Doctor of Philosophy (PhD)

Course Information Handbook 2024
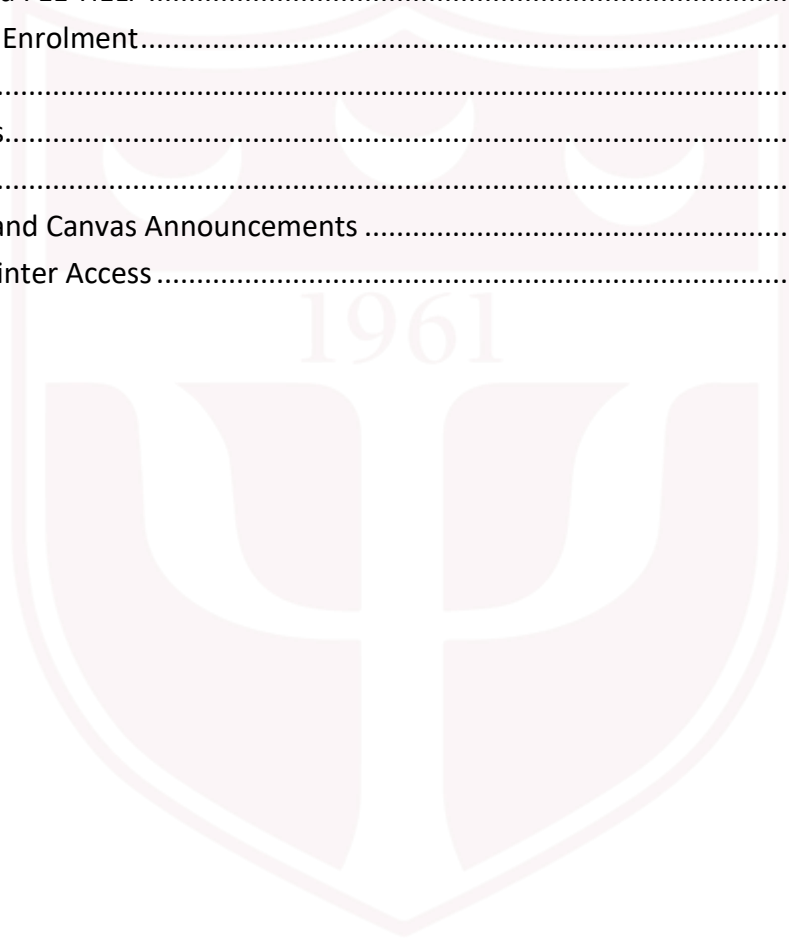
RS101

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Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Doctor of Philosophy degree. This course information handbook addresses many aspects and requirements of the course. It should be read in conjunction with the following:

- [Research Information Handbook](#)
- [Unit Outlines](#)
- [Policies and Procedures](#)

These resources provide all the information you need to successfully navigate your way through the different components of the course. If you find anything missing from these handbooks, please let us know.

The Cairnmillar Institute and staff wish you an enjoyable and rewarding professional experience.

Professor Linda Byrne
Dean, Faculty of Psychology, Counselling and Psychotherapy

Professor Peter Norton,
Course Coordinator, Doctor of Philosophy

The Cairnmillar Institute

The vision of the Cairnmillar Institute is to be globally recognised as a centre for psychological treatment, higher education, community education and research in the fields of Psychology, Counselling and Psychotherapy. The Institute is an Australian Health Promotion Charity and non-profit body.

Our aim is to offer relevant programs and services tailored to our professional and client community needs. The service growth and regional reach of Cairnmillar is underpinned by our values of respect, integrity and professionalism and a focus on quality and standards. Connection with business partners and community, and a focus on quality is critical to our business development and will directly enhance our client and student experience. We also aim to strengthen our contribution to the body of research that informs community in practice, and education.

Doctor of Philosophy (PhD)

The degree of Doctor of Philosophy (PhD) at the Cairnmillar Institute (the Institute) means that the holder has undertaken a substantial piece of original research. The research has been conducted and reported by the holder via the thesis, under academic supervision and in a research environment for a prescribed period. Examiners have also declared the thesis to be a significant and original contribution to knowledge, demonstrating the student's capacity to carry out independent research.

A PhD candidate must be an enrolled student of the Institute and is required to carry out a prescribed program of research for a specified period under the guidance of at least two supervisors. The candidate, under the guidance of the supervisor(s), is responsible for developing the research program to be followed.

The PhD thesis demonstrates authority in the candidate's field and shows evidence of command of knowledge in relevant fields. It shows that the candidate has a thorough grasp of the appropriate methodological techniques used, and an awareness of their limitations.

The thesis makes a distinct contribution to knowledge. Its contribution to knowledge rests on originality of approach and / or interpretation of the findings and, in some cases, the discovery of new facts. The thesis demonstrates an ability to communicate research findings effectively in the professional arena and in an international context. It is a careful, rigorous and sustained piece of work demonstrating that a research 'apprenticeship' is complete, and the holder is admitted to the community of scholars in the discipline. All candidates for the degree will be examined on the basis of their thesis, which is examined by at least two external examiners.

Governance

The governance of the PhD is under the remit of the Research and Research Training Committee (RRTC). The RRTC has two subcommittees: 1) the PhD Selection and Progress Subcommittee, and 2) the Partnerships and Scholarships Subcommittee (as per Figure 1). The RRTC reports to Academic Board (the Board).
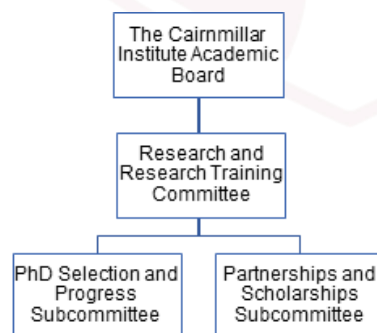

Figure 1. Structure of Research Governance

A PhD Course Advisory Committee which includes the Course Coordinator, PhD supervisory staff, industry representatives, and student (PhD candidates) representatives, will be responsible for advising the Board on all matters related to the Doctor of Philosophy (PhD) course.

Entry Requirements

Applicants must have either: completed a four-year Bachelor degree with a minimum weighted average of 78%, or, b) completed a Master degree with a minimum weighted average of 78%, or c) a qualification and professional experience considered to be equivalent.

Selection

To be considered for a PhD at the Cairnmillar Institute, candidates are required to submit an application through the Cairnmillar website, with certified or original scanned copies of the following documentation:

- Most recent academic transcripts
- A current curriculum vitae
- A 1-2-page personal statement outlining why they wish to undertake a PhD
- A research plan of 800-1200 words, proposing what they would like to research and what their study design and research questions would be.
- Endorsement from a prospective supervisor.
- Three referee reports.
- Proof of residency/citizenship (e.g. passport, birth certificate, or citizenship certificate) and where relevant, evidence of Band 6.5 English Language proficiency (if required)

Duration of the Course

The candidate's PhD research project is to be conceived from the outset as clearly achievable within 3 years equivalent full-time, with students expected to complete their degree within 3 to 4 years equivalent full-time.

Graduate Learning Outcomes

Candidates who satisfactorily complete the Doctor of Philosophy through the Institute will have achieved the abilities to:

1. Demonstrate advanced understanding of a substantial body of knowledge at the frontier of their field of study, including knowledge that constitutes an original substantial

contribution, and to reflect critically on and evaluate that knowledge to synthesise new and original advances.

2. Design, conduct, analyse, and communicate a complex investigation of original research for external examination against international standards, using established research methodologies.

3. Generate original knowledge and understanding that makes a substantial contribution to the discipline, and disseminate and promote new insight to other scholars and the broader community

4. Demonstrate adaptability, autonomy, leadership, authoritative judgement, initiative, resilience and responsibility as an expert and leading scholar.

The Institute provides a variety of opportunities in addition to the supervised research program, to facilitate a candidate's acquisition of these attributes.

Career Opportunities

Graduates may apply the knowledge and skills acquired in the Doctor of Philosophy (PhD) in their current workplace. Successful completion can see graduates enter a career in academia, research in an industry setting, private research consultancy.

More information about career pathways can be found on myCMI.

Professional Recognition

The Doctor of Philosophy is a highly regarded Degree that attests to the holder's expertise in a specific area of study. Their general research skills are well developed to suit a number of professional positions and specific research methodology acquired across the duration of their degree particularly valuable. More information about professional registration can be found on myCMI: Professional Registration FAQs on myCMI.

Course Structure & Credit Points

The Doctor of Philosophy (PhD) course has been designed to be completed as either a full- time course or part-time course. The structure for each is indicated below with the inclusion of a non-credit marking thesis extension period.

Semester	Unit Code	Unit Title	Credit Points
All	PHD950	PhD Thesis Full-Time	50
All	PHD925	PhD Thesis Part-Time	25
1	PHD901	Research Methods and Statistical Training 1	hurdle
2	PHD902	Research Methods and Statistical Training 2	hurdle
All	PHDX	PhD Marking Extension	0

PhD students enrol in the same Thesis unit each semester until a minimum of 300 credit points have been completed. All units are formally completed at the end of the thesis assessment process.

A full-time student will normally complete within 6 to 8 semesters or enrolment (3 – 4 years). A part-time student will normally complete within 12 to 16 semesters (6 – 8 years)

Coursework: Research Methods and Statistical Training (PHD901; PHD902) including three elective research methodology modules from a suite of six offered.

Research: 100% of the course

Prerequisites: As per Course Entry Requirements above

Approaches to Thesis Completion

PhD candidates will complete a traditional thesis or thesis by publication in the either Psychology or Counselling and Psychotherapy Programs, as specified in Table 1.

Table 1.

Approaches to thesis submission

Traditional thesis	Thesis by publication
Traditional thesis will include a discussion of the conceptual understandings/theoretical underpinnings of the thesis topic and a review of the literature pertaining to the research topic. The thesis will also include a final discussion drawing conclusions.	Thesis by publication will include at least one published paper and 3 submitted papers. The thesis will also include a review of the literature pertaining to the thesis topic (this could be a published systematic review or meta-analysis) and an explanation of the theoretical

The normal length of the thesis is approximately 80,000 words, exclusive of words in tables, maps, bibliographies and appendices.	underpinnings of the thesis topic. Further, the thesis will also include a discussion drawing together the findings of the papers included in the thesis. The normal length of the thesis is approximately 60,000 to 80,000 words exclusive of words in tables, maps, bibliographies and appendices.

Milestone Reviews

To ensure satisfactory progress, students will complete three milestone reviews throughout their candidature. Milestones are designed to support and facilitate your progress towards your thesis submission, to provide structured feedback on your progress to date. All milestones will be attended by the students and, at minimum, one member of the supervisory team. Milestones serve both to monitor progress and to provide opportunities to develop research dissemination skills as you present your research to your academic peers.

Confirmation of Candidature	
Requirements	**Information/Instructions**
Oral presentation (20 min)	20 minute presentation (minimum) at an Academic Unit seminar or other forum, to include: Overview of research undertaken Anticipated future directions of the research program Oral presentation followed by questions and feedback from members of the audience.

Progress report	Submission of a written report (minimum 2000 words), to include:
	    Title of research report / thesis
	        Brief introduction (including the following):
	        statement of research problem(s)
	        theoretical and conceptual framework
	        review of relevant literature, research and theory
	    Research aims & hypotheses
	        Progress on methodology & results (if latter is applicable)
	        Timeline to completion of thesis, including coursework and /or graduate research professional activities (if applicable)
	A suggested format for the report can be found in the PhD Handbook

Literature review (6,000-10,000 words)	Literature reviews (can include a published paper/s) are assessed by primary Supervisors and graded as pass or fail. Reviews deemed as unsatisfactory must be revised and resubmitted until graded as pass. An email from your Supervisor must be sent to the HDR Coordinator to confirm that the literature review is of satisfactory standard.
Funding	It is the responsibility of each student and their Supervisor to ensure that the proposed research project can be adequately funded.
Compulsory Induction Modules	Provide report showing completion of: Prerequisites go here, such as Responsible Conduct of Research, Academic Honesty, etc.
Doctoral Training Report	PhD students should submit a report of their professional development activities.

Progress Review (Mid-Candidature Review)	
Requirements	**Information/Instructions**
Oral presentation (20 min)	minute presentation (minimum) at an Academic Unit seminar or other forum, to include: Detailed description of at least one significant component of research undertaken Anticipated future directions of the research program Oral presentation followed by questions and feedback from members of the audience. Where Possible, your review panel should be the same as at your previous milestone presentation(s).
Progress Report	Submission of a written report (minimum 1500 words), to include: Brief overview of research project Proposed thesis structure (chapter by chapter outline) Detailed statement of progress and/or proposed variations of progress to date. Identification of any perceived difficulties (current or future) which could impede completion of the project according to the work plan and suggestions to overcome these difficulties. Timeline to completion of thesis developed at confirmation, including coursework and /or graduate research professional activities (if applicable)

	PLUS evidence of research output/s (see below)
	Students must submit their progress report to the panel at least one week prior to the presentation.
Research Output/s	Submission of further written evidence of progress since Confirmation Review of one of the following: any publication (submitted or accepted) any manuscript (in preparation, submitted or accepted) draft thesis chapter
Doctoral Training Report	PhD students should submit a report of their professional development activities.

Final Review (Pre-Submission Seminar)	
Requirements	**Information/Instructions**
Oral presentation (20 min)	minute presentation (minimum) at an Academic Unit seminar or other forum, to include: Summary of thesis findings and implications Detailed description of at least one significant component of research undertaken Oral presentation followed by question time and feedback from members of the audience.
Progress Report	Submission of a written report (minimum 1500 words), to include: Chapter plan of thesis project Progress on each chapter Timeline for completion of each chapter by thesis submission date plus any outstanding coursework and/or graduate research professional development activities (if applicable). PLUS evidence of research output/s (see below) Students must submit their progress report to the panel at least one week prior to the presentation.
Research Output/s	Submission of further written evidence of progress since Progress Review (i.e., additional to the Research Output presented at the Progress Review) any publication (submitted or accepted) any manuscript (in preparation, submitted or accepted) draft thesis chapter
Doctoral Training Report	PhD students should submit a report of their professional development activities.

Thesis Submission

The thesis must be a true representation of the candidate's own work.

A declaration that specifies the extent and nature of the candidate's contribution and co- authors' contribution, should be clearly stated in the thesis and in particular in reference to each of the publications that form part of the thesis. If the candidate is the sole author, this still needs to be specified.

The declaration is placed at the front of the thesis. It lists the work/s written by the candidate in collaboration with other authors and shows the publication status of those works.

Contributions of all authors must be described. The primary supervisor or appointee is responsible for checking the respective contributions the candidate suggests.

Candidates must keep a copy of their submitted work and are strongly encouraged to save files in more than one place in case of computer failure.

Theses must be submitted via Canvas.

Research

For information regarding research, please refer to the Research Information Handbook.

Enrolment Conditions

See also: Enrolment Conditions on myCMI for a copy of the current enrolment conditions. You must agree to the conditions of enrolment every time you enrol in a unit of study.

Attendance

It is an expectation that students will attend all classes*. If you anticipate being absent, please advise your Unit Coordinator via email. Planned absences of several weeks should also be discussed with your Unit Coordinator.

Note: In accordance with national and state recommendations for social distancing due to COVID-19, we consider classes* to include to include synchronous online activities such as tutorials and lectures held in online platforms such as Zoom or Microsoft Teams.

Online Etiquette

Students are expected to comply with the Cairnmillar Institute's policies and regulations concerning etiquette during online classes, webinars, and in their electronic communications including the TLP008 Student Social Media policy and FSP002 Discrimination Bullying Harassment Policy. All Policies and Procedures can be found here.

Submission of Written Work

All written assessment tasks, unless otherwise instructed by a unit coordinator, must be prepared in Microsoft Word and submitted via Canvas. Please refer to the Unit Outlines on within the unit modules on Canvas and the Assessment Style Guides and Formatting guide on myCMI for more information on written assignment requirements.

Referencing & Style Guidelines

The referencing and format for all assignments must be in APA 7 style. Please see APA Style Referencing. Case reports/studies require client anonymity and confidentiality.

See also Assessment Style Guides and Formatting on myCMI.

Assessment Grades & Records

Final results for each unit will be calculated, then published on the Paradigm Enrolment Portal by the relevant results publication date. The marks for your final assessment will be withheld until after the release of your final marks.

See myCMI for information on results publication.

Extensions

An extension may be granted for assignments where there is evidence of unexpected disruptions in the student's available work time. Extensions must be applied for and approved in accordance with the Assessment Policy and Procedures and any other published procedures found on the School website.

Applications must be made via the appropriate form before the due date and submitted to the Unit Coordinator. An extension is valid only after it has been approved by the Unit Coordinator.

See myCMI for more information on how to apply for an assignment extension.

Special Consideration

Special consideration may be granted in situations where an extension is not possible, such as an exam or in-class work that has been missed. You should first discuss your situation with your Course Coordinator before applying. Please see the Assessment Policy and Procedures found on the School website for more information. Please see myCMI for how to apply for special consideration.

Word Limit

Students must adhere to the word limits provided in Unit Outlines and Assessment Guides. Please refer to your Unit Outlines on Canvas for information regarding word limits for each assessment task.

Late Submissions

The penalty for late submissions is 5% per day of the total assessment mark (including weekends and non-business days), for a maximum of seven (7) days (i.e., maximum late penalty deduction possible is 35%).

Work handed in more than one week late will not normally be marked and a fail result will be recorded. No assignment will be accepted once the results for that assignment have been published.

Tasks that are required to be completed and/or submitted in-class, such as class presentations must be submitted on the date of the class presentation unless a student has been granted special consideration. The penalty for late submission or non-submission of in-class tasks is usually 100% of the mark.

See also: Late Assessment Submissions on myCMI.

Samples of Work

Samples of student work may be taken for purposes of course accreditation and benchmarking. In all cases anonymity will be preserved. If you object to your work being copied for this purpose you must advise the Unit Coordinator when submitting assignments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of previous study, skills or experience. RPL can only be granted for units prior to the commencement of your course

See myCMI for more information on how to apply for RPL or credit transfer.

Marking Scales & Grade Definitions

You can view Cairnmillar's grade-mark schema on myCMI.

Academic Integrity

Breaches of academic integrity are serious academic offences. It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Academic Integrity and Student Conduct Policy and Procedures. See myCMI for more information about Academic Integrity at Cairnmillar.

All students must complete an Academic Integrity Module and Quiz on Canvas prior to beginning classes at Cairnmillar. Assessment marks are withheld if students have not completed the Academic Integrity Module and Quiz on Canvas. Please see here on myCMI for more details.

Course Progress

The Academic Integrity and Progress Committee (AIPC) is a sub-committee of the Academic Board and is normally chaired by the Head of School.

The AIPC review incidents of possible plagiarism and other breaches of academic or research integrity, such as collusion or cheating in exams.

The AIPC also support students who have poor academic performance or are at risk of failing a course through an academic progress intervention and Student Progress Agreements.

Please see 'Academic Integrity and Progress Review Hearings' on myCMI for detailed information on Cairnmillar's academic integrity and progress procedure.

Policies & Procedures

It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Policies and Procedures. These are published on our school website. Detailed supporting information, guides and forms can be found on the student website, myCMI.

Copyright

There are copyright laws that we need to be aware of and adhere to. Please see the [Australian Copyright Council's](#) website for full information on this topic.

Professional Standards

You must have a thorough knowledge of the Australian Psychological Society's Code of Ethics document. It is reviewed and updated regularly, and it is essential to remain abreast of any changes that are recommended.

A full copy of the current edition of the [Code of Ethics](#) can be obtained on the [APS website](#).

Student Support, Counselling, & Wellbeing

Counselling & Support for Students

Please see ['Counselling for Students'](#) on myCMI

Academic & Writing Support for Students

Please see ['English and Academic Writing Support'](#) and ['APA Support and Study Skills'](#) on myCMI

Disability Support for Students
Please see ['Disability Support'](#) on myCMI

International Student Support
Please see the ['International Students Page'](#) on myCMI

Other Support Services
A searchable list of other support services can be found on myCMI. See: [Support for Students](#)

Tuition Fees and FEE-HELP

Information regarding the payment of fees can be obtained from myCMI and our public website. Tuition fees and conditions are published on our website, see [Tuition Fees](#). Please see [Fees and FEE-HELP FAQs](#) on myCMI for more information.

Termination of Enrolment

Cairnmillar reserves the right to terminate a person's enrolment in a course if the student:

- fails to meet the complete assessment task requirements or breaches the Institute's privacy and ethical conditions
- exceeds the maximum or negotiated time for completion of the course, or

- other conditions as specified in the Enrolment Conditions.

See myCMI for details on Cairnmillar's Academic Progress procedure.

Graduation

To be eligible to have the relevant qualification awarded, a student must:

- comply with all the Institute Policies and Procedures;

- pay all relevant fees and charges;

- complete all requirements prescribed for the course of study at least at a PASS level;

- have all placement documentation up to date, signed off, and uploaded to the relevant placement tile on Canvas (only relevant for courses with placement requirements);

- submit the relevant intention to graduate form by the due date.

The appropriate awards are given on satisfactory completion of the course. These are presented at a special annual ceremony or given (posted) directly to students for a fee.

For more information see: Graduating From Your Degree on myCMI.

Library Services

The Library at the Cairnmillar Institute is a specialist library resource, aimed at supporting the work of the Institute, focusing on the curriculum, teaching, research, and clinical requirements of the students, academic staff, clinical staff, and researchers.

Appointments about Library and research skills can be made through the Library.

Please visit the Library page on myCMI for more information.

Office 365

All students have access to Office 365 while studying at Cairnmillar. Your Office365 account includes free access to Microsoft Word, Excel, PowerPoint, Outlook (student email), and much more.

Students also have access to 1TB of OneDrive storage. Find more information on Office 365 on myCMI.

Student Email and Canvas Announcements

Students are provided with a Cairnmillar student email and are required to check this account regularly while enrolled. See: Accessing your Cairnmillar Student Email on myCMI for full details.

Students should also regularly check or sign up for email reminders on Canvas Announcements and review the regular Student Newsletter.

Computer & Printer Access

Each student has their own personal OneDrive account which can be accessed across any computer.

Please see 'Computer Access at Cairnmillar' for more information.

Please see 'Printing/Copying at Cairnmillar' on myCMI for more information.