



THE PHD JOURNEY For Faculty of Education Students (3 Years Full-Time or equivalent Part-Time)

<http://www.research.qut.edu.au/restdncen/postgradcrse/formsandguid/admissions.jsp>
(Provides access to the Office of Research and research Training forms and guidelines)

PRE-ENROLMENT	<p>INITIAL INQUIRY The prospective candidate makes an initial inquiry to one of the following: Research Students Centre (RSC), Student Business Services (SBS), an overseas agent, a postgraduate administrator in the Faculty, Faculty HDR Student Coordinator, or a particular academic staff member. Domestic Inquiries are referred to the Faculty Postgraduate Administrators and International Inquires are referred to the International Student Business Services (ISBS) in C Block.</p> <p><i>Note: The pre-admission process is slightly different for International Students in that International Student Business Services (ISBS) oversees the process through to Orientation. International Students are advised of the action that they are required to take in their 'packages'.</i></p> <p>The procedure for external PhD students is more complex: both domestic and international must complete Memoranda of Understanding..</p>	<ol style="list-style-type: none"> 1. Simultaneously, the prospective domestic candidate may apply for a scholarship. (Scholarship cut off date annually falls in mid-October.). Many prospective students only intend studying at QUT if they receive a Scholarship. The application for a scholarship is part of the application form. 2. All scholarship applications are partially scored by the Scholarships Officer who scores part of the undergraduate degree results and the Honours or Honours equivalence. 3. The Faculty gives a 'faculty score' to each applicant, confirms the Honours or Honours equivalence score and prepares any further Honours equivalence arguments. 4. The Research Degrees Committee (RDC) evaluates the Hons equivalence arguments; scores are confirmed and offers are made according to a ranked list. 5. The Scholarships Officer makes a Scholarship offer. The Candidate returns the 'Response to Offer' form by due date. <p><i>Note: The Commencement of Award (COA) form is signed by the supervisor close to the start date as this will confirm the commencement date for the scholarship holder. This date also signals the first milestone for commencing students and hence should be selected with care in consultation with your supervisor. If you are seeking access and a student card please email research.degrees@qut.edu.au</i></p>
	<ol style="list-style-type: none"> 1. The Faculty HDR Coordinator or Assistant Dean Research facilitates a process of matching candidate with prospective Supervisors. 2. The candidate and Supervisors discuss the topic/program of research and agree on who will be the Principal Supervisor who would normally be an accredited supervisor. The distribution of supervision is allocated by percentage. However, with a 50/50 split one supervisor is nominated as principal and is responsible for the administration of the candidature. An external supervisor may be appointed in which case a memorandum of agreement needs to be completed. Even with an external supervisor, a QUT based associate supervisor is required. 3. The student then completes the PR application and lodges it with the Principal Supervisor who approves the topic and checks that the candidate satisfied the requirements for entry to the program. The supervisor is responsible for the identification of appropriate research codes and entry of these into the form. The application is then forwarded to the Higher Degree Student Coordinator in the Centre. After the Faculty Research Committee (or nominee) signs the application is forwarded to the Research Students Centre (RSC) 4. The RSC makes an "offer" of a place in the PhD via a letter to the prospective candidate. 5. The Student returns their <i>Response to Offer</i> to the RSC (or for overseas applicants, SBS) 6. The Student receives the necessary authority to gain ACCESS to library/computer accounts etc 7. The Candidate is enrolled by the RSC 8. The fee status of domestic candidates is confirmed by the RSC. 	

Modified from material available at Research Students Centre, Level 3, O Block Podium, Gardens Point Campus, PO Box 2434, Brisbane QLD 4001

Ph: +61 7 3864 4475 or 3864 5306 e-mail research.degrees@qut.edu.au

www.research.qut.edu.au/restdncen

Correct as at: 3/2/04

COMMENCE- MENT	<ol style="list-style-type: none"> 1. OFFICIAL ORIENTATIONS are held at regular intervals. A University-wide orientation is normally held in March and July for commencing students. 2. FACULTY INDUCTIONS may be personalised or in a group depending on the time of entry and the number of new students: The purpose of the Faculty Induction is to clarify expectations and processes. Topics under discussion should include ethics, safety, equity issues, skills training, money issues, and support during candidature, supervision arrangements. Group Faculty inductions are held usually early in each semester. 3. A specialised induction program for international students is offered through the Office of the Director of Research & Research Training.
CONTINUING	<ol style="list-style-type: none"> 1. Continuing CANDIDATES must re enrol each year via QUT Virtual 2. CANDIDATES must request changes to study mode, thesis title, supervisor or host element from RDC via a change form (http://www.research.qut.edu.au/downloads/change%20form%20@9-Feb-05.rtf) 3. CANDIDATES must request leave of two weeks or more (where this is beyond the standard 4 weeks leave approved for all candidates) from RDC via a change form. Scholarship holders are encouraged to make timely application for maternity leave/sick leave/leave of absence to avoid overpayment. 4. INTERNATIONAL CANDIDATES should request approval from SBS for any changes made to candidature. An international candidate leaving the country for any reason must provide prior notice to SBS to ensure Federal Government visa requirements are met.
STAGE 2	<ol style="list-style-type: none"> 5. STAGE 2 PREPARATION (THE FIRST THREE MONTHS): This is an intense period of research preparation under the guidance of the Principal Supervisor. Stage 2 applications must detail what is to be done; why it is to be done; essential coursework; a bibliography and a proposed time line for the completion of the work proposed; any ethics, intellectual property, health and safety or copyright issues; confirmation of appropriate resourcing for the proposed research. 6. The STAGE 2 Application is submitted with recommendations to RDC via the Faculty Research Committee (FRC). Stage 2 should normally be completed within 3 months (FT) or 6 months (PT and International) of commencement. Commencement is taken as the Scholarship commencement date or the date on the original 'quota offer' letter from the Registrar, not the arrival date. Adherence to time lines is essential and approval to extend timelines will need to be made if there is any doubt that there will be delays in achieving milestones. 7. RDC APPROVAL of STAGE 2 APPLICATION: The Stage 2 is discussed at the next scheduled RDC monthly meeting. Once RDC approves the Stage 2 application paperwork is issued within a week notifying the candidate of their significant dates for their Confirmation Seminar, Minimum Submission and Maximum Submission Dates. <i>It is not unusual for the RDC to return the Stage 2 application to the Faculty for amendment or re-submission</i>
PREP	<p>The PREPARATION stage is a period of intensive research planning and writing guided by the Confirmation Seminar requirements outlined in the PhD Regulations. It is during this phase that you conceptualise your research topic, provide a sound theoretical justification for the study and explore the feasibility of the research methodology. Although, pilot research might be undertaken, full engagement in the research would not normally happen until confirmation is achieved.</p>
CONFIRMATION	<ol style="list-style-type: none"> 1. The CONFIRMATION SEMINAR is scheduled 12 months after commencement for full-time students, 18 months for part-time or 15 months for international students. A Faculty Confirmation Panel attends the seminar to give feedback to the candidate. 2. In the Faculty of Education, confirmation seminars are held in block mode with week long periods dedicated to student seminars. These normally would occur in February, April, August and December. All proposals need to be finalised and submitted at least two weeks before the beginning of the Block. 3. The CONFIRMATION PANEL gives feedback to the candidate. The FRC forwards a copy of their recommendations to RDC for endorsement to RDC for endorsement 4. CANDIDATURE IS 'CONFIRMED' BY RDC on the recommendation of the FRC. However on occasions the RDC may request the Faculty to supply additional information or to take some action in relation to the Confirmation. 5. The RDC acts on UNSATISFACTORY PROGRESS REPORTS by asking the Faculty, in consultation with Centre/School, to engage a plan to help the student re-establish satisfactory progress. If satisfactory progress is not regained the candidature may be terminated at this point. 6. Note: Unsatisfactory progress can result in the termination of a scholarship.

PROGRESS	<ol style="list-style-type: none"> 1. During this period the candidate undertakes the program of research, continues to monitor the field, writes and re-writes drafts of the thesis with Supervisors, prepares papers, attends conferences; and develops the professional skills and mastery of the field. 2. During this period the RDC tracks student progress via PROGRESS REPORTS each September. A student who fails to report or is reported as making unsatisfactory progress is placed 'Under Review'. 3. The Candidate must RE-ENROL ANNUALLY IN OCTOBER and SUBMIT ANY CHANGES TO CANDIDATURE ON THE PRESCRIBED FORMS 4. The CANDIDATE works to prepare the final draft of the thesis and presents a FINAL SEMINAR in accordance with the PhD Regulations. 5. At about this time, (usually about three months prior to submission), the PRINCIPAL SUPERVISOR submits the names of the proposed examiners to HDR Coordinator who reviews the submissions before forwarding to Chair of Faculty RDC. 6. The Candidate and the Supervisor prepare an advertisement for the Final Seminar, open to the public, which is disseminated through the Faculty. 7. Final seminars are presented during Blocks.
SUBMISSION	<ol style="list-style-type: none"> 1. The candidate undertakes a FINAL SEMINAR open to the public. The Faculty and student confirm that candidate details recorded by the OR are correct as part of the Final Seminar paperwork. From this point all correspondence with Examiners is via the RSC. 2. Feedback is given to the candidate by a panel of experts who are selected by the Faculty. 3. The Candidate works on suggested amendments to the final thesis arguments before submission. <p>Supervisors and students should check the Student Examination Checklist (last item under Information) at http://www.research.qut.edu.au/restdncen/postgradcrse/formsandguid/thesisexam.jsp . It is very useful because it gives an estimate of how long everything takes.</p>
UNDER EXAMINATION (UE)	<ol style="list-style-type: none"> 1. The Thesis is lodged with the Administration Officer in the Faculty of Education (M. Clowes) who processes it on behalf of the Faculty and then submits to the EXAMINATION OFFICER, RSC. The Student record is changed to UE (Under Examination). The student must be currently enrolled at the time of thesis lodgement. 2. The EXAMINATION OFFICER sends the thesis to EXAMINERS who have two months in which to return their comments. 3. The EXAMINATION OFFICER checks that the candidate has no outstanding fees, library books or dues payable to QUT. 4. Within 12 months, the CANDIDATE makes any amendments required by Examiners. The candidate may need to re-enrol to submit the bound thesis. 5. The PRINCIPAL SUPERVISOR certifies that all changes have been made by completing the Submission of Final Thesis form. 6. An electronic (on CDROM), three bound copies of the Thesis and the Submission of Final Thesis Form is presented to the Administration Officer in the Faculty of Education. After processing within the Faculty the thesis is passed to the EXAMINATION OFFICER if all corrections are made. (Additional copies are usually required for the Faculty and any industry partners.)
COURSE COMPLETE (CC)	<ol style="list-style-type: none"> 1. The EXAMINATION OFFICER sends a memo to STUDENT RECORDS to change the student's enrolment from UE (Under Examination) to CC (course complete). 2. The EXAMINATION OFFICER sends the electronic and bound copies of the Thesis to the Library for inclusion in the Collection and Australian Digital Thesis having due consideration for any notification of embargo or copyright concerns signalled in the Submission of Final Thesis Form. 3. RDC approves the candidate to graduate based of paperwork provided. 4. STUDENT RECORDS notifies the SECRETARIAT to seek approval from the University Academic Board. 5. The UNIVERSITY'S ACADEMIC BOARD formally approves the candidate for graduation. The GRADUAND can now use the title of 'Dr'. 6. The GRADUAND MAY ATTEND A CEREMONY (February, April or October) to receive the parchment and public recognition.