

# Research Student Selection Criteria Policy

## Section 1 - Background and Purpose

- (1) This Policy and Procedure outlines the requirements for admission into a higher degree by research.
- (2) This Procedure explains how an application to enrol in a research degree is assessed.
- (3) All applications for admission to a higher degree by research must be approved by the Board of Graduate Research.

## Section 2 - Scope

- (4) Applies to:
  - a. All campuses
  - b. All staff, including honoraries
  - c. All higher degrees by research
  - d. All students enrolled in a higher degree by research

## Section 3 - Policy Statement

- (5) An applicant for admission to candidature shall have qualified for admission at an academic level acceptable to the Board of Graduate Research.
- (6) The criteria for eligibility may include:
  - a. a bachelors degree with honours, or
  - b. a postgraduate diploma or a bachelors degree and additional skills or experience.
- (7) The Board of Graduate Research may require an applicant to complete a preliminary program, including the successful completion of a postgraduate diploma course prescribed by the Board of Graduate Research.
- (8) The Board of Graduate Research normally approves admission to candidature if it is satisfied that
  - a. the applicant has complied with the requirements of this policy regarding eligibility for admission to candidature;
  - b. the applicant's proposed program of research is suitable for the degree; and
  - c. the necessary supervision and research facilities will be available to the applicant to pursue the proposed program of research.
- (9) The Board of Graduate Research makes the final decision on all admission to candidature matters.

# Section 4 - Procedure

## Part A - Application for Admission

(10) An applicant shall apply for candidature by submitting:

- a. the relevant application form (available for local applicants here. International applicants should contact La Trobe International) prescribed by the Board of Graduate Research; and
- b. any other documents eg. current academic transcripts, academic referee report forms, evidence of proficiency of English, as required by the Board of Graduate Research to determine an applicant's suitability for admission to candidature.

## Part B - School and College Consideration

(11) Once the necessary documents have been received by the Graduate Research School, the application will be sent to the proposed supervisor in the appropriate School for consideration.

(12) Once the proposed supervisor and co-supervisor have agreed to supervise, they complete the Recommendation for Masters by Research and Doctoral Degree Enrolment form and refer it for signature to the Head of School or School Director of Graduate Research. It is then recommended to the Graduate Research School for approval as prescribed in Part C below.

## Part C - Conditions for Approval by the Board of Graduate Research

(13) The Board of Graduate Research may approve admission to candidature as recommended by the School and College if it is satisfied that:

- a. the applicant is eligible for admission to candidature
- b. the proposed program of research is suitable for the degree, and
- c. the necessary supervision and research facilities will be available to the applicant to pursue the proposed program of research.

## Part D - Written Offer of Candidature

(14) An applicant who is made an offer of candidature by the Board of Graduate Research will be advised in writing of the following matters:

- a. the degree to which the admission relates
- b. if candidature is full-time or part-time
- c. the title of the thesis approved by the Board of Graduate Research
- d. any courses, seminars or other work required as a condition of candidature
- e. the names of the supervisors
- f. the date of commencement of candidature and the latest date for completion of the requirement for the degree
- g. any location approved by Board of Graduate Research at which the candidate may pursue studies for the degree, and
- h. any special conditions determined by the Board of Graduate Research to be attached to candidature.

## **Section 5 - Definitions**

(15) For the purpose of this Policy and Procedure:

- a. Higher Degree by Research: Doctors of Philosophy (PhD), professional doctorates by research; and masters by research.

## **Section 6 - Stakeholders**

Responsibility for implementation – Dean of Graduate Studies.

Responsibility for monitoring implementation and compliance – Board of Graduate Research.

## Status and Details

<b>Status</b>	Current
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