2015 Guide for New Masters and PhD Students
School of Social Sciences
Department of Politics & International Studies
University of Adelaide

This guide includes details of requirements for HDR students, particularly in their first year of candidature. It also includes resources for students and an outline of the Orientation and Research Methods Seminar Series that all new HDR students must attend in Semester 1.

It is divided into two sections:

1. Orientation and Research Methods Seminar;
2. Candidature Requirements for History and Politics HDR Students.

Please read the Guide carefully and don’t hesitate to ask questions about the information within it. Note that you should also consult the University’s 2015 Research Student Handbook and the Graduate Centre website for further information.

ORIENTATION & RESEARCH METHOD SEMINARS
Mondays 10-12 noon, Stretton Room, Napier 420

Seminar Program

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<td>Introductions</td>
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(Please note that powerpoints from this course can be accessed via MyUni. You will find the course listed under “Other Courses”, rather than by year, near the bottom of your My Uni courses list).
Seminars  
**Monday 2 March**  
**Seminar 1: Introduction**  
- personal introductions (postgrad coordinators, postgraduate student representatives, new postgraduates);  
- office etiquette;  
- identifying research topics, questions;  
- requirements of degrees and milestones;  
- school facilities and resources.

**Preparation for Next Seminar**  
Investigate the formal requirements for the research proposal. Consult with fellow students and the Graduate Centre website.

**Monday 16 March**  
**Seminar 2: Research Methods**  
**Speakers:** Prof Rachel Ankeny (History) & Professor Lisa Hill (POLIS)  
Guest speakers will discuss various research methodologies and approaches which might assist you to work out how to approach your thesis topic, and not only prepare the Research Proposal (see next session), but also to write the thesis. Come to the session with some ideas as to the methodology/ies you might be employing in your thesis. We will have a discussion about what might be useful in your work.

**Monday 30 March**  
**Seminar 3: Planning a Research Proposal**  
**Speakers:** Prof. Carol Johnson (POLIS) & Dr Claire Walker (History)  
Our speakers will present their thoughts on what makes a good research proposal. Then we will discuss the information required and how to present it. To prepare for the session, please make sure you read the section on ‘The Research Proposal’ in this guide and have a look at the ‘Research Proposal Proforma’ at the end of the guide.

Examples of successful research proposals will be circulated during and after this session.

**Mid-Semester Break 13 - 24 April**

**Monday 27 April**  
**Seminar 4: Looking Back at the PhD (Reports from Recent Graduates and Current Candidates)**  
**Special Guests:**  
- Alex Davis (POLIS) Current PG  
- Mark Neuendorf (History) Current PG;  
- Tiziana Torresi (POLIS) Recent PG;  
- Katie Barclay (History) Recent PG;  
- Dominic Stefanson (POLIS) Past PG  
This week you will meet some current postgraduates in their second and third years of candidature who will reflect on the
kinds of issues which they faced in their first year, and later, and tips about how to survive! We will also hear from two staff members who recently completed their PhD on how best to set yourself up for life after the thesis, and from a past postgraduate student who went on to a career outside academia.

In the coming three seminars, you will be divided into three groups and you will have the opportunity for a trial run of your Research Proposal Presentation ahead of the Postgraduate Presentation Day in June. Remember that you must attend all three remaining sessions to support the students presenting and to help them to refine their topic.

11 May - Research Proposal Presentations - 10 mins plus 10 mins for questions
25 May - Research Proposal Presentations - 10 mins plus 10 mins for questions

Formal Research Proposal Presentations will be in June, during the History & POLIS ‘Postgraduate Presentation Days on 9 & 10 June’.

POSTGRADUATE COORDINATOR CONTACT DETAILS

Carol Johnson (POLIS)
Office: Room 405, Napier Building
Telephone: 8313 5809
Email: carol.johnson@adelaide.edu.au
CANDIDATURE REQUIREMENTS FOR POLIS HDR STUDENTS

This is divided into three sections;

1. First Year Requirements;
2. Milestones and Expectations over the Course of Candidature;
3. Information about Procedures and Support.

1. FIRST YEAR REQUIREMENTS

Structured Program

All components are compulsory. Those who started in Semester 2, 2013 must also attend. A condition of your enrolment and successful progress in the Masters and Doctoral programs is that you complete a Structured Program of activities. This includes a ‘core’ component.

Core Component of the Structured Program (CCSP)
The Core Component of the Structured program (CCSP) must be completed within the first six months of your candidature (within one year for P/T students). The CCSP involves:
- completing the required University, Faculty and School Inductions;
- attending the School of History & Politics Orientation and Research Methods Seminar series;
- finalizing your research proposal;
- preparing a literature review for your topic (which forms part of your research proposal);
- writing up a detailed timeline for the stages involved in the research/writing of your thesis;
- regular attendance at POLIS Research Seminars;
- presenting your Research Proposal at the Postgraduate Presentation Day in June.

Induction Programs (all inductions are compulsory)

University Induction
In 2015 the University induction can be completed online as a MyUni course. It provides a helpful orientation to life as a research student at the University, and it is compulsory. The Postgraduate Research Induction addresses the issues pertinent to HDR candidature and when you have worked through the information provided, you must complete a quiz. Once you have achieved a satisfactory result in the quiz, you will have completed this Graduate Centre milestone – the first of many you’ll encounter during your candidature!

Faculty of Humanities and Social Sciences Induction
In addition, the Faculty of Arts also conducts an Induction which is compulsory for all new students in this Faculty. This is held in Semester 1 on Wednesday 25 March, 1.00-3.00pm, Benham Lecture Theatre G10 (and again in early semester 2 for students commencing later). RSVP Alison Galbreath (alison.galbreath@adelaide.edu.au) by Wed 18 March.

School of History & Politics Induction
This takes place fortnightly in first semester, and introduces you to research methods and culture in the School. There are various sessions which assist with preparation for your Research Proposal and its components. You also have the opportunity to present a trial run of your Proposal Presentation before the Postgraduate Day in June. It is also an excellent opportunity to meet other postgraduates in your cohort, and a number of students who are further into their thesis research and writing. The School Induction, like the others, is compulsory. There is also a School OH&S Induction that normally takes place in week 1 of the seminar series. We will organize that for you so long as you attend the first session.
Finally, any HDR student who enrols in candidature from 2012 onwards will need to undertake compulsory training in the Australian Code for the Responsible Conduct of Research and that satisfactory completion of this training is a pre-requisite for completion of the Core Component. The training is not compulsory for students who enrolled prior to 2012, but it is recommended. The training is now available online and is accessible at the following web address after you have logged in using your normal log on and password:
http://www.adelaide.edu.au/graduatecentre/forms/ by clicking on A and then Australian Code for the Responsible Conduct of Research (Materials) (note that you can navigate to this site via the AGC Policy and Forms page)

On completion of each of the three worksheets which comprise the training, you will be able to print off a certificate. These three certificates should be attached to your Core Component of the Structured Program form (CCSP) when you lodge it with the Graduate Centre, 6 months or part-time equivalent from candidature commencement. The CCSP form that you need to fill in can be found at http://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/

You will also need to attach a copy of the HDR Safety Management Plan - see http://www.adelaide.edu.au/hr/hsw/handbook/hdr/

The Research Proposal
Guidelines as to the requirements of the research proposal will be given in the seminar series and are also outlined in the Faculty of Humanities and Social Sciences Research Proposal Proforma at the end of this handout. But when pondering how to begin working on your research proposal, here are some useful tips:

Key elements to consider for a Research Proposal:

- your personal and intellectual interests;
- the ‘field’ in which your topic is located;
- methodology: focusing on the ‘how’ of your work;
- sources/data for your research;
- special research skills required: e.g. languages, statistics, etc.;
- justification: ‘significance’ and feasibility;
- importance and relevance of conclusions;
- ethical considerations (do you need an Ethics Clearance?);
- budget (financial and time management);
- timeline for planning, researching, writing and editing the thesis.

Three hard copies and one electronic copy of your Research Proposal must be submitted to the Postgraduate Coordinator eight weeks before it is due. After it has been reviewed by the postgraduate committee, you need to revise your proposal in line with its advice. A paper copy, along with the rest of the CCSP documentation, must then be taken to the postgraduate coordinator to be signed. It may then be submitted to the Graduate Centre by six months after you commenced enrolment and you can check your exact due date of your CCSP submission on Access Adelaide https://access.adelaide.edu.au/sa/login.asp (or contact the Graduate Centre).

Postgraduate Presentation Day
Your presentation to the Postgraduate Presentation Day should include the following sections:
1. A short descriptive title of no more than twenty words;
2. Project. You are urged to avoid the use of jargon and to express your arguments clearly and concisely. For the purposes of this presentation, summarize your 5,000-word proposal in a length that you can comfortably cover in a 10-minute presentation (approx. 1,500 words).

Include:
- Introductory background;
- Research Questions;
- Aims and Objectives of the project;
- Significance/contribution to the discipline;
- Theoretical framework and methods;
Sources.

3. **PowerPoint Presentation.** Summarize the key points you plan to make on powerpoint slides to enhance your presentation. It does not have to be fancy, just a clear summary of the key questions, objectives, methods and significance of your thesis.

**The ‘six month slump’**

In the second half of your first year of candidature, you will have submitted your CCSP and can forge ahead with research and writing. But many students find this a difficult time after the regular contact with peers and staff via the Induction Seminars and the focus upon writing the Research Proposal. Many experience the ‘six month slump’, a time of doubt and lack of progress. Several students admit they do not achieve a great deal in the months following submission of the CCSP as a result.

To avoid the ‘slump’ there will be a session in second semester to assist you in overcoming it, but it is imperative that you and your supervisors meet soon after the CCSP has gone through to work out a research and writing schedule. Regular supervisory meetings and goals for completing work can help you to avoid losing the vital weeks of candidature.

It is important to keep working because in the second year of candidature you will have at least two significant milestones to overcome. Once you have completed the CCSP you will find your progress reviewed at regular intervals and these are explained in the next section.

2. **Milestones and Expectations over the Course of Candidature**

**Reviews of Progress**

The first year of your candidature is considered provisional and during that time you will need to complete the CCSP (as above) and work towards the Major Review of Progress.

**Major Review of Progress (Due: 12 months into candidature)**

A year after commencing your studies (two years for P/T students), your candidature will be either:

- confirmed;
- provisional status extended;
- recommended for termination on the grounds of lack of progress;
- upgraded to a PhD, for Masters students who have entered the Masters with Honours in a relevant Discipline, who have made the required progress, and who wish to do so; or if making unsatisfactory progress at PhD level, advised to transfer to a MPhil.

In order to have your candidature confirmed after the first year at the Major Review of Progress, you must have:

- satisfactorily completed the CCSP;
- completed the School’s Orientation Seminar Program;
- presented your thesis proposal at the Postgraduate Presentation Day in June;
- attended all HDR School Seminars as well as POLIS Seminars;
- made satisfactory progress on your thesis;
- provided a general outline description and projected structure of the overall thesis;
- provided a structured timetable for completion of the thesis.

The Major Review is a significant milestone and should be taken extremely seriously by students and supervisors. It is **NOT** simply a process of checking boxes and signing a form, but requires written reports from the candidate, principal supervisor and discipline Major Review Committee. There is a Review Committee, normally comprising the postgraduate
coordinator, head of discipline (or a senior member of staff), principal supervisor, and co-supervisor/s. All these people have to sign the Major Review form.

In Politics & International Studies (POLIS) we would expect a student to have written at least one substantive chapter (of around 8,000 words) by the time of their Major Review. Remember for your CCSP you merely told us what you proposed to do. Now we need to be able to judge whether you are actually able to deliver thesis-quality work in chapter form and whether you also have the commitment, organizational skills and self-discipline necessary to complete your thesis work in the required timeline. In other words we need to have confirmation that you have both the intellectual ability and personal attributes that will enable you to complete your higher degree in the time required. It is only then that we can confirm your candidature (and move you on from your provisional status).

To familiarize yourself with the requirements and process, see the Major Review of Progress form at: http://www.adelaide.edu.au/graduatecentre/milestones/major-review/

**Annual Review (Due: 31 October)**
Each year (except during your first year of candidature) all F/T and P/T postgraduates, including both those who are active in candidature and those on leave of absence, must complete an annual review. You should expect to receive an Annual Review of Progress form from the Adelaide Graduate Centre by mid-September. You are then responsible for arranging interviews with your principal and co-supervisor (or two joint supervisors) who together make up your panel, and subsequently with the Discipline Postgraduate Coordinator (Carol Johnson) in time to allow you to submit the form to the Adelaide Graduate Centre office by 31 October. Your re-enrolment in the following year is contingent upon your completing and submitting the Annual Review. However, your candidature and re-enrolment are subject to satisfactory progress and the payment of any fees due or outstanding. Again, remember that satisfactory progress means that you need to have written chapters of your thesis, so keep up the writing after your Major Review! You must also have presented your thesis work at a conference or at the Postgraduate Presentation Day within the proceeding twelve months. Students are encouraged to present at conferences and at the Postgraduate Presentation Day.

To familiarize yourself with the requirements and process, see the Annual Review of Progress form at: http://www.adelaide.edu.au/graduatecentre/milestones/annual-review/

**Minor Review (Due: 15 APRIL)**
If you are enrolled in a remote candidature, you are required to participate in an additional Minor Review due 15 April annually.

Occasionally students whose progress has been judged as ‘unsatisfactory’ in their annual review might be required to undergo a minor review the following April to monitor their progress.

See the Annual Review and Minor Review Forms at: http://www.adelaide.edu.au/graduatecentre/milestones/minor-review/

**Unscheduled Reviews of Progress.**

Please remember that your supervisors and postgraduate coordinator can institute an unscheduled review of progress at any time if your progress is considered to be seriously unsatisfactory – we don’t have to wait e.g. for the Annual Review. The consequences can be serious e.g. a period of conditional candidature or even termination.

**Leave of absence and other graduate centre forms**
You will discover early on in candidature that the Graduate Centre has a form for every eventuality. If you need to take a leave of absence, when you return from a leave of absence, if you require an extension of candidature, if you need to change supervisors, and for almost everything else, there is a form to complete which usually needs your signature, that of your principal supervisor, and then that of the postgraduate coordinator or head of school. You must comply with the requirement to complete and submit these forms, or else your candidature (and scholarship, if you hold one) might be
suspended. So when in doubt about the paperwork, check the Graduate Centre website, and locate the relevant form: http://www.adelaide.edu.au/graduatecentre/forms/

Please remember to keep copies of all forms you submit. If you do not have a copy here and the form goes missing at the Graduate Centre, we will have to complete another one! No matter how minor the form might seem to you (e.g. return from leave of absence), its loss at the Graduate Centre can trigger an email threatening you with suspension of candidature, so please remember to keep a copy!

**Ethics clearance**

This must be submitted before you complete the CCSP paperwork and the application must be made in the name of your principal supervisor. If your research includes oral history interviews then you will likely require ethics clearance. Please check the website for further information and to download the relevant forms: http://www.adelaide.edu.au/ethics/human/

**Submission**

Please consult the Postgraduate Handbook and the Graduate Centre Website for the process to be followed and the pertinent forms. Remember that you need to complete a Notification of Intent to Submit form three months before you plan to submit the thesis for examination: http://www.adelaide.edu.au/graduatecentre/forms/

Please note that, whereas in the past it was relatively easy for students to reactivate their candidature to submit their thesis after their candidature had lapsed, this is no longer the case. See https://www.adelaide.edu.au/graduatecentre/handbook/05-candidature/09-changing-conditions/10-lapsed-candidature/

So, please be sure to submit within your candidature period!!!!

**What to expect during your candidature – at a glance!**

To give you some idea of the academic and administrative milestones during a Higher Degree, they are set out in the following tables. Remember that they might not reflect your own trajectory exactly, but they can provide you with an indication of what to expect and roughly where you should be at in terms of research and writing each year.

*This timetable is calculated according to a candidature commencing at the beginning of Semester 1, first week of March. The dates will vary for those commencing at different dates, including mid-year.*

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<tr>
<th>Time into Candidature</th>
<th>Milestones</th>
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<tr>
<td>Four months into candidature</td>
<td>Completion of inductions, submission of ethics clearance paperwork, drafting research proposal and getting feedback from supervisors, attending professional development and training courses offered by RED. Presentation of research proposal at Postgraduate Presentation Day in June. Research proposal to be submitted to Postgraduate Committee for approval within two to four weeks of presentation.</td>
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<td>Six months into candidature</td>
<td>Completion of Core Component of Structured Program and Minimum Discipline Resources Proforma.</td>
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<tr>
<td>Twelve months into candidature</td>
<td>Major Review of Progress confirming candidature. Students must provide a one-page report on progress and an updated thesis completion plan.</td>
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<tr>
<td><strong>Thesis Progress during first 12 months</strong></td>
<td>Research in terms of location of primary source material, and collection and analysis of data is ongoing from day one. You should have drafted one substantive chapter by the time of your Major review. (This might comprise an introduction with your historiography and methodology, but ideally it will reflect work beyond your research proposal, which will form a thesis chapter grounded in research.)</td>
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<td>Example: Second year of candidature full-time PhD</td>
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<tr>
<td><strong>April</strong></td>
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<tr>
<td>Remote candidates must submit their minor review by 15 April.</td>
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<tr>
<td><strong>June</strong></td>
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<tr>
<td>Presentation of work-in-progress paper based on thesis research and writing delivered at Postgraduate Presentation Day.</td>
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<tr>
<td><strong>October</strong></td>
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<td>Annual Review due 31 Oct. Student and supervisors complete and sign form; student meets postgraduate coordinator to discuss progress and to sign form.</td>
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<tr>
<td><strong>Thesis Progress during 2nd year</strong></td>
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<td>Ongoing research, organization and analysis of primary sources; keeping up-to-date with secondary literature. Drafting two or three further substantive chapters of your thesis. By the end of this year you should have at least half of your thesis drafted, but ideally two thirds in draft.</td>
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<tr>
<th>Example: Third year of candidature full-time PhD</th>
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<tr>
<td><strong>April</strong></td>
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<tr>
<td>Remote candidates (and those being monitored for unsatisfactory progress) must submit their minor review by 15 April.</td>
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<tr>
<td><strong>June</strong></td>
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<tr>
<td>Presentation of work-in-progress paper at Postgraduate Conference.</td>
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<tr>
<td><strong>October</strong></td>
</tr>
<tr>
<td>Annual Review due 31 October. Student and supervisors complete and sign form; student meets postgraduate coordinator to discuss progress and to have form signed.</td>
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<tr>
<td><strong>3 months before submission</strong></td>
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<tr>
<td>Download, complete and submit your Notification of Intent to Submit Form to the Graduate Centre.</td>
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<tr>
<td><strong>Thesis Progress during third year</strong></td>
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<tr>
<td>Research should be more or less complete by now, but collation and analysis of data for remaining chapters continues; as does maintaining connection with secondary literature.</td>
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**Draft final chapters of thesis**

Ideally you will have a complete draft of the thesis for your supervisors by July/August/September. After this you need to revise chapters according to their comments and have the thesis reading for submission in February/March of the next year.

Remember that the final revisions of your thesis might well take six months or longer so ensure you leave yourself and your supervisors sufficient time to write, read, and revise. (Note that there has been some discussion regarding whether candidates should also present a paper summarizing their research to their department some months before thesis submission but a firm decision had not been made at the time this guide was produced).

Most of the information you need about candidature can be found in the 2015 Research Student Handbook provided by the Graduate Centre. If you have any questions about your thesis, supervision, examination, leave of absence, milestones, or support services, you can generally find it there. It is available online at: [http://www.adelaide.edu.au/graduatecentre/handbook/](http://www.adelaide.edu.au/graduatecentre/handbook/)
The information in this section refers specifically to School of History & Politics procedures and useful links. It has been arranged in alphabetical order for easy reference.

Data Lodgment
In compliance with the Australian Code for Responsible Conduct of Research, postgraduates are required to lodge with the School Office the originals of their primary research data, comprising at a minimum a complete bibliography of sources used to write the thesis, but it might also include copies of documents and transcripts of interviews. Copies of such data may, of course, be retained by the graduate. Our preferred method of storage is by USB.

Major review procedure in POLIS
Please note that in POLIS the Major Review of Progress involves a Review Committee which considers each student’s progress individually. The committee normally comprises the postgraduate coordinator, the head of discipline (or another senior member of academic staff), the principal supervisor and the co-supervisor of the candidate concerned. It is important to complete the form and reports at least three weeks before your review is due, to allow the committee to read them and meet to discuss your progress.

MyUni Resources
The My Current Courses menu of MyUni includes a unit on Writing and Speaking, with a Research Education Programs section (see side menu) that provides instruction on how to write a Research Proposal. There is also a section providing detailed information on avoiding plagiarism. The argument-based proposal section includes relevant examples for research conducted in the School’s disciplines.

Postgraduate Coordinators
History and POLIS each have a postgraduate coordinator who is responsible for overseeing the administration of your candidature at a School level. You will see a lot of them during the School Orientation and Research Method seminars and thereafter when you need forms signed and at candidature milestones. They are also available if you have concerns about supervision or other candidature-related problems. While the postgraduate coordinators are often on campus and happy to see you, please remember that they have other academic roles to fulfill which means they are not always available to sign forms when you need them signed instantly. Please allow one week to obtain a signature – avoid leaving it until the day before you MUST go on leave or the day before your candidature is due to lapse. Email the postgraduate coordinator to arrange a suitable time for them to sign the form, or for you to leave it in their pigeonhole. Please don’t expect them to be able to drop everything to meet your urgent timetable!

Postgraduate Student Representatives
Each discipline has a postgraduate student representative who will represent postgraduates at School and Faculty meetings. The student representatives will also organize events from time to time to assist you with various aspects of candidature. One of the more successful recent initiatives has been the implementation of physical and virtual thesis writing groups, which meet on a regular basis to discuss thesis progress and to comment on one another’s work. Know who your postgraduate representatives are and, if you have any concerns or suggestions for workshops, contact them. In 2015 the postgraduate student representatives are:

Stuti Bhatnagar (stuti.bhatnagar@adelaide.edu.au)
Astrid Lane (astrid.lane@adelaide.edu.au)
(Note Stuti might be most appropriate to contact for International Studies advice and Astrid for Politics advice).

Publishing
Increasingly, in a competitive job market, some postgraduate students begin publishing as they write their thesis. It is possible to co-publish with your supervisor, or to publish a conference paper in conference proceedings, or to single-author a journal article or book chapter.

But beware! There is a growing number of unsolicited emails sent to postgraduates offering to publish their work – either an honours thesis or conference paper or after some other event when their thesis topic has been in the public domain. Be wary of responding to such invitations because there are a number of ‘shonky’ publishers which solicit publications, then expect authors to pay for the privilege of publishing with them. Moreover, you need to be sure that you are publishing your
work where it will be read by peers in your field. It is best to publish with reputable academic journals and publishers who deal with your particular area. Please discuss where you are intending to publish with your supervisors. The Australian Political Science Association list of ranked, preferred journals can be found at [http://www.auspsa.org.au/publications](http://www.auspsa.org.au/publications) and information on some questionable journals and publishers can be found at [http://scholarlyoa.com/publishers/](http://scholarlyoa.com/publishers/)

**Research Abroad Scholarships**
Postgraduates who have completed their CCSP and twelve months (full-time) of successful candidature can apply twice yearly for a travel grant to conduct research overseas which is essential for their postgraduate work. The closing dates for the two rounds are normally 22 February and 31 July each year (but check online).

Students who have previously been granted a Research Abroad Scholarship, or those who are simply travelling to present at a conference, are not eligible to apply.

The total amount awarded does not exceed $1,500, but if granted a Research Abroad Scholarship the School will contribute an additional $500 towards your travel. These funds constitute your research maintenance allocation for that calendar year (see below).

See the following website for further information and to download the application form: [http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgrtravel/](http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgrtravel/)

There are several other travel scholarships available that are awarded on a University-wide or national competitive basis such as the DR Stranks Travelling Fellowship and the Australia-Asia Endeavor Awards. See the following website for further information: [http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgrtravel/](http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgrtravel/)

**Research Funding from Other Sources**
Make sure that you are aware of additional sources of research support which are in the form of Top-Up Scholarships to supplement your APA, or they might provide some research support if you are working on a particular topic. Such sources of funding are provided by:

- ARC Centre for Excellence for the History of Emotions
- LF & D Denholm Scholarship
- E W Benham Research Scholarship
- South Australian Parliament research Library Supplementary Scholarship

For a full list of these funding sources and further information about eligibility and how to apply, go to: [http://www.adelaide.edu.au/graduatecentre/scholarships/research/humss/](http://www.adelaide.edu.au/graduatecentre/scholarships/research/humss/)

**Research Maintenance Allocation**
Each year the School’s budget receives funding for postgraduate maintenance. This covers photocopying, printing, inter-library loans and where possible, conference attendance. We are limited in what we can offer but a maximum of $450 may be available upon application. If you would like to apply for assistance, please email the Postgraduate Coordinator with your request - you will also need a supporting email from your supervisor.

If you are successful in gaining a Research Abroad Scholarship ($1,500) funded by the University of Adelaide, the school will normally contribute $500 (see above). This will however, preclude you from the research maintenance allocation.

**Tutoring**
It is possible during candidature to gain teaching experience by tutoring in undergraduate courses. However, employment as a tutor in the School is dependent upon:

- A healthy part-time teaching budget;
- The approval of your principal supervisor;
- Satisfactory progress on your thesis.
Tutoring can cut substantially into your research and writing time and it is not accepted as a legitimate reason for an extension of your scholarship. So please think carefully before you apply for tutoring and talk to your supervisors about whether it is appropriate for you to undertake it.

Tutoring is generally not permitting during the first year of candidature.

**Upgrade from MPhil to PhD**

The University procedure for upgrading from a MPhil to a PhD is detailed in the 2014 Research Student Handbook. Please note that to upgrade, you must have the support of your supervisors and you need to submit documentation to your discipline’s Postgraduate Committee (via the postgraduate coordinator). You will need to submit a revised research proposal which clearly indicates why your research should now be considered of worthy of PhD candidature. You must also submit at least one substantive chapter of your MPhil thesis, and indicate how many chapters you have written thus far.

The University also requires evidence of merit beyond progress on your MPhil thesis. Please read the information on the form for upgrading carefully before you apply to upgrade. In addition to requiring an Honours result of 2A or above for any candidate enrolling in a PhD, there is also an expectation that upgrading students have demonstrated research output in the form of a publication. It states:

> The student’s work is assessed against recorded output criteria set by the discipline and, if deemed satisfactory, the student may be considered for upgrading to the PhD. Approval to upgrade will normally only be granted where there is evidence of research output, such as publications, refereed conference papers, scholarly works and creative arts etc. Upgrade may not be based simply on satisfactory progress at Masters level.


If you had the entry qualifications to undertake a PhD at the outset of your MPhil candidature (i.e. in POLIS this is a IIA or higher honours result), you may apply to upgrade after twelve months (or half-time equivalent) of candidature, subject to satisfactory completion of your Major Review of Progress. If you did not have the necessary entry qualification for a PhD at the commencement of MPhil candidature, you can apply to upgrade at eighteen months (or half-time equivalent), subject to satisfactory completion of the Major Review. Students should NOT leave upgrading late so that it is a rush before their MPhil candidature expires because this has implications for continuing RTS funding for your place. The POLIS Postgraduate Committee will NOT accept applications to upgrade which are submitted with less than three months of candidature remaining.

**Sources of useful information for postgraduate research students and supervisors**

You will find answers to basic inquiries about the University’s rules and regulations for degree programs and changes in candidature status at the following web links. Both supervisors and students should have a basic familiarity with these sources. Note that supervisors’ can access crucial information regarding their own postgraduate students, e.g. dates CCSP is due, dates of candidature expiry, etc., via ORBIT [https://orbit.adelaide.edu.au/student_profiles/overview](https://orbit.adelaide.edu.au/student_profiles/overview)


Download relevant forms and information regarding medical, study or other types of leave, candidature status, extensions *inter alia* from [http://www.adelaide.edu.au/graduatecentre/forms/](http://www.adelaide.edu.au/graduatecentre/forms/)


Studying people – (including obtaining ethics approval for e.g. projects that involve interviewing people). [http://www.adelaide.edu.au/graduatecentre/handbook/06-conduct-research/03-ethics-approval/](http://www.adelaide.edu.au/graduatecentre/handbook/06-conduct-research/03-ethics-approval/)


Research Proposal Proforma

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<th>Total number of pages contained in this proposal (excluding Bibliography/References)</th>
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<tbody>
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<td>Name</td>
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<td>School (Discipline)</td>
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Please structure your Research Proposal based on the headings provided below. Use a clear and legible font (e.g. Arial Narrow, Times New Roman, or Times) and size 12 font.

1. Project (research topic) title
Provide a short descriptive title of no more than 20 words

2. Project (research topic) summary
In no more than 100 words, intelligible to a reader who is not a specialist in this field, summarize the aims, significance and expected outcomes

3. Project (research topic) details
This statement should be brief (no more than 5,000 words) but comprehensive, following the headings provided below. Please number the pages. You are urged to avoid the use of jargon and to express your arguments clearly and concisely

   3.1 Introductory background

   3.2 Research questions
   This section should explain the research question and may include the hypothesis or problem to be addressed.

   3.3 Aims/Objectives of the project
   This section should explain how the problem is to be addressed.

   3.4 Significance/Contribution to the discipline
   This section will normally justify the project from a review of the literature on the topic.

   3.5 Theoretical framework and methods
   This section may include a discussion of the sources to be consulted.

4. Budget
Please provide a listing of anticipated costs for your research project under such headings as “Equipment”, “Fieldwork”, “Attendance at Conference(s)”.

   4.1 Will you submit an application to a funding agency for support for your project?  Yes ☐  No ☐
   If “yes”, please provide details indicating to which agency you will apply, and when you will do so.

   4.2 Is this project contingent on funding support from elsewhere?  Yes ☐  No ☐
   If “yes”, please provide details.

5. Research plan and timeline and contents of thesis/submission
Please provide a plan of stages of your research development and thesis writing with a time-line of agreed goals for each year of candidature and details of the proposed contents of your thesis or research submission. (A GANTT chart is useful in illustrating the various stages and activities of research, in terms of a schedule to meet time-lines.)

6. Skills training and professional development
Skills training and professional development form the Development Component of the Structured Program. The Development Component will be formulated in conjunction with the individual supervisors in response to the specific professional or academic needs identified in the candidate’s background.
Please provide details of the training and development expected to be undertaken during the course of candidature. The types of training and development are negotiated with (or deemed advisable by) the supervisor or School.

7. Other requirements
Please specify any other disciplinary requirements to be fulfilled for Completion of the Core Component, for example:

- Departmental seminar: attendance and oral presentation of research
- Extended literature review
- Research paper (Music)
- Lecture demonstration (Music)
- Ethics clearance
- Conference Presentations

8. References cited/Bibliography of planned reading
Please provide one of the following in an appropriate and consistent referencing style:

- A list of the scholarly references cited in the proposal
- A bibliography of planned reading

9. Plagiarism Declaration
You will be required to make a declaration regarding Plagiarism on the “Completion of the CCSP” form at the time of submission of your Research Proposal. Please note the following:

**Consequences of plagiarism and collusion**
The penalties associated with plagiarism and collusion are designed to impose sanctions on offenders that reflect the seriousness of the University’s commitment to academic integrity. Penalties may include: the requirement to resubmit Research Proposals, thesis drafts and/or submitted theses after they have been revised to remove all instances of plagiarism; the creation of a period of provisional candidature for the purpose of conducting a review process involving a period of targeted learning and writing development; termination of candidature following plagiarism; imposition of a financial penalty.

**Plagiarism and collusion**
**Plagiarism** is using another person’s ideas, designs, words or works without appropriate acknowledgement. **Collusion** is the act of another person assisting in the production of a Research Proposal or examinable thesis without explicit acknowledgement by the candidate or the express requirement, or consent, or knowledge of the examiner.
RESEARCH PROPOSAL COVER SHEET

Name:
Student ID:
Supervisor:

Proposed Thesis Topic:

Plagiarism Statement

I declare that all material in this Research Proposal is my own work except where there is clear acknowledgement and reference to the work of others. I have read the University Policy Statement on Plagiarism, Collusion and Related Forms of Cheating, available at: http://www.adelaide.edu.au/policies/?230

I give permission for my draft writing to be reproduced and submitted to other academic staff for the purposes of evaluation and to be copied and retained in a form suitable for electronic checking of plagiarism.

Signed:................................................................. Date:............................