

Application Process

Return Acceptance Form –  
Conditions of Offer met

A Guide for PhD and Professional Doctorate Candidates – Timelines in EFTSL						
Equivalent Full-Time Study Load (EFTSL)						Overtime Status
EFTSL = 0.5, Day count=0-182 Days	EFTSL =1.0, Day count=183-365 Days	EFTSL=3.0 Day Count= 366-1095 Days	EFTSL=3.5 Day Count = 1096-1277 Days	EFTSL=4.0 Day Count=1278-1460 Days	EFTSL= over 4.0 Day Count = over 1460 Days	
0-1 month	1-6 months	6-12 months	1-3 years	3-3½ years	3½- 4 years	Over 4 years
<ul style="list-style-type: none"> <li>Provisional Enrolment</li> <li>Meet with Primary Supervisor</li> <li>Check My UC For enrolment and contact details</li> <li>Local Induction (Faculty/Research Centre)</li> <li>University induction Feb or Aug each year</li> <li>Professional Doctorate Coursework</li> </ul>	<ul style="list-style-type: none"> <li>Ethics Approval process</li> <li>Establish key milestones with supervisor</li> <li>Draft Research Plan and Introductory Seminar</li> <li>Professional Doctorate Coursework</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation Seminar and Final Research Plan</li> <li>Confirmation of Candidature – end of provisional enrolment</li> <li>Undertake research</li> <li>Continue to work to milestones</li> <li>Professional Doctorate Coursework</li> </ul>	<ul style="list-style-type: none"> <li>Review of Progress Minor – March (Annual) - September</li> <li>Check MyUC for enrolment and contact details</li> <li>Undertake research</li> <li>Work in Progress Seminar</li> <li>Thesis Underway</li> <li>Chapter Reviews with Primary Supervisor</li> <li>Begin discussions about possible examiners</li> <li>Scholarship ends after 3 years (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Review of progress Minor – March (Annual) - September</li> <li>Check MyUC for enrolment and contact details</li> <li>Draft Thesis submitted to Primary Supervisor</li> <li>Supervisor to nominate examiners</li> <li>Thesis reviewed</li> <li>Final thesis prepared</li> <li>Supervisor to sign Certificate of Authorship of Thesis</li> <li>Submit final thesis to RSTO</li> <li>Final Seminar</li> </ul>	<ul style="list-style-type: none"> <li>Revisions of thesis if necessary and resubmit</li> <li>Final copies hard bound to RStO</li> <li>Examination reported to Academic Board</li> <li>Award conferred at University Council</li> <li>Attend Graduation</li> </ul>	<ul style="list-style-type: none"> <li>Overtime Fees due – domestic candidates</li> <li>Review of progress Minor – March (Annual) - September</li> <li>Check MyUC for enrolment and contact details</li> </ul>

Possible Changes to Candidature	
Possible changes to candidature that do NOT effect expiry date	Possible changes to candidature that WILL effect expiry date
<ul style="list-style-type: none"> <li>Change of Supervisors</li> <li>If you are living outside Canberra then you must attend on campus for 12 months during candidature</li> <li>Extension of scholarship (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Change of Load (Full/Part-time)</li> <li>Intermission</li> <li>Annual Review of Progress</li> <li>Failure to submit an Annual Progress Report may result in administrative withdrawal</li> </ul>