

PhD in Philosophy Student Handbook

UNIVERSITY OF ADELAIDE

2016

CONTENTS

1. The Degree.
2. University Regulations/Thesis by Publication
3. Enrolment and Fees.
4. Induction Programs.
5. Structured Program.
 - 5.1 Core Component of the Structured Program
 - 5.2 The Research Proposal
 - 5.3 Development Component of the Structured Program
 - 5.3.1 *Annual review of progress*
 - 5.3.2 *Major Review of progress*
 - 5.3.3 *Pre-Submission review*
 - 5.3.4 *Training activities for a career in Philosophy*
6. Seminars.
7. Supervision.
8. Milestones and Forms
9. Annual, Major, & Pre-Submission Review Panels
10. Funding for Conference Attendance and Teacher Training.
11. Completion bursaries
12. Problems and Complaints.

There is some repetition between sections. This is the result of attempting to write each section as a stand-alone guide on a particular topic.

1. The Doctoral Degree

A student who has gained a first in Philosophy Honours or in the Master of Philosophy (or equivalent) will be deemed to have satisfied the entrance requirements of the PhD in Philosophy. A student with a 2A result in Philosophy Honours will qualify for entrance into a Master of Philosophy with the option of upgrading to a PhD after the first year if progress is deemed worthy of PhD candidature.

The degree of Doctor of Philosophy is awarded in Philosophy for a thesis in the range 75,000-80,000 words.

Full-time PhD students are required to submit a completed thesis within 3-3.5 years (max. 4 years) of commencement, and part-time PhD students within 7-8 years of commencement.

The PhD thesis will be assessed by two examiners external to the University of Adelaide.

The continuation of your enrolment as a student for this degree is conditional upon your meeting the requirements set out below, and any additional written requirements that may be communicated to you by your Review Panel (principal supervisor and co-supervisor). This panel will review your progress at least once per year of your enrolment, and will have the responsibility of deciding whether your progress has been satisfactory.

This handbook sets out details of what the Discipline of Philosophy expects of its PhD students. It also sets out what you are entitled to expect in return by way of Departmental support for your studies.

2. University Regulations.

The University's regulations governing the award of the PhD degree are contained in the Academic Program Rules which can be opened and downloaded from:
http://www.adelaide.edu.au/graduatecentre/program_rules/

Regulation 7.2 under "Doctor of Philosophy" (p.3) states:

"The [PhD] thesis shall:

- (a) Display original and critical thought
- (b) Be a significant contribution to knowledge
- (c) Relate the topic of research to the broader framework of the discipline within which it falls *and*
- (d) Be clearly, accurately and cogently written and be suitably illustrated and documented."

[Note that the PhD is awarded for original work by the student that contributes to the knowledge base of the relevant discipline whereas the MPhil is awarded for knowledge of the relevant literature, and demonstrating the appropriate methodology, techniques and understanding of the topic. The development of new knowledge is not a requirement of the MPhil as it is for the PhD.]

The Academic Program Rules set out the University's requirements concerning enrolment, duration of candidature, work for the degree, review of progress, format and submission of thesis, appointment of examiners, and other matters. The student is advised to read the entire Program Rules closely.

For further information also consult the *The Research Student Handbook* which can be opened and downloaded from:

<http://www.adelaide.edu.au/graduatecentre/handbook/>

Please take special note of Appendix 1: 6.1-6.4 Responsibilities of Research Candidates; and Appendix 5: Guidelines and Rules for Responsible Practice in Research.

Responsibility for the award of the PhD resides with the Research Education and Development Committee (REDC), convened by the Dean of Graduate Studies. The administration of all higher degree candidatures is handled by the *Adelaide Graduate Centre*. The *Adelaide Graduate Centre* website gives you access to various forms and documents setting out the University's administrative policies and procedures for PhD candidates:

<http://www.adelaide.edu.au/graduatecentre/>

<http://www.adelaide.edu.au/student/postgrad/>

RULE CHANGE FROM 2016

Academic Program Rules for Research Degrees will henceforth require the introduction of a minimum number of hours for transferable skills development:

120 hours of courses for Masters Students over the course of candidature

Students will be able to choose courses accessible through AGC and will submit an Eportfolio at time of thesis submission. The DVCR's office will be providing some courses and specific courses will be offered to Arts students, including on MOOCs and teaching workshops. (Tutoring will be counted as skills training in making up the hours.)

PhD Thesis Options

As you approach the end of your candidature, you will be able to choose whether you wish your thesis to be examined under the academic program rules and specifications for thesis in place during your year of enrolment, or, those in place at the time you submit for examination. This selection is made at the time of notifying the Adelaide Graduate Centre of your intention to submit your thesis for examination (3 months prior to the actual submission). **The decision should be reached through consultation with supervisors.**

Currently the University permits three relevant options/specifications for submission of a PhD thesis:

1. **Traditional or conventional thesis:** A written narrative or monograph presented as typescript
2. **Thesis by publication:** A compilation of papers that have either been published and/or accepted and/or submitted for publication and/or which have been prepared in publication format and deemed “publishable” by examiners
3. **Combination** of conventional and publication formats

Current specifications: [http://www.adelaide.edu.au/graduatecentre/program-rules/docs/specifications_thesis_2015.pdf]

Irrespective of the nature of the thesis, the word length, including footnotes but excluding appendices, tables, diagrams, bibliography and references, shall not exceed 80,000 words.

Thesis by publication

The main body of work will contain in addition to the relevant publications a **contextual statement** which normally includes the aims underpinning the publication(s); a literature review or commentary that establishes the field of knowledge and provides a link between publications; and a conclusion showing the overall significance of the work and contribution to knowledge, problems encountered and future directions of the work. The discussion should not include a detailed reworking of the discussions from individual papers within the thesis.

Each paper must be prefaced by a ‘**statement of authorship**’. In case of joint or multiple authorship, its statement of authorship must **detail** each author’s contribution (in terms of the conceptualisation of the work, its realisation and its documentation)

The **length and number** of publications will be **determined by the School/Discipline on the advice of the supervisory team**. The crucial consideration is **whether the body of work individually and as a whole meets academic requirements for a Philosophy PhD in terms of substantiality and originality of contribution to the field of research.**

Choosing a thesis option

Your decision about which thesis option to utilize should be **reached through consultation with your supervisor.** Your supervisor will advise you on which option may be most suitable for you individually, and, if the publication option is chosen, the number and length of papers required.

The Philosophy Department stresses the following factors as critical considerations:

- 1) Regardless of the option chosen the thesis must represent a significant contribution to knowledge in the discipline of Philosophy and be a substantively original piece of work.
- 2) Thesis projects of a more organic nature with an overarching narrative may not easily lend themselves to the thesis by publication option but remain better suited to the traditional format.
- 3) Thesis projects which consist primarily of orderly scholarly expositional analysis and critical response without developing substantially independent or novel arguments may be best suited to the traditional format.
- 4) Students for whom the development and clarification of ideas emerges only out of ongoing writing and revising processes, who do not have a definitive idea of the substance of each component of their thesis in advance, may be better suited to stick with the conventional approach.
- 5) The benefit of writing a traditional thesis is the longer term prospect of turning the whole of the work into a book.
- 6) The benefit of thesis by publication would be having publications or near publications already in place when going on the job market.
- 7) Students with existing publication experience might be best suited to pursuing the thesis by publication option.

WARNING

The Philosophy Department does not regard the thesis by publication option as an ‘easy way out’:

- i. Merely presenting a number of ‘chapters’ of an otherwise conventionally approached thesis as ‘publishable’ papers will not be acceptable
- ii. The compilation of papers will have to individually meet the highest academic standard as already required for the traditional PhD
- iii. The compilation of papers as a body of work will be required to intrinsically cohere, with individual papers mutually illuminating each other in ways that demonstrate their emergence from a single self-consistent overarching research project
- iv. The compilation of papers will need to be accompanied by a meta-narrative or contextual statement or commentary that details the intellectual and scholarly development of the thesis within the overarching research project

3. Enrolment and Fees.

All enquiries about University enrolment, scholarships and fees should be directed to the *Adelaide Graduate Centre*:

<http://www.adelaide.edu.au/graduatecentre/>

4. Induction Programs.

Online University Induction

Details are available from the Adelaide Graduate Centre. This Induction is compulsory for new students.

Faculty Induction

Faculty of Humanities and Social Sciences (in which Philosophy is a discipline) also conducts an Induction which is compulsory for all new students. This usually runs over two mornings early in semester 1 (and again in early semester 2 for students commencing later). It is run by Faculty HDR Convenor and you will be requested by the convenor to email them re attending once the dates are set.

Discipline Induction

- During your first week of candidacy, you will meet with the Postgraduate coordinator at which time you will go through this handbook, and be given a tour of the department, covering study accommodation, photocopying, computing facilities, common room; and issue of keys.
- Some time during the first few months of candidacy, an informal luncheon may be held for PG students, at which new students are introduced to members of the department and to other postgraduates.
- All new PG students should contact Fiona Mariner who is the librarian with responsibility for Philosophy, and organise to meet at a mutually convenient time. Fiona will introduce you to the Philosophy resources in the Barr-Smith Library. Fiona's email is fmariner@library.adelaide.edu.au

5. Structured Program.

A condition of your enrolment and successful progress in the PhD is that you complete a Structured Program of activities. This includes a 'core' component and a 'development' component.

5.1 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:

- finalising your research proposal,
- preparing a literature review for your topic,
- writing up a detailed timeline for the stages involved in the research/writing of your thesis,
- attending the required induction sessions,
- regularly attending the Philosophy Research Seminar Program
- presenting your Research Proposal to a Departmental Postgraduate Colloquium in June (December for students commencing after March).

Additional time for the completion of the CCSP can be granted but must meet the approval of your principal supervisor and the Postgraduate Coordinator.

5.2 The Research Proposal

The post-graduate coordinator will provide you with written guidelines setting out what is expected in the research proposal. These are to be found in the **Faculty of Humanities and Social Sciences Research Proposal Proforma**.

Your presentation to the PG Colloquium should include the following sections:

i Project (research topic) title

Provide a short descriptive title of no more than 20 words.

ii 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.

iii Project (research topic) details

You are urged to avoid the use of jargon and to express your arguments clearly and concisely. For the purposes of this presentation, summarise your 5,000 word proposal in a length that you can comfortably cover in a twenty minute presentation, approx. 3,000-4,000 words. Include

iii.1 Introductory background

iii.2 Research questions

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

iii.3 Aims/Objectives of the project

This section should explain how the problem is to be addressed.

iii.4 Significance/Contribution to the discipline

This section will normally justify the project from a review of the literature on the topic.

iii.5 Theoretical framework and methods

This section may include a discussion of the sources to be consulted.

5.3 Development Component of the Structured Program

The first year of your candidacy is considered provisional and during that time you will need to complete the CCSP (as above), an Annual Review (unless you have commenced candidacy after the first of August in the year of the review) and a Major Review of Progress.

5.3.1 Annual review

This occurs in September/October every year for all F/T and P/T post graduate students including both those who are active in candidature and those on leave of absence. Data drawn upon to assess your progress will include:

- report by supervisors and post graduate coordinator of your presentation to the PG colloquium that is held in June of the year of the review;
- one extended sample of your work of 5,000-7,000 words in length.
- a general description and projected structure of the overall thesis, as currently envisaged. (Approx. 1,000 words.)
- an account of any differences between this projected structure and the one outlined in your Research Proposal or at your previous review (whichever is more recent).

- an account of the progress made in the past year.
- an account of your participation in ‘*Training activities for a career in Philosophy*’ activities over the previous year including PG colloquium, conferences, Philosophy Research Seminars, reading groups, Philosophy Club, honours seminars and publication.
- an account of the stages in which you plan to tackle the project, giving a timetable for the remainder of your PhD study.
- a structured Bibliography, giving an account of material you have read so far, and projected further reading.

5.3.2 Major Review of Progress

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
- downgraded to a Masters, for those PhD students whose conception of their project fits more appropriately within the scope of a Masters thesis (see section 2 above).

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

- satisfactorily completed the CCSP
- satisfactorily completed the Annual Review of Progress (if you commenced before August)
- relevant seminar attendance
- made satisfactory progress on your thesis (generally, you should have written approximately three draft papers of 5,000 words each or the equivalent).
- provided a general outline description and projected structure of the overall thesis.
- provided a structured timetable for completion of the thesis.
- written a draft of a structured Bibliography

5.3.3 Pre-Submission Review

The Pre-Submission review must be completed at least 6 months for Doctoral students and 3 months for MPhil students Full-Time equivalent prior to thesis submission.

The Pre-Submission Review must be designed by the discipline to provide opportunity for constructive advice from a broad range of academic staff in the Discipline area on the remaining preparation required for timely submission of your thesis. Such advice can be invaluable for clarifying the final tasks to be completed and deflect objections from examiners antagonistic to the approach.

5.3.4 Training activities for a career in Philosophy

After having your candidature confirmed, a student in the Philosophy discipline is expected to participate in various activities that provide the necessary training for a career in philosophy. These include:

- Peruse copies of PhD and Masters theses submitted by former Adelaide students (kept in Philosophy tea room) and by students of other Australian universities (online in Barr Smith library).
- Present a paper each year at the Adelaide Philosophy Discipline's Postgraduate Colloquium in June (**compulsory**). Attend the full program, ask questions in other students' papers and provide feedback where possible.
- Continue to regularly attend the Philosophy Research Seminar Program - **compulsory**.
- **Students in their final year of study are expected to present a paper at the Staff Research Seminar. This can be but need not be linked with the Pre-Submission Review**
- Attend and present papers at national philosophy conferences such as the Australasian Association of Philosophy Postgraduate Conference: for details see: <http://aap.org.au/>
- Participate in the Philosophy Club yearly camp (usually held around October): see our philosophy web page for details: <http://www.arts.adelaide.edu.au/humanities/philosophy/>
- Participate in three philosophy honours seminars over the course of your candidature (each one consists of 11 x 2 hr seminars) (no assessment) - **compulsory**

The skills that you should aim to develop and refine by participating in the above activities include:

- time management, reading and note-taking in Philosophy.
- how to write a Philosophy article for publication.
- how to present a paper at a Philosophy seminar.

Some special sessions may be organised by staff during the year in relation to these skills.

In addition to the CCSP and the Development component as outlined above, you may also be advised to complete a Directed Studies Component, at the discretion of your supervisor and/or the Postgraduate Coordinator. This consists of unassessed participation in courses or reading groups relevant to your thesis topic (in addition to the three honours seminars required of PhD students).

Please note the following are deemed **compulsory** for satisfactory progress in the PhD:

- paper presentation each year at the Adelaide Philosophy Discipline's Postgraduate Colloquium in June
- attendance at the Philosophy Research Seminar Program
- unassessed participation in three philosophy honours seminars over the course of your candidature

6. Seminars.

This is a summary of relevant seminars offered by Adelaide Philosophy.

There are five kinds of seminars within the Department:

- (i) PG Colloquium: June (and December in those years when we have students commencing after March).
- (ii) Philosophy Research Seminars: A series of visiting speaker seminars, organized jointly with Flinders University and held on Friday afternoons, will be announced at the start of each semester. You are expected to attend. Experiencing philosophy as practised by professionals, whether in the area of your own thesis topic or not, is an important element of a philosophical education. **Students in their final year will be expected to present a paper pre-approved by their supervisor.**
- (iii) Honours seminars: Each full-time PG student is required to attend three Honours seminars over the course of their candidature. This is a requirement of preparation and attendance only: this seminar will not be assessed.
- (iv) Reading groups: From time to time, staff and students will convene reading groups to discuss particular books or articles. Your participation in (and initiation of!) these groups is encouraged.
- (v) Philosophy Club: see Philosophy website for details.

7. Supervision.

The Department will assign you a principal supervisor and co-supervisor. In some cases, you may be assigned two joint supervisors. Your principal supervisor has responsibility for meeting you regularly throughout the year to supervise your studies. The frequency and duration of your meetings with your principal supervisor should be established by mutual agreement. However, you are entitled to receive, as a minimum, an average of one contact hour with your principal supervisor per fortnight and one contact hour at least per semester from your co-supervisor.

Joint supervision might involve meeting each supervisor alternatively every two weeks or might be arranged over alternate months or years, depending on whether the expertise of both supervisors is required throughout the thesis or each is required separately for different sections of the thesis. Supervision arrangements outside the University's teaching terms should be settled by mutual agreement.

Your principal supervisor is expected to read the entire penultimate draft of your thesis, and you are also entitled to receive detailed comments from your principal supervisor on this draft.

Your principal supervisor is the person officially assigned to assist you with advice about reading, the organization of your studies, and any problems that are affecting your studies. However, you are free to approach other members of the Discipline to discuss your work. Discussing your thesis with anyone outside the University, rules that person out as an examiner of your thesis.

8. Milestones and Forms

Each formal milestone you reach in your thesis is recorded and monitored by the Adelaide Graduate Centre (AGC). These include the CCSP, the Major Review, the Annual Review, and the Pre-Submission Review. The AGC will send you out the required forms that you need to fill out and have signed by the appropriate persons by a set date. The AGC also monitor changes to your F/T status and any periods of leave you may need to take. Any change to the details of your candidature need to be approved by your supervisors, and the Post-graduate Coordinator or the Head of School. These changes also need to be registered and approved by the AGC. For all such milestones and changes, there is an official form to be filled out and signed by the relevant people. All of these forms are available for download from:
<http://www.adelaide.edu.au/graduatecentre/policy/>

9.1 Annual Review Panel

Each year you must complete an annual review, following the same guidelines as listed under *Annual Review* for the *Development Component of the Structured Program* at 5.3.1 above. 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 Philosophy Postgraduate Coordinator in time to allow you to submit the form to the Adelaide Graduate Studies office by 31 October.

One week in advance of the meeting, the student should provide to both members of their Panel the information listed under 5.3.1 above. The Panel will meet with the student to discuss these documents, giving advice on the content and direction of the work, and the strategies in place to lead to its timely completion. The Panel will also meet separately to discuss the student's progress. In this context, it will consider the student's level of teaching commitment within the Discipline. The supervisor will then convey the conclusions of this discussion to the student.

Your supervisor has the discretion to convene the Review Panel at other times. You are entitled to ask your supervisor to do so if you think it would benefit your studies.

It will be the Review Panel's responsibility to determine whether, on the evidence before it, the student is making satisfactory progress towards the award of a PhD within the period scheduled for completion. This will not be done by a formal, grade-based assessment of individual components of work completed by you in the review period. Rather, the Panel will take into account:

- The quality of the work sample submitted to it.
- The quantity of work you report having produced towards the completion of the project.
- The planned stages towards the completion of the project within the remaining time, and the feasibility of your carrying them out.
- The completion of the requirements set out in Section 10 below, and any additional written requirements which have previously been set by the Panel, for completion within the review period.

What constitutes satisfactory progress in the first year has been covered in some detail at 5.3.2 above.

****Regarding the satisfactory completion of the second year, a general guide would be to aim to complete a minimum of 30,000 draft words by the end of Year 2, as well as fulfilling the other requirements listed under Annual Review at 5.3.1 above.**

If the Annual Review Panel meeting at the end of Year 1 or Year 2 determines that your progress is unsatisfactory, it can either:

- suspend your status as a PhD student of the Department; or
- recommend probationary re-enrolment for a period of six months, with your progress to be reviewed again at the end of that six-month period.

If your status as a PhD student of the Department is suspended, you will receive a written description of the conditions that must be met in order to have your candidature reinstated. If you are offered probationary re-enrolment, you will receive a written description of the conditions that must be met in order for your progress to be deemed satisfactory at the following six-month review.

The Review Panel has the discretion to supplement, modify or waive the above requirements if it judges this to be most beneficial to either the quality or the timely completion of your project. If it does so, you will be given a written statement of the modified requirements. You may apply to the Panel to exercise this discretion.

If you are concerned that you are or will be in breach of the requirements for satisfactory progress, you should contact your principal supervisor immediately.

9.2 The Major and Pre-Submission Review Panels

Will comprise the same staff as those involved in the Major Review of Progress: All supervisors and one or more senior members of the School's academic staff, preferably including the Postgraduate Coordinator. At least one discipline expert in the thesis area should be present. The chair of the committee will be the PGC unless the PGC is a supervisor in which case another senior member of academic staff should chair.

The PSR panel's role is to

- Assess whether the proposed thesis is likely to satisfy the academic standards necessary for submission and examination
- In the case of students who have presented a seminar on their research or attended the Review Panel and reported on their progress, evaluate the student's presentation skills and ability to concisely articulate their research question and supporting evidence
- Provide constructive criticism and advice on any areas of concern brought to light during the presentation and review of written information provided by the student

- Assess whether the student's thesis will be ready for submission within the maximum time allocated for the degree (4 years for a doctorate/2 years for a Master by Research)

10. Funding for Conference Attendance and Teacher Training

The Department will endeavour to assist you, within the constraints of its budget, with the expenses involved in conference attendance. For information about the guidelines for research student conference funding, and applications, you should contact the Postgraduate Coordinator.

PhD students will not normally be offered teaching work in the Philosophy Department within their first year of studies. PhD students who are assigned teaching duties within the Department will be given appropriate training for these tasks. The Department is willing to fund the cost of attendance at teacher-training courses run through the University's Centre for Learning and Professional Development (CLPD). The Faculty of Humanities and Social Sciences also offer courses for new tutors. Ask your Post graduate Coordinator for the details.

11. Completion bursaries

A small number of completion bursaries (of \$250 in 2015) may be granted to eligible students in the final stages before submission of thesis to assist submission. If you think you are eligible and wish to apply contact PGC.

12. Complaints and Problems.

Any problems with your studies or complaints about Departmental support should in the first instance be brought to the attention of your principal supervisor. If you are not satisfied with the response, you are invited to approach:

- the Postgraduate Coordinator, *then*
- the Philosophy Department Head, *then*
- the Head of School, *then*
- the Adelaide Graduate Centre.

Students can also consult with confidential advisors by contacting the Adelaide Graduate Centre

*Compiled by Garrett Cullity 2004
Updated by Jenny McMahon 2008, 2009, 2010
Updated by Denise Gamble October 2015*