

Higher Degree by Research Student Handbook

School of Humanities

Approved by School of Humanities Executive on 3 March 2025

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**make
history.**

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1. Higher Degree by Research in the School of Humanities

The School of Humanities has five departments

- English, Creative Writing, and Film
- European Languages, and Linguistics
- Historical and Classical Studies
- Media
- Philosophy

and contributes to a number of research centres, including the JM Coetzee Centre for Creative Practice, and the Fay Gale Centre for Research on Gender.

1.1. Our Higher Degrees

The School of Humanities offers both Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) degrees. Theses can be completed in conventional written format, by publication, or as a major creative work such as a novel, memoir, poetry collection, or screenplay, accompanied by an exegesis. Projects can be connected to a supervisor's grant-funded research, or students can formulate their own thesis topic related to a supervisor's area of expertise. A higher degree by research in the Humanities encourages postgraduates to pursue their passion.

1.2. Department / Discipline Variation

As our different thesis formats show, there is diversity in the way Humanities disciplines approach postgraduate research. This handbook will explain discipline-specific requirements, so make sure you read the general information (which covers AGRS and School policies) as well as the material relevant to your own department / discipline. You should also refer to the Adelaide Graduate Research School [Research Student Handbook](#), which applies to all Postgraduate Students at the University.

1.3. Discipline Postgraduate Coordinators

The Postgraduate Coordinator (PGC) oversees your candidature from enrolment to completion. They ensure you are equipped with all the necessary information and resources when you commence, oversee your candidature milestones, sign leave and other forms, inform you about relevant seminars and professional development workshops beyond those offered by the CaRST team, and can answer any candidature-related questions. You can also approach them with any issues which cannot be resolved by your supervisor.

Dr Tamlyn Avery

- English
- Creative Writing
- Film
- Art History
- Cultural Studies

Dr Kim Barbour

- European Languages
- Linguistics
- Media
- Philosophy

Associate Professor Claire Walker

- Archaeology
- Classics and Ancient History
- History
- Museum and Heritage Studies

2. Applying to Humanities HDR Programs

2.1. Applying to the University

The Adelaide Graduate Research School ([AGRS](#)) is the first point of contact for prospective research students. If you are interested in applying for admission to a Higher Degree by Research (HDR) program at the University of Adelaide, please go to the AGRS website and search for [Future Students](#). This website provides information about the process of admission, scholarship applications and enrolment. Please carefully read all the information on the website before you apply for a place in the program and before contacting anyone at AGRS or in the School.

2.2. Potential Supervisor

Prospective applicants are required to undertake a standardised pre-assessment process prior to completing an application for Admission and/or Scholarship. Please contact AGRS at research_degrees@adelaide.edu.au to initiate the pre-application process. Further information about the pre-application process will then be provided; the process includes the nomination of up to 3 potential supervisors who align with your research interests. Before contacting anyone at the school, review the school's [research themes](#) and our [academics' profiles](#), including their research interests and recent publications, and currently funded research projects. You also are required to submit a portfolio of documents for consideration to AGRS. Pre-application submissions will be reviewed by AGRS for completeness, quality and eligibility before being provided to the school and to potential supervisors. Be aware that any discussions with PGCs or potential supervisors in any discipline within the School of Humanities are preliminary only and do not constitute an offer of admission or supervision.

Students interested in applying for a Creative Writing MPhil or PhD should first contact the relevant PGC for the discipline; Creative Writing applicants are required to submit a thirty-page creative portfolio in the same form and genre as the work they are proposing to undertake for the degree; this should be submitted to the Chair in Creative Writing, Professor Patrick Flanery: patrick.flanery@adelaide.edu.au.

2.3. Application

Prospective students apply online with no application fee. All the information about the required documents, such as English Proficiency requirements, as well as a step-by-step guide to the application process can be found [here](#).

2.4. Scholarships

The University of Adelaide offers scholarships to MPhil and PhD applicants on a competitive basis. No separate scholarship application is required. Information about scholarships can be found [here](#).

2.5. The HDR Application – Department and Discipline Variations

Archaeology, Classics, History, and Museum and Heritage Studies

To be eligible to apply for an MPhil or PhD, candidates should hold an Honours, coursework Masters (minimum of 12 credit points of research for acceptance into the PhD), or MPhil degree in Anthropology, Archaeology, Art History, Classics, History, Indigenous Studies, or Museum/Heritage Studies (as relevant), or an equivalence at the required level. All full applications will be submitted to the Adelaide Graduate Research School (AGRS) but will also be assessed by the Department's Postgraduate Assessment Committee. Once your eligibility for postgraduate study at the University of Adelaide has been established by the AGRS pre-assessment process, please contact the relevant PGC for information about the departmental process.

English, Film, Art History, and Cultural Studies

To be eligible to apply for an MPhil or PhD, candidates should hold an Honours, MA (minimum of 12 credit points of research for acceptance into the PhD), or MPhil degree, or an equivalence at the required level. The strong preference is that prior degrees be in the same discipline, or, in cases where candidates have a degree in a different discipline from the one for which they are applying, clear evidence of significant coursework and command of the target discipline. Full applications must be submitted to the Adelaide Graduate Research School (AGRS) and will also be assessed by the Department's Postgraduate Admissions Committee, which has final say on acceptance of applicants. Once your eligibility for postgraduate study at the University of Adelaide has been established by the AGRS pre-assessment process, please contact the relevant PGC for information about the departmental processes.

Creative Writing

To be eligible to apply for an MPhil or PhD, candidates should hold an Honours, MA (minimum of 12 credit points of research for acceptance into the PhD), or MPhil degree, or an equivalence at the required level. The strong preference is that prior degrees be in either Creative Writing or English Literature; in cases where candidates have a degree in another discipline, clear evidence of significant Creative Writing coursework is preferred.

Applicants for the PhD in Creative Writing should have a significant publication or (for screenwriting) production record; all Creative Writing applicants (both MPhil and PhD) must submit a thirty-page creative portfolio of work(s) in the same form and genre as that proposed for the degree and must identify a potential principal supervisor from among permanent Creative Writing staff members. Full applications must be submitted to the Adelaide Graduate Research School (AGRS) and will also be assessed by the Department's Postgraduate Admissions Committee, which, in consultation with the Creative Writing discipline group, has final say on acceptance of applicants. Once your eligibility for postgraduate study at the University of Adelaide has been established by the AGRS pre-assessment process, please contact the relevant PGC for information about the departmental processes.

European Languages and Linguistics

Students wishing to undertake HDR study in the Department of European Languages, and Linguistics should have a result of First or Second class in their Honours degree or have passed a Masters qualifying examination. Before embarking on their HDR thesis, students should consult a staff member whose teaching or research topics coincide with their own areas of interest. The strong preference is that prior

degrees be in the same discipline, or, in cases where candidates have a degree in a different discipline from the one for which they are applying, clear evidence of significant coursework and command of the target discipline including target language proficiency where required. Full applications must be submitted to the Adelaide Graduate Research School (AGRS) and will also be assessed by the Department's Postgraduate Admissions Committee, which has final say on acceptance of applicants. Once your eligibility for postgraduate study at the University of Adelaide has been established by the AGRS pre-assessment process, please contact the relevant PGC for information about the departmental processes.

Media

Students wishing to undertake HDR study in the Department of Media should have a result of First or Second class in their Honours degree, and/or a coursework Masters degree that includes a dissertation weighted at least 25% of the total qualification, and/or a Master of Philosophy. The strong preference is that prior study be in media, communication and/or cultural studies or aligned disciplines. In cases where candidates have a degree in a different discipline from the one for which they are applying, clear evidence of significant coursework and/or professional experience that shows a command of the target discipline is required. You may contact relevant members of the Department to discuss your proposed project and determine whether there is a possibility of supervision prior to submitting for pre-assessment. Be aware that these discussions are preliminary only and do not constitute an offer of supervision. Full applications must be submitted to the Adelaide Graduate Research School (AGRS) and where complete, will then be assessed by the Department's Postgraduate Coordinator and potential supervisors for eligibility.

Philosophy

Students wishing to undertake HDR study in the Department of Philosophy should have a result of First or Second class in their Honours degree, and/or a coursework Masters degree that includes a dissertation weighted at least 25% of the total qualification, and/or a Master of Philosophy. Prior study should be substantively in Philosophy, demonstrating a command of the discipline. You may contact relevant members of the Department to discuss your proposed project and determine whether there is a possibility of supervision prior to submitting for pre-assessment. Be aware that these discussions are preliminary only and do not constitute an offer of supervision. Full applications must be submitted to the Adelaide Graduate Research School (AGRS) and where complete will then be assessed by the Department's Postgraduate Coordinator and potential supervisors for eligibility.

For more information, please visit the [AGRS](#) website.

3. Getting Started

Congratulations and welcome to the University of Adelaide and to the School of Humanities! As you move forward with your plans to begin your studies, please make sure that you stay in touch with your supervisor, and that you inform them, the School Office (humanitiesoffice@adelaide.edu.au) and the Postgraduate Coordinator (PGC) for your discipline of the date of your commencement and arrival (if coming from overseas or interstate). This is important to ensure you have access to the resources you need to start your program. When arriving make sure you organise meetings with your PGC and with your supervisors. You should also reach out to the HDR Postgrad Representative for your department; you can find their information online [here](#). Postgrad representatives liaise between postgrads and departments, and they arrange HDR-focused events and social activities for the School and disciplines.

You will be allocated access to a postgraduate workspace for use during your study. These rooms are only for the use of postgraduate student keyholders. You will be able to sign out your key once your enrolment is finalised and you have successfully completed the School of Humanities Health and Safety Induction. Keyholders are responsible for ensuring that the shared room remains secure – the door locked when the room is empty – and that your workspace remains clean of rubbish and unnecessary clutter. You are also responsible for clearing your workspace at the end of your candidature and returning the key in a timely fashion.

The AGRS website contains important information to get you started. This includes completing your enrolment, things you need to do in the first week at the University, during your first two months, and the resources available to you for the life of your degree. You can find all this information [here](#); please read carefully.

HDR students are responsible for staying up to date with University and School processes and policies. These can be found on the AGRS [website](#) and in this document.

4. Supervisors

The supervisory panel for HDR (Higher Degree by Research) students in the School of Humanities requires a qualified academic staff member in the relevant discipline to serve as the principal supervisor. Additionally, there must be at least one other academic from the University of Adelaide, titleholder (adjunct), or external academic acting as a co-supervisor.

Supervision is apportioned according to each panel member's percentage of responsibility. The principal supervisor commonly has 60%-80% responsibility with the rest distributed among other panel members. Some departments, for example Historical and Classical Studies, operate on a 60/40 breakdown to enable HDR students' equitable access to the expertise of all supervisors.

Following University of Adelaide policy, supervisors are expected to meet in person, online or via email with students on a fortnightly basis. Supervisors and HDR students need to discuss the times and days for these meetings. Regular face-to-face meetings are essential. Students are responsible for taking notes (including any about agreed actions and decisions) at meetings, which they are then to circulate to all members of the supervisory panel via a shared Box folder set up by the student. It is expected that these notes will be saved in Box for future reference and supplied to AGRS or School on request.

Supervisors help guide candidates to undertake ethical research practice, including supporting the student to apply for ethics approvals from the University of Adelaide Human Research Ethics Committee where necessary. They can also provide advice on disciplinary expectations around publishing your research during your candidature. Supervisors are responsible for staying up to date with HDR-related processes at both the University and School levels. AGRS sends regular updates to supervisors about HDR policies and procedures.

Information can also be found on the AGRS [website](#) and in this document.

5. Coursework

Higher degrees by research in the Humanities generally do not include a coursework component, with the exception of Philosophy (see below). Some disciplines recommend commencing HDR students whose qualification was earned some years ago, or those who wish to research a topic that is not closely connected to their previous degree or research, audit a relevant upper-level undergraduate or honours course to refresh their knowledge of the field. Students who audit courses do not incur fees and are not required to complete the assessment tasks. The objective of auditing the course is to familiarise themselves with the latest literature and methodologies relevant to their thesis.

Philosophy

The MPhil by mixed research and coursework involves satisfactorily completing 15 units of postgraduate courses. In Philosophy, you satisfy this requirement by taking the following courses:

- PHIL 7006 Advanced Topics in Value Theory (6 units)
- PHIL 7007 Advanced Topics in Theoretical Philosophy (6 Units)
- PHIL 7005 Machine Learning and Artificial Intelligence (3 units)

Topics for the 'advanced topics' courses vary from year to year depending on the course coordinator. Course information is published via the University's course outlines, linked above, and distributed by the course coordinator, either directly or through MyUni. The three courses ensure a spread of coverage in courses across different areas of philosophy. These courses are primarily assessed by an extended essay on a topic of your choosing negotiated with the course coordinator. More information is available in the Department of Philosophy HDR Handbook. Students enrolled in a PhD in the Department of Philosophy are not required to complete coursework.

6. Career Development

The University offers Career and Research Skills Training (CaRST). PhD students are required to complete 120 hours and MPhil students 60 hours of this training. Please make sure that you are up to date with the requirements for each of the CaRST domains. Take advantage of CaRST courses to build your skillset in your area of expertise, and to take advantage of professional development activities. For more detail on CaRST, read this [link](#) and carefully read the emails sent by CaRST with updates and training opportunities.

The CaRST courses offered by AGRS are not the only way to satisfy this requirement. The School of Humanities offers professional development workshops too. It is also possible to earn CaRST credits through seminar and conference attendance and many other activities. Talk with your supervisors, PGC, and other postgraduates in your Department to find out about additional activities that may contribute to CaRST.

During their candidature, postgraduates may seek to apply for casual academic teaching opportunities to further their professional development. Casual teaching positions are not typically offered during the first year of candidature and are subject to the teaching availability and expectations of individual departments. Postgraduates who are seeking to apply for teaching opportunities must discuss this first with their supervisors.

7. Seminars in the School

HDR students in Humanities are expected to attend discipline, School and Faculty HDR events and to participate in regular discipline and/or department seminars. This is not optional because research presentations are crucial for building a scholarly community in your Department and in the School more broadly. Although HDR students commonly work on their own specific topic, academic research does not progress in isolation. Seminars and conferences stimulate students and staff alike to develop as researchers through engagement with subjects and methodologies that take them beyond their own area of expertise. This is how collaborative research is fostered, and this is vital not just as a skill for individuals and departments but for the future of Humanities research more broadly.

HDR students are also expected to present at these events. In some departments postgraduate papers and milestone presentations are integrated into the regular seminar series, while in others there is a specific conference dedicated to HDR research and/or milestone presentations for Major Reviews are handled on an ad hoc basis. There is also the annual Faculty of ABE HDR Conference at the National Wine Centre where you can present your research to a wider HDR community and make connections with postgraduates in other Schools. Engagement with such events offers valuable opportunities to practice academic presentation skills, receive and provide feedback, learn about ongoing research across the School and Faculty, and engage with distinguished academics visiting from other Australian and international universities. This interaction is a valuable chance to expand professional networks and make a positive impression on potential colleagues and employers.

8. Research Internships

The University of Adelaide offers funded research internships for PhD students. This opportunity will help you build critical skills and expertise, while providing a strong complement to your academic studies and a head start for your future employment opportunities, not only in higher education but across all sectors and parts of our communities. If you are interested, please check the information for students [here](#). At the link provided you can also find current internship opportunities and familiarise yourself with the range of internships you can undertake. Please make sure that you discuss your interest in doing an internship with your supervisor. Please note that you must indicate your interest in undertaking an internship by the time of your Major Review.

Overall, HDR students in the School of Humanities are expected to engage with the broader School and University academic community and to take advantage of opportunities to engage with the community in South Australia including stakeholders in all sectors.

9. Research Funding

Postgraduate research students in the School of Humanities can apply for up to \$3500 per year to support the direct costs of research, as well as career and network development. This funding covers activities such as fieldwork (including interview expenses), visiting archives, and presenting at conferences. There are generally two rounds of applications each year, and students can apply at any stage of candidature. It is unlikely that a student will be funded for the maximum amount every year, so ensure to plan ahead and prioritise your funding needs. Applications must be prepared carefully, and it is imperative to adhere to the funding guidelines provided in the call for applications and on the form, including quotes and other documentation as required. We highly recommend you request support from your supervisor in drafting your application to ensure it meets requirements.

10. Candidature Milestones

10.1. Summary of Candidature Milestones

Milestone	Timeline from Commencement (FTE)
Induction	30 Days
Expectations of Supervision	30 Days and to be uploaded with your CCSP
Core Component of the Structure Program (CCSP)	6 Months
Major Review (including Major Review seminar presentation)	12 Months
Annual Review	Every year, unless: <ul style="list-style-type: none">You first enrolled in the calendar year of the ReviewYou submitted your thesis for examination prior to 31 OctoberYou have been advised to complete a Pre-Submission Review in place of an Annual Review of Progress. Due to AGRS by 31 October, but you will need to follow instruction from your PGC relevant to your discipline's internal deadlines.
Pre-Submission Review	36 months FTE for PhDs 21 months FTE for MPhil
Thesis Submission	Typically, at 3.5 years from commencement for PhD and 2 years from commencement for MPhil Students.
PhD Oral Examination	All PhD students who commenced from 1 July 2022 must complete an oral examination (sometimes known as Defence or viva voce) in addition to submitting their PhD thesis to complete their degree. PhD students who commenced prior to 1 July 2022 may opt in to the oral examination and should discuss this with their supervisors and PGC. Some disciplines may offer mock oral examinations in preparation.

10.2. Induction

The induction into the research program consists of two related but separate components. The first introduces your local area environment and procedures. The second provides detailed information about your time as a research student at the University of Adelaide. Please follow the instructions at this [link](#).

10.3. Core Component of the Structured Program (CCSP)

The CCSP is the first major milestone of your PhD, to be completed within six months of full-time candidature, or 12 months if studying part-time.

The primary purpose of the CCSP is to ensure that you have formulated a research proposal that is both academically rigorous and of a scope that is appropriate for timely submission of your thesis (namely within 3.5 years for PhDs or 1.5 to 2 years for MPhil). You are expected to formulate research questions based on the relevant literature, outline your theoretical or conceptual framework, as well as the methodologies you intend to apply. If conducting empirical work, you are expected to describe your data briefly (secondary or primary data). In defining your research proposal, you will address, in partnership with your supervisors, a range of financial, resource, intellectual property, ethical, data, research integrity and authorship considerations.

In addition, you will formulate your CaRST development plan, coursework and/or training plan, budget, discuss possibilities for the completion of a research internship during your program and document your agreed '[expectations for supervision](#)'. This form needs to be completed within a month of starting your PhD and needs to be uploaded as part of your CCSP documents.

All relevant information to complete your CCSP is available from AGRS at this [link](#). Please read carefully and follow the steps outlined for the CCSP process. Some key aspects of the process are outlined below:

Key requirements:

- Preparation of a research proposal utilizing the research proposal [template](#).
- The research proposal will include a literature review and will be a minimum of 3000 – 4000 words (Master/Doctorate) and a maximum of 5000 words.
- Some disciplines require a 20-minute oral presentation.
- Early CCSP completion (4-5 months from candidature commencement) is encouraged by AGRS.
- Inclusion of an independent discipline expert in the assessment of the CCSP. An independent expert could be someone at the School who is not a member of your supervisory panel.

How to complete your CCSP:

Please make sure you consult the [AGRS website](#). Processes change and it is your responsibility to ensure that you are up to date with the current requirements.

- At least **three weeks in advance of the required completion date** for your CCSP, organise a mutually convenient time to meet with your supervisory panel (Supervisor and Co-supervisor(s)). [Organizing this meeting is your responsibility as an HDR student.](#)
- Review your research proposal and funding for your research costs, ethics (if required), IP, data management and resource needs.
- Review your Career and Research Skills Training (CaRST) Skills Assessment, Development Plan, and record of CaRST activities completed to date in [CaRST Online](#).
- Review your progress since you commenced candidature.
- Work through the list of items under '[Before Commencing the CCSP](#)'.
-

- Before meeting with your supervisors, complete all the student sections of the online form ensuring that all information provided is accurate and correct.
- Submit the form to your principal supervisor for consideration **at least two weeks prior to the due date**.

A draft research proposal should be shared with your supervisors **at least six weeks before the CCSP due date** to allow sufficient time for feedback and revision before sharing the proposal with the independent academic on your review panel.

For more detail on the role of supervisors and school approvers, and the rest of the process, see the CCSP AGRS [link](#).

10.4. Major Review

The Major Review is the second major milestone of your PhD, to be completed within 12 months (FTE, or 24 months if part-time) of commencement. It is a point in candidature at which your supervisors and an independent discipline expert will assess whether you have the skills, aptitude, motivation and ability to complete your degree within the expected timeframe. The assessment will consider the planned scope of the project, the quality and quantity of the work you have completed to date, your ability to communicate your research through delivery of a seminar presentation to your School/Discipline (this seminar is *not* optional) and your career and research skills development plans. Where feasible, these plans will include participation in a research internship for PhD students.

The Major Review panel attends the seminar and convenes a meeting to consider the candidate's progress and the quality of the work, ensuring that it is up to MPhil or PhD standards. The assessment of the panel will determine the outcome. Those students who successfully complete the Major Review will be confirmed in candidature. Some students may need additional time to achieve confirmation, in which case an extended Major Review of progress is undertaken, and for others an alternative program of study such as the MPhil may prove more suitable. In rare instances, a candidate might be counselled to withdraw from the degree.

Presentation

All candidates must give a presentation as part of their Major Review. Disciplines handle this in different ways:

Archaeology, Classics, History & Museum and Heritage Studies	Major Review presentation day	20-min presentation + 10 mins of questions
English, Creative Writing & Film, Art History, and Cultural Studies	Ad hoc Major Review presentations	15-min presentation + 15 mins of questions
European Languages, Linguistics	Ad hoc Major Review presentations, often held during Department seminar series	20-min presentation + 10 mins of questions
Media	Media Seminar Series	20-min presentation + 15 mins of questions
Philosophy	Postgraduate Colloquium	20-min presentation + 10 mins of questions

The length of the presentation varies among disciplines but it must include information about the scope of the thesis project, research questions and methodology, including any changes in focus or approach since the CCSP. It is essential to demonstrate how your research has developed and the way you have managed any challenges or unexpected difficulties.

Submission of Significant Piece of Writing

As part of the review, you must submit a substantial piece of writing. This might be in the form of a draft publication, thesis chapter, or other output approved by the Department. Please discuss with your supervisors and the PGC what is required in your case.

Online Form

Complete the student sections of the Major Review's online form, including uploading documents as required at least two weeks before the Major Review deadline or as required by your home department. You will need to familiarise yourself with the additional documents required for the review well in advance of this deadline. Your principal supervisor will complete the online form on behalf of your supervisory committee and, in consultation with the relevant PGC, will nominate the members of the candidature confirmation review committee. A time for you to meet with the committee will be arranged. This might be immediately following your presentation, or it could occur at a later date. You must be available at the appointed time.

If you are a PhD student, the Major Review is also the opportunity to indicate your interest in an internship. You need to express your interest by the time of the Major Review and make formal plans for the internship no later than by 18 months from commencement of candidature. Be sure to discuss the possibility of an internship during the Major Review meeting.

Review Meeting

The Major Review committee will normally comprise your supervisors, an independent discipline expert (external expert or someone in the School with expertise in your area who can provide feedback on your work) and the PGC for your area.

At the meeting the committee will:

- Review your research progress and planned research direction.
- Review your Gantt chart or completion plan detailing the timelines for your research from candidature commencement to thesis submission.
- Review your Career and Research Skills Training (CaRST) summary.
- Review your budget and plans for conference attendance and training.
- Review your professional relationships with your supervisor(s) to ensure your mutual expectations are aligned.
- Discuss your presentation.
- Discuss any problems or issues affecting your progress.
- The chair of the candidature confirmation review committee, usually your PGC, will complete the online form on behalf of the committee and make a recommendation. You will receive an email prompt to review the committee's comments and submit the form for processing by AGRS.
- In some disciplines you will be present for the entire committee meeting, while in others you will be called in after the committee's initial discussion or asked to leave prior to the committee's discussion. In most instances, you will be informed of the recommendations at the end of the meeting.

For additional information and answers to FAQs please click on this AGRS [link](#).

For more information about the role of supervisors, the school approver or PGC, and the rest of the process, see the link to the Major Review [here](#).

10.5. Annual Review – Process and Purpose

The Annual Review is intended to be an open and frank appraisal of your rate of progress by both you and your supervisory panel. The Review is due every year on 30 September.

The Annual Review is intended to assess your progress through reference to the quality and quantity of work performed to date and the work required for timely submission. It is an important tool for identifying any problems that may be occurring so that they can be documented and resolved; it provides you with a formal opportunity to set goals with your whole supervisory panel for the next stage of your project and in the next stage of your professional development. As a research student who is actively enrolled or on approved leave of absence, you are required to participate in an Annual Review of Progress every year, unless one of the following applies:

- You first enrolled in the same calendar year;
- You submitted your thesis for examination prior to 30 September;
- Your candidature lapsed prior to 30 September;
- You have been advised to complete a Pre-Submission Review in place of an Annual Review of Progress;
- You have been granted an exemption on medical grounds.

Key requirements:

- A review of your progress by your supervisors and the relevant Postgraduate Coordinator.
- Completion of the online Annual Review form to record and evaluate progress during the previous period and to plan and document research and professional development goals for the next year.
- Completion of the Annual Review form by 31 August. Supervisors will be required to finalise the Annual Review form by 15 September to allow time for the PGC to process the forms and organise meetings with students as required. If you do not submit by the deadlines, the PGC will not be able to submit your Annual Review on time, and this may affect your compliance with University deadlines.

More information about the Annual Review, or to complete the online Annual Review Form, go to this [link](#).

If you wish, you can organise a meeting with the PGC to discuss any grievances or issues with your progress. Some disciplines require a meeting with the PGC for the Annual Review. If the PGC is your supervisor, you will organise a meeting with another school approver at your principal supervisor's direction.

10.6. Pre-Submission Review (PSR)

The Pre-Submission Review is the final progress milestone you will complete prior to submission of your thesis for examination.

The purpose of the PSR is to ensure that your thesis is on track for timely submission within the target timeframe: 3.5 years fulltime equivalent (FTE) student (or maximum of 4 years FTE for a PhD) and a maximum of 2 years FTE for an MPhil. In preparation for your PSR meeting, you will complete the PSR form together with a Thesis Completion Plan that includes a chapter outline and indicative completion timeframes for each thesis component.

The Pre-Submission Review Panel meeting will discuss your progress towards thesis completion and your plans for the completion of the remaining tasks. When you are invited to join them, you, together with the PSR panel, will consider contingency measures where tasks are unable to be achieved by the target completion timeframe. Some disciplines require a short presentation to the PSR Panel. Your PGC will be able to confirm the expectations and requirements for your discipline.

The due date for the PSR depends on your candidature start date. The PSR is due at 36 months FTE for PhDs and 21 months FTE for MPhil candidates.

More information about the PSR, or to download the PSR Form, go to this [link](#).

10.7. Thesis Submission and Examination

Guidelines for submitting your thesis and more details of each stage of the submission and examination process can be found at the AGRS website [Your Thesis Examination](#).

[Thesis Preparation](#)

[Intention to Submit](#)

[Thesis Submission](#)

[Thesis Examination](#)

[Oral Examination](#)

You should discuss with your supervisors the range of possible outcomes following examination, including an outright pass, minor corrections, major revisions and resubmission, and, in rare cases, failure. Your supervisors can advise you about how to handle the outcome and the next steps available or required.

Key Steps:

- Check [the thesis specifications](#) to ensure you present your thesis in the correct format.
- Approximately three months before submission, complete and submit your 'Intention to Submit' form to AGRS and ensure you complete any necessary paperwork if your thesis title has changed and if you need to place your thesis under an embargo for a period of time after the final copy is submitted after successful examination.
- Submit your examination-ready thesis to iThenticate, and provide the report to your principal supervisor and the relevant PGC for review and filing.

- Ensure your principal supervisor and postgraduate coordinator are able to sign the Thesis Submission paperwork at the time of submission.
- If submission for examination marks the end of your time on campus, see 'Key return and office cleanup' below.

Oral Examination

All PhD students who commenced from 1 July 2022 must complete an oral examination (sometimes known as a defence, or by its Latin name *viva voce*) in addition to submitting their PhD thesis to complete their degree. PhD students who commenced prior to this time can choose to opt in to complete an oral examination. If you choose to opt in to an oral examination, you should answer yes to the question on the Notification of Intention to Submit form.

When there is an oral examination, the thesis will be examined as described in the AGRS Research Student Handbook and the examiners will provide a written report and make a recommendation about whether you should proceed to the oral examination. You will receive copies of the written reports, and the oral examination will be scheduled approximately 2 weeks later. The oral examination will be scheduled at some time during the normal working hours for the University, i.e., between 7am to 7pm, and will take a maximum of 2.5 hours. It may be held in person or online or a combination of both. An oral examination will be in two parts; the first part consists of a short presentation/seminar by the student of 20-30 minutes, which can be public, followed by a closed question and answer session.

An Independent Chair will lead the examination, which is attended by you and the examiners of your thesis. Your principal supervisor can attend the oral examination but only if you request them to do so; if they do attend, they are present only as an observer and may not participate in the discussion.

The outcome of the oral examination will be verbally communicated to you shortly after the oral examination and then confirmed in writing. The examiners can recommend the standard examination outcomes as outlined in the Research Student Handbook or request that the oral examination be repeated. If a repeat oral examination is required, this would happen within 4 weeks of the first one.

The CaRST course '[Preparing for your doctoral oral examination](#)' will help you to prepare for the oral examination, and individual supervisory teams may convene 'mock' oral examinations to help you prepare.

Corrections and revisions

In Humanities disciplines, it is common for examiners to request revisions to a thesis prior to the awarding of the postgraduate qualification. In some instances, these are minor technical corrections – typographical or spelling errors – while in other instances, candidates are required to revise sections of their text to incorporate additional literature or to clarify specific points or arguments. For minor revisions, candidates generally have three months following the release of the examination reports to complete these revisions to the satisfaction of their supervisors and the postgraduate coordinator in their discipline. You should work with your supervisor to identify the revisions required and determine how best to approach this task.

Lodging your thesis

Once your thesis is finalised, you need to submit it to the AGRS as a PDF with a Final Thesis Lodgement form signed by your principal supervisor and your postgraduate coordinator and a completed Australian Higher Education Graduation Statement (AHEGS) Thesis Abstract Collection form. The AHEGS abstract can be no more than 100 words and must be approved by your principal supervisor prior to submission. In some cases, students may apply to embargo their thesis after lodgement while they seek scholarly or trade publication of the work. Such embargoes typically last for two years, but are renewable.

11. End of Candidature

Graduation

Once you have lodged your final thesis, you will receive information from the AGRS regarding registering for the next available graduation ceremony, as well as how to have your PhD awarded prior to graduation. Ensure you regularly update your contact information so that you don't miss this important correspondence.

Key return and office cleanup

The end of your candidature marks the end of your access to your postgraduate student workspace. Before leaving campus for the final time, please make sure to return all library books or borrowed resources. If you have been using a dedicated workspace, clean out drawers and clear all shelves, disposing of all rubbish and personal items. Then, wipe down your workspace, leaving it in the same condition as you inherited it. Finally, make sure to return your office key to the School of Humanities office and sign the return form. Students will be invoiced for keys that are lost or not returned at the end of candidature.

Celebrating your success

Graduation is an opportunity to have your achievement recognised publicly, and to enjoy some of the pomp and ceremony through this academic tradition. However, you should plan regular celebrations as you achieve each milestone in your HDR candidature, whether completing CCSP and Major Review, getting ethics approval, completing data collection, finalising a draft chapter, or presenting at a conference. Regularly marking and celebrating your progress and achievements helps to break up what can be a long and challenging candidature, and each celebration confirms that you are moving forward towards a completed project!