



## Higher Degree by Research (HDR) Admission and Enrolment Procedures

### 1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[\*Higher Degree by Research \(HDR\) Admission and Enrolment Policy\*](#)

Strategic Plan Theme: [Research and Innovation](#).

### 2. PROCEDURAL DETAILS

#### 2.1. Application process

- 2.1.1. Prior to submitting an application for admission to an HDR course, applicants are to secure written advice from a Curtin University academic staff member listed as a Level 1 supervisor (on the Register of Supervisors) that the staff member is able to supervise their research program. This written advice will be submitted as part of the application for admission.
- 2.1.2. An application is to be made on the prescribed form and submitted to the Graduate Research School. As part of this application the applicant will disclose all previous and current tertiary studies.
- 2.1.3. Applications are to be assessed by the Director of Graduate Research of the Enrolling School (DGR). An applicant's Enrolling School will be the School in which the nominated principal supervisor is substantively aligned. The DGR will make a recommendation on the application to the Associate Deputy Vice Chancellor Research Excellence (ADVCRE), which is to include confirmation that:
  - (a) the admission requirements have been met;
  - (b) adequate supervision and other required resources and facilities are available for the full duration of the HDR course; and
  - (c) the applicant has adequate research experience to pursue the proposed research program.
- 2.1.4. In making a recommendation to the ADVCRE to approve an applicant's admission, the DGR is to identify:
  - (a) a Thesis Chair;
  - (b) a principal supervisor from the Enrolling School; and
  - (c) one or more co-supervisors.
- 2.1.5. The ADVCRE is to consider the application and recommendation and may approve the making of an offer of admission to the applicant. Successful applicants are to be provided with an offer of admission and other information necessary for the completion of admission into the HDR course.
- 2.1.6. To accept an offer, an applicant must comply with any and all specified instructions and deadlines, including the completion of an enrolment form and such other forms and instructions as required to comply with the University's requirements.
- 2.1.7. Admission and enrolment are not be regarded as complete until the applicant, supervisors and DGR have been notified by the Graduate Research School.

#### 2.2. Granting of credit

- 2.2.1. The ADVCRE, on the recommendation of the Director of Graduate Research of the Enrolling School, may approve the granting of credit (in whole or in part) toward a Doctoral degree course at this University for an applicant's prior enrolment in an equivalent Doctoral degree at Curtin or another university, provided that:
  - (a) the applicant has completed more than six months' enrolment in the equivalent Doctoral degree;
  - (b) the period of advanced study and research in the equivalent Doctoral degree has been carried out under supervision and is directly related to the applicant's proposed research program at this University;

- (c) the applicant has formally withdrawn from enrolment in the equivalent Doctoral degree for which the credit is sought;
- 2.2.2. Applicants who request credit are to be advised of their specific requirements that are contained in the [Higher Degree by Research \(HDR\) Thesis Examinations Procedures](#) in regards to thesis submission.

## **2.3. Transfer between HDR courses**

- 2.3.1. A student admitted to a HDR course who has had approved their Milestone 1 application and who wishes to change their enrolment to another level HDR course (e.g., masters level to doctoral level) will apply for Milestone 1 in their proposed course no later than three months (full time equivalent study) prior to their Milestone 2 due date. The student's new Milestone 1 application must specify the new HDR course for which they wish to enrol. If the new Milestone 1 application is approved by the DGR, the student will be approved for entry to the HDR course applied for. Any prior consumed EFTSL will be recorded against the new HDR course. If the new Milestone 1 application is not approved, the student will remain in their original HDR course.
- 2.3.2. A student admitted to a HDR course who wishes to transfer to another HDR course at the same level (e.g., Doctoral level course to Doctoral level course), will apply for admission into the new HDR course using the enrolment form. If the student is admitted to the new HDR course, the ADVCRE will withdraw the student from the original HDR course. Any prior consumed EFTSL will be recorded against the new course.
- 2.3.3. The ADVCRE may approve a student to change course from a Doctoral level program to a Master level program at any time during the student's enrolment. Any prior consumed EFTSL will be recorded against the new course.

## **2.4. Enrolment**

- 2.4.1. Except during periods of approved leave of absence, a student will remain continuously enrolled until the date when the thesis has been submitted for examination. After that time and until examination is completed, the student's enrolment status is to be *Under Examination*.

## **2.5. Leave of absence**

- 2.5.1. Any application for a leave of absence requires approval by the ADVCRE.
- 2.5.2. Approved leave of absence must be compliant with legislative and immigration requirements for the campus location.
- 2.5.3. Students will not normally be approved for more than 12 months leave over the duration of the HDR course. Single or cumulative leave of absence periods can be extended for longer than 12 months if the student can demonstrate exceptional circumstances to the ADVCRE.
- 2.5.4. Students who are overtime will not normally have a leave of absence approved. Applications for a leave of absence for an overtime student will be determined by the ADVCRE.

## **3. RESPONSIBILITIES**

Responsibilities are as set out in section 2.

## **4. SCOPE OF PROCEDURES**

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)

### **Milestone 1**

Milestone 1 has the same meaning as in the *Higher Degree by Research (HDR) Student Progression Procedures*.

## 6. SCHEDULES

Nil

## 7. RELATED DOCUMENTS/LINKS/FORMS

### Internal

- [Higher Degree by Research \(HDR\) Student Progression Procedures](#)
- [Higher Degree by Research \(HDR\) Thesis Examinations Procedures](#)
- [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 \(Cth\)](#)

<b>Policy Compliance Officer</b>	<a href="#">Garry Allison</a> , Associate Deputy Vice-Chancellor, Research Excellence
<b>Policy Manager</b>	Deputy Vice-Chancellor, Research
<b>Approval Authority</b>	Deputy Vice-Chancellor, Research
<b>Review Date</b>	1 <sup>st</sup> April 2024

## 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	EM2039	Effective upon gazettal of Statute 12 (24/07/2020) and promulgation of the Admission and Enrolment (HDR) Rules (03/08/2020) and relevant policy