

# Conditions of Candidature for Higher Degrees by Research Policy

## Section 1 - Background and Purpose

- (1) This Policy and Procedure prescribes the general conditions of candidature for Higher Degrees by Research.
- (2) Higher degrees by research students are required to comply with conditions determined by the Board of Graduate Research.
- (3) In some circumstances variations of those conditions may be approved.
- (4) A student may negotiate conditions that are varied for their completion of research under an agreement to collaborate with an outside organisation.
- (5) An external student is required to comply with conditions which will often be specific to his/her research and circumstances, and negotiated by the student and his/her School.

## Section 2 - Scope

- (6) This Policy 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

- (7) All higher degree by research students are required to comply with conditions that the Board of Graduate Research may determine regarding:
  - a. meeting with their supervisors;
  - b. meeting with their Research Progress Panels;
  - c. reporting on their research progress;
  - d. confirmation of candidature;
  - e. attendance on campus or at organisations collaborating with the University for research;
  - f. suspension of enrolment;
  - g. course-load;
  - h. recreation leave;
  - i. sick leave, maternity or parental leave or other personal leave;
  - j. extension of enrolment; and

other matter pertaining to higher degrees by research.

(8) General conditions include:

- a. Compliance with [Australian Code for the Responsible Conduct of Research \(2007\)](#).
- b. Compliance with human and animal ethics codes, safety and all other regulations and policies of the University.
- c. Scholarship and Australian Postgraduate Award holders must comply with the conditions of their awards.
- d. International students must comply with all conditions of their visas.

(9) The Board of Graduate Research may determine specific conditions for external students and students carrying out research projects with organisations collaborating with the University.

(10) The fourth condition, confirmation of candidature, is usually not required for professional doctorate students and students enrolled in programmes with substantial coursework requirements.

## Section 4 - Procedure

### Part A - General Conditions of Candidature

(11) HDR students will maintain regular and frequent contact with their supervisors and Schools, full-time students typically meeting with the supervisor fortnightly and not less than once a month.

(12) As required by the [Higher Degrees by Research Milestones, Reporting and Confirmation of Candidature Policy](#), HDR students meet with their Research Progress Panels at least annually and when specifically requested by the Panel Chair.

(13) HDR students must report on their research progress as required by the [Higher Degrees by Research Milestones, Reporting and Confirmation of Candidature Policy](#).

(14) As required by the [Higher Degrees by Research Milestones, Reporting and Confirmation of Candidature Policy](#), HDR Students (except those studying for professional doctorates or with substantial coursework requirements) must obtain Confirmation of Candidature.

(15) HDR students attend the campus where enrolled.

(16) The minimum residence requirements are 18 months for doctoral candidates and 12 months for masters candidates, full-time or equivalent at the University. (These requirements may be changed for study in collaborating organisations and External Students. See Parts B and C below.)

(17) Students may take recreation leave each year, full time students up to 20 working days and part time students up to 20 days pro rata.

(18) Students may take sick or personal leave each year (full time students 10 working days and part time students 10 days pro rata) and up to 12 weeks sick or personal leave during the duration of their candidature for which a medical certificate is provided and when approved by their Head of School.

(19) During their candidature students may take a maximum of 12 weeks maternity leave, for which a medical certificate is provided and when approved by their Head of School.

(20) HDR students will complete their study within four years full time or the equivalent part time for doctoral degrees and two years or the equivalent part time for masters by research degrees.

## **Part B - Conditions of Candidature for Study in Collaborating Organisations**

(21) All of the general conditions (Part A above) apply to candidature involving research carried out in a collaborating organisation, except that a student may regularly attend the collaborating organisation and less often attend at a La Trobe University campus. The student will also be bound by conditions of engagement set by the collaborating organisation and accepted by the University.

## **Part C - Conditions of Candidature for External Students**

(22) External Students will pursue their studies within the appropriate School of the University.

(23) A student may enrol as an external candidate when satisfactory arrangements are made for his/her supervision.

(24) The following conditions will typically be met:

- a. The External Student will normally attend the University during candidature for a period of time equivalent to at least 10 working days per year of full-time candidature. The actual periods of time to be spent at the University will be determined in writing prior to formal enrolment, and in the case of international students, such visits will be subject to visa approval;
- b. There are facilities for frequent and high quality contact between the External Student and the supervisor by email, other computer facilities, telephone or video-link;
- c. The External Student will have adequate access to the materials and other facilities needed for his/her research project;
- d. The supervisor accepts supervision of the External Student under these agreed arrangements and any other conditions negotiated prior to enrolment.

(25) APA and other scholarship holders are not permitted to pursue their candidature externally.

## **Part D - Variations**

(26) An HDR student may apply to change topic with his or her Research Progress Panel's approval of the amended Research Proposal and with the approval of the Head of School.

(27) A student normally required to attend a campus or a collaborating organisation may work outside the University, off-campus or away from the collaborating institution with approval of the appropriate Head of School.

(28) Students (including External Students) may undertake travel for purposes of their higher degree by research with the approval of their Head of School.

(29) With the exception of Recreation Leave, all leave is approved and administered in the same way as other variations of candidature.

(30) Subject to the Board of Graduate Research approval, an HDR student may suspend enrolment up to 12 months for any one application and no more than 24 months in total.

(31) An HDR student may apply to change course-load from part-time to full-time or vice versa.

(32) An HDR student (both doctoral and masters) may apply for extension of enrolment up to 12 months over the maximum enrolment time normally allowed.

(33) An HDR student may apply to change from internal to external candidature provided satisfactory arrangements

that meet the requirements of Part C above are made.

## **Part E - Approval of Variations**

(34) Applications for variations of the conditions of candidature are made using the forms provided by the Graduate Research School and usually after the student has discussed the application with his/her supervisor.

(35) The Board of Graduate Research has delegated the authorisation of variations of conditions of candidature of HDR students to Heads of Schools (with the exception of recreation leave which is approved by the student's Principal Supervisor, and suspensions which are to be approved by the Board of Graduate Research).

(36) Approved variations forms (with the exception of recreation leave) are forwarded to the Graduate Research School to update the student's records.

## **Part F - Procedure for Agreeing Candidature for Study in Collaborating Organisations**

(37) When agreeing to a student's studying a higher degree by research with a Collaborating Organisation the principal supervisor or School Graduate Research Coordinator will negotiate all variations of conditions of the candidature with the student and will provide the student and Collaborating Organisation with written documentation of that agreement.

(38) The Head of School's approval of candidature and the specific variations for each student studying in collaborating organisations is required.

## **Part G - Procedure for Agreeing Candidature for External Students**

(39) When agreeing to an external candidature the principal supervisor or School Graduate Research Coordinator will negotiate all variations of conditions for the candidature with the student and will provide the student with written documentation of that agreement.

(40) The Head of School's approval of candidature and the specific variations for each External Student is required.

## **Part H - Failure to Comply**

(41) Where an HDR student fails to comply with the conditions of their candidature they will be required to address the matter with their Research Progress Panel or the matter may be dealt under the [General Misconduct Statute 2009](#).

## **Section 5 - Definitions**

- a. Higher Degrees by Research: Doctors of Philosophy (PhD), professional doctorates by research and masters by research.
- b. External Student: a student who does not regularly attend on campus or at an organisation collaborating with the University for research.
- c. Collaborating Organisation: an organisation that has an agreement with the University to provide facilities and/or staff to support research carried out for higher degrees by research.
- d. Confirmation of Candidature: approval of a research proposal and an assessment of the feasibility of successful completion of the research project within the timeframe for the degree and within the constraints of the resources available which when completed can reasonably be expected to meet the requirements of the

degree.

- e. Course-load: proportion of time a student attends on campus.

## **Section 6 - Stakeholders**

Responsibility for implementation – Dean of Graduate Studies.

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

## Status and Details

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