

Faculty of Arts
Postgraduate Research Degree Completion Guidelines

Guidelines approved by the Faculty's Policy and Review Committee in December 2001 to be effective from 2002:

1. *INTRODUCTION*
 2. *THE 7 STEPS TO COMPLETION*
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1. INTRODUCTION

Since 2002 the University has been subject to the Commonwealth Government's Research Training Scheme (RTS) arrangements for higher degree research students. RTS replaced the HECS Exemption Scheme. These changes provide an opportunity as well as an unmistakable financial imperative for us to tighten and improve our supervising practices.

In summary:

The Commonwealth funds students up to a maximum of 4 full time equivalent (FTE) years for PhD, DSocSci and DArts candidates, and 2 FTE years for MPhil, MMus and MA candidates. Thereafter the Faculty receives no funding.

Under the terms of the RTS, it is the Faculty's expectation that students will complete PhD candidature within a minimum of 6 semesters (FTE). This is equivalent to the APA funding period.

2. THE 7 STEPS TO COMPLETION

PhD (over 7 semesters) – 70,000 – 100,000 word thesis

MPhil (over 3.5 semesters) – 40,000 – 60,000 word thesis

MODEL 1: For a PhD candidature who produces a 70-100K word thesis over 3.5 years (this model excludes fieldwork/archival research/extensive interviews - PTO)

1. **3 months**
 - review of topic and methodology
 - review of supervision relationship
2. **6 months**
 - submission of full chapter or equivalent (15k words, or as agreed with Supervisor and Assoc Dean)
3. **12 months**
 - completion of any required coursework
 - annual review
 - probationary status reviewed
 - permission to continue approved by Associate Dean

4. **24 months**
 - submission of 50% of final thesis
5. **36 months**
 - complete full draft
 - all data has been collected
 - all field work completed etc.
 - all but introduction and conclusion in draft
6. **39 months**
 - completion of full draft
 - supervisor reviews the draft and makes final recommendations.
 - *Notice of Thesis Submission* form sent to Faculty office
7. **42 months**
 - submission

MODEL 2: Recognising that not all disciplines involve the same type of research progression, the steps proposed above should be seen as flexible in terms of clear milestones to be attained. A fieldwork/archival-based degree will clearly require a different implementation of these steps. The steps of progression for a fieldwork/archival degree are as follows:

1. **3 months**
 - review of topic and methodology
 - review of supervision relationship
2. **6 – 12 months**
 - completion of all bureaucratic tasks, such as finding field site/locating archival material, securing visas, equipment etc
 - literature review
 - proposal of specific research questions
 - begin fieldwork/archive research
 - completion of any required coursework
 - probationary status reviewed
 - permission to continue approved by Associate Dean
3. **18 months**
 - most field recordings/transcriptions/archival data collection complete
 - submission of chapter(s) or equivalent of 20K+ words
 - presentation of research project in conference setting
4. **30 months**
 - 50% of thesis should be complete
5. **36 months**
 - all data has been collected,
 - all field work/archival work completed, etc.
 - all but introduction and conclusion in draft

- submission of complete draft
- 6. 39 months**
 - *Notice of Thesis Submission* form sent to Faculty office
 - supervisor reviews draft and makes final recommendations
 - 7. 42 months**
 - submission

Reviewed 09/04