

ARTICULATION TO PHD SEMINAR

Students who have enrolled in the Master of Information Technology (Research) may articulate to PhD after being enrolled for 12 months full-time or 24 months part-time and after completion of the Articulation to PhD Seminar

The following presents an overview of the steps for the articulation process and guidelines about what should be included in the articulation document. These guidelines were prepared to ensure consistent expectations and standards are applied.

THE PROCESS OF ARTICULATION TO PHD

The Articulation to PhD seminar involves the student submitting a detailed report (the Articulation document) to a review panel, and presenting a public presentation of their research plan and work completed to date.

The articulation process provides a check to ensure that the research of students is appropriate for a PhD, and that the student is making satisfactory progress to date. The articulation seminar is also a valuable opportunity for students to obtain a thorough review of their proposed research methods, while there is still time to incorporate any recommended changes.

Upon completion of the articulation process, the review panel will make a recommendation to the Faculty and Research Degrees Committee (RDC) regarding transferring to the PhD.

SELECTING THE REVIEW PANEL

The Articulation to PhD Seminar panel should at least consist of the following:

- Principal Supervisor as Panel Chair
- Cluster leader or their nominee
- Senior academic outside cluster/faculty or a senior person from an external organisation

NB: The supervisory team should not form a majority on the panel.

The Articulation to PhD seminar is organised by the student's principal supervisor. The supervisor is responsible for selecting the review panel, arranging a mutually suitable time and date for the confirmation, chairing the review panel, ensuring that appropriate recommendations are made and implemented, and providing feedback to the student. To book a venue, please contact Matt Williams (m7.williams@qut.edu.au).

AIMS OF THE ARTICULATION DOCUMENT

The document should provide the student's review panel with sufficient information so that they are able to judge the extent to which:

- The student has been making satisfactory progress to date;
 - There is a solid conceptual foundation to the research;
 - The methods employed are optimal for answering the research questions / testing the research hypotheses;
 - The research plan is feasible;
 - The proposed research is sufficient to warrant the particular award at its completion;
- and,

- There are continued adequate resources available for conducting the research as proposed (and if funding is being sought, that contingency plans exist should funding be unsuccessful).

Students should submit *multiple copies* of this document to the panel *14 days before* the seminar.

RESEARCH DEGREES COMMITTEE REPORT

You will be required to submit two slightly different reports: One for the panel and one for the Research Degrees Committee. The Research Degrees Committee requires a report with the following details:

- Thesis Title;
- Objectives of the program of research and its relationship to published research in the same field;
- Proposed Research Plan and Timeline (including any planned travel or data gathering activities);
- Report on progress to date including scholarly activities undertaken;
- A copy of the confirmation flier;
- A copy of any request for extension (where appropriate); and,
- Reasons for requesting articulation, ability to complete the PhD within the normal length of candidature.

This report will be much shorter in length than the report that you submit to the Panel members. Much of the information required for the RDC report will be required in the document that you submit for the panel. You can cut and paste the relevant information into the RDC report.

CONTENTS OF THE ARTICULATION TO PHD DOCUMENT FOR THE PANEL

The structure of each articulation document will vary according to the nature of the research being undertaken. Some research theses will be comprised of a number of discrete studies, whereas others will be a single, large study. The number of sections in the document will reflect these differences. However, all documents should contain the same basic structure, with sections such as an abstract, background and timeline required in all documents.

The Articulation to PhD report should provide evidence of the research capacity of the candidate. The report should include:

- The title of the thesis;
- The research methods to be used;
- A substantial literature review
- A summary of the progress to date
- The relation between work done and work outlined for the rest of the period
- The area of study in which the candidate's course is located;
- Any remaining coursework to be completed;
- A statement of the nature of participation in scholarly activities within the Research Program, School, or Faculty;
- The objectives of the research program and its relationship to published research in the same field; and
- A time-line for completion of the research program.

Guidelines for the Confirmation Document (1 per panel member)

The following guidelines have been developed for students to ensure a standardised approach to the preparation of the articulation document. These guidelines encompass the university regulations regarding the areas that are required for the report. The page lengths provided are guidelines only, and again may vary according to different types of research. However, a longer document is not necessarily better, and the student should aim to provide a succinct summary of their work. For example, in the literature review, the student should provide sufficient detail that reviewers can assess the merit of their research proposal. S/he should not submit a full literature review as would be included in their final thesis.

1. Title Page

- student name and number
- name of the Research Program (if applicable)
- title of thesis
- date of Articulation to PhD seminar
- supervisors

2. Table of Contents

A detailed list of the contents of the document, with corresponding page numbers.

3. Abstract (2 pages)

A 1-2 page summary of the contents of the research being undertaken.

- research title
- summary
- aims
- significance of research
- design and methods employed
- expected outcomes

4. Background and Literature Review (4-6 pages)

This section will provide a concise, detailed background to the research. It should provide a statement of the problem or issue that is being investigated and its significance. It should also summarise the current state of research in this area, identify gaps in knowledge and develop a logical argument for the research that is to be conducted. The review should demonstrate a sound grasp of the relevant literature and an ability to summarise literature into a succinct integrated overview. This section should also indicate how the proposed research program builds on previously published work in the field.

5. Aims (1 page)

This section will follow on from the background and will describe the specific aims and significance of the research. Hypotheses or research questions should be clearly stated.

6. Research Plan (up to 10 pages)

This section will vary in structure and length according to the nature of the research being undertaken, and the amount of work that has already been completed. It is generally expected that students will have completed some data collection by the time of their confirmation seminar (e.g. a pilot or initial study). Students are also expected to have a solid plan of their research methods and should have identified the measures to be employed. Proposed recruitment methods, sampling framework, sample size, and principal measurement tools should be described. Any new assessment tools developed by the student should be appended to document.

For each study to be undertaken, the student should provide the following information:

- brief background and aims (of this particular study)
- research design and methodology
- sample (including recruitment methods and sample size calculations if appropriate)
- procedure
- measures / assessment tools
- proposed methods of analysis
- costs / budget (if relevant)
- work completed or results (if relevant)

In this section, students should clearly indicate the work that has been completed, is currently underway, and is yet to be completed. Copies of measures / methods to be used and summary results tables may be appended to the document.

7. Research Timeline (1 page, table form)

Students should include a detailed timeline for completion of their research. To assist reviewers in assessing the feasibility of the timeline, students should indicate clearly whether s/he would be studying on a full-time or part-time basis. The timeline should cover the whole candidature, including the work that has already been undertaken, and work to be done until the end of enrolment. It should include time allocations for:

- data collection for each study;
- any coursework to be undertaken;
- schedule of any major presentations;
- data entry, cleaning and analysis; and
- writing of literature reviews, papers for publication, and the final thesis.

8. Progress to Date (length as required)

Provide a brief summary of work completed to date. This may be in paragraph or list format and should include any coursework completed, or to be completed, any participation in scholarly activities within the School, and a statement regarding the relation between work done and work outlined for the rest of the period.

9. Ethics Statement (1 paragraph)

Human research requires ethics committee approval. The student should provide a statement of what ethics approval has been sought or will be sought for this research. Copies of approvals obtained from Ethics committees should be appended to the document.

The student should also indicate whether Health and Safety approval has been obtained, and where appropriate, Biosafety approval.

10. References (length as required)

Provide a list of references that have been cited in this document. Please note that this is not a bibliography, and should only contain those references that are actually cited.

11. Appendices

Students may append a variety of additional information that will help the review panel to understand and evaluate the quality of the research being undertaken. If students have completed pilot research or undertaken an initial study, a summary of the data collection and/or results should be appended to the confirmation document.

The confirmation process is an excellent opportunity for students to get thorough feedback on their work. Thus, it is useful to append copies of any materials that the student has designed or developed. The types of things that could be included as appendices are:

- new assessment instruments being developed by the student;
- summaries of any data collection or results obtained.

THE SEMINAR PRESENTATION

The student will present an overview of their research in a public forum as part of the articulation seminar. The presentation should provide a succinct, coherent overview of the main sections that are covered in the articulation document - namely the background to the research, setting up the case for why this research is needed, the hypotheses or research questions, an overview of the research design, subjects (including recruitment and sample size issues), methods and measures, a summary of likely data analysis, an overview of work completed, and a timeline for the remaining work.

MAKING A RECOMMENDATION

Following the student's oral presentation of the Articulation to PhD seminar, the articulation panel will meet to discuss their recommendations regarding the student transferring to the PhD, and to identify feedback to be provided to the student. This meeting should occur immediately after the oral presentation.

Immediately after the research seminar, the panel will meet with the student to relay their recommendations, and to clarify any issues or questions about the research. This can be a useful opportunity for identifying potential solutions to research problems that the student may be facing.

Supervisors and students must complete the *Confirmation of Candidature* form available from the links below:

For PhD: http://www.rsc.qut.edu.au/pdfs/Candidature/Confirmation_form.doc

Completed forms must be signed by the candidate and the chair of the review panel.

The recommendation must be sighted and signed by the Faculty Director of Research Studies before being forwarded to the Research Degrees Committee. All paperwork should be submitted to Agatha Nucifora (a.nucifora@qut.edu.au), S Block, Level 5, 509 Student Academic Services Office or 126 Margaret Street, Level 4, Resource Room (Research Team pigeonhole).



For further information, please contact Agatha Nucifora (a.nucifora@qut.edu.au) Ph: 3138 1000