

Replaces (please remove) Section 5.13 issued 04/09

5.13 MASTER OF PHILOSOPHY

1 Name of Degree

Master of Philosophy (MPhil)

2 Management Body

The Research Committee, hereinafter referred to as the Committee, shall be responsible for all management matters relating to the Master of Philosophy.

3 Application for Admission

Applicants for candidature should forward a completed application form (HD1) to the Office of Research and Higher Degrees. The Office will attend to all procedural matters relating to the candidature. These matters include referral to the Higher Degrees Review and Admissions Committee, notification of candidature, confirmation of supervisors and the reporting and examination management as detailed in this document. All academic matters relating to Master of Philosophy candidature shall be the responsibility of the relevant Dean(s) of the Faculty/Faculties, or their nominee(s).

All candidates for the degree of Master of Philosophy are required to be fully conversant with these regulations and abide by them for the duration of their candidacy.

4 Entrance Requirements

4.1 Normal Entry

For normal admission to the Master of Philosophy, applicants must be able to demonstrate a high level of achievement in a recently awarded honours degree (Level IIB minimum) in an area related to the proposed study and acceptable to the Committee. The Committee may require that a special qualifying program of studies be completed. These studies will normally consist of up to four courses and must be completed at a satisfactory level during the period of provisional candidature. They do not form part of the assessment for the award of the degree, which is based solely on the examination of the dissertation.

4.2 Special Entry Provisions

In exceptional circumstances, special admission may be approved by the Committee **under** the following conditions:

Applicants who do not meet the normal entry requirements but have either a four-year undergraduate degree or an undergraduate degree and an appropriate graduate diploma with success at an appropriate level, together with substantial industrial and/or research experience may be admitted under special entry provisions, which may include qualifying studies.¹ Such students would also be required to substantiate their capacity to complete a significant individual research study.

5 Admission

5.1 A person may be admitted as a candidate provided the Committee is satisfied that:

5.1.1 the applicant's qualifications meet the provisions of regulation 4 above; and

5.1.2 there is an academic member of staff appropriately qualified holding an appointment of sufficient length for purposes of supervision and who is prepared to be the candidate's University supervisor.

5.2 If the provisions of 5.1 are met, the Committee may approve the application for candidacy or not allow the application. In approving an application, the Committee shall:

¹ As an example, nursing graduates who are able to demonstrate a high level of achievement in the undergraduate degree (GPA 5.2 or better) together with a high level of achievement in their graduate diploma (5.2 or better) will be given favourable consideration.

- 5.2.1 determine the date which is to be deemed the date of registration as a candidate;
 - 5.2.2 appoint the supervisor(s);
 - 5.2.3 approve any program of coursework which must be satisfactorily completed prior to the research dissertation being submitted;
 - 5.2.4 determine any special conditions which the candidate may be required to fulfil.
- 5.3 If the provisions of 5.1 are not met and the candidature is not approved, the Secretary of the Committee shall advise the applicant in written format of the reasons therefore.

6 Length of Study

The minimum duration of an approved program of research for the degree of Master of Philosophy shall be one calendar year for full-time candidates or its equivalent on a part-time basis. Except in exceptional circumstances, and with the approval of the Committee, full time students shall pursue their approved studies for a Master of Philosophy degree for not more than three years, and a part time student for not more than six years from the month in which the candidature is dated.

On the recommendation of a candidate's supervisor(s), the Committee may approve a candidate's application for leave of absence. Such leave shall not be counted as part of the prescribed time of candidature.

7 Supervision

7.1 Every candidate shall have at least two supervisors. The Principal Supervisor shall normally be a member of the University's academic staff. Associate Supervisors may be external to the University although all such appointments must be approved by the Committee following recommendation by the Dean, or their nominee. On occasions of extended absence from the University by the Principal Supervisor, a further internal supervisor may be appointed by the Committee on the recommendation of the Dean, or their nominee.

Candidates may consult informally with people inside and outside the University. The Committee may appoint formal consultants for candidates.

7.2 Candidates shall consult their supervisors regularly during the course of their research and during preparation of dissertations, and shall, as supervisors may require, submit drafts of dissertations for advice and comment prior to submission for examination.

7.3 Supervisors shall provide a progress report to the Committee after each six months of candidature.

8 Ethical Conduct

All studies will be conducted in an ethical manner. It is the responsibility of the candidates whose studies involve animal and/or human experimentation to apply to one of the research ethics committees for clearance of the proposed project.

9 Candidature

9.1 Review of Progress

Candidates' progress will be monitored according to the table below.

Full Time Student		Part Time Student	
Year,Sem	Action	Year,Sem	Action
Year 1, S1	Progress report	Year 1, S1	Supervisor to upgrade
Year 1, S2	Progress report or submission	Year 1, S2	Progress report
		Year 2, S1	Supervisor to upgrade
		Year 2, S2	Progress report or submission

If problems with the candidature have become evident, the candidate and the supervisor shall be so advised and be given clear guidelines by the Committee as to how the situation may be remedied.

9.2 Termination of Candidature

9.2.1 The Committee may terminate a candidate's enrolment at any other time if it concludes, following receipt of advice from the Faculty, that the candidate has failed to:

- 9.2.1.1 make satisfactory academic progress in their work; or
- 9.2.1.2 furnish any report required by these regulations; or
- 9.2.1.3 comply with any conditions of candidature imposed by the Committee.
- 9.2.2 Candidature may be terminated only after the Committee is satisfied that reasonable attempts have been made to ensure that the candidate has been:
 - 9.2.2.1 clearly warned in written format of shortcomings in performing the research; and
 - 9.2.2.2 advised in written format of ways in which the candidate might remedy the shortcomings and reach a satisfactory standard of performance in the research.
- 9.2.3 If the Committee agrees to terminate candidature, the Committee shall:
 - 9.2.3.1 provide written notice to a candidate whose enrolment it proposes to terminate, fully explaining the reasons therefore; and
 - 9.2.3.2 provide the candidate with the opportunity to respond to the reasons for the proposed termination prior to actual termination. The candidate's response may include an attempt to correct any deficiencies noted by the Committee in its reasons for termination;
 - 9.2.3.3 consider the candidate's response.

9.3 Appeals

A Master's candidate whose candidature has been terminated in accordance with regulation 9.2 may appeal in written format to the Committee against the decision within two months of the date of termination. The Committee normally should commence hearing the appeal within twenty working days of receipt of the appeal and supporting documentation.

10 Re-Enrolment

A continuing candidate is required to re-enrol at the commencement of each year and to pay such charges as may be prescribed.

11 Change of Supervisor

- 11.1 At any time, on the application of a supervisor or of the candidate, and after consultation with the supervisor(s) and the candidate, the Committee may approve a change of supervisor. Where a candidate remains dissatisfied with the supervision, the candidate may apply to the Committee for a change of supervisor.
- 11.2 After candidature has been confirmed following the initial review, under no circumstances may the University terminate the candidature because of the University's inability to provide supervision.

12 Submission of Dissertation

- 12.1 A candidate shall give at least one month's written notice to the Committee of intention to submit the dissertation for examination. Such notice shall include the full title of the dissertation, or at least a descriptive title of the research topic.
- 12.2 The candidate's Principal Supervisor shall countersign the notice, and certify that the candidate has completed all studies prescribed for the degree. The Dean, or their nominee, shall endorse the statement as evidence of being informed of the candidate's intention to submit. The Committee normally should commence hearing the appeal within twenty working days of receipt of the appeal and supporting documentation.
- 12.3 Should the Principal Supervisor withhold endorsement for any reason other than failure to complete prescribed studies, the candidate may appeal to the Committee through the Dean, or their nominee, for the dissertation to be submitted for examination.
- 12.4 The four copies of a dissertation to be examined shall be submitted to the Office of Research and Higher Degrees. The Office will coordinate the examination process. The dissertation shall be accompanied by a statement from the principal supervisor certifying that the dissertation is of a satisfactory standard of presentation. Presentation shall include the legibility, accuracy and general appearance of the typing, the quality of graphic material or illustrations and of binding (even when this is of a temporary nature). (For guidelines concerning the preparation and submission of a dissertation, refer to Section 5.15 Rules Regarding the Examination of Research Higher Degrees.)

13 Examination

- 13.1 Upon receipt of notification that the candidate is about to submit the dissertation, the Chair of the Committee shall, after consultation with the candidate's supervisor(s) and the Dean, or their nominee, appoint three examiners of the dissertation. One examiner may be internal to the University.
- 13.1.1 It is the responsibility of the principal supervisor to ascertain from the candidate whether there is any person or persons likely to be appointed as an examiner whom the candidate has reason to consider inappropriate. The principal supervisor is to take this opinion into consideration in recommending the selection of examiners. If the supervisor or the Dean, or the Dean's nominee, consider the candidate's expressed wishes on this matter should be set aside they must indicate this in written format to the Chair of the Committee.
- 13.1.2 A candidate shall not be informed of the identity of the examiners prior to the final determination of the examination result.
- 13.2 The candidate's supervisor(s) may not be examiner(s).
- 13.3 Each examiner shall provide a separate report and recommendation on the merit of the dissertation and other work submitted. Communication between examiners is not normally permitted. Should an examiner wish to contact other examiner(s), a request in written format explaining the reason/s for the interaction must be provided for consideration by the Chair of the Committee. Under no circumstances will any examiner's details be revealed to other examiners without their consent.
- 13.4 Examiners may require the candidate to submit to further examination of a written, oral or practical nature.
- 13.5 Examiners shall conclude their reports after examination of the dissertation and such other additional examination as the candidate may have been required to sit under the provisions of regulation 13.4, with one of the following recommendations:
- 1 Pass. The candidate be awarded the degree with only typographical and similar corrections being completed where indicated.
 - 2 Pass Subject to Minor Revisions. The candidate be awarded the degree subject to the specified minor revisions being completed to the satisfaction of the supervisors and Dean of Faculty, or their nominee.
Examiner's Notes: Minor revisions would include rewriting small sections without any significant additional work.
 - 3 Pass Subject to Major Revision. The candidate be awarded the degree subject to the specified major revisions being completed to the satisfaction of an appointed Faculty Review Panel.
Examiner's Notes: Major revisions would include rewriting one or more of the chapters with or without any additional work.
 - 4 Resubmitted to the Examiners Following Rewriting. The candidate be allowed to substantially revise the dissertation as indicated and resubmit the dissertation for examination.
 - 5 Fail. The dissertation be rejected, the degree not be awarded and the candidate not be permitted to submit the dissertation for re-examination for the degree.
- 13.6 The University's decision on the outcome of the examination process will be based on the recommendations of the examiners. A candidate will normally receive copies of the examiners' reports but an examiner may request that certain parts of the report not be transmitted. Examiners shall be invited to indicate whether, and to what extent, they wish to remain anonymous. If preservation of anonymity is not requested it shall not normally be preserved.

14 Lack of Consensus Between Examiners

14.1 Consensus Between Examiners

For the purposes of dealing with a lack of consensus between examiners, the recommendations shall be assigned to one of two categories: "Satisfactory" or "Unsatisfactory". The Satisfactory category refers to Pass, Pass Subject to Minor Revisions

and Pass Subject to Major Revision recommendations. The Unsatisfactory category refers to Resubmitted to the Examiners Following Rewriting and Fail recommendations.

14.2 University Decision

The final decision shall be based on the recommendation of the three examiners, as shown in the matrix below, with appropriate consideration of the comments provided to support the recommendations. If two examiners agree, their recommendations will normally be followed. Where there are different recommendations from three examiners, the following table will serve as a guide. The University will normally require the candidate to attend to any matters of editorial quality noted by the examiners although the consensus recommendation may be 'Pass'.

Matrix Showing Decisions when Three Examiners are Involved

Examiner's Recommendations						
Case	Unsatisfactory Result		Satisfactory Result			University Decision Result
	Fail	Resubmission following Rewrite	Pass Subject to Major Revision	Pass subject to Minor Revisions	Pass	
1		1		1	1	Minor Revision
2	1			1	1	Minor Revision
3			1	1	1	Minor Revision
4	1		1	1		Major revision
5		1	1		1	Major Revision
6		1	1	1		Major Revision
7	1	1			1	Resubmit
8	1	1		1		Resubmit
9	1	1	1			Resubmit

Note that the University's decision will be influenced by the nature of the feedback as well as the number of examiners in favour of a particular option. Particularly strong and valid criticism by a single examiner may therefore result in the adoption of that examiner's recommendation. In most instances, however, it is expected that the University's decision will be guided by the above matrix.

14.3 Satisfactory Results

The administration of Satisfactory results shall be the responsibility of the Dean, or their nominee. In these cases, the examiners shall have no further involvement.

14.4 Unsatisfactory Results

The administration of Unsatisfactory results shall be the responsibility of the Dean, or their nominee, and the Chair of the Committee.

14.5 Resubmission

In the event of a candidate being required to Resubmit the dissertation following rewriting, examiners will be invited to re-examine the dissertation on resubmission by the candidate. Examiners shall receive the comments from the other examiners without the identity of the examiners being revealed. The candidate will be advised of a date by which the revised dissertation must be submitted for re-examination.

14.6 Conflict in Advice

If there is a major conflict in the advice provided by the examiners, that is, contradictory revisions are recommended, the Dean, or their nominee, will resolve the conflict and, when the examiners are invited to re-examine, the Dean's, or their nominee's, comments will be forwarded to the examiners.

14.7 Decision of Re-examination

If an examiner chooses not to re-examine, the decision of the remaining examiners will apply.

14.8 Appointment of New Examiners

If none of the examiners agree to re-examine the resubmission, new examiners shall be appointed.

14.9 Coordination of Resubmission

When a candidate is required to revise a dissertation, the Principal Supervisor will be expected to coordinate the process unless the candidate, Dean or their nominee and/or Chair of the Committee require another person to assist in the coordination of the resubmission.

15 Appeal Procedure

- 15.1 If the decision of the University is a Fail, the candidate has the right to appeal the decision. Notice of an intention to appeal shall be forwarded in written format to the Secretary of the Committee within one month of the date of the written notification of the result. If the appeal is to take the form of a defence of the dissertation, the detailed written case must be provided to the Secretary of the Committee within three months of the date of the written notification. If a viva defence is selected, this shall be conducted within eight weeks of the notification of intent to defend.
- 15.2 In the event of an appeal, a Committee shall be established consisting of the Chair of the Research Committee (Chairperson), the Dean of the relevant Faculty, or their nominee, and one other person who has recognised expertise in the area of the candidate's dissertation, but who is neither an examiner nor a supervisor of the dissertation.
- 15.3 The Committee normally would commence hearing the appeal, or making arrangements for a defence, within twenty working days of receipt of the appeal and supporting documentation.

16 Procedure for Award of Degree

The degree of Master of Philosophy shall be awarded to a candidate who has:

- 16.1 after completing the prescribed program of study including any specified qualifying courses or programs, submitted a dissertation embodying the results of the study or resulting from the study; and
- 16.2 satisfied the appointed examiners that the dissertation meets the requirements for the award of the degree; and
- 16.3 if required by the University on the advice of one or more of the appointed examiners, performed satisfactorily in any oral, written or practical examination on the subject of the dissertation and matter relevant to it.

The following procedures shall be followed:

- 16.4 Candidates, whether successful or not, shall normally be provided with copies of the examiners' comments, subject to any editing (including the suppression of the examiners' names) approved by the Chair of the Committee.
- 16.5 All examiners shall be advised of the University's decision made about the dissertation.

17 Changes to Candidature

- 17.1 A student wishing to change candidature from full-time to part-time candidature, shall make application through the Principal Supervisor to the Committee. A student wishing to change candidature from part-time to full-time candidature, shall make application through the Principal Supervisor and Dean of the Faculty, or their nominee, to the Committee.
- 17.2 The Dean or their nominee may, on the recommendation of the supervisor, apply to the Committee for the candidate to transfer to Doctor of Philosophy candidature. In the case of such a transfer the Dean or their nominee shall, in consultation with the Committee, determine what part of the period of candidature for the Master's degree shall count as part of the period of candidature for the Doctor of Philosophy.