



Higher Degree by Research (HDR) Admission and Enrolment Policy

1. COMPLIANCE OBLIGATION SUPPORTED

[Admission and Enrolment \(Higher Degree by Research\) Rules](#)

2. PURPOSE

To provide information about the admission requirements to Higher Degree by Research courses.

3. POLICY STATEMENT

3.1. Admission to a HDR course is to be in accordance with [Statute No. 12 – Admission and Enrolment](#), the [Admission and Enrolment \(Higher Degree by Research\) Rules](#), this policy and the [Higher Degree by Research \(HDR\) Admission and Enrolment Procedures](#).

3.2. Admission requirements

3.2.1. For admission to a Doctoral Degree course the Associate Deputy Vice-Chancellor, Research Excellence (ADVCRE) will be satisfied that an applicant has met at least one of the following eligibility criteria:

- (a) graduated with or qualified for the award of the degree of Bachelor with First Class Honours or Upper Second Class Honours within Curtin University which includes the completion of a supervised research dissertation project carrying the equivalent credit of at least 25 percent of an annual full-time load;
- (b) graduated with or qualified for the award of the degree of Master of Philosophy or Master of Research within Curtin University which includes the completion of a publically available thesis;
- (c) graduated with or qualified for the award of the degree Master by Coursework within Curtin University, and the completion of a research dissertation project carrying the equivalent credit of at least 25 percent of an annual full-time load and which has been awarded an assessed result at or above distinction level;
- (d) graduated with or qualified for the award of the degree Master by Coursework at or above distinction level within Curtin University, and the completion of substantive and relevant research experience which can be evidenced in at least one of the following forms:
 - (i.) substantial scholarly papers as sole or primary author, appearing in recognised academic journals or in volumes published by recognised academic publishers;
 - (ii.) published research reports prepared for industry, government or business, which adhere to the broad conventions of academic publishing and which identify the applicant as sole or primary author; or
 - (iii.) a portfolio of creative work with a published critical discussion of that work, which demonstrates the applicant's development of a scholarly approach to creative work as research investigation, for which the application is identified as sole or primary author;
- (e) obtained qualifications from another institution which are recognised by tertiary admission authorities in Australia and which are deemed to be equivalent to 3.2.1 (a) to (d).

3.2.2. For admission to a Master of Philosophy course the ADVCRE is to be satisfied that an applicant has met at least one of the following eligibility criteria:

- (a) graduated with or qualified for the award of the degree of Bachelor with First Class Honours or Second Class Honours within Curtin University;
- (b) graduated with or qualified for the award of graduate Diploma within Curtin University;
- (c) graduated with or qualified for the award of the degree of Bachelor within the University with relevant work experience;

- (d) obtained qualifications from another institution which are recognised by tertiary admissions authorities in Australia and which are deemed to be equivalent to 3.2.2 (a) to (c).
- 3.2.3. For admission to a Master of Research course the ADVCRE is to be satisfied that an applicant has qualified for, but not had conferred, the award of the degree of Bachelor with First Class Honours or Second Class Honours within Curtin University.
- 3.2.4. If an applicant does not meet the eligibility criteria for admission to a HDR course, the ADVCRE may permit admission to any HDR course if the ADVCRE deems that that applicant's academic and relevant work experience are equivalent to the eligibility criteria for admission.
- 3.2.5. Unless approved by the ADVCRE, an applicant cannot be admitted to a research degree at the University while simultaneously admitted to any other higher degree, Bachelor degree, or diploma course at the University or any other institution.

3.3. Time limits

- 3.3.1. Admission to a Doctoral course is to be for a minimum period of two years and a maximum period of four years of equivalent full-time study. Admission to a Master of Philosophy course is to be for a minimum period of one year and a maximum period of two years of equivalent full-time study. Enrolment in a Master of Research is to be for a maximum period of one year of equivalent full-time study.
- 3.3.2. The time limits on admission will be adjusted for approved periods of leave of absence. In exceptional circumstances the periods noted above may be varied by the ADVCRE on the recommendation of the Director of Graduate Research of the Enrolling School.
- 3.3.3. A student who does not submit their work for examination prior to the consumption of the maximum time period permitted for their HDR course will be classified as overtime.
- 3.4. By recommending an offer of admission to be made to an applicant for an HDR course, the Enrolling School confirms that:
 - (a) it has the appropriate discipline expertise to host the research program;
 - (b) it has the necessary resources, including required infrastructure for the research program, consumables for lab-work or clinical tests, appropriate computing resources and printing, technical expertise and staffing for the duration of the HDR course;
 - (c) it has the capacity to provide adequate supervision for the duration of the HDR course; and
 - (d) the student has demonstrated they have an appropriate academic and research background to successfully complete the HDR course.
- 3.5. The Enrolling School must abide by its commitment to provide the above for the duration of enrolment.
- 3.6. The ADVCRE is to develop and maintain procedures to manage:
 - (a) the application process;
 - (b) transfer between HDR courses
 - (c) enrolment; and
 - (d) leave of absence.

4. SCOPE OF POLICY

These procedures apply to all staff, students and HDR supervisors involved with HDR courses 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. SUPPORTING PROCEDURES

7. RELATED DOCUMENTS/LINKS

Internal

- [Course Quality Manual](#)

External

- [Higher Education Support Act 2003 \(Cth\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cth\)](#)
- [Education Services for Overseas Students Act 2000 \(Cth\)](#)

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| Policy Compliance Officer | Melinda Fitzgerald , Associate Deputy Vice-Chancellor, Research Research Office at Curtin |
| Policy Manager | Deputy Vice-Chancellor, Research |
| Approval Authority | Academic Board |
| Review Date | 1 st April 2025 |

REVISION HISTORY

| Version | Approved/ Amended/ Rescinded | Date | Committee / Board / Executive Manager | Approval / Resolution Number | Key Changes & Notes |
|---------|------------------------------------|------------|--|------------------------------------|---|
| New | Approved | 27/03/2020 | Academic Board | AB 47/20 | Attachment B to Item 14.4 Effective upon gazettal of Statute 12 (24/07/2020) and promulgation of the Admission and Enrolment (HDR) Rules (03/08/2020) |