



Higher Degree by Research (HDR) (Doctoral) By Compilation or Creative Work for Curtin Staff Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Higher Degree by Research \(HDR\) \(Doctoral\) By Compilation or Creative Work for Curtin Staff Policy](#)

2. PROCEDURAL DETAILS

2.1. Application for admission into a doctoral program

2.1.1. To be considered, an applicant for admission will:

- (a) be eligible for admission into a Doctoral program by meeting the criteria set out in section 3.2.1 of the [Higher Degree by Research \(HDR\) Admissions and Enrolment Policy](#); and
- (b) be a current Curtin University staff member who has been employed at 0.5 time fraction (0.5 FTE) for at least four of the five preceding years; and
- (c) submit to the Associate Deputy Vice-Chancellor, Research Excellence (ADVCRE) a body of published or creative work which meets the requirements as set out in the [Higher Degree by Research \(HDR\) Thesis Examination Policy](#) and is presented in a way that meets the requirements set out in section 2.3 of the [Higher Degree by Research \(HDR\) Thesis Examination Procedures](#).

2.1.2. In considering the application for admission, the ADVCRE will form a Doctoral By Compilation or Creative Work Review Committee (the Committee), chaired by the ADVCRE (or nominee) and including two or more experts in the relevant discipline, which will review the proposed body of published work and determine if it is of sufficient merit to proceed to examination.

2.1.3. If, in the opinion of the Committee the work meets the requirements as set out in the [Higher Degree by Research \(HDR\) Thesis Examination Policy](#) and [Procedures](#), the ADVCRE will recommend to the Deputy Vice-Chancellor Research (DVCR) that the applicant be admitted to a Doctoral program.

2.1.4. If the DVCR approves then the candidate will be admitted, otherwise the ADVCRE will advise the applicant on the nature of the additional work required in order for the application to be re-considered by the Committee. The committee may only re-consider the application once in any 12-month period.

2.1.5. Where the applicant has been admitted, the ADVCRE will be the student's Thesis Chair and if they deem appropriate the ADVCRE will appoint a supervisor to assist the student to prepare the thesis for examination.

2.2. HDR thesis examination

2.2.1. The thesis examination will proceed in accordance with the [Higher Degree by Research \(HDR\) Thesis Examination Procedures](#), with the following exceptions:

- (a) the DVCR will undertake the responsibilities and powers of the ADVCRE as set out the [Higher Degree by Research \(HDR\) Thesis Examination Procedures](#); and
- (b) for the purpose of examinations, the student's Enrolling School will be the Research Office at Curtin.

3. RESPONSIBILITIES.

Responsibilities are as set out in section 2.

4. SCOPE OF PROCEDURES

These procedures apply to staff at Australian and global campuses.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

Internal

- [Research Data and Primary Materials Policy](#)
- [Conflict of Interest Procedures](#)
- [Intellectual Property Policy](#) and [Procedures](#)

External

- [Higher Education Support Act 2003 \(Cth\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cth\)](#)
- [Education Services for Overseas Students \(ESOS\) Act \(Cth\)](#)

Policy Compliance Officer	Melinda Fitzgerald , Associate Deputy Vice-Chancellor, Research Research Office at Curtin
Policy Manager	Deputy Vice-Chancellor, Research
Approval Authority	Deputy Vice-Chancellor, Research
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	04/08/2020	Deputy Vice-Chancellor, Research	EM2044	Effective upon gazettal of Statute 12 (24/07/2020) and promulgation of the Admission and Enrolment (HDR) Rules (03/08/2020) and relevant policy