

## HIGHER DEGREE BY RESEARCH POLICY

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### Related documents

Regulation 11: Awards, Courses and Units

Higher Education Standards Framework section 4.2 Research Training

*Australian Code for the Responsible Conduct of Research (2018).*

*The National Statement on Ethical Conduct in Human Research (2007).*

*Australian Institute of Aboriginal and Torres Strait Islander Studies Code of Ethics for Aboriginal and Torres Strait Islander Research (2020)*

Academic Integrity Policy

Academic Staff Policy

Assessment Policy

Conduct and Misconduct Policy

Complaints Policy

Conflict of Interest Policy

Fees Policy

Human Research Ethics Policy

## **1. Rationale and Objectives**

### **1.1 This Policy:**

- a) establishes the principles, responsibilities and accountabilities for decisions affecting graduate research candidates
- b) provides the framework to ensure academic standards and integrity in the University's research training
- c) prescribes the procedures that apply to admission, enrolment, progression, examination and completion for the University's higher degree by research training program
- d) ensures that decisions regarding graduate research candidates are consistent and fair.

## **2. Scope**

### **2.1 This Policy applies to:**

- a) higher degrees by research offered by the University
- b) applicants for admission to a higher degree by research
- c) higher degree by research candidates
- d) all University staff responsible for the supervision, administration, and management of higher degrees by research and candidates at the University.

## **3. Principles**

### **3.1 The University:**

- a) meets the standards specified in the Higher Education Standards Framework (Threshold Standards) 2021.
- b) promotes a research culture of excellence, integrity, professionalism and mutual respect that contributes to its research objectives.
- c) ensures that research is carried out in accordance with the highest ethical standards.
- c) works to develop candidates' capabilities, to equip them for further research and service in individual professional and career paths following the completion of their awards.

- d) ensures that the supervision of higher degree by research candidates is conducted in a professional way.
- e) appoints and supports supervisors to offer high-quality supervision to the candidate.
- f) provides high-quality research training that is experienced as beneficial by both higher degree by research candidates and supervisors, to prepare candidates for further research and service after completion of their awards.

3.2 The Academic Board oversees the introduction, review and quality assurance of higher degree by research courses and supervision, including with advice from the School of Graduate Research Committee.

3.3 The University is committed to ensuring that the supervision of higher degree by research candidates is conducted in a professional way.

#### 4. Definitions

4.1 **Research Scholarship:** Any of the following scholarships:

- a) Research Fee Scholarship (RFS)
- b) Research Stipend Scholarship (RSS)
- c) Research Allowance Scholarship (RAS)

4.2 **Thesis:** Using one or more media, a substantial and intellectually coherent product, or product(s) such as a typescript only dissertation, dissertation and artefacts, or exegesis and portfolio of creative works and/or performance, that embodies the results of the candidate's research.

4.3 **Research Coordinator:**

- a) A person designated under Regulation 4: Colleges as a Research Coordinator of a College of the University, for Doctor of Philosophy or Master of Philosophy candidates enrolled through that College, or
- b) The Doctor of Professional Practice Program Director, for candidates enrolled in the Doctor of Professional Practice, or
- c) The Academic Dean of the School of Indigenous Studies, for Doctor of Philosophy or Master of Philosophy students enrolled through the School of Indigenous Studies, or
- d) The Academic Dean of the School of Professional Practice, for Doctor of Philosophy or Master of Philosophy students enrolled through the School of Professional Practice.

4.4 **Student Visa:** a subclass 500 visa.

4.5 **Higher degree by research** as an award of the University where the assessable content by research represents more than two-thirds of the total assessable content as is defined by the [Australian Qualifications Framework](#) (AQF).

- 4.7 **Candidate** refers to a person enrolled in a Higher Degree by Research
- 4.6 **Supervisor** is a person who is formally appointed to provide supervision and guidance to a higher degree by research candidate.
- 4.7 **Principal Supervisor** is the Supervisor who provides primary academic leadership in the supervision of the research project of a higher degree by research candidate.
- 4.8 **Majority Supervisor** is the Supervisor who is assigned a majority of the supervisory load but who is not the Principal Supervisor.

## 5. Admission

- 5.1 A person may apply to the Academic Board to enrol as a candidate for a higher degree by research if they meet the minimum requirements for the degree as set out in [Regulation 11 Awards Courses and Units](#) and have demonstrated the English language requirements as set out in Table 2.
- 5.1.1 Table 1 sets out the entity through which a person may apply for a higher degree by research.

Master of Philosophy	<p>1. through a College of the University or through the School of Indigenous Studies or the School of Professional Practice.</p> <p>2. no direct application to the School of Graduate Research</p>
Doctor of Philosophy	<p>1. through a College of the University or through the School of Indigenous Studies or the School of Professional Practice.</p> <p>2. no direct application to the School of Graduate Research</p>
Doctor of Professional Practice	<p>1. through a College of the University or through the School of Indigenous Studies or the School of Professional Practice.</p> <p>2. directly through the School of Graduate Research</p>

- 5.2 No religious test may be imposed upon any person in order to determine eligibility for admission to a course of study.
- 5.3 English Language Requirements
- 5.3.1 An applicant to a higher degree by research whose secondary schooling was entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:
- a) satisfactorily completing an undergraduate degree in an English-medium institution

- b) satisfactorily completing the equivalent of at least three standard full-time semesters of a university degree or Australian TAFE diploma or equivalent in an English-medium institution
- c) satisfactorily completing the equivalent of at least one standard full-time year of postgraduate study in an English-medium institution
- d) satisfactorily completing a postgraduate award of the University consisting of at least one full-time semester.

5.3.3 An applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 5.1 may be admitted as an exceptional case on the basis of relevant and documented experience and achievement to the satisfaction of the School of Graduate Research Committee of the Academic Board.

5.3.4 An applicant to a higher degree by research whose secondary schooling was not entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) satisfactorily completing an undergraduate degree in an English-medium institution within the five years prior to the commencement of the course for which application is made
- b) attaining the English language test threshold in Table 1 or 2.

<b>TABLE 2: Standard English language test thresholds</b>		
IELTS Academic = International English Language Testing System		
TOEFL Academic = Test of English as a Foreign Language (written)		
TOEFL Internet = Test of English as a Foreign Language (internet-based)		
PTE Academic = Pearson Test of English		
Higher Degrees by Research (AQF 9 – 10)	IELTS Academic	7.0 with no band below 6.5
	TOEFL Academic	577 with a Test of Written English score of at least 5.0
	TOEFL Internet	91 including at least 25 (Writing), 22 (Listening), 22 (Reading), 22 (Speaking)
	PTE Academic	65 with no communicative skill score below 58
	C1 Advanced: (formerly Cambridge English): Advanced - CAE)	176 in each component with no component score below 169

<b>TABLE 2: Other English language test thresholds approved by the Academic Board</b>

<b>Institution and CRICOS Provider Code</b>	<b>CRICOS Course Name and Code</b>	<b>Threshold</b>
Australian Catholic University (00004G)	English for Academic Purposes (063671F)	75%
Deakin University (00113B)	English for Academic Purposes 4 (083596B)	65%
English Language School for Pastoral Ministry (01307F)	English for Academic Purposes or certification by ELSPM of attainment of the required English language threshold	Distinction

#### 5.4 Decision to admit

5.4.1 An application for admission to a higher degree by research may not be approved unless the School of Graduate Research Committee is satisfied that:

- a) and the application meets the requirements for admission as set out in the Course Record of the relevant award; and
- b) appropriately qualified Supervisors are available and, for PhD and MPhil, have, at the time of application, consented to supervise the applicant; and
- c) the applicant's proposed home College or School supports the application.

5.4.2 An applicant who meets the requirements of the Academic Board may be admitted as a candidate for a higher degree by research. Upon admission, the applicant becomes a member of the School of Graduate Research.

5.4.3 The decision to admit a person to candidature for a higher degree by research is executed by the Dean of the School of Graduate Research on the recommendation of the School of Graduate Research Committee. An applicant may not be admitted without the approval of the School of Graduate Research Committee.

5.4.4 A person admitted to a course of study must be provided with a letter from the Dean of the School of Graduate Research constituting proof of that admission.

5.4.5 The School of Graduate Research Committee may require an applicant to obtain any other relevant disciplinary and methodological skills prior to giving further consideration to the application or as a condition to be fulfilled prior to admission.

5.4.6 A candidate whose enrolment has previously been terminated may apply for re-admission. Any application would be considered in accordance with the provisions of this Policy. Any candidate re-admitted after previous termination of candidature would not be eligible for Recognition of Prior Learning (RPL) and is required to recommence a

new program. The University may prescribe terms and conditions to be placed on the candidate's re-admission.

#### 5.5 Decision not to admit

5.5.1 The School of Graduate Research Committee has the right to refuse to admit an applicant if it is not satisfied that the applicant has met the requirements of this Policy.

5.5.2 If the School of Graduate Research Committee refuses to admit an applicant, the Dean of the School of Graduate Research must inform the applicant and the Research Coordinator of the College or School through which the applicant applied of the decision in writing and the reason for the decision.

#### 5.6 Upgrade from a Master of Philosophy to a Doctor of Philosophy

A candidate for the degree of Master of Philosophy at the University of Divinity may apply for admission to the Doctor of Philosophy no less than twelve months after commencement of candidature in the Master's degree and prior to completion of the Master's degree. In such cases, the candidate may only be admitted after successful completion of a Confirmation of Candidature process as required for the degree of Doctor of Philosophy. A candidate admitted to the Doctor of Philosophy by this means is regarded as having commenced the course of study for the doctoral program on the date on which the Master's program was commenced unless decided otherwise by the School of Graduate Research Committee.

#### 5.7 Transfers of candidature

5.7.1 A candidate who applies to transfer to the University from another institution must apply in accordance with [Regulation 11 Awards Courses and Units](#).

5.7.2 A candidate of the University who wants to transfer to another higher degree by research course at the University must:

- a) meet the eligibility requirements of the course to which they wish to transfer; and
- b) satisfy the School of Graduate Research Committee of their ability to complete the course in a timely manner.

5.7.3 The School of Graduate Research Committee may admit a candidate directly into confirmed candidature if they have successfully completed the confirmation requirements in graduate research course at the same or higher AQF level.

5.7.4 A candidate who holds or has held a Research Training Program (RTP) Fee Offset scholarship must have any consumed candidature time deducted from their enrolment entitlement for the course of study, as required by the Higher Education Support Act 2003 and Commonwealth Scholarship Guidelines (Research) 2017.

5.7.5 Candidature time undertaken at another other institution may be deducted from the course duration.

5.7.6 International candidates transferring from another Australian institution must have the candidature time already used deducted from their entitlement.

#### 5.8 Review and Appeal

- 5.8.1 An applicant who is refused admission to a course by the School of Graduate Research Committee under section 5.5 of this Policy may apply for a review of the decision by completing a Review Request Form and sending it to the Chair of the Academic Board within five working days of the applicant receiving written notice of the refusal. The applicant must clearly state the grounds for the review and is responsible for providing evidence.
- 5.8.2 The Chair of the Academic Board must acknowledge receipt of the review request in writing to the appellant within five working days.
- 5.8.3 The Chair of the Academic Board must consult with the officers of the University involved in making the decision and review the decision against the relevant Regulations and Policies of the University.
- 5.8.4 The Chair of the Academic Board must report the outcome of the review in writing to the appellant, the University Secretary, and the Principal of the College or School through which the appellant applied for admission within ten working days of receipt of the review request.
- 5.8.5 The applicant may have recourse to the Appeals Policy to dispute the outcome of a review of a decision if the applicant is able to provide evidence of failure to comply with this Policy.
- 5.9 Deferral of Admission
- 5.9.1 A candidate who has been admitted to a higher degree by research may apply to defer the date of commencement of study.
- 5.9.2 Deferral may be granted up to a maximum of two semesters. At the end of the period of deferral the candidate must commence at the next enrolment date as set by the School of Graduate Research.
- 5.9.3 Deferral is a period in which a candidate has been admitted to a course of study but has not yet undertaken any study towards that course of study. Approved deferral is excluded when determining whether a candidate is within the maximum time permitted for completion of an award.
- 5.9.4 Candidates on an overseas student visa may only apply for deferral based upon a 'compassionate or compelling circumstance' as defined by the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- 5.9.5 An application for deferral must be:
- a) made using the higher degree by research Deferral of Candidature Request Form
  - b) lodged with the School of Graduate Research Registrar prior to enrolment in any units or prior to the census date of the first unit in which the candidate is enrolled
  - c) approved by the Dean of the School of Graduate Research.
- 5.9.6 A candidate who has been granted a deferral may not be enrolled in any units in that award during the approved period of deferral.



- 5.9.7 Candidates are responsible for arranging timely re-enrolment on completion of the period of deferral.
- 5.9.8 Deferred candidates are included in the University's Admissions Reports submitted to Academic Board in April and September each year.
- 5.9.9 An approved deferral of admission does not ensure a coinciding deferral of scholarship. Candidates who have been awarded a scholarship to coincide with the commencement of their studies should refer to the Research Scholarships section of the current policy regarding the conditions of their scholarship.
- 5.10 **Withdrawal of Offer**
- The Dean of the School of Graduate Research may withdraw an offer of admission if:
- a) the applicant has supplied incomplete or inaccurate information in or in association with their application;
  - b) the applicant fails to accept their offer of admission by the date specified, or have their request for deferment approved; or
  - c) the appropriate supervision or resources are no longer available to support completion of the project.

## **6. Enrolment**

### **6.1 Responsibilities**

#### **6.1.1 A candidate must:**

- a) Abide by the Code of Conduct of the University
- b) Be enrolled through a College or School of the University
- c) Be enrolled in units of study or on leave of absence for the duration of the course
- d) Ensure that each semester financial obligations to the University are met in accordance with the Fees Policy
- e) Take responsibility for understanding the requirements of the course of study
- f) Notify the University of any change in name, contact details, or other circumstances which may affect enrolment.

#### **6.1.2 The University must:**

- a) Publish definitive information in plain language on the University website about the requirements of each course of study
- b) Provide the candidate with accurate and timely information about enrolment, course progress, and results
- c) Ensure an appropriately qualified research coordinator is available to assist the student with course progression and completion

- d) Ensure that units of study are available to enable the student to complete the course of study
- e) Ensure that reasonable measures are taken to provide the student with a rich educational experience in a safe environment
- f) Provide a student with a University identification card
- g) Ensure that information on students is collected and treated in accordance with the University's Privacy Policy, including where this information is required to be submitted to the Australian Government for compliance and reporting purposes.

6.2 A candidate may only enrol in a higher degree by research at the University if they have:

- a) satisfied the requirements for admission to the higher degree by research program
- b) received and accepted a current offer of admission to the higher degree by research program
- c) provided sufficient proof of identification
- e) for international higher degree by research candidates, have a valid and current visa that permits study within Australia.

6.3 **Fulltime study load:** The fulltime study load in a calendar year is defined as:

- a) fulltime enrolment in a thesis for a higher degree by research by thesis alone.
- b) at least six standard units for the coursework component of Doctor of Professional Practice course of study (0.75 EFTSL) or fulltime enrolment in a thesis for the research project component.

6.4 Candidates may apply to study full or part-time. When making decisions on applications to study full or part-time, factors that the School of Graduate Research Committee consider include:

- a) expected course duration
- b) scholarship requirements
- c) course requirements
- d) regulatory requirements
- e) the needs of the candidate; and
- f) the candidate's academic progress.

6.5 Candidates on an overseas student visa may only be enrolled fulltime as defined by the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Candidates holding student visas are required to complete their course within the duration specified in the offer letter except in limited circumstances.

6.6 Candidates on an overseas student visa may take less than a standard full-time load only if they have approval from the University, and one or both of the following apply:

- a) they have compassionate or compelling circumstances and/or
  - b) an intervention strategy is in place under the satisfactory progress provisions of this policy.
- 6.7 The Registrar of the School of Graduate Research is responsible for enrolling higher degree by research candidates for each period of enrolment. Candidates are responsible for notifying the School of Graduate Research of any variation in their enrolment pattern.
- 6.8 Enrolment Variation
- 6.8.1 Application to vary enrolment must be made by the candidate on the Change of Candidature Form and be approved by the candidate's Principal Supervisor and Research Coordinator. The School of Graduate Research Committee must be informed of the variation.
- 6.8.2 A candidate who withdraws from a unit before or on its census date does not pay tuition fees for the unit, and the unit is permanently removed from the candidate's academic record.
- 6.8.3 A Doctor of Professional Practice candidate who withdraws from a coursework unit after its census date but before or on the last date to withdraw without academic penalty pays the tuition fees for the unit, and the unit is recorded with the result 'Withdrawn' on the student's academic record.
- 6.8.4 A Doctor of Professional Practice candidate who withdraws from a coursework unit after the last date to withdraw without academic penalty pays tuition fees for the unit, and the unit is recorded with the result 'Fail' on the student's academic record.
- 6.8.5 A candidate who withdraws from a thesis unit after the last date to withdraw without academic penalty pays tuition fees for the unit, and the unit is recorded as 'Withdrawn' on the student's academic record.
- 6.8.6 A candidate may withdraw from a course of study at any time by submission of a Change of Candidature Form. If the withdrawal is submitted prior to the census date of the first unit of study to be attempted by the candidate, the enrolment in the course may be removed from the student's academic record. If the withdrawal is submitted after this date, the withdrawal from the course of study is recorded on the student's academic record.
- 6.8.7 An international candidate on an overseas student visa who applies to withdraw from a course of study must be informed that on withdrawal from the course the University must notify the relevant government Department and cancel the student's Confirmation of Enrolment which may lead to cancellation of the student's visa.
- 6.9 Lapsed Candidature
- 6.9.1 Lapsed candidature is a status intended to allow candidates to submit their thesis for examination following the expiration of their candidature entitlement and any approved extensions. Lapsed candidature may be granted:
- a) for masters candidates up to one calendar year; or

- b) for doctoral candidates up to two calendar years.
- 6.9.2 Candidates are enrolled in an administrative unit during the lapsed period and have ongoing access to libraries and the learning management system while lapsed. This unit does not incur fees.
- 6.9.3 It is the responsibility of the candidate to liaise with supervisors about continued supervisory support.
- 6.10 Course Variation and Course Extension
- 6.10.1 In exceptional circumstances a candidate may seek leave of the Academic Board
- a) to complete the requirements of the award through a variation of the course of study approved by the Academic Board (course variation)
  - b) to extend the maximum time for completion of the requirements of the award (course extension).
- 6.10.2 A candidate may only apply for a course variation in advance of undertaking that variation.
- 6.10.3 A candidate may only apply for a course extension prior to expiration of the maximum time permitted for the award in which they are enrolled as indicated within this Policy. If the maximum time has expired, the person may be eligible to apply for re-admission. Any application for readmission must be considered in accordance with the provisions of this Policy.
- 6.10.4 The Dean of the School of Graduate Research must be satisfied that exceptional circumstances apply, including through the provision of evidence. Sensitive or personal information about the student's circumstances must remain confidential to the Dean of the School of Graduate Research unless the student permits otherwise.
- 6.10.5 An application for course variation or course extension must:
- a) be made in writing to the Dean of the School of Graduate Research.
  - b) be lodged with the Dean of the School of Graduate Research by the research coordinator of the candidate's home College or School.
  - c) include a statement certified by the research coordinator that exceptional circumstances apply
  - d) in the case of a course variation, state clearly the precise variation to the approved course of study that is sought and demonstrate how the variation fulfils the course outcomes of the award as prescribed by the Academic Board
  - e) in the case of a course extension, state clearly the proposed length of the extension and how the student's scholarly attainment at completion of the course of study remains current.
- 6.10.6 Within fourteen days of receipt of the application, the Dean of the School of Graduate Research must forward the application with a recommendation to the Chair of the Academic Board that:

- a) recommends approval of the application; or
- b) recommends disapproval of the application; or
- c) recommends an alternative course of action.

If the Dean of the School of Graduate Research intends to recommend option b) or c), then the Dean must consult the research coordinator prior to forwarding the application to the Chair of the Academic Board.

6.10.7 Within seven days of receipt of the application letter and letter of recommendation, the Chair of the Academic Board must provide a letter to the candidate, the research coordinator, and the Dean of the School of Graduate Research that:

- a) approves the course variation or course extension and gives precise details of what has been approved; or
- b) disapproves the course variation or course extension; or
- c) approves an alternative course of action and gives precise details of what has been approved.

6.10.8 The Dean of the School of Graduate Research must submit an annual report on course variations and course extensions to the Academic Board, ensuring that the report does not directly or indirectly identify a student or a student's circumstances and including details of:

- a) the number of applications for course variation received, arranged by award
- b) the number of applications for course extension received, arranged by award
- c) the outcomes of the applications received
- d) any recommendations for improvement to this Policy or the Regulation governing the awards of the University.

## **7. Supervision**

7.1 The School of Graduate Research Committee must appoint at least two Supervisors for each candidate.

7.2 Every higher degree by research candidate is supported by a Principal Supervisor who is a research active, accredited academic staff member of the University and at least one Associate Supervisor with relevant research expertise.

### **7.2 Eligibility and Approval**

7.2.1 The School of Graduate Research Committee is responsible for ensuring that supervision arrangements are in place prior to admission of a candidate to a Master of Philosophy or a Doctor of Philosophy at the University.

7.2.2 The School of Graduate Research Committee is responsible for ensuring that supervision arrangements are in place before a Doctor of Professional Practice candidate can proceed to confirmation of candidature.

- 7.2.3 A Supervisor may only be appointed or removed by the School of Graduate Research Committee.
- 7.2.4 The School of Graduate Research Committee must ensure that, prior to appointment, a proposed Supervisor:
- meets the requirements of the of the award for which they are proposed as a Supervisor; and
  - has consented to be a Supervisor of the proposed candidate and project; and
  - is prepared to meet the requirements of this Policy.
- 7.2.5. To be eligible for appointment as a Principal Supervisor or as an Associate Supervisor supervising as the majority Supervisor of the higher degree by research thesis, a person must:
- hold a doctoral qualification or, in exceptional circumstances, an equivalent qualification or level of experience to the satisfaction of the School of Graduate Research Committee; and
  - be a research active member of academic staff of the University as defined in the [Academic Staff Policy](#) in an area relevant to the candidate’s project.
  - consent to meet the requirements of this Policy.
- 7.2.6 Principal Supervisors must previously have supervised a higher degree by research candidate to successful completion.
- 7.2.6 Associate Supervisors are usually members of academic staff or honorary researchers of the University but may be external to the University. An external expert may be appointed as an Associate Supervisor if they have expertise in the candidate’s area of research or professional practice.
- 7.2.7 Associate Supervisors supervising as the majority Supervisor of the higher degree by research thesis must be research active in an area relevant to the candidate’s project.
- 7.2.8 Any variation must be approved by the School of Graduate Research Committee.
- 7.2.9 Table 3 specifies the training requirements for all Supervisors.

	<b>Initial Core Training</b>	<b>Renewal of Training</b>	<b>Respectful Research Relationship Training</b>	<b>Professional Development</b>
<b>Principal Supervisor</b>	Within 6 months of commencing	Every 3 years	Within 12 months of commencing	1 hour per year
<b>Associate Supervisor: member of the University</b>	Within 12 months of commencing	Every 3 years	Within 12 months of commencing	1 hour per year

<b>Associate Supervisors as majority supervisor</b>	Within 6 months of commencing		Within 12 months of commencing	
<b>Associate Supervisors external to the University</b>	Are invited to complete core and professional development University of Divinity training			

- 7.2.9 Transition Provision: Supervisors accredited before 2023 must attend a training session on respectful research relationships by 2025.
- 7.3 Supervisory Roles and Responsibilities
- 7.3.1 At the commencement of the supervisory relationship, the Principal Supervisor and Associate Supervisor(s) must negotiate a Supervision Agreement with the candidate and the research coordinator which specifies:
- a) the percentage supervision and the roles to be played by each supervisor
  - b) the expertise that each supervisor brings to the different stages of candidature
  - c) frequency of meeting times
  - d) arrangements (if any) for payment for supervision.
- 7.3.2 The Principal Supervisor must ensure that:
- a) the candidate is meeting regularly (whether face-to-face or by telephone, electronic, or other means) with one or more of the Supervisors through the duration of candidature, to discuss the candidate's research at least twelve (12) times annually for full-time students, or six (6) times annually for part-time students
  - b) presents for Confirmation in a timely manner and that the candidate has been adequately resourced in terms of supervision; and
  - c) an annual report is submitted to the Dean of the School of Graduate Research in a timely manner; and
  - d) the candidate meets the requirements of the course of study
  - e) the candidate's College or School Research Coordinator and the Dean of the School of Graduate Research are informed if there is any reason to believe that the candidate is at risk of making unsatisfactory progress; and
  - f) the candidate's College Research Coordinator and the Dean of the School of Graduate Research are informed if and when the candidate makes significant changes to the aims of the research project.
- 7.3.3 All supervisors must:
- b) keep a written record of each meeting with the candidate for the purpose of monitoring progress

- c) be familiar with the University's requirements for candidature, including confirmation, human research ethics, submission and examination
- d) read written work prior to supervisory meetings where reasonably possible, and provide regular feedback on draft material
- e) advise the candidate on the standard of the candidate's written work and, if required, refer the candidate to an appropriate skills program; on the format and preparation of the thesis, including ensuring that scholarly apparatus is being used correctly; where relevant, on the principles and practice of ethical research; on the logical consistency of the candidate's argument
- f) be familiar with all the appropriate Regulations and research policies applicable to the courses of study in which the candidate is engaged
- g) maintain satisfactory research activity.
- h) When a Supervisor is to be absent or otherwise unavailable for a period of more than two consecutive months, the Supervisor must make suitable alternative arrangements in consultation with the candidate, the Research Coordinator of the candidate's home College or School, and the Dean of the School of Graduate Research. If such absence continues for more than six months, the Supervisor must ensure that an additional Supervisor is appointed to the project.

#### 7.4 Payments to Supervisors

- 7.4.1 The home College or School of a candidate enrolled in a Doctor of Philosophy or a Master of Philosophy is responsible for any and all arrangements in relation to payment of Supervisors, including how any payments for supervision are to be distributed between the supervisors.
- 7.4.2 The School of Graduate Research is responsible for any and all arrangements in relation to payment of Supervisors for candidates enrolled in the Doctor of Professional Practice, including how any payments for supervision are to be distributed between the supervisors.
- 7.4.3 Payment arrangements for supervision must be specified in the Supervision Agreement.
- 7.4.4 Minimum indicative payments for supervision of higher degree by research candidates may be found in the University Staff Policy Schedule A.

### **8. Confirmation of Candidature**

- 8.1. Candidature requirements
  - 8.1.1 Every candidate must apply for confirmation of candidature within the specified time frames:
    - a) prior to completion of six months of full-time study or part-time equivalent from the date of admission for Master of Philosophy.
    - b) twelve months of full-time study or part-time equivalent from the date of admission for Doctor of Philosophy candidates.



- c) at the completion of coursework units and prior to commencing research units for Doctor of Professional Practice candidates.

The Academic Board must decide requirements for confirmation of candidature.

The Dean of the School of Graduate Research must communicate the requirements for confirmation of candidature to all candidates and supervisors.

8.1.2 Failure to complete the requirements for confirmation of candidature satisfactorily within the prescribed time constitutes unsatisfactory progress.

8.1.3 The Confirmation process determines whether:

- a) The candidate has been able to identify and articulate a research question sufficient for the degree program in which the candidate is enrolled;
- b) For doctoral candidates, the research question and consequent argument of a doctoral research project constitute an original contribution to knowledge or professional practice;
- c) The candidate has made appropriate progress in the research project suitable to the length of candidature;
- d) The scope of the research project is such that it can be managed within the projected time of the candidature.
- e) The candidate has the skills and resources required for the successful completion of the award.

8.1.4 Confirmation of candidature is assessed by a Confirmation Panel comprised of three members:

- a) the Dean of the School of Graduate Research or delegate as Panel Chair; and
- b) two examining readers with relevant expertise appointed by the Dean of the School of Graduate Research.
- c) the Research Coordinator of the candidate's College or School may also participate in the Panel unless otherwise excluded.

8.1.5 Examining readers submit a written report to the School of Graduate Research four days prior to the Confirmation Panel meeting. Readers' reports are sent to the candidate in written form a minimum of three days before the Panel.

8.1.6 The candidate attends a meeting of the Confirmation Panel and makes an oral presentation to the Panel. The candidate's Research Coordinator and Supervisors may attend the Panel meeting unless the candidate requests otherwise.

8.1.7 The candidate and Supervisors may be excluded from the meeting during the Panel's deliberative discussion.

8.1.8 The Confirmation Panel must make one of the following decisions and report that decision to the School of Graduate Research Committee in writing:

- a) That the candidate is making satisfactory progress and candidature is confirmed; or

- b) That the candidate be directed to revise and resubmit part or all of the application materials within six weeks of the date of the Confirmation Panel meeting, after which the Confirmation Panel may confirm candidature; or
- c) That the candidate be directed to reapply for confirmation of candidature by a further Confirmation Panel no later than six months after the date of the meeting; or
- d) That the candidate is at risk of making unsatisfactory progress and that a Course Progress Panel be convened for the purpose of determining if candidature should be discontinued in accordance with the Candidate Progress provision of the current policy;

provided that the Confirmation Panel may only make a decision under c) if the candidate has not previously applied for confirmation of candidature.

8.1.9 If the Confirmation Panel's decision is b) or c) above, the panel chair must detail in a written report to the candidate and Supervisors the measures which would lead to successful confirmation of candidature. These measures may include:

- a) revision or resubmission of part or all of the application materials;
- b) changes to supervision arrangements;
- c) an intervention strategy in accordance with the Course Progress provisions of this policy.

8.1.10 If the candidate does not resubmit satisfactory materials or reapply for confirmation of candidature within the prescribed time frames, the Confirmation Panel may refer the candidate to a Course Progress Panel in accordance with the provision of this policy.

## 8.2 Review of Decision of Confirmation Panel

8.2.1 A student enrolled in a higher degree by research may dispute the outcome of a Confirmation Panel by lodging a Review Request Form with the Dean of the School of Graduate Research within five working days of the student receiving written notice of the outcome of the panel.

8.2.2 The Dean must acknowledge receipt of the appeal in writing to the appellant within five working days.

8.2.3 The Dean must consult with the student's Supervisor or Supervisors and the Research Coordinator of the College through which the student is enrolled.

8.2.4 The Dean must report the outcome of the appeal in writing to the appellant, the appellant's principal Supervisor, and to the Research Coordinator of the College within ten working days of receipt of the appeal.

## 9. Theses

### 9.1 Requirements

- 9.1.1 The course of study for a higher degree by research includes the completion of a program of research training decided by the Academic Board including the preparation and examination of a thesis or an approved alternate form. The thesis for:
- a) The Doctor of Philosophy must demonstrate that the candidate has made an original, contribution to knowledge in one or more disciplines or areas of practice demonstrated through a command of its subject and the presentation of original research and independent analysis. The thesis must demonstrate expert specialised knowledge of appropriate methodologies and technical skills, including (where relevant) foreign and ancient languages.
  - b) The Doctor of Professional Practice must demonstrate that the candidate has made an original contribution or advancement of knowledge in the context of professional practice through systematic and critical understanding of a complex field of learning and specialised, independent research skills. The thesis must demonstrate expert specialised knowledge of appropriate methodologies and technical skills.
  - c) The thesis for a Master of Philosophy must demonstrate that the candidate has specialised knowledge and skills for research, an advanced knowledge of a substantial body of scholarship and the ability to evaluate it critically and systematically. The thesis must demonstrate specialised knowledge of appropriate methodologies and technical skills, including (where relevant) foreign and ancient languages.
- 9.1.2 The thesis may take the form of a typescript, or may be submitted in an alternative format. Alternative theses may include:
- a) an exegeted research project or report. For doctoral awards, the written exegesis of the project must demonstrate how the project contributes to the production of new knowledge or professional practice, or to a reevaluation or modification of existing knowledge.
  - b) For doctoral awards only, a publication portfolio and meta-analysis consisting of
    - i) peer-reviewed scholarship previously published or accepted for publication on a central unifying theme within six years prior to the date of submission
    - (ii) an original, substantial integrating essay which complies with the specified word limits that demonstrates how the portfolio contributes to the production of new knowledge or to a reevaluation or modification of existing knowledge.
  - c) an exegeted non-traditional research output (NTRO). A durable record of the NTRO must be included.
- 9.1.3 A candidate who wishes to present research findings in an alternative form must obtain permission from the School of Graduate Research Committee. The form of the research output must be specified at confirmation of candidature.
- 9.1.4 The thesis must address a significant research question and be the candidate's own work unless permission for co-authored publications which comply with the stipulations of this policy is granted by the School of Graduate Research Committee.

9.1.5 Work submitted for examination must be the original work of the candidate. A candidate must not present for examination any work or any part of a work previously submitted for an award of the University or of another tertiary institution, unless approval to do so is given by the School of Graduate Research Committee and the work so presented is clearly indicated in the thesis.

9.1.6 Students are expected to keep their theses within the specified word limits—including footnotes, but excluding bibliography, tables and appendices

Award	Minimum (where applicable)	Maximum	Other requirements
Master of Philosophy	32,000	40,000	
Master of Philosophy with artefact and exegesis	20,000	32,000	
Doctor of Philosophy	80,000	100,000	
Doctor of Philosophy with artefact and exegesis	50,000	80,000	
Doctor of Philosophy by publication portfolio and meta-analysis	100,000	120,000	Which includes an original, substantial integrating essay of between 10,000 and 50,000 words
Doctor of Professional Practice	52,000	65,000	At least one article accepted in a peer-reviewed publication
Doctor of Professional Practice with artefact and exegesis	40,000	55,000	At least one article accepted in a peer-reviewed publication
Doctor of Philosophy by publication portfolio and meta-analysis	65,000	75,000	Which includes an original, substantial integrating essay of

			between 10,000 and 35,000 words
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9.1.7 A thesis that exceeds the specified word limit is only to be accepted for examination if:

- a) prior approval has been granted by the chair of Dean of the School of Graduate Research; and
- b) the nominated examiners have agreed to examine the over-length thesis.

9.1.8 The thesis or the written exegesis of an alternate to a thesis must be written in a scholarly style; provide comprehensive, consistently formatted references for all works cited; and include a full, precise and consistently styled bibliography.

9.1.9 Contributions to the thesis including professional editing and the use of AI must be acknowledged.

## 9.2 Language of the Thesis

9.2.1 The thesis must be written in English unless approval to submit in another language has been granted by the School of Graduate Research Committee on commencement.

9.2.2 A thesis written in a language other than English must contain an English language summary of the thesis including an introduction, chapter outline and conclusion. The length of the English language summary should be 5000 – 10 000 words for a Doctoral Degree (Research) thesis; or 2500 – 5000 words for a Master Degree.

## 9.3 Editing of Theses

9.3.1 The candidate's supervisors are to critique the draft thesis prior to approving its submission.

9.3.2 Supervisors may only provide direct editorial intervention in accordance with The Australian Standards for Editing Practice as follows:

- a) Standard C: Substance and Structure;
- b) Standard D: Language and Illustrations; and
- c) Standard E: Completeness and Consistency.

9.3.3 Assistance from other parties must be limited to editorial intervention in accordance with The Australian Standards for Editing Practice as follows:

- a) Standard D: Language and Illustrations; and
- b) Standard E: Completeness and Consistency.

9.3.4 Any editorial assistance provided to a candidate must be declared in the preface.

## 10. Examination

- 10.1 The Academic Board is responsible for the examination of the thesis and must decide examination procedures.
- 10.2 The candidate and supervisor must notify the University of intention to submit in writing at least one calendar month prior to submission of a thesis.
- 10.3 A digital copy of the thesis must be submitted for examination.
- 10.4 A thesis may only proceed to examination if the Dean of the School of Graduate Research certifies that the candidate has met all other requirements of the course of study.
- 10.5 The Board of Examiners for each thesis is appointed by the School of Graduate Research Committee of the Academic Board and consists of a Chair of Examiners and no less than two Examiners.
- 10.6 The Chair of Examiners is a member of academic staff of the University. The Chair of Examiners is responsible for oversight of the examination, assessing the Examiners' reports, and making recommendations to the School of Graduate Research Committee in relation to the conduct and outcome of the examination.
- 10.7 The thesis must be examined by at least two persons external to the University with expertise directly relevant to the subject matter of the thesis and who, in the opinion of the School of Graduate Research Committee, do not have a conflict of interest or perceived conflict of interest in relation to the examination, the thesis, or the candidate.
- 10.8 Examiners must be recognised as international experts in the field or discipline of the thesis and hold a degree at the level they are examining or higher, unless there are exceptional circumstances that are approved by the School of Graduation Research Committee.
- 10.9 No person associated with the candidate either as a supervisor or as a subject of the research is to be appointed as an Examiner.
- 10.10 The supervisor may nominate Examiners in writing to the School of Graduate Research Committee.
- 10.11 A candidate or a supervisor may request in writing that a person not be appointed as an Examiner.
- 10.12 The School of Graduate Research Committee must appoint no less than two reserve Examiners authorised to act in the event that an Examiner is unavailable, or that the Chair of Examiners decides a third Examiner is required.
- 10.13 The identity of the Examiners must not be disclosed to the candidate until the outcome of the examination has been decided by the School of Graduate Research Committee.
- 10.14 No Examiner is permitted to communicate with the candidate or supervisor in relation to the examination during the examination process. If such communication occurs, the Chair of Examiners may remove the Examiner from the Board of Examiners and appoint a reserve Examiner as a member of the Board of Examiners.

- 10.15 The role of each Examiner is to make an independent assessment of the thesis against the standards established by the University and to write a report detailing that assessment.
- a) Each Examiner must provide the Chair of Examiners with a written report on the thesis within three calendar months of receipt of the thesis.
  - b) The report must include recommendation of one of the outcomes in this policy and specify amendments or revisions (if any) to be made to the thesis.
  - c) If the recommendation is that the candidate has completed the requirements of the degree conditional on amendments to the thesis being made, the Examiner must specify whether the amendments are to be made to the satisfaction of the Examiner or of the Chair of Examiners.
- 10.16 If an Examiner does not provide a written report and recommendation on the thesis within three calendar months of receipt of the thesis, the Chair of Examiners may remove the Examiner from the Board of Examiners and appoint a reserve Examiner as a member of the Board of Examiners.

10.17 The examination of the thesis must lead to one of the following outcomes:

<b>Award</b>	<b>Possible Outcomes</b>
Master of Philosophy	<ol style="list-style-type: none"> <li>a) that the candidate has completed the requirements for the degree of Master of Philosophy without amendment to the thesis;</li> <li>b) that the candidate has completed the requirements for the degree of Master of Philosophy conditional on amendments to the thesis being made;</li> <li>c) that the candidate has not completed the requirements for the degree of Master of Philosophy but may revise and resubmit the thesis for re-examination;</li> <li>d) that the candidate has not completed the requirements for the degree of Master of Philosophy and may not revise and resubmit the thesis for re-examination.</li> </ol>
Doctor of Philosophy	<ol style="list-style-type: none"> <li>a) that the candidate has completed the requirements for the degree of Doctor of Philosophy without amendment to the thesis;</li> <li>b) that the candidate has completed the requirements for the degree of Doctor of Philosophy conditional on amendments to the thesis being made;</li> <li>c) that the candidate has not completed the requirements for the degree of Doctor of Philosophy but may revise and resubmit the thesis for re-examination;</li> </ol>

	<p>d) that the candidate has not completed the requirements for the degree of Doctor of Philosophy but may be recommended for award of the degree of Master of Philosophy;</p> <p>e) that the candidate has not completed the requirements for the degree of Doctor of Philosophy and may not revise and resubmit the thesis for re-examination.</p>
Doctor of Professional Practice	<p>a) that the candidate has completed the requirements for the degree of Doctor of Professional Practice without amendment to the thesis;</p> <p>b) that the candidate has completed the requirements for the degree of Doctor of Professional Practice conditional on amendments to the thesis being made;</p> <p>c) that the candidate has not completed the requirements for the degree of Doctor of Professional Practice but may revise and resubmit the thesis for re-examination;</p> <p>d) that the candidate has not completed the requirements for the degree of Doctor of Professional Practice but may be recommended for award of the degree of Master of Philosophy;</p> <p>e) that the candidate has not completed the requirements for the degree of Doctor of Professional Practice and may not revise and resubmit the thesis for re-examination.</p>

10.18 The Chair of Examiners makes a confidential written report on the examination to the School of Graduate Research Committee, the report to include recommendation of one of the outcomes in 10.17 and to specify any amendments or revisions to be made to the thesis.

10.19 The School of Graduate Research Committee considers the report and recommendation of the Chair of Examiners and decides the outcome of the examination in accordance with 10.17 provided that:

- a) any required amendments to the thesis are completed by the candidate within twelve months of receipt of written notification of the outcome of the examination;
- b) any required amendments to the thesis are approved by the Chair of Examiners as having completed the requirements of the examination, after the Chair has sought advice (where applicable) from a Supervisor or one or more of the Examiners;
- c) a thesis that is permitted to be resubmitted for re-examination is resubmitted within twelve months of receipt of written notification of the outcome of the examination;
- d) no thesis is resubmitted more than once.



10.20 The School of Graduate Research Committee must inform the candidate and the supervisor in writing of the outcome of the examination. The School of Graduate Research Committee has discretion to decide the form of written report to be provided.

10.21 The School of Graduate Research Committee must report the outcome of each examination to the Academic Board.

10.22 A candidate may have recourse to the Appeals Policy to dispute the outcome of the examination if the candidate is able to provide evidence of clearly incorrect claims regarding the thesis that go beyond matters of opinion, or failure to comply with the examination procedures of this Policy.

## **11. Lodgment of thesis**

11.1 The candidate must lodge a digital copy of the completed thesis with the University prior to presentation of the candidate for conferral of the degree.

11.2 Where a candidate is required by the University's Human Research Ethics Committee to lodge data collected during research, this data is to be lodged in digital form with the University prior to presentation of the candidate for conferral of the degree. This data must be retained in accordance with the University's records policy and any directions of the Human Research Ethics Committee. Unless clearance has been given in writing by the Human Research Ethics Committee, all other forms of the data must be destroyed.

## **12. Award**

12.1 Notwithstanding anything to the contrary in this Policy, a person may be deemed to have fulfilled the requirements of the Master of Philosophy if that person is a candidate for the degree of Doctor of Philosophy or Doctor of Professional Practice and the outcome of the examination of the doctoral thesis is that the candidate has not completed the requirements for the degree of Doctor of Philosophy but may be recommended for award of the degree of Master of Philosophy.

12.2 When a candidate has completed the requirements for the Master of Philosophy, the Academic Board may recommend that the award be made to the candidate. A candidate to whom such an award has been made is entitled to append the letters 'MPhil' as a suffix to their name.

12.3 When a candidate has completed the requirements for the Doctor of Philosophy, the Academic Board may recommend that the award be made to the candidate. A candidate to whom such an award has been made may use the title 'Doctor' and is entitled to append the letters 'PhD' as a suffix to their name.

12.4 When a candidate has completed the requirements for the Doctor of Professional Practice, the Academic Board may recommend that the award be made to the candidate. A candidate to whom such an award has been made may use the title 'Doctor' and is entitled to append the letters 'DPP' as a suffix to their name.

## **13. Candidate Progression**

13.1 Candidate Progress: Identification of At-Risk Candidates

- 13.1.1 The Research Coordinator has primary responsibility for monitoring the course progress of research candidates.
- 13.1.2 Supervisors of research candidates must notify the candidate's Research Coordinator immediately if they believe the candidate may be at risk of unsatisfactory progress.
- 13.1.3 For candidates enrolled in a higher degree by research which includes coursework, satisfactory progress means:
- a) successful completion of each unit on the first or second attempt (that is, no unit is failed more than once), not including units from which a student withdraws
  - b) successful completion of the all coursework units with an 70% or above average prior to progressing to a confirmation panel
  - c) successful completion of confirmation of candidature within the prescribed time limit; and
  - d) submission of a satisfactory annual report each year of enrolment in research thesis units.
- 13.1.2 Satisfactory progress for candidates enrolled in a higher degree by research by thesis alone means:
- a) successful completion of confirmation of candidature within the prescribed time limit; and
  - b) submission of a satisfactory annual report during each year of candidature; and
  - c) completion of prescribed attendance at research seminars and conferences during each year of candidature.
- 13.1.4 At the end of each calendar year the Dean of the School of Graduate Research reviews the annual reports submitted by research candidates, and provides a report to the Research Coordinator of each College or School on any candidates in that College or School who appear not to have made satisfactory progress in that calendar year.
- 13.1.6 If the Research Coordinator or Dean of the School of Graduate Research or the supervisor of a research candidate determines at any time that a candidate is at risk of unsatisfactory progress, then an intervention strategy must be implemented immediately in accordance with provisions of this Policy.
- 13.3 Intervention
- 13.3.1 If a candidate is identified as being at risk of making unsatisfactory progress, then the candidate's College or School must notify the Dean of the School of Graduate Research in writing immediately.
- 13.3.2 The College or School Research Coordinator, Supervisors, and the Dean of the School of Graduate Research must agree on an intervention strategy and advise this in writing to the student.
- 13.3.3 The Dean of the School of Graduate Research must place an 'At Risk' flag on the candidate's enrolment record until the risk is resolved.

- 13.3.5 An intervention strategy may include one or more of the following, noting that some options may not be available for an overseas student depending on the visa type they hold. The College should seek advisement from the Dean of the School of Graduate Research:
- a) A schedule of additional meetings with the Supervisors, Research Coordinator, or the Dean of the School of Graduate Research.
  - b) Preparation of an agreed completion plan showing the expected completion date for the course and how the candidate is to achieve completion by the expected completion date
  - c) Limitation of enrolment to part-time study or to a single unit of study and adjustment of the completion date
  - d) A listing of measures to be taken to improve outcomes
  - e) In the case of insufficient English language proficiency, enrolment in a language course, the successful completion of which is essential for continuing enrolment
  - f) Referral to an academic skills program or other relevant counselling or learning and language support services
  - g) Applying for Leave of Absence
  - h) Establishing a mechanism to monitor closely the continued progress of the candidate.
- 13.2.3 The intervention strategy may include a determination that the candidate's continued enrolment be conditional upon adherence to the intervention strategy.
- 13.3.6 If the intervention strategy recommends that the student be required to meet academic requirements beyond those in the Course Record for the applicable course of study, then application must be made to the Chair of the Academic Board to approve the intervention strategy, specifying:
- a) the proposed academic requirements
  - b) why they are proposed and how they are to be applied
  - c) how the student may demonstrate successful completion of them.
- The Chair of the Academic Board has discretion to refer the matter to the Academic Board.
- 13.3.9 The Principal Supervisor and the College or School Research Coordinator are responsible for monitoring the student's adherence to the intervention strategy until the risk of unsatisfactory progress is resolved. After this has been confirmed, the College must request the Dean of the School of Graduate Research to remove the 'at risk' flag from the student's enrolment record.
- 13.4 Candidate Progress Panel
- 13.4.1 If after preparation of an intervention strategy the Principal Supervisor or the Research Coordinator or the Dean of the School of Graduate Research determines

- a) that the intervention strategy is not being implemented satisfactorily; or
- b) that the candidate is refusing to comply with the intervention strategy; or
- c) that on completion of the intervention strategy the candidate is still at risk of unsatisfactory progress; or
- d) that the candidate has made unsatisfactory progress;

then the candidate must be referred to a Candidate Progress Panel via written notification by the Dean of the School of Graduate Research to the Chair of the Academic Board.

13.4.2 A Candidate Progress Panel is appointed by the Chair of the Academic Board and must include:

- a) One research active academic staff member of the University who is not a member of the candidate’s home College or School; and
- b) The Research Coordinator with responsibility for the candidate; and
- c) The Dean of the School of Graduate Research

<b>Candidate Progress Panel: Procedural Requirements</b>		
<i>Stage</i>	<i>Responsibility</i>	<i>Required time frame</i>
Panel appointed	Chair of Academic Board	
Candidate has opportunity to provide written statement	Panel	
Panel meets with candidate	Panel	Up to 30 days after appointment
Panel reports to Chair of Academic Board	Panel	Up to 7 days after meeting
Panel report communicated to candidate	Chair of Academic Board	Up to 7 days after receiving report
Candidate may appeal	Candidate	Up to 14 days after receiving report

13.4.3 The Dean of the School of Graduate Research must provide the Candidate Progress Panel with a copy of the candidate’s enrolment record, and any evidence relating to the candidate’s course progress and the intervention strategy.

13.4.4 The candidate must be given reasonable opportunity to provide a written statement to the Candidate Progress Panel.

13.4.5 The candidate must attend a meeting of the Candidate Progress Panel to discuss the candidate’s course progress. Failure of a candidate to meet with the Candidate Progress Panel may constitute evidence of unsatisfactory progress.

13.4.6 The candidate may be accompanied at the meeting of the Candidate Progress Panel by one support person chosen by the candidate. The support person is not an advocate for

the candidate and may not speak on behalf of the candidate, but may provide advice and support to the candidate and may take notes.

13.4.7 The Candidate Progress Panel must report in writing to the Chair of the Academic Board with one of the following recommendations:

- a) the candidate has made satisfactory progress and no further action is required
- b) the candidate has made satisfactory progress but remains at risk and further intervention is required, the recommendation to specify the nature and time limits of such intervention
- c) the candidate has made unsatisfactory progress and enrolment is discontinued.

13.4.9 The Chair of the Academic Board is responsible for ensuring that recommendations of the Candidate Progress Panel are implemented in accordance with this policy.

13.5 Discontinuation of enrolment

13.5.1 When a Candidate Progress Panel recommends that candidate's enrolment be discontinued on the grounds of unsatisfactory progress:

- a) The candidate must be notified in writing of this decision
- b) The Chair of Academic Board has authority to discontinue the candidate's enrolment fourteen days after the date of notification to the candidate
- c) The Chair of Academic Board must report this action to the next meeting of the Academic Board.

13.5.4 The candidate whose enrolment has been discontinued may appeal that decision in accordance with the University's Appeals Policy. If the candidate lodges an appeal within fourteen days of the date of notification of discontinuation of enrolment, the candidate's enrolment is maintained until the appeals process is concluded.

13.6 Candidate Progress: International Candidates

13.6.1 The University has specific obligations to international candidates holding a candidate visa in accordance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the Education Services for Overseas Students Act 2000. These obligations are in addition to the provisions of this Policy, and College or School Academic Deans must consult with the Office of the Vice-Chancellor prior to initiating any action to ensure compliance with the University's obligations and the requirements of the candidate's visa.

13.6.2 For international candidates holding a student visa identified as potentially at risk, an Early Warning Notice must be issued.

13.6.3 If the intervention strategy recommends a delayed completion date or an approved deferral or suspension of enrolment, the Office of the Vice-Chancellor must report the implementation of the intervention strategy to the relevant government department, and, if required, issue a new or revised Confirmation of Enrolment with the revised completion date.

- 13.6.4 If the enrolment of an international candidate holding a student visa is discontinued on the grounds of unsatisfactory progress, the decision must be reported to the relevant Commonwealth Department
- a) within twenty working days of the date of notification of the decision (if no appeal is initiated), or
  - b) at the conclusion of an appeal (if the decision to discontinue is upheld).
- 13.6.5 If an international candidate holding a student visa has exhausted internal and external avenues of appeals and the discontinuation of the candidate's enrolment is upheld, the University must cancel the candidate's enrolment and record the change to the overseas candidate's enrolment in PRISMS within fourteen days.

## **14 . Research Scholarships**

### **14.1 Principles**

- 14.1.1 Research Scholarships support high quality academic outcomes and the University's Vision, Mission and Strategic Plan.
- 14.1.2 The University is committed to providing equitable, transparent and consistent processes for awarding and managing Research Scholarships that cover eligibility, application, assessment, award, termination and any other requirements.
- 14.1.3 The University ensures that the award of Research Scholarships is determined according to the academic merit of candidates and research projects.
- 14.1.4 The University expends Research Training Program funds in accordance with the Commonwealth Department of Education and Training guidelines.

### **14.2 Eligibility**

- 14.2.1 A person is eligible to apply for and be awarded a Research Scholarship if the person is:
- a) eligible to apply for admission to the Doctor of Philosophy or the Doctor of Professional Practice as a domestic candidate or an overseas candidate; or
  - b) currently enrolled in the Doctor of Philosophy, Doctor of Theology or Doctor of Professional Practice at the University of Divinity and has completed any requirement of the course of study that fell due before or at the date of application
  - c) not in receipt of an equivalent award or scholarship from the Commonwealth designed to offset HDR fees (for RFS), or to offer a stipend (for RFS and RSS)
  - d) (for RSS) not in receipt of income from another source to support general living costs if that income is greater than 75% of the RSS rate (income unrelated to the candidate's course of study or income received for the candidate's course of study but not for the purposes of supporting general living costs is not to be taken into account).

### **14.3 Application, Assessment and Award**

- 14.3.1 Applications for a Research Scholarship may only be submitted on the application form approved by the Dean of the School of Graduate Research and published on the University website.
- 14.3.2 Applications for a Research Scholarship must be submitted to the School of Graduate Research no later than the due date approved by the Dean of the School of Graduate Research and advertised on the University website.
- 14.3.3 Applications for Research Scholarships must include a statement by the applicant of no more than 2,000 words that addresses:
- a) the criteria for the scholarship
  - b) the merits of the applicant
  - c) the significance of the research project
  - d) progress (if any) made to date on the research project.
- 14.3.4 The Dean of the School of Graduate Research may exclude incomplete or ineligible applications from consideration.
- 14.3.5 Unless otherwise prescribed in this Policy, Research Scholarships are awarded by the School of Graduate Research Committee. If a Research Scholarship is to be awarded by a body other than the School of Graduate research Committee, the procedures below must be followed by that body.
- 14.3.6 Any member of the School of Graduate Research Committee who has an actual or perceived conflict of interest in relation to an application must report that conflict of interest to the Committee and may be required by the Committee to leave the meeting during discussion of the application, or to abstain from voting on the application. A conflict of interest includes situations when the member is proposed as the supervisor of applicant's research project or is from the same College as the applicant.
- 14.3.7 Applications for Research Fee Scholarships are considered annually by the School of Graduate Research Committee.
- 14.3.8 The School of Graduate Research Committee assesses applications by:
- a) excluding any applications which it determines are incomplete or ineligible
  - b) excluding any applications which it determines are of insufficient quality to merit funding
  - c) ranking all remaining eligible applications according to the criteria for the Research Scholarship.
- 14.3.9 Research Scholarships are awarded on a competitive basis against the following criteria:
- a) the applicant's academic record, including demonstrated capacity for research and relevance of prior study to the proposed project
  - b) the strength of the research project, evidenced by (i) a clearly defined research question, (ii) demonstrated awareness of existing scholarship, (iii) potential

contribution to scholarship and (iv) facility in a methodology appropriate to the project

- c) the potential for the research project to contribute to the University's Vision, Mission and reputation for research.

14.3.10 The School of Graduate Research Committee may only award Research Scholarships in accordance with the ranking and within the budget approved by the Council.

14.3.11 The School of Graduate Research Committee has discretion to award no scholarships in a round; or to award fewer scholarships than are available.

#### 14.4 Research Fee Scholarship (RFS)

14.4.1 A Research Fee Scholarship provides the tuition fees for a doctoral award for a maximum of four years' full-time study or part-time equivalent.

14.4.2 A person who is awarded a Research Fee Scholarship may be enrolled as either a full-time or part-time candidate.

14.4.3 A person who is awarded a Research Fee Scholarship must include the following statement in the thesis: "I acknowledge the contribution of the Commonwealth Government to this research through a Research Scholarship funded by the Research Training Program."

#### 14.5 Research Stipend Scholarship (RSS)

14.5.1 A Research Stipend Scholarship provides a stipend for a doctoral award for a maximum of three years for candidates who are enrolled full-time, and is usually awarded in addition to a Research Fee Scholarships. The stipend is paid at the minimum level determined by the Commonwealth Department of Education.

14.5.2 A person who is awarded a Research Stipend Scholarship must include the following statement in the thesis: "I acknowledge the contribution of the Commonwealth Government to this research through a Research Scholarship funded by the Research Training Program."

14.5.3 A person who is awarded a Research Stipend Scholarship must be enrolled as a full-time candidate for the duration of the scholarship, unless the person is on an industry placement or a research internship related to the project in which case the scholarship holder may be permitted to enrol as a part-time candidate for the duration of the placement or internship.

#### 14.6 Acceptance and Deferment

14.6.1 The Dean of the School of Graduate Research must ensure that all applicants are notified of the outcome of their applications for Research Scholarships. Offers to successful applicants must indicate the duration, level of funding, and any other terms and conditions of the Research Scholarship.

14.6.2 In order to accept an offer of a Research Scholarship, successful applicants must complete and return to the School of Graduate Research the Research Scholarship Acceptance Form approved by the Dean of the School of Graduate Research and published on the University website within thirty days of receipt of the offer.



- 14.6.3 A successful applicant who accepts the offer of a Research Fee Scholarship or a Research Stipend Scholarship may defer commencement for up to two semesters.
- 14.7 Suspension and Termination of Research Scholarship
- 14.7.1 A Research Scholarship is suspended when any of the following circumstances applies:
- a) the candidate takes leave of absence in accordance with the provisions of the University's Enrolment Policy
  - b) the candidate requests suspension of the scholarship and the request is approved by the Dean of the School of Graduate Research
  - c) (for RSS recipients not on industry placements or research internships only) the candidate transfers from full-time to part-time candidature unless otherwise approved by the Dean of the School of Graduate Research.
- 14.7.2 A Research Scholarship terminates when any of the following circumstances applies:
- a) the candidate withdraws from the award or transfers to a different award
  - b) the candidate is found to have made unsatisfactory progress
  - c) the candidate's enrolment is discontinued
  - d) the candidate receives formal notification that the examination of the thesis has been satisfactorily completed
  - e) the term of award of the Research Scholarship has expired
  - f) the candidate transfers to a different Higher Education Provider
  - g) the candidate ceases to meet the eligibility criteria specified in section 5 of this Policy, other than during a period in which a suspension has been approved.
- 14.8 Employment (Paid or Voluntary Work)
- 14.8.1 Full-time RSS and RFS students
- a) The University does not require an award holder to undertake employment.
  - b) It is recommended that full-time candidates should limit work or activity unrelated to their research project to eight hours per week during normal office hours (Monday to Friday 9am to 5pm). Overseas students must ensure any work undertaken is consistent with visa conditions.
  - c) Employment may only be undertaken with the approval of the Principal Supervisor and Research Coordinator.
  - d) Outside of normal working hours there is no limit on the amount of time that a student can work.
  - e) A student is required to maintain an appropriate level of contact hours in accordance with enrolment. If a student undertakes employment the student must ensure that it does not impede academic progress. The student acknowledges that

the award may be terminated or that the student may be placed on probation if the University does not consider that progress is satisfactory.

- f) The Principal Supervisor and Research Coordinator are responsible for ensuring that excessive employment is not undertaken to the detriment of the award holder's study program.
- g) Work commitments are not considered applicable grounds for extension to the scholarship.

#### 14.8.2 Part-time RFS students

- a) Part-time scholarship holders are subject to the same employment restrictions and obligations as a full-time scholarship holder indicated above.
- b) Where there are exceptional circumstances, a written request to increase the allowable hours may be lodged with the Research Coordinator and the School of Graduate Research.

14.9.1 RSS and RFS students may undertake industry placements, internships, and professional practice activities of up to six months' duration that are approved as part of their eligible HDR program.

14.9.2 RFS students have their scholarship extended by the duration of the placement, internship, or professional practice activity up to the maximum period of RFS support.

14.9.3 RSS scholarships may be available for the duration of industry placements, research internships and professional practice activities if:

- a) the student already holds an RSS
- b) there is no other income associated with these activities
- c) the maximum duration of the academic program has not been reached
- d) the thesis examination process has not been finalised.

14.9.4 Students undertaking a placement, internship, or professional practice activity are not eligible to have their RSS scholarship extended beyond the maximum period of RSS support.

### 15. **Date of next review**

15.1 This Policy must be reviewed no later than 31 December 2029.