

Structured Program for Postgraduate Students

1. Background

All full time higher degree research students (Doctor of Philosophy and Master of Philosophy) are required to complete the **Structured Program** for Postgraduate Students within **six months** of commencement of candidature (twelve months for part-time candidates). Satisfactory completion of the Structured Program within this period, including the submission of a formal Research Proposal, is one of the requirements for confirmation of candidature. **It is the responsibility of the student to ensure that the required procedures are completed by the specified deadlines.** Failure to comply may result in your candidature being suspended. There are also continuing requirements for the Structured Program beyond the first six months.

The purpose of the Structured Program is to ensure that students get a thorough grounding in research methodology so that they are well equipped to carry out their projects. Postgraduate students are also encouraged to interact with staff and other postgraduate students and share ideas and problems. This interaction is particularly important if there are only one or two students in a particular discipline area.

2. Outline of the Structured Program

Core Elements for all Higher Degree Candidates.

1. Graduate Centre Induction

This is presented by the Adelaide Graduate Centre (AGC) at the beginning of each semester. Your attendance is required and the school will be notified if you do not attend.

2. School Induction Process

Layout of school and introduction to key staff.

Building access and security.

Access to computing facilities and policies on their use.

Access to telephones, fax machines, stationery and secretarial assistance.

Occupational Health and Safety issues, including evacuation procedures, location of first aid assistance, laboratory and workshop rules.

Completion of the School Resources Proforma to define the level of school support.

3. Introduction to the Barr Smith Library

This is to be done in conjunction with library staff and includes an introduction to online search and database facilities.

4. Producing a Research Proposal

This is a workshop run by the ECMS Faculty. Karen Adams (karen.adams@adelaide.edu.au), Coordinator, Research Communication Program, is the responsible person. Details and enrolments are at:

<http://www.mecheng.adelaide.edu.au/programs/communications/>

There are some online resources available for research students on MyUni, including one on Writing a Research Proposal. This provides the bare bones of the workshop run in the Faculty and would be helpful for students who can't make the 'live' Research Proposal workshop. Most students new to research writing benefit much more from interacting in a live setting.

NOTE: IBP students do not need to do the ECMS course because this is included in the IBP.

5. Gap Presentation

This is an extension of the previous workshop to aid in the completion of the research proposal. NOTE: IBP students do not need to do the ECMS course because this is included in the IBP.

6. Preparation of a Research Proposal

This must be submitted to the Graduate Centre before the completion of six months of candidature. Details of the requirements are in a separate document "Research Proposal for Postgraduate Studies & Review of Candidature."

Individual Program (defined by supervisor).

- Administrative matters (Postgraduate Coordinator).
- Research methodologies from a literature survey to a critical appraisal of work (Supervisor).
- How to develop a research plan (Supervisor).
- Seminar presentation skills (AGC).
- Selection of research topic (Supervisor).
- Additional background knowledge needed for the research (Supervisor).
- How to write and prepare papers for publication (Supervisor, AGC).
- Interaction with supervisor, frequency and nature of meetings, form and style of reporting (Supervisor).
- English language skills (if required) (AGC or elsewhere).

As part of the continuing Structured Program, PhD candidates are expected to present at least two and preferably more Technical Seminars during their candidature. Masters candidates are expected to present at least one and preferably two Technical Seminars during their candidature.

Students are required to complete the "Structured Program Checklist" and present this to the Postgraduate Coordinator at the same time as the "**Completion of Core Component of Structured Program**" form.

3. International Students

In addition, international students will be required to attend the Integrated Bridging Program.

4. Structured Program for Masters Students

Masters students are required to participate in all aspects of the program.

5. Upgrading from Masters to PhD

With the approval of their supervisor, MPhil students may seek to upgrade to PhD candidature. This will normally occur at the same time as the review of candidature at 12 months. The required procedures are described in the document "Research Proposal for Postgraduate Studies & Review of Candidature".

6. Major Review of Progress

All higher degree by research candidates are enrolled provisionally for the first 12 months. Confirmation of candidature beyond this period requires that a student has:

- Satisfactorily completed the Structured Program.
- Made satisfactory progress.
- Presented a Technical Seminar.

The required procedures are described in the document "Research Proposal for Postgraduate Studies & Review of Candidature".

7. Annual Review

All postgraduate students are required to participate in the Annual Review which takes place near the end of the academic year. This is in addition to Confirmation of Candidature. The Annual Review is carried out by the Postgraduate Coordinator in consultation with the candidate and supervisor, and is to confirm that the candidate is making satisfactory progress and to identify and resolve any difficulties being encountered. Candidates are required to re-enrol each year, and re-enrolment is conditional on a satisfactory Annual Review.

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