

Program Rules for the Degree of Doctor of Professional Studies

1. Scope

These regulations apply to the degree of Doctor of Professional Studies offered by Central Queensland University.

2. Interpretation

2.1 Unless the context otherwise indicates or requires the term “**the Committee**” shall mean the Doctor of Professional Studies Program Committee.

2.3 The term “**host Faculty**” shall mean the Faculty of Arts, Business, Informatics and Education that provides administrative support to the program in conjunction with the Committee.

2.4 The term “**supervisor**” means a person with experience at higher degree level appointed by the Committee who shall normally be a member of the academic staff of the University.

2.5 The responsibility for governance of the candidature shall be shared between the host Faculty and the Program Committee. Notwithstanding the Committee's responsibilities in respect of admission, candidacy and the examination of theses, the host Faculty shall manage the coursework and research and scholarship components of the degree and advise the Committee on progress of each candidate. The host Faculty shall be responsible for the award of grades (refer to Section 8.4) for any coursework required and the provision of timely advice in respect of the candidate's progression to the research project component of the degree.

3. Admission

3.1 A person may be considered for candidature for the degree of Doctor of Professional Studies if that person meets the requirements listed in 3.1.1 (one component) and 3.1.2:

3.1.1 Educational requirements – applicants must meet one of these categories:

3.1.1.1 a) qualification deemed to be equivalent to a Masters degree of the University; *or*

b) qualified for a Masters degree at another university that is recognised as providing a Masters degree of a standard at least equivalent to an Australian Masters degree.

3.1.1.2 a) significant professional experience or currently employed in the profession where the research is based, *or*

b) a combination of training and relevant professional experience deemed by the Committee to be the equivalent of an Australian Masters degree.

3.1.2 Significant professional employment experience to the satisfaction of the Committee.

3.2 International applicants are required to meet the University's IELTS requirements.

3.3 Applicants may be required to undertake additional prescribed courses and/or a qualifying program where it is considered that the candidate lacks the necessary skills or experience to successfully complete the program. The Committee may require a candidate to undertake additional prescribed courses and/or a qualifying program where it is considered that the candidate lacks the necessary skills or experience to successfully complete the program.

4. Application for Admission

4.1 An application for admission to candidature which can be made at any time of the year, shall be made in the prescribed manner, and shall include documentary evidence of relevant qualifications, a 1500 word written proposal detailing the research to be pursued for the purpose of obtaining the degree

4.2 In the course of preparing an application for admission, an applicant is encouraged to seek advice to determine eligibility for admission, the proposed areas of research, and the availability of supervision.

5. Admission to Candidature

5.1 The Committee may approve an application for admission provided it has certified that:

5.1.1 the applicant has satisfied the provisions contained in Rule 3;

5.1.2 appropriate supervision as defined in Rule 11 is available;

5.1.3 the applicant's proposed program of study can be supported, with respect to resources, by the Faculty and where appropriate, industry involvement, *and*

5.1.4 any additional requirements to be met by the candidate.

5.2 In approving admission to candidature, the Committee shall:

5.2.1 determine the date which shall be deemed the date of commencement;

5.2.2 determine the status of the candidature as defined in rule 7;

5.2.3 determine any special conditions that the applicant may be required to fulfil, including the completion of prescribed courses/qualifying programs as recommended by the Committee; *and*

5.2.4 approve the proposed area of professional research, which shall become the focus of the research and scholarship component of the degree;

5.3 The Committee may approve advanced standing in respect of part of the program subject to the following terms and conditions:

5.3.1 Admission with advanced standing normally will be considered only for applicants who have undertaken postgraduate studies beyond those studies required for admission to the degree;

5.3.2 Exemptions from particular parts of the program may be awarded only where the Committee is satisfied that the applicant has successfully completed studies of equivalent content and standard.

5.3.3 Advanced standing is only applicable against the coursework component of the program. A candidate must complete a minimum of four terms of full time study or equivalent part-time study enrolled with the Central Queensland University.

5.4 Candidature shall be deemed to have commenced as at the date prescribed by the Committee and as confirmed by the candidate when accepting the offer of admission.

6. Enrolment

6.1 A commencing candidate must accept the offer of enrolment within 28 days of receipt of letter of offer. Acceptance of the offer of enrolment will constitute acceptance of the prescribed entry requirements to undertake a qualifying program and/or prescribed courses. Prescribed entry requirements will be based on the candidate's previous studies and experience.

6.2 A continuing student is required to re-enrol at the commencement of each term.

6.3 In the event that an examined research project must be resubmitted as in 14.6.4, the candidate shall be required to re-enrol for a prescribed period, which shall not exceed 12 months.

7. Status of Candidature

7.1 An applicant may be accepted as a full-time candidate or as a part-time candidate. The proposed program of research may be undertaken in nominated locations in either internal or off-campus (external) modes. Permission to enrol as an off-campus (external) candidate shall only be granted where:

7.1.1 appropriate supervision can be arranged;

7.1.2 access can be guaranteed to equipment, research literature and resource materials as necessary for the successful completion of the candidate's program; *and*

7.1.3 the candidate agrees to attend the compulsory courses at the designated venues for such periods and purposes connected with candidature as prescribed in Rule 10.

7.2 A candidate may transfer from one mode to another on such terms as the Committee may approve.

7.3 Candidature shall cease on the date of submission of the research project for examination.

8. Program of Study

8.1 On admission to candidature, a full-time candidate shall normally complete in six (6) terms unless granted advance standing (section 5.3.3), whereby they would be required to be enrolled in four (4) terms.

8.2 The program of study shall consist of:

8.2.1 Coursework Component (six courses) providing research education relating to professional practice and relative to the proposed program of study;

8.2.2 The research project;

8.3 The Committee may require a candidate to undertake additional prescribed courses and/or a qualifying program where it is considered that the candidate lacks the necessary skills or experience to successfully complete the program.

8.5 The first two terms of full time study (or equivalent part time study) shall consist of a series of coursework courses which will contribute to the candidate's knowledge of research education relating to professional practice and relative to the program of study.

8.5.1 The assessment of each course is defined within the nominated course profile, one of which is a colloquium.

8.6 Students must successfully complete the coursework component (including the colloquium) prior to enrolling in the research project.

8.7 At the completion of the degree, the student will have a portfolio of written work which will contribute to the candidate's organization, industry or field in the future.

8.8 In accordance with the University's policy, candidates are required to comply with the National Statement on Ethical Conduct in Human Research. An application for ethical clearance is to be made to the program's Research Project Review Panel on the National Ethics Application Form. The candidate cannot proceed with the research until written approval of the application is received.

9. Leave of Absence & Extensions of Candidature

9.1 In special cases, the Committee, who will have sought the opinion of the pro-tem or Academic Supervisor as necessary, may grant leave of absence from the program of advanced study and research for a period of not less than one month and not exceeding twelve months. The period of such leave shall not be counted as part of the prescribed period of candidature.

9.2 The project shall normally be submitted within the prescribed period of candidature. A candidate may apply to the Committee, through the Academic Supervisor, for an extension of the period of candidature. Such extension shall normally be granted only where the Committee is satisfied that the program of research has been prolonged owing to circumstances beyond the candidate's control. An extension beyond a twelve-month period (two (2) years for part-time) shall not normally be granted. The candidate shall be required to re-enrol each term for the period of the extension of candidature.

10. Attendance

10.1 Candidates are required to attend the prescribed workshops for the coursework component and other face-to-face sessions as prescribed by the Committee.

10.2 Normally, full-time students will be expected to attend on-campus and meet with their supervisor on a regular basis during the research component of their studies.

10.3 Normally, part-time external candidates should communicate with their supervisor and advisor on a monthly basis and where practical meet with them on an agreed schedule throughout the research component of their studies

10.4 Normally, candidates are required to attend in person the colloquium which forms parts of the assessment of the coursework component.

10.5 The University reserves the right to vary the agreed attendance requirements, if such attendance is felt to be necessary for the successful completion of the study program.

11. Supervision

11.1 After the successful completion of the coursework component of the program, the Committee, shall appoint an Academic Supervisor who shall be responsible for providing the Committee with regular reports on the candidate's progress. In addition, the Committee may appoint such other supervisors as deemed appropriate to guide the candidate through these periods.

11.2 For the research project component of the program, each candidate shall have an Academic Supervisor and an Industry-Based Advisor approved by the Committee. The Academic Supervisor shall be responsible for the day-to-day management and direction of the research component of the candidate's program. For students who are unable to identify a *bona fides* Industry-Based Advisor, drawn from the staff of the University or from a discipline or who is an expert in a business field from outside the University, a pro-tem supervisor may be appointed to act in this capacity. Normally, such advisors will be required to:

11.2.1 Have relevant knowledge and research experience in the topic area nominated by the doctoral candidate;

11.2.2 Liaise with the Academic Supervisor to provide additional supervisory support.

11.3 The Academic Supervisor of a candidate for the degree of the Doctor of Professional Studies shall normally be required to:

11.3.1 Hold as a minimum academic requirement, a Doctor of Philosophy or equivalent research degree or have other equivalent research experience;

11.3.2 Have experience in the supervision of research at higher degree level;

11.3.4 Have relevant knowledge and research experience in the topic areas nominated by the doctoral candidate;

11.3.5 Have sufficient time and access to adequate resources, taking account of total workload including the supervision of other higher degree candidates.

11.4 A candidate shall consult the supervisors regularly during the process of developing and undertaking the prescribed program of research and during preparation of the research project, and shall, as the supervisors may require, submit drafts of the project for advice and comment prior to its submission for examination.

11.5 The Committee shall, from time to time, provide advice for the guidance of supervisors.

11.6 It is acknowledged that the occasion may arise where it is necessary to make a change of supervisors.

11.7 The supervisors or of the candidate may submit a request to the Committee for a change of supervisor(s).

11.8 After candidature has commenced, the University shall not terminate a candidature because of inability to provide a supervisor.

11.9 If a Academic Supervisor is absent for an extended period of time, a co-supervisor or an associate supervisor who is a member of the staff of the University shall be appointed as an acting supervisor.

12. Progress Reports

12.1 During the research component of the program, on receipt of a documented request from the Committee, the candidate shall submit to the Academic Supervisor, progress reports each term. The Academic Supervisor shall endorse the candidate's report and make any additional comments for the attention of the Committee with respect to continuation of candidature.

12.2 Where the Committee is of the opinion that the candidate has failed to:

12.2.1 Make satisfactory progress in the work; *or*

12.2.2 Furnish any report as required by these Rules; *or*

12.2.3 Failed to meet those conditions of candidature required by the Committee; then the candidature may be terminated.

12.3 As a matter of normal practice, candidature shall not be terminated on the basis of unsatisfactory progress unless the Committee is satisfied that a reasonable attempt has been made to ensure that the candidate has been:

12.3.1 Advised of shortcomings in study performance;

12.3.2 Advised of means of overcoming these shortcomings; *and*

12.3.3 Provided the opportunity to take action as directed.

12.4 No decision to terminate candidature shall be made before the candidate has been permitted to show cause why termination should not occur.

13. Submission of Research Project

13.1 At the conclusion of the program of study three copies of the portfolio must be submitted. The portfolio shall consist of:

13.1.1 the 50,000 word research project; *and*

13.1.2 a separate document containing the assessment tasks from the coursework component.

Candidates will be issued by the Committee with details of the manner in which the research project is to be prepared and submitted.

13.2 The candidate shall give notice, through the Academic Supervisor, of intention to submit a research project no less than twelve (12) weeks prior to the proposed date of submission.

13.3 The Academic Supervisor shall certify on the notice of intention to submit the research project, that the candidate has completed all studies prescribed for the degree and will be able to submit the research project in a form suitable for examination by the indicated date. Such certification is not intended to pre-empt the decision of the examiners and does not hold the supervisor responsible for any deficiencies in the research project as may be perceived by the examiners.

13.4 Where, following consultation with the other supervisors, the Academic Supervisor has any doubt as to whether the candidate is ready to submit the research project, the supervisor is not required to endorse the notice. The Academic Supervisor is required, however, to advise the candidate and the Committee of the reasons why support has not been given.

13.5 Where the Academic Supervisor refuses to endorse the notice of intention to submit, the candidate may appeal to the Committee to submit the research project for examination.

13.4 The candidate shall ensure that the "Requirements for the Presentation of Research Theses" as promulgated by the Committee, have been met.

13.4.1 The Academic Supervisor shall certify that the standard of presentation satisfies the requirements of the University and that the research project is in a form acceptable for examination;

13.4.2 Where the Academic Supervisor is unable or unwilling to provide such endorsement, it is expected that the candidate will be advised of the necessary corrective action;

13.4.3 In cases where the Academic Supervisor is unable or unwilling to sign the certificate, the Committee may decide to accept the research project for examination or refer it back to the candidate for action as directed.

13.5 The candidate is required to submit the research project and requisite copies to the Faculty by the indicated date.

13.6 The research project shall not include, in the main text, work submitted for another degree at the University or another tertiary institution. The research project shall be prefaced by a declaration by the candidate that this condition is satisfied and that the main text of the research project is an original work by the candidate.

13.7 In the event that an examined research project is required to be amended or substantially revised, such amendment and/or revision will be conducted within a prescribed time, which shall not exceed twelve months.

13.8 The University requires that the examined research project be deposited in the University Library, in electronic format, where possible, so that it shall generally be available for the purposes of research and private study. It is acknowledged, however, that certain research projects may involve the use or production of information that is confidential in nature.

13.9 Where an entire research project contains confidential information, or parts contain such information, the candidate may apply to the Committee for approval to restrict access to the Library copy of the research project, at the time of submission for examination.

13.10 Notwithstanding section 14 below, restricted access will normally be granted for a period of not more than twelve months in the first instance.

14. Examination of the Research Project

14.1 Upon notification that the candidate is about to submit a research project, the Academic Supervisor shall recommend to the Committee the appointment of at least two examiners, as follows:

14.1.1 One examiner shall be an industry expert allied to the topic of the research; *and*

14.1.2 One examiner shall be a member of the academic staff of a university other than Central Queensland University and hold a doctoral qualification with relevant academic and industry experience in the area of the research.

14.2 In accordance with the University code of conduct for research, neither the Academic Supervisor nor the Industry-based Advisor shall be appointed as an examiner.

14.3 Appointed examiners must not be deemed as having a potential conflict of interest, in accordance with the University's policies, with either the supervisors or the candidate.

14.4 Candidates may advise Committee of the names of persons they consider should

not be appointed as an examiner who could be deemed as having a potential conflict of interest. Candidates must provide reasons for their objections in writing.

14.5 The examiners and a Chair of Examiners shall constitute the Examination Panel. The Chair of Examiners is appointed with regard to their general knowledge of standards in respect of doctoral research and the University's policies and procedures for examination of theses.

14.6 The examiners, although at liberty to consult each other, shall submit an independent report and recommendation on the approved form. Examiners' reports shall remain confidential until a determination is made by the Chair of the Examiners Panel. At such time candidates shall receive complete copies of the reports. Examiners may request that their identities remain confidential to the candidate.

14.6.1 Examiners will be advised that the research project to be examined is for a Doctoral program based on professional practices.

14.7 Examiners will be required to evaluate the research project using the following criteria:

14.7.1 Knowledge of the research topic(s) and the discipline(s) it embraces;

14.7.2 Ability to identify and explain the implications of the research studies for practice;

14.7.3 Use of appropriate research techniques and analysis;

14.7.4 Ability to present the results of the research in a succinct and cogent form, with suitable illustration;

14.7.5 Original contribution to knowledge and/or professional practice;

14.8 An examiner's report shall conclude with one of the following recommendations:

14.8.1 That the research project be accepted as satisfactory for the award of the degree;

14.8.2 That provided specified errors are corrected to the satisfaction of the Committee, the research project be accepted as satisfactory for the award of the degree;

14.8.3 That provided nominated elements are revised to the satisfaction of the Committee, the research project be accepted as satisfactory for the award of the degree;

14.8.4 That the project does not meet the standard expected for the degree, but that the candidate be permitted to carry out additional work and re-submit the project for re-examination;

14.8.5 That the project be rejected and that the degree be not awarded.

14.9 A candidate may not re-submit a project in terms of sub-section 14.8.4 more than once.

14.10 The Chair of Examiners shall make recommendation to the Committee in relation to the outcome of the examiners reports. At the conclusion of the examination process, the Chair of Examiners shall recommend to the Committee that a candidate has satisfied the requirements of the degree and, if endorsed, a recommendation shall be made to the Academic Board that the degree be awarded. The award shall be conferred by the Council of the University.

14.11 Following consideration of the reports of the Examination Panel, it is determined that the thesis does not meet the standard expected for the degree, but the Chair of Examiners and the Committee are satisfied that the research is of suitable merit, it be recommended that an appropriate Masters' degree be awarded. The award of the Masters' degree subject to the acceptance of that degree by the candidate and such conditions as specified by Academic Board.

15. Intellectual Property

15.1 Where research studies are conducted in cooperation with or under the sponsorship of industry, or where the intellectual property may have commercial significance, the University requires that negotiations with respect to the ownership and any assignment for management of any intellectual property arising from or associated with the project must be formalised prior to approval of enrolment for the project.

15.2 In the event that details of any intellectual property or process improvement is contained within a project, and where the candidate does not seek to restrict public access to that project as pursuant to sub-section 12.6, the supervisor may seek to protect the interests of the University or the industry sponsor, or both, and apply through Academic Board for such restriction to be approved.

15.3 In the event that a project contains sensitive or potentially patentable research results, the University shall ensure that examiners sign an appropriate confidentiality agreement prior to examining the project. The University shall take whatever other action is necessary to protect patentable material in a way which will not introduce undue delay in the awarding of the degree.

15.4 In all other cases, and consistent with University's Intellectual Property and Moral Rights Policy (especially relating to patents, royalties and proprietary information which are still being formulated), the candidate shall normally hold copyright in any intellectual property associated with or arising from their studies.

16. Employment

16.1 A full-time candidate may undertake paid employment if the Committee, after consulting the candidate's supervisor(s), is satisfied that the candidate's progress will not be impeded by the amount of work undertaken.

17. Award of the Degree

17.1 The Committee shall determine whether or not the candidate has satisfied the requirements for the degree and recommend its award to Academic Board.

17.2 The award shall be conferred by the Council of Central Queensland University.

18. Appeal Procedure

18.1 A candidate who has reasonable grounds for dissatisfaction with any formal decision made with respect to the candidature, or with the examination and assessment of the project, may appeal in writing to the Appeals Committee of Academic Board. An appeal must be lodged with the Vice-President and Registrar within one month of formal notification to the candidate of the decision being appealed.