

HDR Candidature Guidelines

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Purpose

The purpose of this guideline is to outline the steps, processes and requirements for University staff, prospective students and current candidates in HDR candidature actions.

Scope

This guideline applies to all higher degree by research candidature applicants, enrolled candidates, and persons with supervisory or administrative responsibilities for HDR candidates, candidature applications, and candidate induction processes.

Definitions

Note: definitions throughout this Guideline can be accessed via the Policy Glossary which is currently under development.

Term	Definition
Candidate	Student enrolled in a higher degree by research course.

Confirmation of Candidature (CoC)	Milestone by which a candidate confirms that their research project is viable and is approved by the CoC panel to continue their project.
Deferment	A period of up to 12 months, normally covering the academic year, before a student, who has been offered a place in a higher education course, enrolls in that course.
Designated Cohort	An approved group of potential applicants, identified as having common characteristics (such as completion of a particular qualification) for the purposes of gaining special entry.
DGR	Dean, Graduate Research – academic staff member responsible for overseeing HDR courses, HDR candidates and supervisors.
EFTSL	Estimated full time study load.
Employee	Any staff member employed by FedUni to undertake academic activity, including permanent, fixed term contract, casual, honorary and adjunct appointments.
Enrolment	The process by which a person, having received a written offer of a place, shall register their course and unit of study with Federation University.
GRS	Graduate Research School
GRSB	Graduate Research School Board
HDR	Higher Degree by Research
HDR Course	One of the following courses of study: Masters Degree Research, Doctoral Degree Research, or Doctoral Degree (Professional).
HDR candidate	A Federation student enrolled in a Masters Degree (Research), Doctoral Degree (Research), or Doctoral Degree (Professional).
HDRC	Higher Degree by Research Coordinator
IELTS	International English Language Testing System.
Institute	Academic unit of FedUni
Leave from studies	Period of either six or 12 months, covering a normal teaching period(s), where an enrolled student is excused from formal study.
Offer	Offer of Admission to Candidature – The written offer provided to an applicant for admission to a HDR course.
Off-campus candidate	Where a candidate studies from a location other than on campus or an approved external facility
Principal Supervisor	A staff member of FedUni who meets the requirements of and has been approved for inclusion to the Register of Supervisors as a principal supervisor and has primary oversight of a HDR candidate's research.
Associate Supervisor	A staff member of FedUni who meets the requirements of and has been approved for inclusion to the Register of Supervisors as a supervisor and provides support to a HDR candidate and to the Principal Supervisor.

Co-Supervisor	An individual who is external to FedUni who meets the requirements of and has been approved for inclusion to the Register of Supervisors as a supervisor and provides support to the candidate and to the Principal Supervisor.
Probationary candidate	A FedUni student enrolled in a Masters Degree (Research), Doctoral Degree (Research), or Doctoral Degree (Professional) who has not yet completed the confirmation of candidature process.
Provisional Principal Supervisor	A staff member who does not meet the requirements to be listed as a principal supervisor on the Register of Supervisors but has the support of their School to act as a principal supervisor under the guidance of a mentor who is registered as a Principal Supervisor.
RTP (Research Training Program)	Federal Government funding scheme that enables the provision of higher degree by research fee offset and stipend scholarships.
Stipend	A fortnightly scholarship paid to a candidate to cover living expenses.
Scholarship Program	A scholarship or cluster of scholarships that share attributes, strategic alignment, and/or industry engagement
Candidate / Supervisor agreement	Formal written agreement outlining meeting methods,
TEQSA	Tertiary Education Quality Standards Agency

Legislative Context

- Federation University Australia Act 2010
- The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Higher Education Standards Framework (Threshold Standards) 2021
- The National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations (RTOs) 2015

Guideline Statement

1. Travel, allowances, and funding requests

Eligible candidates may access a research allowance, as determined by the Graduate Research School Board and advised to them in their Letter of Offer of Admission to Candidature, to support the costs associated with their research project. Candidates become ineligible to access the research allowance where the candidate has:

- submitted their thesis, or
- exceeded the maximum allowable period of candidature (two years for a Masters by Research and four years for a PhD) or
- is not enrolled, is on leave or meets the requirements for ??? processes

All applications for funding must be submitted at least four weeks in advance of the required travel or purchase date. Where a funding request is submitted late, there is not guarantee that purchases can be made within the required timeframes and travel may not be possible. Applications must include the required travel, OHS or funding form to be accepted.

Where funds to support conference attendance are sought, the following conditions apply:

- travel, accommodation, and conference registration to participate in a conference outside Australia will normally require candidates to attend as a presenter of a spoken paper, with abstract or full paper to be included in peer-reviewed conference proceedings.
- travel, accommodation, and conference registration to participate in a conference within Australia will normally require candidates to attend as a presenter (poster or spoken paper acceptable).
- conference registration only, e.g., to participate in a local conference will not normally require candidates to attend as a presenter.

Candidates may access a research allowance via the HDR Funding Request Form. Requests will not be processed without the endorsement of their supervisor and HDRC and approval of the Dean, Graduate Research. Where a candidate has purchased items or made a booking without approval, reimbursement will not be granted.

Requests for expenditure of research allowances must align with the budget submitted at Confirmation of Candidature. Applications for expenditure prior to confirmation of candidature may not be approved. Where approval is granted prior to confirmation of candidature, expenditure will normally be limited to \$500.

Some equipment and items purchased with the research allowance will remain the property of Federation University. There may be exceptions to this where a research allowance is provided by an industry sponsor and the sponsor has indicated that the equipment should remain the property of the candidate.

All travel directly related to a candidate's study, whether funded by the University or self-funded, must be accompanied by the appropriate forms to ensure University insurance and OHS requirements can be fulfilled. Funded travel must also abide by the ATO's Reasonable Travel Allowance information for that financial year.

Where a candidate requests to use their private vehicle for university related travel, they do so at their own expense and risk. The research allowance cannot normally be used to cover expenses related to private vehicle use.

	Steps	Responsible	Comment
1.	Review the HDR Funding Guidelines regarding approved expenditure and items	Candidate	The HDR Funding Guidelines can be found on the Graduate Research School SharePoint site.
2	Check OHS requirements or limitations	Candidate / Supervisory Team	Where appropriate, the candidate should discuss the required purchase with their supervisory team and the University Technical Support Team prior to submitting a funding request
3.	Confirm available funding	Candidate / HDR Team	Candidate confirms available allowance with Graduate Research School. Where the request involves an allowance from a research project or other support account, the GRS will contact Research Funding to confirm funding amounts and restrictions.

4.	Submit endorsed HDR Funding Request Form with quotes and other required information to Graduate Research School	Candidate	<p>Applications for funding must include the required supporting information:</p> <p>Laboratory materials should be supported by:</p> <ul style="list-style-type: none"> • a quote from the vendor, • a Purchase Request for Requisition Form, and • an approved HIRAC report where the request involves products/ equipment with a substantial amount of risk. <p>Conference attendance / travel should be supported by:</p> <ul style="list-style-type: none"> • a statement of support from the principal supervisor, • International Travel Application or Domestic Travel/ Online Conference Application, • Travel Calculator and Diary, • conference Flyer, • copy of the accepted paper, • letter of acceptance, • screenshot of flight preference, and • Preferred/Conference-recommended hotel. <p>Field trips / field work applications should include:</p> <ol style="list-style-type: none"> 1. a complete Application to Conduct an Excursion, 2. complete Student Excursion Health Report and Consent Form Over 18 Years, and 3. complete HIRAC Report.
	HDRC / Centre Director reviews and endorses or denies application	HDRC / Centre Director	<p>HDRCs review requests for funding from RTP / International allowances.</p> <p>Research Centre Directors review requests for funding from research projects.</p>
	Financial delegate reviews application and approves / denies funding	HDR Team, GRS	HDR Team advises candidate of outcome.

			Where approved, arrangements are made to purchase items / book travel.
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2. Candidature Requirements

Confirmation of Candidature

Timeline for Confirmation of Candidature is described in the [HDR Candidate Procedure](#).

Confirmations can be held at any time of the year, subject to the availability of Confirmation of Candidature Panel members.

The Confirmation Panel

The confirmation panel should comprise of:

- the HDR Coordinator (Chair) or nominee,
- the Principal Supervisor,
- an academic staff member from the University with relevant disciplinary experience and knowledge,
- an academic/ discipline expert, from another University,
- an industry partner, where appropriate, and
- Indigenous community member/s, where appropriate.

The Principal Supervisor and Panel Chair should ensure that no conflict of interest exists between panel members and the candidate.

	Activity	Responsibility	Steps
1.	Notification of intention to Confirm	Probationary candidate	Candidate submits Intention to undertake the Confirmation of Candidature milestone form to supervisor for approval to undergo confirmation.
2.	Confirmation approved and panel recommended	Principal Supervisor	The Principal Supervisor nominates panel members, completes the Intention to undertake the Confirmation of Candidature milestone form, and forwards to the HDRC for approval.
3	HDRC reviews panel selection and provides complete Notification of Intention to Confirm form to HDR Team	HDRC, HDR Team	The HDRC reviews, discusses and finalises panel membership with supervisor where required. HDRC submits Notification of Intention to Confirm form to the HDR Team

4	HDR Team notifies panel members and probationary candidate of confirmation seminar details.	HDR Team, HDR Team	HDR Team confers with panel members to set an agreed time, date and location for the confirmation of candidature seminar and panel meeting
5	Submission of written proposal	Probationary candidate	Prepared in accordance with CoC guidelines, the candidate submits the written proposal to HDR Team two weeks prior to the seminar date.
6	Advice to Panel members of Seminar details	HDR Team	<p>HDR Team confirms all CoC details with panel members, supervisory team, and candidate.</p> <p>A minimum of one week prior to the seminar, the HDR Team will forward the required documentation:</p> <ul style="list-style-type: none"> • candidate's written report. • Panel Report template.
7	Confirmation seminar and panel review takes place	Probationary candidate, Confirmation Panel, Supervisory team	<p>The Probationary candidate makes an oral presentation of no more than 25 minutes to the Confirmation Panel and audience in accordance with CoC Guidelines.</p> <p>The candidate responds to questions on their research from the Panel and audience at the conclusion of the seminar.</p> <p>By exception, panel members not able to physically attend the seminar may provide feedback on the Candidate's written report to the Panel Chair prior to the seminar date. It is strongly recommended that the full panel attend the seminar where possible.</p>
8	Panel provides recommendation to GRBSB.	Chair, Confirmation Panel, Panel members	Confirmation Panel members deliberate, and the Chair advises the GRBSB via a written report, their recommended outcome within five working days of the seminar

9	Panel provides feedback to the candidate / probationary candidate	Panel Chair, HDR Team	In all outcomes the Panel will provide a written report to the candidate via HDR Team within five days of the presentation, outlining the reasons for its decision.
10	Candidate notified	HDR Team	HDR Team forwards panel report to the candidate, advising of outcome.
-	Outcome: Confirmed subject to conditions	Candidate	<p>Where the recommendation is that candidature should be confirmed 'Subject to conditions' the Panel Report will include details of what tasks will need to be completed with associated timelines, to confirm candidature and the candidate will be provided with up to eight weeks to complete the conditions.</p> <p>To be confirmed, the candidate must provide evidence that the conditions have been met to the Confirmation Panel.</p> <p>The Confirmation Panel will consider the evidence and decide if the conditions have been met. Where conditions have not been met, the panel may return the evidence to the candidate and supervisor with further direction, or provide an outcome of Not Confirmed</p> <p>The Confirmation Panel advise the HDR Team that the conditions have /have not been met.</p>
-	Outcome: Confirmation deferred	Candidate, Supervisory team, CoC Panel	<p>Where the recommendation is that 'Confirmation deferred' the report will include details of what tasks will need to be completed with associated timelines.</p> <p>The candidate will be provided with up to twelve weeks to revise the seminar and/or written submission.</p> <p>The candidate must recommence the confirmation process from Step 1 with only one of the</p>

			<p>following outcomes to be recommended:</p> <ul style="list-style-type: none"> • Confirmed • Not confirmed
-	<p>Outcome:</p> <p>Not Confirmed</p>	<p>Confirmation Panel</p> <p>HDR Team</p>	<p>The Confirmation Panel provides the panel report to HDR Team to commence Show Cause process. The report will include justification as to why the candidate has not been confirmed.</p> <p>The HDR Team must advise the probationary candidate that the outcome is 'not confirmed'. The panel may advise the candidate of the outcome informally.</p> <p>The HDR Team will advise the candidate of the 'Show Cause' procedure.</p>
11	Recording of Confirmation undertaken	HDR Team	<p>HDR Team will record each outcome of the confirmation process and any further action to be undertaken on the candidate record.</p> <p>GRSB will be advised of confirmation outcomes and changes to the Candidate's status due.</p>

Annual and Interim Progress Reports

All candidates are required to participate in the Annual Progress Report during each year of enrolment. Candidates will also be required to participate in Interim Progress Reports where they meet conditions outlined in the [HDR Candidate Procedure](#).

Notification of Progress Reports are sent to the student email address provided to the student by the University.

	Activity	Responsibility	Steps
1.	Review of Progress Report questions from previous reporting cycle	GRS	GRS will review the information required for the progress report and suggest any revisions.
2.	Progress Report questions approved by GRSB	GRSB	Any revisions made to the progress report questions will be tabled at GRSB prior to June for discussion and approval.

3.	Eligible Candidates emailed student section of Progress Report	HDR Team	Candidates will be notified via email that the Progress Report is open.
4.	Candidates respond to survey	Candidates	It is compulsory for all enrolled candidates to complete the Progress Report within four weeks of receipt. It's recommended that candidates meet with their supervisory team prior to completing the progress report.
5.	Responses forwarded to candidate's Principal Supervisor for comment	HDR Team	Completed surveys are forwarded to supervisors for comment. Candidates are also provided with an opportunity to give confidential feedback directly to the Dean, Graduate Research.
6.	Supervisors provide commentary on candidates' progress	Supervisor	Supervisor provides commentary and recommendation on candidate's progress: <ul style="list-style-type: none"> • Satisfactory progress • Action required • At risk; or • Requested to Show Cause
7.	HDRC provides recommendation to GRSB	HDRC	HDRC provides additional commentary and recommendation to GRSB on candidate progress.
8.	At Risk candidates meet with their supervisors and complete an Intervention Strategy	Candidates / Principal Supervisors	Once completed, the Intervention Strategy should be forwarded to the Graduate Research School

Show Cause

Conditions under which a candidate may be asked to show cause are described in the Candidature Management Policy.

Timeline: Show Cause procedures may be undertaken at any time of the year. The Candidate will be provided with 10 business days to provide a written response to the request to attend the Show Cause hearing. The written response will be provided to the Show Cause Committee members three business days prior to the committee meeting. The candidate must be advised of the outcome within 10 business days of the Show Cause Committee meeting.

Careful consideration of University shut-down periods and staff availability should be taken in to account, as lack of adherence to Show Cause timelines may result in a procedural appeal.

Activity	Responsibility	Steps
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1.	Candidate is identified for Show Cause procedure	Supervision Team, HDRC, Dean, Graduate Research, GR SB	Candidates identified as not satisfactorily progressing or failing to meet conditions of candidature as outlined in Research and Research Training Policy and HDR Candidate Procedure .
2.	Evidence is assessed for progress of Show Cause request	HDR Team	<p>The HDR Team collects information and evidence on the request to Show Cause from the supervisory panel and HDRC.</p> <p>The HDR Team creates a memo outlining the reasons for the Show Cause process based on the evidence/ information provided.</p> <p>If evidence of lack of progress is not available, the supervisory panel may be advised to undertake an intervention strategy before progressing to Show Cause.</p>
2.	A request to form a Show Cause Committee is made to the Dean, Graduate Research	Supervision Team, HDR Team, HDRC, Dean, Graduate Research	<p>The request will include;</p> <ul style="list-style-type: none"> • specific issues and details related to the request for Show Cause, • details regarding dates of incidents/requests, • any attempt to address these issues directly with the Candidate, and • statement with any further information relevant to the hearing.
3.	Show Cause request is assessed	Dean, Graduate Research	The Dean, Graduate Research will assess the available evidence to determine if the request for Show Cause can be supported. If the request cannot be supported, intervention will be put in place to resolve the issue.
4.	Dean, Graduate Research to form Show Cause Committee (SCC), Graduate Research School to provide Executive Officer for Committee	Dean, Graduate Research	<p>The Chair of the Show Cause Committee will be the Dean, Graduate Research or nominee.</p> <p>Chair nominates two academic staff members to form the Show Cause Committee and identifies Executive Officer (EO).</p>

			At least one member of the committee should be from the candidate's discipline.
5.	Candidate advised in writing of Show Cause hearing	Executive Officer, SCC	The EO to the SCC will send the candidate notification of the show cause hearing, including timelines, instructions, and details regarding appeal. The letter will include the reason the candidate has been requested to show cause. The letter will also include details for the appeals process and student counselling process.
6.	Executive Officer organises Show Cause Hearing	Executive Officer, SCC	EO to the SCC organises date, time and venue for the hearing and notifies the committee and candidate. Information to the candidate will also advise that a support person may accompany the candidate to the hearing. The hearing should take place within 10 business days of receiving the written response.
7.	Candidate provides written response to Show Cause hearing request to Graduate Research School	Candidate	<p>The Candidate responds in writing to the request. The response must address the issues outlined in the Show Cause hearing notification and include a study plan for the next six months/to completion and a realistically achievable timeline for completion. The response must be received within 10 business days from the date of the letter.</p> <p>If the Candidate fails to respond to the notification of Show Cause hearing, their candidature will be terminated.</p> <p>Supervisors may also provide additional statements in this step.</p>
8.	Notify candidate of show cause date	EO	Within 5 business days of receipt of the written response, the EO will advise the candidate of the time, date, and location of the hearing.
9.	Candidate responds provided to SCC	EO, SCC	The written response from the Candidate must be provided to

			the SCC at least three business days prior to the hearing.
10.	Show Cause hearing takes place	SCC, Candidate, EO	<p>The candidate may choose not to attend the Show Cause hearing. If the Candidate chooses not to attend the hearing, the written response will be reviewed.</p> <p>Candidates may elect to bring a support person to the hearing with them.</p>
11.	Show Cause Committee recommends outcome	Show Cause Committee	<p>The SCC will make one of the following recommendations:</p> <ul style="list-style-type: none"> • Candidature should continue as candidate has been making progress, • Candidate's enrolment for the degree should be terminated, or • Candidate's enrolment for the degree may continue, with conditions specified in writing
12.	Recommendation forwarded to Graduate Research School Board for endorsement	EO, SSC	Where the next available GRSB meeting is more than 5 business days away, the recommendation should be completed via circulatory resolution.
13.	GRSB endorses or declines the recommendation	GRSB	<p>Where the GRSB declines a recommendation, the recommendation will be submitted to Research Committee to review the outcome and process and provide guidance to the GRSB on recommended action.</p> <p>In this circumstance, affected parties will be advised that timelines are likely to be extended.</p>
14.	Chair, GRSB formally advises Candidate of outcome in writing	Chair, GRSB and EO to the SCC	The Candidate will be provided with the outcome within 10 business days of the SCC meeting and information regarding the University Appeals process and student counselling details.

Student Evaluations of Postgraduate Programs

Timeline: The SEPP (Student Evaluation of the Postgraduate Program) is available to candidates in Semester 2 each year.

	Activity	Responsibility	Steps
1.	Graduate Research School reviews previous SEPP questions and makes recommendations to GRSB for changes if required.	Graduate Research School	Graduate Research School will review response rates, inter-annual trends, and other available data to assess the viability and relevance of questions in the SEPP and recommend changes where required to GRSB
2.	GRSB considers and approves / rejects any changes recommended	GRSB	The recommended changes will be presented at GRSB for endorsement by a Graduate Research School representative. GRSB can approve or reject changes as required.
3.	Updated questions provided to appropriate University department for update to survey tool	Graduate Research School	All updated questions are entered into survey tool for the next SEPP round.
4.	Strategic Planning sends survey to candidates	Strategic Planning	Candidates are sent the SEPP in Semester 2.
5.	Data are collated and reported to Graduate Research School	Strategic Planning	
6.	Graduate Research School analyses data and provides a report to GRSB and Schools	Graduate Research School	Graduate Research School will compare SEPP data to previous years' responses and formulate a report on appearing trends.

Lapse of candidature

The Graduate Research School will attempt to contact students via phone and email prior to enacting lapse of candidature processes.

	Activity	Responsibility	Steps
1.	The Graduate Research School identifies students whose candidature has lapsed	Graduate Research School	Candidates may be identified as lapsed where they have: <ul style="list-style-type: none"> • failed to re-enrol, • taken unapproved leave, • failed to return from leave, • failed to participate in a progress review, or • failed to respond to requests from the University.

2.	Graduate Research School contacts PS to request additional information regarding candidate	Graduate Research School	GRS confirms with Principal Supervisor if the candidate has been in contact or if there is a known issue
3.	Graduate Research School advises candidate of possible lapse of candidature via email and post	Graduate Research School	Candidate is provided with four weeks to respond to the written request
4.	Candidate contacts University and recommences	Candidate	Candidate may contact the university, re-enrol, or complete missed actions and recommence candidature. Candidates may be subject to Show Cause processes where appropriate.
5.	Where the candidate does not contact the University, the Graduate Research School discontinues enrolment	Graduate Research School	GRS discontinues candidate in student management system

3. Variations to Candidature

Candidates with stipends should refer to their scholarship conditions before submitting a request to vary location or study fraction. Information on changing supervisors can be found in the HDR Supervision Guide.

Changes to study location: External or off-campus enrolment changes

Candidates receiving a stipend scholarship should refer to the HDR Scholarship Procedure and Guidelines regarding how enrolment variations may impact on their stipend payments.

Candidates requesting to change their study location from on campus to off-campus or an external research location; or vice versa, must have the approval of their Principal Supervisor and Dean, Graduate Research. Off-campus study is not available to candidates on a student visa. Candidates changing study location will be required to complete a revised Candidate / Supervisor Agreement. The Agreement should detail:

- agreed working hours / days,
- occupational health and safety requirements,
- access to appropriate technology, and
- communication plan.

Where a candidate has requested to study from an external research location, the Principal Supervisor must ensure that a formal agreement exists between that site and Federation University and that the site provides a research environment that offers appropriate resources, facilities, and research expertise for the duration of the enrolment.

Candidate / Supervisor Agreements and other supporting documents should be submitted to the Graduate Research School prior to off campus or external study commencing.

Changes to study location: Campus of enrolment

Where a candidate on an international student visa requests to change campus, they must submit the request via StudyLink. They may not move to the new campus until the request has been approved. Candidates not on a student visa must complete a [Program Transfer form](#) when changing campuses.

Change of study fraction

Candidates may request a change of study fraction from part-time to full-time, or full-time to part-time. Full-time study comprises at least 37.6 hours commitment per week with part-time study defined as comprising at least 50% of a full-time load. Applications to change study fraction must be made on the [Enrolment Amendment Request](#) form.

Leave from Study

Leave from Study differs from Leave of Absence in that candidature is paused during Leave from Study. A candidate may apply for Leave from Study extending for at least one teaching period (six months) and up to one year. Leave from Studies periods pause candidature for the duration of the leave. Where candidates have appropriate medical certificates, candidates may request Leave from Study periods of between four weeks and six months.

Leave from study types include:

- extended medical leave (periods greater than four weeks),
- parental leave (Primary carer), and
- leave from study.

Candidates requesting Leave from study without medical certificates must also submit a completion plan. Leave from study requires approval of the Principal Supervisor and HDR Coordinator. Probationary candidates or candidates in extension of candidature requesting Leave from Study may require approval by Dean, Graduate Research.

Candidates who hold a student visa may be required to provide additional evidence to support their leave from study request and should refer to the [Deferment, Suspension or Cancellation of a Student's Enrolment \(ESOS Specific\) Procedure](#) for conditions under which leave can be granted.

Applications for Leave from Study can be submitted via MySC.

Returning from Leave from Study

Candidates who have taken periods of leave from study for more than three months are required to review their Candidate/ Supervisor Agreement and their completion plan on re-enrolment.

Leave of absence

Leave of absence includes, but is not limited to, the following leave types:

- recreation leave
- medical leave (fewer 20 business days)
- compassionate leave
- jury service
- special leave / cultural leave, and
- parental leave Partner

Candidates may access additional leave entitlements as assigned to Academic and General Staff, with the exception of Leave without Pay and Long Service Leave, as outlined on the [People and Culture website](#). Leave of absence does not result in a suspension of candidature. Fees continue to be payable, and candidature continues to be consumed during these leave types. Specific leave entitlements under these categories are outlined in the [HDR](#)

[Candidate Procedure](#). Leave of absence requests can be made on the [HDR Absentee Leave](#) form and requires the approval of a candidate's supervisor only.

Concurrent enrolment

Candidates may request to enrol in another degree or diploma with the approval of their Principal Supervisor and GRSB. Applications should include:

- updated Candidate/ Supervisor Agreement,
- details of the course of study to be undertaken, and
- a Completion plan to submission.

Candidates may not commence additional study until approval has been provided. Additional study load cannot be used as a reason for extension to candidature.

Variation to candidature steps:

Steps 7-9 apply to Leave from Study only

	Activity	Responsibility	Steps
1.	Candidate discusses variation with principal supervisor or supervisory team	Candidate, Supervisor/s	
2.	Candidate requests variation	Candidate	<p>Candidate completes the appropriate form and request approval from Principal Supervisor.</p> <p>A certificate signed by a recognised medical practitioner must accompany requests for sick leave or paid parental leave.</p> <p>Forms must be submitted at least two weeks prior to required date.</p>
3.	Principal Supervisor approves / rejects variation	Principal Supervisor	<p>If approved, PS forwards approved document to HDRC.</p> <p>Note: Medical leave that is supported by documentation cannot be refused.</p>
4.	HDRC approves / rejects variation	HDRC	HDRC forwards completed form to HDR Team
5.	GRS checks variation for compliance, updates candidate record and confirms outcome to candidate	HDR Team	HDR Team provides updated information to candidate, including where appropriate new Confirmation of candidature

			dates, submission dates and other changed information.
6.	GRS forwards variation details to GRSB for noting	GRS	Absentee leave is not required to be noted by GRSB
7.	Candidate sent reminder to re-enrol	Graduate Research School	Candidate sent a 'Return to Study' email approximately four weeks before their leave expires.
8.	Candidate re-enrols via Student Management System	Candidate	The candidate is responsible for self-enrolment on the Student Management System.
9.	Candidate submits completion plan to Supervisor	Candidate	Candidate submits a study plan for the next six months to their supervisor and Graduate Research School

Conversion from Master by Research to PhD program

Masters by Research candidates will be required to undertake the Confirmation of Candidature steps as outlined for PhD probationary candidates.

Conversion from PhD program to Master by Research

Candidates requesting to transfer from a PhD to a Masters by Research must submit a Program Transfer Form, Completion Plan and a statement.

	Activity	Responsibility	Comments
1.	Supervisor and candidate discuss transferring from PhD to MR program	Candidate, Supervisory team	
2.	Candidate completes Program Transfer Form, Completion Plan, and statement	Candidate	Where the candidate has consumed 18 months of candidature or more, the statement must acknowledge that the thesis will be submitted within six months. The statement should include the reasons for the transfer request.
3.	Supervisor assesses request and forwards to HDR Team	Supervisor	
4.	HDR Team confirms candidature details and submits to Dean, Graduate Research	HDR Team	

5.	Dean, Graduate Research assesses request and confirms outcome to HDR Team	Dean, Graduate Research	Dean takes statement into account and assesses the likelihood of thesis submission. Dean provides HDR Team with outcome and any conditions on Program Transfer.
6.	HDR Team advises candidate and supervisory team of outcome and updates candidate record	HDR Team	HDR Team completes program transfer steps and issues a new letter of offer with any conditions and expected submission date

Extensions to candidature

Candidates are responsible for submitting an [Extension to Candidature/Scholarship](#) form at least 4 weeks before their current expected end date. Where a candidate has been requested to submit an extension request and fails to do so, they may be subject to Lapse of Candidature or Show Cause processes.

Candidates in receipt of a stipend and/or international tuition fee scholarship should refer to the HDR Scholarship Procedure and their Letter of Scholarship Offer regarding extensions to scholarship. Where candidates are late in submitting an extension request form, scholarships may be ceased and, where approved, payments or tuition coverage may not recommence for up to four weeks.

	Activity	Responsibility	Comments
1.	Candidate and Supervisor meet	Candidate, Supervisor	Candidate and supervisor meet to discuss the possibility of submission by the approved submission date. If timely submission is not possible, discuss requirements for extension to candidature and implications of an extension to candidature where the candidate holds a scholarship/s
2.	Candidate completes Extension Request Form and completion plan	Candidate, Supervisor, HDRC	Extension Request form should be endorsed by the supervisor and HDRC and submitted to HDR Team. Where student is in receipt of a stipend scholarship and/or a tuition fee scholarship, application should clearly indicate whether extensions to scholarship(s) are requested in addition to extension to candidature. Note that extensions to scholarship(s) beyond the limits indicated in the letter of offer are not possible.

3.	Extension request forwarded to Dean, Graduate Research	Dean, Graduate Research, HDR Team	Dean, Graduate Research approves / rejects request for extension.
4.	HDR Team advises Candidate and Supervisory team of outcome and updates candidate record	HDR Team	<p>Where the application was approved, HDR Team adds new expected completion date to the candidate record and notifies the candidate, supervisory team and HDRC.</p> <p>Where the application is not approved, the candidate, supervisory team and HDRC are advised. The candidate may appeal the outcome, withdraw, submit their thesis or Show Cause proceedings may commence.</p>

Change to thesis title

Changes to research thesis title may be restricted for candidates from sanctioned countries.

	Activity	Responsibility	Steps
1.	Candidate discusses required change with Supervisor	Candidate, Supervisor	Principal Supervisor endorses thesis title change
2.	Candidate submits an email to the Graduate Research School with the new title for processing	Candidate	
3.	Graduate Research School Board notified of thesis title change	HDR Team, GRSB	HDR Team notifies GRSB, candidate, supervisory team and HDRC and updates candidate record

Change of research topic

Changes in research topic may be restricted for candidates from sanctioned countries.

	Activity	Responsibility	Steps
1.	Candidate discusses required change with Supervisor or HDR Coordinator	Candidate	Where a change in supervision is required, the procedure outlined in the HDR Supervision Procedure should be followed.
2.	Candidate completes the required form and requests approval from	Candidate, PS, HDRC	A change of research topic cannot proceed without support from the Research Centre, or in

	Principal Supervisor and HDR Coordinator		the instance where the candidate is not aligned to a Research Centre, the Dean, Graduate Research.
3.	Candidate submits appropriate forms to Graduate Research School	Candidate	
4.	Dean, Graduate Research assesses change of research topic	Dean, Graduate Research	Dean, Graduate Research approves / rejects change in research topic
5.	Graduate Research School updates candidate record with changes to thesis topic / supervisory team	HDR Team	GRSB, candidate, supervisory team, HDRC notified of outcome.

Withdrawal from all studies

Candidates should refer to the University [Higher Education Deferral or Leave from Studies Procedure](#).

Readmission to candidature after withdrawal

Readmission to candidature after withdrawal may be considered where support from the Principal Supervisor, HDR Coordinator and Dean, Graduate Research exists. Candidates must readmit to the same course within 12 months and must submit their thesis within the semester of readmitted enrolment.

Readmittance to a research course will only be permitted prior to census date within the first four weeks of either semester 1 or 2 of an academic year. Candidates will be advised which semester they are required to re-enrol submit their thesis under this clause.

Candidates who have withdrawn and request to readmit must do so via the [Re-Admission to Candidature Form](#).

4. Submission and Examination

Thesis presentation

Theses/exegesis submission should ordinarily be made in PDF format unless approval is sought from the Graduate Research School before submission. The thesis/exegeses components will normally be formatted to A4 international standard page size with mirrored margins set to inside at 3.18 cm and outside to 2.54 cm. Pages may be set to print on one or both sides. Line spacing should be set to 1.5 (if using Harvard style) or double (if using APA style).

The title page will give the following information in the order listed. Where the submission includes more than one volume and/or multimedia items, this information must appear of the cover of each volume/item:

- the full title of the thesis
- the subtitle (if any)
- the full name of the author
- the *qualification* for which the thesis is submitted

- the name of the institution to which the thesis is submitted (this must be written as Federation University Australia, not Federation University or any other forms or abbreviations)
- the month and year when the thesis was originally submitted for examination; as well as the month and year when the thesis was accepted for the award of degree
- *optional: the names of the supervisory panel.

The thesis will be presented in the following order:

- title page
- abstract of not more than two A4 pages. This will provide a synopsis of the thesis, and clearly state the nature and scope of the research undertaken, and the contribution made to the knowledge of the subject
- acknowledgments (to include acknowledgement of funding)
- a signed declaration of authorship and originality of thesis (declaration)
- a copyright statement
- table of contents
- table of tables and figures and other captioned content
- table of publications and presentations arising from and/or relevant to the thesis work
- if applicable, a signed declaration of the candidate's statement of contribution to any jointly published work and a statement of the direct contribution of work by others that is included within the thesis
- main text
- references
- appendices which should be labelled e.g., Appendix A, Appendix B etc.

The preferred typescripts are Times New Roman 12, Arial 11 or Calibri 12 or another font of similar size and appearance.

Ordinarily, page numbering is in the footer as follows:

- title page - no page number
- front matter - small Roman numerals commencing at i and
- main text and end matter - Arabic numerals commencing at 1.

Materials which are an integral part of the thesis, but which cannot be bound in the forms prescribed above, except for exhibition or performance material, must be submitted for deposit to the library as prescribed by the University librarian (or nominee).

Use of professional editing services for thesis

Candidates may seek professional editorial assistance for their thesis; however, the input from the editor should be restricted to copy editing and proofreading only. In relation to matters of substance and structure, the professional editor may draw attention to problems, but should not provide solutions. Funds to support professional editing of a thesis should normally be included in the preliminary budget submitted at confirmation of candidature and are subject to approval and may be restricted to University approved suppliers.

Thesis incorporating published papers

Where published material is to be included in the thesis, a clear list of all the candidate's relevant published work and presentations should be provided, including full bibliographic citations.

If work published by the candidate during candidature is ancillary to the thesis and does not form part of the core thesis argument, the publications should be listed immediately prior to the main text of the thesis under the heading

'Additional Publications by the Candidate Relevant to the Thesis but not Forming Part of it'. Such work may be included in an appendix to the thesis.

A thesis which includes publications must also include a statement for each publication which provides clear advice to examiners as to what material is fully published, accepted for publication, under review, or submitted at the time of submission of the thesis for examination.

Joint publications are acceptable as part of a HDR thesis. The nature and extent of the candidate's work must be precisely identified and attributed.

Where papers have co-authors who are HDR candidates, normally only the first author may use it in their thesis. Under approved circumstances where the publication will be included in both theses, a statement must be included, that clearly attributes the contribution of each candidate to the conception, design and writing of the paper.

Published material may be presented in a thesis in several different ways:

- passages and data previously included in published papers and book chapters may be paraphrased and integrated with other material and elaborated upon in the thesis. Such data and passages must be appropriately referenced.
- passages and data from published papers and book chapters can be transferred directly (or in appropriately edited and referenced form) into one or more chapters of the thesis.
- a peer reviewed published paper, book chapter or accepted manuscript can form a single thesis chapter (or several papers and/or book chapters may form successive thesis chapters) with minor editing.

A thesis must not infringe on copyright in any way and should include a statement to the effect that where copyright has been assigned to a publisher, permission has been granted to reproduce the work in the thesis (even if it is the candidate's own work). Publisher websites should be checked for copyright policy in relation to publications in a thesis.

Where published material has undergone editing, amendment, or any other form of adaptation, it must be clearly shown where the material differs from the published form.

Where the main text of the thesis is entirely represented by published work, the 'minimum treatment' rule should be followed. This means that, at minimum, a Thesis Incorporating Publications must contain:

- an introduction to the aims and design of the candidate's research project which must incorporate an independent and original review of pertinent existing work in the field that is entirely the candidate's own work. This introduction will contextualise the candidate's project and research question in relation to the present state of knowledge in the field, and where appropriate, to key debates in the discipline and/or to social, cultural, or policy contexts.
- a framing chapter. The framing chapter should give an account of how the work fits into the field of scholarly literature and, where appropriate into the discipline through a discussion of key theoretical, methodological, and empirical questions.
- chapters (represented by publications) should form a logical and cogent sequence that supports the main findings of the thesis. Further expansion of aspects of published papers such as more comprehensive descriptions of the methodology or statistical treatments is encouraged using appendices, foreword, afterword, or other additional text in a chapter.
- an independent and original general discussion that is entirely the candidate's own work. This should integrate the most significant findings of the thesis and present the needs and prospects for future research.

Pre-submission process

	Activity	Responsibility	Steps
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1.	<p>Complete <i>Intention to Submit and Recommendation of Examiners</i> forms</p> <p>Note: These forms must be received before the GRS is able to accept any completed thesis from HDR candidates.</p>	Candidate, PS, HDRC, <i>HDR Team</i>	<ol style="list-style-type: none"> 1. The Intention to Submit form is completed by the candidate, approved by the Principal Supervisor and HDR Coordinator and submitted to the GraduateResearchSchool. 2. The Recommendation of Examiners Form and Release of Thesis form are to be completed by the Principal Supervisor and signed by the HDRC before being provided to the Graduate Research School. Information required for the Recommendation of Examiners form includes: <ol style="list-style-type: none"> a. names of three potential examiners which have no conflict of interest (forms with only two named examiners will be returned to the supervisor, and the examination not able to proceed until three nominees are provided), b. a statement regarding conflict of interest with potential examiners with either the student or any member of the supervisory panel, c. CV for potential examiners which must include a list of publications and academic appointments, d. a statement of the number of previous supervision completions and examinations undertaken (PhD and Masters separately) by the nominated examiners, and e. email acceptance from potential examiners for them to be nominated.
2.	The Dean, Graduate Research assesses suitability of examiners	DGR	<p>The DGR may:</p> <ol style="list-style-type: none"> a. approve nominations of examiners from the list of three provided,

			<ul style="list-style-type: none"> b. request additional information about a nominated examiner from the Principal Supervisor, or c. reject nominations and request new nominees from the Principal Supervisor
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Thesis Submitted

	Activity	Responsibility	Steps
1.	Candidate and Supervisor complete Release of Thesis form	Candidate, Principal Supervisor	<p>The candidate must complete all declarations included on the form and include the required 30-word abstract and 300-word summary, as outlined on the Intention to Submit form.</p> <p>This form's final authorisation is by the HDRC</p>
2.	Candidate submits thesis and Release of Thesis form to GRS	Candidate	Candidate submits thesis / exegesis to <i>Graduate Research School</i> via email using the required format.
3.	Candidate grade changed to TD	HDR Team	HDR Team notifies GRSB and updates candidate record with candidate grade changed to TD – assessment deferred up to 12 months.

Examination Process

	Activity	Responsibility	Steps
1.	Thesis / exegesis sent for examination	HDR Team	<p>The HDR Team emails the two approved examiners a PDF copy of thesis with an overview of the examination process. Examiners are advised that they have 6 weeks to return the examiner's report. Information provided to the examiners will include:</p> <ol style="list-style-type: none"> 1. statement on conflict of interest, 2. statement on confidentiality in the examination process,

			<p>3. link to HDR Theses and Examination Procedure,</p> <p>4. details on how to assess specific thesis types (e.g., PhD Exegesis or MR traditional thesis),</p> <p>5. payment information and forms, and</p> <p>6. the possible recommendations for outcome of thesis examination.</p>
2.	Candidate and supervisory team notified	HDR Team	HDR Team emails the candidate, their supervisory team and the HDRC informing them that the thesis/exegesis has been sent for examination. Candidates are informed that future correspondence regarding the examination should be directed to their Principal Supervisor.
3.	Examiner reminded of timelines	HDR Team	HDR Team contacts examiner after 7 days, and again after four weeks to remind them of the examination due date.
4.	Final reminder to examiner of report deadline	HDR Team	HDR Team sends a final reminder notice to examiners who have not yet returned their report one week before the final due date.
5.	Examiner returns report	Examiner	<p>Examiner returns the Examiner Report to the Graduate Research School.</p> <p>Examiners may return one of the following recommendations:</p> <p>The thesis should be classified as PASSED without further examination</p> <p>The thesis should be classified as PASSED, subject to minor corrections made to the satisfaction of the Academic Board; (i.e., the thesis is suitable for conferral once the author has addressed nominated passages, textual errors, and referencing corrections. These actions should be able to be undertaken</p>

			<p>independently by the candidate); or</p> <p>The thesis should be PASSED subject to major corrections made to the satisfaction of the Academic Board; (i.e., the thesis requires new data collection, new or revised data analysis, substantive rewriting of one or more chapters, or a large volume of stylistic or presentation errors. These actions should be undertaken with ongoing input from the supervisory team); or</p> <p>The thesis should be classified as DEFERRED; the thesis requires substantial revision and re-examination by external experts and the Candidate should be permitted to submit the thesis for examination in a revised form.</p> <p>The thesis should be classified as FAILED</p>
6.	Examiner does not return report by due date	HDR Team, DGR	Where an examiner does not return the report by the due date, the HDR Team will contact the examiner. Where an examiner fails to produce a report by an agreed timeline, they will be advised that the report is no longer required, and the thesis will be sent to a subsequent examiner with the approval of the DGR.

Post-examination process - Consistent reports

	Activity	Responsibility	Steps
1.	Examiner reports collated	HDR Team	HDR Team collates the Examiner Reports and provides them to the DGR
2.	DGR Report completed	Dean, Graduate Research	The DGR reviews Examiner Reports and completes Dean's 'Recommendation of Results' (RoR) Report

3.	Chair, EC notified of DGR Report	HDR Team, HDRC	The HDR Team provides the HDRC with the DGR Report. The HDRC normally acts as Chair, Examination Committee (EC), but may nominate another Chair if required.
4.	DGR Report sent to EC and Principal Supervisor	HDR Team, EC	HDR Team forwards the Dean's RoR Report to the Chair, EC. The Principal Supervisor should not action the DGR Report until the Chair, EC confirms the outcome.
5.	Chair, EC assesses DGR Report	Chair, EC, GRSB	The Chair, EC may do one of the following: <ul style="list-style-type: none"> • refer the report directly to the Principal Supervisor and Candidate for action and advise the GRS, or • convene an EC for further consideration and advise GRS of outcome. <p>Where the Chair, on behalf of the EC recommends an outcome different from the recommendation in the DGR report, the GRS should be notified. Further, where the Chair, on behalf of the EC recommends "deferred" or "failed" and the recommendation in the DGR Report differs, the EC must refer the recommendation to GRSB for consideration.</p> <p>The GRSB recommendation will be enacted by the Chair, EC, as appropriate.</p>

The EC recommendation will determine which of the following sections is relevant:

- A. EC Recommendation Passed or Failed
- B. EC Recommendation Corrections or Deferred

A. EC Recommendation: Passed or Failed

- The thesis should be classified as **PASSED without further examination**
- The thesis should be **Failed**

Steps 2 and 5 do not apply where a thesis has received a failed result.

	Activity	Responsibility	Steps
1.	Chair, EC advises supervisory team and Candidate of outcome	EC	The Chair, EC must provide a recommended course of action, where required, to the Supervisor and candidate within seven working days of receiving the DGR Recommendation Report, except where the matter is being referred to GR SB.
2.	GRS provides candidate with opportunity to amend thesis summaries and provides to EC	Candidate, HDR Team	Candidate may update summaries, as required.
3.	EC completes the Examination Committee Recommendation Form	SEC	The EC completes the EC Recommendation Form confirming the result. Where a thesis was passed without further examination, the EC must also approve the thesis summary and confirm that the thesis is ready for a Recommendation of Award.
4.	EC returns the EC Results Recommendation Form to the GRS	Chair, EC, HDR Team	The Chair, EC returns the Results Recommendation Form to the Graduate Research School
5.	Recommendation of Award or Notification of Outcome completed	HDR Team, Dean, Graduate Research, Chair Academic Board	HDR Team completes Recommendation of Award template for passed thesis or a Notification of Outcome for a failed thesis, for endorsement by DGR and approval by Chair Academic Board.
6.	Candidate notified of outcome	HDR Team	HDR Team emails the candidate, supervisory team, HDRC to formally advise of outcome. A Completion Letter is provided to successful candidates.
7.	Program and supervisor records updated	HDR Team	HDR Team updates candidate record. HDR Team updates HDR Supervisor Register for supervisors with successful completions.

B. EC Recommendation: Corrections/Deferred

The thesis should be classified as **PASSED, subject to minor corrections** made to the satisfaction of the Academic Board. That is the thesis is suitable for conferral once the author has addressed nominated passages,

textual errors, and referencing mistakes. These actions should largely be able to be undertaken independently by the candidate; or

The thesis should be **PASSED subject to major corrections** made to the satisfaction of the Academic Board. That is the thesis requires new data collection, new or revised data analysis, substantive rewriting of one or more chapters, or correction of a large number of stylistic/presentation errors. These actions should be undertaken with ongoing input from the supervisory team; or

The thesis should be classified as **DEFERRED**. That is the thesis requires substantial revision and re-examination by external experts and the Candidate should be permitted to submit the thesis for examination in a revised form.

	Activity	Responsibility	Steps
1.	EC provides outcome to Supervisory team and Candidate	Chair, EC	<p>The Chair, EC must provide a recommended course of action, where required, to the Supervisor and candidate within ten working days of receiving the DGR Recommendation Report, except where the matter is being referred to GRSB.</p> <p>Where recommended result is:</p> <p>b. Passed, subject to minor corrections</p> <p>c. Passed, subject to major corrections</p> <p>d. Deferred</p> <p>The Chair, EC will recommend a timeline for completion of corrections and review by the EC.</p>
2.	Principal Supervisor and candidate discuss required corrections/revisions	Principal Supervisor, Candidate	<p>The Principal Supervisor meets with the candidate to discuss the report and to plan a suitable response to the feedback. Principal Supervisor advises the EC and GRS of planned submission/re-submission date. The submission/resubmission date must be within the timeline recommended by the EC.</p>
3.	Candidate corrects/revises thesis	Candidate	<p>Candidate responds to comments, corrects/revises thesis and completes Candidate Summary of Revisions. Candidate must submit a marked up copy of the thesis, clearly showing highlighted corrections made to the EC. Candidates should also provide a</p>

			PDF copy of the revised thesis with all corrections inserted and accepted, without correction mark-up or commentary.
4.	Principal Supervisor approves corrections/revisions	Principal Supervisor, Candidate	The Principal Supervisor approves the corrections/revisions and candidates' responses to the comments, signs and submits completed Candidate Summary of Revisions, revised thesis and summaries to the EC and the Graduate Research School.
5.	EC meets to complete Examination Committee Results Recommendation Form	EC	<p>Examination Committee (EC) meets to discuss corrections/revisions and complete the Results Recommendation Form for a passed or failed result.</p> <p>Where corrections have been undertaken, the EC may:</p> <ol style="list-style-type: none"> a. recommend to the pass thesis, or b. refer the corrections back to the Principal Supervisor and Candidate where comments have not been adequately addressed and request the thesis returned to the EC by a specific date for approval (Principal Supervisor and Candidate repeat steps 3-5), or c. recommend thesis be failed and not submitted for re-examination or further correction (Refer to section 5.1). The EC may recommend re-submitting for lower award. <p>2. Where revisions for thesis resubmission have been undertaken following a deferred recommendation, the EC may:</p> <ol style="list-style-type: none"> a. Recommend that the thesis is ready for re-examination (proceed to section 10 – Re-examination), or b. Refer the amended thesis back to Principal Supervisor and Candidate where comments have not been

			<p>adequately addressed and request the thesis returned to the EC by a specific date for approval (Principal Supervisor and Candidate repeat steps 3-5), or</p> <p>c. recommend thesis be failed and not submitted for re-examination or further correction (Refer to section 5.1). The EC may recommend re-submitting for a lower award.</p> <p>Where the EC recommends the thesis be failed or re-submitted for examination for a lower award, the EC must refer its recommendation to GRSB for consideration.</p>
6.	Recommendation of Award or Notification of Outcome completed	HDR Team, Dean, Graduate Research, Chair Academic Board	HDR Team completes Recommendation of Award template for passed thesis or a Notification of Outcome for a failed thesis, for endorsement by DGR and approval by Chair Academic Board.
7.	Candidate notified of outcome	HDR Team	HDR Team emails the candidate, supervisory team, HDRC to formally advise of outcome. A Completion Letter is provided to successful candidates.
8.	Program and supervisor records updated	HDR Team	<p>HDR Team updates candidate record.</p> <p>HDR Team updates HDR Supervisor Register for supervisors with successful completions.</p>

Post-examination process - inconsistent examiner report recommendations

	ACTIVITY	RESPONSIBILITY	STEPS
1.	Chair, EC considers Dean's Recommendation of Results Report	Chair, Examination Committee	The Chair, EC considers the Dean's Recommendation of Results Report. The Chair, EC will recommend one of the following actions:

			<ul style="list-style-type: none"> a. a result consistent with the DGR Report (Refer to Section 6 - Post-examination – similar results) b. Convene an examination committee to review the outcome. <ul style="list-style-type: none"> i. Recommend an outcome, where this is inconsistent with the DGR Report, they must advise the HDR Team. Where the recommendation is 'Fail', the report must be referred to GRSB. ii. to refer the Report to GRSB iii. examination by a third examiner <p>Where the DGR Report is referred to GRSB;</p> <ul style="list-style-type: none"> a. GRSB may recommend a result, the process continues with along 'similar results' corresponding route (Refer to Section 6 Post-examination - concordant reports). b. GRSB may approve a third examiner. <p>The EC should notify the Principal Supervisor and GRS of their recommendation.</p>
2.	Graduate Research School sends thesis to third examiner	HDR Team	<p>HDR Team confirms availability of the third examiner, then emails the approved nominated examiner a PDF copy of thesis with an overview of examination process. Examiners are advised that they have 6 weeks to return the examiner's report. Information provided to the examiners will include:</p> <ul style="list-style-type: none"> a. statement on conflict of interest, b. link to HDR Examination Procedure, c. details on how to assess specific thesis types (e.g.,

			<p>PhD Exegesis or MR traditional thesis),</p> <p>d. payment information and forms, and</p> <p>e. the possible recommendations for outcome of thesis examination.</p>
3.	Chair, EC and Principal Supervisor advised thesis sent	HDR team	HDR Team emails the Principal Supervisor and the Chair of EC informing them that the thesis/ exegesis has been sent to a third examiner for examination. The EC or supervisor may advise the candidate at their discretion.
4.	Examiner reminded of timelines	HDR Team	HDR Team contacts examiner after 7 days, and again after four weeks to remind them of the examination due date.
5.	Final reminder to examiner of report deadline	HDR Team	HDR Team sends a final reminder notice to examiner/s who have not yet returned their report one week before the final due date
6.	Examiner returns report	Examiners	Examiner returns the examination report to the Graduate Research School.
7.	Dean, Graduate Research School considers all Examiners Reports and provides a recommendation	Dean, Graduate Research School	<p>The DGR considers all three examination reports and provides a Dean's Recommendation of Results Report to the EC.</p> <p>The EC continues the procedure from the appropriate section, Step A Pass / Fail, or Step B Corrections / Deferred</p>

Re-examination process following a deferred outcome

	ACTIVITY	RESPONSIBILITY	STEPS
1.	Candidate provides revised thesis (including a marked-up copy) and supporting documents to GRS	Candidate, Principal Supervisor	Revised thesis and Summary of Revisions provided to the Graduate Research School.
2.	GRS sends documents to Examiner	HDR Team	Revised thesis, original thesis and Summary of Revisions provided to the examiner by the Graduate Research School.

			Examiner/s advised to evaluate the revised thesis in reference to the Summary of Revisions (no new comments should be made or issues raised).
3.	Examiner provides recommendation	Examiner	<p>Examiner provides a recommendation only:</p> <p>Passed: The examiner is satisfied that the candidate has addressed all the required recommendations satisfactorily and the revised thesis meets the required standards for the award of the Doctoral degree.</p> <p>Passed subject to minor corrections: The examiner is satisfied that the candidate has addressed all the required recommendations satisfactorily and the revised thesis meets the required standards for the award of the Doctoral degree. Suggestions for typographical and grammatical changes are permitted, but only if they are of a minor nature and can be reasonably addressed by the candidature within a two-week timeframe.</p> <p>Failed: The examiner considers that that candidate has not satisfactorily addressed the required recommendations and the candidate should be failed.</p>
4.	Examiner Reports collated	HDR Team	HDR Team collates Examiner Reports and provides to DGR.
5.	DGR completes DGR Recommendation of Results Report	Dean, GRS	<p>The DGR completes the Dean's Recommendation of Results Report recommending only one of the outcomes for a re-examined thesis.</p> <p>The process recommences in Step A. Pass or Fail.</p>

Final ratification and award of the degree

	Activity	Responsibility	Steps
1.	Award of the Degree	DGR and Academic Board	<p>DGR and Chair, Academic Board recommends that the degree be awarded.</p> <p>GRS advises the candidate of the procedures to qualify for admission to the degree. Academic Board via Research Committee recommends to <i>Council</i> that the candidate be admitted to the degree.</p>

Distribution of Copies of the Thesis After Final Ratification

The degree will not be awarded until one electronic copy of the final thesis has been lodged with the University thesis repository.

The University will provide the Candidate and Supervisor with one printed and bound copy each of the final thesis. The provided copy will conform with the University template, according to the University Brand templates and colour scheme. Where a candidate would like a specific colour or style of bound thesis, or a thesis outside of the required template, they may pay for their own additional copy and the GRS will facilitate the order.

5. Return of University equipment

Prior to becoming eligible to graduate or on withdrawal from their program, HDR candidates who are in possession of University property such as an allocated University laptop, field or laboratory equipment such as cameras or other items must return the property to the University. Candidates who do not return University equipment may not be eligible to graduate.

6. Graduation

Candidates are eligible to graduate after the University *Council* approves the award of the degree. Candidates will be contacted by the Graduations Office regarding their eligibility for conferral either at a graduation ceremony or *in absentia*. Queries regarding graduation should be directed to the [Graduations Office](#).

Responsibility

- The Provost (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- The Dean, GraduateResearch (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Provost.

Promulgation

The [HDR Candidature Guidelines](#) will be communicated throughout the University via:

1. an Announcement Notice under 'FedNews' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Policy;

2. inclusion on the University Policy, Procedure and Forms website; and/or
3. distribution of e-mails to Head of School / Head of Department / University staff; and/or
4. documentation distribution, eg. posters, brochures.
5. Other - please describe

Implementation

The [HDR Candidature Guidelines](#) will be implemented throughout the University via:

1. Information Sessions; and/or
2. Training Sessions; and/or
3. Other - please describe