complete the graduate research student sections, reflecting on your progress (or any challenges) since your last progress review. If you have not yet completed a Mid-Candidature Review, report from the start of your candidature.

#### 2. Consult your supervisors

Share the form with all your supervisors. Arrange a time to discuss your progress, any concerns or delays, and how these have been or will be addressed.

#### 3. Submit for review

Once all sections are complete, submit the form to your Graduate Research Coordinator or Dean of School for review and certification.

#### 4. Lodge your form

Email a copy of the fully completed form to the Graduate Research School at [graduate.research@adelaide.edu.au](mailto:graduate.research@adelaide.edu.au). If required, a **confidential** statement for the attention of the Pro Vice Chancellor – Graduate Research Training may be provided as a separate attachment.

It is your responsibility to ensure the completed form is submitted to the Graduate Research School by 15 April (or the next working day if this falls on a weekend or public holiday). Please keep a copy of the signed form for your records.

## 11.8. Completion Review

The Completion Review is your final progress checkpoint before submitting your thesis. It also provides an opportunity to plan for the final stages of your candidature.

It is designed to support you in completing your research degree on time – within 3.5 years full-time equivalent for a PhD (maximum 4 years), or 2 years full-time equivalent for a Master of Philosophy while considering scholarship duration (if applicable).

Your Completion Review will be conducted by a panel that includes:

- Your supervisors
- The Graduate Research Coordinator

The Completion Review panel may also include other members, such as a discipline expert from outside your research group.

### 11.8.1. Review format

Your Completion Review consists of the following key components:

- **Completion Review form** – completed in collaboration with your supervisory team.
- **Thesis Completion Plan** – includes:
  - a chapter outline
  - indicative timeframes for completing each section of your thesis.
- **Panel meeting** – you will lead a discussion with your review panel covering:
  - your progress to date
  - remaining tasks and timelines
  - contingency plans if timelines shift
  - progress with GRIT and plans to complete GRIT requirements.

You may also be asked to complete a final seminar or mock oral examination (a presentation to your School prior to submission, to help prepare for your oral examination).

### 11.8.2. Review timelines

Your Completion Review is due at:

- 36 months full-time equivalent (FTE) for PhD candidates
- 21 months FTE for Master of Philosophy candidates.

Master of Research students are not required to complete a Completion Review.

You can check on your specific due date via myAdelaide, where all progress reviews and milestones are listed.

If you are undertaking a research internship or have an approved Leave of Absence, your Completion Review due date will be extended accordingly. Extensions are typically for the duration of the internship (usually three months) or the approved leave period.

If you are unable to meet your due date for reasons beyond your control, your Principal Supervisor can request an extension on your behalf by emailing the Graduate Research School. The request must include the reason and proposed extension period (maximum one month or equivalent to the internship length).

If your Candidature Review is scheduled close to your Mid-Candidature Review, the Graduate Research School will adjust the dates to ensure at least six months between reviews. In such cases, the Completion Review will replace the Mid-Candidature Review.

If you have not submitted your thesis within 12 months of your initial Completion Review, a second Completion Review will be required.

## **11.9. Re-enrolment**

There is no requirement to re-enrol at Adelaide University. Your enrolment will continue until your candidature expiry date, if you maintain satisfactory academic progress including completion of all required academic milestones (e.g. induction activities and progress reviews) by the relevant due date and have no outstanding financial obligations to the University.

It is important that you settle any financial obligations with the appropriate areas as soon as possible after they are incurred to ensure that your continued enrolment is not jeopardised. Details of any outstanding financial obligations that you may have, and information about where to settle them are available on myAdelaide.

The Graduate Research School will notify you in writing if your enrolment has been suspended. If the reason is your failure to settle an outstanding financial obligation, documentary evidence demonstrating the discharge of the obligation, or suitably approved arrangements for the discharge must be provided to the Graduate Research School before your enrolment will be reinstated.

## **11.10. Unsatisfactory academic progress**

If your School identifies significant or ongoing concerns about your ability to complete your degree, a formal review process will be initiated.

### **11.10.1. Before confirmation of candidature**

If your progress is unsatisfactory during provisional candidature, your School may recommend:

- termination of candidature, or
- transfer to a Master of Philosophy (for doctoral students).

This recommendation is usually made during a scheduled progress review but may occur at any time if serious concerns arise.

### **11.10.2. At time of Confirmation of Candidature Review**

If unsatisfactory progress is identified at your Confirmation of Candidature Review and your School recommends extending your provisional candidature, you will be given a clear set of tasks to complete – typically over three months. At the end of this period, a final review, known as the ‘Extended Confirmation of Candidature Review’ will determine one of the following outcomes:

- confirmation of candidature
- termination of candidature

- transfer to a Master of Philosophy (for doctoral students).

### 11.10.3. Post confirmation

If concerns regarding your progress arise after your candidature is confirmed, your School may initiate a period of Conditional Enrolment.

If conditional enrolment is recommended, you will work with your School to agree on a set of tasks and timelines. These will be achievable for a graduate research student working at a satisfactory level. The tasks and timelines will be reviewed and approved by the Pro Vice Chancellor – Graduate Research Training before a formal milestone is set. Normally conditional enrolment is for a period of 3 months but can be for up to 6 months.

At the end of the conditional enrolment period, your progress will be reviewed again. If satisfactory, the conditional enrolment will be lifted. If not, the School may recommend a further period of conditional enrolment (up to a total of 6 months), transfer to a Master of Philosophy (for doctoral candidates), or termination.

### 11.10.4. If you disagree with the recommendation

You may submit a **confidential** statement to the Pro Vice Chancellor – Graduate Research Training within 10 working days of your School’s recommendation. Your statement should:

- Be no more than two pages
- Clearly outline your perspective and preferred outcome
- Include supporting evidence in an appendix (if needed).

You may also request a meeting with the Pro Vice Chancellor – Graduate Research Training and bring a support person.

### 11.10.5. Final review by the Pro Vice Chancellor – Graduate Research Training

The Pro Vice Chancellor – Graduate Research Training will review your School’s recommendation to ensure all relevant circumstances have been considered. This is not a re-evaluation of academic judgement, but rather a review of process and fairness.

You will be notified in writing of one of the following outcomes:

#### 1. Termination of candidature

You’ll be advised of your right to appeal under the [Student Appeals Procedure](#). If no appeal is lodged within the required timeframe, your candidature will end.

#### 2. Transfer to a Master of Philosophy (for doctoral candidates)

You will be advised of your right to appeal under the Student Appeals Procedure. If no appeal is lodged within the required timeframe, or you accept the decision, your program will be updated.

#### 3. Brokered settlement

If there are extenuating circumstances, the Pro Vice Chancellor – Graduate Research Training may negotiate a continuation plan with your School. You will receive written confirmation of the conditions required to continue your candidature.

## **11.11. Suspension of candidature**

Your candidature and any scholarship payments will be suspended if you do not comply with any formal requirement of your candidature, for example by:

1. failing to abide by the University's policies and procedures and responsibilities of graduate research students as detailed in this Graduate Research Handbook.
2. failing to undertake a required progress review by the due date or extended due date.
3. failing to accept reasonable offers of supervision facilitated by the University.
4. taking leave without prior approval
5. failing to return from leave on the agreed date.
6. failing to notify the Graduate Research School of return from leave within one week of return.
7. non-payment of University fees and charges.

If your candidature is suspended, reinstatement will only be possible with the approval of your School, where the research undertaken prior to suspension remains current, appropriate supervision and resources are available to support the reinstated candidature, and where the reason for the suspension has been addressed.

The reason(s) for suspension may be addressed by (as applicable):

- lodging a satisfactorily completed progress review
- responding to the University as requested, with a satisfactory explanation for the lateness of the response
- lodging an application for retrospective leave of absence to cover the actual dates of absence from the University
- notifying the Graduate Research School of your return from leave of absence
- discharging an outstanding financial obligation or entering into a payment plan with the relevant area.

If you have been suspended and do not take action to reinstate your candidature within 12 months from the date of suspension, your candidature will be terminated.

### **11.11.1. International graduate research students**

The University is required to report changes to enrolment status to the Department of Home Affairs (DHA), including the suspension or termination of your candidature. This will result in the cancellation of your Confirmation of Enrolment (CoE). Your student visa may be also cancelled by the Department of Home Affairs. Please refer to the Department of Home Affairs for information about the potential student visa impact of changing your study arrangements: [immi.homeaffairs.gov.au/change-in-situation/](https://immi.homeaffairs.gov.au/change-in-situation/)

### **11.11.2. Scholarship holders**

If your candidature is reinstated following a period of suspension, any scholarship payments that would have been payable during the period of suspension are forfeited and the expiry date of your scholarship will not be adjusted.

## **11.12. Termination of candidature**

Your candidature and any scholarship payments may be terminated if:

1. your academic progress is unsatisfactory as reported to the Graduate Research School following a progress review
2. your candidature has been suspended for a total of 12 months or more, or
3. the University exercises the right to decline to appoint a supervisor because to do so would not be appropriate. Without limiting this discretion, the University may consider the following in making a determination: supervisory eligibility and capacity, the quality of the research project and compliance with the responsibilities of graduate research candidatures as detailed in this Graduate Research Handbook.

The University will only decline to appoint a supervisor after careful consideration. Your Dean of School has responsibility for the assignment of supervisors. The Graduate Research School will work closely with your Dean of School and College to determine whether there are any eligible supervisors in the discipline area of your research project and whether they have capacity to become your supervisor before a recommendation of termination is made.

If you have been advised of the termination of your candidature by the Graduate Research School, reinstatement is only possible following a successful appeal through the Student Appeals Procedure. Appeals are evaluated by an independent unit within the University: an appeal must be lodged within the required timeframe.

### **11.12.1. Scholarship holders**

If your candidature is terminated, your candidature and any scholarship(s) you are in receipt of will be maintained from the date on which the Graduate Research School notified you of your candidature termination until the end of the appeals timeframe to allow for you to pursue an appeal through the Student Appeals Procedure. If you submit an appeal in accordance with the provisions of the Student Appeals Procedure and that appeal is assessed as being without merit, any scholarship(s) you are in receipt of will be terminated with effect from the date on which the Graduate Research School is provided with notification of the appeal outcome.

### **11.12.2. International Graduate Research Students**

If your research program is terminated, it will result in the cancellation of your Confirmation of Enrolment (CoE). The University is also required to report any unsatisfactory academic progress to the Department of Home Affairs which may consequently result in the cancellation of your student visa. For more information and advice about your CoE, please contact International Student Support. For information and advice about your student visa status, you should contact the Department of Home Affairs: [homeaffairs.gov.au/](http://homeaffairs.gov.au/)

## **11.13. Withdrawal from candidature**

If you are considering withdrawing from your research degree, speak with your supervisors first. There may be alternative options such as:

- taking an approved leave of absence

- changing to half-time study
- studying remotely
- transferring to an alternate degree.

If you decide to withdraw, submit the [Withdrawal Application Form](#).

### **11.13.1. Readmission**

In some cases, you may be eligible to reapply for admission. This requires support from your Dean of School and approval from the Pro Vice Chancellor – Graduate Research Training.

### **11.13.2. International graduate research students**

Withdrawal will result in cancellation of your Confirmation of Enrolment (CoE) and may affect your visa. Visit the [Department of Home Affairs website](#) for more information.

## **11.14. Resolving Issues**

If you encounter a problem or disagree with a decision during your candidature, Adelaide University provides clear pathways to help you raise concerns and seek resolution.

If things don't go to plan, you are encouraged to discuss your concerns confidentially with your Graduate Research Coordinator, or with the Graduate Research School (which is external and independent to your research area, School or College).

In addition, there are formal complaints and grievance procedures that are explained below.

### **11.14.1. Student complaints and appeals policies**

For information on how Adelaide University manages and resolves student complaints and appeals, please refer to the [Student Complaints and Appeals Policy](#) and the related [Student Complaints Resolution Procedure](#) and [Student Appeals Procedure](#).

The Student Complaints Resolution Procedure (SCRCP) describes the formal process for managing, resolving, and reporting complaints by students or prospective students about decisions or actions taken at Adelaide University. The Student Appeals Procedure outlines the process for seeking a formal decision review or for appealing appealable decisions made by Adelaide University.

### **11.14.2. Complaints and Disclosures**

Complaints and disclosures about inappropriate conduct are managed by the Integrity Unit, which assess concerns raised from both students and staff. The Unit may investigate directly or refer matters to the appropriate University area or external body.

The Integrity Unit focuses on:

- gender-based violence and sexual harm impacting a member of the University community
- fraud, corruption, maladministration, and conflicts of interest involving any University community member
- any other inappropriate behaviour including discrimination.

You can report any conduct concern to the Integrity Unit, and you can contact them anonymously if you wish. They will take reports via their online form, over the phone or by email, or you can schedule a time to meet with a member of the team to discuss your concerns. More information is available from the [Respect at AU website](#).

### **11.14.3. External review**

If you are dissatisfied with the outcome of an internal appeal, you may seek an external review. Relevant information can be found on the student appeals webpages. You may wish to contact the Adelaide University Student Ombudsman to discuss your concerns before raising it with an external agency.

### **International graduate research students**

If you choose to pursue an external review, the University will maintain your Confirmation of Enrolment (CoE) while the review is in progress. You must notify Student Assist in writing.

The University will provide contact details for an appropriate external complaint handling and appeals body within 10 business days, to be provided at minimal or no cost, in line with the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

### **11.14.4. Support is available**

Visit Student Assist to access a range of [support services](#). Including the University's free health initiatives, including confidential face-to-face and online counselling. You can also access the University's [Employee Assistance Program \(EAP\)](#).



## 12. Making changes to your candidature

We understand that your research journey may evolve over time. The Graduate Research School provides clear processes to change the following conditions of your candidature, if eligible:

- supervisory panel
- research topic
- attendance status (full-time or half-time)
- mode of attendance (internal or remote)
- degree program.

To make changes, you will need approval from your Principal Supervisor, your School (via the Dean of School or delegate, such as the Graduate Research Coordinator), and the Graduate Research School.

You can view your current candidature details in myAdelaide. All application forms are available on the [Student Forms](#) page.

### 12.1. Changing your supervisory panel

Your supervisory panel should reflect the expertise needed to support your research and consist of the Principal Supervisor and at least one (ideally two) Co or External Supervisor(s), appointed by the Dean of your School. While Master of Research students may be supervised by a single Principal Supervisor, a panel of two or more supervisors is recommended.

Changes may be necessary if:

- your research direction shifts
- additional expertise is required
- a supervisor becomes unavailable
- a conflict of interest or breakdown in the supervisory relationship occurs.

All proposed changes must align with the Graduate Research: Research Supervision Protocol and be discussed with your current panel. Supervisors must be listed as 'available' on the Supervisor Register.

If there is a disagreement, the Dean of School will ensure a suitable arrangement is made in consultation with you.

If your Principal Supervisor is away for more than four weeks, an acting Principal Supervisor must be appointed.

To request a change, submit a [Change of Supervisory Panel application](#). Your request will be reviewed by your Principal Supervisor, School Approver, and the Graduate Research School. You will be notified by email of your application outcome.

## 12.2. Changing your research topic

Your research topic appears on your academic transcript and must accurately reflect your area of study. For international graduate research students, your research topic is also linked to your student visa.

The research topic is different from your thesis title.

Your research topic should be:

- broad enough for a general audience
- written in title case
- no more than 250 characters.

If your research direction changes significantly, you must request a topic change. This may affect your thesis submission timeline, supervision, program or student visa. If the change risks exceeding your maximum course duration or requires unavailable resources, it may not be approved.

### 12.2.1. Domestic graduate research students

Domestic graduate research students can submit a [Change of Topic application](#). Your Principal Supervisor will review the request and may ask for more information. If approved, it will be finalised by the Graduate Research School.

### 12.2.2. International graduate research students

International graduate research students should only change their topic when absolutely necessary. Approval of the topic change can take 20 days to four months – or longer. You must not begin work on the new topic until formal approval is granted by both the University and the Department of Home Affairs.

Minor wording changes to more clearly reflect the nature of the research project can be made at thesis submission and do not require a formal topic change.

#### *IMPORTANT*

Graduate research students with citizenship of a country that is subject to autonomous sanctions, or graduate research students studying a topic that is on the critical technologies list or could be deemed a national security risk to Australia, should be aware that additional approvals from the Department of Foreign Affairs and Trade, the Pro Vice Chancellor – Graduate Research Training and the Chief Security Officer will be required before the research topic can be changed.

If a change of research topic is unavoidable, the Principal Supervisor must then initiate the change of topic via the Smartsheet change of topic dashboard (restricted access to supervisors only).

If the change of research topic is provisionally endorsed, the graduate research student must follow the instruction detailed in the provisional endorsement email.

If the change of research topic is **not** endorsed, the graduate research student must continue to work on their original research topic. Failure to do so may violate their visa conditions.

## 12.3. Changing attendance status (full-time/half-time)

You may change your attendance status if your circumstances change. With approval, you can switch between full-time and half-time enrolment at any point during your candidature.

Note:

- fast-paced research fields may not suit half-time enrolment
- your candidature expiry date will be affected.

To request a change, submit a [Change of Load/Mode application](#) with supporting documentation. Your application will be reviewed by your Principal Supervisor, School Approver, and the Graduate Research School.

### 12.3.1. Scholarship holders

Many scholarships require full-time enrolment. Domestic graduate research students may be eligible for half-time enrolment in specific circumstances. Check your Scholarship Conditions of Award or contact the Graduate Research School if you have questions.

Half-time scholarship holders receive a reduced stipend and are not exempt from tax. Seek tax advice before applying to change your attendance status to half-time.

### 12.3.2. International graduate research students

International graduate research students must maintain full-time enrolment while in Australia. Contact International Student Support to understand visa implications.

## 12.4. Changing attendance mode (internal/remote)

Remote candidature is available for graduate research students who, for academic reasons, are required to conduct interstate or overseas research away from Adelaide University campuses.

Remote candidature must be approved by the Pro Vice Chancellor – Graduate Research Training and requires:

- a suitable research environment
- adequate infrastructure
- the appointment of an external supervisor, where appropriate
- access to financial support
- completion of your Initial Review.

Remote graduate research students must complete a Minor Review annually (due by 15 April) in addition to all other progress reviews.

To apply, submit:

- application for remote candidature
- [change of load/mode application](#)
- [change of supervisory panel](#) (if adding an External Supervisor).

### **12.4.1. Study away**

If you are an internal graduate research student who would like to pursue approved short-term studies or research outside of the University, see the 'Study Away and travel' section of this Handbook.

### **12.4.2. Joint PhD students**

Joint PhD students must notify the Graduate Research School when arriving or leaving Adelaide University.

### **12.4.3. International students**

Changing from internal to remote will cancel your Confirmation of Enrolment (CoE), which may affect your visa. Contact the Department of Home Affairs (DHA) for advice.

## **12.5. Transferring degree program**

### **12.5.1. Transfer from PhD to a Master of Philosophy**

A PhD is a significant commitment – typically three to four years full-time. Some candidates may discover that their research direction has shifted, or that a doctoral-level project is no longer feasible within their timeframe. Others may decide that a research career is not their preferred career path.

Whatever the reason, it is important to have open conversations with your supervisors. Transferring to a Master of Philosophy is a valid and respected outcome. It allows you to complete your research with a recognised postgraduate qualification that is valued by employers and provides a strong foundation for future study or scholarship applications.

Important considerations:

- Examiners cannot award a Master of Philosophy for a thesis submitted under PhD conditions if it does not meet doctoral standards.
- If your research is unlikely to reach PhD standard within the allowable timeframe, it is best to transfer before submission of your thesis.
- Transfers are not permitted into the Master of Research program.
- Subject to approvals, you may transfer at any time prior to thesis submission.

### **Application process**

1. Discuss the proposed transfer with your supervisors.
2. Complete the [Change of School/Program Plan form](#) ensuring any relevant documentation (e.g. revised research scope and timeline to thesis submission is included).

Once your transfer to the Master of Philosophy is approved, your maximum candidature duration and Research Training Program (RTP) entitlement will be adjusted to two years full-time (or half-time equivalent), minus the time already spent in your PhD. If you have completed two or more years of doctoral candidature at the time of transfer, your Master's candidature will lapse immediately unless you also submit an Extension to Candidature at the same time.

### ***International students***

As an international student, approval to transfer to a PhD program is subject to the approval of your sponsor (where applicable). Please contact International Student Support for advice before lodging your application to transfer.

### **12.5.2. Transfer from Master of Philosophy to PhD**

#### ***Upgrading from a Master of Philosophy or UniSA legacy Master of Research to a PhD***

In order to upgrade your candidature to a PhD, you must have demonstrated your ability to undertake research at a doctoral level and a suitable project, resources and supervision must be available.

#### ***Demonstrating your ability to undertake research at doctoral level***

If you had previously met the entry requirements for a PhD you may be permitted to transfer to a PhD after 12 months or half-time equivalent, subject to satisfactory completion of your initial review of progress, evidence of research outcomes, such as publications, peer reviewed conference papers, scholarly works and creative arts and the submission of a revised research proposal which can reasonably be completed within 3–4 years (less the time already spent in your master's candidature). If you are enrolled in a legacy program and had not previously met the entry requirements for a PhD you will need to wait until 18 months of candidature, or half-time equivalent.

#### **Application process**

1. Discuss the proposed transfer with your supervisors
2. Complete a [Change of Program/Plan, Load or Mode application form](#) ensuring that any relevant documentation (e.g. revised research scope and timeline to thesis submission and evidence of research output are attached under 'Additional Documentation').

The Adelaide University Graduate Research School will advise you in writing whether or not the transfer of your candidature has been approved. Where applicable, your maximum candidature duration and Research Training Program (RTP) entitlement will be reduced by the number of full-time equivalent (FTE) days for which you were enrolled in the master program. Your milestones will be updated and may have new due dates. Please check your program and milestone details on myAdelaide once you have received confirmation of the transfer.

#### ***Scholarship holders (RTPS and AURS)***

When your transfer to a doctoral program has been approved, your scholarship duration will be extended up to three and a half years, less the number of days of a master candidature previously completed.

#### ***International students***

As an international student, approval to transfer to a PhD program is subject to the approval of your sponsor (where applicable). Please contact International Student Support for advice before lodging your application to transfer.

## 12.6. Candidature after submission

After submission of your thesis for examination, your candidature remains active (with a load of zero) and you should be able to access University services. As your load is set to zero, you will not need to pay any tuition fees.

If your University Library and/or email access expires it may be possible in some circumstances to have it reinstated. See Appendix 2 of this Handbook for more information.

### 12.6.1. Scholarship holders

If you are in receipt of a scholarship, payments will stop from the day your thesis has been approved for examination or the expiry date of the scholarship (whichever occurs soonest).

### 12.6.2. International graduate research students

Student visa holders may remain onshore after thesis submission so that they can maintain access to University facilities in the event they need to make changes to their thesis after examination. If your student visa is due to expire before you have received your examiners' reports, please contact International Student Support to obtain a visa for marking purposes support letter. This letter can be used in place of a Confirmation of Enrolment (CoE) to support your new student visa application.

## 12.7. Taking Leave

As a graduate researcher, you are entitled to various types of leave throughout your candidature. Leave must be approved before it begins, and in most cases, you will need to submit a [Leave Application](#) with supporting documentation. Your Principal Supervisor must approve your request.

Below is a summary of the types of leave available and what they mean for your enrolment, scholarship and progress reviews.

### 12.7.1. Recreation leave

You may take up to 20 working days of recreation leave per calendar year (pro-rata for half-time load). Any weekday you are deemed to be enrolled in your course, excluding public holidays, is considered a working day. This leave:

- does not affect your progress review dates or candidature/scholarship expiry dates
- must be approved by your Principal Supervisor
- should be planned in line with your research timeline and discussed during progress reviews.

Any scholarship payments will continue as usual during recreational leave. You must apply for recreational leave using the [Leave Application](#).

#### *Scholarship holders*

Check your Condition of Award for details. If you are in receipt of an RTP, recreation leave will accrue over the life of the RTP Stipend and roll over to subsequent years.

## ***International graduate research students***

Recreation leave does not affect your visa. However, if you plan to travel overseas, you must submit a Leave Application so the University can contact you in case of emergency.

### **12.7.2. Sick leave**

If you receive a scholarship, you may be entitled to paid sick leave. Refer to your Scholarship Conditions of Award for your leave entitlements.

This leave can also be used for carer responsibilities. You must provide a medical certificate and have your Principal Supervisor's approval. Your enrolment and stipend continue during this time, and your maximum candidature period will be extended accordingly.

If you do not receive a scholarship, you may still take sick leave for illness or carer responsibilities. You must provide a medical certificate and have your Principal Supervisor's approval. Your program completion date will be extended by the number of working days you are on sick leave.

### **12.7.3. Cultural leave**

Aboriginal and Torres Strait Islander graduate research students may take up to 10 working days of cultural leave per year to meet cultural obligations. Half-time graduate research students are eligible on a pro-rata basis.

Cultural leave:

- must be approved
- cannot be accrued
- does not extend your maximum candidature period.

### **12.7.4. Family and domestic violence leave**

In the case that you require leave due to a domestic violence situation, scholarship holders will be entitled up to 10 working days (not accruable) of paid family and domestic violence leave for each year you are in receipt of an RTP stipend and undertaking a full-time student load (pro-rata for half-time load).

### **12.7.5. Leave of absence**

Leave of absence is for extended periods when you are unable to continue your research.

During this time:

- your candidature is paused
- you cannot continue research that forms part of your degree
- you are not insured to work on your research
- progress review and milestone dates may be affected
- your scholarship payments will be paused.

Common leave of absence reasons include jury duty, parental leave, personal leave, and administrative leave. The total leave of absence across your degree must not exceed 12 months, unless approved by the Pro Vice Chancellor – Graduate Research Training.

Scholarship holders may be eligible for paid jury duty and parental leave. Please refer to your Scholarship Conditions of Award. Medical or supporting documentation is required. Where relevant, your enrolment and stipend continue, and your program duration is extended.

Leave is generally not permitted in the final three months of candidature, during an extension, or when revising a thesis for re-examination – except in exceptional circumstances such as illness.

If you are granted more than 12 months of leave, the University will try to support your return but cannot guarantee the same project or supervision will be available.

### ***When leave of absence may not be approved***

Leave may be declined if it risks your research. Examples include:

- the need for timely experimentation
- access to resources and facilities
- time limits on grant funding or ethics clearances
- access to supervisors and other University staff
- to ensure continued currency of the research

### ***Returning from leave of absence***

Notify the Graduate Research School as soon as possible on your return (no longer than one week) so your enrolment and scholarship can be reactivated. If you need more time, apply for an extension at least one week before your approved return date. Failure to do so may result in suspension of your candidature.

### ***Scholarship holders***

Some scholarships allow paid leave. Check your Conditions of Award for details. If your scholarship does not cover the leave period, payments will be suspended. Apply at least two weeks in advance to avoid overpayment. Reinstatement after extended leave requires approval.

### ***International graduate research students***

You are expected to work full-time on your research for 48 weeks per year, with four weeks of recreation leave. You may apply for leave of absence if you experience compassionate or compelling circumstances. Supporting documentation is required.

If your leave exceeds 28 calendar days in a year, it will be reported to the Department of Home Affairs (DHA). Discuss your application with International Student Support prior to lodging it with the Graduate Research School.

If you do not return from leave of absence on the approved date, the University must report this to the Department of Home Affairs, which may affect your visa.

## **12.7.6. Administrative Leave**

At the discretion of the PGC GRT, a graduate research student may be placed on administrative leave for up to three (3) months where progress is not possible for reasons such as change of supervision or approval of a change to the research topic. Any stipend will be suspended for the period of the administrative leave.

### 12.7.7. Study away and travel

Adelaide University defines travel as a trip of 50 km or more, or where an overnight stay is required. The Adelaide University [Travel Policy](#) applies to all University travellers undertaking domestic or international travel on behalf of Adelaide University or for university – related activities. Further, the associated [Student Travel Procedure](#) applies to students – including graduate research students – whose travel is approved by Adelaide University for business, academic, research or other recognised purposes, including travel funded or administered by Adelaide University, or where Adelaide University procedures apply. This procedure does not apply in cases of personal or recreational travel not affiliated with University activities.

#### *How to apply for student travel*

Graduate research students must complete a [Study Away application](#) to initiate the travel approval processes. Your travel must be endorsed by your School and approved by a delegated authority in the Graduate Research School before travel commences. The travel details must match the approved activity and support eligibility for insurance and risk services.

In cases where you fund your own travel or receive travel funds directly, such as through a grant, scholarship or loan, you may, unless otherwise directed, make your own travel arrangements, provided they comply with Adelaide University guidance and requirements, and have been approved by the Graduate Research School. When travel is funded by the University, it must be arranged using the University's designated travel provider.

*Additionally, all international travel must be registered with [Healix](#), the University's designated provider of emergency medical and travel assistance.*

#### **Travel approval process**

Your supervisor or travel approver is required to:

- review travel requests and assess the suitability of both the destination and the proposed activity
- confirm the academic or program relevance of the proposed travel
- check that you have met any prerequisites
- ensure the travel does not affect your study progression and expected completion date (for international graduate research students)
- refer you to seek medical advice where appropriate
- disclose any known risks that may impact your ability to participate safely
- ensure risk assessments, high-risk travel approvals, and any checks related to sanctioned or excluded destinations, as listed on the Adelaide University travel insurance webpage, are completed in line with the University's High-Risk Travel Procedure
- approve or decline travel within their delegation and document decisions.

In sum, approvers must ensure that your travel is necessary, risk has been assessed, appropriate funding is available, and the travel aligns with the University's policies and procedures. Travel that is assessed as **high-risk travel** is subject to additional approval and mitigation requirements. Non-compliance with the University's policies may lead to disciplinary action or refusal of reimbursement. You may also be held liable for expenses already paid by Adelaide University.

## ***High-risk travel***

The University's [High-Risk Travel Procedure](#) applies to all University travellers whose travel is identified as high risk, including:

- destinations and regions rated as 'Reconsider your need to travel' and 'Do not travel' by the Department of Foreign Affairs and Trade (DFAT), or any location subject to international sanctions as listed on the University's [Insurance webpage](#); or
- locations or itineraries that present significant medical, political, environmental or logistical risk, as defined by Adelaide University's emergency response provider.

All high-risk travel must be:

- identified at the planning stage using Department of Foreign Affairs and Trade (DFAT) advice, insurance guidance, or Adelaide University travel protocols
- supported by a completed [High-Risk Travel Assessment Form]
- approved by the Deputy Vice Chancellor – International and External Engagement
- registered in the University's travel system with supporting documentation.

Travel alert levels are regularly updated. For up to date travel advice, including specific [advice for academics](#), consult the Australian Government's [Smart Traveller](#) website.

## ***International graduate research students***

You should be aware that:

1. The University is required to abide by both The United Nations Sanctions (Regulation 2008) as well as the Australian Autonomous Sanctions Regulation 2011. Therefore, if you are a citizen of a country that is subject to sanctions, detailed plans of your proposed study away may need to be forwarded to DFAT for consideration. In this event, notification of the decision on your study away application will take some time.
2. To avoid delays in the approval of your study away application, particularly if you are a citizen of a country that is subject to sanctions, you must lodge your application well in advance of your proposed travel and prior to making any travel arrangements; a minimum of 15 working days is recommended.
3. The Adelaide University Graduate Research School may contact your Principal Supervisor for further details of your proposed off-site research activity.

### **12.7.8. Travel Insurance**

The University purchases travel insurance for all staff and students travelling interstate or overseas on approved University travel. To ensure that you are covered by insurance during the time you are absent from the University, your application for study away must be lodged with the Adelaide University Graduate Research School well in advance of your expected departure date. For additional information, please see the University's [Insurance website](#).

## **12.8. Timely completion, extensions and lapsed candidature**

At Adelaide University, graduate research students and their supervisors are expected to design a research project that enables thesis submission within scholarship duration (if applicable) or the maximum time allocated for the degree.

This timeframe begins when you commence as an enrolled graduate research student and includes provisional candidature, any prior research degree enrolment, and internships related to your research project. Approved deferment and leave of absence are excluded.

### 12.8.1. Thesis submission timeframes

- **Doctor of Philosophy (PhD):** Structured for submission within 3.5 years, with minimum of two years and a maximum of four years to complete
- **Master of Philosophy (MPhil):** Minimum of one year and a maximum of two years to complete
- **Master of Research (MRes):** Minimum of nine months and a maximum of 1.5 years to complete (one year for research project)

### 12.8.2. Candidature extensions

If you are unable to submit your thesis by your candidature expiry date, you may apply for an extension:

- **PhD candidates:** Up to 12 months (taking your PhD to five years total)
- **Master of Philosophy candidates:** Up to six months (taking your MPhil to 2.5 years total)
- **Master of Research candidates:** Up to three months (taking your MRes to 1.75 years total)

Extensions must be approved by your School and must not be viewed as an alternative to the appropriate use of leave of absence. Submit your [Extension to candidature application](#) well before your expiry date. The Graduate Research School will send a reminder approximately three months before your candidature is due to lapse.

### *International graduate research students*

International scholarship holders are subject to tuition fees when enrolled on extended candidature. If you are a sponsored international graduate research student, please consult your sponsor about the possibility of extending your sponsorship before lodging an application for extension of candidature. For assistance, contact [International Student Support](#), who will also issue a new Confirmation of Enrolment (CoE) aligned with your extension.

### 12.8.3. Lapsed candidature

If you do not submit your thesis or apply for an extension before your candidature expiry date, your candidature will lapse. You will no longer be enrolled and will lose access to University resources, supervision and insurance.

The Graduate Research School will send a reminder approximately three months before your candidature is due to lapse.

A lapsed candidature may be reactivated for submission purposes only, and only if submission occurs within 12 months of the lapse date. If more than 12 months have passed, approval from the Pro Vice Chancellor – Graduate Research Training is required. Approval will only be granted if:

- you have support from your supervisors and School

- your thesis remains aligned with your original research
- the work is current, including the literature review.

## 13. The Thesis

Adelaide University offers several approved thesis formats to suit different research approaches. Early in your candidature, speak with your supervisor about the length, structure and format of your thesis. You should also familiarise yourself with the current requirements for preparing and presenting your thesis as detailed below and in the Graduate Research Thesis Examination Protocol.

Graduate research theses may be submitted in one of the following formats:

- **Conventional format:** A conventional research-focused thesis – written text comprised of chapters, presented as typescript.
- **Publication format:** A thesis comprising a combination of conventional chapters and peer-reviewed or draft research publications, with an option to include some research-focussed professional outputs, integrated with introductory, linking and concluding text that provides a coherent view of the context, methodology and significance of the outputs.
- **Creative work and exegesis format:** A major original creative work accompanied by an exegesis.

Adelaide University does not offer a ‘PhD by prior publication’. All research presented in your thesis must have been completed during your candidature. Manuscripts published, accepted, or submitted for publication prior to commencing your candidature cannot be included.

If you plan to submit a non-standard thesis format, you must obtain approval from your supervisory panel and the Pro Vice Chancellor – Graduate Research Training, at the time of your Initial Review.

### 13.1. Language of submission

Theses are normally submitted in English. If there is a valid academic reason to submit in another language, you must apply for approval when completing your Initial Review. If approved, a substantial abstract in English will be required when you submit your thesis.

### 13.2. Word limits

Maximum word limits (including footnotes, but excluding tables, diagrams, bibliography, references and appendices) are:

- PhD: 80,000 words
- Master of Philosophy: 40,000 words
- Master of Research: 25,000 words.

For the creative work and exegesis format, the exegesis must normally not exceed:

- PhD: 30,000 words
- Master of Philosophy: 20,000 words
- Master of Research: 15,000 words.

Aim to stay below the maximum to allow room for revisions. If your thesis exceeds the limit, you must seek approval from the Pro Vice Chancellor – Graduate Research Training.

### **13.3. Publication format**

In a publication-format thesis, publications or papers replace some or all conventional chapters. These may include:

- unpublished manuscripts in preparation for publication but not yet submitted
- manuscripts submitted for publication or in revision following peer review
- manuscripts accepted for publication but not yet published
- published manuscripts.

All publications included in the thesis must derive from research undertaken within candidature. Publications generated outside of candidature cannot be included. They must also not have been accepted for any other University award.

Your thesis must also include:

- a contextual statement which normally includes the aims underpinning the publications
- a literature review or commentary which established the field of knowledge and provides a link between publications
- a conclusion showing the overall significance of the work and contribution to knowledge, problems encountered and future directions of the work.

The discussion should not include a detailed reworking of the discussions from individual publications within the thesis.

#### ***Alternative version***

An alternative version of the publication format, one which comprises a combination of conventional written narrative presented as typescript and publications (as defined above), is also acceptable. Both the conventional written narrative and the publications must be closely related in terms of subject matter and form a cohesive research narrative.

#### ***Statement of Authorship and examiner feedback***

Each publication must be accompanied by a Statement of Authorship detailing your contribution as principal author and signed by all co-authors. This clarifies your role and the publication status, helping examiners understand the scope of changes they can recommend.

Examiners may comment on published chapters. Any shortcomings/comments raised by examiners in their reports should be addressed as part of the discussion/general conclusion chapter of the thesis. If errors are detected, the public record should be corrected.

In contrast, recommendations for change can be made to any part of submitted or unpublished and unsubmitted manuscripts.

To avoid delays, complete a Statement of Authorship for each paper as you write it.

### 13.3.1. How many papers are enough?

The number of publications required varies by research area. For example, some scientific fields may require three to six papers for a PhD; while in the Humanities, a single book-length work may be more suitable. Your supervisory team will guide you on what's appropriate for your project.

### 13.4. Creative work and exegesis format guidance

In creative disciplines, your thesis should include:

- a creative work (including an exhibition, music composition or performance, literary work or film).
- an exegesis that describes the form and presentation of the creative work, provides analytical commentary, and situates the work within its disciplinary context. It must demonstrate conceptual depth and scholarly rigour appropriate to graduate research.

The exegesis must normally not exceed the following word count depending on research degree: 30,000 words (PhD), 20,000 words (Master of Philosophy) or 15,000 words (Master of Research).

Approval to submit a thesis in an alternative format must be obtained by the time you complete your Initial Review.

### 13.5. Thesis content order

Unless otherwise required under a joint PhD agreement, the content of the thesis should be arranged in the following order:

- a. a title page giving the:
  - i. title of the thesis in full
  - ii. names and degrees of the graduate research student
  - iii. name of the university associated with the work
  - iv. date when submitted for the degree
  - v. name of the degree for which the thesis is being submitted.
- b. a table of contents.
- c. a list of figures.
- d. a list of tables.
- e. a glossary and/or table of abbreviations.
- f. a glossary of uncommon terms and general abbreviations used throughout the text. List all abbreviations except those in widespread use.
- g. an abstract of no more than 500 words.
- h. an impact statement of no more than 500 words.
- i. a signed declaration (the required text is indicated below).
- j. acknowledgements (optional).
- k. the main text.
- l. bibliography/references cited following a protocol used by a major international journal in the student's area of study or as determined by the Dean of Research (or delegate).

m. appendices, if any.

## 13.6. Declarations

The declaration page for your thesis needs to include specific text as indicated below. The text varies depending on whether your thesis contains work already in the public domain (i.e. publications).

### 13.6.1. For a thesis that does not contain work already in the public domain

I certify that this work contains no material which has been accepted for the award of any other degree or diploma in my name, in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text. In addition, I certify that no part of this work will, in the future, be used in a submission in my name, for any other degree or diploma in any university or other tertiary institution without the prior approval of Adelaide University and where applicable, any partner institution responsible for the joint award of this degree.

I give permission for the digital version of my thesis to be made available online via the University's digital research repository, the Library Search and also through web search engines, unless permission has been granted by the University to restrict access for a period of time.

### 13.6.2. For a thesis that contains publications

I certify that this work contains no material which has been accepted for the award of any other degree or diploma in my name, in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text. In addition, I certify that no part of this work will, in the future, be used in a submission in my name, for any other degree or diploma in any university or other tertiary institution without the prior approval of Adelaide University and where applicable, any partner institution responsible for the joint award of this degree. The author acknowledges that copyright of published works contained within the thesis resides with the copyright holder(s) of those works.

I give permission for the digital version of my thesis to be made available online via the University's digital research repository, the Library Search and also through web search engines, unless permission has been granted by the University to restrict access for a period of time.

### 13.6.3. Research Training Program (RTP) declaration

Any student who received Australian Government funding through a Research Training Program (RTP) funded scholarship or fee-offset *must* include the following declaration.

This research was supported by an Australian Government Research Training Program (RTP) Scholarship [doi.org/10.82133/C42F-K220](https://doi.org/10.82133/C42F-K220).

**This applies to all domestic students.** International graduate research students who did not receive an RTP funded scholarship or fee-offset should not include this declaration. This includes international graduate research student who paid full fees, were fully funded by a scholarship from their home country or received an award solely funded by the university. If you

are not sure whether any of these categories apply to you, please contact the Graduate Research School: [graduate.research@adelaide.edu.au](mailto:graduate.research@adelaide.edu.au)

#### **13.6.4. Additional declarations**

In addition to the above, you must declare:

- any additional funding sources (if applicable).
- whether any digital editorial assistance or generative AI tools were used in preparing the thesis and the extent of its use.
- whether any third-party human assistance was provided in preparing the thesis and whether these parties are knowledgeable in the academic discipline of the thesis.
- whether you received any help from, or work was carried out by, other people or organisations, including Adelaide University.

The declarations should be specific, detailed and exhaustive.

If you are working with third parties or have received approval from the Pro Vice Chancellor – Graduate Research Training for an embargo to be placed on your thesis, you should still declare the ownership or permission clearance of (any) copyright material included in the thesis. Your thesis will be withheld from public access for the approved duration of the embargo. Refer to the Intellectual Property information in the Conduct of Research section of this Handbook for more information.

### **13.7. Editing and presentation of the thesis**

You are responsible for ensuring your thesis meets the academic and presentation standards expected for your degree. Theses submitted for examination must be free from typographical and spelling errors. Proofreading is essential, and this task should not be delegated to your supervisors.

If you choose to engage a professional editor, their contribution must be acknowledged in your thesis. Editors must follow the IPED standards for editing practice, and limit their work to ‘Language and Illustrations’ and ‘Completeness and Consistency’ (Standards D and E).

## **14. Thesis submission**

Submitting your thesis is a significant milestone. Before you begin, it’s important to speak with your supervisors and complete a few key steps to ensure your submission proceeds in a timely and efficient manner.

### **14.1. Notice of intention to submit**

Approximately three months prior to when you think you will be ready to submit your thesis for examination, you will need to notify the Graduate Research School of your ‘Intention to Submit’ via myAdelaide. It is important that you discuss this with your supervisor as they will be experienced in determining your progress and whether you will be able to meet your intended date. Upon receipt of your Intention to Submit, the Graduate Research School will ask your

Principal Supervisor to nominate examiners. Early notice helps avoid delays in the examination process.

- Step 1: Log into myAdelaide
- Step 2: Select 'Access the GR student portal' link from the 'My graduate research candidature' section
- Step 3: Once in the GR portal select the 'Thesis Management' tile
- Step 4: Select the 'Intent to Submit' page
- Step 5: Enter your planned submission date and submit

*PhD candidates who commenced at the University of Adelaide prior to 1 July 2022 will also be able to indicate whether they wish to opt into completing an oral examination as part of their thesis examination.*

The Graduate Research School is aware that it is difficult to determine in advance when you will be prepared to submit your thesis and that sometimes things go quicker or take longer than you expect. The date that you provide when indicating your intention to submit just needs to be your best guess. You do not need to submit on the date you nominate, just submit your thesis whenever it is ready.

## **14.2. Plagiarism checking**

The use of [iThenticate](#) is compulsory prior to submission of a thesis for examination. iThenticate is a text matching software tool that compares documents submitted to an extensive database of web pages and scholarly content and produces a similarity score and report. It checks for originality and ensures non-original work has been cited appropriately. Graduate research students must submit their thesis to the portal and upload the iThenticate report with their thesis at the time of submission. The report will be reviewed by the Principal Supervisor as part of the approval process.

## **14.3. Submission format**

In the case of a conventional or publication format thesis, a single PDF file will be submitted for examination purposes.

In the case of a creative work and exegesis format thesis, the creative work must be documented in digital format, and the creative work and exegesis must be submitted as separate files.

## **14.4. Submission process**

All graduate research theses are to be submitted online via myAdelaide. Once logged in, navigate to the [my Graduate Research Candidature] tab and then select the 'Thesis Management' option. Select the 'Thesis Submission' page where you will need to confirm your thesis title, indicate the thesis format and whether an editor was used, and confirm a set of declarations. You can then upload a digital copy of your thesis along with your iThenticate report and any other supporting documents.

Following submission, approval from your Principal Supervisor and Area Approver is required before the Graduate Research School can commence the examination process. You will be notified once the Area Approver has approved the thesis for examination and your candidature will be stopped, along with any active scholarships. You can track the progress of your thesis examination on the ‘Thesis Tracking’ page.

If the thesis submission is not approved at any stage in the process, a discussion must take place between the graduate research student, supervisory panel and, if required, Area Approver. Upon resolution of any outstanding issues, you will then need to resubmit an amended version of the thesis for approval.

If the Graduate Research School has received the approved nominated examiners at the time that the thesis is approved by the Area Approver, the thesis will be dispatched for examination along with all required documentation. If the examiner nomination has not yet been submitted by the Principal Supervisor and approved by the Area Approver, the Graduate Research School will not be able to commence the examination process until that approval is received.

### **14.5. Submission against the advice of the School**

The Graduate Research School is unable to accept a thesis that has not been approved for examination by the relevant School. If you disagree with the School’s advice about the readiness of your thesis for examination, it is expected that the dispute will be dealt with, in the first instance, at the local level by the Dean of School or delegate, such as Graduate Research Coordinator.

If the dispute cannot be resolved at the local level, the matter should be referred to the Pro Vice Chancellor – Graduate Research Training. The Pro Vice Chancellor will deal with the matter in consultation with the Dean of Research (or delegate) of the relevant College and the Dean of School or Graduate Research Coordinator concerned, if required.

### **14.6. Submission after candidature has lapsed**

If your candidature has lapsed, you can still submit your thesis if the following conditions are met:

- the thesis has not departed from the field of study you were pursuing during candidature
- the thesis is up to date for the time of submission
- your Principal Supervisor and School are prepared to certify that the thesis is worthy of examination, and
- your Principal Supervisor and School are prepared to support you through the examination process.

Please contact the Graduate Research School for advice.

## 14.7. Exit Survey

Before your final thesis can be accepted, you will need to complete a confidential Exit Survey. This short survey helps the University understand your experience and improve support for future graduate researchers.

Once your thesis is received, the Graduate Research School will email you instructions on how to complete the survey online.

The completion of the survey is compulsory. If you choose not to complete the survey, you must submit a written request to the Pro Vice Chancellor – Graduate Research Training. You will not be able to graduate until the matter is resolved.



## 15. Examination

The examination of a graduate research thesis is complex. Examiners must judge your understanding of a body of existing knowledge, your approach to research, construction of hypotheses, arguments and analyses.

### 15.1. Appointment of examiners

Once you have filed your notice of intention to submit, your Principal Supervisor will nominate three potential examiners.

For PhD and Master of Philosophy theses, two independent examiners external to the University will be appointed. For Master of Research theses, examiners may be internal, provided they are independent of your research.

Examiners must not be part of your supervisory panel and must be free from any conflicts of interest. If a nominee is not affiliated with a recognised research institution, your supervisor must provide details of their academic and professional experience to support the nomination.

To ensure the integrity, fairness, and academic rigor of thesis examinations, examiners must:

- Be qualified to at least the same level as the award they are examining or have equivalent research experience.
- Have international standing in the research field.
- Whenever possible, have recent (within the last five years) research activity within the research field.
- Have the capacity to arrive at an independent assessment of the thesis, free of any bias towards the methods or frameworks used in the research.
- Have supervisory and/or examiner experience at the degree level at which they examine.
- Not have acted in a supervisory capacity during the graduate research student's candidature, or have been a close collaborator or co-author with the graduate research student or their supervisors within the last five years.
- Not have any real or perceived conflict(s) of interest with the graduate research student, their supervisors or anyone involved in the graduate research student's candidature.
- If applicable, sign and return a confidential disclosure deed when confirming availability and willingness to participate in the examination.
- Must be from different institutions, and where possible, at least one examiner must be based overseas, except if being appointed as the internal examiner for a Master of Research thesis.
- Not be advised of the identity of the other nominated examiners or have their identity revealed to the graduate research student prior to the oral examination of the thesis.
- Not be a Titleholder or employed by Adelaide University (in any capacity) or its foundation universities within the last five years, except if being appointed as the internal examiner for a Master of Research thesis.
- Be actively associated with a university or an institution of higher learning (higher education provider), or a research institution.

## **15.2. Objecting to potential examiners**

You may identify individuals you believe should not examine your thesis. Objections can be registered at the time of the notice of intent to submit the thesis. Your objection does not constitute a veto. If the School recommends an examiner you have objected to, the final decision rests with the Pro Vice Chancellor – Graduate Research Training.

### **15.3. Examination process and timelines**

Once your thesis is dispatched, the Graduate Research School will notify you and your supervisors and provide an indicative timeline for examiner reports and the oral examination. The Graduate Research School will follow up with examiners if reports are delayed. On average, it takes around two months to receive the examiners' reports. Please avoid making graduation plans until you receive formal notification. No details about the examination will be shared until the process is complete.

Examiners will receive:

- assessment criteria for the thesis
- examination outcome options
- conflict of interest guidelines
- information on whether there is an embargo on the thesis
- a confidentiality deed if the thesis contains significant confidential information.

### **15.4. Oral examination scheduling and format**

Your examiners are given a timeline to review and examine your thesis, and your oral examination will be scheduled provisionally approximately three weeks from that date. Once received, the Graduate Research School will forward you a copy of the examiners' written reports, so you can prepare accordingly. The oral examination will be scheduled to start at some time during the normal working hours for the University, where possible, and may be in person, online or a combination of both. Whenever possible, the oral examination should occur on campus. If you are not located on campus, please notify the Graduate Research School before submission to assist with scheduling across time zones.

The oral examination consists of two parts:

- A 20-30 minute presentation of your research, which may be open to the public (your choice)
- A closed question-and-answer session with your examiners.

The total duration of the oral examination must not exceed three hours.

An Independent Chair will lead the session. You and your examiners will attend, and you may request up to three support persons to be present. Any support persons in attendance (including supervisors) are not permitted to participate in the oral examination in any way.

Arrangements will be made to provide any additional support that may be needed to accommodate for a disability or other accessibility requirements.

#### **Graduate research students who commenced prior to 1 July 2022 at the University of Adelaide**

The oral examination is optional for graduate research students who commenced prior to 1 July 2022 at the University of Adelaide.

## **15.5. Examination outcomes**

The outcome of your examination will fall into one of the following categories.

### **15.5.1. Award of degree**

This recommendation confirms that your thesis meets the standard required for the degree, and no amendments are necessary. If your thesis is awarded without amendments, you will have up to four weeks to lodge your final thesis copy with the Graduate Research School.

### **15.5.2. Award of degree subject to the specified amendments**

This recommendation indicates that your thesis meets the standard required for the degree, provided that specific amendments are made to the satisfaction of the University. These may include, for example:

- Rewriting of sections or paragraphs
- Clarification of results or arguments
- Minor additional explanations
- Inclusion of tables, figures or references
- Corrections to spelling, grammar or formatting.

Do not begin amendments until you receive formal notification of your result. You will then have six weeks to complete the required changes and submit your final thesis to the Graduate Research School. Extensions may be granted in exceptional circumstances, with written support from your supervisor and Dean of School or delegate such as the Graduate Research Coordinator, and approval from the Pro Vice Chancellor – Graduate Research Training.

### **15.5.3. Revise and resubmit**

This recommendation means your thesis is not currently acceptable for the award of the degree. Significant revision is required. This may involve, for example, major restructuring, rewriting, or additional research. If this outcome is confirmed, you will be granted a defined period of candidature to revise and resubmit your thesis for re-examination.

If your thesis requires substantial revision, you will be granted up to six months of additional candidature to prepare a revised version (up to 12 months for half-time graduate research students).

During this period, you must:

- Notify the Graduate Research school of your intent to resubmit
- Provide a statement outlining changes made and a defence of any recommendations not accepted
- Obtain confirmation from your Dean of School that the thesis is ready for re-examination.

Normally, the original examiners will re-examine the thesis. However, in rare cases, new examiners may be appointed if academically justified. Examiners will be instructed not to introduce new concerns and cannot recommend another 'revise and resubmit' outcome.

If the revised thesis is awarded subject to specified amendments, you will have up to three months to complete them.

#### **15.5.4. Not be awarded the degree (Fail)**

This recommendation indicates that your thesis does not meet the standard required for the degree and cannot be revised for resubmission. In this case, the examination outcome is final. You cannot resubmit a revised version for re-examination.

**Please note:** Examiners are not permitted to recommend a lower-level qualification. For example, a doctoral thesis that does not meet PhD standards cannot be awarded a Master of Philosophy as an alternative.

#### **15.5.5. Appeals**

If you wish to appeal the outcome of your examination, please refer to the University's Student Appeals Procedure. If you are considering an appeal, it is recommended that you speak with a Senior Complaints and Conduct Advisor before proceeding.

### **15.6. Pro Vice Chancellor's Commendation for thesis excellence**

If both examiners recommend that your thesis be awarded (with or without amendments), they may also indicate whether it is outstanding and deserving of a commendation for Doctoral or Master thesis excellence. If you completed your PhD or Master of Philosophy within candidature time and your thesis receives this Commendation from both examiners, you will receive a formal letter of congratulations from the Pro Vice Chancellor – Graduate Research Training, and the Commendation will be recorded in the prizes and awards section of your academic transcript.

### **15.7. University research medals**

Each year, Adelaide University awards up to 20 Doctoral Research Medals and up to 10 Master Research Medals for the highest quality research theses. Both Master of Philosophy and Master of Research theses are eligible for nomination. These medals recognise exceptional academic achievement and research excellence.

## 16. Final thesis submission

Once you have completed any required amendments to your thesis and received formal notification of your examination outcome, you must submit your final thesis to the Graduate Research School before your degree can be conferred.

### 16.1. Lodgement requirements

For most thesis formats, submit a single PDF file. If your thesis includes a creative work and exegesis, you will need to submit two separate PDF files – one for each component.

You must also submit a [Thesis Information for the Library form](#) with your thesis. Any third-party materials included in the thesis should be declared on the Thesis Information for Library form and copyright clearance for each item indicated on the Third-Party Copyright Clearance form, including documentation of any permissions or licences required.

Your final thesis will be made publicly available through the University's [digital research repository](#) and will be harvested and discoverable in external search engines and aggregators, unless you've arranged for an embargo due to ethical, privacy or confidentiality reasons.

For more information, refer to the University's [Open Access Procedure](#).

### 16.2. Australian Higher Education Graduation Statement (AHEGS)

As part of the thesis lodgement process, you will need to provide an Australian Higher Education Graduation Statement (AHEGS). The AHEGS is a Commonwealth initiative that assists in both national and international recognition of Australian qualifications and promotes international mobility and professional recognition of graduates. The graduation statement is additional to other documentation such as degree parchments and academic transcripts and is based on nationally agreed specifications approved by the Government. It is intended to provide potential employers and other institutions with a greater understanding of your achievements.

The AHEGS provides a description of the award, which includes your thesis title and a 100-word abstract, a description of Adelaide University, a list of the academic achievements relevant to your degree and details of the Australian Higher Education System.

Background information on the AHEGS is available at <https://www.education.gov.au/quality-and-legislative-frameworks/australian-higher-education-graduation-statement>

### 16.3. Copyright considerations

All third-party materials included in your thesis will require copyright clearance, including quotations, figures, diagrams, illustrations, photographs, musical notation and audio-visual material. Third-party materials are essentially anything that you did not create yourself. Self-authored material that has been published may also be treated as third party if it was co-authored or the rights have been transferred to a publisher.

It is good practice to consider copyright clearances before including each third-party material in your thesis to avoid any hurdles at the submission stage.

Copyright clearances should be itemised on the Third-Party Copyright Clearance form. See the Copyright for Research Publishing webpage for more information on copyright clearances or contact the Copyright Coordinator.

Except where copyright is owned by others, copyright ownership of the thesis remains with you as the author.

Also refer to the copyright guidance in the ‘Conduct of Research’ section of this Handbook.

## **16.4. Publishing your thesis**

Publishing your thesis online is considered a form of publication. Be aware that some publishers and conference hosts may have self-plagiarism or text-recycling policies in place and might consider your thesis on Adelaide Research & Scholarship elsewhere online to be a prior publication.

If you have an existing agreement with a publisher or research partner, check whether online publication affects your rights. If your thesis includes published papers, you may need to review your publication agreements or seek permission to include them in the University’s repository.

Once your work is accepted for publication, it is recommended to avoid assigning or exclusively licensing the copyright otherwise you may find that you need to obtain permission from the publisher to reuse your own work in future projects. See the Library’s Copyright for Research & Publishing webpage for further tips on publishing agreements.

## **17. The Australian Qualifications Framework (AQF)**

Further insight into the skills and learning outcomes you have achieved by completing your research degree can be obtained by viewing the Australian Qualifications Framework (AQF) specifications for your level of qualification.

All Adelaide University research degrees comply with the Australian Qualifications Framework (AQF). The AQF is the national policy for regulated qualifications in Australian education and training.

It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. The AQF ensures that employers, educational institutions and students all have an understanding of the standards required to attain an AQF compliant qualification to any given level. The AQF standards range from certificate 1 qualifications (AQF Level 1) to Master degrees (AQF Level 9) and Doctoral degrees (AQF Level 10).

Further information about the AQF and the specifications and learning descriptor outcomes for each AQF level of qualification is available at: [aqf.edu.au](http://aqf.edu.au).

## **18. Appendices**

Appendix 1: Responsibilities

Appendix 2: Access privileges for graduate research students outside of candidature

Appendix 3: Information sheet for Joint PhDs

## 18.1. Appendix 1: Responsibilities

Research training at the University involves the active participation of both staff and graduate research students. This appendix can be used as a quick reference guide to the various graduate research student responsibilities discussed throughout this Handbook.

### 18.1.1. Responsibilities of graduate research students

The responsibilities of research students include:

- a) Communication
  - a. Ensuring that contact details are kept up to date on myAdelaide
  - b. Where the preferred email address is not the campus address, ensuring that email forwarding is set up to forward University emails from the campus email address to the preferred email address.
- b) At the beginning of candidature
  - a. Reading, becoming familiar with, and abiding by, the Graduate Research Candidature Procedure, The Australian Code for the Responsible Conduct of Research (2018), the Graduate Research Handbook, and all other University policies, procedures or administrative processes relevant to graduate research students.
  - b. Becoming familiar with College and School information including resources, facilities, funding allowances and graduate research student representation on committees.
  - c. Selecting supervisors with the assistance of the Graduate Research Coordinator or Dean of School and accepting reasonable offers of supervision facilitated by the University.
  - d. Selecting an appropriate research topic with the assistance and advice of the Graduate Research Coordinator or Dean of School for which the University is capable of providing adequate supervision.
  - e. Initiating discussions with the supervisors concerning the type of supervisory assistance that is preferred.
  - f. Meeting with the Principal Supervisor at the commencement of candidature to clarify their respective roles, responsibilities and expectations throughout the candidature, and to complete the Candidature Agreement.
- c) During candidature
  - a. Pursuing research diligently, at a high standard and without interruption as far as possible, to ensure completion within the timeframe allowed for the degree.
  - b. Behaving professionally and with integrity, including by:
    - i. Acting with honesty and integrity in submitting work for review, and in all other dealings with the University, its staff and fellow graduate research students,
    - ii. Respecting the opinions and rights of others within the University community, treating others in a fair and non-discriminatory manner, and acting with consideration for others,
    - iii. Applying oneself to one's studies to the best of one's abilities and

- iv. Using University property, services and facilities (including email and internet facilities) in ways that are considerate of others and do not breach University policy.
- c. If applicable, formulating a Graduate Research & Innovation Training (GRIT) development plan that will ensure completion of all required activity hours by thesis submission (100 hours for PhD students and 60 hours for Master of Philosophy students) and actively participating in and recording evidence of completion of GRIT activities throughout candidature to ensure that evidence of program completion can be supplied prior to thesis submission.
- d. Where approved to undertake an industry placement, complying with the terms and conditions of the placement including the requirement to maintain a full-time enrolment status where in receipt of a scholarship.
- e. Adopting at all times safe working practices relevant to the field of research and adhering to the ethical practices appropriate to the discipline.
- f. Obtaining an ORCID and linking it to Aurora, the University's publication management system.
- g. Ensuring that the Principal Supervisor has obtained any required ethics approval prior to commencement of research
- h. Keeping to an agreed schedule of meetings that will ensure regular contact with the supervisors
- i. Taking notes during each scheduled meeting with the supervisor(s), circulating them to all members of the supervisory panel afterwards and maintaining filed records.
- j. Maintaining the progress of research in accordance with the University's and the supervisors' expectation, including in particular, completing all milestones and progress reviews by their due dates and presenting any required written material to the supervisors (e.g. drafts of the thesis or publications) in sufficient time to allow for comments and discussions.
- k. Maintaining regular attendance and participation in the School's seminar program.
- l. Accepting reasonable offers of alternative supervision facilitated by the University where required as a result of staff departures, absences (exceeding one month) and supervision conflicts that have not been resolved by mediation, or which are deemed unsuitable for mediation.
- m. Monitor the progress of all online progress reviews and ensure that review participants (i.e. supervisors and School reviewers) complete their components by the due date of the review.
- n. Requesting that the Principal Supervisor apply to the Adelaide University Graduate Research School for an extension of the due date of any progress review that cannot be completed on time, for reasons beyond the control of the graduate research student.
- o. Completing and lodging the appropriate forms or applications with the Adelaide University Graduate Research School when seeking approval to change the conditions of candidature or scholarship.

- p. Applying (in advance where possible) for leave of absence from candidature during any periods, to a maximum of 12 months, where it is not possible to work at full capacity.
  - q. Returning to study on the approved date following an approved leave of absence and notifying the Adelaide University Graduate Research School of resumption of studies within one week.
  - r. Notifying the Adelaide University Graduate Research School and supervisors promptly of withdrawal from candidature.
  - s. Taking the initiative in raising problems or difficulties and sharing responsibility for seeking solutions.
  - t. Discharging all financial obligations to the University promptly.
- d) During the later stages of candidature
- a. Accepting responsibility for producing the final copy of the thesis and ensuring that both content and presentation are in accord with the requirements specified in the Graduate Research Candidature Procedure and the Graduate Research Examination Protocol.
  - b. Ensuring that an Adelaide University by-line is included in all research outputs which result during or after candidature from the product of research undertaken at the University and that any funding contributions from the Australian Government or other stakeholders are appropriately acknowledged.
  - c. Where there is disagreement with the supervisor(s) regarding the readiness of the thesis for examination and the graduate research student still wishes to submit that thesis for examination, instigating dispute resolution procedures in accordance with the section of the Handbook entitled 'Submission against the advice of the School'.

## **18.2. Appendix 2: Access privileges outside of candidature**

This information is intended to provide Deans of School, Graduate Research Coordinators and graduate research students with information on what is considered appropriate practice for graduate research students outside of their formal candidature.

Graduate Research students outside of candidature will lose privileges associated with active candidature such as access to information technology and digital services, the Library, buildings and insurance. For more information and to request access to these resources, visit the relevant unit's website.

There will be some instances where it is desirable to allow a graduate research student, who is not currently enrolled, some or all of the privileges associated with active candidature. This visitor access would be in the following instances:

1. For graduate research students who are intermitted or have lapsed candidature where such privileges might facilitate the completion of their degree, they may be afforded rights as an approved visitor to the University, on the authorisation of the Dean of School.
2. For graduate research students who have submitted their thesis or who have been awarded their degree and are voluntarily contributing to University research and publications, they may be afforded rights as an approved visitor, including access to University buildings, on the authorisation of the Dean of School.

It is the responsibility of the graduate research student to request access, utilising the appropriate forms, and the responsibility of Deans of School to consider such requests.

### **18.3. Appendix 3: Information sheet for jointly awarded PhDs (Joint PhD)**

This information sheet should be read in conjunction with the [Graduate Research: Joint PhD Award Program Procedure](#), which outlines the requirements and processes for the establishment and administration of joint PhD award opportunities between Adelaide University and its research partners in Australia and globally.

#### **18.3.1. What is a Joint PhD?**

A Joint PhD allows approved PhD students to be supervised jointly by academics from Adelaide University and academics from another approved collaborating university, either within Australia or overseas. These PhD students are enrolled concurrently at the two universities for the duration of their candidature, and they spend at least one year at each university.

At the conclusion of their study, and the successful completion of all requirements under the Joint PhD Agreement, they receive a single degree awarded jointly by the two institutions. The resulting parchments (commonly, one from each institution) clearly reflect the joint nature of the agreement and that the degree is jointly awarded by the partnered institutions.

Each Joint PhD requires the execution of an individual student agreement which sets out in detail the terms and conditions for joint supervision, progress review requirements, finance details (i.e. scholarships, stipends, fees etc) and examination. It is very important for a Joint PhD student to carefully read and understand the conditions specified in the proposed agreement before committing to the agreement as there are typically special conditions attached. These conditions sometimes require candidates to go above and beyond Adelaide University's standard PhD requirements. For example, Nagoya University in Japan requires a certain amount of coursework as part of their Joint PhD.

#### **18.3.2. What is the intent of a Joint PhD?**

The prime intent of a Joint PhD is that it forms part of an ongoing or developing research collaboration between a School or research group at Adelaide University and one in another high-quality university. It enriches candidates' training experiences, exposes them to different educational and cultural environments, and encourages them to forge personal and professional links that will increase their career prospects nationally and internationally.

#### **18.3.3. Is a Joint PhD the best fit?**

Of course, not all collaboration, whether it be domestic or international needs to be at the level of a Joint PhD. Study Away is another option for graduate research students who wish to undertake fieldwork, research or study towards their degree while located outside the University for a period of time, not exceeding 12 months in total. Bringing external supervisors on to your supervisory panel can be another option to engage with researchers beyond Adelaide University as part of your research program. A Joint PhD is a more substantial association, a real collaboration in research supervision, which will raise an existing research collaboration to a higher level and see the PhD students involved, spending substantial periods of time away from home while physically located at the partner institution, undertaking research for their project.

#### **18.3.4. What are the benefits of enrolling in a Joint PhD?**

Candidates can broaden their research career with a Joint PhD for maximum local, national and global impact. Specifically, a Joint PhD provides a mechanism to:

- Study at two high-quality institutions thereby to enhancing two-way research collaboration.
- Facilitate cross-institutional study and enhance the student experience.
- Work in two countries, experience different cultures and have access to the latest research equipment.
- Potentially access new funding sources and new field trial locations.
- Develop professional networks.

#### **18.3.5. What financial support is available to graduate research students undertaking a Joint PhD?**

The funding opportunities depend on the location of the PhD student's primary institution, also known as the home institution. The primary institution is nominated by the PhD student at the time of application and is normally the institution where they live and will spend the majority of their candidature. The second institution is referred to as the partner institution, or host institution.

All candidates must spend a minimum of 12 months full time at each institution.

Normally, PhD students enrolled in a Joint PhD will only be required to pay tuition fees to their home or primary institution (if applicable).

If Adelaide University is the home or primary institution, the PhD student:

- May be considered for a scholarship through the University's scholarship program. Recipients of scholarships will normally continue to receive scholarship payments while they are undertaking their studies at the partner institution and are located interstate or overseas.
- May be considered for the travel scholarships.

If Adelaide University is the host and not the home or primary institution, the PhD student is not eligible to receive an Adelaide University scholarship.

All PhD students are encouraged to explore a wide range of funding options. Good starting places are:

- Universities participating in the Joint PhD
- National and regional governments
- Overseas embassies and missions.

#### **18.3.6. How the application process works**

All applicants must meet Adelaide University's minimum academic standing required for admission into a PhD program, including English language proficiency. Applicants must also meet the corresponding requirements of the partner university in order to participate in a Joint PhD award.

Potential joint PhD students should contact the Adelaide University Graduate Research School at least three to six months prior to the intended commencement date of the joint PhD research project. This will allow the enrolment to be processed, and the necessary documentation to be finalised, in a timely manner.

When setting up a Joint PhD agreement it is important to keep the following points in mind:

1. A Joint PhD agreement must be drawn up between the two participating institutions in respect to each candidate, detailing the particular arrangements pertaining to that particular candidature. Normally, such agreements take effect from the beginning of a candidature and cover issues such as joint supervision, candidature progress reviews, finance details (i.e. scholarships, stipends, fees etc) and examination.
2. The agreement must list the supervisors who are to undertake the joint supervision. The supervisor from Adelaide University must be an employee of the University (not a Titleholder) and admitted to the University's Supervisor Register.
3. The candidature is to be divided between the two institutions with alternate periods of attendance at each and a minimum of 12 months full-time to be spent researching at each institution.
4. The agreement must set out the arrangements with regard to payment of fees.
5. There is to be one examination process agreed to by both institutions, and the initial agreement must detail the procedures that will be followed, including specifying which institution will manage the examination process. Both Universities must agree to respect the outcome of the agreed examination process.

The application process involves the following main steps:

- Enquiry
- Application and admission
- Joint PhD agreement
- Offer and scholarship
- Acceptance
- Enrolment

### **18.3.7. Is there anything additional required in the thesis for examination for a Joint PhD award?**

The thesis will be written in English unless approval to write in it a different language is acknowledged at the time the joint PhD agreement is signed. When permission is granted to produce a thesis in a language other than English, the thesis will include a substantial summary of 5,000 to 10,000 words in English. Conversely if the thesis is written in English, a substantial summary will be written in the language of the other participating university, where relevant.

### **18.3.8. How is examination of a thesis conducted under a Joint PhD agreement?**

The examination will be carried out in a manner that meets the essential requirements of both institutions and is at least as rigorous as that required for a PhD at Adelaide University. The primary institution normally has the responsibility of coordinating the examination process, the details of which will normally be set out in the joint agreement. Joint PhD students should have a very clear understanding, at the commencement of candidature, of any special examination

requirements such as mandated publications. Examiner reports on the thesis, prepared in English, must be submitted to Adelaide University irrespective of the language in which the thesis is written. The successful outcome of the examination process is the granting of a jointly awarded PhD degree.

#### **18.3.9. Research Training Program funding**

The completion of a PhD student enrolled under a Joint PhD agreement will contribute to an Australian Higher Education institution's total completion count and will be included in the completions component of the formula for allocating Research Training Program funding. Where the PhD student is undertaking a jointly awarded degree at Adelaide University and another Australian university, the completion will be reported for the home institution only.

#### **18.3.10. What award do I receive once I have passed?**

The successful outcome of the examination process is the award of a single PhD degree, usually with parchments from both institutions, each of which contains the following expression 'Conferred as a single degree under a joint [name of program] program between Adelaide University and [name of partner institution]'.

#### **18.3.11. Further information**

For further information or advice, please contact the Adelaide University Graduate Research School at [augrs.jointawards@adelaide.edu.au](mailto:augrs.jointawards@adelaide.edu.au)