



The University of Sydney

School of Psychology

Overview and Notes
for the Guidance of
Postgraduate Progress and Examinations
2009

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POSTGRADUATE ENQUIRIES

PhD and MSc

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Responsibilities: Questions about the clinical program and admissions to them should be directed to Louise Sharpe. For research-only degrees, questions about admission (including upgrades) should be directed to Pauline Howie, and questions relating to progress in the degree and examinations should be directed to Bruce Burns. **PGC in this document refers to the appropriate Postgraduate Coordinator.**

DCP/PhD and DCP/MSc

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Faculty Information & Forms

Any changes in your enrolment, candidature, or supervision requires approval from the science faculty. These can be downloaded from the science faculty website. Most must be signed by your supervisor and the PGC. Note that many forms ask for the Head of School signature but authority for these has been delegated to the relevant PGC (if necessary the form can still be taken to the HoS, but the PGC will be more knowledgeable about them). If you have questions about a form then contact the PGC. PGCs will issue instruction regarding what should be done with forms needing signing.

Most science faculty forms can be obtained from:
<http://www.science.usyd.edu.au/cstudent/pg/forms.shtml>

Science faculty guidelines regarding postgraduate degrees can be obtained from their handbook at:
http://www.science.usyd.edu.au/about_us/handbook.shtml

The PhD is a university degree, so forms regarding the PhD (including the submission form) can be downloaded from the website of the PhD Award Sub-Committee:
http://www.usyd.edu.au/ab/committees/rrtc/phd_award/forms.shtml

THE SCHOOL OF PSYCHOLOGY: OVERVIEW

The School of Psychology was established as a separate entity in 1921 (Psychology having been taught within Philosophy from 1913). The first MA degree in Psychology was conferred in 1916. Formal graduate training programs have developed since 1955, the first PhD being conferred in 1959. The Department became a School in 2002. There is a strong tradition of postgraduate study in the School and enrolments are approximately 150 per annum.

The School is currently housed in seven neighbouring buildings within the main University campus. These buildings also house the School's laboratories and facilities, such as computing, audio-visual and electronic workshop. The usual institutional facilities of a large city provide field settings for research in such areas as Abnormal, Differential and Social Psychology. There are about 45 lecturing staff, plus research assistants, administrative staff and technical and professional staff within the School.

More details can be found on the School's website:

<http://www.psych.usyd.edu.au/>

School Organization

The Head of School (HoS), Prof Sally Andrews, is ultimately responsible for all postgraduate matters, but the day-to-day running of the programs is usually delegated to the relevant coordinators (as listed on p.2). All matters directly affecting postgraduate students are overseen by the Postgraduate Committee, which consists of the coordinators, the directors of the coursework postgraduate programs, plus other relevant staff members. It is responsible for postgraduate research students and their progress and will report to the HoS.

The current list of academic staff in Psychology and their research areas can be found on the School's website:

<http://www.psych.usyd.edu.au/>

ACCESSING RESOURCES

The school has extensive technical and computational resources. For up to date information on these and how to access them, it is best to go the School's resources webpage: <http://www.psych.usyd.edu.au/resources.html>

Travel/Research funds. The School also makes available limited funds for travel and research. These funds are distributed by the Chair of the Research Committee (in 2009 this is Prof Iain McGregor), who should be contacted with any questions you have about this.

Statistical advising. The school has staff members who can provide statistical advice. In 2009 these are Dr Margaret Charles, and Dr Sabina Kleitman. If you wish to consult them then first make an appointment and expect to be able to clearly explain your study, its design, and what your questions are.

E-mail. Every student will be provided with a psychology e-mail account. This is the main way in which the school will contact you with regard to information, requirements or opportunities. Therefore it is your responsibility to regularly check this account or have mail sent to it forwarded to an account you do check. If you do not have an account then you should contact the school's IT department.

SPECIAL SCHOLARSHIPS OFFERED BY THE SCHOOL OF PSYCHOLOGY

The School of Psychology has internal scholarships which are offered from time to time with special conditions. Other scholarships, particularly those linked to research grants become available from time to time. Information about when they are offered and how to apply is announced on the schools website news section, or can be obtained from the PGC for Admissions.

Lucy Firth Sydney University Postgraduate Scholarship

The Lucy Firth Sydney University Postgraduate Scholarship is tenable for postgraduate study in the School of Psychology. Candidates must have completed four years undergraduate training, or three years undergraduate followed by a year of graduate training, and must in the last year of his or her course have obtained a degree with First Class Honours or Honours Class II Division 1, provided that the marks achieved are in the higher range of Division 1, or hold an equivalent qualification, and be enrolled for a full-time PhD in Psychology at The University of Sydney. The scholarship may be held in conjunction with receiving additional income from teaching or research assistance..

The scholarship is available for up to three years with the possibility of an extension up to 6 months in special circumstances. Applicants must be Australian citizens or permanent residents. Only one of these scholarships is available to be filled.

Margaret Stewart Fund Scholarship

The Margaret Stewart Fund Scholarship is tenable for postgraduate study supervised within the School of Psychology of the University of Sydney. The object of the scholarship is to promote and encourage postgraduate research into relationships between ethics and behaviour. The scholarship is open to suitably qualified graduates in Psychology of the University of Sydney or any other university, whose postgraduate research falls within the stated objectives.

The Scholarship has the value of the current University Postgraduate Research Award stipend, and is tenable for one year, extendable to 2 years subject to satisfactory progress, and subject to further extension in the case of a PhD candidate. Applicants must be Australian citizens or permanent residents.

Campbell Perry Travel/Conference Scholarships

The School has formally received the first instalment of a gift from Mrs Jean Swirles, the mother of Campbell Perry who was awarded his undergraduate and PhD degrees here in 1960 and 1966 respectively, but completed his career as Distinguished Emeritus Professor at Concordia University. The gift will provide the basis for an ongoing set of scholarships to honour Professor Perry's memory. These Campbell Perry International Research Scholarships will provide \$6,000 for a (normally) 2nd year PhD student, supported by an APA or equivalent, to spend between 2 and 8 weeks visiting international scholars relevant to their research project. Until 2010, two such Scholarships will be offered each year and there will then be a continuing Scholarship available each year in perpetuity.

AWARDS

The H. Tasman Lovell Memorial Medallion:

A bronze medallion that may be awarded annually to the best Ph.D. theses awarded in Psychology, providing that they are judged to be of sufficient merit. In addition, School prizes will be awarded for excellence in research and for outstanding progress.

The School also offers annual Publication Prizes, awarded to the postgraduate student(s) with the most successful publication history in the previous year.

OUTLINE OF PROGRAM PROGRESSION & CONTENT FOR COURSE WORK DEGREES

Details of the programs for course-work degrees can be obtained from the coordinators of those degrees. The details in the next two sections of this document apply to students working towards a PhD or a MSc by research.

OUTLINE OF PROGRAM PROGRESSION & CONTENT FOR RESEARCH DEGREES

Postgraduate students in the School of Psychology should complete a full-time PhD within 6 to 8 semesters. We wish to help you complete this course within this time and with a CV that will assist your career objectives. To accomplish this, we have our own internal School requirements for PhD students which have been adopted as School policy. The aim of these changes is to try to help you in your postgraduate work by minimizing delays and setbacks.

PhD Supervisory Arrangements

When you apply for admission you will specify a supervisor, so if you are admitted that person will be your primary supervisor. It is recommended that you contact relevant academic staff about potential supervision at the time of application:

1. Your supervisor is the person with whom you will have most direct contact and who is directly responsible to the Head of School and to the Faculty for your academic progression and all administrative matters concerned with your candidature. Your supervisor must be a staff member at the University of Sydney. You are expected to meet with your supervisor at least once a week for your entire candidature.
2. At least one other person who will be your associate supervisor. This may be another member of the School or it may be someone from outside the School who can assist in your research training. You may have more than one associate supervisor.
3. You may change supervision during your candidature, but all changes must be approved by the PGC. This is fairly easy to obtain for changes to associate supervisors, but if you are contemplating changing your primary supervision you must contact the PGC to discuss this.

Requirements

ALL higher degree candidates are required to:

- a. Satisfy School seminar and colloquium requirements throughout their candidature. These are:
 - i. attend School colloquia throughout their candidature
 - ii. attend the PG research seminar during each of your first six semesters
 - iii. give seminar presentation in the PG research seminar during your second and fifth semesters
- b. Receive satisfactory assessments from seminar conveners and the colloquium organizer concerning attendance and quality of participation in seminars and the colloquium;
- c. Submit a Research Plan of their PhD program within three months of enrolling and give this to your supervisor and a copy to the Postgraduate Coordinator;
- d. Submit a satisfactory 3000-5000 word first-year research report to the PGC by the first week of December of their first year (of their second year *for P/T*). This report is described in more detail below.;
- f. Submit a satisfactory 1500-3000 word second year research report to the PGC by the first week of December of their second year (or their fourth year *for P/T*).;
- g. At the end of each calendar year for which you are enrolled, the school is required to submit an *Annual Progress Report* for you to the Faculty of Science. On these reports the school will or will not recommend continuation of your candidature.
- h. Submit a thesis embodying the report of the research conducted during the candidature.

Timetable and progression

Supervisors will meet with you at the commencement of your candidature to discuss your proposed course of research. For a full-time equivalent candidature, the following progression is typically followed:

Year 1

By December of the first full-time year it is expected that you will have completed a major experiment or, for students doing a theoretical PhD, written up a substantial document. To achieve that aim you will have to

- decide on a topic,
- design an experiment,
- obtain ethics approval,
- obtain apparatus and/or programs,
- devise a procedure for analysing your data, and
- run the experiment.

Year 2

This typically will be the main year for testing and the commencement of writing up your thesis.

Year 3

In this year you will complete your research work and write up the thesis.

Deadlines for requirements

For a full-time student, the timetable on the following page summarizes the deadlines for each Year of study:

Note that the dates relate to full-time students starting in semester 1. If you are part-time or start in semester 2 then the same dates apply except those for the first and second-year research reports. For candidates starting in semester 2 the reports will be due in first week of June of their first and second years of study and the meeting with readers should take place by the first week of August. If you are part-time then first and second-year research reports are due in the first week of December in the fulltime equivalent of your first and second year. If you are not sure when your deadlines are, then contact the PGC.

Further information on specific requirements, such as the research plan, design interview and research seminars are outlined in the next section.

PhD SCHEDULE: FULL TIME		
Year 1		Introduction and Initial Research
Deadline	Within 3 months of enrolment	Enrolment and candidature accepted - on probation Submit your Research Plan to PGC
	First semester	Attend "PG Research seminar" Attend Staff Colloquia
	Second semester	Attend and present in "PG Research seminar" Attend Staff Colloquia
Deadline	Oct-Dec*	Annual Faculty Progress Report completed by you and your Supervisor and returned to Head of School (via PGC). Each candidate is interviewed and PGC reports on your progress to Faculty. Make recommendation regarding continuation of candidature and probation.
Deadline	First week of December	Submit a 3000-5000 word first-year research report to Your Advisory Committee and one other person.
Deadline	By 1st week of Feb.	Meet with the three readers of your research report. Evaluation forms go to PGC
Year 2		<i>Main Research Year</i>
	First Semester	Attend "PG Research seminar", and Staff Colloquia
	Second Semester	Attend "PG Research seminar", and Staff Colloquia
Deadline	Oct-Dec *	Annual Faculty Progress Report completed by you and your Supervisor and returned to Head of School (via PGC). PGC reports on your progress to Faculty. Each candidate is interviewed.
Deadline	First week of December	Submit a 1500-3000 second-year research report to Your Advisory Committee and one other person.
Deadline	By first week of February	Meet with the three readers of your research report. Evaluation forms go to PGC
Year 3		<i>Research Completion and Writing Up</i>
	First semester Second semester	Attend and present in "PG Research seminar", and Attend Staff Colloquia Attend "PG Research seminar", and Attend Staff Colloquia
Deadline	Oct-Dec *	Annual Faculty Progress Report completed by you and your Supervisor and returned to Head of School (via PGC). PGC reports on your progress to Faculty. Each candidate is interviewed.
Year 4		<i>Submission</i>
Deadline	March 31 of final year	Submission of PhD thesis for examination

PGC – Postgraduate Coordinator

HoS – Head of School

* Exact dates will vary. Annual Faculty Progress Report should not be confused with larger School requirements.

DETAILED INFORMATION ON MAJOR REQUIREMENTS FOR RESEARCH DEGREES

The sections below provide further details on each of the major requirements outlined in the above progression and content section.

The Research Plan

The Research Plan (around 2 pages long and not more than 2,000 words) will state what you propose to undertake and your anticipated timetable. It will include specific milestones - projected accomplishments at particular points during your candidacy. The Plan should be a semester-by-semester timetable that will arise from discussion with your supervisor and other relevant staff members, and commit you to completion of your PhD in 6-8 semesters. In the case of candidates doing theoretical research the Research Plan should clearly identify the problem which is the subject of the thesis, give some idea of the structure that the thesis will take, and indicate the methods to be employed. Specific goals or milestones must be incorporated into this plan. Students are required to submit a copies of the Research Plan to the PGC and give a copy to their primary supervisor within three months of enrolment (see above table of deadlines).

This Plan is a guide for you and the School as to where you are planning to head and the kinds of support you will need. Please include in this Plan a statement of the computing, equipment, and participant needs for your research. Think ahead and foreshadow at this point if you think you will likely need extensive computing support or large samples of human or animal participants. If a research plan requires large numbers or difficult to obtain participants then a plan must be forward for how to recruit them. In consultation with your supervisors a plan can be later modified as your research develops, but you need to start with a plausible plan.

In planning your research project you must take into account the 6-8 semester timeframe for submitting your thesis. Some projects are simply unrealistic for such a timeframe, so your planning for the PhD should be tailored to this constraint. Be very careful about workloads during your candidacy. The DETYA guideline is that you should not undertake more than 8 hours of work during the standard working week (9-5 Mon-Fri). Casual teaching can consume a very considerable amount of time, especially when you have not taught in a course before.

After submitting your plan you may be requested to have a Design Interview around July/August with a member of staff whose specialty is in research and statistical design. This interview is aimed at providing feedback on experimental design matters, and hopefully avoiding the unfortunate situation where only at analysis stage do serious statistical design issues become apparent.

Another reason for slow progress has been that apparatus takes far longer to build and programs take far longer to write (and debug) than most people assume. Our School is large, but we have relatively few computer and laboratory support staff. There is a backlog of work so that new job requests are put at the end of a queue. It is best to start with apparatus and programs which already exist and work towards something new, rather than waiting a long time for something new to be made or written.

Starting research that is less dependent on equipment, but involves subject populations outside the School, can also be subject to unanticipated delays. For example, obtaining formal permission for testing in schools, clinics or hospital settings can take a long time, even after informal approval has been given. Also, ethics committees can sometimes request changes in protocol that then need to be considered at their next meeting and so delay a project by a further 2 months or more.

These examples show you how delays may occur. Be warned and work to minimize their impact on your progress.

Research Reports (first and second year)

All PhD candidates are required to submit Research Reports to the Postgraduate Coordinator in their first year (3000-5000 words) and their second year (1500-3000 words) of candidature, no later than the first week of December (see above schedule). These reports should describe the research activities so far completed and outline the planned future research. It should have been discussed with the candidate's supervisor before being submitted

to the PGC. This report will be read by the candidate's supervisors and one other knowledgeable party nominated by the candidate and his/her supervisor(s). A meeting between the candidate and their readers is to take place before the end of the first week of the following February. The purpose of the meeting is to provide feedback to the candidate and a chance to discuss future research plans. A formal evaluation form will be completed by the three assessors of the report, and returned to the PGC

The reports may include published or submitted journal papers, and should describe the candidate's progress to date, together with future thesis plans and an associated "timeline". One of the major rationales for these reports is to provide students with advice and feedback in a timely manner, should their research program require it.

Submissions which are judged to be unsatisfactory must be resubmitted. The student's readers will make specific recommendations as to what specifically needs to be done and specify a deadline. In the rare cases in which there is a continuing failure to produce a satisfactory report, the school may recommend to the science faculty that a student be required to show cause for why they should not be dismissed.

Note that an application to upgrade from the MSc to PhD degree may be substituted for a research report if it submitted at an appropriate time.

Annual Progress Reports (APR)

Separate from the school's first and second year research reports, the university requires for every enrolled PG student an Annual Progress Report (APR) in December of each year. The APR form requires the student to outline their progress and any problem that have arisen, and to also correct information that the university may have which is incorrect. The student's primary supervisor then completes a section of the form that comments on the student's progress. The form is then given to the PGC who will arrange interviews for all PG students with members of staff other than your supervisor. Together with a report of the interview, all of this information will be considered by the PGC who provides written comments on how satisfactory is your progress towards your degree. If progress is deemed unsatisfactory reasons for this must be provided and/or remedies for the situation can be specified. An evaluation of unsatisfactory may lead to the student being requested to show cause for why they should not be dismissed. Before the report is forwarded to the faculty, you will need to read and sign it. Thus if there are negative comments you have an opportunity to address them.

First year students are considered to be on probation. So their first APR will include a recommendation that they have or have not satisfactorily completed probation. If a student has done the things we expect of a first-year student (as outlined above) then probation will be considered to have been completed. As part of this we must comment on whether your English written expression is satisfactory. If a recommendation is made that probation has not been satisfactorily completed then we will specify what needs to be done, but it may lead to a recommendation to the faculty for the student to have to show cause for why they should not be dismissed.

Organizing and completing these multistep APRs for every research student takes some time, so the process is normally spread out over October to December. Exact dates vary depending on when the APR forms become available and because they have to fit to the constraints of a busy time of year. You will be advised by the PGC of the timetable when it has been determined, usually in October. Students who start in second semester may be required to complete an APR in July/August instead (or sometime in addition) to October-December. University rules about this have been somewhat fluid so you will be advised when the PGC is aware that there is a need for you to complete an APR outside of the normally timetable.

Postgraduate research seminar

All students are required to attend the PG research seminars held weekly during the teaching semester in the first three years of their candidature. They provide an important opportunity for you to receive input from other students and staff on your research and to provide input to other students, and to exchange ideas and share resources with other students. Many of your fellow students are working on topics unrelated to your own, but familiarity with research across the breadth of psychology is an important for anyone planning an academic career. In addition, sometimes ideas or analyses from outside of your field can sometimes have surprising relevance to your own work.

The first two or three weeks of semester 1 will be introductory sessions for new students, so only new students will be required to attend. The rest of semester 1 will consist of presentation by third year students. In semester 2 the new students will present an outline of their research plans. Second year student will not be required to

present, but opportunities to do so may arise. Please contact Dr Burns if there are circumstances that will prevent you from attending.

Other seminars offered

A number of research seminars are available in particular interest areas. Attendance at these seminars is not compulsory but you are strongly encouraged to take advantage of these opportunities to expand your knowledge. From time to time there will also be individual seminars or workshops offered in particular areas of interest to postgraduate students. Information about these seminars and workshops will be circulated when appropriate.

Publications and Conferences

All students are encouraged to publish their ongoing research in the course of their candidature. They are encouraged also to present their findings at appropriate conferences. The School provides financial assistance for postgraduates to attend conferences. All postgraduate students are strongly advised to present a paper at the annual School Postgraduate Research conference. It is expected that you will submit at least one paper to a refereed journal during each 18 months of your candidacy. Rates of publishing vary across fields and with the nature and progress of your research, but publishing during your candidature is vital for your future job prospects. There is also the option of doing your thesis by publication (see Appendix 2).

Postgraduate Notices

Most information relevant to postgraduate students is circulated via email, which should be accessed regularly. Therefore you should either regularly check your psychology e-mail account or have mail forwarded from it. All Postgraduate candidates are allocated a pigeonhole in the School for mail and notices.

Advice

1. We encourage postgraduates to start their research as soon as possible. Our annual reviews have shown that some candidates have discovered insurmountable problems only when they have actually started conducting their research and in some cases this has been after a year or more of candidature. Obviously your plans will change as a result of the research which you conduct, but rather than spend a long time planning, only to have those plans come to nothing when you commence, we suggest that you start work soon. We will review your progress at regular intervals to identify and help you solve problems that are hampering your progress.
2. Everything takes longer than you expect. While your work may be comparatively straightforward, there are important, but time consuming, procedures that have to be completed before you can even undertake it. For example obtaining ethics approvals for your work, arranging for approval for testing subjects, getting apparatus built, getting programs written and working, all take far longer than incoming PhD students generally realize. Advice: work on these hurdles in parallel rather than serially (e.g. arrange apparatus and programs etc. while you are getting ethics approvals etc., and work with existing apparatus, programs and approved techniques before seeking substantial changes).
3. Postgraduate study has become a dominant aspect of university education and funding. As a result, we find ourselves in an era where there is a substantial degree of change. We will try to publicize major changes, but we recommend that you regularly check the relevant websites (listed in this document) for the latest amendments.

INFORMATION ON CHANGES TO ENROLMENT

Extensions of time for written work

1. PhD Plan or Progress Reports

All applications for extensions must be made to the PGC at least two weeks before the due date. You must state the reason or reasons for the application.

2. Thesis

Candidates requiring an extension of time in which to submit their thesis should (well in advance of the submission date) apply to the Registrar (via the Faculty of Science). Request forms are available for students in the Faculty of Science (downloadable from the Faculty website; under links "current students" and "forms"). The application should be forwarded to the PGC who will forward it to the Faculty with a recommendation from the Head of School. The application must indicate:

- i. the reasons for requiring the extension;
- ii. the period of extension being sought; and
- iii. comments by the supervisor indicating whether he/she supports the application.

Suspension of Candidature

Where a student is unable to devote time to the candidature for a lengthy period as a result of illness, misadventure or changed circumstances, an application should be made to the Registrar via the Faculty for suspension of candidature. If you suspend, then that will push back your earliest and latest submission dates by the amount of time you suspend for. Currently suspension can only run for whole semesters (in effect the census dates of 31/3 and 31/8). A form for request for suspension is available from the Faculty of Science postgraduate or website. Completed applications should be forwarded to the PGC who will forward the application to the Faculty with the recommendation from the Head of School. The application must indicate:

- i. the reasons for requiring the suspension;
- ii. the period of suspension being sought; and
- iii. comments by the supervisor indicating whether he/she supports the application.

Leave of absence

These are similar to suspensions except that they can run for irregular periods of time, can be given for a wider range of reasons, and have no impact on submission dates. If you hold a scholarship, then you should check the implication for it before taking a leave of absence. A leave of absence can be requested by filling the appropriate form (from the faculty website), but it needs to be approved by both your supervisor and the PGC.

Change of thesis topic

Candidates whose thesis topic varies substantially from that originally approved at the time of admission to candidature must apply for approval of the change by contacting the PGC. Such applications should be made through the supervisor who should provide a covering letter and forward the application to the PGC.

Completion of candidature on a part-time basis and/or away from the University

Under certain circumstances, permission may be granted to complete candidature on a part-time basis and/or away from the University. A form for request for completing away and/or transfer of status to part-time is available from the Faculty of Science postgraduate advisor (or Faculty website). Such applications should be made well in advance of leaving the University and should be forwarded through the supervisor to the PGC. Such applications should indicate the stage reached by the candidate in their work, and the reason for applying for completion away from the University or on a part-time basis. Candidates must meet Faculty and University by-law requirements concerning periods of candidature away from the university.

Transfer from MSc to PhD

A candidate who has enrolled for a Master's degree may apply for transfer to Ph.D. Application for upgrading are handled by the PGC for admissions, who should be contacted for details. Such transfers are normally granted only under conditions where:

1. the applicant holds an undergraduate degree with Honours at 2nd Class, Division I, level from the University of Sydney or the equivalent;

2. the applicant has received satisfactory reports from seminar convenors;
3. the applicant has made substantial progress with the research project and such research shows Ph.D. quality (this will normally be substantiated in a written report);
4. the Review and the progress report has shown good progress; and
5. there is clear evidence that the project is feasible and can be completed within the normal period; and
6. the supervisor supports the application.

The procedure for applying for an upgrade can be obtained from the PGC for admissions. Normally we would expect an application near the end of the first year of enrolment. This so that if your application is unsuccessful you still have sufficient time to complete an MSc thesis.

Part-time Requirements

Candidates enrolling as Part-time Ph.D. candidates or intending to transfer to Part-time candidature should be aware of the following University and School requirements for such candidates:

- a. that the candidate shall be substantially free to pursue his/her research toward the degree;
- b. that the candidate shall be able to attend the University at least two days a week;
- c. that the University has control of the research conducted by the student;
- d. that such research be conducted within the University or within an institution approved by the University;
- e. that the candidate be able to attend the PG research seminar on a regular basis.
- f. that the candidate be available to meet with the research supervisor on a regular basis.

Leave arrangements

Candidates are entitled to four weeks annual leave each year which must be taken outside the teaching period of each semester. Candidates requiring additional leave should apply formally to the Registrar via the PGC.

Where students wish to travel overseas to an approved institution or to an approved institution within Australia, periods spent on such travel may be credited as time counted towards the degree providing prior approval is obtained. Applications (indicating the benefit of such travel to the research of the candidate) should be forwarded to the PGC.

Change of Supervisor

These forms are also available from the Faculty website, and will require the signatures of old and new supervisors, before being submitted to the PGC for School approval.

Discontinuation of, or withdrawal from, candidature

If a candidate should decide to discontinue candidature, a form is obtainable from the Faculty website for this purpose, to be completed by the candidate and supervisor, and forwarded to the PGC.

Procedure for any problems or complaints

It is normally the practice that any problems and complaints are addressed to the candidate's supervisor, the Coordinator of the PGC or to the Head of School, as appropriate. Candidates may request an interview with the PGC of the School of Psychology at any time during candidature.

THESIS FORMAT AND SUBMISSION REQUIREMENTS

1. Ph.D. Candidates

FORMAT:

The thesis should follow the format outlined in the APA Manual (unless APA format is not the standard for journals in your field), be typed on A4 paper, and at least one copy (for eventual deposit in the University Library) should be bound and printed on acid free paper. It is a good idea to produce this bound copy only after the degree has been awarded and any emendations requested have been performed.

The title page of the thesis should contain the following: Thesis title, candidate's initials and surname, the degree for which thesis is being submitted, the year of submission, the words 'School of Psychology' and 'University of Sydney'. Students should note that the Faculty of Science has imposed a nominal word limit of 80,000.

The spine of the bound thesis should contain the following:

Thesis title (abbreviated if necessary), candidate's initials and surname, 'PhD' and the year of submission.

SUBMISSION:

Candidates should submit an "Intention to Submit" form to Faculty when they are near submission (2-3 months away); this form is obtained from the Faculty office website. This form is **vital** because it triggers a request to the supervisor for examiners. Students should discuss potential markers with their supervisor, but they cannot know the identity of the examiners unless they choose to reveal themselves in their examination reports. Finding three suitable examiners who are available can take a while, so it is vital that you do not delay completing the "Intention to submit" form, in order to avoid unnecessary delays in the examinations process. If your estimate of when you will submit turns out to be inaccurate then there is no penalty, though if your submission is much latter than expected it may be necessary to check that the examiners are still available. Appendix 2 presents an outline of the steps required to submit a thesis and have it examined.

The following are submitted by the candidate for initial marking :

1. Four bound copies of the thesis (soft-binding – cloth spine, clear plastic covers – is acceptable; ring-binding is not acceptable).
2. Four loose-leaf copies of a summary of the thesis (approximately 300 words).
3. A "Statement of Supervisor on Submission of Doctoral Thesis" form which must be signed by you, your supervisor and the PGC. This form states, amongst other things that your supervisor thinks that the "the thesis is sufficiently well prepared to be examined." This form can be downloaded from the PhD Awards Subcommittee website: http://www.usyd.edu.au/ab/committees/rrtc/phd_award/forms.shtml. Note that the supervisor signs it FIRST, then the candidate and the PG coordinator sign it to indicate that they have seen any comments by the supervisor. You do not need to wait until the day you submit the thesis to have this form signed.

Emendations are required on many theses. These should be discussed with the PGC and the supervisor, and when agreed a single final copy of thesis on archival paper should be given to the PGC, who then submits it to Faculty with an award recommendation. If no emendations are required, a single archival copy should still be submitted to the School PGC.

When lodging the thesis, the candidate is required to sign a document relating to its availability in the Library. Candidates not submitting a thesis in person should obtain and complete a copy of this document in advance to avoid delay in the examination process.

2 MSc Candidates

FORMAT:

The thesis should follow the same format as outlined for the PhD thesis. A MSc thesis will obviously be shorter than a PhD thesis because it represent a much shorter period of research However just how much is required for an MSc degree is not well specified. A rule of thumb is that it should be equivalent in research content to one good paper in your field, but with a longer literature review and more details of the research.

SUBMISSION:

Candidates should submit an Intention to Submit form to Faculty when they are near submission (2-3 months away); this form is obtained from the Faculty office. Their supervisor should discuss potential markers with the PGC 2-3 months before submission, to ensure availability and to avoid unnecessary delays in the examinations process. Appendix 2 presents an outline of the steps required to submit a thesis and have it examined.

The following are submitted by the candidate to the Faculty and then to the Registrar:

1. Three bound copies of the thesis (soft-binding – cloth spine, clear plastic covers – is acceptable; ring-binding is not acceptable).
2. Three loose-leaf copies of a summary of the thesis (approximately 300 words).
3. The form “Statement by supervisor on submission of a MSc thesis” completed and signed by you, your supervisor, and the school’s PG Coordinator. This form can be found on the Science faculty’s website for forms (URL on page 2). Note that the supervisor signs it FIRST, then the candidate and the PG coordinator sign it to indicate that they have seen any comments by the supervisor.

Emendations are required on many theses. These should be discussed with the PGC and the supervisor, and when agreed a single final copy of thesis on archival paper should be given to the PGC, who then submits it to Faculty with an award recommendation. If no emendations are required, a single copy archival should still be submitted to the School PGC.

At the time of lodging the thesis, the candidate is required to sign a document relating to its availability in the Library. Candidates not submitting a thesis in person should obtain and complete a copy of this document in advance to avoid delay in the examination process.

Number of examiners

Three examiners are required for the Ph.D. The University’s Academic Board has resolved that at least two examiners for a PhD must be external to the university. There may be one internal examiner for the PhD, but this is not required. Two examiners are required for the MSc, of whom no more than one may be external to the university, except in special circumstances. For the PhD degree the student’s supervisor cannot be appointed an examiner. The University permits a student’s supervisor to be an examiner for the student’s MSc theses, however School policy is to only allow this under extraordinary circumstances. More details on who can be an examiner can be obtained by consulting the Science Faculty PG handbook.

Nomination of Examiners

At submission, Faculty requires a markers’ form with markers’ contact details, on which is also noted their willingness to mark. When you submit the intention to submit form the Science Faculty will send the markers’ form to your supervisor, and your supervisor needs to submit this completed form to the Postgraduate coordinator – with additional information on the suitability of the markers where necessary. When the PGC is satisfied that the nominees fit to the guidelines, this form is forwarded to Faculty with your thesis copies for marking.

This process of approving examiners involves:

- (a) your supervisor consulting the PGC,
- (b) your supervisor then being requested by PGC to contact satisfactory markers to ascertain availability to mark the thesis when it is submitted, and
- (c) the PGC then submitting the list of examiners to the Faculty when you submit.

The School attempts to avoid any unnecessary delays in the examining process. If an intention to submit form is not received by the faculty, then the process of looking for examiners may be delayed. You, as candidate should know when your thesis is likely to be ready for examination and alert your supervisor to the process of arranging suitable examiners **at least two months** before you expect to submit your thesis.

While the appointment of examiners remains the responsibility of the University you as a candidate as well as initiating the appointment process may make an input. In appointing examiners the School and the University seek to ensure that they are appropriately qualified in and conversant with current research in the field concerned, are familiar with the requirements for the degree in question and are free from bias for or against the candidate or

supervisor. You may indicate in writing to the PGC the name of any person whom you believe should NOT be appointed as an examiner giving your reasons in writing. You may also initiate with your supervisor and/or PGC a discussion as to the range of possible examiners. However you are not permitted to know the names of your examiners unless they indicate a willingness on their reports to have their names released when you receive their reports. Care will be taken not to jeopardise the integrity and independence of the examination process.

Early submission

Under extraordinary circumstances, submission of a PhD thesis before your earliest submission date is possible. Doing so requires a case to be made to the Dean of the Faculty of Science and the University's Academic Board. If you and your supervisor think that a strong case can be made for early submission, then talk to the PGC first.

AFTER SUBMISSION

The flowchart in Appendix 3 makes clear the process after you have submitted your thesis is of variable length. How long it will take for examiners to return their reports can vary enormously and there can be a lot of variance in how long emendations will take. Basically, you just have to wait, and we can't tell you anything until you get an official letter from faculty.

If even one examiner recommends that the thesis requires revision and resubmission then the process will be slowed considerably as your thesis has to then be considered by faculty and university committees. If the PhD Award subcommittee decides to recommend revision then you will get a chance to respond, but you won't be told anything about the reports until that point.

You will receive a letter from the faculty telling you the outcome of your examination. If the examination is successful (as it usually is) the result is that the degree is awarded subject to no changes, minor changes, or emendations to the satisfaction of the school. In the first two case you simply have to make whatever minor changes, or no changes at all, and bring a copy to the PG coordinator for final approval. However, emmendations is the most common outcome. If the examination is unsuccessful then you will usually be offered the chance to revise and resubmit the thesis.

Resubmission after unsuccessful examination

This will require you to re-enrol for one or two semester in order to complete further work on your thesis. You will need to complete further empirical work, and/or substantially re-write parts of the thesis, depending on what is likely to satisfy the examiners. You then submit the thesis as before.

The Faculty of Science has resolved that theses for the degree of Doctor of Philosophy and Master of Science be allowed the result "revise and resubmit" once only. Thus the examiners do not have the option of recommending revision again, they either recommend award of the degree (perhaps subject to emendations) or nonward. In the later case they can recommend award of a lesser degree.

Emmendations

If emendations are required should first discuss the examiners reports with your supervisor. You should then setup a meeting between yourself, your supervisor and the PGC in order to come to agreement regarding what needs to be done. You then make the emendations and discuss them with your supervisor. When you and your supervisor agree that they are ready, you should give the PGC a copy of the emended thesis and a letter that details what changes were made (with page numbers) and how these changes have dealt with the examiners' comments. You may not need to change the text in response to every comment, but in that case you should explain in the cover letter why you have done so.

The PGC will then go over the changes and evaluate if you have satisfactorily dealt with the examiners' comments. The PGC may have further questions and request further changes, but this will be done in consultation with you and your supervisor. Once the PGC is satisfied, you will need to have your thesis bound (following university regulations) and obtain a final copy letter from the PGC.

Final copy letters

The final copy of the thesis needs to be approved by the PG coordinator, even if no changes are required the final. You need to bring one properly bound copy of the thesis to the PGC who will initial the inside cover. This copy will go to the library. The PGC will give you a letter stating that the thesis is satisfactory, or in the case of emendations that emendations have been made to the satisfaction of the school. You then take this letter and the initialled copy to the science faculty. Once you have given it to them, you are finished.

Electronic archive

Once you have submitted the final copy of your thesis you also have the option of submitting an electronic copy to the library thesis archives (These@Sydney). Most theses are already in electronic form so doing this is relatively easy. Instructions can be found at: <http://www.library.usyd.edu.au/theses/index.html>

The school does not require that you give us a bound copy of your thesis, so we are in favour of theses being put into the electronic archive as it gives us easy access to your theses. However, there are several advantages for you. First, it eases wider dissemination of your research. Second, you will never lose your thesis. The latter may seem unlikely but things can get lost when moving, and even if you have the files the medium of storage changes (try reading a 5.25 inch floppy disk now) as well as the programs for reading them. In the future you may find it quite difficult to access your files. The library however has to keep up with such changes, so you should never lose access if they have it stored.

If you are concerned that other people may have access to your work before you have published it, then it is possible to place an embargo on access to your thesis. I believe this is up to three years, but you should contact the library regarding this.

These guidelines were compiled by:

Dr Bruce Burns

Dr Pauline Howie

Postgraduate Coordinators

School of Psychology

4/3/2009

APPENDIX 1: GUIDELINES FOR SUPERVISION

The School of Psychology takes pride in the quality of its postgraduate students and seeks to ensure that the graduates and theses produced within this School remain of the highest international standard. To this end, the following guidelines define the expectations of the School beyond the *Code of Practice for Supervision of Postgraduate Research Candidates* of the University of Sydney. The School expects that all supervisors will:

- (a) act in accordance with the *Code of Practice for Supervision of Postgraduate Research Candidates*;
- (b) consult with each student supervised by them at least one hour per week on average (in the case of full-time candidates) or one hour per fortnight on average (in the case of part-time candidates), unless other arrangements are made by mutual agreement;
- (c) ensure that each student supervised by them has a copy of the School's *Overview And Notes For The Guidance Of Postgraduate Study* and is fully aware of the School's requirements;
- (d) arrange at least one contact per semester between student, supervisor, and associate supervisor;
- (e) read and provide the candidate with critical comments upon draft of the Research Plan and of Progress Reports prior to submission;
- (f) encourage each student supervised by them to attend School seminars and School Staff Colloquia in accordance with the School's requirements;
- (g) encourage each student supervised by them to submit articles for publication and participate in conferences, etc in the areas relevant to his/ her research project and will provide critical comments on papers written by him/ her prior to such submissions. Strongly advise students to attend the annual School Postgraduate Research conference;
- (h) attempt to ensure completion of candidature within six to eight semesters for full-time students and fourteen semesters for part-time students;
- (i) prepare, in consultation with the candidates, a list of possible external examiners (at least four for PhD and at least two for MSc theses) and communicate this list to the School's PG Coordinator, at least three months prior to submission of the thesis;
- (j) in the prospect of an absence from the university of one month or more, advise the School's PG Coordinator of those within the School who are qualified to act as replacement supervisors for each student involved, at least two months in advance; and
- (k) attend all PGC meetings at which matters relating to the candidature of any student they supervise are to be discussed.

Associate supervisors

Responsibilities:

- (a) When the student arrives on campus, the Supervisor arranges initial contact between the associate supervisor(s) and the student. The point of this contact is to inform the associate supervisor(s) about the thesis plan and progress so that they have an opportunity to provide help and suggestions as early as possible;
- (b) Subsequently at least one such contact per semester is held;
- (c) the student should be free to seek further consultation when appropriate. Committee members advise a student on his/her Research Plan before it is submitted to the PGC;
- (d) When the Supervisor is on leave, an associate supervisor serves as the Acting Supervisor, providing he/she is eligible i.e., is a member of the academic staff or an Honorary Associate of the School
- (e) In the event that an associate supervisor has some concern with progress on the thesis, he/she should communicate this to the Supervisor.
- (f) associate supervisor have no obligation to read thesis drafts.

APPENDIX 2: THESES CONTAINING PUBLICATIONS

**These notes are based on those prepared by the College of Health Sciences, but apply well to psychology.*

Publishing is the essence of science, and learning to publish is an important component of learning to conduct scientific research.

In offering the option to include publications in a thesis, the University hopes to encourage research candidates to publish throughout their candidature. The publication process allows candidates to engage with the broader scientific community and validates and confirms the candidate's work along the way. The ability to accept critical comment and disseminate findings within the constraints of publications is a valuable skill that takes time to develop and will prove valuable throughout the candidate's future career in research.

In recognition of this the University has introduced the provision where theses containing published work may be submitted for examination. It is important to note that a collection of disparate publications, no matter what their quality, would NOT be appropriate for the award of the degree. On the contrary, the expectation is that the candidature was planned and supervised in a responsible manner as an integrated project, and that the publications presented in the thesis constitute elements of a connected whole, as they would as chapters in a thesis prior to publication.

That being the case, the key questions that examiners will then need to address are: whether the thesis is a substantially original contribution to the knowledge of the subject concerned for publications where there are multiple authors, whether the quality and extent of the student's contribution merits the award of the degree

The purpose of this appendix is to provide guidance on the practical issues of submitting in this way.

University rules

The University of Sydney (Amendment Act) Rule 1999 (as amended) provides that:

“85. (2) A candidate may submit in support of the candidature any publication of which the candidate is the sole or joint author. In such a case the candidate must provide evidence to identify satisfactorily the sections of the work for which the candidate is responsible.”

For the purposes of Part 10, Division 4, 85(2) of the *University of Sydney (Amendment Act) Rule 1999* (as amended), a candidate may include in a thesis (whether in the body, or in one or more appendices) one or more published works of which the candidate is the sole or joint author.

Acknowledgement of others

(a) ***Co-authors*** The Academic Board will accept a signed written statement from all authors of a work attesting to the contribution of the candidate as evidence to satisfactorily identify the sections of the work for which the candidate is responsible. Where papers have multiple authorship, the authors would be listed alphabetically in the statement and the candidate would have written permission of the co-authors. Each jointly authored paper must begin with a clear statement on the contribution made by each author. The description must be sufficiently detailed to describe accurately the contribution of each author and signed by each author.

(b) ***Proof readers or editors of theses*** When a thesis has had the benefit of editorial advice then the name of the editor and a brief description of the service rendered should be printed as part of the list of acknowledgements or other prefatory matter near the front of the work when it is to be presented for examination. If the professional editor's current or former area of academic specialization is similar to that of the candidate, this too should be stated in the prefatory matter.

Format of the thesis

(a) ***Abstract*** The abstract should summarise the main findings presented in each paper and should indicate how the included works, when considered together, demonstrate a significant contribution to knowledge of the subject concerned. It should, in chronological order, list the publications being presented for examination.

(b) ***Introductory chapter*** The introductory chapter should contain succinct statements describing the research problem investigated, overall objectives and specific aims of the study and an account of research progress linking the scientific papers. The account of research progress must link together the various papers submitted as part of the thesis providing continuity for the whole thesis so that the reader can understand the logic behind the progression of the research program. The candidate needs to critically place any published works used in the body of the thesis in the context of the appropriate field of study and in the context of the thesis as a whole.

(c) **Literature review** The literature review should, out of necessity, replicate literature cited in subsequent chapters but should contain a clear statement on the significance of the thesis aims, a critical review of relevant literature, identification of knowledge gaps and the relationship of the literature to the experimental program.

(d) **Discussion** The thesis must contain an overarching discussion of the main features of the thesis including, *inter alia*, the principal significance of the findings, 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.

Examination process

All theses must be presented for examination. The successful publication of articles will not render the work exempt from examination. Because the publications are examined as part of a larger work it is possible for reviewers of individual papers to be invited to act as examiners. Due to the potential for conflict of interest, co-authors would not normally be considered suitable as thesis examiners. Examiners will be advised on the University's position regarding the inclusion of one or more published works in the body of the thesis, or as one or more appendices, and examiners who express concern regarding a candidate's mastery of the subject matter will be encouraged to recommend an additional oral examination to satisfy any concerns where they deem it necessary.

Related information

1) Related University legislation, resolutions, policies and procedures include:

(a) PhD: Submission of Doctor of Philosophy Theses Containing Published Work

http://www.usyd.edu.au/ab/policies/PhD_Theses_Published_Wk.pdf

(b) University of Sydney (Amendment Act) Rule 1999 (as amended):

http://www.usyd.edu.au/senate/Amendment_Act_RuleAug04.pdf

(c) Resolutions of the Academic Board relating to the degree of Doctor of Philosophy:

http://www.usyd.edu.au/ab/policies/PG_PhD.pdf

(d) The University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

http://www.usyd.edu.au/su/senate/PhD_Rule.pdf

(e) University of Sydney (Intellectual Property) Rule 2002:

http://www.usyd.edu.au/senate/policies/Intellectual_Property_Rule.pdf

(f) University of Sydney Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct at http://www.usyd.edu.au/ab/policies/Rsch_Code_Conduct.pdf

(g) Proof-reading and editing of theses and dissertations

http://www.usyd.edu.au/su/ab/Proof-reading_editing_theses.pdf

FAQs

1. Do these rules only apply to PhD candidates?

No. Masters by research candidates are permitted to submit in this way too.

2. Can I include unpublished work as well as published work?

Yes. The thesis may be based on published and unpublished work. Where unpublished work is included, it should be presented as a "traditional" chapter, rather than a published paper.

3. Can I include papers that are not directly related to the thesis?

A collation of unrelated papers would not constitute a thesis by publication. Papers not contributing to the main thrust of the thesis would at best be suitable for inclusion in an appendix or could be listed following the under the heading 'Additional Publications by the Candidate Relevant to the Thesis but not Forming Part of it'

4. Can I include papers that have been rejected?

Manuscripts which have been rejected by a journal must not be included unless they have been substantially rewritten to address referees' comments.

5. Can I include papers that I authored before I was a candidate for the degree?

A candidate may only include a published work if the research and publication of the work occurred during the course of candidature for the degree.

6. How many papers do I need to include to submit in this way?

There is no minimum requirement. The thesis can contain any number of papers; however a thesis presented purely by publications should probably include at least three papers. Of equal, or perhaps more importance than quantity, is quality of the journals.

7. How should the papers be incorporated in the thesis?

Papers can be incorporated in the thesis in any or all of the following ways:

- a) Passages from published papers can be quoted verbatim (or in appropriately edited form and referenced) into one or more chapters of the thesis.
- b) A published paper or an accepted manuscript can form a single chapter (or several papers may form successive chapters) without any editing.
- c) An original reprint of the paper(s) can be directly bound into the thesis or inserted as a photocopy (where paper size of the reprint differs from that of the thesis).

8. Why are the introduction and conclusion chapters so important?

The introduction and conclusion chapters need not be overly long but will be very important in ensuring that the individual publications that make up the thesis can be viewed by the examiners as a cohesive unified whole. If the publications do not have a clear cohesion, then the thesis may attract criticism and be rejected by examiners.

9. What if the introduction and conclusion chapters are not published?

The introduction, conclusion and bridging sections between publications do not have to be publications in their own right. In addition, for a candidature where considerable effort was expended in developing and validating research methods, it may be appropriate to have a methods chapter, that would give the candidate an opportunity to describe this in more detail (ie to a much greater extent than would normally be allowed in a peer reviewed journal article). The ability to critically evaluate research methods is an important component of a research candidature, and so the opportunity should be taken, where appropriate, to demonstrate mastery of this to the examiners.

10. Why publish at all?

- a) Experience in publication writing is valuable to candidates seeking to make the transition to postdoctoral positions.
- b) Publications would normally form part of a CV that a candidate would submit to potential employers.
- c) If you have reviewers' comments on your papers before submitting your thesis, you can use this feedback to improve your thesis. This will not only improve the quality of your thesis but also your confidence. By the time you submit the thesis for examination, at least part of it will have been subjected to the scrutiny of other experts in the field.
- d) In the event of disagreement between examiners, the thesis will be easier to defend if it has already been subjected to a peer reviewed process as it will already be established as worthy of publication, which is one of the criteria for thesis examination. The larger the proportion that is published, the easier it is for your examiners and the Board of Postgraduate Studies to recognise that your work is substantial and valuable.
- e) It resolves the conflict between preparing the thesis for examination and preparing papers for publication. You won't feel that when you are spending time on your papers you are running out of time to prepare your thesis.

11. Is there anything that should not be included?

Typically, the submission should not include review articles (except where the article take the place of a literature review and has been peer reviewed), newspaper articles, articles in non-refereed professional journals, work that had already been submitted successfully or unsuccessfully for the award of a degree at any university, or works where the applicant's role was that of editor.

12. Is there a sample statement of authentication I can adopt?

Statement of Authentication:

This thesis is submitted to the University of Sydney in fulfilment of the requirement is for the Degree of Master of./Doctor of Philosophy. The work presented in this thesis is, to the best of my knowledge and belief, original except as acknowledged in the text. I hereby declare that I have not submitted this material, either in full or in part, for a degree at this or any other institution.

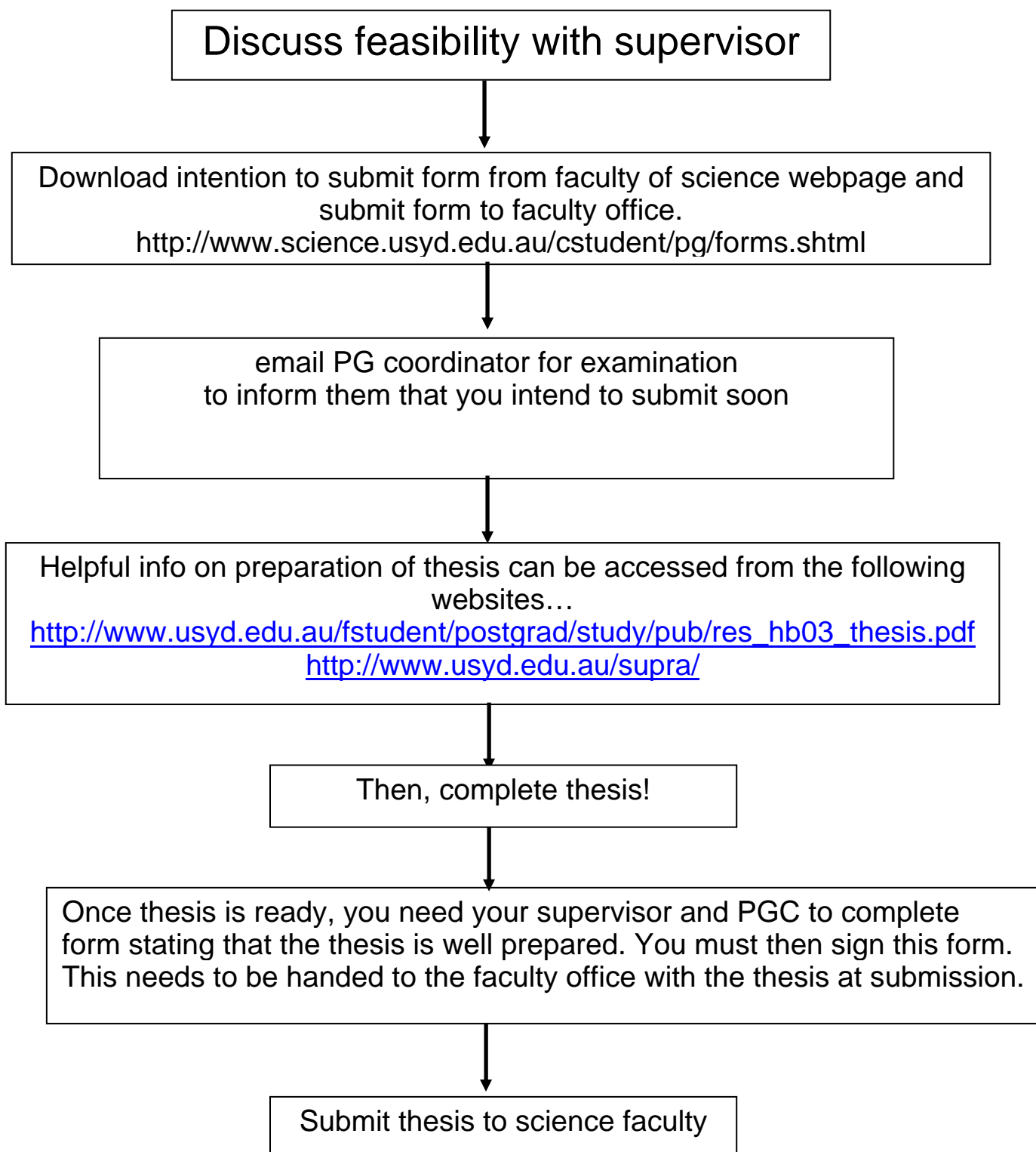
Signature:..... Date:

Are there any pitfalls of submitting in this way?

The decision to submit a thesis in the form of a series of published or unpublished articles should be given careful consideration. In particular, candidates should note that submitting a series of papers is not a universally accepted practice. Moreover, it is likely, especially with published articles along one theme, that there will be considerable repetition across the work which may detract from the presentation of the thesis. For these reasons, candidates may wish to consider modifying the electronic versions of papers so that the thesis reads as a more coherent whole.

APPENDIX 3: THESIS SUBMISSION AND EXAMINATION- FLOW CHARTS

I intend to submit within the next 3 months...



After submission...

