

**UNIVERSITY OF THE SUNSHINE COAST**  
**RULES FOR HIGHER DEGREES BY RESEARCH**

**1. Application of Rules**

- 1.1 These Rules apply to the degrees listed in Schedule A to these Rules.
- 1.2 These Rules do not apply to an honorary degree.

**2. Definitions**

In these Rules:

**“Candidate”** means a person granted entry to, and currently enrolled in, a degree program listed in Schedule A to these Rules.

**“Candidature”** means the period of time during which a person is a candidate for a degree program listed in Schedule A to these Rules.

**“Committee”** means the Graduate Studies Sub-committee of the Research Management Committee.

**“Confirmed candidature”** means that period of a person’s candidature, approved by the Committee, following a period of Probationary Candidature in a degree listed in Schedule A to these Rules.

**“Creative arts product”** means an original product designed and created or constructed by a candidate during candidature using one or more creative arts or graphics or design or media techniques.

**“Dean”** means the Dean of the faculty in which a candidate is carrying out a program of research and study.

**“Degree”** means the degree listed in Schedule A for which a person is, or proposes to be, a candidate.

**“Dissertation”** means a combination of a work, or thematic collection of works, such as a creative arts product or a novel, and an exegesis, resulting from research undertaken by the candidate and produced during candidature.

**“Exegesis”** means a scholarly, critical commentary or explanation of a work, or collection of works, resulting from research undertaken by the candidate and produced during candidature as part of a dissertation.

**“Faculty”** means the faculty in which a candidate is carrying out a program of research and study.

**“Probationary candidature”** means the initial period of candidature which commences once the person has become a candidate for, and prior to a person being approved for progression to a period of Confirmed Candidature in, a degree listed in Schedule A to these Rules.

**“Program”** means the approved research and study to be undertaken by the candidate during candidature.

**“Research Proposal”** means a detailed proposal for the research and study to be undertaken by a candidate, including an explication of the subject matter of the research, a literature review, the research methodology to be used, supervisory arrangements for the research and time lines for completion of a dissertation or thesis.

**“Student Administration”** means the University entity with responsibility for officially enrolling and processing administrative business relating to a person’s candidature.

“**Supervisor**” means the person or persons appointed by the Committee to be the principal supervisor/s of the candidate.

“**Thesis**” means a substantial piece of scholarly writing resulting from research undertaken by the candidate and produced during candidature to meet the requirements for the award of the degree of Doctor of Philosophy, Doctor of Business Administration, Master of Arts, Master of Business or Master of Science.

### **3. The Degree**

- 3.1 Doctoral degree: Subject to the Committee being satisfied that, after examination by an independent panel of examiners, a candidate’s dissertation or thesis for a doctoral degree as listed in Schedule A to these Rules warrants admission of the candidate to that degree, a doctoral degree will be awarded for:
- (a) an original and significant contribution of merit achieved through a program of advanced research and study in a scholarly branch of learning; or
  - (b) an original and significant contribution of merit achieved through a program of advanced research and study in a professional branch of learning; or
  - (c) an original and significant contribution of merit achieved through a program of advanced research and study in a branch of learning in the creative arts, together with the production of one or more highly original creative arts products.
- 3.2 Degree of Master: Subject to the Committee being satisfied that, after examination by an independent panel of examiners, a candidate’s dissertation or thesis for a degree of Master as listed in Schedule A to these Rules warrants admission of the candidate to that degree, a degree of Master will be awarded for:
- (a) a significant contribution of merit achieved through a program of advanced study and research in a scholarly branch of learning; or
  - (b) a significant contribution of merit achieved through a program of advanced study and research in a branch of learning in the creative arts, together with the production of one or more original creative arts products.
- 3.3 To qualify for admission to the award of a degree listed in Schedule A to these Rules a candidate will enrol and satisfy the requirements for the appropriate degree as prescribed in these Rules and in Schedule B to these Rules.

## **4. Entry to enrolment and level of candidature**

### **4.1 Requirements for entry to enrolment and candidature**

- 4.1.1 Requirements for entry to enrolment and candidature for each degree listed in Schedule A to these Rules are stipulated in the relevant sub-schedules of Schedule B to these Rules.

### **4.2 Selection for entry to enrolment and candidature**

- 4.2.1 An applicant for entry to a degree program listed in Schedule A will apply in the first instance to the Committee, by means determined by the Deputy Vice-Chancellor, using a standard application form.
- 4.2.2 The Committee, or an authorised sub-committee of the Committee, will determine if an applicant is eligible for entry on the basis of information given by the applicant in certified copies of academic transcripts and testamurs, a brief outline of the intended area of research and study, and, where appropriate, a portfolio of creative arts products or peer-reviewed publications or other relevant works.

- 4.2.3 The Committee or an authorised sub-committee of the Committee will select applicants for entry to candidature on the basis of:
- (a) an applicant meeting the eligibility requirements for entry to the degree program for which application is being made;
  - (a) demonstrated merit in the form of documentary and other evidence of academic, professional or creative achievements or a combination of those, depending on the degree program for which an applicant has applied; and
  - (b) the quality and feasibility of an outline of the applicant's proposed research and study during candidature; and
  - (c) any assessment of an applicant's portfolio of work by a Dean or nominee of a Dean of a faculty of this University; and
  - (d) coherence of the proposed research and study with the University's designated areas of research as identified in the current University Research and Research Training Management Plan; and
  - (e) any recommendation from a Dean or nominee of a Dean of a faculty of this University concerning an application for entry; and
  - (f) the current and foreseeable availability of human and other resources to support an applicant's candidature and proposed program of research and study.
- 4.2.4 The Committee or an authorised sub-committee of the Committee will determine any special conditions of enrolment or candidature for an applicant selected for entry, including but not restricted to the source and receipt of funding for, or payment of, enrolment or tuition fees for candidature and the appointment of initial supervisor/s.
- 4.2.5 Normally, the Committee will offer an applicant selected for entry to a degree program listed in Schedule A to these Rules, other than the Doctor of Philosophy by publication, a place as a Probationary candidate.
- 4.2.6 The Committee will offer an applicant selected for entry to the Doctor of Philosophy by publication a place as a Confirmed candidate.
- 4.3 *Entry to candidature***
- 4.3.1 A person will be deemed to be a candidate following acceptance of an offer of a place in, completion of the required enrolment documentation for, and payment of any fees and charges pertaining at the time to, a degree program listed in Schedule A to these Rules.
- 4.3.2 With the exception of an applicant selected for entry to the Doctor of Philosophy by publication, normally an applicant who accepts the offer of a place will be admitted and enrolled as a Probationary candidate.
- 4.3.3 The Committee may admit an applicant for entry direct to Confirmed candidature in accordance with Rules 4.6.2 and 4.6.3 below.
- 4.4 *Entry to Probationary candidature***
- 4.4.1 A candidate's entry to Probationary candidature in the degree program will commence from the date on which the requirements of Rule 4.3.1 were met.

**4.5 *Requirements during Probationary candidature before progression to Confirmed candidature***

- 4.5.1 During a period of Probationary candidature, in addition to any other work agreed between a candidate and supervisor, a candidate must prepare a research proposal that includes:
- (a) an explication of the candidate's research issue or problem or question or hypothesis; and, in the case of a candidate for the Master of Creative Arts or Doctor of Creative Arts, an outline of the proposed creative arts product/s; and
  - (b) a proposed thesis topic or a proposed descriptive title for a dissertation;
  - (c) a comprehensive literature review; and
  - (d) details of the candidate's proposed methodology; and
  - (e) a list of references; and
  - (f) proposed timelines for completion of various stages of the research and thesis or dissertation including, where appropriate, any creative arts products or other works; and
  - (g) the names of the candidate's proposed supervisor/s; and
  - (h) documentary evidence of ethics/gene technology regulation approvals where applicable.
- 4.5.2 A full-time Probationary candidate will, within 26 weeks of the date on which the candidate was admitted to Probationary candidature, apply to the Committee through the Dean for confirmation of candidature.
- 4.5.3 A part-time candidate will, within 52 weeks of the date on which the candidate was admitted to Probationary candidature, apply to the Committee through the Dean for confirmation of candidature.
- 4.5.4 In applying for confirmation of candidature, the candidate must submit to the Committee the research proposal required under Rule 4.5.1.
- 4.5.5 A Dean may require a Probationary candidate to make a presentation on the detailed research proposal in a seminar before allowing the candidate to make application for confirmation of candidature.
- 4.5.6 In forwarding the candidate's application for confirmation of candidature, the Dean will make a written recommendation to the Committee, giving reasons, as to whether:
- (a) the candidate's enrolment should be confirmed; or
  - (b) the candidate should be required to continue enrolment as a Probationary candidate for a specified period of time up to a maximum of a further 26 weeks in the case of a full-time candidate or 52 weeks in the case of a part-time candidate; or
  - (c) the candidate should be asked to show cause why the enrolment should not be terminated; or
  - (d) the enrolment should be terminated.
- 4.5.7 Before making any recommendation under 4.5.6 (d) above, the Dean will give the candidate an opportunity to make representations orally or in writing and will take any representations into account before reaching a decision.

- 4.5.8 The Committee will assess the candidate's application for confirmation of candidature taking account of the recommendation of the Dean and determine whether:
- (a) the candidate's enrolment should be confirmed; or
  - (b) the candidate should be required to continue enrolment as a Probationary candidate for a specified period of time up to a maximum of a further 26 weeks in the case of a full-time candidate or 52 weeks in the case of a part-time candidate; or
  - (c) the candidate should be asked to show cause why the enrolment should not be terminated; or
  - (d) the enrolment should be terminated.
- 4.5.9 Before exercising the power referred to in 4.5.8 (d) above, the Committee will give the candidate an opportunity to make representations orally or in writing and will take any representations into account before reaching its decision.
- 4.5.10 A candidate will not be permitted to continue enrolment as a Probationary candidate beyond a total of 52 weeks in the case of a full-time candidate or beyond a total of 104 weeks in the case of a part-time candidate.

#### **4.6 *Entry or progression to Confirmed candidature***

- 4.6.1 If the Committee approves a Probationary candidate's application for confirmation of candidature, the candidate will be accepted as a Confirmed candidate for the appropriate higher degree by research.
- 4.6.2 An applicant for entry to a higher degree by research listed in Schedule A to these Rules may be admitted direct to, and enrolled in, confirmed candidature, if the Committee is satisfied that:
- (a) at the time of, or immediately prior to, applying for entry, the applicant was enrolled as a candidate for an equivalent higher degree by research at this or another approved higher education institution; and
  - (b) the research proposal to be undertaken towards the higher degree by research listed in Schedule A to these Rules is substantially the same as that undertaken by the applicant in the equivalent higher degree by research; and
  - (c) the applicant has provided evidence of having made sufficient progress in the equivalent higher degree by research to warrant entry to Confirmed candidature.
- 4.6.3 An applicant selected for entry to the Doctor of Philosophy by publication will be admitted direct to, and enrolled in, Confirmed candidature.

#### **5. Concurrent enrolment**

- 5.1 Except with the permission of the Committee, a candidate for a degree listed in Schedule A to these Rules may not be concurrently enrolled in any other degree or award of this or any other higher education institution.

## **6. Program of Research and Study**

- 6.1 A candidate will enrol and complete to the satisfaction of the Committee a program of advanced research and study.
- 6.2 The research will be embodied in a thesis.
- 6.3 In the case of the Doctor of Business Administration, other work in addition to the thesis or dissertation, as may be approved by the Dean, may also be submitted and considered in conjunction with the thesis or dissertation.
- 6.4 The program of research and study will be carried out under the direction of a supervisor or supervisors included in the register of principal supervisors and appointed by the Committee.
- 6.5 A candidate will be required to carry out the program of research and study within the University, or at a location approved by the Committee.

## **7. Change of Thesis or Dissertation Topic and Research Proposal**

- 7.1 After a thesis topic or descriptive title for a dissertation and a research proposal have been approved they may be changed only with the approval of the Committee on the recommendation of the Dean or the Dean's nominee.

## **8. Thesis and Dissertation**

- 8.1 A thesis or a dissertation:
- (a) must be written in English; and
  - (b) must be accompanied by an abstract of approximately 300 words describing its content; and
  - (c) must be presented in the manner prescribed by the Dean or nominee; and
  - (d) must consist of a candidate's own account of the research and study undertaken by the candidate, the greater part of which must have been completed following entry to candidature for the degree. (Work done conjointly with other persons may be accepted provided the Committee is satisfied with the candidate's part in the joint research.); and
  - (e) must not contain as its main content any work or material which has previously been submitted for a University degree or other similar qualification unless the Committee otherwise permits.

## **9. Progress**

- 9.1 After each 26 weeks of enrolment as a Confirmed candidate, the candidate, the supervisor and the Dean will submit progress reports on the candidature to the Committee for assessment.
- 9.2 For the purpose of assessing a candidate's progress, the supervisor and the Dean may submit reports on the candidate's progress to the Committee at any time.
- 9.3 After considering any reports, and any other associated evidence, that indicate unsatisfactory progress the Committee may:
- (a) place conditions on continuation of candidature; or
  - (b) ask a candidate to show cause why the enrolment and candidature should not be terminated; or

- (c) terminate the enrolment and candidature of a candidate, if:
  - (i) a candidate has failed to lodge a progress report, without acceptable explanation, within 10 weeks of the due date for that report; or
  - (ii) a candidate is assessed as having made unsatisfactory progress over two consecutive reporting periods; or
  - (iii) a candidate has not complied with any condition for continuation of candidature imposed during previous consideration of progress reports.

## **10. Time Requirements**

10.1 Time Requirements for each degree listed in Schedule A to these Rules are stipulated in Schedule B to these Rules.

## **11. Submission of Thesis or Dissertation for Examination**

- 11.1 A candidate must give the Committee not less than eight weeks written notice of intention to submit a thesis or dissertation for examination.
- 11.2 A doctoral candidate must submit four, and a Master level candidate must submit three, copies of the thesis or the exegesis for the dissertation together with:
  - (a) a certificate signed by the candidate that the thesis or exegesis for the dissertation complies with Rule 8.1;
  - (b) if the candidate so desires, any documents or work published by the candidate bearing on the subject of the thesis or exegesis for the dissertation.
- 11.3 In the case of dissertations, four photographic or videographic images of non-print creative art pieces or other works or collections of works must also be submitted with the exegesis.
- 11.4 The candidate's supervisor must provide a certificate:
  - (a) advising that the candidate has completed the research program in the University, under the direction of the supervisor; and
  - (b) confirming that the thesis or dissertation is of sufficient merit to warrant examination.
- 11.5 In the event that the supervisor does not provide the certificate required under Rule 11.4 within two weeks following submission, or that such a report is unfavourable, a candidate may make a request in writing to the Committee that the thesis or dissertation nevertheless be accepted for examination.
- 11.6 In determining whether a thesis or dissertation will be accepted for examination, the Committee may seek:
  - (a) the comments of the supervisor and the Dean on the thesis or dissertation; and
  - (b) written or oral representations from the candidate, the supervisor or the Dean; and
  - (c) any other information the Committee may require.
- 11.7 If the Committee determines that the thesis or dissertation should not be submitted for examination, the candidate must be advised in writing of the reasons and of any actions that the candidate needs to take in order that the thesis or dissertation can be made ready for examination.

## 12. Examination of Thesis or Dissertation

- 12.1 For a doctoral thesis or dissertation, the Committee will appoint three examiners of whom at least two will not be members of the staff of the University and none of whom is to be a supervisor of the candidate or a person who knows the supervisor/s or the candidate in a capacity that has the potential to call into question the independence and objectivity of the examiner.
- 12.2 For a thesis or dissertation at Master level, the Committee will appoint two examiners, none of whom will be members of the staff of the University and none of whom is to be a supervisor of the candidate or a person who knows the supervisor/s or the candidate in a capacity that has the potential to call into question the independence and objectivity of the examiner.
- 12.3 The Committee will consider the reports of examiners and any other recommendations and may:
- (a)
    - (i) recommend to the Academic Board that the candidate be admitted to the degree; or
    - (ii) recommend that the candidate be admitted to the degree, subject to any required minor amendment of the thesis or dissertation being made by the candidate; or
  - (b) determine that the candidate re-enrol and amend and resubmit the thesis or dissertation for examination by a full panel of examiners which may include any or all of the original examiners; or
  - (c) determine that the candidate re-enrol and undertake further written, oral or practical examinations or further design and construction work on creative arts products for re-examination; or
  - (e) recommend to the candidate that the candidate transfer to an alternative degree program and, following amendment, resubmit the thesis or dissertation for examination for an alternative degree; or
  - (f) in the case of a doctoral degree, recommend to the Academic Board that the candidate be admitted to the award for an appropriate alternative degree at the Master level; or
  - (g) determine that the candidate not be admitted to the degree, and that the candidature be terminated; or
  - (h) take any other action deemed appropriate.
- 12.4 A candidate will be permitted once only to amend and resubmit a thesis or dissertation for examination for award of any degree.
- 12.5 A candidate permitted to revise and resubmit a thesis or dissertation for re-examination must re-enrol as a candidate for the purpose of the revision and resubmission.
- 12.6 Where significant rewriting or substantial revision or further design and construction work on creative arts products is required, the candidate will be required to re-enrol and remain enrolled until submission of the revised thesis or dissertation for examination.
- 12.7 A revised thesis or dissertation must be submitted within a period of 52 weeks from the date on which the candidate was advised of the result of the first examination, or at a time determined by the Committee.



- 12.8 Where minor amendments only are required to a thesis or dissertation, the thesis or dissertation must be submitted within a period of 13 weeks from the date on which the candidate was advised of the result of the first examination, or by a time determined by the Committee, and the candidate will be considered to be enrolled during that period.

### **13. Availability of Final Thesis or Dissertation**

- 13.1 A candidate who satisfies the requirements for the degree and who is recommended for admission to the degree will:
- (a) lodge an electronic copy of the thesis or dissertation with the University Library in a manner and form to be determined from time to time by the Executive Director, Information Services and, in the case of dissertations, this will include a photographic or videographic image of the creative art piece or other work or collection of works; and
  - (b) provide the supervisor with one copy of the thesis or dissertation in a form to be agreed between the candidate and supervisor.
- 13.2 The University Library, in a time scale to be determined by the Deputy Vice-Chancellor, will make and bind a copy of the thesis or dissertation lodged by the candidate.
- 13.3 The copy of the thesis or dissertation lodged with the University Library will be available to any person for consultation or copying unless, on the application of the candidate concerned, the Committee determines that it will not be made available without the written consent of the author for a period which must not exceed 52 weeks.
- 13.4 Subject to any determination by the Committee under Rule 13.3, the Library may supply in any medium, a copy of the thesis or dissertation upon request to any person or library.

### **14. Transfer of Candidature**

- 14.1 Rules governing transfer of candidature from or to each degree listed in Schedule A to these Rules are stipulated in Schedule B to these Rules.

### **15. Suspension**

- 15.1 Upon request in writing by a candidate, the Committee may grant to that candidate suspension from candidature. A period of suspension will not be taken into account in calculating the time requirements for the degree as stipulated in Schedule B.
- 15.2 On return from a period of suspension, a candidate must re-enrol prior to submission of any thesis or dissertation.

### **16. Withdrawal**

- 16.1 A candidate may withdraw from candidature by informing the Director, Student Affairs in writing and the withdrawal will take effect from the date of receipt of such notification.

### **17. Grievance mechanisms**

- 17.1 A candidate who is aggrieved by a decision made by the Committee pursuant to these Rules may make a written request for review of the decision by the Deputy Vice-Chancellor.
- 17.2 On receipt of a written request for review of a decision pursuant to Rule 17.1, the Deputy Vice-Chancellor will determine whether grounds exist for review of the decision.

- 17.3 The grounds for review of a decision made by the Committee will be restricted to:
- (a) that the processes for making the decision were contrary to the principles of natural justice and procedural fairness; or
  - (b) that the Committee was not provided with all evidence relevant to the subject of the decision that was available within the University at the time of making that decision.
- 17.4 If the Deputy Vice-Chancellor determines that grounds exist for a review of a decision pursuant to Rule 17.1, the Deputy Vice-Chancellor will conduct that review and may:
- (a) require the Committee to provide all evidence presented to the Committee in making its decision;
  - (b) request the candidate and any University employee to provide any record or document that existed at the time the Committee made its decision and that the Deputy Vice-Chancellor determines may be pertinent to review of the decision;
  - (c) invite the candidate to present a submission orally or in writing as to why the decision should be changed;
  - (d) invite the Committee to present a written submission as to why the decision should be upheld.
- 17.5 The Deputy Vice-Chancellor will determine whether to uphold the Committee's decision or to request the Committee to rescind or amend its decision or to veto the Committee's decision and make an alternative decision.
- 17.6 In the event that the Committee declines a request made pursuant to Rule 17.5 to rescind or amend its decision, the Deputy Vice-Chancellor will determine whether to uphold the Committee's decision or to veto the Committee's decision and make an alternative decision.
- 17.7 The Deputy Vice-Chancellor will advise the candidate and the Committee in writing of any determination on whether grounds exist for review of a decision and of any determination made as a result of a review of a decision, giving reasons.
- 17.8 In the event that the Deputy Vice-Chancellor was a member of the Committee or otherwise participated in the decision that is the subject of a written request for review of a decision pursuant to Rule 17.1, the Deputy Vice-Chancellor will refer the request to the Vice-Chancellor who will:
- (a) undertake the actions specified for the Deputy Vice-Chancellor under Rules 17.2 to 17.7; or
  - (b) nominate a person (other than the Deputy Vice-Chancellor or a member of the Committee or any other person who participated in the decision that is the subject of a written request for review of a decision pursuant to Rule 17.1) to undertake the actions specified for the Deputy Vice-Chancellor under Rules 17.2 to 17.7; and
  - (c) advise the candidate and the Committee in writing of the name of the person undertaking the actions specified for the Deputy Vice-Chancellor under Rules 17.2 to 17.7.

## **18. Relaxing Provision**

- 18.1 In order to provide for exceptional circumstances arising in a particular case, the Academic Board, on the recommendation of the Research Management Committee, may relax any provision of these Rules.

**19. Effective Date**

19.1 These Rules replace the Rules for Higher Degrees by Research and Professional Doctorates and become effective on 1 July 2003.

**20. Transition arrangements**

20.1 Any candidate enrolled in any degree program listed in Schedule A to these Rules and who, on 1 July 2003, is enrolled in Provisional candidature or Probationary candidature will automatically become a Probationary candidate in the relevant degree program pursuant to these Rules and any requirements for progression from Provisional candidature to Probationary candidature will lapse and the candidate will not be required to meet them.

**UNIVERSITY OF THE SUNSHINE COAST**  
**RULES FOR HIGHER DEGREES BY RESEARCH**

**SCHEDULE A**

**Degrees to which the Rules for Higher Degrees by Research Apply**

Doctor of Business Administration	see also Schedule B2
Doctor of Creative Arts	see also Schedule B4
Doctor of Philosophy	see also Schedule B1
Master of Arts by research	see also Schedule B3
Master of Business by research	see also Schedule B3
Master of Creative Arts	see also Schedule B5
Master of Science by research	see also Schedule B3

**UNIVERSITY OF THE SUNSHINE COAST**  
**RULES FOR HIGHER DEGREES BY RESEARCH**

**SCHEDULE B**

**Additional Rules Pertaining to Specified Degrees to which the Rules  
for Higher Degrees by Research Apply**

**Schedule B1: Doctor of Philosophy**

**1. Entry to candidature**

1.1 The Committee may admit as a candidate an applicant who:

- (a) has satisfied all of the requirements for admission to the degree of Master by research or the degree of Bachelor Honours with Class 1 honours or Bachelor Honours with Class 2 Division I honours in this University or other recognised higher education institution; or
- (b) has satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least Class 2 Division I honours as may be approved by the Committee; or
- (c) in exceptional cases, has submitted such other evidence of general and professional qualifications as may be approved by the Committee; and
- (d) has demonstrated sufficient command of English to complete satisfactorily the proposed program of research and study and to prepare a thesis in English; and
- (e) in the case of an applicant for entry to candidature for a Doctor of Philosophy by publication:
  - (i) has submitted evidence of a substantial collection of significant published works written, or predominantly written, by the applicant. These publications must be formally peer reviewed, be based on research, be substantial in nature and have been produced within five years of making application for candidature; and
  - (ii) is an established, practising researcher who has recognition by peers and internationally acknowledged leading scholars in the research field for having produced research of excellence in that field.

1.2 An applicant will not be admitted to candidature unless adequate supervision and resources are available within the faculty and University to support the candidature. Whether these are available will be determined by the Committee after considering advice from the Dean.

**2. Time Requirements**

2.1 The thesis will be completed and submitted for examination in not less than 78 weeks of full-time or 156 weeks of part-time enrolment from the time of entry to candidature and not more than 208 weeks of full-time or 416 weeks of part-time enrolment, except with the permission of the Committee.

- 2.2 In the case of the Doctor of Philosophy by publication, the dissertation will be completed and submitted for examination in not less than 52 weeks of full-time and 104 weeks of part-time enrolment from the time of entry to candidature, and not more than 104 weeks of full-time or 208 weeks of part-time enrolment, except with the permission of the Committee.

**3. Examination requirements for a candidate for a Doctor of Philosophy by publication**

- 3.1 A candidate for the Doctor of Philosophy by publication will submit for examination a dissertation comprising an exegesis and a minimum of three thematically linked and substantial, research-based and peer-reviewed publications, written, or predominantly written, by the candidate, including no more than one manuscript accepted for publication or undergoing revision following peer review, all of which must have been produced within no more than five years from entry to candidature for the degree.

**4. Transfer of Candidature**

- 4.1 A candidate for a Master degree by research in this University may be permitted to transfer candidature to the degree of Doctor of Philosophy under such terms and conditions as the Committee determines.
- 4.2 Except with the permission of the Committee, a candidate who transfers from a Master by research degree into the Doctor of Philosophy will be deemed to have commenced candidature in the Doctor of Philosophy from the time of entry to candidature to the Master degree by research.

**UNIVERSITY OF THE SUNSHINE COAST**  
**RULES FOR HIGHER DEGREES BY RESEARCH**

**SCHEDULE B**

**Additional Rules Pertaining to Specified Degrees to which the Rules  
for Higher Degrees by Research Apply**

**Schedule B2: Doctor of Business Administration**

**1. The Degree**

- 1.1 In addition to the standard requirements of the Rules for higher degrees by research, a candidate for the Doctor of Business Administration is required to:
- (a) complete successfully a course in research methodology (to be specified from time to time by the Dean) during Probationary candidature; and
  - (b)
    - (i) in the case of a candidate enrolled as an off-campus candidate, during each 26 weeks of enrolment attend in person at a campus of the University or other location determined by the Dean, for a minimum of two days, at a time to be determined by the Dean;
    - (ii) in exceptional circumstances only, seek approval from the Dean for exemption from the above attendance requirement for any specified 26 week period of enrolment.

**2. Entry to candidature**

- 2.1 The Committee may admit as a candidate an applicant who has:
- (a) a Master of Business Administration, Master of Business or an equivalent degree from this University or a recognised higher education institution with a grade point average of Credit or better; and
  - (b) demonstrated sufficient command of English to complete satisfactorily the proposed program of research and study and to prepare a thesis in English; and
  - (c) at least five years of relevant work experience in a professional field relevant to the degree, preferably at managerial level; and
  - (d) the demonstrated capacity to contribute to innovative professional practice in the professional field.

**3. Time Requirements**

- 3.1 The thesis will be completed and submitted for examination in not less than 78 weeks of full-time and 156 weeks of part-time enrolment from the time of entry to candidature and not more than 208 weeks of full-time or 416 weeks of part-time enrolment, except with the permission of the Committee.

**4. Examination of Thesis**

- 4.1 The candidate must have completed satisfactorily any required courses for the degree before the thesis is submitted.

**5. Transfer of Candidature**

- 5.1 A candidate for a Doctor of Philosophy or other approved doctoral degree by research in the University may be permitted to transfer candidature to the degree of Doctor of Business Administration under such terms and conditions as the Committee may determine.
- 5.2 Except with the permission of the Committee, a candidate who transfers from an approved doctoral degree by research into the Doctor of Business Administration will be deemed to have commenced candidature in the Doctor of Business Administration from the time of entry to candidature to the doctoral degree by research.



**UNIVERSITY OF THE SUNSHINE COAST**  
**RULES FOR HIGHER DEGREES BY RESEARCH**

**SCHEDULE B**

**Additional Rules Pertaining to Specified Degrees to which the Rules  
for Higher Degrees by Research Apply**

**Schedule B3:      Master of Arts by research**  
**Master of Business by research**  
**Master of Science by research**

**1.      Entry to candidature**

1.1      The Committee may admit as a candidate an applicant who has:

- (a)      satisfied all of the requirements for admission to the degree of Bachelor Honours with Class 1 honours or Class 2 Division I or Division II honours in this University or other recognised higher education institution; or
- (b)      satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least Bachelor Honours with Class 2 Division II honours as may be approved by the Committee; or
- (c)      in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Committee; and
- (d)      demonstrated sufficient command of English to complete satisfactorily the proposed program of research and study and to prepare a thesis in English.

**2.      Time Requirements**

2.1      The thesis will be completed and submitted for examination in not less than 52 weeks of full-time and 104 weeks of part-time enrolment from the time of entry to candidature and not more than 104 weeks of full-time or 208 weeks of part-time enrolment, except with the permission of the Committee.

**3.      Transfer of Candi dature**

3.1      A candidate for a Master degree by research in the University may be permitted to transfer candidature to the degree of Doctor of Philosophy under such terms and conditions as the Committee may determine.

3.2      Except with the permission of the Committee, a candidate who transfers to the Doctor of Philosophy from a program leading to the award of a Master degree by research will be deemed to have commenced candidature in the doctorate from the time of entry to candidature in the Master by research program.

**UNIVERSITY OF THE SUNSHINE COAST  
RULES FOR HIGHER DEGREES BY RESEARCH**

**SCHEDULE B**

**Additional Rules Pertaining to Specified Degrees to which the Rules  
for Higher Degrees by Research Apply**

**Schedule B4: Doctor of Creative Arts**

**1. The Degree**

- 1.1 Candidature for the Doctor of Creative Arts requires a candidate to undertake research for, and the design, construction and presentation of, original creative arts products and to complete a written doctoral exegesis of between 30,000 and 40,000 words. The exegesis is to be a critical, scholarly and reflective articulation of the creative work that explains how the creative work relates to the development of knowledge and understanding in the creative tradition of which it is a part.

**2. Entry to candidature**

- 2.1 The Committee may admit as a candidate an applicant who has:

- (a) satisfied all of the requirements for admission to the degree of Master of Creative Arts or an equivalent degree from this University or a recognised higher education institution; and
- (b) completed a course in research methodology at Bachelor Honours or Master level from this University or a recognised higher education institution; and
- (c) completed a research thesis or report at Bachelor Honours or Master level, with a minimum assessment grade of Credit or equivalent, at this or another higher education institution; and
- (d) provided evidence of experience in one or more of the creative arts within industry or higher education to the satisfaction of the Dean, Faculty of Arts and Social Sciences, or nominee/s; and
- (e) provided a portfolio of the applicant's own original work which is assessed by the Dean, Faculty of Arts and Social Sciences, or nominee, as providing evidence of very high levels of knowledge and skill in one or more creative arts areas; and
- (f) demonstrated sufficient command of English to complete satisfactorily the proposed program of research and study and to prepare an exegesis in English;

OR

- (g) provided evidence of qualifications and research knowledge and experience, including published articles, assessed by the Dean, Faculty of Arts and Social Sciences, or nominee/s, to be equivalent to 2.1 (a) and 2.1 (b) and 2.1 (c) above; and

- (h) provided evidence to the satisfaction of the Dean, Faculty of Arts and Social Sciences, or nominee/s, of at least five years of relevant work experience, preferably at managerial level, in a professional field relevant to the degree; and
- (i) provided a portfolio of the applicant's own original work which is assessed by the Dean, Faculty of Arts and Social Sciences, or nominee/s, as providing evidence of very high levels of knowledge and skill in one or more creative arts areas; and
- (j) demonstrated to the satisfaction of the Dean, Faculty of Arts and Social Sciences, or nominee/s, the capacity to contribute to innovative professional practice in a relevant professional field; and
- (k) demonstrated sufficient command of English to complete satisfactorily the proposed program of research and study and to prepare an exegesis in English.

### **3. Time Requirements**

- 3.1 The dissertation will be completed and submitted for examination in not less than 78 weeks of full-time and 156 weeks of part-time enrolment from the time of entry to candidature and not more than 208 weeks of full-time or 416 weeks of part-time enrolment, except with the permission of the Committee.

### **4. Examination of Dissertation**

- 4.1 The candidate's creative works and the exegesis together constitute the dissertation which is to be submitted for examination for the degree.
- 4.2 The candidate must have completed to the satisfaction of the Dean, Faculty of Arts and Social Sciences, or nominee/s, the creative arts products which are the subject of the dissertation before the exegesis is submitted.

### **5. Transfer of Candidature**

- 5.1 A candidate for a Doctor of Philosophy or other approved doctoral degree in the University may be permitted to transfer candidature to the degree of Doctor of Creative Arts under such terms and conditions as the Committee may determine.
- 5.2 Except with the permission of the Committee, a candidate who transfers from an approved doctoral degree into the Doctor of Creative Arts will be deemed to have commenced candidature in the Doctor of Creative Arts from the time of entry to candidature to the earlier doctoral degree in which the candidate was previously enrolled.
- 5.3 A candidate for a Master of Creative Arts or other approved Master degree by research in the University may be permitted to transfer candidature to the degree of Doctor of Creative Arts under such terms and conditions as the Committee may determine.
- 5.4 A candidate who transfers from an approved Master degree by research to the Doctor of Creative Arts may be required by the Committee to submit a revised research proposal.
- 5.5 Except with the permission of the Committee, a candidate who transfers from an approved Master degree into the Doctor of Creative Arts will be deemed to have commenced candidature in the Doctor of Creative Arts from the time of entry to candidature to the Master degree in which the candidate was previously enrolled.

**UNIVERSITY OF THE SUNSHINE COAST**  
**RULES FOR HIGHER DEGREES BY RESEARCH**

**SCHEDULE B**

**Additional Rules Pertaining to Specified Degrees to which the Rules  
for Higher Degrees by Research Apply**

**Schedule B5: Master of Creative Arts**

**1. The Degree**

- 1.1 Candidature for the Master of Creative Arts requires a candidate to undertake research for, and the design, construction and presentation of, original creative arts products and to complete a written exegesis of between 15,000 and 20,000 words. The exegesis is to be a critical, scholarly and reflective articulation of the creative work that explains how the creative work relates to the development of knowledge and understanding in the creative tradition of which it is a part.

**2. Entry to candidature**

- 2.1 The Committee may admit as a candidate an applicant who has:
- (a) satisfied all of the requirements for admission to the degree of Bachelor Honours with Class 1 honours or Bachelor Honours with Class 2 Division I or Division II honours in this University or other recognised higher education institution; or
  - (b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least Bachelor Honours with Class 2 Division II honours as may be approved by the Committee; or
  - (c) in exceptional cases, submitted evidence of general and professional qualifications as may be approved by the Committee as equivalent to (a) or (b) above; and
  - (d) provided a portfolio of the applicant's own original work which is assessed by the Dean, Faculty of Arts and Social Sciences, or nominee/s, as providing evidence of high levels of knowledge and skill in one or more creative arts areas; and
  - (e) demonstrated sufficient command of English to complete satisfactorily the proposed program of research study and to prepare an exegesis in English.

**3. Time Requirements**

- 3.1 The dissertation will be completed and submitted for examination in not less than 52 weeks of full-time and 104 weeks of part-time enrolment from the time of entry to candidature and not more than 104 weeks of full-time or 208 weeks of part-time enrolment, except with the permission of the Committee.

**4. Examination of Dissertation**

- 4.1 The candidate's creative works and the exegesis together constitute the dissertation which is to be submitted for examination for the degree.

- 4.2 The candidate must have completed to the satisfaction of the Dean, Faculty of Arts and Social Sciences, or nominee/s, the creative arts products which are the subject of the dissertation before the exegesis is submitted.

**5. Transfer of Candidature**

- 5.1 A candidate for the Master of Creative Arts in the University may be permitted to transfer candidature to a degree for Master by research under such terms and conditions as the Committee may determine.
- 5.2 Except with the permission of the Committee, a candidate who transfers to a degree for a Master by research from the Master of Creative Arts will be deemed to have commenced candidature in the degree for Master by research from the time of entry to candidature in the Master of Creative Arts program.
- 5.3 A candidate for the Master of Creative Arts in the University may be permitted to transfer candidature to the degree for Doctor of Creative Arts under such terms and conditions as the Committee may determine.
- 5.4 A candidate who transfers from an approved Master degree by research to the Master of Creative Arts may be required by the Committee to submit a revised research proposal.
- 5.5 Except with the permission of the Committee, a candidate who transfers to the degree for a Doctor of Creative Arts from the Master of Creative Arts will be deemed to have commenced candidature in the degree for the Doctor of Creative Arts from the time of entry to candidature in the Master of Creative Arts program.

**Approved: Council C03/31, 22 April 2003**  
**Effective from: 1 July 2003**