

Procedure: Higher degree by research – candidature

Purpose

This document provides support to the Higher Degree by Research Candidature Policy and outlines typical processes undertaken during HDR candidature including:

- Full-time and part-time study intensity;
- Study Outside the University;
- Change of research topic;
- Leave;
- Degree transfers;
- Change of Chair of Panel, Primary Supervisor or Associate Supervisor;
- Fieldwork and travel approval;
- Ethics approvals;
- Application of credit and modification of the submission date
- Extension of candidature;
- Concurrent studies; and
- Conclusion of Candidature

Procedure

1. This procedure is drafted in conjunction with the Research Awards Rule.

Candidature

2. Unless the Registrar approves otherwise, revisions to a student record are completed only where there are no fees outstanding for that student.
3. Where an action under this procedure results in a revision to a student's record, the University notifies the student in writing of the outcome of their request unless a different authority is specified under that heading.

Full-time and part-time study intensity

4. Students pursue their program for 48 weeks of the year.
5. A full-time load for a year is 48 units (1 unit per week of enrolment).
6. A full-time load for a week is 40 hours.
7. A part-time load for a year is 24 units (1 unit per 2 weeks of enrolment).
8. A part-time load for a week is 20 hours.
9. The number of units for any given year may be reduced based on commencement date, submission date, or program leave.
10. Where students undertake coursework, the thesis component of their enrolment is adjusted to reflect the full-time or part-time unit requirements.
11. To change intensity between full-time and part-time, students complete an *Application for Change of Intensity in Research Program*
12. The application is endorsed by the Chair of Panel.
13. The application is approved by the Delegated Authority.

Attendance

14. A student not approved to study outside the University normally must attend the ANU campus for a minimum of:
 - a. For a PhD: For 72 units (1.5 years as a full-time student and 3 years as a part-time student); or
 - b. For an MPhil: For 48 units (1 year as a full-time student or 2 years as a part-time student).

Completing all or part of a program outside the University

15. The following periods away from the University are not classified as completing all or part of a program outside the University:
 - a. Fieldwork;
 - b. Conference attendance;
 - c. Short-term exchange visits to another institution;
 - d. Work undertaken outside the ANU campus following an extension of program;
 - e. Studying at a partner institution under a joint or dual degree; and
 - f. Revisions completed elsewhere after a thesis examination.

16. Approval to complete all or part of a program outside the University requires:
 - a. If the study is to be completed at another tertiary education institution, any coursework is substantially comparable in quality to ANU coursework, and satisfactory research facilities are available; or
 - b. If the study is not to be completed at a tertiary education institution, supervision arrangements are comparable in quality to the supervision arrangements available to internal students and satisfactory resources are available to the student.
17. Unless the Delegated Authority approves otherwise, a student approved to complete all or part of a program outside the University attends the ANU campus for 4 weeks in every 12 months studying off-campus, whether full-time or part-time. If an alternative is approved this is updated on the student's record by the University.
18. A student applies on the approved form to the Delegated Authority if they wish to complete all or part of their program outside the University. The application includes the dates that the student will attend the ANU campus.
19. The application is endorsed by the Chair of Panel.
20. The application is approved by the Delegated Authority in accordance with the requirements in the *Research Awards Rule*.
21. A student completing all or part of a program outside the University remains subject to all milestone requirements. A failure to complete milestones leads to a revocation of the approval to study outside the University in addition to other consequences listed in the *Candidature Progression Procedure*.

Change of research topic

22. A student applies in writing to the Delegated Authority to change their research topic.
23. The application is endorsed by the Chair of Panel.
24. The application is approved by the Delegated Authority.
25. Approval is subject to any requirements under sanctions legislation as detailed in the *Student Sanctions Procedure*.
26. The Delegated Authority notifies the student in writing of the outcome of the request.
27. The University revises the student's record.

Leave

28. Students are required to study 48 weeks of the year. Students have 4 weeks recreational leave each year.
29. Recreational leave is discussed with the Chair of Panel and Primary Supervisor, and the local area informed, prior to being taken.
30. Students who need to take additional leave of a minimum of one week (full-time) or two weeks (part-time) lodge an *Application for Program and Scholarship Leave*. Leave may be taken on grounds of:
 - a. Personal Leave
 - b. Medical Leave (supporting documentation required)
 - c. Maternity Leave (supporting documentation required)
31. This additional leave must be applied for before taking the leave. Students on scholarships submit an application for leave prior to taking that leave to prevent the overpayment of scholarships. International students apply for leave at the time of or before taking leave as retrospective leave is not compliant with the legislated reporting requirements under the *Education Services for Overseas Students Act*.
32. The application is endorsed by the Chair of Panel.
33. The application is approved by the Delegated Authority.
34. Students in receipt of a scholarship or sponsorship complete the relevant form on the day they return to their studies to reinstate their payments.
35. Periods of program leave count towards the maximum program time-limits as specified in the *Research Awards Rule*.
36. Periods of program leave may be dependent on Conditions of Award for students receiving a scholarship or sponsorship and ESOS requirements for international students.

Degree transfers

37. Students apply for a transfer between an MPhil and PhD, PhD and MPhil, and/or between disciplines and/or academic organisational units using an *Application for Change of Research Program* form.
38. Approval is subject to any requirements under sanctions legislation as detailed in the *Student Sanctions Procedure*.
39. The form is endorsed by:

- a. The Chair of Panel for the current program;
- b. The Head of School for the current program;
- c. The Delegated Authority for the current program;
- d. The Chair of Panel for the proposed program; and
- e. The Head of School for the proposed program.

40. The form is approved by the Delegated Authority for the proposed program. A Delegated Authority may still approve a change of panel if the Chair of Panel for the current program does not endorse the request.

Change of Chair of Panel, Primary Supervisor or Associate Supervisor

41. A student or member of a student's supervisory panel may apply for a change to a member of a supervisory panel for a candidate, or the entire panel.
42. The proposal is endorsed by the Chair of Panel.
43. The proposal is approved by the Delegated Authority
44. However, a Delegated Authority may still approve a change of panel if the Chair of Panel does not endorse the request.
45. The College notifies the student in writing of the outcome of the request.
46. Other changes to the panel, such as in cases of temporary absence of the Primary Supervisor from the University, are conducted in accordance with the *Research Awards Rule*.

Fieldwork and travel approval

47. Fieldwork applications are compliant with both this procedure and the [Fieldwork health and off-campus safety procedure](#):
 - a. The Chair of Panel for a candidate is the Fieldwork Supervisor under the Fieldwork health and off-campus safety procedure.
48. The consideration of required training for fieldwork is proportional to the risk forecast in the travel.
49. Written applications for fieldwork and travel are submitted no later than four weeks prior to the expected activity.
50. Students are required to complete an *Approval to Travel* Form and inform the Chair of Panel.
51. Applications are approved by the Delegated Authority.
52. The Delegated Authority notifies the student and the University in writing of

the outcome of the request.

53. Students remain enrolled at the University during fieldwork and travel arrangements.

Ethics approvals

54. Appropriate ethics approvals are obtained prior to undertaking research. These are obtained in accordance with the requirements published on the Research Services [website](#).

Application of credit and modification of the submission date

55. Application of credit and modification of the submission date Students who are awarded credit on the basis of prior studies or experience have a new submission date calculated.

Extension of candidature

56. Students who are not able to complete by their submission date but wish to continue as a candidate for their degree complete an *Application for Extension of Research Program*.

57. An application for an extension of candidature is for a maximum of 24 units for a PhD or professional doctorate, and a maximum of 12 units for an MPhil, unless an alternative is approved by the Delegated Authority.

58. A request will be considered only if:

- a. An applicant has completed the milestones that the Delegated Authority considers appropriate; and
- b. The Delegated Authority is satisfied that the student's ability to complete and submit the thesis was adversely affected by illness or other extenuating circumstances.

59. The application is endorsed by the Chair of Panel.

60. The application is approved by the Delegated Authority where it does not exceed the maximum degree completion time-limits specified in the *Research Awards Rule*.

61. Where an application for extension of candidature exceeds the maximum degree completion time-limits specified in the *Research Awards Rule*, the application must be approved by the Associate Dean who specifies a new maximum time-limit for the candidate.

62. Personal program leave taken while on an extension of program does not extend the submission date.

63. Students in receipt of a scholarship must also apply to the scholarship provider for an extension of that scholarship, if eligible, as detailed in the Conditions of Award for the scholarship.

Concurrent studies

64. A student wishing to undertake studies in a program at AQF Level 5 or higher, at ANU or elsewhere, whilst studying their higher degree by research applies in writing to the Delegated Authority for approval.

65. The Delegated Authority notifies the student in writing of the outcome of the request.

66. The University notes this on the student's record.

67. If a student undertakes studies outside of the program in which they are enrolled, whether at ANU or elsewhere, and without the approval of the Delegated Authority, they are in breach of the *Research Awards Rule* and may face an investigation under the *Discipline Rules*.

Conclusion of candidature

68. Submission and examination processes are covered under the *Higher Degree by Research Examinations Policy* and associated procedures.

Expiry of candidature

69. Students who are past their maximum submission date and either have not applied for an extension, or have applied for an extension but not been approved, are notified by the Associate Dean that their candidature has expired.

70. The Associate Dean provides this notification to the Registrar who discontinues the student.

Withdrawal

71. Students notify the University in writing if they wish to withdraw from their program.

72. Prior to withdrawing students are encouraged to discuss their intent to withdraw with their supervisory panel, and any of the Chair of Panel, Delegated Authority, Associate Dean or the Dean of Students.

73. The Registrar notifies the relevant parties of the request to withdraw.

74. The Registrar organises the update of the student system following a withdrawal, effective from the date the advice is provided.

75. The student is offered the opportunity of an exit interview with the Associate Dean.

Termination of candidature

76. Processes to terminate candidature are conducted in accordance with the *Research Awards Rule*.

77. If a student is terminated they may be required to declare the termination on any future applications for study at a tertiary institution.

Document information

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