



Common Rules – Courses leading to the Awarding of a Professional Doctorate (Research) – Doctor of

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COMMON RULES - Courses leading to the Awarding of a Professional Doctorate - Doctor of.

Council has made Common Rules which provide course structures and rules for Higher Education Awards.

Initially, these were approved as a single document which covered the full range of Higher Education Award types, but for ease of use, they have now been dissected into separate documents, with each document having common Introduction, Definition and General Rules sections.

1. INTRODUCTION

The processes involved in ensuring public accountability in terms of standards for the courses that CDU offers are quite distinct. For a higher education course CDU is self-accrediting hence the need for its own rules under which to operate. Within the VET sector CDU does not generally self-accredit and so must adhere to external national principles and rules. Even in cases of self accreditation these external rules are followed. Consequently Charles Darwin University has no general rules for VET courses as for these awards a framework for accreditation exists external to the University. Nationally endorsed training packages are progressively replacing many accredited vocational courses. Training Package qualifications provide nationally consistent qualifications based directly on competency standards. For further information visit <http://www.nt.gov.au/nteta/ourservices/rto.htm>

These course rules apply to higher education diplomas, advanced diplomas, associate degrees, degrees of Bachelor, Honours Bachelor degrees, postgraduate certificates and diplomas, degrees of Master and doctorates; specific awards are listed in the By-Laws.

For all these awards there are some General Rules; as described below.

For each category of award there is a common set of rules applicable to all programs leading to an award in that category. In addition, each course may have associated with it Specific Rules that apply only to that course in addition to the Common Rules; Specific Rules are described elsewhere with course details.

In this framework the same nomenclature is used in describing all courses, and courses in the same category have the same basic structure. The result is a simple and flexible arrangement that supports a wide variety of courses of study and a substantial degree of choice.

2. DEFINITIONS

“Council”	means the Council of the Charles Darwin University.
“Faculty/ IAS”	means the Faculty or the Institute of Advanced Studies (IAS) in which the candidate is enrolled for their course.
“Faculty/ IAS Board”	means the primary academic body responsible for policy regarding academic affairs of the Faculty/ IAS.
“Dean/ Director”	means the Dean of the Faculty or Director of the IAS (or delegate) in which the student is enrolled as a candidate.
“the University”	means the Charles Darwin University.

<i>“Award”</i>	is a recognised certification of achievement or competence which may be granted to a student after completions of all the requirements of a course.
<i>“Course”</i>	is a program of study formally approved/accredited and which leads to an academic award of the University.
<i>“Specialisation”</i>	is an approved combination of units from one identified disciplinary or multi-disciplinary sequence/strand which totals at least 60 credit points of which, at least 40 credit points must be 200 and 300 level units.
<i>“Unit”</i>	<p>is a set amount of academic work often characterised by a set of lectures, tutorials, workshops and other teaching and learning sessions, the basic building block of a course. A unit is normally studied over one semester.</p> <p>With each unit is associated a number of credit points which are intended to give a value to the unit, indicating its contribution to the requirements of a course and to the enrolment load of the student. It is also an indicator of the amount of work the unit might entail. Most units are 10 credit points; such a unit represents a quarter of a load for a semester, that is, about 10 - 12 hours total study time for a week for an average student. A full coursework load for a semester is 40 points; a full load for the year is 80 credit points. Credit points are normally associated with units in multiples of 10 only.</p> <p>A unit is identified as level 100, 200, 300, 400, according to its academic level.</p> <p>Units making up a course are also classified as:</p> <ul style="list-style-type: none"> • core units which cover the fundamental principles and knowledge that are compulsory for study within the course; • specialist electives which cover material that is desirable for study within the course or which are needed for specialisation in a particular area; • electives covering material that may or may not be directly relevant to the field of study underlying the course, but which are relevant to undergraduate study generally.
<i>“Independent study unit”</i>	is a unit whose content and structure are agreed by a student and a staff member responsible for the course of which it is intended to be a part.
<i>“Specific Rules”</i>	are rules specific to a course and separate to the Common Course Rules, approved by Academic Board.
<i>“Standard Load”</i>	is a real or notional program of studies, which a student would be required to undertaken in a full year of a particular course. The University has adopted 80 credit points as its standard load.
<i>“Intensive Study”</i>	is when the workload for a period is higher than would normally be expected for the period. For example, a one year course where units total 120 points of study is equivalent to one which would be studied over 18 months at normal pace. A number of courses are available in intensive mode.
<i>“Combined Degrees”</i>	consists of two awards for which all course requirements have been met through an approved program of study. Such a degree generally requires a longer period of study than for the individual awards comprising it, but the total study period may be less than that required to meet the requirements of the awards individually.

“Conjoint Awards and/or Conjoint Degrees”

refer to situations where two institutions arrange to deliver an award or course and issue testamurs that contain both institutional logos. They should not be confused with combined degrees (such as Bachelor of Arts/Bachelor of Laws).

3. GENERAL RULES

A small number of rules apply to all courses; these are outlined below. In addition, unless otherwise stated in common or specific rules, all courses are subject to University policies including those dealing with admission, credit transfer, recognition of prior learning, assessment and exclusion. In particular, for courses at or beyond the level of the degree of Bachelor, credit for skills recognition of any form will not exceed two thirds of the total credit points; for all other courses, credit for skills recognition may be up to one hundred per cent of the total credit points for the course.

The following rules apply to all courses:

3.1 Registration

A candidate for an award shall be registered in one Faculty/ IAS for an award as specified in the Degrees and Other Awards By-laws but may study in more than one Faculty/ IAS.

3.2 Concurrent Studies

Except with the prior approval of the Dean/ Director of the Faculty/ IAS in which the candidate is registered or, in the case of a candidate for a research degree, the Deputy Vice Chancellor, Research, a candidate shall not be registered concurrently for any other award of the University or any other tertiary institution, except if undertaking a conjoint award. A candidate undertaking a combined degree shall enrol through a single Faculty/ IAS with the designated administrative responsibilities for the particular award.

3.3 Leave of Absence

The Dean/ Director of the Faculty/ IAS in which a candidate is registered, or the Deputy Vice Chancellor, Research, on the recommendation of the appropriate Dean/ Director in the case of a candidate for a research degree, may grant leave of absence from a course of study in special cases. The period of such leave shall not be counted as part of the period of candidature specified for the course.

3.4 Termination

A candidate whose progress is unsatisfactory may be excluded or have candidature terminated from an award in accordance with the provisions of the Exclusion Rules. Candidature for research degrees and Professional Doctorates may be terminated by the Deputy Vice Chancellor, Research, and relevant Faculty/ IAS Board respectively, pursuant to the Rules for these awards set out below.

3.5 Show Cause

A candidate may be issued with a notice to show cause in an award in accordance with the provisions of the Exclusion Rules. Candidates for research degrees and Professional Doctorates may be issued with a notice to show cause by the Deputy Vice Chancellor, Research, and relevant Faculty/ IAS Board respectively, pursuant to the Rules for these awards set out below.

4 COMMON RULES - COURSES LEADING TO THE AWARDING OF A PROFESSIONAL DOCTORATE (Research)

Definitions

“the Panel” means the Research Panel and/or the Chair of the Research Panel who is the Deputy Vice Chancellor, Research

“Faculty/IAS Board” means the Panel convened within the Faculty/IAS in which the student is enrolled as a candidate and which is responsible for assessing the examiners reports and making recommendations to the Research Panel

<i>“Dean/ Director”</i>	means the Dean of the Faculty or Director of the IAS (or delegate) in which the student is enrolled as a candidate.
<i>“Program Adviser”</i>	means a full-time member of the University academic staff appointed by the Faculty/ IAS.
<i>“Thesis”</i>	means the presentation of results of the research component, whether by written or other means.
<i>“Supervisor”</i>	means a full-time academic staff member of the University appointed by the Deputy Vice Chancellor, Research, in accordance with the University Policy on PhD candidature.

4.1 Preamble

The University offers a degree of Doctor of Philosophy which emphasises original research. However, in education for professions other than academe there are many circumstances where a program of study of equivalent standing to, but different from, that for a Doctor of Philosophy is more appropriate. Such a program would:

- (a) provide advanced study and reflection on practice in a professional field for people of standing in their profession by both drawing on their professional experience and expertise, and extending it;
- (b) provide opportunity to bring together in a scholarly program of study and research professional work done over a period of time.

Such a program, leading to the award of a Professional Doctorate, will be oriented to the informed and critical application of knowledge to problems and issues concerning the professions of professional practice and will include both a coursework component and a research component, the latter comprising at least two-thirds of the program.

4.2 Preliminary

- (1) These Rules may be cited as the “Professional Doctorate (Research) Rules”.
- (2) These Rules apply to courses of study leading to a degree of Doctor as listed in the Degrees and Other Awards By-laws.

4.3 Application

A person seeking to study for a Professional Doctorate shall apply to the Deputy Vice Chancellor, Research on the prescribed form to be admitted as a candidate.

4.4 Qualification for Admission

- (1) An applicant may on the recommendation of the Faculty/ IAS Board be admitted as a candidate for the degree if that person:
 - (a) (i) has qualified for admission in the University to the degree of Bachelor with first or second class Honours Division A; or
(ii) holds qualifications from the University or another tertiary institution deemed by the Faculty/ IAS Board to be equivalent to those in (i) and approved as sufficient qualification; and
 - (b) has relevant professional experience, typically five years which may be reduced to a minimum of two years by the Faculty/ IAS Board.
- (2) A person may appeal against the determination of the Faculty/IAS Board not to admit to candidature for a degree of Professional Doctorate. Persons wishing to lodge an appeal should refer to the following processes, located on CDU’s Governance website:
 - (a) [Student Administrative Complaints and Appeals Process](#)
 - (b) [Student Academic Grievance, Complaints and Appeals Process](#)

4.5 Credit for Previous Study

Credit may be granted for previous study at an equivalent level in accordance with the Rules and Policies for Credit Transfer and Recognition of Prior Learning.

4.6 Enrolment

- (1)
 - (a) A candidate shall be enrolled as a full-time or part-time candidate.
 - (b) A full-time candidate is one who is enrolled in units with a credit point value of at least three-quarters of the normal full-time load.
- (2)
 - (a) A candidate shall be deemed to be internal or external.
 - (b) An internal candidate is one who is enrolled in units where the major portion of teaching is conducted within the University.
 - (c) An external candidate is one who is enrolled in units offered by distance education.
- (3) An external candidate shall be regarded as part-time unless the Panel is satisfied that the candidate is able to spend the requisite hours per week on the research component to qualify as full-time.
- (4) A candidate may transfer from one classification to another.
- (5) A candidate shall be registered in one Faculty/ IAS but may pursue a program of study which involves disciplines in more than one Faculty/ IAS.
- (6) A candidate shall enrol by the dates prescribed by the Executive Director Corporate Services each year for the duration of the candidature.

4.7 Attendance

- (1) For the coursework component, a candidate shall attend the University as required by the units in which the candidate is enrolled.
- (2) For the research component a candidate shall attend the University for such period or periods of time as agreed upon in consultation with the Dean/ Director and the supervisor.

4.8 Program of Study

- (1) A candidate shall carry out a program of study and research approved by the Faculty/ IAS Board and, for the research component, the Panel.
- (2) The program will be of 240 credit points. The coursework component will be 80 credit points made up of core units and specialist electives. The candidate shall attend such seminars and tutorials as the Dean/ Director or supervisor may direct.
- (3) The candidate shall apply their research and study to problems, issues or other matters of substance which produce significant benefits in professional practice.
- (3) The program shall include the presentation of a thesis and/or other approved work, embodying the results of the candidate's study and research, for examination.
- (4) The program shall also include participation in at least 5 identified generic skills training workshops/seminars throughout the duration of candidature.
- (4) Notwithstanding Rule 4.14 hereof, work done conjointly with others may be included.
- (5) The thesis shall, in the opinion of the examiners, form a distinct and substantial contribution to the knowledge of the subject and show evidence of originality. In forming their opinion, the examiners shall take account of the following criteria:
 - (a) evidence of an original investigation or the testing of ideas;
 - (b) competence in independent work or experimentation;
 - (c) an understanding of appropriate techniques;
 - (d) ability to make critical use of published work and source materials;
 - (e) appreciation of the relationship of the special theme to the wider field of knowledge;
 - (f) worthy, in part at least, of publication;

- (g) originality as shown by the topic researched or the methodology employed;
- (h) forms a distinct contribution to knowledge.

4.9 Candidature

- (1) The normal course duration is three years full-time equivalent. The maximum period of candidature is four years full-time equivalent. The course may be completed in less than three years in consultation with the Dean/ Director and supervisor.
- (2) The Panel may grant an extension of the candidature for a further period, or periods.
- (3) Within four months of the candidate commencing the research component, or eight months in the case of a part-time candidate, a Supervision Agreement and mature research proposal shall be submitted to the Panel.
- (4) Candidature of a commencing candidate must be confirmed after an initial period of up to 6 months of full-time or 12 months of part-time study towards the research component has been completed. Confirmation of candidature shall be granted, by the Panel, to a candidate who has
 - a) Submitted a detailed research proposal which has been endorsed by the primary supervisor, the Dean/ Director and the Panel.
 - b) Submitted a supervision agreement endorsed by the supervisory panel, the Dean/Director and the Panel.
 - c) Passed an oral presentation to a group of disciplinary peers on the detailed research proposal and any preliminary results as assessed by the Faculty/IAS Board.
- (5) The Dean/ Director shall ensure that sufficient resources will be available for the research program.
- (6) Failure to submit the documents at 4.9(3) within the time specified or to achieve confirmation of candidature within the time specified at 4.9(4) shall result in the candidate being required to show cause why candidature should not be terminated. The Panel may then either extend the period for submission of the research proposal and/or supervision agreement and/or oral presentation or terminate candidature.

4.10 Termination, Lapse of Candidature

- (1) The Panel may terminate the candidature where a candidate fails to:
 - (a) make satisfactory progress;
 - (b) comply with any reasonable direction of the Dean/ Director or the supervisor;
 - (c) provide any report required in accordance with these Rules;
 - (d) pay any fees or charges owing to the University;

A candidature shall be deemed to have lapsed where a candidate fails to lodge the output from the required research component as approved within the program of study for examination and comply with any other part of the approved program of study within a period of four years for a full-time candidate and seven years for a part-time candidate.

- (2) A candidate may appeal against the determination of the Panel. Persons wishing to lodge an appeal should refer to the following processes, located on CDU's Governance website:
 - (a) Student Administrative Complaints and Appeals Process
 - (b) Student Grievance, Academic Complaints and Appeals Process

4.11 Withdrawal from Candidature

A candidate may withdraw from candidature at any time by giving written notice to the Registrar.

4.12 Advising and Supervision

- (1) (a) At the commencement of candidature the Faculty/ IAS Board shall appoint a full-time member of the academic staff of the University as Program Adviser.

- (b) The candidate in conjunction with the Program Adviser shall develop at an early stage the candidate's program of study.
 - (c) The Program Adviser shall submit the program to the Faculty/ IAS Board which may approve the program or require it to be amended and resubmitted.
- (2) (a) The Panel shall appoint a full-time member of the University academic staff as supervisor of the research component of the program in accordance with the University Common Rules for PhDs. The supervisor may be the Program Adviser.
- (b) The supervisor will be assisted by a minimum of two associate supervisors appointed by the Panel in accordance with the University Common Rules for PhDs, who may be members of the University staff or competent specialists outside the University. In the case of an external candidate, the Panel will ascertain that the candidate has access to an appropriate local supervisor approved by the Panel.
- (3) The Panel may at any time on the grounds of illness or absence from the University of a supervisor or on application by the candidate or supervisor on grounds accepted as reasonable by the Panel, appoint another person as supervisor.

4.13 Reports

- (1) The Program Adviser shall report twice a year to Faculty/ IAS Board on the progress of the candidate.
- (2) For the research component a candidate shall submit for comment through the supervisor and the Dean/ Director, at such times and in such form as may be prescribed, reports to the Panel on progress in the prescribed course of study and research.

4.14 Thesis

- (1) A thesis shall be submitted as a requirement for the degree of Doctor of Philosophy, and may be submitted provided that:
- (a) the thesis is presented in the manner prescribed by the Panel, and;
 - (b) the work contained therein is original and is not part of a previously examined body of work.
- (2) The work submitted for final examination shall not be subsequently or concurrently submitted in any form as part of any other examination for any other award or degree in the University or any other tertiary education institution.
- (3) The subject matter of the thesis shall conform to the approved course of study for the candidate.
- (a) Subject to the provision of Rule 4.14(2) hereof, a candidate may submit as part of the thesis research results published or accepted in academic literature prior to or during the candidate's enrolment in the program of study. Where joint authorship work is included the candidate must clearly identify the work of others. Citation of the published work shall be included in the bibliography.
 - (b) A thesis may include a description, synthesis and analysis of unpublished work done in conjunction with any supervisor or any other person within the field of expertise prior to or during the candidate's enrolment in the program of study provided that the contribution of others is clearly stated.
 - (c) Candidates wishing to pursue the option of utilising work undertaken prior to the commencement of their candidature must demonstrate at the time of application for admission that the prior work is of a standard equivalent or greater to that required for the degree of Doctor of Philosophy and that by itself and/or with additional investigations a coherent body of work is able to be presented in accordance with University Guidelines for the Presentation of Theses.

- (4) A thesis shall be presented in English, unless otherwise approved by the Panel, and shall be of a high literary standard.
- (5) The thesis shall:
- (a) include a title page stating the title of the thesis in full, the full names and degrees of the candidate, the Faculty/ IAS in which the candidate is enrolled, the degree for which the thesis is submitted and the date of submission;
 - (b) include a table of contents citing all major headings and the page numbers on which they occur, followed by a list of all diagrams and illustrations;
 - (c) include an Abstract of no more than 300 words, which indicates the aims, scope and conclusions of the study;
 - (d) include indication in the form of citations and a bibliography the sources of information and the extent to which work of other researchers has been used;
 - (e) include a signed declaration by the candidate that it is the candidate's own account of the research that was completed during the course of study undertaken by the candidate.
- (6) A thesis submitted for examination shall be accompanied by a certificate from the supervisor to indicate that:
- (a) The candidate has completed the approved program of study;
 - (b) the title is consistent with that approved by the Panel;
 - (c) the thesis conforms to Rule 4.14 hereof, and to the Guidelines on Thesis Presentation;
 - (d) any inconsistencies in presentation have been pointed out to the candidate.
- If a thesis is not accompanied by the signed approval of the supervisor, the thesis may not be submitted for examination without the prior approval of the Panel.
- (7) A candidate shall submit to the Research Office four examination copies, prepared and bound in a manner approved by the Panel.
- (a) Where a thesis contains matters affecting social, national or industrial security the Panel may, upon recommendation from the Dean/ Director, declare the thesis to be confidential for a specified period of time.
 - (b) The copies of a thesis submitted by a candidate shall become the property of the University. The copies shall be subject to any agreements entered into by the University, the candidate and/or any sponsoring body of the research.

4.15 Theses Submitted in Alternative Forms

A candidate may submit the results of the research component in a form other than that specified in Rule 4.14 hereof. Such work shall be submitted in such other form as the Panel determines.

4.16 Examination

The examination for the research component shall be in accordance with the Doctor of Philosophy (PhD) Rules.

- (1) The Panel shall appoint three examiners of the thesis, at least two of whom shall be external to the University and none of whom shall have participated in the supervision of the candidate. The Panel shall also appoint at least one reserve examiner.
- (2) The examiners shall be required to present separate reports normally within a period of two months. If reports are not received within two months, alternative examiners may be appointed.

- (3) An examiner may question the candidate through the Panel on any matter which the examiner considers requires clarification. A copy of any such questions and the answers will be provided to all examiners.

4.17 Consideration of Examiners' Reports

- (1) After considering the examiners' reports, the Faculty/ IAS Panel may recommend to the Panel that:
- (a) the thesis be accepted as being of an appropriate standard as to warrant the awarding of the degree if the other requirements of the program have been met;
 - (b) the thesis be accepted subject to minor corrections being made to it;
 - (c) the candidate be required to submit to written, oral or practical examinations, specified in this report;
 - (d) the candidate be required to re-enrol to complete further work and the thesis be resubmitted for examination;
 - (e) the thesis is not of an appropriate standard to warrant the awarding of the degree.
- (2) The Panel shall receive the recommendations of the Dean/Director on the examiner's reports and shall determine whether, subject to the completion of any alterations or conditions recommended under Rule 4.13(3) hereof, the candidate has fulfilled all the requirements for the degree.
- a) The Panel may, in making its determination consult with the examiners, obtain further information from the candidate or the examiners, arrange for additional oral, written or practical examination or appoint additional examiners for the thesis, as it sees fit.
 - b) The Panel shall inform the candidate and the Dean/Director of its determination.
- (3) A candidate may appeal against the determination of the Panel. Persons wishing to lodge an appeal should refer to the following processes, located on CDU's Governance website:
- (a) [Student Administrative Complaints and Appeals Process](#);
 - (b) [Student Grievance, Academic Complaints and Appeals Process](#).

4.18 Award of the Professional Doctorate – Doctor of

When any alterations to the thesis recommended by the examiners and/or determined by the Dean/ Director have been completed to the satisfaction of the Research Panel the candidate shall submit two permanently bound copies and one electronic copy (on CD) of the final version of the thesis to the Research Office. The thesis shall conform to the Rules for Presentation of Theses or be presented in an alternative form approved by the Panel.

The candidate shall also submit a thesis précis to be of no more than 150 words and in a suitable language for inclusion in the graduation booklet

Two copies (one print, one electronic) shall be lodged with the University Library; the hard copy shall be printed on acid free paper. The other copy shall be lodged with the Faculty/IAS, to become the property of the supervisor. The Research Office shall notify the Panel of the lodgement of the thesis, prior to a recommendation for award of the degree of Doctor being forwarded through Academic Board to Council.

Where a candidate satisfies the requirements of the course, Council, on the recommendation of Academic Board, shall award the degree.

5. INTERNATIONAL STUDENTS

International students, on a student visa, should note that some of the rules above may not apply to them because of the conditions of their student visas. Therefore, international students on student visas must refer to the International Office or the International Facilitator

in Support and Equity for advice regarding admission, enrolment, attendance, overseas study, or study at another university in Australia, leave of absence or employment. International students must seek advice on the specific terms and conditions of their candidature from the Research Office.

Document History and Version Control

Version	Date Approved	Approved By	Brief Description
1.0	12/12/2005	Council	Whole Document
1.1	22/03/2006	Chancellor	<p>1.14 add para (4)</p> <p>4.18 add para “the candidate shall also submit a thesis précisgraduation booklet”</p> <p>Editorial Changes:</p> <p>4 Definitions “the Panel” add the Research Panel and/or the Chair of the Research Panel who is</p> <p>Add the word ‘Grievance’ to the Student Academic Grievance, Appeals and Review Process title in</p> <p>4.2 (b) 4.9 (3)(b) 4.10 (2)(b) 4.17 (3)(b)</p>
2.00	18/02/08	Chancellor	<p>Add to last Para in 4.1: for a Coursework based Professional Doctorate and at least two-thirds of the program for a Research based Professional Doctorate.</p> <p>4.8 For Coursework Professional Doctorates120 credit points and a maximum of 160.....specialist electives. For Research based Professional Doctorates the coursework component will be 80 credit points made up of core units and specialist electives.</p>
3.00	20 June 2008	CDU Council	<p>Splitting single set of rules for Coursework and Research based Professional Doctorates into 2 sets of rules with relevant changes to reflect that the coursework based degree is Faculty administered and the research based degree is centrally administered. In addition, the research based degree has been brought into closer alignment with the PhD and a new process for the Confirmation of Candidature has been inserted at 4.9. The revisions comply with the Council of Deans and Directors of Graduate Studies Guidelines on Professional Doctorates.</p>