**PhD Candidates’ Responsibilities**

Reference: PhD Policy: Approving Enrolling, Supervising and Examining Candidates, Section 4.10.

1. **To plan and actively pursue the research.** Candidates should plan and execute the research project within the expected time period by:
   - devoting sufficient time to the course of study, by being committed to the research and avoiding activities which will interfere with satisfactory completion within the time limit;
   - attending regular meetings, as agreed with supervisors, and by using their best endeavours to achieve agreed milestones; and
   - by reaching agreement with supervisors about indicators of progress being made and about the timing of the submission of appropriate written work, reports or research results.

2. **To identify and deal with problems**
   - candidates should take the initiative in raising with supervisors any problems or difficulties with the project or its supervision; and
   - candidates should become informed about the problem-solving mechanisms that exist for supervisor- candidate difficulties, and utilise them if necessary.

3. **To facilitate administrative compliance**
   - candidates should become familiar with, and abide by, university, faculty and school statutes and policies and any other written guidelines and regulations for the degree (such as applying for approval needed to spend time away from the University as part of the enrolment, and suspension of enrolment);
   - this includes becoming familiar with the administrative requirements of the Faculty Student and Academic Services Office; and
   - candidates must adopt at all times safe working practices relevant to the field of research; and complying with any institutional occupational health and safety policies.

4. **To meet ethical guidelines**

   Candidates must become familiar with all relevant ethical guidelines for the conduct of research and ensure that the necessary approvals are obtained for research involving animal subjects, human subjects or tissue.

5. **To give adequate notice of submission**

   Candidates should give three months’ notice to the principal supervisor of the expected submission date of the thesis in order to allow early selection of examiners.
6. To take responsibility for the final form of the thesis
   • candidates are solely responsible for the content, style, presentation, production
     and binding of the thesis that is finally submitted, and promptly making any
     required amendments after examination; and
   • candidates should accept final responsibility for the academic content of the
     thesis.

7. To participate in university intellectual life
   • candidates should take reasonable steps to participate in the opportunities
     offered by the school to be part of that intellectual community by attending
     seminars, presenting their work and interacting with the staff and other
     postgraduate students; and
   • candidates should become involved, where appropriate, in academic activities
     associated with the chosen research field (including attendance at relevant
     seminars in other schools or institutions, and participation in academic
     conferences, finances and resources permitting).