

HDR - Conditions of Candidature Procedures

INTRODUCTION

The University Common Course Rules for courses leading to the qualifications of Masters by Research or Doctor of Philosophy state that, candidates are required to adhere to the HDR - Conditions of Candidature Procedures.

By accepting an offer of admission to a higher degree by research, candidates are accepting the conditions of candidature prescribed in that offer. Failure by a candidate to comply with these procedures will result in the candidate being asked to show cause as to why they should remain enrolled in the degree.

COMPLIANCE

This is a compliance requirement under the:

- [Higher Education Standards Framework \(Threshold Standards\)](#); and
- [National Code of Practice for Providers of Education and Training to Overseas Students](#)

INTENT

This document outlines the conditions that all candidates must be aware of and comply with throughout his or her candidature.

RELEVANT DEFINITIONS

In the context of this document

Associate supervisor means an individual who has demonstrated expertise in the candidate's research area and who provides advice in specialised aspects of the research program. This person may not necessarily be a University staff member;

Candidate means a student enrolled in a course leading to a qualification of Masters by Research or Doctor of Philosophy;

Course means a formally approved/accredited program of learning that leads to the award of a qualification;

Faculty means the faculty in which the candidate is enrolled for his or her course;

Lapsed candidature means the candidate has failed to re-enrol and has not formally applied for leave of absence and his or her candidature is at risk;

Leave of absence means a period of non-enrolment that may be granted for sickness, family or carer responsibilities or other reasons which prevent the candidate carrying out research;

International student means a student who is a temporary resident (visa status) of Australia; a permanent resident (visa status) of New Zealand; or a resident or citizen of any other country;

Principal supervisor means a full-time academic staff member of the University who holds a qualification and/or experience deemed by the Committee as equivalent to the qualification being undertaken by the candidate and who is primarily responsible for the rigorous supervision of the program of study of the candidate;

PVC means the Pro-Vice Chancellor (or delegate of the Pro-Vice Chancellor) of the faculty in which the student is enrolled as a candidate;

PVC delegate means the Associate Dean Research and Research Training or equivalent of the faculty in which the student is enrolled as a candidate;

Qualification means the result of a completed accredited program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF;

Research means the systematic experimental and theoretical work, application and/or development that result in an increase in the dimensions of knowledge;

Show cause means to provide reasons as to explain why a certain course of action should not be taken;

Supervisory panel means a group of individuals approved by the Committee to provide academic and administrative support to the candidate that ensures timely submission of a high quality Thesis;

The Committee means the University's Research and Research Training Committee and/or the Chair of the Research and Research Training Committee; and

Thesis means the presentation of results of a research project, whether by written or other means. A Masters by Research thesis may take many forms and can include a production or performance component, a dissertation and/or exegesis

PROCEDURES

In order for a candidate to complete successfully, an original piece of research and a thesis that will satisfy the conditions for the award of the degree at examination, the candidate must:

- Adhere to the conditions of candidature, as outlined in these procedures;
- Adhere to the conditions specified for any scholarship that may be held.
- Take initiative in devising, implementing and completing research;
- Take initiative in raising problems with the supervisor and sharing responsibility for finding solutions; and
- Accept responsibility for the intellectual content of the thesis and its preparation and ensure that it meets the presentation required by the University.

Attendance

A candidate is expected to attend the University on a regular basis in order to benefit from planning, conducting and writing research within a University community and environment.

Regular on-campus attendance is regarded as particularly important as it is where a candidate is expected to interact on a regular basis with his or her supervisory panel, the school and the University in order to:

- Acquire the skills and knowledge necessary to develop and carry out the proposed research program;
- Develop the ability to analyse and evaluate independently the results of the research and research of others in the discipline;
- Understand the standards required for a Masters by Research or Doctor of Philosophy awarded by the University; and
- Access research support programs and facilities provided by the University and the Office of Research and Innovation.

All external higher degree by research candidates are required, to attend on campus for a minimum of three (3) weeks each year or a minimum of nine (9) weeks on campus over the period of candidature.

Meetings and Contact

A candidate and his or her supervisory panel must discuss and agree on a process for regular communication and interaction, including:

- The location, time, frequency and communication channel for meetings such as telephone, face to face, or email;
- Expectations with regard to project planning and milestones, ethics, reporting arrangements, academic contribution, publications and intellectual property; and
- Recording regular attendance at meetings by all parties, including what takes place in the meetings, and the outcomes of these meetings.

Principal supervisors must ensure candidates:

- Are aware of and attend at the University's Research Induction session and school/faculty orientation sessions as appropriate;
- Are aware of the facilities available to higher degree by research candidates and how these can be accessed;
- Are aware of all relevant University governing documents, including the [Work Health and Safety Policy](#); and
- Adopt a safe, effective, ethical and collegial work practice in accordance with the [Australian Code for the Responsible Conduct of Research](#).

It is a condition of candidature that the [HDR-14: Supervision Agreement form](#) is completed and submitted to the Office of Research and Innovation at the commencement of candidature.

Research Enhancement Program

A candidate is required to participate in a least five (5) approved Research Enhancement Program workshops throughout the duration of candidature unless granted an exemption from the Office of Research and Innovation.

It is expected that within four (4) months of commencement, a full-time candidate in consultation with his or her supervisor/s, will prepare a generic skills training schedule that will form part of his or her detailed research proposal. The expectation for a part-time candidate is within eight (8) months of commencement of candidature.

Progress Reports

In accordance with the [HDR - Annual and Interim Reports Procedures](#) the progress of all candidates will be monitored annually via completion of an [HDR-22: Annual Report](#).

An Interim Report is expected to take place within the first year to assess:

- If the candidate has a viable research project;
- Define the education/training requirements and resources needed by the candidate to ensure timely completion; and
- Identify any problems or difficulties that have caused or are likely to cause an impediment to progress.

It is a condition of candidature that these report forms are completed and provided to the relevant faculty by the due date to enable a discussion between the candidate, supervisory panel, Faculty and Deputy Vice-Chancellor regarding the candidate's progress.

Ethical Clearances

A candidate must obtain clearance from the University's Human Research Ethics Committee (HREC) or Animal Ethics Committee (AEC) if his or her research projects involve people, as defined by the [Australian Code for the Responsible Conduct of Research](#) or experimentation involving animals respectively.

A candidate must submit the relevant application form to the Office of Research and Innovation and obtain clearance prior to the commencement of the research and ensure the clearance is retained for the entire period of the candidature.

Confirmation of Candidature

A candidate will be reviewed for confirmation of candidature, including supervision arrangements in accordance with the [HDR – Confirmation of Candidature Procedures](#).

A candidate must meet confirmation of candidature requirements and be confirmed at the expiry of the specified confirmation period. Failure to meet the requirements within the specified timeframes will result in the candidate being asked to show cause as to why they should remain enrolled in the higher degree by research.

Changes to Research Topic

A candidate who wishes to alter the focus of research at any time after the commencement of the course of study must notify the principal supervisor and relevant Faculty Associate Dean Research and Research Training or equivalent (PVC delegate) in writing and seek the approval of the Committee.

A candidate may be required to withdraw from candidature, as the Committee sees fit, when there is a major change in the focus of research. A new application for admission into a program of study leading to a degree of Master by Research or Doctor of Philosophy, based on the revised research project, may be made. The date of commencement must coincide with the new application.

Conversion from Masters by Research to Doctor of Philosophy program

A candidate may apply to transfer from a Masters by Research by Research to Doctor of Philosophy program provided he or she has not exceeded the maximum duration of candidature for the Doctor of Philosophy program. This is calculated by including the prior enrolment in the Masters by Research program.

Applications for conversion from Masters by Research to Doctor of Philosophy candidature must be submitted to the Office of Research and Innovation using the [HDR-20: Conversion from Masters by Research to PhD program form](#) before the date scheduled for the mid-candidature review. Under no circumstances will a candidate be approved for transfer from Master by Research to Doctor of Philosophy candidature after submission of the thesis/project for examination.

Change of Supervisor

A change of supervision arrangements may be initiated by either a supervisor or a candidate at any time. A candidate may request to change his or her supervisory panel for reasons which may be either personal or research related, for example, when:

- There is a major change in the research topic;
- The original supervisor is no longer available;
- There has been a sudden loss of funding (usually related to the research project); or
- There is a serious conflict or incompatibility within the supervisor/candidate working relationship.

A candidate considering a change of supervision arrangements should discuss the situation with his or her current and intended supervisors. A *HDR-09: Change of Principal Supervisor form* must be submitted to the Office of Research and Innovation before any change can be processed.

Study Off-Campus

A candidate may, undertake part of an approved program of study for his or her higher degree by research outside the University provided that:

- Minimum attendance times are met;
- The place of study and research outside of the University has been approved by the Committee, on the recommendation of the relevant Faculty Associate Dean Research and Research Training or equivalent (PVC delegate); and
- An Associate Supervisor at an external institution is recommended by the relevant Faculty Associate Dean Research and Research Training or equivalent (PVC delegate), and approved by the Committee; and
- The principal supervisor seeks reports, from the associate supervisor/s at the external institution, on the progress of the candidate's work as directed by the relevant Faculty Associate Dean Research and Research Training (or equivalent PVC delegate).

Where periods of field work require a candidate to reside away from the University, a candidate may be permitted to spend that time without supervision, provided that the candidate reports to his or her principal supervisor and complies with [Off-Campus Learning Activities and International In-Country Study Programs Policy](#) and faculty fieldwork notification procedures.

Employment

The University's expectation is that a candidate completes his or her course in a timely way. Employment should not interfere with a candidate's progress with a minimum commitment of forty (40) hours per week full-time and twenty (20) hours per week part-time required for research.

Consequently candidates may not undertake paid or unpaid employment which, in the opinion of the Supervisory Panel will be to the detriment of the candidate's studies unless approved by the Deputy Vice-Chancellor.

Leave

All leave other than annual leave are temporary cessations of candidature and are not counted as part of the period of candidature, therefore the minimum and maximum dates for the thesis will be adjusted by an equivalent period. Candidates must complete the [HDR21: Leave of Absence form](#) and submit it to the Office of Research and Innovation.

The conditions of student visas do not permit international candidates to take leave, except in compassionate or other compelling circumstances. An application by an international student will be processed in consultation with the Office of International Services to ensure student visa conditions are not contravened.

Leave of Absence

A candidate may apply for a total of up to twelve (12) months leave of absence, excluding sick, maternity or paternity leave throughout his or her candidature by completing the HDR21: Leave of Absence form and submitting it to the Office of Research and Innovation. Candidates must nominate the dates on which the period of leave will commence and finish. Retrospective leave applications will not normally be approved.

Note: Leave may only be granted in the first six (6) months of candidature in exceptional circumstances.

Sick Leave

Sick leave may be granted for periods of more than ten (10) continuous working days on presentation of a medical certificate. Claims must be made within thirty (30) days of the end of the period of illness using the HDR21: Leave of Absence form and submitting it to the Office of Research and Innovation.

Parental Leave – Maternity, Paternity, Adoption

A pregnant candidate may be granted maternity leave of up to fifty-two (52) weeks. The leave must be taken over a period commencing, at the earliest, twenty (20) weeks before the medically certified expected date of birth and finishing no later than fifty-two (52) weeks after the period of leave commenced.

A candidate who is the father of, or who accepts responsibility for the care and maintenance of, an expected newly-born or adopted child, may be granted an unbroken period of up to five (5) days paternity leave, provided that the leave is taken during the period from one (1) week before the medically certified expected date of birth or certified date of adoption, to five (5) weeks after the birth or date of adoption.

A candidate who accepts responsibility as primary care provider of an adopted child may be granted an unbroken period of up to fifty-two (52) weeks adoption leave. Appropriate evidence of adoption will be required. Entitlement to leave ceases if the child is five (5) years of age or more.

Parental leave is deemed a temporary cessation of candidature, which results in an extension to the maximum submission date for the thesis by an equivalent period. Candidates must complete the [HDR21: Leave of Absence form](#) and submit it to the Office of Research and Innovation.

Annual Leave

Candidates are encouraged to take recreation leave annually. No formal approval is required to take this leave however leave should be taken with the agreement of the supervisory panel.

A full-time candidate accrues twenty (20) days recreation leave each year for the duration of the candidature. Leave will accrue on a pro-rata basis for part-time candidates. Recreation leave accruals will be deemed as taken annually.

Enrolment and Administrative Requirements

A candidate may not concurrently enrol in or attend any other course or unit at the University or another tertiary education institution without the prior approval of the Committee. A candidate should discuss any additional skills required to assist with the completion of his or her degree with his or her supervisory panel.

A candidate must re-enrol and complete any other administrative requirements by the dates prescribed each year, in order to maintain candidature. Candidates must complete the [HDR-41: Re-enrolment form](#) and return to Office of Research and Innovation by the census date for each semester.

It is a condition of candidature that candidates maintain enrolment and notify any changes to a candidate's candidature such as residency, name change, departure overseas for fieldwork or personal leave to the Office of Research and Innovation within seven (7) days.

Withdrawal from Candidature

A candidate may withdraw from candidature at any time by submitting the Withdrawal from Higher Degree by Research Degree form to the Office of Research and Innovation.

A notation of the date of withdrawal will be placed on the candidate's academic transcript. Failure to advise formally may impact on future enrolment periods, either with the University or another institution.

International candidates must discuss his or her intention to withdraw from candidature with the Office of International Services so that action may be taken with respect to the student visa and any refund of tuition fees for which the candidate may be eligible.

Lapsed Candidature

The Office of Research and Innovation will notify a candidate if his or her candidature has lapsed. Failure to obtain the necessary approvals may result in the Committee requesting the candidate to show cause as to why the candidature should not be terminated.

It is a condition of candidature that a candidate maintains enrolment at all times. A lapsed candidate may be required to re-apply for [Admission](#) to continue with his or her studies.

Note: International candidates on a student visa must be enrolled at all times. Failure to re-enrol may result in cancellation of the visa.

Termination of Candidature

A candidature may be terminated only after a reasonable attempt has been made by the supervisor/s and relevant Faculty Associate Dean Research and Research Training (or equivalent PVC delegate) to ensure that the candidate has been clearly warned of shortcomings in performing the research and/or meeting candidature requirements and advised of ways in which such shortcomings might be remedied.

The Committee may terminate candidature where a candidate fails to:

- Maintain enrolment at all times;

- Maintain a rate of progress satisfactory to the Faculty Associate Dean Research and Research Training or equivalent PVC delegate, in consultation with the Principal Supervisor and Candidate;
- Comply with any reasonable direction of the Committee, the Faculty Associate Dean Research and Research Training or equivalent PVC delegate, or the Supervisory Panel;
- Comply with any other reasonable requirement of the Committee in relation to the program; or
- Comply with the requirements of these conditions.

International Students

The duration of candidature for international candidates will be prescribed in the relevant common course rules and admission procedures.

Student visa conditions are governed by the Commonwealth Department of Immigration and Citizenship requirements. An international candidate is advised to consult with the Office of International Services for assistance where the conditions of a candidate's entry visa may differ from the conditions specified in this document or where there may be visa implications for any proposed changes to candidature.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Academic and Scientific Misconduct Policy](#)

[Common Course Rules – Masters by Research](#)

[Common Course Rules – Doctor of Philosophy](#)

[HDR – Annual and Interim Reports Procedures](#)

[HDR – Confirmation of Candidature Procedures](#)

[Off-Campus Learning Activities and International In-Country Study Programs Policy](#)

[Responsible Conduct of Research Policy](#)

[Students Policy](#)

[Work Health and Safety Policy](#)

External

[Australian Code for the Responsible Conduct of Research](#)

[Australian Qualifications Framework](#)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	April 2016
Sponsor:	Deputy Vice-Chancellor, Research and Research Training		
Contact Officer:	Director Research		

Version	Date Approved	Approved by	Brief Description
1.00	2 April 2014	Academic Board	Creation of original document and upload to CDU website.
1.01	15 Dec 2017	Governance	<ul style="list-style-type: none">• Conversion to new Governance template due to new University branding• Updated hyperlinks