University Postgraduate Research Handbook
2017-2018

The University of the South Pacific
Office of the Deputy Vice-Chancellor (Research, Innovation, and International)
Research Office

Published by the University Research Office
Suva, 2017
Welcome

Welcome to postgraduate research at The University of the South Pacific (USP).

This handbook is an important document which informs you about every aspect of postgraduate research at the University. You are expected to be familiar with its content as it may affect you as either a research student or a supervisor.

The handbook will help you navigate a path through the complexities of your life at USP and is a valuable source of reference material. Written in an informal style, it is designed to be much easier to read than some of the official material provided by the University and its various Faculties and Schools. Yet you must remember that it is your responsibility to refer to any other official material where necessary.

This handbook should help you understand the University and how to make the most of your time at USP. Do not hesitate to contact the Research Office if you need help with issues that are not addressed fully in this handbook.

My best wishes for an enjoyable and productive time doing research at The University of the South Pacific.

Professor Derrick Armstrong
Deputy Vice-Chancellor (Research, Innovation, and International)
The University of the South Pacific
## Important Contacts for Research Students

### Faculty of Arts, Law and Education

**Dean**
Dr Akanisi Kedrayate  
Phone Contact: (+679) 323 2049  
Email Address: akanisi.kedrayate@usp.ac.fj

**Associate Dean – Research and Graduate Affairs**
Dr Cresantia Frances Koya-Yaka’uta  
Phone Contact: (+679) 323 2296  
Email Address: cresantia.koyavakauta@usp.ac.fj

**Administrative Assistant**
Ms Temalesi Waqainabete  
Phone Contact: (+679) 323 1762  
Email: temalesi.waqainabete@usp.ac.fj

### Faculty of Business and Economics

**Dean**
Professor Arvind Patel  
Phone Contact: (+679) 323 2703  
Email: arvind.patel@usp.ac.fj

**Associate Dean - Research and Graduate Affairs**
Dr Gurmeet Singh  
Phone Contact: (+679) 323 2464  
Email: singh_g@usp.ac.fj

**Administrative Assistant**
Mr. Ilima Finiasi  
Phone Contact: (+679) 323 1747  
Email: ilima.finisasi@usp.ac.fj

**Administrative Assistant**
Mr. Ilima Finiasi  
Phone Contact: (+679) 323 1747  
Email: ilima.finisasi@usp.ac.fj

### Faculty of Science, Technology and Environment

**Dean**
Dr Anjeela Jokhan  
Phone Contact: (+679) 323 2567  
Email: anjeela.jokhan@usp.ac.fj

**Associate Dean - Research and Graduate Affairs**
Professor Sushil Kumar  
Phone Contact: (+679) 323 2144  
Email: sushil.kumar@usp.ac.fj

**Administrative Assistant**
Ms Naomi Naliva  
Phone Contact: (+679) 323 2449  
Email: naominaliva@usp.ac.fj

### Pacific Centre for Environment and Sustainable Development (PACE-SD)

**Director**
Professor Elisabeth Holland  
Phone Contact: (+679) 323 2831  
Email: elisabeth.holland@usp.ac.fj

**Research Coordinator**
Mr. Filipe Veisa  
Phone Contact: (+679) 323 2096  
Email: filipe.veisa@usp.ac.fj

**Administrative Assistant**
Ms Anne Yabaki  
Phone Contact: (+679) 323 1982  
Email: anne.yabaki@usp.ac.fj

### Research Office

**Director Research**
Professor Jito Vanualailai  
Phone Contact: (+679) 323 2661  
Email: jito.vanualailai@usp.ac.fj

**Research Student Coordinator**
Ms Anushka Maharaj  
Phone: (+679) 3232403  
Email: anushka.maharaj@usp.ac.fj
The information contained in this handbook is correct at the time of going to press. The University of the South Pacific reserves the right to make alterations to the information and requirements detailed in the handbook without prior notice if necessary. Any alterations and amendments to the handbook will be reflected in the Web version available through the USP Research Office homepage.

The content of this handbook is mainly designed to provide guidance for postgraduate research students and staff on policies and procedures that operate at USP. The handbook should be used in conjunction with the USP Handbook and Calendar.

General enquires about programmes or applications should be directed to the relevant faculty.
Contents

Welcome .......................................................................................................................... 3
Important Contacts for Research Students ................................................................. 5
Contents ......................................................................................................................... 9
Acronyms ...................................................................................................................... 11
Introduction .................................................................................................................. 13
1. Postgraduate Research at USP .................................................................................. 15
   1.1. Postgraduate Research Pathways ...................................................................... 15
   1.2. Becoming a Postgraduate Research Student .................................................. 16
   1.2.1. Selecting a Research Topic and Supervisor ................................................ 16
   1.2.2. Registration and Admission Procedures .................................................... 16
   1.3. Joint PhD (Cotutelle) Programmes ................................................................... 17
   1.4. Postgraduate Research Programme and Candidature ....................................... 17
      1.4.1. Confirmation of Candidature .................................................................... 17
      1.4.2. Semesterly Progress Reports .................................................................... 20
      1.4.3. Mid-candidature Review [PhD only] .......................................................... 21
      1.4.4. Milestones ................................................................................................. 23
   1.5. Suspension of Studies ....................................................................................... 24
2. The Research Process ............................................................................................... 26
   2.1. Research proposal ............................................................................................. 26
   2.2. Ethics Clearance ............................................................................................... 26
   2.3. Research Permit ............................................................................................... 27
   2.4. Thesis Writing .................................................................................................. 27
   2.5. Submission and Examination of Thesis ................................................................ 27
      2.5.1. Process flow chart for the Submission and Examination of Thesis .............. 28
      2.5.2. Deadlines for Submission ......................................................................... 28
      2.5.3. Recommendation of Potential Examiners .................................................. 29
      2.5.4. Submission for Examination .................................................................... 29
      2.5.5 Examination Process and Results ................................................................. 30
   2.6. Transferable Skills ............................................................................................ 30
      2.6.1. Research and Scholarly Thinking ............................................................... 30
      2.6.2. Information literacy .................................................................................... 30
      2.6.3. Personal and Intellectual Autonomy ............................................................ 30
      2.6.4. Ethical, Social and Professional Understanding .......................................... 30
      2.6.5. Communication .......................................................................................... 31
   2.7. Publication ......................................................................................................... 31
   2.8. Dealing with Difficulties .................................................................................... 31
      2.8.1. Delays in your Progress ............................................................................. 31
      2.8.2. Difficulties with your Supervisor ............................................................... 32
      2.8.3. Research Misconduct ................................................................................ 33
3. University, Supervisor, and Student Responsibilities ................................................. 34
   3.1. Faculty/School Responsibilities ......................................................................... 34
   3.2. Supervisor Responsibilities ................................................................................ 35
      3.2.1. Before Candidature: .................................................................................. 35
      3.2.2. Early in Candidature: ................................................................................ 35
      3.2.3. During Candidature: .................................................................................. 35
      3.2.4. End of Candidature: ................................................................................... 35
      3.2.5. General: ..................................................................................................... 35
      3.2.6. Shared Responsibilities of the Supervisory Panel ....................................... 36
   3.3. Responsibilities of the Candidate: ..................................................................... 36
      3.3.1. Before Candidature: .................................................................................. 36
      3.3.2. Early in Candidature: ................................................................................ 36
      3.3.3. During Candidature: .................................................................................. 36
5. Milestones .................................................................................................................. 37
6. Submission and Examination of Thesis Process Flow Chart ..................................... 39
7. University, Supervisor, and Student Responsibilities ................................................. 41
8. Examinations ............................................................................................................ 42
9. Milestones .................................................................................................................. 43
10. University, Supervisor, and Student Responsibilities .............................................. 44
11. Examinations ............................................................................................................ 45
12. Milestones ................................................................................................................ 46
13. University, Supervisor, and Student Responsibilities .............................................. 47
14. Examinations ............................................................................................................ 48
15. Milestones ................................................................................................................ 49
16. University, Supervisor, and Student Responsibilities .............................................. 50
17. Examinations ............................................................................................................ 51
18. Milestones ................................................................................................................ 52
Acronyms

PGRP - Postgraduate Research Portal
PhD - Doctor of Philosophy
SRT - Strategic Research Themes
DOES - Directory of Experts and Supervisors
FRC - Faculty Research Committee
USP - The University of the South Pacific
DRP - Directed Research Project
SAS - Student Academic Services
HOS - Head of School
Introduction

The purpose of this handbook is to inform postgraduate research students and their supervisors about the conduct of postgraduate research at the University. It provides guidance concerning the research policies and process, Postgraduate Research Student Portal [PGRP], skills development, student-supervisor responsibilities, and services available at USP. It aims to enhance the quality of postgraduate research student experience and enable the successful and timely completion of degree.

The handbook is divided into five sections. Sections 1 and 2 cover aspects of the postgraduate research student experience and the research processes. Section 3 covers the University, Supervisor’s, and the student’s roles and responsibilities. Section 4 highlights the resources available to postgraduate students at USP. Section 5 includes other relevant information and key documents pertaining to research.

This handbook should be read in conjunction with the University Handbook and Calendar, Research Ethics Policy, and the Intellectual Property and Copyright Policy, which govern the core regulations and policies of the relevant degrees. This and all other key documents and forms can be accessed via the Research Office website (www.usp.ac.fj/research).
1. **Postgraduate Research at USP**

Research students provide the opportunity of new and innovative research in universities, in addition to the general research carried out by staff. It requires different skills and provides opportunities for students to demonstrate their skills in this academic field. New postgraduate research students have to be prepared to unlearn and rethink many of the doctrines that have been part of his/her educational journey up to this point. Research, and the process of writing a research report or thesis, is often very different from the normal postgraduate diploma (or undergraduate) coursework that comprised that journey. This section is intended to provide information on all formal stages of your time at The University of the South Pacific. Additional requirements may apply in your subject area, and you should check this with your supervisor at your first supervisory meeting.

1.1. **Postgraduate Research Pathways**

The Master’s research degree involves undertaking a piece of supervised research which has critically investigated and evaluated an approved topic; and successfully completing training in, and a demonstrated understanding of research methods appropriate to the field. A PhD degree entails the production of a written body of work that makes an original and substantial contribution to knowledge.

There are several pathways to postgraduate research study at USP. For more details please follow the Master's and PhD Degree programme regulations in the current USP Handbook and Calendar.
1.2. Becoming a Postgraduate Research Student

1.2.1. Selecting a Research Topic and Supervisor

Before applying for admission in the research programme, you should decide on the general area(s) in which you are interested and should identify potential research supervisors. Deciding on your area of interest is critical, as this may become your life-long area of expertise. By thoroughly investigating your options before you commence candidature, you can avoid some of the more common challenges that new students can face.

Before applying for admission, it is recommended that you discuss your proposed research project and how it matches the research interests of your school of enrolment. You may also explore research projects undertaken in the University's Strategic Research Themes [SRT]. Research projects undertaken in the University’s areas of research strength have the advantage of having a concentration of resources and facilities, and a lively research culture. Additionally, it is important to note that not all research topics have the necessary scope for a postgraduate research degree. Others are too big to be completed within the timeframe for the degree and some topics may not be able to be supervised or resourced within the University.

As for supervisors, search staff research profiles and their research expertise on the Directory of Experts and Supervisors webpage at https://experts.usp.ac.fj or even on the faculty webpages. It is important to find a supervisor whose area of research matches your own. Expecting someone to supervise you outside of his or her area of expertise is risky. All members of your supervision panel should be qualified to assess your work, so it should be related to their research. The Postgraduate Research Supervision Policy [Annex 1] provides the criteria for the appointment of supervisors for postgraduate research candidates and the roles and responsibilities of supervisors. The Associate Dean Research in the faculty can assist in finding a staff member who may be able to help supervise your research at USP or even outside of USP. It is not uncommon for students to have a supervisor external to the University or researchers who hold adjunct position at the University.

Once you have been assigned or have identified potential supervisor(s), you should approach each one, introduce yourself and discuss your proposed research. Note that you will need to get a staff member's consent to supervise your research project. It is critical that you find a supervisor whose research interests cover your own. If you are unable to identify a potential supervisor, you may still submit your application of admission. The Faculty Research Committee [FRC], will assign you a potential supervisor depending on the availability of academics in your proposed area of research. Where possible, it is a good idea to talk to other members of the research group or school about your proposed supervisors and their track record of supervision and to ask other students who are supervised by these staff whether or not they are happy with the amount of support they have received.

1.2.2. Registration and Admission Procedures

Once you have chosen a supervisor, you can then apply for admission into the programme. You must enrol as a postgraduate research student at the beginning of your first semester of research and again at the start of each semester until you submit your thesis. It is the responsibility of all candidates to ensure that they are enrolled at the beginning of every semester and that all the enrolment details are correct.

Students who fail to enrol and have not formally applied for programme suspension will be considered to have withdrawn from the programme. A student who has been granted suspended candidature and does not register in the following semester will also be considered to have withdrawn from the programme.

To enrol, you need to first complete an ‘Application for Admission’ form which can be obtained from the Faculty Office of Research and Graduate Affairs in any of the three Faculties, or from the Student Academic Services [SAS]. You can also download the relevant form from www.research.usp.ac.fj/pgrforms. Complete the application form and either deliver it or send it to the Administrative Assistant in the relevant faculty.
For detailed and specific programmes, please refer to the Master's and PhD Degree Programmes in the current USP Calendar. Note that you cannot be issued with a student identification card until you have registered, which means that you will not be able to borrow books from the library, gain access to University premises or, if you are funded, access your studentship benefits. Also note that only students who have fulfilled the admission criteria to higher degrees are eligible to be admitted for the degree of Master's or PhD. Refer to Admission regulations for Master’s and PhD Programmes in the current USP Calendar or Annex 2 in this handbook. In the absence of an approved research proposal accompanying your application, you will be given provisional entry into the Masters or PhD programme. If you receive provisional admission you will be required to write and have your research proposal approved by the FRC within 3 months for Masters and 6 months for PhD.

After admission, students need to develop a Research Proposal, submit and have their Research Proposal approved, as explained in section 2.1. Students who wish to apply for University funding for their research should attach a detailed project budget to their Research Proposal. It is important to note that, once your Research Proposal has been approved, progress reports must be submitted at regular intervals (see section 1.4.2) so that postgraduate research students can continue to be registered.

While you are enrolled as a research student, you may not normally be registered for a course leading to any other qualification. Conversely, there may be shorter courses that you would benefit from attending. Your supervisor may indicate particular courses relevant to your research that you should or must attend. This could be training offered by the University’s Research Office or faculty or a professional body, delivered on a national or regional basis.

1.3. Joint PhD (Cotutelle) Programmes
Students wishing to undertake their PhD programme at USP and at another research-intensive university may do so as per the Joint PhD (Cotutelle) Programmes policy [see Annex 3]. ‘Cotutelle’ refers to a PhD degree program that is undertaken jointly with supervision at both USP and the partner institution. The PhD student (regional or international) must spend time in residence at both USP and the partner institution during their candidature and, if successful, will be awarded a PhD degree jointly by both partner institutions. It is important to note that the University does not support ‘dual awards’ whereby the candidate receives separate degrees from each partner institution.

To establish a Cotutelle Agreement with an approved partner institution, the proposed supervisor should use the template from an existing agreement and seek approval from the Deputy Vice-Chancellor (Research, Innovation, & International), by submitting the proposed agreement and a completed Cotutelle Agreement Application Form (see Appendix 1 of the Cotutelle Policy). To establish a Cotutelle Agreement with a partner institution for which no earlier agreement exists, the supervisor should use the generic Cotutelle Agreement template (see Appendix 2 of the Cotutelle Policy) wherever possible.

1.4. Postgraduate Research Programme and Candidature
One of the major challenges associated with undertaking a degree by research is the apparent lack of structure in the degree. Unlike an undergraduate degree and Master's by coursework, with defined subjects, assignments and examinations, the Master's and by research and the PhD degree have only major output – the thesis.

The University has some major milestones and regular progress reporting requirements to help you navigate your research journey and obtain feedback on progress. These milestones and reporting requirements are outlined below.

1.4.1. Confirmation of Candidature
Your admission to a Master’s by research or PhD programme is provisional until your research proposal and budget have been approved by the FRC. Master’s candidates are enrolled provisionally for a period of
three months and PhD candidates are enrolled provisionally for a period of six months. At the end of this period the relevant Faculty Research Committee shall decide whether the student's enrolment should be confirmed or cancelled or be granted a maximum extension of three months for Master’s candidates and six months for PhD candidates.

Students must submit their research proposal and budget to the supervisors(s). In some cases, the research proposal and budget may also be deliberated upon by the School Research Committee or the Research Group. Once the proposal has the appropriate endorsements it must be submitted to the Faculty Research Committee via the Postgraduate Research Student Portal [PGRP].

1.4.2. Semesterly Progress Reports
All research students are required to submit a progress report [see Annex 4] at the end of each semester throughout the entire duration of their candidature. The Progress Report serves to inform the School and Faculty whether your progress is proceeding according to your plan and to identify and address, as far as possible, any impediments to your progress. Your progress report must be submitted before the specified deadline via the PGRP. Failure to submit your progress report may result in the termination of your candidature.

1.4.3. Mid-candidature Review [PhD only]
Students enrolled in a PhD programme must successfully pass a mid-term review through an oral presentation to the Faculty Research Committee in the first six months of the second-year of their candidature. The mid-term review should demonstrate among other things:
(i) strong analytical, problem-solving and critical thinking abilities
(ii) required breadth and in-depth knowledge of the discipline
(iii) required academic background for the specific doctoral research to follow
(iv) potential ability to conduct independent and original research
(v) ability to communicate knowledge of the discipline
A candidate who has failed the mid-term review will be given a second opportunity to defend her/his candidature within the next six months of registration after which the candidate would be definitively confirmed into the PhD candidature or invited to submit a Master thesis within the following semester.

1.4.4. Milestones
Upon the approval of their research proposal, all research students gain access to the Milestone Module on the PGRP. Students are encouraged to discuss the milestones with their supervisor(s) and update the relevant module on the PGRP soon after the approval of their proposal. The milestones acts as a tracking and monitoring devise for the student's candidature and are assessed on quality and timeliness of submission/completion. While students and supervisors are at liberty to create milestone tasks they see fit for their projects, it is important to ensure that the list is not interminable.

1.5. Suspension of Studies
If for a temporary period, you are unable to pursue your research, you may apply for suspension of your student status. Relevant circumstances could include illness, accident, domestic crisis or unforeseeable financial difficulty. Alternatively, it might be essential for you to concentrate temporarily on some other project (e.g. gaining some other qualification) which could not reasonably be deferred until after your postgraduate work was completed; or you might wish to take up temporary work which was likely to be important to your future career, and the opportunity for which was unlikely to recur.

Letters of application should be addressed to the Associate Dean of the relevant faculty, giving reasons for the request and the desired period of suspension. Master's students may apply for up to six months suspension of studies, and PhD students for one year, during the period of their candidature. Students will receive a response in writing from the faculty. Should you fail to enrol for the semester following yours suspension, your candidature may be withdrawn.
Your scholarship benefits will also be placed on hold for the duration of your suspension. Research Office Scholarship holders who discontinue their studies without permission of the Scholarship provider will be required to repay any award payments to which they were not entitled. The scholarship will be terminated if the award holder does not resume study at the conclusion of a period of suspension or does not make arrangements to extend that period of suspension.

2. The Research Process
A postgraduate research degree provides a unique opportunity to follow one's interest in an area of research, to focus on this for several years and make an important contribution to the development of your chosen research area. The focus is on your capacity for innovative, independent research, critical thinking, time and project management, and problem-solving. Students will also need to have, or to develop, excellent skills of organisation and communication of information. This section discusses strategies that may be helpful for novice and expert researchers alike. In addition to studying this section, students are encouraged to attend the postgraduate orientation at the beginning of their candidature.
2.1 Research proposal

Once you have enrolled onto a research degree programme, the FRC will assign you a supervisor. Students are required to work with their supervisor(s) and develop a topic/proposal that could be expected to lead to an intellectually rewarding investigation and the timely submission of a quality thesis.

After you have identified your research area, the next step is to identify your Research Problem or Question. To do this, you will need to do a preliminary review of the relevant literature and existing theoretical frameworks to define your starting point. You need this to show how your work will fit into the existing body of knowledge of your chosen subject. Theoretical frameworks take the form of a set of propositions that can be used to explain relationships among concepts, representing observed phenomena, which allow generalisations beyond individual facts or situations. It is the careful evaluation of existing theory that provides the basis for extending knowledge:

- Either by confirming or disproving certain aspects of the theory through empirical research;
- Extending the theory through the discovery of new relationships between theoretical concepts; or
- Better ways of representing the concepts and their relationships.

If you are doing applied research, you may need to review theories, proposals and solutions from a number of disciplines since the purpose of applied research is to look for ways to increase the understanding of a real-world problem that needs to be solved. If you are doing basic research to expand knowledge, you should look for poorly-tested hypotheses in previous studies, poorly-drawn inferences, poorly-developed theoretical concepts, and conflicts between existing and established ideas about the phenomena you are investigating. In some disciplines, where theory is not well developed, the researcher may use the assumptions and conclusions of previous studies as a starting point. In either case, the general steps you should take in identifying your Research Problem/Question are as follows:

- Review the existing studies and theory in the relevant literature;
- Formulate your Research Problem/Question in the context of the work reviewed;
- Select a research strategy or method (e.g. survey, simulation, field study, laboratory experiment, analysis of the logic of a theory) which is a suitable general approach to your research problem. Make sure you understand the strengths and weaknesses of the approach;
- Select appropriate research techniques (e.g. sampling, questionnaire design, validation) for the research method chosen in the previous step;
- Think about how you will present your findings to help avoid data collection/analysis problems and help clarify what you hope to achieve to those who will read your proposal; and
- Estimate dates of completion for major tasks such as collecting data, computerised analysis and testing, ethics committee approval, data analysis, and checking figures, tables and references.

You should work with your supervisor to develop the Research Proposal in a format that is acceptable to the University. Always ensure you are using the latest version of the forms and adhere to the deadline stipulated by your faculty/section.

2.2 Ethics Clearance

The University codes of ethics that govern any research requiring the participation of humans, such as interview or survey methods, or the use of animals. This code of ethics is available online at www.usp.ac.fj/research/ethics. If your research deals with human or animal subjects, you may need to get approval from the University Research Ethics Committee (UREC). Whatever the situation, you need to attach to your Research Proposal a completed Screening Questionnaire [Annex 5]. For the extended version of the Human Ethics form see Annex 6 and the extended version of the Animal Ethics Form see Annex 7. Your Faculty Research Committee will advise you on whether or not ethical approval will be required for your proposed research and, if necessary, assist you with the approval process.
2.3. Research Permit
Research in the Pacific Island countries requires a research permit. A summary of procedures for research permit is available online at https://research.usp.ac.fj/permits. If you are an international student, you must obtain a research permit prior to entry into Fiji. Further information in research permit for international students is provided in Annex 8 of this handbook.

2.4. Thesis Writing
All the work that a student does for a higher degree will need to be written up clearly in the thesis (or dissertation) that will ultimately be read by the examiners. The examiners want to read something that is well-structured and coherent. The aim of writing is therefore to achieve clarity. You must be prepared to take your first draft and look at it critically, as though someone else had written it. It may be necessary to cut out whole sections, or move paragraphs around. It requires great care and a lot of patience to read your own work and assess it critically.

The Format and Style for the Presentation of Theses at The University of The South Pacific: Guidelines is provided as Annex 9 in this handbook. Research students are advised to follow these guidelines as closely as possible, but they should also speak to their supervisor(s) about requirements by their respective divisions/schools/faculties. It is not uncommon for students to have a look at past theses in their discipline to gauge the discipline style.

2.5. Submission and Examination of Thesis
Research theses are usually submitted after the supervisors are satisfied that the student work is of high quality and is ready for examination. Only on rare occasions will students submit their work for examination without their supervisors' approval. It is important that students adhere to the regulations and deadlines for submission of their thesis in order to graduate promptly. If students submit on time, the University will make every effort to ensure that the examination process is completed as soon as possible. Yet this depends on the availability of external examiners and the time it takes the student to satisfactorily make any corrections required to the examined thesis.

2.5.1. Process flow chart for the Submission and Examination of Thesis
The process leading up to submission and examination of a thesis is a long one, and students and supervisors must ensure they have allowed ample time for the administrative process. Shown on next page is a summary of this process.
Student and Supervisor agree to a submission date

Submission of Extended Abstract at least 2 months before submission of thesis

Notification of submission

Recommendation of Potential Examiners at least 2 months before submission of thesis

Faculty Research Committee approves Examiners

Student submits thesis on the recommended date with Statement of Originality

Thesis sent to Examiners

Examiners Report

Faculty Research Committee’s Consideration of Examiners’ Recommendations

Correction of thesis by student

Deposit of Thesis Copies

Faculty report submitted to the Student Academic Services for Consideration to Graduate

AWARD OF DEGREE

- Student submits an Extended Abstract of the thesis via PGRP to the supervisor indicating the thesis is near ready for submission.
- The Extended Abstract is recommend to be submitted at least two months before the thesis submission date.

- Upon receiving the Extended Abstract, the Supervisor formally notifies the Head of School (HOS) via the PGRP that the thesis is almost ready for examination.

- The HOS with the help of the supervisor recommend and nominate potential Examiners at least 2 months before submission of the thesis to ensure prompt dispatchment to examiners. The HOS collects details of potential Examiners and sees that there are no potential conflict of interest and forwards these to the FRC.

- Necessary paperwork is prepared once the nominees are approved by the Committee.
- Examiners are appointed.

- Students must declare and sign the thesis before submission
- The Principal Supervisor signs the supervisor’s certificate declaring that the thesis is the student’s own work.
- Submit 2-3 ring bound copies of thesis to the Faculty Office of Research and Graduate Affairs.

- Dispatch thesis for marking to both internal and external examiners with Cover letter, Evaluation sheet and Guidelines for Examination of Research Thesis and Statement of Originality.
- Duration for marking is no more than 3 months from date of dispatch.

- Examiners submit report to relevant Faculty
- Honorarium payment to External Examiner upon timely submission of report.

- Reports and recommendations from Examiners are considered and forwarded to the Supervisor(s) and the student.

- Corrections are addressed and the corrections list is updated on the PGRP.
- The FRC will assess the corrections and deliberate on any further action on the thesis.

- Once the thesis is approved, 2-3 hard bound copies and an electronic version copied onto a labelled CD are submitted to the Administrative Assistant at the relevant Faculty.
- 1 hard bound copy and a CD of the thesis are deposited at the USP Library and 1 hard bound copy kept by the Faculty.
2.5.2. Deadlines for Submission
The University's regulations set limits on the length of time students should take to complete a degree and it is important that students are aware of these. Research theses can be submitted any time within the University Calendar year. If submission is made before the start of a semester, then re-registration and payment of fees for that semester are not necessary. The expected deadlines for completing and submitting the corrected version of the thesis as well as applying to graduate is ideally 1-2 months before graduation.

2.5.3. Recommendation of Potential Examiners
Two months before the thesis is likely to be submitted, the Principal Supervisor should submit to the appropriate Head of School a list of potential examiners. The student should have no part in compiling this list. Once the HOS receives the Supervisor’s recommendations, the CVs of external examiners should be obtained, and all the information submitted to the faculty’s Postgraduate Committee. This should ensure that, when the thesis is eventually submitted, the names of the internal and external examiners are already agreed and that there is no delay in sending copies of the thesis to them for examination.

2.5.4. Submission for Examination
A Student must hand in his/her thesis to the Faculty Office of Research and Graduate Affairs and make sure that it is accompanied by a 'Statement of Originality', signed by both the candidate and Principal Supervisor. The student must supply ring-bound copies of the thesis for examination and should keep a copy for her/himself. The supervisor will inform the student of the number of copies needed in advance.

There are rules governing the layout and format of a thesis, which are included in Annex 9 of this Handbook. Notwithstanding this, candidates are advised to discuss with their supervisor(s) the detailed layout of their research thesis early in the candidature. Incorporation of published work conducted during the period of submission is permissible and should be done explicitly in a form agreed to by the candidate and supervisor(s). Once a thesis has been submitted, it is possible for students who have no other form of paid employment to apply for a 'Write-Up Scholarship' for up to three months (www.research.usp.ac.fj/wu). This scholarship is intended to help them prepare their research findings for publication.

2.5.5 Examination Process and Results
The return of thesis with reports from examiners is expected within two to three months from the date of sending the thesis. Details of examination and processing of examiners’ reports are given below. During the examination period, students are not allowed to have any contact with any of the examiners. In addition, the examiners should write independent (without conferring) reports and submit these to the Faculty Office of Research and Graduate Affairs.

A copy of the examiners’ reports are normally (but not always) provided to the student as part of the feedback process. Amendments to the thesis as recommended by the examiners are to be completed by the student under the oversight of his/her supervisor and submitted to the Faculty Office of Research and Graduate Affairs. Although the written endorsement of the Principal Supervisor that corrections have been made is usually accepted, the internal examiner may be invited by the appropriate faculty to review and check the corrections and amendments made to the thesis making sure that comments raised by all the examiners have been satisfactorily addressed. If this is found to be the case, a recommendation will be made by the appropriate faculty for the award of the qualification. In the event of an unresolved difference of opinion between thesis examiners, the faculty may recommend an arbitrator to be appointed. The arbitrator is given a copy of the thesis, an assessment form, and an examiner's instruction. The arbitrator's report is expected within one month of dispatch.

2.6. Transferable Skills
As a postgraduate research student, you will be expected to develop and acquire research skills and abilities related to the five groups listed below. Please note that the particular abilities and skills that comprise each of the five groups of abilities discussed below might be interpreted differently in the different disciplines.
or domains with which you are affiliated. Examples of how these attribute groups might be interpreted by a discipline or faculty are provided below.

2.6.1. Research and Scholarly Thinking
Successful postgraduate researchers at the University will be able to create new knowledge and understanding through the process of research and inquiry. This might be understood in terms of the following:

- Be able to identify, define and analyse problems, and identify or create processes to solve them;
- Be able to exercise critical judgment and critical thinking in creating new understanding;
- Be creative and imaginative thinkers;
- Have an informed respect for the principles, methods, standards, values and boundaries of their discipline and the capacity to question these; and
- Be able to critically evaluate existing understanding of particular subjects and recognise the limitations of their own knowledge of them.

2.6.2. Information Literacy
Successful postgraduate researchers at the University will be able to use information effectively in a range of contexts. Most should be able to:

- Recognise the extent of information needed;
- Locate needed information efficiently and effectively;
- Evaluate information and its sources;
- Use information in critical thinking and problem-solving contexts to construct knowledge;
- Understand economic, legal, social and cultural issues in the use of information; and
- Use contemporary media and technology to access and manage information.

2.6.3. Personal and Intellectual Autonomy
Successful postgraduate researchers at the University will be able to work independently and sustainably, in a way that is informed by openness, curiosity and a desire to meet new challenges. This might be understood in terms of the following:

- Be intellectually curious and able to sustain intellectual interest;
- Be capable of rigorous and independent thinking;
- Be open to new ideas, methods and ways of thinking;
- Be able to respond effectively to unfamiliar problems in unfamiliar contexts;
- Be able to identify processes and strategies to learn and meet new challenges;
- Be independent learners who take responsibility for their own learning, and are committed to continuous reflection, self-evaluation and self-improvement; and
- Have a personal vision and goals, and be able to work towards these in a sustainable way.

2.6.4. Ethical, Social and Professional Understanding
Successful postgraduate researchers at the University will hold personal values and beliefs consistent with their role as responsible members of local, national, international and professional communities. For example:

- Strive for truth, honesty, integrity, open-mindedness, fairness and generosity;
- Acknowledge their personal responsibility for their own value judgments and behaviour;
- Understand and accept social, cultural, global and environmental responsibilities;
- Be committed to social justice and principles of sustainability;
- Have an appreciation of, and respect for, diversity;
- Hold a perspective that acknowledges local, national and international concerns; and
- Work with, manage, and lead others in ways that value their diversity and equality and that facilitate their contribution to the organization and the wider community.
2.6.5. Communication
Successful postgraduate researchers at the University will use and value communication as a tool for negotiating and creating new understanding, interacting with others, and furthering their own learning. This might be understood in terms of the following:

- Use oral, written and visual communication to further their own learning;
- Make effective use of oral, written and visual means to critique, negotiate, create and communicate understanding; and
- Use communication as a tool for interacting and relating to others.

2.7. Publication
Students undertaking their Masters by research degree at USP are not required to publish in academic journals, but this is encouraged. PhD students on the other hand, are required to have at least one (joint) ranked publication (journal or conference proceeding paper) accepted during their candidature. The University provides “Write-Up Scholarships” for students who have submitted their theses for examination; these scholarships provide an opportunity for students to write up their research for publication (more details at www.usp.ac.fj/research/write-up). Writing up part of the thesis for publication in refereed journals is a good practice for research students, since it develops the student’s thinking and writing skills. This also helps students to develop and organise their thought processes, encourages reading of the latest literature, helps explain problems and subsequently present results in a coherent manner. Students would also have the opportunity to respond to criticism from journal reviewers in a similar manner as the examiners' comments. It is however important to note that writing publications can be time-consuming and they should not take unnecessary time away from thesis work.

2.8. Dealing with Difficulties
The research process can be an intense and challenging one for many. Some of the greatest catastrophes in graduate research though can be avoided by a little intelligent foresight.

2.8.1. Delays in your Progress
If you run into difficulties which cause you to fall behind in your research, it is essential that you take action as quickly as possible before too much damage is done. The first thing you should do is to speak to one of your supervisors, who may be able to suggest a solution. If your supervisor cannot help, he or she should advise you what you should do next. Alternatively you can approach the Associate Dean of your faculty. You should keep a written record (dated) to show that you have spoken to your supervisor about the problem, as this will be important if you need to apply for an extension of time at a later stage, or if you need to make an appeal or complaint. You should also refer to it in your progress report.

2.8.2. Difficulties with your Supervisor
If you and your supervisor(s) cannot establish an effective working relationship, it is important that you take action as quickly as possible, before too much damage is done to your research. In the first instance you should, wherever possible, talk to the supervisor concerned about the problem. If you are unable to talk to your supervisor or, if talking to your supervisor does not resolve matters, you should talk to your other supervisor(s). If this is not possible or does not resolve matters, you should contact the Associate Dean of your faculty, who will investigate. It is in everyone’s interests for such problems to be sorted out within the School/Faculty and as informally as possible. If this does not prove possible, and you are still unhappy with your supervision, you can make a formal complaint as per the Student Grievance Policy [see Annex 10 for the policy, Grievance Form and the flow charts]. Research students also have the opportunity to request for a change in supervisor by filling in the Change in Supervisor Form [Annex 11] and submitting to the Faculty Associate Dean Research.

2.8.3. Research Misconduct
The University expects all researchers, including postgraduate research students, to maintain good scholarly standards. Research misconduct is a disciplinary offence, and will be treated very seriously. If you
are found to have committed any form of research misconduct, it is likely that you will be required to withdraw from the University or – if you have already submitted your thesis – you may not be awarded a degree.

Research misconduct is behaviour, intentional or not, that falls short of good scholarly or ethical standards. Examples of behaviour that constitute research misconduct include plagiarism (defined as the presentation of the work of others as your own without appropriate acknowledgement), fraud, breach of confidentiality, and negligence. Conventions may differ between disciplines. Your supervisors will advise you on the relevant conventions that apply in your subject, and it is your responsibility to ensure that you comply with them. If you have any doubts at any time in the course of your research about how you should handle material, you should seek your supervisors’ advice.

3. University, Supervisor, and Student Responsibilities

While the University expects Postgraduate Research Students to maintain professional research conduct at all times during their candidature, students also expect the University and Supervisors to play their roles and responsibilities. This section provides excerpts from the Postgraduate Research Candidature and Supervision Procedure which outlines the University, Supervisor’s, as well as the student’s responsibilities. For the full procedural document see Annex 12. The document can also be accessed online through the Research Office webpage: www.research.usp.ac.fj/pgrs

3.1. Faculty /School Responsibilities

For every student enrolled into a research programme, the FRC must ensure that there are supervisors identified and that those nominated, assigned, or appointed as supervisors can provide proper supervision by virtue of their qualifications, experience and their research interests. The FRC must also seek assurance that those involved in supervision have sufficient time for supervision. The FRC must be satisfied that continuity in supervision can be maintained for the duration of candidature regardless of staff leave and other absences from the University.

The relevant section(s) of the faculty must provide appropriate induction for new candidates. This should include a guide to the nature of research in the particular field, a description of the facilities available in the school, faculty, and elsewhere in the University (including library services, computing facilities, student support services), and the school programme of seminars. The resources and facilities available for the project should be discussed, and the procedures to be followed in accessing or utilising them should be explained.

3.2. Supervisor Responsibilities

In addition to providing appropriate academic support, supervisors are responsible for a number of administrative procedures associated with candidature. Responsibilities vary depending on the stage of candidature, although in practice these discrete stages may overlap. Some responsibilities described in the Postgraduate Research Candidature and Supervision Procedure apply only to the Principal Supervisor. Each supervisor is required to be familiar with the Postgraduate Research Supervision Policy and related procedures, as well as with the Postgraduate Research Candidature and Supervision Guidelines. The supervisors should provide guidance in all matters relating to good research practice. Each supervisor must be sensitive to the special needs of individual candidates and provide or advise on appropriate support. The Principal Supervisor is responsible for the supervision process in all cases.

3.2.1. Before Candidature:

Where possible, intending applicants are encouraged to consult with academic staff members who may be able to supervise the proposed research topic. Where an applicant approaches an academic staff member to supervise, the staff member should assess and advise the Head of School on:

- Whether the applicant’s background and capacities in relation to the proposed programme are appropriate,
• Whether the applicant’s proposed research falls within their areas of expertise and experience,
• The suitability of the proposed topic for the research degree,
• Whether they have the capacity to supervise the applicant based on their current supervisory load and supervisor eligibility status,
• The likely cost of the research project and other resource needs, particularly if these are likely to exceed the normal costs of research projects,
• What additional supervisory arrangements may be necessary to cover any periods of absence by the Principal Supervisor from the University,
• Any third party arrangement that may affect the candidate and the proposed research.

3.2.2. Early in Candidature:
It is the responsibility of the supervisors to:
• Assist the candidate to develop, plan, and structure a realistic programme of study and research. This will include advising candidates on developing the topic/proposal that could be expected to lead to an intellectually rewarding investigation and the timely submission of a quality thesis
• Provide guidance about:
  o The nature of research and the standard of performance expected.
  o Planning the research programme and submission of a research proposal.
  o Relevant literature, sources, and other contacts.
  o Appropriate research methodologies and requisite techniques for the particular field.
  o Attendance at classes/courses where appropriate (e.g., computer analysis, statistics).
• Advise the candidate on:
  o Safe working practices relevant to the field of research
  o The relevant issues relating to research conduct (e.g., academic conduct, copyright, etc.).
  o Ethical practice and ethics clearance process.
  o The University’s Intellectual Property Policy.
• Assist the candidate with obtaining ethical clearance if required, and ensure the necessary ethical approvals are in place prior to commencement of the research.
• Suggest ways the candidate can make the most effective use of time.
• Clarify the candidate’s and the supervisors’ respective expectations of supervision and the operation of the supervisory panel.
• Establish, in conjunction with the candidate, the basis on which the close and regular contact between supervisors and candidate will be achieved. The supervisors and candidate are jointly responsible for initiating such contact. Normally there should be contact between the supervisors and candidate at least once a month even if a formal meeting is not always possible. This will facilitate the supervisors’ role in advising the candidate on their research programme including the pace of progress, and ensure that a reasonable timetable is set to permit the degree programme to be completed in the appropriate time.
• Advise the candidate on their rights and responsibilities in accessing and using the resources and facilities available from the School/Faculty and the University. The resources and facilities available to the project and identification of any additional resources needed should be discussed in detail.
• Discuss with the candidate expectations with regard to the authorship of publications arising from the student’s work [the University Guidelines on Authorship must be consulted].
• Seek to understand the differing needs of candidates from different backgrounds and to work with such candidates to make arrangements as necessary to give them the opportunity to demonstrate their abilities regardless of cultural background, gender or disability.
• Identify whether the candidate requires any further education and training to ensure timely completion.
• Consider, and if appropriate recommend, requests to change various aspects of candidature (e.g. topic change, upgrades, etc.).
3.2.3. During Candidature:

It is the responsibility of the supervisors to:

- Require written work from the candidate on a pre-arranged and agreed schedule so that progress can be assessed at regular intervals.
- Monitor carefully the performance of the candidate relative to the standard required for the degree programme, and ensure that inadequate progress or work below the standard generally expected is brought to the candidate’s attention. The supervisors should help with developing solutions to problems as they are identified.
- Use the regular reporting procedures established by the University as the minimum means by which any difficulties and problems in performance discussed with the candidate during the year are noted. Supervisors should document the action taken or advice given.
- Provide constructive, detailed and timely feedback on the content and drafts of the thesis, and as the thesis is being prepared ensure it does not exceed the upper limits for the length of postgraduate research theses.
- Encourage the candidate (particularly if candidature is part-time or remote) to play a full and active role in the intellectual life of the Faculty and University.
- Facilitate meetings of the candidate with other researchers in the relevant field, attendance at conferences as appropriate (within the limits of resources available to the School), and provide advice on the preparation of work for publication or other appropriate forms of dissemination.
- Assist candidates to develop research capabilities, knowledge of the field, and skills more broadly valuable in employment (e.g. writing and editing, problem solving, time management, use of software tools, etc.).
- Assist the candidate to publish during candidature, including meeting the requirement to have one output accepted for publication prior to submission of the thesis in the case of doctoral candidates.
- Fulfill other University determined obligations with respect to supervision.
- Refer unresolved problems to the Head of School in the first instance.
- Initiate proceedings to terminate candidature only after all reasonable attempts to resolve problems have failed.

3.2.4. End of Candidature:

It is the responsibility of the supervisors to:

- At the time of submission, certify that the thesis is properly presented and is prima facie worthy of examination. Where such a certification cannot be given, advise the candidate accordingly.
- Following consultation with members of the supervisory team the Principal Supervisor should recommend to the Head of School the names and credentials of suitable examiners.
- Where necessary, advise the candidate on responding to the examiners’ recommendations.
- Support the career aspirations of the candidate after completion of the thesis, through, for example, provision of references, and advice on publications.

3.2.5. General:

It is the responsibility of the supervisors to:

- Be familiar with University policies and procedures relating to postgraduate research programmes and supervision of those programmes.
- Be aware of problem solving mechanisms and available support services should problems arise during candidature and ensure that the Head of School and Associate Dean Research are kept informed as necessary.
- Encourage collegial, supportive relationships that respect the conventional constraints of professional practice governing relations between candidate and a supervisor. Refer also to the Relationship between staff and students and between members of staff.
Advise the candidate about any plans a supervisor may have for extended leave during the candidature and consult with the candidate and Head of School and/or Associate Dean Research about proposed arrangements for supervision during this leave.

3.2.6. Shared Responsibilities of the Supervisory Panel
The Principal Supervisor is primarily responsible for supervising the work done by coordinating the supervisory panel, providing the academic leadership within the supervisory panel, and providing the principal guidance and information on the candidate's research topic and its development. The Principal Supervisor has the primary responsibility for the conduct of the candidature, monitoring the progress of the candidate and reporting the aggregated views of the supervisory panel. The Principal Supervisor also carries the responsibility of coordinating communication between the members of the supervisory panel and the candidate, and for resolving any problems that may result from associate supervisors providing the candidate with contradictory advice. The Principal Supervisor is responsible for the administrative aspects of the candidature.

Secondary Supervisors are appointed to assist in the supervision of the candidature. The Secondary Supervisors will have specific expertise related to the candidate's research and will advise the candidate as appropriate on research related matters. Any Secondary Supervisors should be involved as soon as practicable in the development of the candidate's research plan and should maintain a level of communication with the candidate and the principal supervisor to allow adequate supervision whenever necessary. A Secondary Supervisor [who is a member of the University] will act as a Principal Supervisor where the Principal Supervisor cannot or will not fulfil their role, for example during absences of the Principal Supervisor.

3.3. Responsibilities of the Candidate:
Quality supervision arises from the positive interaction between supervisors and candidate. Within this interaction it is possible to identify a number of responsibilities of the candidate. These responsibilities vary depending on the stage of candidature, although in practice these discrete stages may overlap.

3.3.1. Before Candidature
It is the responsibility of the applicant to:

- Play an informed part in the process of the selection and appointment of the supervisors. Where possible, intending applicants are encouraged to consult with staff members who may be able to supervise the proposed research topic, before submitting an application. Preliminary discussions of this nature often assist applicants to focus their intended research topic and achieve a match with the academic expertise of a potential supervisor.

3.3.2. Early in Candidature
It is the responsibility of the candidate to:

- Become familiar with, and abide by, University policies and procedures pertaining to the research programme, and postgraduate research studies in general.
- Complete a postgraduate research Induction Programme by attending a face to face or, where appropriate, an online orientation.
- Clarify with the supervisors mutual expectations concerning supervision and the responsibilities of supervisors.
- Discuss with the supervisors the type of guidance and comment that would be most helpful and establish, and adhere to agreed methods of working together.
- Discuss and maintain a mutually agreed schedule of meetings to ensure regular contact.
- Develop, plan, and structure a realistic program of study and research with the assistance and advice of the supervisors. This will include selection of an appropriate topic that will lead to the timely submission of a quality thesis for examination.
• With the assistance of the supervisors, obtain ethical clearance if required, and notify the supervisors of any intellectual property issues; negotiate with the supervisors appropriate recognition of contribution to any joint publications that may arise during and after the research project.
• Assist the supervisors and the University to identify distinctive needs including needs related to cultural difference, gender, disabilities and other equity backgrounds and to recommend appropriate support measures.

3.3.3. During Candidature:
It is the responsibility of the candidate to:
• Diligently proceed with the research as agreed between the candidate and the supervisors with a view to completing the thesis within the specified time.
• Maintain the progress of the work in accordance with the stages agreed with the supervisors including, in particular, the presentation of any required written material in sufficient time to allow for comments and discussions before proceeding to the next stage.
• Submit timely and accurate progress reports and complete the requirements for the early candidature and mid candidature milestones in association with the supervisors, at periods specified by the University via Postgraduate Research Portal.
• Adopt at all times safe working practices relevant to the field of research and adhere to the ethical practices appropriate to the discipline and more generally applicable.
• Utilise the resources, facilities and opportunities provided by the University to facilitate progress in the research.
• Take advantage of opportunities to become part of the intellectual community by attending and participating in seminars, meetings, electronic conferencing, and conferences at the local, regional, national or international level as appropriate.
• Take the initiative in raising problems or difficulties and share the responsibility for seeking solutions including informing the supervisors of any personal or other difficulties that have slowed or may slow progress.
• Be aware of the mechanisms that exist for resolving supervisor-candidate difficulties. When necessary, candidates have a responsibility to take the initiative to seek appropriate alternative supervision and to apply for a change of supervisor.
• Be aware of the University grievance procedures, and if possible seek negotiated solutions to any problems before recourse to those procedures.
• Refrain from embarking on any significant variation to the research topic unless agreed with the Principal Supervisor and in consultation with the supervisory panel and, if necessary, approved by the FRC.
• Establish and maintain, if a part-time or remote candidate, suitable means of regular contact with the supervisors.

3.3.4. End of Candidature
It is the responsibility of the candidate to:
• Ensure sufficient time is allocated for writing up the thesis and be aware of the requirements for content, style and standard of presentation.
• Accept responsibility for producing the final copies of the thesis, and ensuring that it accords with University requirements.
• Ensure that the thesis adheres to the principles of research integrity concerning plagiarism and research ethics as stipulated in the relevant University policies.
• Declare that the work reported in the thesis is the candidate’s own, except where due reference is made in the text of the thesis, and that any assistance in writing the thesis is appropriately acknowledged.
• With assistance from the supervisor, respond appropriately to examiners’ reports and recommendations within the specified timeframe.
4. **Postgraduate Research Resources**

The University has a Graduate Research Office in each of the faculties who ensure that students are directed to useful resources to make their research journey more efficient. The Faculty Graduate Research Office may also run training workshops throughout the semester. Additionally, the University Research Office runs generic research training workshops, holds consultations on data analysis throughout the year, and provides a number of sponsorships.

4.1. **Postgraduate Research Student Portal**

The Postgraduate Research Portal (PGRP) aims to encapsulate all postgraduate research student processes. PGRP streamlines student research processes and allows students, supervisors and stakeholders to easily perform several tasks such as, but not limited to submitting proposals, monitoring progress, keeping track of write-ups, providing a feedback channel between students and supervisors, keeping track of students, monitoring student progress, etc.

Students are provided access to the PGRP when they enroll into a full research programme. You can use your USP student identification number and password to log into the PGRP at [http://pgrp.usp.ac.fj](http://pgrp.usp.ac.fj). Upon the commencement of your programme, you will have access to only the proposal module on the PGRP. As soon as your proposal is approved by the FRC, you will gain access to all other modules on the PGRP. For detailed information on how to use the PGRP, a user guide and tutorial videos are provided online at: [http://research.usp.ac.fj/pgrp-help](http://research.usp.ac.fj/pgrp-help)

4.2. **Scholarships and Funding Opportunities**

Provided below are a list of sponsorships that University Research Office offers regularly:

**Graduate Assistant Scholarships [GAs] for Research** – the GAs are competitive scholarship and rounds are open in the final quarter of each year. For more information, please visit [https://research.usp.ac.fj/GAship](https://research.usp.ac.fj/GAship)

**Sasakawa Young Leaders Fellowship Fund [Sylff] Scholarships** – the Sylff Awards are competitive scholarship awards for graduate research in any social science and humanities discipline which have significant implications for Pacific societies and cultures. For more information, please visit [https://research.usp.ac.fj/SYLFF](https://research.usp.ac.fj/SYLFF)

**PhD Completion Scholarships** – are for University staff who are near completion and time-off from work will allow for a timely completion. More information on the PhD Completion Scholarships are available online at: [https://research.usp.ac.fj/phd-comp-scholarships](https://research.usp.ac.fj/phd-comp-scholarships)

**Postgraduate Research Residency Scholarships** – these scholarships are for graduate students based away from the campus of their principal supervisor. The scholarship is aimed at enabling the student to take advantage of the increased contact hours with the principal supervisor, and enable early completion of the research programme. More information on the application requirements and awards are available online on the Research Office webpage: [https://research.usp.ac.fj/PGRS](https://research.usp.ac.fj/PGRS)

**Write-Up Scholarship** – this scholarship supports students writing up their research for publications after they have submitted their Masters or PhD thesis for examination. Funding support is for a maximum duration of three months on a full-time basis. Application forms and details information are available online at: [https://research.usp.ac.fj/wu](https://research.usp.ac.fj/wu)

**Conference Funding** – these awards are to encourage and assist student presentations at academic conferences related to his/her goals by off-setting the cost of registration, travel, and lodging. There is a limit of two travel awards per academic year. More information on the application requirements and awards are available online on the Research Office webpage: [https://research.usp.ac.fj/PGRS](https://research.usp.ac.fj/PGRS).
5. Relevant Information and Key Documents
Annex 1- Postgraduate Research Supervision Policy

Research and Postgraduate

Policy Number: 1.6.2.41
Responsible Officer: Deputy Vice-Chancellor Research and International
Policy Editor/Contact: Research Student Coordinator, Research Office
Approving Authority: Senate
Date approved: 14 September 2016
Review date: September 2018

1. Purpose
This document specifies the criteria for the appointment of supervisors for postgraduate research candidates and the roles and responsibilities of supervisors.

2. Objective
To assist postgraduate research supervisors in fulfilling their responsibilities and clearly define the TOR for research supervision.

The policy applies to all University appointed supervisors of postgraduate research [Master's and PhD] candidates, Heads of Schools, Associate Deans [Research] or equivalent, Research Student Coordinators, and Faculty Research Committees or equivalent.

3. Policy

3.a. All postgraduate research students, upon admission into their programme, must be assigned by the relevant Faculty Research Committee (FRC) or equivalent a supervisory team of at least two supervisors; one of whom will be the Principal Supervisor and the other will be a Co-supervisor who need not be affiliated with the University.

3.b. The University has 3 main categories of supervisors. They are principal supervisor, co-supervisor, and panel supervisor(s).

3.c. Principal Supervisor
The Principal Supervisor will take responsibility towards the postgraduate research candidature progression and will be the administrative contact for the FRC or equivalent, and the University Research Office. Every postgraduate research student must be assigned a Principal Supervisor regardless of the supervision arrangement.

3.d. Co-supervisor
The Co-supervisor, who need not be affiliated with the University, shall have expertise that is relevant to the candidate’s research. In the case where the Co-supervisor is not affiliated with the University, they shall have accepted the University's terms and conditions for supervision.

3.e. Panel Supervision
A Supervisory Panel is comprised of three or more supervisors. Panels may include a member of the industry, or an external person. The roles of each member in the panel must be agreed by the candidate, the members, and the FRC or equivalent.

3.f. Supervisor Eligibility

a) Principal Supervisor
A person is eligible to be appointed as the Principal Supervisor of a postgraduate research student at the University provided that all the following criteria are met:

a) They are a full-time employee of the University and not in the final six months of their contract with the University;

b) They are able to fulfil the roles and responsibilities outlined in Section 3.g.;

c) They are an active researcher in the same or cognate discipline as the candidates research project;

d) They hold a doctorate degree;

e) For PhD supervision, demonstrated research output and successful supervision at least at the Masters level is also required.
b) **Co-supervisor**
   A person with a doctorate degree is eligible to be appointed as a Co-supervisor.

3.g. **Roles and Responsibilities**

**The role of the Principal Supervisor:**
   a) Is to advise and assist the candidate to complete an original and feasible research programme;
   b) Monitor the quality of the research being conducted;
   c) Support the candidate in timely completion of the research;
   d) Ensure the provision of sufficient funds should the project exceed the FRC normal allocation for the proposed degree
   e) Encourage and facilitate high quality research publications resulting from the thesis.

**The principal supervisor is responsible for:**
   a) Ensuring regular contact and communication are maintained with the candidate via a mutually agreed, documented mechanism that is reviewed bi-annually by the candidate and supervisor(s);
   b) Providing formal advice on progress of the candidature to the head of school and the FRC or equivalent via the semester progress report;
   c) Ensuring that the candidate is provided with appropriate resources and support for the research program.
   d) Ensuring that the FRC or equivalent is aware of the supervisor’s absence from the university where that absence is for more than 4 weeks [this includes periods of approved leave such as sabbatical leave or time overseas] so that alternative supervision arrangements can be put in place by the FRC.
   e) Providing advice to the head of school on the appointment of thesis examiners after the student has provided intention to submit the thesis for examination, and;
   f) Ensuring that the thesis is in the correct format for examination.

**The co-supervisor will:**
   1. Ensure regular contact and communication are maintained with the candidate via a mutually agreed, documented mechanism that is reviewed bi-annually by the candidate and supervisor.
   2. Act in place of the principal supervisor when absent from the university [only if they are a staff member of the university and if the absence is greater than 4 weeks then only with the approval of the faculty], and;
   3. Provide feedback to the candidate at semester review.

4. **Acknowledgement**
   We acknowledge the following universities who have provided input or example into this document:
   - Australian National University
   - Deakin University
   - Griffith University
   - Monash University
   - University of Melbourne
   - University of New South Wales
   - University of Western Australia

5. **Related documents**
   This document should be read in conjunction with the Postgraduate Research Candidature and Supervision Procedure.
6.2 MASTER’S BY THESIS

6.2.1 ADMISSION REQUIREMENTS FOR MASTER’S BY THESIS PROGRAMME

Persons shall be eligible to be admitted to study for the degree of Master’s by Thesis (120 credit points) if they have:

(a) An outstanding candidate with the degree of bachelor of The University of the South Pacific with a GPA of at least 4.0 in the courses in an appropriate major(s) at the 200- and 300-levels may bypass the postgraduate diploma and proceed to complete the master’s programme by thesis. The candidate may be required to complete postgraduate courses as specified on admission to the master’s programme.

(b) Obtained an appropriate Postgraduate Diploma of The University of the South Pacific worth at least 80 credit points with a GPA of at least 3.0.

(c) A student who has obtained a GPA of at least 4.0 after attaining at least 40 credit points in a Postgraduate Diploma programme may apply for admission to the Master’s degree programme.

(d) Obtained from some other tertiary institution a qualification deemed by the relevant Faculty Research Committee to be equivalent to a USP bachelor’s degree worth at least 240 credit points with a grade point average (GPA) of at least 4.0 in the 200 and 300 level courses of the relevant discipline.

(e) Obtained a professional diploma or degree deemed by the relevant Faculty Research Committee to be equivalent to the requirements set out in (a or b) above.

6.2.2 Senate or the relevant Faculty Research Committee may require applicants to demonstrate their suitability for admission as students for the degree of Master by carrying out such work and/or sitting for such examinations as it may determine.

6.2.3 Students proceeding to the thesis for the degree of Master’s by Thesis shall enrol provisionally for a period not exceeding three months. Students shall during this period prepare and develop their thesis proposal. At the end of this period the relevant Faculty Research Committee shall decide whether as a result of the review of the student’s work the student’s enrolment should be confirmed or cancelled or be granted a maximum extension of three months for resubmission.

6.2.4 If the student’s enrolment is confirmed the date of registration of the student of the degree of Master’s by Thesis shall be the date on which they were enrolled provisionally for the degree.

6.3 DETAILED PROGRAMME REQUIREMENTS FOR MASTER’S BY THESIS PROGRAMMES

6.3.1 Academic Supervisors

The relevant Faculty Research Committee shall appoint a supervisor or supervisors for every student enrolled in a Master’s by Thesis programme. The supervisor who is also a staff member of the University shall be referred to as the Principal Supervisor.

6.3.2 Responsibilities of Master’s Students

After enrolment every student of Master’s by Thesis shall be required to:

(a) Register every semester until the thesis has been submitted for examination;

(b) Be enrolled for a period of at least one year full-time study and two years for part-time study; and;

(c) Submit a thesis embodying the results of the research and satisfying any requirements for oral, written, practical or other work that may be required by senate or its delegate.

Students enrolled for a thesis shall submit to the relevant Faculty Research Committee at the end of
every 6 months reports on their progress during the semester just ended. The report shall include a
brief plan agreed to by the supervisor and student for remaining work.

6.3.3 Candidature
(a) Tenure of the degree of Master shall be from the date of registration and shall not include any
period during which, with the prior approval of the Senate or the Chair of the Faculty Research
Committee, students have been allowed to suspend their studies.
(b) Students may be allowed during their candidature for the degree of Master to suspend their
studies for up to six months (being one semester) on application showing sufficient cause to the
Chair of the Faculty Research Committee through their supervisor. Any appeal arising should be
pursued through the Student Grievance Policy. A student suspending his or her studies without
prior approval will be considered to have withdrawn from the programme.
(c) A student who has been granted suspended candidature and does not resume in the following
semester will be considered to have withdrawn from the programme.
(d) The normal period of candidature for the degree of Master shall be two years full-time study and
shall be four years part-time study
(e) The minimum period of candidature for the degree of Master shall be one year full-time study
and shall be two years part-time study.
(f) In exceptional cases, a thesis may be submitted before the normal period so long as the credit
points requirements has been met and with the approval of the DVC (RI&I) on the
recommendation of the Faculty Research Committee.

7.0 DOCTOR OF PHILOSOPHY
7.1 ADMISSION REQUIREMENTS FOR DOCTOR OF PHILOSOPHY PROGRAMME
(a) Any person who has been awarded a degree of Master’s by Thesis by a Senate recognized
university shall be eligible to apply for registration as a student of the degree of Doctor of
Philosophy and, if the application is approved, to be so registered.
(b) An applicant having a Master by coursework shall be required to complete a Directed Research
Project as a prerequisite for admission to PhD.
(c) A person can be admitted into a Doctor of Philosophy programme at the start of any semester in
the year.
(d) Applications for registration should be made to the relevant Faculty Research Committee and
should include details required by the prescribed form including a statement of research intent
that has been endorsed by a potential supervisor(s). A recommendation for registration by the
relevant Faculty Research Committee shall include the proposed name(s) of one or more
supervisors.
(e) Students for the degree of Doctor of Philosophy shall register provisionally for a period of six
months. Students shall, during this period, develop a research proposal, in the format prescribed
by the Faculty, to include a critical review of the literature, a clear statement of the research
questions, the research approaches and general methods to be used. The research proposal will
include a fully justified budget and indicate all the resources required including personal
development and training requirements.
(f) At the end of the provisional enrolment period, the appropriate Faculty Research Committee
shall, on the advice of the supervisory team, decide whether as a result of the review of the
student’s work the student’s enrolment for the PhD should be confirmed or definitively cancelled.
In the case of an unsatisfactory review, a further period of not more than six months of
provisional enrolment may be recommended. If at the second attempt the research proposal is
still deemed unsatisfactory, then the student’s candidature shall be automatically terminated.
(g) For final candidature confirmation, the candidate whose research project has been accepted must
successfully pass a mid-term review through an oral presentation to the Faculty Research
Committee in the first six months of the second-year. The mid-term review should demonstrate
among other things:
(i) Strong analytical, problem-solving and critical thinking abilities.
(ii) Required breadth and in-depth knowledge of the discipline.
(iii) Required academic background for the specific doctoral research to follow.
(iv) Potential ability to conduct independent and original research.
(v) Ability to communicate knowledge of the discipline.

(h) A candidate who has failed the mid-term review shall be given a second opportunity to defend her/his candidature within the next six months of registration after which the candidate should be definitively confirmed into the PhD candidature or invited to submit a Master thesis within the following semester.

(i) If the student’s enrolment is confirmed, the date of registration of the student for the degree of Doctor of Philosophy shall be the date on which he or she was enrolled provisionally for the degree.

(j) Transfer of Registration from Master’s Degree to PhD Degree:

(i) The DVC (RI&I) may approve a student’s application to transfer their registration from a Master’s degree to a PhD degree after a minimum period of one year’s fulltime work on the Master’s thesis provided that the student submits the following documents to the Faculty Research Committee:

(a) A 12 months progress report highlighting the main achievements of the first year of work with a thorough justification of how the original Master’s thesis proposal would be upgraded to PhD level;
(b) A PhD proposal highlighting how the results obtained in the first year of work lead to the conclusion that the project should be upgraded to a PhD; and
(c) An oral presentation to the relevant Faculty Research Committee highlighting the achievements of the first-year of research activities and a thorough justification of the reasons why the project should be upgraded to PhD level. The aim of this exercise would be to demonstrate that the candidate has full command of her/his subject and that the upgrading to a PhD is her/his own initiative and thus, is fully aware of the implication of this decision. This exercise would be equivalent to the Mid-term review.

(ii) The Regulations for PhD students shall apply from the date the transfer was approved.

7.2 DETAILED PROGRAMME REQUIREMENTS

7.2.1 Academic Supervisors

The relevant Faculty Research Committee shall appoint at least two supervisors for every doctoral student, at least one of whom shall be a member of staff of the University and shall be referred to as the Principal Supervisor who would normally have had some supervision experience.

7.2.2 Responsibilities of PhD Students

After enrolment every student of the degree of Doctor of Philosophy shall be required to:

(a) Register each semester until the thesis has been submitted for examination;
(b) Pursue courses of advanced study or research at the University to the satisfaction of Senate or its delegate and of his or her Principal Supervisor;
(c) Be enrolled for the period of candidature;
(d) The DVC (RI&I) may permit a student to pursue his or her studies at another institution for such period as may be determined:

(i) Laboratory work may be carried out in an approved institution outside the University for such period or periods as may be determined by Senate or DVC (RI&I); and/or;
(ii) Field work may be carried out at such places and for such periods as may be determined from time to time by Senate or DVC (RI&I); and;
(e) Have at least one (joint) ranked publication (journal or conference proceeding paper) accepted during his or her candidature.

(f) Submit a thesis embodying the results of the research and to satisfy any requirement for oral, written, practical or other work that may be required by Senate or the relevant Faculty
Research Committee.

Students enrolled for thesis shall submit to the relevant Faculty Research Committee every 6 months reports on their progress during the semester just ended. The report shall include a brief plan agreed to by the supervisor and student for remaining work.

7.3 Candidature

(a) Tenure of candidature for the degree of Doctor of Philosophy shall be from the date of registration and shall not include any period during which, with the prior approval of Senate or its delegate, students have been allowed to suspend their studies.

(b) Students may be allowed during their candidature for the degree of Doctor of Philosophy to suspend their studies for up to 12 months in total (being two semesters, which need not be consecutive) on application showing sufficient cause to the Chair of the Faculty Research Committee through their supervisor. Any appeal arising should pursued through the Student Grievance Policy for resolution. A student suspending his or her studies without prior approval will be considered to have withdrawn from the programme.

(c) A candidate who, having suspended candidature with approval as provided for in 6.2 above, does not resume in the following semester will be considered to have withdrawn from the programme, and candidature will lapse automatically.

(d) The normal period of candidature for the degree of Doctor of Philosophy shall be three years full-time study and be six years for part-time study.

(e) The maximum period of candidature for the degree of Doctor of Philosophy shall be five years of full-time study and seven years of part-time study.

(f) In exceptional cases, a thesis may be submitted before the normal period so long as the credit points requirements has been met and with the approval of the DVC (RI&I) on the recommendation of the relevant Faculty Research Committee.

(g) If a candidate has not submitted the thesis after having been enrolled and paid fees for the equivalent of three years full-time or six years part-time, the candidature may continue for a further period of two years, not incurring additional tuition fees, during which time the thesis must be submitted and the thesis examination fee be paid.

7.4 Submission of Thesis for Examination

(a) A student who has fulfilled the conditions prescribed in these regulations may apply to the Chair of the relevant Faculty Research Committee to have the thesis examined.

(b) Students shall submit two copies of the thesis in the case of Master’s, and three copies in the case of PhD to the Faculty in a format prescribed by Senate.

(c) The thesis may be soft cover or ring-bound for the purpose of the examination but, before the award of the degree, students must deposit with the USP Library for retention by the University two hardbound copies (three in the case of students of Alafua or Emalus) and one soft copy.

(d) Before a student submits a thesis the Principal Supervisor must be satisfied that the student has completed his or her programme of advanced study and that the conditions specified in section 6.3.2 for Master’s and section 7.2.2 for PhD have been fulfilled, and a certificate to this effect from the Principal Supervisor shall accompany the thesis when it is submitted.

(e) Where there is disagreement over this certification between the Principal Supervisor and the student, the relevant Faculty Research Committee shall make an appropriate recommendation to the DVC (RI&I).

(f) A PhD thesis shall represent a substantial and original contribution to knowledge and may consist of either published or unpublished material or a combination of both. The thesis should contain evidence of originality, independent critical ability and matter suitable for publication.

(g) The thesis may not contain any material that the student has previously submitted for a higher degree of any university.

(h) A PhD thesis (including notes and bibliography) shall not exceed 100,000 words in length.
without approval from the Faculty Research Committee.

(i) A Master's thesis (including notes and bibliography) shall not exceed 50,000 words in length without approval from the Faculty Research Committee.

7.5 PhD Thesis by Publication

The University will accept for examination a thesis which contains previously published material provided that:

(a) The thesis makes an original and substantial contribution to the field of knowledge;
(b) The thesis forms a consistent, coherent and unified whole;
(c) The previously published material relates to research undertaken during the candidature and was published during the candidature;
(d) In the case of joint publication(s) a declaration by the authors must be submitted showing the percentage of contribution by each author, with the student’s contribution being no less than seventy percent, and;
(e) In addition to the published material, the student provides, at the minimum:
   (i) A general introduction which argues for the aim and objectives of the thesis and contextualises the research problems it purports to address; and
   (ii) A general discussion and conclusion which draws together the findings of the studies in the context of the stated aim and objectives of the thesis.

The student shall be allowed to provide other separate chapters or appendices to supplement the published papers such as a broader literature review, background information, and detailed methodology used.

A thesis containing published material must be examined using the same criteria as outlined in sections 7.6 to 7.10.

A thesis containing previously published material should be of comparable substance and significance, and show a level of contribution by the student comparable to that of a thesis not containing previously published material.

7.6 Examination of Thesis

For the examination of a PhD thesis the relevant Faculty Research Committee shall appoint three examiners, one of whom shall normally be internal to the University. The other two examiners shall be persons not on the staff of the University.

For the examination of the Master's thesis the relevant Faculty Research Committee shall appoint two examiners, one of whom shall normally be internal to the University. The other examiner shall be persons not on the staff of the University.

Persons involved in the supervision of the thesis shall not be engaged as examiners.

If the University lacks the required expertise to examine either Master or PhD thesis the relevant Faculty Research Committee shall appoint two and three external examiners respectively.

7.7 Reports by Examiners of Thesis

The relevant Faculty Research Committee shall submit a copy of the thesis and a copy of the Report Form to each examiner.

Prior to reporting, the examiners may require the student to undergo such oral, written or practical examinations as they may specify to the relevant Faculty Research Committee.

The examiners shall not consult with each other before presenting their reports.

Each examiner shall submit a full written report to the relevant Faculty Research Committee on the form provided and shall specify whether:
(a) The degree be awarded to the student, or;  
(b) The degree not be awarded to the student, or;  
(c) The student undertake minor revisions and corrections to the thesis and these changes be approved by the internal examiner, or;  
(d) The student undertake substantial revisions and corrections to the thesis and the thesis be re-examined by all examiners.

The recommendations of the relevant Faculty Committee together with the reports of the examiners shall be submitted to the University Research Committee.

7.8 Decisions on Recommendations of Examiners  
After considering the recommendations of the relevant Faculty Research Committee the University Research Committee shall decide:  
(a) To award the degree, or;  
(b) To not award the degree, or;  
(c) To permit the student to submit within twelve months of the Senate’s decision, either;  
   (i) A thesis with minor amendments, or;  
   (ii) A thesis with major amendments and in each case for those amendments to be specified to the student in detail, or;  
(d) To take such other action as it deems appropriate.

Where substantial concurrence is not achieved by the examiners, the DVC (RI&I) may appoint an external arbitrator. The report of the external arbitrator shall be forwarded to the DVC (RI&I) for consideration.

A student shall not be permitted to resubmit a thesis on more than one occasion other than in exceptional circumstances, with the express of the DVC (RI&I) who may permit the student to revise the thesis and resubmit it for examination on one further occasion only, and specify the period within which it must be resubmitted.

7.9 Appeals  
Appeals with regards to decisions under this policy can only be made on procedural grounds and will be considered by the DVC (RI&I).

7.10 Condition for Award of the Degree  
Students satisfying the requirements for award of the degree as prescribed in this policy will not be awarded the degree until they satisfy the requirement for the deposit with the University Library of copies of the thesis as specified in the Regulation on the Presentation of Thesis. To satisfy this requirement the University Librarian must confirm in writing to the DVC (RI&I) that the required copies of the thesis have been received by the Library. In addition the Students’ Academic Services must confirm in writing to the DVC (RI&I) that all regulations including those covering the payment of fees have been met.

8.0 HIGHER DEGREE DISSERTATION PRESENTATION DEADLINES  
8.1 Permission to submit dissertations may, in exceptional cases, be granted until up to the following extended deadlines:  
(a) Supervised Research Project  
   by Head of School or Department informally, until the end of the week before the next semester’s Enrolment Week; formally, up to 1 further semester (but the student shall in this case be required to re-register and pay fees for that extended semester before their Project shall be received and assessed).  
(b) A Master’s Thesis  
   by Head of School or Department informally, until the end of the week before the next
semester’s Enrolment Week; formally, up to 1 further semester (but the student shall in this case be required to re-register and pay fees for that extended semester before their thesis shall be received and assessed).

(c) A PhD Thesis
by Head of School or Department informally, until the end of the week before the next semester’s Enrolment Week; formally, up to 1 further semester (but the student shall in this case be required to re-register and pay fees for that extended semester before their thesis shall be received and assessed).

(d) Once a Supervised Research Project or thesis has been submitted for examination, and the student has no other coursework or other requirements to complete, the student is not required to register or pay any fees while awaiting the outcome of the examination, or while making any minor corrections to the thesis as required by the examiners before the final copy is submitted. However, if the examiners require that the Supervised Research Project or thesis be resubmitted for re-examination, the student must re-enrol for 1 further semester in order to complete the resubmission of the Supervised Research Project or thesis.

9.0 THESIS PRINTING, BINDING AND LODGEMENT REGULATIONS

9.1 These regulations are complementary to, and shall be read in conjunction with, the programme regulations for individual postgraduate degrees and the Guidelines on the Format and Style for the Presentation of Theses at the University of the South Pacific.

9.2 Every thesis or Supervised Research Project shall be presented in print and electronic form as required by the University, using the referencing style required by their faculty.

9.3 For the purposes of examination the student shall submit 3 copies of their PhD thesis or 2 copies of their Master’s thesis or Supervised Research Project to the Vice-Chancellor or delegate or nominee. The copies may be soft-cover or ring-bound for this purpose.

9.4 For the award of the degree, the student shall provide to the Faculty copies of the thesis or Supervised Research Project, corrected and/or modified according to directions of the University, as follows:

(a) 2 hard-bound copies for those enrolled at Laucala Campus, or 3 hard-bound copies for those enrolled at Alafua or Emalus Campus; and

(b) An electronic copy in CD or DVD format.

The Faculty should distribute the copies as follows:

(i) 1 copy with the University Library on Laucala Campus;
(ii) 1 copy with the appropriate Faculty of the University; and
(iii) 1 copy for the Library at Alafua or Emalus Campus, for those enrolled at those campuses. (The Laucala Campus Library will accept and forward copies for the Alafua or Emalus Campus Libraries).

9.5 The hard-bound copies of the thesis or Supervised Research Project

(a) Be signed on the Declaration of Authenticity page by the student; and
(b) Contain a statement of the student’s restrictions regarding accessibility.

9.6 The copyright for the thesis or Supervised Research Project shall remain with the author.
Annex 3 - Joint PhD (Cotutelle) Programmes Policy

Joint PhD (Cotutelle) Programmes
Policy Number: 1.6.2.18
Responsibility: Pro Vice-Chancellor (Research & International)
Date approved: 25 September 2013
Date last amended: 28 August, 2013 Date of next review: TBC

1. Overview
As a research-intensive university engaged in a range of Pacific regional and international activities, the University of the South Pacific (USP) recognises the benefits of international exchange for both students and staff. As a consequence, a cotutelle policy has been established to promote and strengthen research collaborations between USP and other research-intensive universities worldwide. The intent of the cotutelle policy is therefore to facilitate international research collaboration through the development of individual cotutelle agreements with approved partner institutions. ‘Cotutelle’ refers to a PhD degree program that is undertaken jointly with supervision at both USP and the partner institution. The PhD student (regional or international) must spend time in residence at both USP and the partner institution during their candidature and, if successful, will be awarded a PhD degree jointly by both partner institutions. USP does not support ‘dual awards’ whereby the candidate receives separate degrees from each partner institution.

The cotutelle degree provides benefits to candidates as well as the partner institutions. It enriches the candidates’ training experiences, exposes them to different educational environments and encourages them to forge personal and professional links that will enhance their career prospects. Cotutelle agreements also support the strategic goals of USP in developing and strengthening research networks and enhancing PhD programme recruitment. Students seeking to undertake a cotutelle degree need to have an appropriately resourced project and appropriate supervision at both partner institutions. Potential candidates must also satisfy each university’s normal admission requirements, including language proficiency.

This Joint PhD (Cotutelle) Policy affects only those students who enrol officially at two partner institutions and aim to receive a joint award from both institutions upon successful completion. There are many other means to support both inbound and outbound student exchange. USP also supports the inclusion of approved co-supervisors from overseas tertiary institutions on the supervisory team. None of these other forms of international exchange is prejudiced by the Joint PhD (Cotutelle) policy.

2. Policy
a) A formal Cotutelle Agreement must be drawn up between the two partner institutions in respect of each candidate.
b) Senate must approve the initial Cotutelle Agreement with each partner institution, which will then be recognized as an Approved Partner Institution for cotutelle agreements using the same agreement template.
c) Subsequent cotutelle agreements with an Approved Partner Institution using the same agreement template must be approved by the Pro Vice-Chancellor (Research & International).
d) Material changes to the agreement template for an Approved Partner Institution must be approved by Senate.
e) The Cotutelle Agreement Template appended may be followed. Otherwise, significant deviations from this template must be clearly explained and a rationale for such deviations provided when the initial agreement with a partner institution is presented for approval to Senate.
f) Cotutelle candidates must meet the normal PhD entry requirements of USP.
g) The periods of residence at each of the partner institutions must be specified in the Cotutelle Agreement. Cotutelle students must spend a minimum of 18 months in residence at USP during their PhD candidacy.
h) Cotutelle students will be registered full-time at USP for the duration of their candidature.
i) Cotutelle students will pay fees to USP, according to the full-time PhD fees schedule, as published in the Handbook & Calendar, for those Semesters that include a period of residence at USP.

j) Throughout their candidacy, cotutelle students must follow the USP regulations and procedures for student progress. This will include any period of provisional registration prior to acceptance of the research proposal, as stipulated in the offer letter, as well as timely submission of progress reports each Semester. The minimum and maximum candidatures for PhD students will also apply.

k) USP will not be responsible for any costs that accrue to the student as a result of undertaking the cotutelle arrangement, and this must be stated in the Agreement.

l) Every Cotutelle Agreement must have a section that details responsibilities and procedures in cases of conflict or dispute and matters of intellectual property.

m) The arrangements for examination of the student for the joint PhD degree must be detailed in the Cotutelle Agreement and must include detailed written assessment of the thesis by at least two independent external examiners approved in advance by the Pro Vice-Chancellor (Research & International) at USP.

n) On award of the joint PhD degree, all degree parchments and transcripts produced must state that the degree is awarded by both institutions and must carry the logo of both institutions.

3. Procedures

a) To establish a Cotutelle Agreement with an Approved Partner Institution, the proposed supervisor should use the template from an existing agreement and seek approval from the Pro Vice-Chancellor (Research & International), by submitting the proposed agreement and a completed Cotutelle Agreement Application Form (Appendix 1).

b) To establish a Cotutelle Agreement with a partner institution for which no earlier agreement exists, the supervisor should use the generic Cotutelle Agreement template (Appendix 2) wherever possible. Otherwise, a template provided by the partner institution may be used, but any deviations from this Policy and the generic Cotutelle Agreement template must be clearly described on the application form. The application along with the completed draft agreement should be sent to the Council and Central Committee Secretariat for approval by Senate.

c) A copy of all approved cotutelle agreements should be lodged with the Research Office, from whom the list of Approved Partner Institutions will be available on request.
Joint PhD (Cotutelle) Programme Agreement

Parties

The University of the South Pacific (USP)
Established in 1970 as a Tertiary Education and Research institution at the Privy Council, London, with headquarters at Laucala Campus, Lacuala Bay Road, Suva, Fiji,

And

<Partner University>
<Details>

Background

1. The parties participating in this Joint PhD (Cotutelle) Programme Agreement seek to enhance research co-operation and collaboration between the institutions.
2. <Student name> wishes to conduct collaborative research at the two institutions as part of a Joint PhD (Cotutelle) Programme.
3. This agreement sets out the arrangements agreed upon by both institutions.

Enrolment and Fees

4. The student will apply and must meet the normal PhD entry requirements of each partner institution.
5. The student will be enrolled and have access to the student support facilities of both partner institutions for the duration of the Joint PhD (Cotutelle) Programme.
6. The student must pay the University of the South Pacific the appropriate full-time student fees for each Semester that the student is resident at USP, according to the current Handbook and Calendar, whether they are resident for the whole semester or part of it.
7. The student must attend USP for a minimum of 18 months (3 Semesters) during their Joint PhD (Cotutelle) Programme.
8. <Partner institution fees requirements>

Supervision

9. The research work will be undertaken in both universities under co-supervision by at least one supervisor at each university.
10. At USP <Supervisor(s) names, Department/Institute> will co-supervise the PhD student.
11. At <Partner Institution>, <Supervisor(s) names, Department/Institute> will co-supervise the PhD student.

University Policies

12. Except where superseded by this Agreement, the policies, guidelines, regulations and procedures of the partner institution at which the student is resident at the time will apply.
13. Where either partner institution undertakes any disciplinary action against the student for any reason, the supervisor will inform the other partner institution, which may elect to apply its own disciplinary procedures.
14. The student must comply wherever possible with the PhD student progress regulations of both partner institutions throughout the duration of the Joint PhD (Cotutelle) Programme, irrespective of where they are resident at the time.

Pattern of Study

15. The student will spend the following periods at each of the partner institutions:

USP <Partner Institution>

<Dates or Semesters> <Dates or Semesters>

<Dates or Semesters> <Dates or Semesters>

<Dates or Semesters> <Dates or Semesters>

16. The student may deviate from this schedule with agreement of all supervisors, providing that item 7 is adhered to.
Examination
17. The thesis will be submitted to both parties and examined according to the normal PhD regulations of each partner institution.
18. Where external examiners are appointed to assess the thesis, the same examiners may be used by both institutions, with appointment of the examiners being co-ordinated by the supervisory team, subject to the rules of appointment of the institution.

Award of the Degree
19. If the thesis meets the examination requirements of both partner institutions, the institutions agree to jointly award the degree of Doctor of Philosophy (PhD).
20. The degree award documents, including the degree parchments produced by both institutions, will state that the PhD is jointly awarded by both institutions and bear the logos of both institutions.
21. A decision by one partner institution not to award the degree does not preclude the other institution from awarding the degree.

Copyright and Intellectual Property
22. The parties recognise that the copyright of the thesis belongs to the student.
23. The student, the supervisors and the universities will comply with the relevant institutional Intellectual Property policies in order to protect the doctoral research and the publication of research results.
24. In the event of potential commercialisation of the research, the universities, which must have authority to negotiate on the student’s behalf, will negotiate in good faith the commercialisation of any intellectual property arising from the research program in accordance with their respective Intellectual Property policies.

Research Integrity and Ethical Clearance
25. While enrolled on the Joint PhD (Cotutelle) Programme, the student must comply with all institutional codes of conduct for ethical research conduct of both institutions.
26. The student must comply with the research ethics policies of both institutions and must follow the procedures of the institution in which the research is being conducted for obtaining ethical clearance for the research.

Candidature and Termination of Candidature
27. The period of candidature on the Joint PhD (Cotutelle) Programme is from the latest date of admission to the PhD programme of the two institutions or latest date of signature of this agreement (whichever is latest) to the date of submission of the thesis, withdrawal of the candidate or termination due to disciplinary action applied following the normal disciplinary procedures of either partner institution.
28. The regulations governing the normal period of maximum candidature of both partner institutions must also be followed, along with regulations for suspension of studies and extension of the period of maximum candidature due to allowable extenuating circumstances. Non-compliance with either institution’s policies in this regard may result in termination of the Joint PhD (Cotutelle) Programme.

Resolution of Conflict
29. In the event of a conflict arising between the policies and procedures of the two institutions in respect to this agreement, the Pro Vice-Chancellor (Research & International) at USP and the <PVC Research equivalent> at <Partner Institution> agree to mediate to resolve the issues.

Signed: ____________________________ Date: ____________________________
Pro Vice-Chancellor (Research & International), USP

Signed: ____________________________ Date: ____________________________
<PVC Research equivalent>, <Partner Institution>
Cotutelle Agreement Application Form

Refer to the Policy on Joint PhD (Cotutelle) Programmes before completing this application form.

Application for (tick one only):

- New joint PhD (cotutelle) programme (no existing agreements in place) – requires Senate approval
- New joint PhD (cotutelle) agreement (already an Approved Partner Institution) using a modified agreement template – requires Senate approval
- New joint PhD (cotutelle) agreement (already an Approved Partner Institution) using the existing agreement template – requires approval of the Pro Vice-Chancellor (Research & International)

<table>
<thead>
<tr>
<th>1. Details of PhD student candidate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of student candidate:</td>
<td>Nationality:</td>
</tr>
<tr>
<td>Qualifications:</td>
<td></td>
</tr>
<tr>
<td>Does the candidate meet the USP entry requirements for the PhD degree? (Y/N):</td>
<td></td>
</tr>
<tr>
<td>Endorsement of candidate by the Chair of the Faculty/Section Postgraduate Committee:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

2. Details of the partner institution:

<table>
<thead>
<tr>
<th>Title of Institution:</th>
<th>Country:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Institute/Department where the student will mainly reside:</td>
<td></td>
</tr>
<tr>
<td>Provide a brief resume of the international research profile of the partner institution:</td>
<td></td>
</tr>
</tbody>
</table>

3. Details of the supervisory team:

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Institution</th>
<th>No. Current/Completed PhD students</th>
</tr>
</thead>
</table>

4. Briefly describe any ongoing/proposed research collaboration

5. Have you used an existing cotutelle agreement template provided by the Research Office? (Y/N). If not, describe any deviation from the existing template and provide a rationale:

---

1 The Research Office maintains a list of Approved Partner Institutions and Cotutelle Agreement templates
6. Does the Cotutelle Agreement state/specify:
(please tick)

- ☐ The periods of residence at each of the partner institutions must be specified in the Cotutelle Agreement?
- ☐ That the student will spend a minimum of 18 months in residence at USP during their PhD candidacy?
- ☐ That the student will be registered full-time at USP for the duration of their candidacy?
- ☐ That the student will pay full time fees to USP for those Semesters that include a period of residence at USP?
- ☐ That throughout their candidacy, cotutelle students must follow the USP regulations and procedures for student progress? This must include any period of provisional registration prior to acceptance of the research proposal, as stipulated in the offer letter, as well as timely submission of progress reports each Semester. The minimum and maximum candidatures for PhD students will also apply.
- ☐ That USP will not be responsible for any costs that accrue to the student as a result of undertaking the cotutelle arrangement?
- ☐ The responsibilities and procedures in cases of conflict or dispute and matters of intellectual property?
- ☐ The arrangements for examination of the student, which must include detailed written assessment of the thesis by at least two independent external examiners approved in advance by the Pro Vice-Chancellor (Research & International) at USP?
- ☐ That on award of the joint PhD degree, all degree parchments and transcripts produced must state that the degree is awarded by both institutions and must carry the logo of both institutions?

Proposer (name): Signed: Date:

7. Endorsement/Approval\(^1\) of the Pro Vice-Chancellor (Research & International):

Signed: Date:

8. Decision of the Senate (if applicable):

At its meeting on (date), the Senate:

- ☐ Approved the cotutelle agreement.
- ☐ Approved the cotutelle agreement, subject to modifications which have been implemented.
- ☐ Did not approve the cotutelle agreement.

Name: Signature: ________________________________ Date: 
Representative of Council & Central Committee Secretariat

THE COTUTELLE AGREEMENT MUST BE ATTACHED

\(^1\) Please append the Cotutelle Agreement
\(^2\) For Approved Partner Institutions, where there is an existing Cotutelle Agreement and where the existing template has been used, PVC (R&I) may approve the agreement.
Annex 4 - Postgraduate Research Progress Report

Postgraduate Research Progress Report

Research Group [if applicable]:
Student Name:
Student ID Number:
Programme:
Mode of Study:
Faculty/Section:
Sponsorship Details [if applicable]:

<table>
<thead>
<tr>
<th>1. Thesis title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters □</td>
<td>PhD □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Faculty thematic area (if applicable):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Student name, ID# &amp; name of Principal Supervisor, and other supervisors:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Project time frame:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date: Click here to enter a date. End date: Click here to enter a date.</td>
</tr>
<tr>
<td>Duration of project:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Summary of Progress¹:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Summary of work remaining:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Summary of expenditure with respect to agreed budget:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Describe any challenges or difficulties you have identified with your project and explain how you will overcome them:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Comments by supervisory team:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

¹ If this is your first progress report, attach, as an appendix, a detailed literature review relating to your topic which will form a substantial part of the introductory chapter of your final thesis.
10. To be a on a separate page, signed and scanned and joined with the rest of document as a single PDF; and submitted online at the Postgraduate Research Portal.

To the best of our knowledge and belief, the statements made in this report are true and the information provided is correct.

<table>
<thead>
<tr>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Group Leader</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed: [Signature]  Dated: [Date]
Annex 5 - Screening Questionnaire for Human Ethics

The purpose of this questionnaire is to determine whether or not your proposed research project requires approval by the University Research Ethics Committee. Once completed, it should be passed to your Faculty Representative on the University Research Ethics Committee who will advise you of the next step.

**Name/Section:** Click here to enter text.
**Project Title:** Click here to enter text.

I certify that with respect to this research project I have read the Human Ethics Handbook and understand the ethical principles listed therein. My answers to the following questions are informed by my understanding of these principles.

**Signed:** ______________ [Lead Researcher]
**Date:** Click here to enter a date.

If you are a student, your supervisor must sign below to indicate that they have counselled you about human ethics issues in your research, and agree that you have completed this Screening Questionnaire as accurately as you can.

**Signed:** ______________ [Principal Supervisor]
**Date:** Click here to enter a date.
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Situations in which the researcher may be at risk of harm from human</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>participants</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>Use of questionnaire of interview (anonymous or not) which might</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>reasonably be expected to cause discomfort, embarrassment, or psychological</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>or spiritual harm to the participants</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Processes that are potentially disadvantageous to a person or group, such</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>as the collection of information which may expose the person or group to</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>discrimination</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Collection of information about illegal behavior gained during the research</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>which could place the participants at risk of criminal or civil liability</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>or be damaging to their financial standing, employability, professional</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or personal relationships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Collection of any blood, body fluid, tissue samples, or other samples</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>6</td>
<td>Any form of exercise regime, physical examination, deprivation (e.g. sleep,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>dietary)</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>7</td>
<td>The administration of any form of drug, medicine, placebo</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>8</td>
<td>Physical pain, beyond mild discomfort</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>9</td>
<td>Any demonstration of procedures or phenomena having a potential for harm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>which involves the participation of students of the University of the South</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Pacific</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Participants whose identity is known to the researcher giving oral consent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>rather than written consent (if participants are anonymous, you may answer</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>No)</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Participants who are unable to give informed consent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>12</td>
<td>Research on your own students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>13</td>
<td>The participation of children younger than 7 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>14</td>
<td>The participation of children younger than 16 years where parental consent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>is not being sought</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>15</td>
<td>Participants who are in a dependent situation, such as people with a</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>disability, residents of a hospital, nursing home or prison, or persons</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>highly dependent on medical care</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Participants who are vulnerable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>17</td>
<td>The use of previously collected information or biological samples for which</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>there was no explicit consent for this research from the participants</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>18</td>
<td>Any evaluation of the services or organisational practices of the University</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>of the South Pacific where information of a personal nature may be collected</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>and where participants may be identified</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Deception of the participants, including concealed and covert observations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>
20. Conflict of interest situation for the researcher (e.g. is the researcher also the lecturer/teacher/colleague or treatment provider or employer of the research participants, or is there any other power relationship between the researcher and research participants?)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21. Payments or other financial inducements (other than reasonable reimbursement of travel expenses or time) to participants

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

22. A requirement by an outside organisation (e.g. a funding organisation or a journal in which you wish to publish) for approval by the University Research Ethics Committee

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered YES to any of these questions, then you need to submit an Application for Human Ethics Approval.

Even if you answered NO to all the questions above, this Screening Questionnaire must still be submitted to your Faculty representative on the University Research Ethics Committee who reserves the right to discuss your research with you and, in some cases, may require you to complete an Application for Human Ethics Approval.

The University of the South Pacific  
Office of the Deputy Vice-Chancellor [Research, Innovation, and International]  
Faculty: Choose an item.  
Application Number: Click here to enter text.
Annex 6 - Human Ethics Application Form

HUMAN ETHICS APPLICATION
FOR APPROVAL OF PROPOSED RESEARCH INVOLVING HUMANS
(All applications are to be typed and presented using language that is free from jargon)

Section A

1. **Project Title**: Click here to enter text.
   - **Projected start date for data collection**: Click here to enter a date.
   - **Projected end date**: Click here to enter a date.
   - Approval will not be given if recruitment and/or data collection has already begun

2. **Applicant Details** (Select either ACADEMIC STAFF or STUDENT APPLICATION and complete details)
   - **ACADEMIC STAFF APPLICATION** (excluding staff who are also students)
     - **Full Name of Applicant**: Click here to enter text.
     - **Faculty/School/Division**: Click here to enter text.
     - **Campus Location**: Click here to enter text.
     - **Telephone Contact**: Click here to enter text.  
     - **Email**: Click here to enter text.
   - **STUDENT APPLICATION**
     - **Full Name of Applicant**: Click here to enter text.
     - **Employer Name [if applicable]**: Click here to enter text.
     - **Telephone Contact**: Click here to enter text.  
     - **Email**: Click here to enter text.
     - **Postal Address**: Click here to enter text.
     - **Full Name of USP Supervisor(s)**: Click here to enter text.
     - **School/Division**: Click here to enter text.
     - **Faculty**: Click here to enter text.
     - **Campus Location of the Supervisor**: Click here to enter text.
     - **Supervisor’s Telephone**: Click here to enter text. **Supervisor’s Email**: Click here to enter text.

3. **Type of Project** (tick one only)
   - [ ] Academic staff research
   - [ ] Student research [Masters or PhD]
   - [ ] Student Research [in-course or independent]
   - [ ] Teaching
   - If other, please specify: Click here to enter text.

4. List any attachments to your Application, e.g. Completed “Screening Questionnaire (if not already submitted), Information Sheet/s (indicate how many), Consent Forms (indicate how many completed), Questionnaire, Interview Schedule, Evidence of Consultation, Confidentiality Agreement, Other (please specify).
### Section B - General

5. For staff research, is the applicant the only researcher?  
   If no, list the names and affiliations of all members of the research team.  
   □ Yes  □ No

6. State concisely the aims of the project.

7. Give a brief background to the project to place it in perspective and to allow the project’s significance to be assessed. (No more than 200 words in lay language).

8. Outline the research procedures to be used, including approach/procedures/manipulations for collecting data.

9. Where will the project be conducted? Include information about the physical location/setting.

10. Describe the experience of the researcher and/or supervisor to undertake this type of project.
11. Describe the process that has been used to discuss and analyze the ethical issues present in this project.

12. Describe the intended participants.

13. How many participants will be involved? What is the reason for selecting this number?

14. Describe how potential participants will be identified and recruited.

15. Who will make the initial approach to potential participants?

16. How much time will participants have to give to the project?

### Data Collection

17. Does the project include use of participant questionnaire/s?  
   - Yes  
   - No

If yes, attach a copy of the Questionnaire/s to the application form and include this in your list of attachments (Q5)

If yes:

1. Indicate whether the participants will be anonymous.  
   - Yes  
   - No

2. Describe how the questionnaire will be distributed and collected.

18. Does the project involve observation of participants?  
   - Yes  
   - No

If yes, please describe the precise nature of this:

19. Does the project include the use of focus group/s?  
   - Yes  
   - No

If yes, describe the location of the focus group and time length:

20. Does the project include the use of participant interview/s?  
   - Yes  
   - No

(If yes, attach a copy of the Interview Questions/Schedule to the application form, and, describe the location of the interview and time length).
21. Does the project involve sound recording?  
☐ Yes  ☐ No

22. Does the project involve image recording, e.g. photo or video?  
☐ Yes  ☐ No

If yes, describe:

23. If recording is used, will the record be transcribed?  
☐ Yes  ☐ No

If yes, state who will do the transcribing.

24. Does the project involve any other method of data collection not covered in Questions 18-24?  
☐ Yes  ☐ No

25. Who will collect the data?

**SECTION C: BENEFITS/RISK OF HARM**

26. What are the possible benefits (if any) of the project to individual participants, groups, communities and institutions?

27. What discomfort (physical, psychological, social), incapacity or other risk of harm are individual participants likely to experience as a result of participation?

28. Describe the strategies you will use to deal with any of the situations identified in Q28.

29. What is the risk of harm (if any) of the project to the researcher?

30. Describe the strategies you will use to deal with any of the situations identified in Q30.

31. What discomfort (physical, psychological, social) incapacity or other risk of harm are groups/communities and institutions likely to experience as a result of this research?

32. Describe the strategies you will use to deal with any of the situations identified in Q32?

33. Is ethnicity data being collected as part of the project?  
☐ Yes  ☐ No

If yes, will the data be used as a basis for analysis?  
☐ Yes  ☐ No

If yes, explain:
34. If participants are children/students in a pre-school/school/tertiary setting, describe the arrangements you will make for children/students who are present but not taking part in the research. Note that no child/student should be disadvantaged through the research.

### SECTION D: INFORMED AND VOLUNTARY CONSENT

35. By whom and how, will information about the proposed research be given to potential participants?

36. Will consent to participate be given in writing?  
☐ Yes  ☐ No  
If no, justify the use of oral consent.

37. Will participants include persons under the age of 16?  
☐ Yes  ☐ No  
If yes, (i) indicate the age group and competency of giving consent.  
(ii) Indicate if the researcher will be obtaining the consent of parent(s)/caregiver(s).  
☐ Yes  ☐ No  
(Note that parental/caregiver consent for school-based research may be required by the school when children are competent. Ensure Information Sheets and Consent Forms are in a style and language appropriate for the age group).

38. Will participants include persons whose capacity to give informed consent may be compromised?  
☐ Yes  ☐ No  
If yes, describe the consent process you will use.

39. Will the participants be proficient in English?  
☐ Yes  ☐ No  
40. If no, all documentation for the participants (Consent Forms/Questionnaire etc.) should be translated into the participants’ first language(s).

### SECTION E: PRIVACY/CONFIDENTIALITY ISSUES

41. Will any information be obtained from any source other than the participant?  
☐ Yes  ☐ No  
If so, give details:

42. Will any information that identifies participants be given to any person outside the research team?  
☐ Yes  ☐ No  
If yes, indicate why and how:

43. Will the participants be anonymous (i.e. their identity unknown to the Researcher)?  
☐ Yes  ☐ No  
If no, explain how confidentially of the participants’ identities will be maintained in the treatment and use of the data.
44. Will an institution (e.g. school) to which participants belong to be named or be able to be identified? □ Yes □ No  
   If yes, explain how you have made the institution aware of this:

45. Outline how and where information will be stored:  
   (i) The data will be stored, and (pay particular attention to identifiable data, e.g. tapes, videos and images)  
   (ii) Consent forms will be stored. (note that Consent forms should be stored separately from data)

46. (i) Who will have access to the data/Consent Forms?  
   (ii) How will the data/Consent Forms be protected from unauthorized access?

SECTION F: DECEPTION  
47. Is deception involved at any stage of the project? □ Yes □ No  
   If yes, justify its use and describe the debriefing procedures:

SECTION G: CONFLICT OF ROLE/INTEREST  
48. Is the project to be funded in any way from sources external to The University of the South Pacific? □ Yes □ No  
   If yes: (i) State the source(s)

49. Does the researcher have a financial interest in the outcome of the project? □ Yes □ No  
   If yes, explain how the conflict of interest situation will be dealt with:

50. Describe any professional or other relationships between the researcher and the participants? (e.g. employer/employee, lecturer/student, practitioner/patient, researcher/family member). Indicate how any resulting conflict of role will be dealt with:

SECTION H: COMPENSATION OF PARTICIPANTS  
51. Will payments or other compensation be given to participants? □ Yes □ No  
   If yes, describe what, how and why?  
   (Note that compensation (if provided) should be given to all participants and not constitute an inducement. Details of any compensation provided must be attached to this application).
### SECTION I: CULTURAL ISSUES

52. Are there any aspects of the project that might raise specific cultural issues? □ Yes □ No

If yes, explain. Otherwise, proceed to Section J.

53. What ethnic or social group/s does the project involve?

54. Does the researcher speak the language of the target population? □ Yes □ No

If no, specify how communication with participants will be managed:

55. Describe the cultural competence of the researcher for the varying out the project. (Note that where the researcher is not a member of the cultural group being researched, a cultural adviser may be necessary)

### SECTION J: CONSULTATION

56. Identify the group/s with whom consultation has taken place or is planned. (Where consultation has already taken place, attach a copy of the supporting documentation to the application form).

57. Describe any ongoing involvement of the group/s consulted in the project.

58. Describe how information resulting from the project will be shared with group/s consulted.

59. Describe how information resulting from the project will be shared with participants and disseminated in other forms, e.g. peer review, publications, conference. (Note that receipt of a summary is one of the participant rights)

### SECTION K: INVASIVE PROCEDURES/PHYSIOLOGICAL TESTS

60. Does the project involve the collection of tissues, blood, other body fluids or physiological tests? □ Yes □ No

(If yes, complete Section K, otherwise proceed to Section M)

61. Describe the material to be taken and the method used to obtain it. Include information about the training of those taking the samples and the safety of all persons involved. If blood is taken, specify the volume and number of collections.

62. Will the material be stored? □ Yes □ No
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, describe how, where and for how long.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>63. Describe how the material will be disposed of (either after the research is completed or at the end of the storage period). (Note that the wishes if relevant cultural groups must be taken into account).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>64. Will material collected for another purpose (e.g. diagnostic use) be used?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>If yes, did the donors give permission for use of their samples in this project?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>(Attach evidence of this to the application form).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, describe how consent will be obtained. Where the samples have been anonymized and consent cannot be obtained, provide justification for the use of these samples.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65. Will any samples be imported into the country where you are based?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>If yes, provide evidence of permission of the donors for their material to be used in this research.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66. Will any samples go out of the country where you are based?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>67. Describe any physiological tests/procedures that will be used.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68. Will participants be given a health-screening test prior to participation?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>(If yes, attach a copy of the health checklist)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REMMINDER
Attach the completed Screening Questionnaire (if not already submitted) and other attachments.

SECTION L: DECLARATION (Complete appropriate section)

ACADEMIC STAFF RESEARCH
Declaration by Academic Staff Applicant

I have read the Human Ethics Handbook of The University of the South Pacific. I understand my obligations and rights of the participants. I agree to undertake the research as set out in the obligations and rights of the participants. I agree to undertake the research as set out in the Human Ethics Handbook. My Head of Division/School/Institute (delete as appropriate) knows that I am undertaking this research. The information contained in this application is to the best of my knowledge accurate and not misleading.

_____________________________________________________
Staff Applicant’s Signature

___________________________
Date

STUDENT RESEARCH
Declaration by Student Applicant

I have read the Human Ethics Handbook of The University of the South Pacific and discussed the ethical issues surrounding my project with my supervisor. I understand my obligations and rights of the participants. I agree to undertake the research as set out in the obligations and rights of the participants. I agree to undertake the research as set out in the Human Ethics Handbook. The information contained in this application is to the best of my knowledge accurate and not misleading.

_____________________________________________________
Student Applicant’s Signature

____________________________
Date

Declaration of Supervisor

I have assisted the student in the ethical analysis of this project. As supervisor of this research, I will ensure that the research is carried out accordingly to the Human Ethics Handbook of The University of the South Pacific.

_____________________________________________________
Staff Applicant’s Signature

___________________________
Date
Annex 7: Animal Ethics Application Form

Faculty: Click here to enter text.

Application No: Click here to enter text.
This number is assigned when your application is accepted.
Quote on all documentation to participants and the Committees.

ANIMAL ETHICS APPLICATION
APPROVAL OF PROPOSED RESEARCH INVOLVING HUMANS
(All applications are to be typed and presented using language that is free from jargon)

Section A

1. Project Title: Click here to enter text.
Projected start date for data collection: Click here to enter a date.
Projected end date: Click here to enter a date.
Approval will not be given if recruitment and/or data collection has already begun.

2. Applicant Details (Select either ACADEMIC STAFF or STUDENT APPLICATION and complete details)

ACADEMIC STAFF APPLICATION (excluding staffs who are also students)

<table>
<thead>
<tr>
<th>Full Name of Applicant:</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/School/Division:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Campus Location:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Telephone Contact:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Email:</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

STUDENT APPLICATION

<table>
<thead>
<tr>
<th>Full Name of Applicant:</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name [if applicable]:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Telephone Contact:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Email:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Postal Address:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>School/Division:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Faculty:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Campus Location of the Supervisor:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Supervisor’s Telephone:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Supervisor’s Email:</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

3. Type of Project (tick one only)

☐ Academic staff research
☐ Student research [Masters or PhD]
☐ Student Research [in-course or independent]
☐ Teaching

If other, please specify: Click here to enter text.
5. List any attachments to your Application, e.g. Completed “Screening Questionnaire (if not already submitted), Information Sheet/s (indicate how many), Consent Forms (indicate how many completed), Questionnaire, Interview Schedule, Evidence of Consultation, Confidentiality Agreement, Other (please specify).

---

### Section General B

6. For staff research, is the applicant the only researcher?  ☐ Yes ☐ No

If no, list the names and affiliations of all members of the research team.

7. State concisely the aims of the project.

8. Give a brief background to the project to place it in perspective and to allow the project’s significance to be assessed. (no more than 200 words in lay language).

9. Outline the research procedures to be used, including approach/procedures/manipulations for collecting data.

10. Where will the project be conducted? Include information about the physical location/setting.

11. Describe the experience of the researcher and/or supervisor to undertake this type of project?

12. Describe the process that has been used to discuss and analyze the ethical issues present in this project.
### SECTION C: RISK OF HARM

13. What discomfort (physical, psychological, social), incapacity or other risks of harm are the live animals being used in this research project likely to experience?

14. Describe the strategies you will use to minimize the discomfort identified in Q13?

### SECTION D: CONFLICT OF INTEREST

15. Is the project to be funded in any way from sources external to The University of the South Pacific? ☐ Yes ☐ No

If yes, i) State the source(s):

ii) Does the source(s) of the funding present any conflict of interest with regard to the research topic?

16. Does the researcher have a financial interest in the outcome of the project? ☐ Yes ☐ No

If yes, explain how the conflict of interest situation will be dealt with:

### SECTION E: INVASIVE PROCEDURES/PHYSIOLOGICAL TESTS AND EUTHANASIA

17. Does the project involve the collection of tissues, blood, other body fluids or physiological tests? ☐ Yes ☐ No

18. Describe the material to be taken and the method used to obtain it. Include information about the training of those taking the samples and the safety of all persons involved. If blood is taken, specify the volume and number of collections.

19. Describe the fate of live animals at the end of the research project.

20. Explain precisely how sick or injured animals will be euthanized.
SECTION F: DECLARATION (Complete appropriate section)

ACADEMIC STAFF RESEARCH

Declaration by Academic Staff Applicant
I have read the Human Ethics Handbook of The University of the South Pacific. I understand my obligations and rights of the participants. I agree to undertake the research as set out in the obligations and rights of the participants. I agree to undertake the research as set out in the Human Ethics Handbook. My Head of Division/School/Institute (delete as appropriate) knows that I am undertaking this research. The information contained in this application is to the best of my knowledge accurate and not misleading.

__________________________________________________________________________  ___________
Staff Applicant’s Signature  Date

STUDENT RESEARCH

Declaration by Student Applicant
I have read the Human Ethics Handbook of The University of the South Pacific and discussed the ethical issues surrounding my project with my supervisor. I understand my obligations and rights of the participants. I agree to undertake the research as set out in the obligations and rights of the participants. I agree to undertake the research as set out in the Human Ethics Handbook. The information contained in this application is to the best of my knowledge accurate and not misleading.

__________________________________________________________________________  ___________
Student Applicant’s Signature  Date

Declaration of Supervisor
I have assisted the student in the ethical analysis of this project. As supervisor of this research, I will ensure that the research is carried out accordingly to the Human Ethics Handbook of The University of the South Pacific.

__________________________________________________________________________  ___________
Staff Applicant’s Signature  Date

Print Name: Click here to enter text.
Annex 8 - Research Permit document for International Research Students

Please read through this document thoroughly as it contains very important information relating to a study permit, which is required for Fiji. This document is prepared for International Students only (please refer to the definition of an International student below).

Who is this information for?
- Specific for those coming to study by Research Thesis [Master/PhD] at USP campuses in Fiji and will be applying for a study permit through USP.
- Associates affiliated to USP/Faculties.

Who is a Research Student?
- A student who is NOT enrolled in taught courses BUT is studying via research ONLY [Thesis]

Who should apply for a Research Permit for Fiji/USP?
- International students who are specifically coming to study towards a Master’s Degree by research and a PhD Degree.
- Research Permit is granted to a person to undertake research for the benefit of local universities/institutions or as a part of his/her professional or educational requirement.
- Authority is under Section 9(2) (e) of the Immigration Act, 2003.

Who is exempt from applying for a research permit to study at USP?
- Persons who hold a valid work permit for Fiji and those who are residing in Fiji as a dependent do not need to apply for a study permit for Fiji – but if they are enrolled in PhD studies or a Masters programme by research, they MUST apply for an APPROVAL TO CONDUCT RESEARCH IN FIJI from the Ministry of Education, Fiji through USP.

Who is an International Student?
- An International student is any student who holds a citizenship of any country except the Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tuvalu, Tokelau, Tonga, and Vanuatu.

How long is an approval from the Ministry of Education valid for?
- The Ministry of Education will issue an approval for the duration of studies after a Committee reviews applications.
- Students must comply with the terms and conditions of the approval in submitting a copy of their thesis to the Ministry upon completion.
- Students are advised to budget approximately FJD$500 for this approval.

How is a research permit valid for?
- A research permit is valid for 18 months, but is issued on a 6-monthly basis where students can apply for an extension provided they provide a progress report from their supervisors at no cost.
- When a research permit expires after 18 months, students must reapply for a renewal to Fiji Immigration through USP and pay FJD$632.

Documents required for a Research Permit?
- Completed Fiji Immigration Application for Study/Research Permit.
- Medical reports conducted within three (3) months or less from the date of application.
- Police reports in respect of applicant from the country of his/her citizenship and/or residence where he/she has lived for twelve (12) months or more in the last ten (10) years.
- Letter of consent and endorsement from the local institution/s where the research will be undertaken. This letter is obtained from the school which the student is affiliated to.
- Ministry of Education support /approval letter.
- Certified copies of the applicant’s passport/s (bio-data page).
- 4 passport photos affixed to application.
- Sponsorship letter and/or financial standing of the applicant.
- For research undertaken for periods less than twelve (12) months – a certified copy of a return airline ticket.
- Proof of payment of permit fees: FJD$832.

**Documents required for an Approval to Conduct Research in Fiji**

- Ministry of Education Research Agreement Form/Request to Conduct Research in Fiji.
- A request letter to the Permanent Secretary for Education.
- Applicant’s Curriculum Vitae.
- Support letter from the Institution approving the Research. This letter is obtained from the school which the student is affiliated to.
- A copy of the Research Proposal.
- Fees will be determined by Ministry of Education once approval has been granted by Permanent Secretary for Education and Committee.

**NOTE:**

- USP Offer Letter of Admissions will not suffice. A support letter from the school with which the student is affiliated implies that the full proposal has been reviewed and that research is supported.
- Both the applications must be made prior to arrival in Fiji; and a student must obtain a pre-approval letter from Fiji Immigration before arriving into the country. Failure to obtain a pre-approval letters may affect your entry into Fiji.
- Fiji Immigration will await approval from Ministry of Education before Research Permit is processed and issued.
- Associates must also follow these procedures regardless of the research duration.
- The issuing of a research permit and fees are at the sole discretion of Fiji Immigration and not The University of the South Pacific.

USP is obligated to disclose any information to Fiji Immigration upon request and report any suspicious behaviour. USP will inform Fiji Immigration immediately upon the withdrawal from studies and any circumstances that may affect a student’s status in Fiji.
a) It is mandatory that proper authorization is sought from the Permanent Secretary for Education before any research is conducted in Fiji.
b) It is also mandatory that a copy of the final research report is submitted to the Permanent Secretary for Education, upon successful completion of the research. This will be properly archived at the Ministry of Education.
c) The Ministry of Education reserves a right to publish the findings of the report, of which the author will be duly acknowledged.
d) The following documents are also required when submitting this form:
   a. A request letter to the Permanent Secretary for Education
   b. Applicant's Curriculum Vitae
   c. Support letter from the Institution approving the Research
   d. A copy of the Research Proposal

SECTION A : APPLICANT'S PERSONAL DETAILS

1. Name of Applicants(s)

2. Email: Telephone(s) & Cell Numbers:

3. Academic status: (tick/check where applicable)
   - Undergraduate Student
   - Post-Graduate Studies
   - Master's Degree
   - PhD
   - Tertiary Institution
   - Organisation

4. Mailing address:

SECTION B : RESEARCH TOPIC

Name of University/Organization/ Affiliation

Supervisors’ Name and contact details [Address and phone contacts]

Study Tenure/Length of study [please provide the exact dates.]

5. Indicate Y (Yes) or N (No) or NA for Not Applicable:
   - Detail applicant's prior approved research in Fiji. ....................
   - Indicate if this research is part of a larger study or extends a previous study.
   - Has this or any part of this research been previously rejected? .....................
I/We declare that the information in this form is true and correct.

Signature (i) ...............................................................  (ii) .................................................................

Date: .............................................................................  Date: .............................................................................

C. Binding Agreement between the Ministry of Education and the Researcher(s)

I/We agree to provide the Ministry of Education with a copy of the Research Report/Thesis. I/We grant the Ministry of Education the right to publish the research or an edited summary.

Signature (i) ...............................................................  (ii) .................................................................

Date: .............................................................................  Date: .............................................................................
Annex 9 - Presentation of Theses at the University of The South Pacific: Guidelines

FORMAT AND STYLE FOR THE PRESENTATION OF THESE
AT THE UNIVERSITY OF THE SOUTH PACIFIC: GUIDELINES

This document details the guidelines on the format and style for the final copy of theses submitted at the University of the South Pacific.

Candidates are required to follow these guidelines as closely as possible, but they should also speak to their supervisor(s) about requirements by their respective divisions/schools/faculties.

The order of items in the thesis proper is also set out from point 4 onwards below. The items from point 4 onwards must also be included in the electronic copy.

1. General
The thesis shall be produced using a word processor and a high quality laser printer. Print shall be letter quality-dark, crisp, clear, and straight on the pages.

Candidates should consult their Faculty on the length of the thesis. As a general guide, the USP Calendar gives the maximum word limits (including notes and bibliography) as 50,000 words for a Masters and 100,000 words for a PhD thesis. (Each division/school/faculty will have its own guidelines)

- **Paper Quality**
The thesis shall be printed on high-quality acid free watermarked bond white A4 paper on one side only.

- **Margins**
Top, Bottom and Right margins shall be 25 mm, and Left margins shall be 40 mm.
Both Left and Right margins shall be justified.

- **Font**
The Font in the text shall be Times New Roman Point 12. Divisions/Schools/Faculties may allow other fonts for specific purposes (e.g. linguistic data).
Smaller, Sans serif or narrow/condensed fonts may be used in tables, captions, footnotes, etc.

- **Line Spacing**
The line spacing shall be 1.5.

- **Photographs**
Photographs must be original prints of professional quality, preferably in black and white, or laser copies of original prints (as long as the quality of the original prints is maintained).

- **Pagination**
Preliminary pages (all the pages before page 1 of Chapter 1) shall be numbered using lower case roman numerals (e.g. iv, v, vi, etc.). The Title page, Copyright page and Declaration page are not numbered.
Continuous arabic numbers shall be used from page 1 through to the last page, including appendices.
Page numbers shall be placed 19 mm from the bottom edge of the paper centred between the margins.

2. Binding
- The bindery at the USP Library is the official binder. All copies delivered to the Library for binding must be clean, unpunched and unbound. Candidates are responsible for ensuring that all pages are present and in order within each copy.
- The final copies of the thesis must be hard-bound, that is, sewn and bound in boards that are covered with binding fabric. The binding fabric must be rexine or buckram.
- The colour shall be the faculty colour.
- A typical hard bound volume has a maximum thickness of 64 mm (or 580 pages). Thesis of exceptional thickness may have to be split into two or more volumes.

3. **Lettering on the Cover and Spine**
   - The following lettering is recommended for the front cover:
     a. The full title of the thesis: Rutland brass Font 18 Upper Case.
     b. The candidate’s full name: Rutland brass Font 18 Upper Case.

Sample of Cover:
The following lettering is recommended for the spine:

- Title proper only (i.e. no subtitle): Rutland brass Font 18 Upper Case. A smaller Font may be used depending on the thickness of the thesis.
- Candidate’s initials and surname: As above
- Abbreviated title of the degree: As above
- Year of submission: As above.

Sample of Spine:

THE REIMANN HYPOTHESIS          J.N. KOROI       PHD        2009

4. Title Page

This is the first page of the thesis proper.
The components are as follows and must be centred on the page which is not numbered. Use Times New Roman Font 12 except where indicated. (See Sample on next page)

- Candidate’s full name, preceded by the word “by”: Times New Roman Font 14.
- Statement on the degree for which the thesis is submitted.
- Copyright statement: Copyright © (Year that the degree is conferred, not the year of submission) by (Name of Student).
- School.
- Faculty.
- Name of the university, i.e. The University of the South Pacific.
- Year the degree is conferred.
THE REIMANN HYPOTHESIS: A PROOF AND VERIFICATION

by

Joeli Nemani Koroi

A thesis submitted in fulfillment of the requirements for the degree of Doctor of Philosophy

Copyright © 2009 by Joeli Nemani Koroi

School of Computing, Information and Mathematical Sciences
Faculty of Science, Technology and Environment
The University of the South Pacific

August, 2009
5. Declaration of Authenticity or Originality

- A signed and dated statement by the candidate and supervisor on the authenticity or originality of the work. Should the Chief Supervisor be unable to do this and the graduation of the student is affected, he/she must officially assign authority to one of the co-supervisors and evidence provided to the Library.
- Each copy of the thesis must have an originally signed copy of the declaration statement (not a photocopy). This page is not numbered.

**Sample Declaration:**

<table>
<thead>
<tr>
<th>DECLARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statement by Author</strong></td>
</tr>
<tr>
<td>I, Joeli Nemani Koroi, declare that this thesis is my own work and that, to the best of my knowledge, it contains no material previously published, or substantially overlapping with material submitted for the award of any other degree at any institution, except where due acknowledgment is made in the text.</td>
</tr>
<tr>
<td>Signature ………………………………………………………… Date………………………………………..</td>
</tr>
<tr>
<td>Name ……………………………………………………………………………………………………………………..</td>
</tr>
<tr>
<td>Student ID No. ………………………………………………………………………………………………………………</td>
</tr>
</tbody>
</table>

| **Statement by Supervisor** |
| The research in this thesis was performed under my supervision and to my knowledge is the sole work of Mr. Joeli Nemani Koroi. |
| Signature………………………………………………………… Date………………………………………………… |
| Name…………………………………………………………………………… Designation………………………………… |

The Office of the Dean shall include an originally signed declaration that the thesis has been approved, and that the print and electronic copies submitted are the final approved copies of the thesis incorporating any amendments.

6. Dedication (Optional)

- This is to honour those who inspired or encouraged the writing of the thesis or to record something of personal significance.

7. Acknowledgment

- A paragraph expressing appreciation is recommended, to thank those who provided special assistance (e.g. supervisors, governments or institutions that gave financial support, etc.). The maximum length shall be one page.
8. Abstract
   - A brief and precise summary of the thesis, indicating the purpose of the study, the research methodology and a summary of the outcomes. This should be approximately 300 words in length.

9. Abbreviations
   - Abbreviations and acronyms used should be listed alphabetically, followed by their expansions.

10. Table of Contents
    - This page lists the sections (or chapters) and subsections with their corresponding page numbers. The Chapter headings and sub-headings that are used in the text should be listed verbatim, keeping in mind that the Table of Contents should be as comprehensive as possible as an index may not be provided.
    - Do not include the preliminary pages such as Title Page, Dedication, however, it is recommended that the Abstract is listed.
    - The page may also include a List of Tables and List of Figures and Illustrations. These should be formatted in the same way as the Table of Contents.

11. Main Body of Text
    - Check with the division/school/faculty on the acceptable format and numbering conventions. The first section (or chapter) is usually entitled Introduction.
    - Each chapter should begin on a new page.

12. Referencing and Bibliography
    - All theses must have references for every source mentioned in the text (as footnotes, endnotes or parenthetical citations) and a Bibliography citing the sources and materials used in carrying out the research.
    - The format shall conform to the style manual that is preferred by the School or Faculty. Check with your supervisor on the required format for the bibliography and the citing of references in the text.

13. Glossary (Optional)
    - An alphabetical list of specialized and technical terms used in the thesis and their definitions.

14. Appendices (Optional)
    - Supplementary information that is too lengthy to include in the main text. Each appendix shall be labelled thus:

APPENDIX A
MAP OF THE PACIFIC

15. Index (Optional)
    - Lists topics in detail in alphabetical order with page numbers.

16. Special Enclosures (Optional)
    - May include previous publications, large maps, CDs/DVDs, etc., and shall be placed in a pocket on the inside of the back cover.

17. Lodgement of Thesis
Candidates shall provide to the Office of the Faculty Dean final copies of the Thesis or Supervised Research Project, corrected and/or modified according to directions of the University, as follows:

a) Two hard-bound copies for those enrolled at Laucala Campus, or three hard-bound copies for those enrolled at other Campuses (e.g. Alafua or Emalus Campus) – note: all copies must be original copies and not photocopies, i.e. originally printed, with original signatures, colour, etc.;

b) An electronic copy in CD or DVD format. The electronic copy and print copy shall be identical in content. It shall be in pdf read-only format, password protected if necessary, and must be properly labelled.

Sample Label for Electronic Copy:

THE REIMANN HYPOTHESIS:
A PROOF AND VERIFICATION
by
Joeli Nemani Koroi

A thesis submitted in fulfillment of the requirements for the degree of Doctor of Philosophy

Copyright © 2009 by Joeli Nemani Koroi School

of Computing, Information and Mathematical Sciences,
Faculty of Science, Technology and Environment The University of the South Pacific
August, 2009
Distribution of Copies

The Office of the Faculty Dean shall distribute the hard copies as follows:

- g) one copy with the USP Library on Laucala Campus;
- h) one copy with the appropriate Faculty of the University; and
- i) one copy for the Library at the relevant Campus (e.g. Alafua or Emalus Campus). (The Laucala Campus Library will accept and forward copies for the relevant Campus Libraries)

The Office of the Faculty Dean shall forward the electronic copy to the USP Library on Laucala Campus. The Office of the Faculty Dean shall follow the “Procedures for Deposit of USP Theses with the Library” (See attached)

Please note that “Candidates will not be awarded the degree until the University Librarian confirms in writing to the Registrar that the required copies of the thesis have been received by the Library”.

Passed by USP Senate 26 September 2007 Paper S3/07/4.1

Updated SJY, 11 March 2009

Updated SJY/EQ 24 June 2009
Procedures for Deposit of USP Theses with the Library

1. The AA in the Faculty should advise/refer post-graduate students of that section of the USP Calendar titled Theses Printing, Binding and Lodgement Regulations (USP Calendar). [See: Attachment 1].

2. Each copy of the hardbound thesis that the student deposits with the Faculty must be accompanied by one set of the following documents:
   - Author Statement of Accessibility.
     [See Attachment 2: Sample]
   - Author Statement of Accessibility. Part 2
     [See Attachment 3: Sample]

3. The case containing the electronic copy of the thesis, CD or DVD, must be appropriately labeled, i.e. information as stated on the title page of the thesis. [Refer to Sample in the Guidelines for the Format and Style For the Presentation of Theses at USP]

4. The Faculty AA forwards the thesis, accompanied by a covering memo [See Attachment 5] from the Office of the Dean on Faculty letterhead, to the University Librarian, who will then inform the Registrar of its receipt. The Dean may delegate the signing of the memo to the Associate Dean (Research).

5. The Library at Laucala will receive hardbound copies for delivery to the Alafua and Emalus Campus Libraries, where applicable. This should be indicated in the memo from the Faculty.

EF, 3 April, 2006
Revised 30 March 2009
Revised 24 June 2009 SJY/EQ
Attachment 1: Thesis Printing, Binding and Lodgement Regulations

Extracted from USP Calendar 2009, p. 158

THESIS PRINTING, BINDING AND LODGEMENT REGULATIONS

18.2 These regulations are complementary to, and shall be read in conjunction with, the programme regulations for individual postgraduate degrees and the Guidelines on the Format and Style for the Presentation of Theses at the University of the South Pacific.

18.3 Every Thesis or Supervised Research Project shall be presented in print and electronic form as required by the University, using the referencing style required by their faculty.

18.4 For the purposes of examination the student shall submit three copies of their PhD Thesis or two copies of their Master’s Thesis or Supervised Research Project to the Registrar or nominee. The copies may be soft-cover or ring-bound for this purpose.

18.5 For the award of the degree, the student shall provide to the Faculty copies of the Thesis or Supervised Research Project, corrected and/or modified according to directions of the University, as follows:

(a) two hard-bound copies for those enrolled at Laucala Campus, or three hard-bound copies for those enrolled at Alafua or Emalus Campus; and

(b) an electronic copy in CD or DVD format.

The Faculty should distribute the copies as follows:

(i) one copy with University Library on Laucala Campus;

(ii) one copy with appropriate Faculty of the University; and

(iii) one copy for the Library at Alafua or Emalus Campus for those enrolled at those campuses.

(The Laucala Campus Library will accept and forward copies for the Alafua or Emalus Campus Libraries)

18.6 The hard-bound copies of the Thesis or Supervised Research Project referred to in Clause 18.4 shall

(a) be signed on the Declaration of Authenticity page by the student; and

(b) contain a statement of the student’s restrictions regarding accessibility.

18.7 The copyright for the Thesis or Supervised Research Project shall remain with the author.

(Detailed guidelines approved with the above regulations should be in each faculty webpage on research and the Office of Research and Graduate Affairs webpage also)
Attachment 2: Sample: Author Statement of Accessibility

THE UNIVERSITY OF THE SOUTH PACIFIC  
LIBRARY  
Author Statement of Accessibility

Name of Candidate : ________________________________
Degree : _________________________________________
Department/School : _______________________________
Institution/University : ______________________________
Thesis Title : ______________________________________

Date of completion of requirements for award : ________________________________

1. This thesis may be consulted in the Library without the author’s permission.  
Yes/No

2. This thesis may be cited without the author’s permission providing it is suitably acknowledged.  
Yes/No

3. This thesis may be photocopied in whole without the author’s written permission.  
Yes/No

4. This thesis may be photocopied in proportion without the author’s written permission.  
Part that may be copied:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Under 10%</th>
<th>10-20%</th>
<th>20-40%</th>
<th>40-60%</th>
<th>60-80%</th>
<th>Over 80%</th>
</tr>
</thead>
</table>

5. I authorise the University to produce a microfilm or microfiche copy for retention and use in the Library according to rules 1-4 above (for security and preservation purposes mainly).  
Yes/No

6. I authorise the Library to retain a copy of this thesis in e-format for archival and preservation purposes.  
Yes/No

7. After a period of 5 years from the date of publication, the USP Library may issue the thesis in whole or in part, in photostat or microfilm or e-format or other copying medium, without first seeking the author’s written permission.  
Yes/No

8. I authorise the University to make this thesis available on the Internet for access by authorised users.  
Yes/No

Signed: ________________________________
Date: ________________________________

Contact Address: ________________________________
Permanent Address: ________________________________
THE UNIVERSITY OF THE SOUTH PACIFIC
LIBRARY

Author Statement of Accessibility- Part 2 - Permission for Internet Access

Name of Candidate: ________________________________________________
Degree: __________________________________________________________
Department/School: ______________________________________________
Institution/University: _____________________________________________
Thesis Title: ______________________________________________________
Date of completion of requirements for award: ________________________

1. I authorise the University to make this thesis available on the Internet for access by USP authorised users. [Yes/No]

2. I authorise the University to make this thesis available on the Internet under the International digital theses project [Yes/No]

Signed: _________________________________________________________
Date: ____________________________________________________________

Contact Address
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Permanent Address
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
INTERNAL MEMORANDUM

To : University Librarian
From : Office of the Dean
File No. :
Date :
Subject : Final Approved Print and Electronic Copies of Thesis – [Name of student and ID Number]

This is to certify that the enclosed print and electronic copies of the following thesis are:

- The final approved copies of the candidate’s work and
- Identical.

Title of thesis:

By [Full Name of Author, ID number]:

For the award of [Name and Title of the Award]:

By [Name of Faculty and School/Department/Division]:

..........................................................  ..........................................................
Signature                          Date

..........................................................  ..........................................................
Full Name                          Designation
Thesis Checklist

To facilitate some consistency and quality in the presentation of theses, a checklist, in two parts, is provided:

**Part A** refers to the Thesis.

**Part B** refers to the documentation from the supervisors and the Faculty that must accompany the thesis.

It is strongly recommended that all of Part A is in place when the copies of the theses are brought to the Library for binding where it will be checked against the list.

<table>
<thead>
<tr>
<th>Item</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART A: THE THESIS</strong></td>
<td></td>
</tr>
<tr>
<td>TITLE PAGE or Label for the cover of the e-copy</td>
<td>All information to be centred. This information includes the title, author’s name, thesis statement, degree, copyright statement, school/faculty/USP, and date (see below for specifications)</td>
</tr>
<tr>
<td>Title of thesis – Upper case Bold (Font 16)</td>
<td>THE POLITICS OF RACE</td>
</tr>
<tr>
<td>By</td>
<td>by</td>
</tr>
<tr>
<td>Full Name - Upper and lower case (Font 14)</td>
<td>Johnson Ala Ma’ilei</td>
</tr>
<tr>
<td>Statement on thesis and type of degree being awarded. (Font 12)</td>
<td>A thesis submitted in partial fulfillment of the requirements for the degree of Master of Science in Marine Science</td>
</tr>
<tr>
<td>Copyright</td>
<td>Copyright © 2008 by Johnson Ala Ma’ilei</td>
</tr>
<tr>
<td>Name of School, Name of Faculty</td>
<td>School of Marine Studies</td>
</tr>
<tr>
<td>The University of the South Pacific</td>
<td>Faculty of Islands and Oceans</td>
</tr>
<tr>
<td>Month, Year</td>
<td>August, 2008</td>
</tr>
</tbody>
</table>
**DECLARATION OF AUTHENTICITY OR ORIGINALITY**

Both statements should appear on the same page with the supervisor's statement preceded by that of the author.

Should the Chief Supervisor be unable to do this and the graduation of the student affected, he/she must officially assign authority to one of the co-supervisors and evidence provided for the Library.

**DECLARATION**

**Statement by Author**

I, Johnson Ala Ma’ilei, declare that this thesis is my own work and that, to the best of my knowledge, it contains no material previously published, or substantially overlapping with material submitted for the award of any other degree at any institution, except where due acknowledgement is made in the text. Signature .......................... Date......... Name ........................................... Student ID No. ..................................

**Statement by Supervisor**

The research in this thesis was performed under my supervision and to my knowledge is the sole work of Johnson Ala Ma’ilei

Signature .......................... Date......... Name ........................................... Designation ..................................

**ACKNOWLEDGEMENTS**

Optional

**ABSTRACT**

300 words. Line spacing 1.5 minimum

**ABBREVIATIONS**

List abbreviations and acronyms in alphabetical order, followed by what they stand for

**TABLE OF CONTENTS**

This lists sections (chapters) and sub-sections with their corresponding page numbers.

**List of Tables**

**List of Figures**

**List of Appendices**

These items may be placed on the Table of Contents page and formatted in the same way as the TOC

**Chapters**

Printed single sided; spacing normally 1.5 to double; single spacing NOT acceptable

**REFERENCES**

Every source mentioned should be referenced (in parenthesis, as footnotes, or in endnotes) as per citation style used.

**BIBLIOGRAPHY**

As per citation style used; usually in alphabetical order of author/title
### APPENDICES

Attach the Appendices in numerical sequence

### PART B: DOCUMENTATION FOR THE LIBRARY

#### DOCUMENTATION to accompany Thesis

| Memo from the Office of the Dean confirming award of degree, and that the print copy and e-copy are identical | Memo from the Office of the Dean on Faculty letterhead, to the University Librarian, who will then inform the Registrar of its receipt. The Dean may delegate the signing of the memo to the Associate Dean (Research). |
| Author Statements of Accessibility Form | This Form is available on the Library page. Click on *Pacific Collection* then *Theses*. |

Elizabeth Fong  
URGAC Member as Chair of USP Scholarships Committee Feb 2009

Revised 30 March 2009  
Revised 24 June 2009 SJY/EQ
Annex 10 - Student Grievance Policy

Policy Number: 1.6.2.31 Responsibility: DVC LTSS
Date approved: 12 November, 2015
Date for next review: November 2018 Policy
Approved by: Senate

1. Purpose
The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures').

2. Responsibility
The Deputy Vice-Chancellor – Learning, Teaching & Student Services (DVC LTSS) is responsible for the development, compliance, monitoring and review of the Student Grievance Policy and Procedures.

3. Scope
The Student Grievance Policy and Procedures apply to all students of the University. They cover issues arising from a student's involvement with the University except where the matter relates to the Ordinances, Regulations and Policies listed in 4 below.

4. Exclusions
The Student Grievance Policy and Procedures shall not apply to any ordinance, regulation or policy that has a prescribed internal mechanism for dispute resolution, consideration of grievances and appeals of decisions made under the same. Specifically, it does not apply to the following ordinances, regulations and policies:

4.2. Ordinance Governing the Term of Office & Duties of the Visitor.
4.3. Ordinance on the Discipline of Academic & Comparable Staff.
4.4. Ordinance to Provide for Discipline of Students.
4.5. Regulation Governing Academic Misconduct.
4.6. Regulation Governing Student Conduct.
4.7. Sexual Harassment.

The ordinances, regulations and policies listed above in 4.1-4.7 contain procedures for addressing disputes, grievances and/or appeals and are therefore not subject to the Student Grievance Policy & Procedures. Students with disputes or grievances about these matters or who wish to appeal shall follow the procedures detailed in the relevant documents.

5. Related Policies & Documents
5.1. The Charter of the University.
5.2. Statutes of the University of the South Pacific.
5.3. Ordinance Governing the Term of Office & Duties of the Visitor.
5.4. Student Charter.

6. Principles
6.1. The University is committed to an equitable and enriching environment for students which fosters academic achievement and where the interactions amongst students and staff are based on mutual respect, fairness and fulfilment of obligations.
6.2. The University recognizes that, periodically, students may need to raise grievances about matters or issues relating to their experiences at the University.
6.3. The University recognizes that effective communication is of paramount importance when attempting to resolve difficulties experienced by students and is committed to a culture of openness, fairness and continuous improvement.
6.4. The University will follow transparent, fair and timely procedures for addressing grievances in accordance with principles of procedural fairness, ensuring that all parties are treated equally and fairly.
6.5. All parties to a raised grievance must act in good faith and seek to achieve an amicable resolution. Intimidating, harassing, threatening or offensive behaviours will not be tolerated from any parties.

6.6. The University will give students who raise grievances the opportunity to formally present their cases and students will not suffer any discrimination as a result of raising grievances in good faith.

6.7. University staff with a role in resolving grievances will reach conclusions based on a fair hearing of each point of view.

6.8. All parties to a grievance must so far as possible respect privacy and confidentiality.

6.9. The University will consider grievances in a timely manner, within specified and achievable timeframes.

6.10. The University will keep all parties to a grievance informed of the progress of the matter and will give all parties reasonable opportunity to respond to outcomes.

7. Grounds for grievances

Grounds for grievance include, but are not limited to the following:

7.1. The student was affected by a decision made without sufficient consideration of facts, evidence or circumstances.

7.2. The student was affected by a failure to adhere to appropriate or relevant published policies and procedures.

7.3. A penalty applied to the student was unduly harsh or inappropriate.

7.4. The student was affected by improper or negligent conduct.

7.5. The student was affected by unfair treatment, prejudice or bias.

8. Types of Grievances

8.1 Academic Decisions

- Students may raise grievances in relation to academic decisions such as but not limited to:
  - Decisions by academic staff members affecting individuals or groups of students.
  - The nature and quality of teaching and assessment.
  - Academic hardship.
  - Authorship and intellectual property.

8.2 Administrative Decisions, Facilities or Services

- Students may raise grievances in relation to administrative decisions such as but not limited to:
  - Administration of policies, procedures and rules of the University.
  - Academic hardship.
  - Standard of service provided by the University Support Sections (Student Administrative Services, Information and Technology Services, Campus Life, Security Services, Library, Property & Facilities, International Office).

8.3 Unfair Treatment & Harassment (except Sexual Harassment)

- A student may pursue a grievance if he or she believes that:
  - A member of the University community has violated his or her rights.
  - He or she has been wronged because of an action, decision or omission within the control or responsibility of the University.

9. Grievances Students Wish to Keep Anonymous

The office of the DVC LTSS may investigate grievances reported anonymously, but shall take into account:

- Whether there is sufficient information for an investigation to be conducted.
- The nature and seriousness of the grievance.

10. Timing of Grievances

Students must raise grievances promptly, normally within 5 working days after the event, decision or action which is the subject of the grievance. The University may be unable to investigate a grievance where due to the length of time elapsed since the event, decision or action, or if there is insufficient information available to allow investigation of the grievance.

11. Management of Grievances

- Students’ grievances shall be addressed following the Student Grievance Procedures within
Students may raise joint grievances where more than one student has been affected. If two or more grievances about the same matter are submitted independently, they may be considered jointly by agreement of all parties concerned.

STUDENT GRIEVANCE PROCEDURES

1. Purpose
The Student Grievances Procedures provides the formal mechanism for resolving grievances about matters or issues relating to student experiences at the University.

2. Scope
These Procedures apply to all students of the University, and cover all grievances that may be reported under the Student Grievance Policy.

3. Related Policies & Documents
3.1. Student Grievance Policy
3.2. Student Grievance Statement Form
3.3. Academic Programmes and Teaching Quality Committees – Terms of Reference
3.4. USP Handbook and Calendar
3.5. Student Charter.

4. Definitions

Advocate
An independent person who can provide a student with advice about the grievance process and the steps towards resolution, and assist the student with the submission and presentation of their grievance. This advocate may be a member of the student association (USPSA), or staff of the University.

Appeal
A request for reconsideration of a decision about a grievance that has been raised.

Grievance
A problem or concern raised by a student who considers they have been wronged because of an action, decision or omission within the control or responsibility of the University.

Investigator
A person appointed to investigate the circumstances of a grievance and makes objective findings and recommendations, which may include a hearing involving the relevant parties.

Mediator
An independent mediator appointed to facilitate discussion between an aggrieved student and a person who is the subject of a grievance with the goal of reaching a resolution acceptable to both parties. The mediator will be a University of the South Pacific staff member; unless the responsible officer believes the circumstances warrant the appointment of a qualified external mediator.

Respondent
The person against whom the grievance is made.

Responsible Officer
A person responsible for an area which is subject to a grievance, and to whom the grievance is made or appealed to (see appendix & flow charts). This person may be a Campus Director, Head of School or Section, Program Coordinator or Course Coordinator, Associate Dean, Dean, Director, Group Manager, Manager or other staff member. A student may thus register an initial grievance with the Responsible Officer as per the flow chart (e.g., the HOS), and if dissatisfied with the decision made by this person, appeal to the next most senior Responsible Officer (e.g., the Dean – see flow chart).

Support Person
A person who may assist a student in the preparation and, where appropriate, the presentation of their case in formal grievance proceedings. The role of the support person is neither that of advocate nor legal representative, and therefore a support person should not be a legal practitioner. The support person...
may not be a person who was involved in, or associated with, events giving rise to the grievance.

5. Procedures

Students wishing to raise a grievance, shall follow steps 5.1 to 5.3:

5.1. Seek advice from an advocate or an independent person who is knowledgeable about the grievance process to clarify options for resolving their concerns. The independent person may be:
- An advocate from the USPSA.
- A student welfare officer or counsellor.
- A student officer or coordinator from SAS.
- A School graduate research coordinator.
- An academic staff member.

5.2 The student and the independent adviser should:
- Consider whether the grievance is reasonable.
- Clarify the details of the concern including the events that occurred, the basis for the grievance and resolution sought.
- Identify the most appropriate process under which the matter may be pursued.

5.3 On the basis of this discussion the student may wish to:
- Take no further action.
- Make an informal approach to the respondent (the person whom their grievance concerns).
- Proceed with the grievance procedure by completing the grievance statement form.
- Students who decide to pursue the matter further may if they wish continue with assistance of the advocate listed in 4.1 above.

5.4 Resolving student grievances.

5.4.1 Responsible Officers listed in the appendix who receive a completed Grievance Form shall within 10 working days:
- Acknowledge receipt of the Student Grievance Form.
- Arrange to discuss the matter with the student or indicate when an initial response will be provided, and in what form.
- Attempt to clarify with relevant parties what is agreed and where opinions differ.
- Attempt to clarify the relevant policies, procedures or processes underpinning the action to which the grievance relates.
- Identify the appropriate manner of resolving the grievance, including seeking advice or a decision from other relevant parties.
- Advise the student of a proposed process for resolving the grievance which may be through mediation (see 5.4.2).
- Advise the student of his or her right to be accompanied by a support person at any meetings or discussions towards resolution.

5.4.2 If all parties agree to mediation, the Responsible Officer shall negotiate the appointment of a mediator who may be a USP staff member or an external mediator.

5.4.3 If, in the judgement of the Responsible Officer, disclosure of the grievance to the person who is the subject of the grievance may put the student or staff member at risk, they shall advise that the grievance be submitted to a SMT member; viz., DVC LTSS, DVC R&I, VP Administration, or VP RC & PF.

5.5 Appeal of Decisions Made About Student Grievances

5.5.1 If a student is not satisfied with the decision made about their grievance, he or she may appeal the decision to the next most senior Responsible Officer (see appendix & flow

---

1 Students should first make reasonable attempts to resolve the matter informally in the area where the grievance arose, unless there is a compelling reason why this is not appropriate.

2 If students wish to pursue the matter further, the Student Grievance Form must be completed and directed to the Responsible Officer listed in the appendix.
5.5.2 The Responsible Officer to whom the grievance has been appealed, shall follow the same procedures to consider the grievance as detailed in 5.4 above.

5.6.2 The Responsible Officer to whom the grievance has been appealed, may decline to investigate further, for example, where the student has repeatedly submitted grievances in relation to the same matter which have not been upheld.

5.6.6 The Responsible Officer if he or she chooses to investigate further shall undertake a quality check of all investigation reports produced to ensure that:

- All issues raised in the student grievance are investigated.
- All key stakeholders are interviewed.
- The report is fair and balanced.
- All relevant circumstances have been considered.
- The findings and recommendations are evidence based and defensible.

5.6.7 The Responsible Officer shall:

- Acknowledge receipt of the grievance in writing within 10 working days and indicate when a resolution of the matter should be expected.
- Recommend any immediate corrective action that needs to be taken before the grievance is investigated.
- Independently review grievance and the initial grievance process including hearing from all parties who wish to partake in the process and attempt to resolve the problem.
- Within 15 working days of receipt of the grievance, notify the student and the next most senior Responsible Officer listed in the appendix in writing of the nature of the investigation process.
- Provide the Responsible Officer listed in the appendix, a report of the investigation for review prior to its release.
- Provide the student with the outcome of the review process, including a resolution or why a resolution could not be reached.

5.6.8 The Responsible Officer shall notify the student and the Responsible Officer whom was responsible for investigating the original grievance if the grievance is frivolous, or if no grounds could be offered to support it.

5.6.9 A student not satisfied with the decision of the Responsible Officer listed in the appendix may appeal the decision to the next most senior Responsible Officer (see appendix & flow chart) and finally to the Vice-Chancellor and President (VC & P). No appeals to the VC & P shall be considered if the student has failed to follow these procedures for raising grievances.

5.7.0 Decisions made upon appeal shall not necessarily set a precedent for future cases of a similar nature.

6. Records

5.1 Student grievances shall be registered on a University-wide student grievance register, maintained by the DVC LTSS, and include data collected on student grievances submitted at Faculties and Centres, student support sections including Campus Life and regional campuses. No such records or data shall be released to any third party as per the University Privacy Policy.

5.2 Staff members receiving grievances shall keep appropriate, confidential records of informal discussions and outcomes for the period that meets the details described in the University's Retention and Disposal Schedule:

*University Retention and Disposal Schedule: 23.11 Grievances*

- The handling and resolution of individual cases relating to complaints about the study environment, study organisation or distribution, peers, supervisors or subordinates.
- Formal complaints or grievances raised by a student, which are precedent setting cases and have resulted in significant change to University policy or procedure. Refer to the
• Introduction, 3.2 for a description of significant. Retain minimum of 5 years after action completed, then transfer to Archives.

• Formal complaints or grievances and where the matter has been referred to an outside agency. Retain minimum of 10 years after action completed, then destroy.

• Non-significant formal grievances not included in 23.11.1, raised by a student which are not precedent setting and do not result in a change to policy or procedure. Does not include formal complaints or grievances referred to outside agencies. Retain minimum of 7 years after action completed, then destroy.

• Grievances that were raised informally and were not proceeded with. Retain minimum of 2 years after action completed, then destroy.

5.3 Mediators shall keep appropriate, confidential records of mediation discussions and outcomes.

5.4. Investigators shall report findings and outcomes to the DVC LTSS, who shall ensure appropriate, confidential records are kept (unless the grievance relates to the DVC LTSS in which case a record shall be held by the Office of the VC & P).

5.5 The DVC LTSS shall ensure that reporting of grievances and their resolution is confined to ensuring that processes are fair and that appropriate action is taken to address problems and improve existing policies, procedures and processes.

5.6 The DVC LTSS shall analyse data relating to grievances on an annual basis to identify trends.

5.7 The DVC LTSS shall provide an annual report along with recommendations on student grievances to the Senate via the VC & P and include quantitative and qualitative data.
**STUDENT GRIEVANCE FORM**

<table>
<thead>
<tr>
<th>Personal information to be completed by the student (please print or type).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name (Surname, First)</strong></td>
</tr>
<tr>
<td><strong>Student ID Number</strong></td>
</tr>
<tr>
<td><strong>Postal Address</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please select the type of grievance (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Academic Decision</td>
</tr>
</tbody>
</table>

State the date of incident, party against whom the grievance is being made, and the dates of attempted resolution. Attach additional sheets if necessary.

<table>
<thead>
<tr>
<th>Date of Incident</th>
<th>Party against whom the grievance is being made</th>
<th>Dates of Attempted Resolution</th>
</tr>
</thead>
</table>

State the grievance. Attach additional sheets if necessary.

Please state relevant compliance Policy or Procedure if applicable.

State suggested resolution. Attach additional sheets if necessary.

| Student Signature | **Date** |
| Support Person Signature | **Date** |

POSTGRADUATE RESEARCH HANDBOOK | USP | 97
<table>
<thead>
<tr>
<th>Grievances about...</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Decisions</strong> (including Relief of Academic Hardship)</td>
<td>Made by Teaching staff</td>
</tr>
<tr>
<td></td>
<td>Associate Dean, HOS Faculty Dean, Pacific TAFE</td>
</tr>
<tr>
<td><strong>Administrative Decisions or Services &amp; Facilities</strong> (including Relief of Academic Hardship)</td>
<td>Made by staff</td>
</tr>
<tr>
<td></td>
<td>CFL, Campus Life, SAS, CFS, ITS, DMCA, Research Office, International Office Properties &amp; Facilities Pacific TAFE</td>
</tr>
</tbody>
</table>

| **Send Completed Student Grievance Form to...** |
| HOS, Faculty Dean, Vice-Chancellor, Director Pacific TAFE, Director CFL, GM Campus Life, GM SAS, Director CFS, Director ITS, Director DMCA, Director Research, DVC R&I, Director Properties & Facilities Director Pacific TAFE |

| **If not satisfied appeal to...** |
| Faculty Dean, VC&P, DVC LTSS, DVC LTSS, DVC LTSS, DVC LTSS, DVC LTSS, VPA, VC&P, DVC R&I, VC&P, VP RC&P, PF |

| Made by **Head of** |
| CFL, Campus Life, SAS, CFS, Pacific TAFE, Director Research ITS, DMCA, DVC R&I, DVC LTSS, VP RC&P, PF, VPA |

| **Director/VP/DVC** |
ADMINISTRATIVE DECISION FLOW CHART

1. **Grievance about an**
   - **Administrative Decision**
     - Made by staff from CFL, CL, SAS, CFS, ITS, DMCA, RO, IO, P&F
     - **Decision**
       - Not satisfied - appeal to DVC LTSS, DVC R&L, VPA, VP RC&P
       - Satisfied
         - **Grievance resolved**
         - Satisfied
           - **Decision**
             - Not satisfied - appeal to VC & P
   - Made by Director or Group Manager
     - **Decision**
       - Not satisfied - appeal to DVC LTSS, DVC R&L, VPA, VP RC&P
       - Satisfied
Annex 11- Change of Supervisor Request Form

Research Group [if applicable]:
Student Name:
Student ID Number:
Programme:
Mode of Study:
School:
Faculty/Section:
Sponsorship Details [if applicable]:

This Request for Change of Supervisor may be submitted by both the students and the supervisors. The space provided indicates the level of detail required. Do not extend the form beyond 3 pages. Use font size 11pt.

1. Title of Thesis

2. Name and ID# of Student

3. Name of Current Supervisor(s)

4. Project time frame.

<table>
<thead>
<tr>
<th>Start date:</th>
<th>Planned End date:</th>
<th>Duration of project:</th>
</tr>
</thead>
</table>

5. Progress report, including summary of expenditure with respect to agreed budget if applicable [attach documents].

6. Reasons for Request for Change of Supervisor

7. To the best of our knowledge and belief, the statements made in this report are true and the information provided is correct.

Signed: ______________ Dated: __________
Annex 12 - Postgraduate Research Candidature and Supervision Guidelines

Policies and Procedures
Research and Postgraduate Policies & Procedures

Postgraduate Research Candidature and Supervision Procedure
Policy Number: 1.6.2.40
Responsible Officer: Deputy Vice-Chancellor Research and International
Policy Editor/Contact: Research Student Coordinator, Research Office
Approving Authority: Senate
Date approved: 14 September 2016
Review date: September 2018

This procedure is linked to: Postgraduate Research Supervision Policy

1. Purpose
   The purpose of this document is to outline good practices that can assist and support the highest quality postgraduate research candidate experience and outcomes.

2. Scope
   The guidelines are for Heads of Schools, Associate Deans [Research] or equivalent, Research Student Coordinators, Faculty Research Committees or equivalent, supervisors, and candidates.

3. Procedure
   3.a. Faculty/School Responsibilities:
       (i) Admission:
       When considering an application for entry to a postgraduate research programme, it is the responsibility of the Associate Dean Research [ADR] or equivalent in consultation with the Head of School to ensure that:
       - An applicant meets the academic and other entry requirements set down by the University for admission to candidature;
       - There is an appropriate fit between the applicant, research environment, available resources and supervision capacity;
       - A supervisor or supervisory panel is identified at the time the admission is approved;
       - The candidate is advised of limitations to resources available for the research programmes;
       - The expectations, practices and standards of the faculty and the school, with respect to postgraduate research, including the need for the candidate’s commitment to intensive work and the time-frame for completion, should be clearly articulated to all successful applicants.

   Applicants should conduct their own due diligence and discuss their needs and requirements including determining the resources and infrastructure available for their proposed research with potential supervisors prior to applying for candidature.

   (ii) Supervision:
       The Faculty Research Committee [FRC] must ensure that those nominated, assigned, or appointed as supervisors can provide proper supervision by virtue of their qualifications, experience and their research interests.
       The FRC must also seek assurance that those involved in supervision have sufficient time for supervision. The FRC must be satisfied that continuity in supervision can be maintained for the duration of candidature regardless of staff leave and other absences from the University.
       The FRC is also responsible for encouraging good supervision practices for monitoring the supervision of candidates across the Faculty, and for taking action as appropriate to ensure that high-quality supervision is achieved in each case.
(iii) Induction:

The relevant section(s) of the faculty must provide appropriate induction for new candidates. This should include a guide to the nature of research in the particular field, a description of the facilities available in the school, faculty, and elsewhere in the University (including library services, computing facilities, student support services), and the school programme of seminars. The resources and facilities available for the project should be discussed, and the procedures to be followed in accessing or utilising them should be explained.

a) The nature and process of postgraduate research in the discipline should be discussed, and the role of the supervisor explained.

b) There should be written information on the characteristic stages towards completion of theses in the field, and typical examples of time-frames.

c) The responsibilities and rights of the candidate should be discussed.

d) The Head of School should ensure that:

i. Each candidate is advised of relevant administrative structures and committees of the University and their roles in relation to the candidate;

ii. Each candidate is provided with written documentation setting out any formal requirements of the school and faculty, guidelines concerning ethics in research, and safety procedures, as appropriate to the discipline;

iii. Each candidate is informed about general practice regarding authorship of publications within the discipline, and;

iv. Copies of the Postgraduate Research Candidature and Supervision are available to each candidate.

(iv) Resolving Conflicts

The Head of School must make every effort to resolve any difficulties arising during candidature. Where agreement is not reached on a resolution the matter will be referred to the relevant Associate Dean Research, and if necessary the Dean of Faculty. Where a conflict remains unresolved the Dean or student may refer the matter to the Deputy Vice-Chancellor Research and International.

If the supervisory relationship breaks down, the Head of School must offer alternative arrangements for appropriate supervision, to be approved by the FRC.

3.(b) Supervisor Responsibilities:

In addition to providing appropriate academic support, supervisors are responsible for a number of administrative procedures associated with candidature. Responsibilities vary depending on the stage of candidature, although in practice these discrete stages may overlap.

Some responsibilities described in this section apply only to the Principal Supervisor. When the term “supervisor” is used on its own, it applies to all members of the supervisory panel including secondary/external supervisors.

Each supervisor is required to be familiar with the Postgraduate Research Supervision Policy and related procedures, as well as with the Postgraduate Research Guidelines. The supervisors should provide guidance in all matters relating to good research practice. Each supervisor must be sensitive to the special needs of individual candidates and provide or advise on appropriate support.

The Principal Supervisor is responsible for the supervision process in all cases.

3.(c) Before Candidature:

Where possible, intending applicants are encouraged to consult with academic staff members who may be able to supervise the proposed research topic. Where an applicant approaches an academic staff member to supervise, the staff member should assess and advise the Head of School on:

- Whether the applicant’s background and capacities in relation to the proposed programme are appropriate;
• Whether the applicant’s proposed research falls within their areas of expertise and experience;
• The suitability of the proposed topic for the research degree;
• Whether they have the capacity to supervise the applicant based on their current supervisory load and supervisor eligibility status;
• The likely cost of the research project and other resource needs, particularly if these are likely to exceed the normal costs of research projects;
• What additional supervisory arrangements may be necessary to cover any periods of absence by the Principal Supervisor from the University;
• ANY third party arrangement that may affect the candidate and the proposed research.

3.(d) Early in Candidature:
It is the responsibility of the supervisors to:

• Assist the candidate to develop, plan, and structure a realistic programme of study and research. This will include advising candidates on developing the topic/proposal that could be expected to lead to an intellectually rewarding investigation and the timely submission of a quality thesis.
• Provide guidance about:
  o The nature of research and the standard of performance expected.
  o Planning the research programme and submission of a research proposal.
  o Relevant literature, sources, and other contacts.
  o Appropriate research methodologies and requisite techniques for the particular field.
  o Attendance at classes/courses where appropriate (e.g. Computer analysis, statistics)
• Advise the candidate on:
  o Safe working practices relevant to the field of research.
  o The relevant issues relating to research conduct (e.g., academic conduct, copyright, etc.).
  o Ethical practice and ethics clearance process.
  o The University's Intellectual Property Policy.
• Assist the candidate with obtaining ethical clearance if required, and ensure the necessary ethical approvals are in place prior to commencement of the research.
• Suggest ways the candidate can make the most effective use of time.
• Clarify the candidate’s and the supervisors’ respective expectations of supervision and the operation of the supervisory panel.
• Establish, in conjunction with the candidate, the basis on which the close and regular contact between supervisors and candidate will be achieved. The supervisors and candidate are jointly responsible for initiating such contact. Normally there should be contact between the supervisors and candidate at least once a month even if a formal meeting is not always possible. This will facilitate the supervisors’ role in advising the candidate on their research programme including the pace of progress, and ensure that a reasonable timetable is set to permit the degree programme to be completed in the appropriate time.
• Advise the candidate on their rights and responsibilities in accessing and using the resources and facilities available from the School/Faculty and the University. The resources and facilities available to the project and identification of any additional resources needed should be discussed in detail
• Discuss with the candidate expectations with regard to the authorship of publications arising from the student’s work [the University Guidelines on Authorship must be consulted].
• Seek to understand the differing needs of candidates from different backgrounds and to work with such candidates to make arrangements as necessary to give them the
opportunity to demonstrate their abilities regardless of cultural background, gender or disability.

- Identify whether the candidate requires any further education and training to ensure timely completion.
- Consider, and if appropriate recommend, requests to change various aspects of candidature (e.g. topic change, upgrades, etc.).

3.(e) During Candidature:

It is the responsibility of the supervisors to:

- Require written work from the candidate on a pre-arranged and agreed schedule so that progress can be assessed at regular intervals.
- Monitor carefully the performance of the candidate relative to the standard required for the degree programme, and ensure that inadequate progress or work below the standard generally expected is brought to the candidate's attention. The supervisors should help with developing solutions to problems as they are identified.
- Use the regular reporting procedures established by the University as the minimum means by which any difficulties and problems in performance discussed with the candidate during the year are noted. Supervisors should document the action taken or advice given.
- Provide constructive, detailed and timely feedback on the content and drafts of the thesis, and as the thesis is being prepared ensure it does not exceed the upper limits for the length of postgraduate research theses.
- Encourage the candidate (particularly if candidature is part-time or remote) to play a full and active role in the intellectual life of the Faculty and University.
- Facilitate meetings of the candidate with other researchers in the relevant field, attendance at conferences as appropriate (within the limits of resources available to the School), and provide advice on the preparation of work for publication or other appropriate forms of dissemination.
- Assist candidates to develop research capabilities, knowledge of the field, and skills more broadly valuable in employment (e.g. writing and editing, problem solving, time management, use of software tools, etc.).
- Assist the candidate to publish during candidature, including meeting the requirement to have one output accepted for publication prior to submission of the thesis in the case of doctoral candidates.
- Fulfil other University determined obligations with respect to supervision.
- Refer unresolved problems to the Head of School in the first instance.
- Initiate proceedings to terminate candidature only after all reasonable attempts to resolve problems have failed.

3.(f) End of Candidature:

It is the responsibility of the supervisors to:

- At the time of submission, certify that the thesis is properly presented and is prima facie worthy of examination. Where such a certification cannot be given, advise the candidate accordingly.
- Following consultation with members of the supervisory team, the Principal Supervisor should recommend to the Head of School the names and credentials of suitable examiners.
- Where necessary, advise the candidate on responding to the examiners’ recommendations.
- Support the career aspirations of the candidate after completion of the thesis, through, for example, provision of references, and advice on publications.

3.(g) General:

It is the responsibility of the supervisors to:

- Be familiar with University policies and procedures relating to postgraduate research programmes and supervision of those programmes.
- Be aware of problem solving mechanisms and available support services should problems arise during candidature and ensure that the Head of School and Associate Dean Research are
kept informed as necessary.

- Encourage collegial, supportive relationships that respect the conventional constraints of professional practice governing relations between candidate and a supervisor. Refer also to the Relationship between staff and students and between members of staff.
- Advise the candidate about any plans a supervisor may have for extended leave during the candidature and consult with the candidate and Head of School and/or Associate Dean Research about proposed arrangements for supervision during this leave.

3.(h) Shared Responsibilities of the Supervisory Panel

The Principal Supervisor is primarily responsible for supervising the work done by coordinating the supervisory panel, providing the academic leadership within the supervisory panel, and providing the principal guidance and information on the candidate’s research topic and its development. The Principal Supervisor has the primary responsibility for the conduct of the candidature, monitoring the progress of the candidate and reporting the aggregated views of the supervisory panel. The Principal Supervisor also carries the responsibility of coordinating communication between the members of the supervisory panel and the candidate, and for resolving any problems that may result from associate supervisors providing the candidate with contradictory advice. The Principal Supervisor is responsible for the administrative aspects of the candidature.

Secondary Supervisors are appointed to assist in the supervision of the candidature. The Secondary Supervisors will have specific expertise related to the candidate’s research and will advise the candidate as appropriate on research related matters. Any Secondary Supervisors should be involved as soon as practicable in the development of the candidate’s research plan and should maintain a level of communication with the candidate and the principal supervisor to allow adequate supervision whenever necessary. A Secondary Supervisors [who is a member of the University] will act as a Principal Supervisor where the Principal Supervisor cannot or will not fulfill their role, for example during absences of the Principal Supervisor.

3.(i) Responsibilities of the Candidate:

Quality supervision arises from the positive interaction between supervisors and candidate. Within this interaction it is possible to identify a number of responsibilities of the candidate. These responsibilities vary depending on the stage of candidature, although in practice these discrete stages may overlap.

i) Before Candidature

It is the responsibility of the applicant to:

- Play an informed part in the process of the selection and appointment of the supervisors. Where possible, intending applicants are encouraged to consult with staff members who may be able to supervise the proposed research topic, before submitting an application. Preliminary discussions of this nature often assist applicants to focus their intended research topic and achieve a match with the academic expertise of a potential supervisor.

ii) Early in Candidature

It is the responsibility of the candidate to:

- Become familiar with, and abide by, University policies and procedures pertaining to the research programme, and postgraduate research studies in general.
- Complete a postgraduate research Induction Programme by attending a face to face or, where appropriate, an online orientation.
- Clarify with the supervisors mutual expectations concerning supervision and the responsibilities of supervisors.
- Discuss with the supervisors the type of guidance and comment that would be most helpful and establish, and adhere to agreed methods of working together.
- Discuss and maintain a mutually agreed schedule of meetings to ensure regular contact.
- Develop, plan, and structure a realistic program of study and research with the assistance and advice of the supervisors. This will include selection of an appropriate topic that will lead to the timely submission of a quality thesis for examination.
- With the assistance of the supervisors, obtain ethical clearance if required, and notify the supervisors of any intellectual property issues; negotiate with the supervisors appropriate recognition of contribution to any joint publications that may arise during and after the research project.
- Assist the supervisors and the University to identify distinctive needs including needs related to cultural difference, gender, disabilities and other equity backgrounds and to recommend appropriate support measures.

iii) During Candidature:
It is the responsibility of the candidate to:
- Diligently proceed with the research as agreed between the candidate and the supervisors with a view to completing the thesis within the specified time.
- Maintain the progress of the work in accordance with the stages agreed with the supervisors including, in particular, the presentation of any required written material in sufficient time to allow for comments and discussions before proceeding to the next stage.
- Submit timely and accurate progress reports and complete the requirements for the early candidature and mid candidature milestones in association with the supervisors, at periods specified by the University via Postgraduate Research Portal.
- Adopt at all times safe working practices relevant to the field of research and adhere to the ethical practices appropriate to the discipline and more generally applicable.
- Utilise the resources, facilities and opportunities provided by the University to facilitate progress in the research.
- Take advantage of opportunities to become part of the intellectual community by attending and participating in seminars, meetings, electronic conferencing and conferences at the local, regional, national or international level as appropriate.
- Take the initiative in raising problems or difficulties and share the responsibility for seeking solutions including informing the supervisors of any personal or other difficulties that have slowed or may slow progress.
- Be aware of the mechanisms that exist for resolving supervisor-candidate difficulties.
- When necessary, candidates have a responsibility to take the initiative to seek appropriate alternative supervision and to apply for a change of supervisor.
- Be aware of the University grievance procedures, and if possible seek negotiated solutions to any problems before recourse to those procedures.
- Refrain from embarking on any significant variation to the research topic unless agreed with the Principal Supervisor and in consultation with the supervisory panel and, if necessary, approved by the FRC.
- Establish and maintain, if a part-time or remote candidate, suitable means of regular contact with the supervisors.

iv) End of Candidature
It is the responsibility of the candidate to:
- Ensure sufficient time is allocated for writing up the thesis and be aware of the requirements for content, style and standard of presentation.
- Accept responsibility for producing the final copies of the thesis, and ensuring that it accords with University requirements.
- Ensure that the thesis adheres to the principles of research integrity concerning plagiarism and research ethics as stipulated in the relevant University policies.
- Declare that the work reported in the thesis is the candidate's own, except where due reference is made in the text of the thesis, and that any assistance in writing the thesis is appropriately acknowledged.
With assistance from the supervisor, respond appropriately to examiners’ reports and recommendations within the specified timeframe.

4. **Acknowledgement**

   We acknowledge the following universities who have provided input or example into this document:
   - Australian National University
   - Deakin University
   - Griffith University
   - Monash University
   - University of Melbourne
   - University of New South Wales
   - University of Western Australia

5. **Related documents** - This document should be read in conjunction with the Postgraduate Research Supervision Policy.
For further Information contact:
Research Office
The University of the South Pacific
Private Mail Bag, Laucala Campus
Suva, Fiji

Phone : 3232397
Fax: 3231604
Email: research@usp.ac.fj
www.usp.ac.fj/research