By enrolling as a research higher degree candidate with the Australian Catholic University (ACU) you have taken the first step in what we hope will be an exciting, challenging, and rewarding journey.

ACU values the significant contribution that research candidates, such as yourself, make to its research profile, as well as its national and international reputation. Our aim is to provide all research candidates with a superior learning experience.

In conjunction with the ACU Postgraduate Students’ Association, we have created an online learning site—Learning Environment Online (LEO). Developed to provide ACU research candidates with a space where they can network, collaborate, and share experiences, it has facilitated the establishment of a large research candidate community, which we encourage you to join.

It is essential that you read this Guide early in your candidature and familiarise yourself with the regulations governing your degree, and the various milestones you need to achieve. The Guide is also a useful resource for supervisors of research higher degree candidates and professional staff within academic units.

Finally, I would like to wish you all the very best with your research endeavours at ACU.

Professor Patrick Heaven
Dean of Research
CONTACTS

There are many different departments/people you may have to contact whilst at ACU. In Graduate Research, your main point of contact will be the Candidature Officers (E: res.cand@acu.edu.au).

They can provide assistance with the administrative aspects of your candidature and candidature progression, such as taking leave and changing your thesis topic.

For most academic matters, your supervisor should be your first port of call. Each Faculty also has an Associate Dean (Research), who provides academic and research leadership across the Faculty.

UNIVERSITY POLICY

The University has a number of policies which apply to research candidates; it is critical that you have read and understood these prior to the commencement of your candidature and refer to these throughout the course of your candidature.

The key policies are listed below. You can find a full list of policies relating to Higher Degree Research at: www.acu.edu.au/research

<table>
<thead>
<tr>
<th>KEY POLICY DOCUMENT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research and Professional Doctorate Degree Regulations</td>
<td>University regulations for research students (Appendix Five)</td>
</tr>
<tr>
<td>Guidelines on the Preparation and Presentation of a Research or Professional Doctoral Thesis for Examination</td>
<td>University guidelines on how to present a thesis for examination (Appendix Six)</td>
</tr>
<tr>
<td>Code of Conduct for Research</td>
<td>University guidelines for the responsible practice of research</td>
</tr>
<tr>
<td>Academic Honesty Policy</td>
<td>University policy on academic conventions regarding plagiarism and honesty</td>
</tr>
<tr>
<td>Acceptable Use of IT Policy</td>
<td>University policy on the use of information technology</td>
</tr>
<tr>
<td>Intellectual Property and Commercial Research Policy</td>
<td>University policy which details how the University manages intellectual property rights</td>
</tr>
</tbody>
</table>
STUDENT CONNECT AND THE STUDENT CENTRE

Student Connect is a web-based student administrative system that allows you to undertake most of your administrative transactions with the University and to keep track of your progress electronically.

You will be able to:

- view and update your personal details; and
- access and print result summaries.

You can access Student Connect using a web browser (e.g. Explorer) from a computer at the following link:

You must also notify Graduate Research of any changes to citizenship or personal information, such as changes to your name, address and contact telephone numbers, following any changes made in Student Connect.

Ballarat Campus (Aquinas)
Phone: (03) 5336 5361
E-mail: studentcentre@aquinas.acu.edu.au

Brisbane Campus (McAuley at Banyo)
Phone: (07) 3623 7136
E-mail: studentcentre@mcauley.acu.edu.au

Canberra Campus (Signadou)
Phone: (02) 6209 1116
E-mail: studentcentre@signadou.acu.edu.au

Melbourne Campus (St Patrick’s)
Phone: (03) 9953 3062
E-mail: studentcentre@patrick.acu.edu.au

North Sydney Campus (MacKillop)
Phone: (02) 9739 2305
E-mail: studentcentre@mackillop.acu.edu.au

Strathfield Campus (Mount St Mary)
Phone: (02) 9701 4012
E-mail: studentcentre@mary.acu.edu.au
CANDIDATURE

VARIATIONS TO THE CONDITIONS OF YOUR CANDIDATURE

You may apply for the following variations of candidature:

CHANGING BETWEEN FULL-TIME AND PART-TIME STUDY (OR VICE-VERSA)

A candidate wishing to convert to part-time candidature should submit, with the relevant form, a detailed proposal, including how the research will be carried out, its relationship to her/his employment, and arrangements for attendance at a University affiliated site.

There are certain restrictions that may apply to candidates on scholarships. Scholarship holders who wish to convert to part-time candidature should check first to make sure the conditions of the scholarship will allow for part-time study.

International students are normally required to undertake full-time candidature under the terms of their student visa.

CHANGE OF SUPERVISOR

If you wish to change your supervision arrangement, you should first discuss proposed new arrangements with your supervisor/s.

CHANGE OF TOPIC

If you wish to change your topic, you should first discuss your proposed new topic with your supervisor/s.

LEAVE OF ABSENCE FROM CANDIDATURE AFTER THE FIRST TWELVE MONTHS FROM THE DATE OF COMMENCEMENT

Normally, leave of absence will be approved for a maximum of six months. In exceptional circumstances, a second six month period may be approved. The maximum cumulative period of leave of absence should, however, be no longer than 12 months. Your thesis submission date and candidature expiry date will be extended by the same amount of time taken for a leave of absence.

It is your responsibility to lodge the Application to Vary Conditions of Candidature Form with your principal supervisor at least one month before the intended leave of absence start date. Applications for leave of absence must be endorsed by your principal supervisor, Head of School/Research Institute Director, and Faculty Associate Dean (Research) before being lodged with Graduate Research.

A leave of absence is distinct from annual leave. Research candidates are entitled to four weeks’ annual leave per year. You do not need to contact Graduate Research to have annual leave approved; your supervisor may do this.

RETROSPECTIVE LEAVE

Due to Government census dates and HECS loads, retrospective approvals to change your enrolment prior to a census date cannot be granted. Please ensure that you lodge all leave applications at least one month before the intended leave start date.

EXTENSION OF CANDIDATURE

Should it appear during your last year of candidature that you will not be able to complete the requirements of your degree by the expiry date, you should apply for an extension of your candidature.

Extensions will be granted for a maximum of six months. Your application should explain why you do not expect to be able to meet the deadline and should refer to any difficulties that might have been experienced during candidature, as well as providing a detailed plan for the completion of your degree.

Evidence of difficulties is expected to be noted in academic progress reports. Your application should also contain a realistic estimate of the time you require to finish.

An aspect of the research training being undertaken is to complete a project within a deadline. Requests for extension must be made in advance and not retrospectively.

Application forms for varying your conditions of candidature are available on the research website: www.acu.edu.au/research

Please ensure that you have the relevant approvals before forwarding the form to res.cand@acu.edu.au. (Do not presume that informing your supervisor/s is sufficient.) Once this has been received by Graduate Research, your request will be processed and a confirmation letter will be sent to you.

RE-ENROLMENT

As a continuing research candidate at ACU, you will be required at the end of the year to indicate whether you wish to opt out of re-enrolment. Graduate Research will by default re-enrol you in each year, unless you indicate that you wish to withdraw.

RESEARCH TERMS AND CENSUS DATES

Finally it is critical that any changes which you wish to make towards your candidature are submitted to Graduate Research prior to the census date for each term. These census dates are listed below:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Code</th>
<th>Commencing - Finishing Dates</th>
<th>Census date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Term A</td>
<td>201517</td>
<td>5 January 2015 - 5 April 2015</td>
<td>9 March 2015</td>
</tr>
<tr>
<td>Research Term B</td>
<td>201537</td>
<td>6 April 2015 - 5 July 2015</td>
<td>8 June 2015</td>
</tr>
<tr>
<td>Research Term C</td>
<td>201557</td>
<td>6 July 2015 - 4 October 2015</td>
<td>7 September 2015</td>
</tr>
<tr>
<td>Research Term D</td>
<td>201577</td>
<td>5 October 2015 - 3 January 2016</td>
<td>7 December 2015</td>
</tr>
</tbody>
</table>
CONFIRMATION OF CANDIDATURE

Each candidate must undergo a confirmation of candidature process within a specified time period. The review of your provisional candidature will take place before the end of the:

- first year of candidature for full-time doctoral candidates, or part-time equivalent; and
- first six to 12 months for full-time Master-by-Research candidates or part-time equivalent.

This will normally comprise a written report, as well as a verbal presentation before a confirmation panel.

The presentation must demonstrate that you have clearly defined and described the purpose of your research, and the research question and/or hypotheses being investigated. You will also be expected to present your literature review, explain and justify the chosen methodology for the research, the data sources to be utilised, and to have identified any potential ethical issues. Refer to Section 9 of the Research and Professional Doctorate Degree Regulations for a complete list of the requirements of the confirmation of candidature presentation.

A concise research proposal (maximum of 20 pages), including the above areas and a comprehensive literature review, will need to be submitted to your principal supervisor and the panel incorporating any required changes resulting from the seminar. After receiving the advice of your confirmation panel, the University will review your academic progress and may take one of three steps:

1. confirm your candidature;
2. extend the probationary period; or
3. take another course of action that is appropriate.

ACADEMIC PROGRESS REPORTS

Every year you will be sent an academic progress report (APR) which you must complete in discussion with your principal supervisor. All sections of the report must be completed and returned using the online progress report system. If you do not complete the APR by the nominated date you will be asked to ‘show cause’ as to why your candidature should not be terminated, keeping in mind that the completion of these reports is compulsory.

APRs allow a clear mechanism in which to demonstrate the progress that you have made on your research on an annual basis. They also allow you to express any concerns that you have with your candidature or any other extenuating circumstances, and set in place a plan to mitigate the effect of these on your research.
**CANDIDATURE MILESTONES**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>COURSE</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement date</td>
<td>All courses</td>
<td>Date you begin your candidature.</td>
</tr>
<tr>
<td>Confirmation of candidature*</td>
<td>PhD; EDD Full-time</td>
<td>Within 12 months from commencement date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part-time Within 24 months from commencement date</td>
</tr>
<tr>
<td></td>
<td>Master degrees Full-time</td>
<td>Within 6 – 12 months from commencement date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part-time Within 12 – 24 months from commencement date</td>
</tr>
<tr>
<td>Academic progress report</td>
<td>All courses</td>
<td>Annually for all</td>
</tr>
<tr>
<td>Work in progress presentation</td>
<td>All courses</td>
<td>Two to three times during candidature, suitably spaced</td>
</tr>
<tr>
<td>Pre-submission of Thesis</td>
<td>All courses</td>
<td>3 months before submission of Notice of intention to submit</td>
</tr>
<tr>
<td>Seminar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notice of intention to submit</td>
<td>All courses</td>
<td>3 months before submission date</td>
</tr>
<tr>
<td>Thesis submission date**</td>
<td>All courses</td>
<td>Date when thesis is expected to be submitted for examination</td>
</tr>
<tr>
<td>Candidature expiry date**</td>
<td>All courses</td>
<td>Date when time allowed for completion of degree has expired</td>
</tr>
</tbody>
</table>

*Note: The timeframes for confirmation of candidature are generous. You are strongly urged to complete confirmation as soon as possible.

** Thesis submission date and candidature expiry date should be noted on your Letter of Offer. If you unsure of what these dates are, please contact Graduate Research.

**GLOSSARY OF TERMS:**

**Commencement date** – When you begin your candidature

**Confirmation of candidature** – When a candidate presents a thesis proposal for confirmation

**Academic progress report** – An annual requirement to assist in measuring your progress

**Work in progress presentation** – A formal presentation to demonstrate the findings and highlights of your research work

**Notice of intention to submit** – Formal notification to the University that you intend to submit your thesis

**Pre-submission of Thesis Seminar** – A final presentation prior to the submission of your thesis

**Thesis submission date** – Date you are expected to submit your thesis for examination. If you are not able to submit your thesis by this date you should ask for an extension in advance after discussing the situation with your supervisor

**Candidature expiry date** – The date when the time allowed for the completion of your degree has expired
The Research Discussion Checklist (Appendix Two) has been designed to assist in your first formal meeting with your supervisor/s.

The Research Discussion Checklist should be completed at the first meeting with your supervisor/s. You, as the candidate, and the supervisor/s should acknowledge having read and discussed the Research and Professional Doctorate Degree Regulations, and having discussed the items in the checklist.

The meeting should also establish a mode of interaction between you and your supervisor/s, as well as discuss some of the key attributes which you should achieve by the completion of your candidature. An important part of the meeting will involve discussing mutual expectations regarding the roles of the candidate and the supervisor/s, as well as setting both short term and long term goals for the candidature.

It is important to remember that no two supervisor-candidate relationships are the same and that you should maintain regular and frequent meetings with your supervisor/s throughout the course of your candidature.

The Research Discussion Checklist is a means to providing an overview of the important aspects of research that you should discuss throughout your candidature with your supervisor/s to assist in the overall management of your project.

Another useful tool which has been added to this guide is the Research Term Planner (Appendix Three). The Planner is designed to assist in planning your goals and activities for each research term, and how you evaluate your progress throughout the course of your candidature. It is recommended that the Research Term Planner be initiated by you and discussed with your supervisor/s at least twice yearly (every second term).

It is critical to remember that your supervisor/s is an important resource. Your supervisor/s can assist in the following ways:

• meeting frequently with you to discuss your progress;
• assisting you to devise a skill development plan;
• providing advice on ethics requirements and applications;
• helping to direct your work to meet academic standards in research;
• assisting you in setting project goals and milestones throughout your candidature; and
• acting as the first step in approving candidature changes, prior to formal lodgement of forms with Graduate Research.

The relationship with your supervisor/s is an important one. There are a number of tips to assist in establishing a good relationship, including:

• making regular appointments with your supervisor/s and preparing for these meetings;
• taking minutes and marking action items from your meeting with your supervisor/s, and once these have been completed, forwarding them to your supervisor/s;
• ensuring that your supervisor/s is informed of your progress or of any difficulties that you may be experiencing with your research; and
• keeping in regular contact with your supervisor/s.
INTERNATIONAL STUDENTS

International students have special conditions which are imposed by the government through the provision of student visas.

Under government legislation, including the ESOS Act, the University has the responsibility to generate a Confirmation of Enrolment (CoE) for international research candidates. The University is also obliged to report on any changes to a candidate’s enrolment pattern to the Department of Immigration and Border Protection.

It is critical that, as an international research candidate, you consider the impact that any changes in your candidature may have on your visa status. Candidates requiring further information can also contact their local international student adviser, whose details are included in the link below: www.acu.edu.au/student_resources/student_support/international/visa_information/

SCHOLARSHIPS

Applications for scholarships are separate to applications for candidature. Although you may have indicated on your application that you are interested in applying for a scholarship, you will still need to submit a scholarship application.

Forms and instructions for applying can be found at: www.acu.edu.au/research

To be awarded a scholarship you must be a full-time student. If you are currently part-time, you must indicate that you are willing to enrol on a full-time basis.

There are two rounds of applications for Australian Postgraduate Awards and International Postgraduate Research Scholarships in 2015. Please refer to the above site for closing dates.

Late applications will not be accepted.

All applications are submitted to Graduate Research.
STUDENT RESOURCES

UNIVERSITY
The University has a number of services and organisations that can enhance your experience as a research candidate at ACU. These services are listed below for your information:

SPORT AND RECREATION:

ACCOMMODATION:

CAMPUS COMMUNITY:
students.acu.edu.au/services/

ASSOCIATIONS, CLUBS AND SOCIETIES:
students.acu.edu.au/student_life/associations,_clubs_and_societies/

THE OFFICE OF STUDENT SUCCESS:
students.acu.edu.au/office_of_student_success/other_oss_services/

COMMUNICATION WITH OTHER RESEARCHERS
Aside from the general student services offered, Graduate Research has also established an online student learning site. This site has been created as a site for research candidates to collegially exchange resources, ideas and experiences of research at ACU.

The site can be accessed through the following link and we would strongly encourage all candidates to frequently use this site throughout the course of their candidature:

RESEARCH TRAINING MODULES

Research Training Connect provides an online portfolio of modules. It is designed to provide research candidates with training in a variety of research methodologies and methods, and to assist research candidates to prepare their research proposal for defence, their thesis for submission and examination, and books, articles, book chapters, and conference papers for publication.

It is expected that newly commencing research candidates will access these modules and complete the required exercises:
www.acu.edu.au/research
ETHICAL CONDUCT OF RESEARCH

Considering the ethical dimensions of your work is a critical aspect of your research. The University must comply with national legislation regarding research with humans, animals and biological material.


At the University level, any research involving human participants must be approved by the Human Research Ethics Committee (HREC). It is the formal responsibility of the principal supervisor to obtain ethical clearance for each higher degree project that may involve the candidate. Queries should be directed to the Ethics Officer (E: ethics.cand@acu.edu.au).

Documents required for ethics approval are available at: www.acu.edu.au/research

There are annual workshops on Research Ethics available for research candidates. Please refer to the Research Training and Development site for further information on dates and how to enrol.

Please note the following important points:

• work on the project must not commence until approval has been received in writing from the Ethics Committee;
• ethics approval should normally be sought after confirmation of candidature;
• a research higher degree thesis cannot be submitted for examination unless the appropriate ethics approval has been given, where relevant; and
• failure to obtain written ethical clearance in advance of the proposed contact with human participants is a breach of the ACU Code of Conduct for Research and may also breach State or Commonwealth legislation. Such a breach could lead to disciplinary action. Accordingly, this component of your research is taken very seriously.

EMAIL ACCOUNT AND IT SUPPORT

Every research candidate at ACU will automatically be provided with a student email account. The University will communicate to research candidates via this email account. Also, the University prefers research candidates to use their student email account when communicating, as it is more secure than a personal email account.

It is very important to access this account on a regular basis as important candidature notices will be sent to you. The University will assume that any correspondence sent to this address will be read. If you do not expect to be able to check your student email for an extended period, please auto-forward all incoming emails to a private account. Please note, it is your responsibility to ensure that you have appropriately forwarded your emails if you are unable to check your student account.

Information on how to access your email account is available at: www.acu.edu.au/student_resources/email/

Instructions for configuring auto-forwarding is available at: www.students.acu.edu.au/tools/email/student_email_accounts

IT SUPPORT

The Service desk (Help Desk) can be contacted as follows:

Monday – Thursday, 7:30am – 7:30pm AEDST
Friday 7:30am – 6:30pm AEDST

By calling 07 3623 7272 or emailing Servicedesk@acu.edu.au
LIBRARY SUPPORT AND ENDNOTE

The Library provides a range of services and resources to support your research. Liaison Librarians are your link with the Library:
library.acu.edu.au/about_the_library/contacts_and_locations/liaison_librarians

Liaison Librarians are information specialists who will:
• offer advice on research strategies, identify resources and effective use of online databases;
• suggest techniques for keeping up-to-date;
• provide information about impact factors and rankings for key journals to help you decide where to publish;
• provide information and training in cited reference searching;
• advise on managing research data and information with Endnote; and,
• maintain a library collection relevant to your research needs.

ENDNOTE

EndNote® is software designed to help store and organise bibliographic references in “libraries” (collections) on the user’s own computer equipment. Users can create separate bibliographies or insert citations from their libraries into papers they are writing by using the “cite while you write” feature. Users can also enter references into the libraries manually or download them from online databases.

Researchers, scholars, writers, students, and librarians use EndNote® to search online bibliographic databases, organize their references, images, and PDFs, in any language, and create bibliographies and figure lists instantly.

ACU has negotiated a site licence for EndNote®, which permits all members of the University to use the software both at work and at home. Academics and research candidates who need to deal with multiple references, will benefit most from this software.

You are able to download and use EndNote® now – just follow the url: www.libguides.acu.edu.au/endnote

If you would like to receive training in using Endnote® then please contact your ACU campus library.

COPYRIGHT

As research candidates use a variety of resources for study/research, and/or publication of their thesis, those resources used may be subject to copyright. Copyright deals with rights assigned to creators/copyright owners of original works (literary, artistic, creative or musical, computer software/programs, etc). Copyright is part of Intellectual Property and matters not covered under copyright may be dealt with under Trade Marks and Patents.

What can be copied without infringing copyright?
• Resources where the copyright has expired
• Using insubstantial portions of a “work”
• Resources used under fair dealing

Use under fair dealing:

As a result of special provisions in the Copyright Act, if you use copyright material for the purpose of research or study, you do not infringe copyright, provided your use is “fair”. Whether or not your use is fair will depend on all the circumstances.


PUBLICATION OF THESIS TO THE UNIVERSITY ONLINE REPOSITORY

While you can rely on fair dealing provisions for research and study, including submission of the thesis for the examination process, these provisions cannot be relied upon when you “publish” your thesis to the University’s online repository or submit parts of your work for publication.

If you have included third party material in your thesis, you may need to request permission from the copyright owner before the thesis can be placed online. As you work towards completion of your thesis, you should consider seeking permissions from the copyright owner for third-party materials. If you receive permission from a copyright owner, you must retain the records.

For more information, please see the OakLaw’s Copyright Guide for Research Students: What you need to know about copyright before depositing your online thesis in an online repository. This guide also includes a template for securing permission from a copyright owner.

Please contact a library staff member if you need further help with copyright matters.
EVENTS

THREE MINUTE THESIS (3MT) COMPETITION
The Three Minute Thesis competition is run annually to assist in building a strong research climate within the University and to provide research candidates the opportunity to present their work to the broader University community.

The Three Minute Thesis competition is designed to support the development of researchers in being able to communicate their work to a wide range of audiences.

Research candidates will be allotted three minutes in which to present an overview of their work to an audience of non-experts and will be limited to the use of only one power point slide. The winner will progress to the national finals and represent the University.

Further details, regarding dates, times and venue for the Three Minute Thesis competition will be provided later in the year.

RESEARCH TRAINING AND DEVELOPMENT WORKSHOPS
A variety of workshops and events will be held for research candidates throughout the year. Please check your email regularly for details of these events which will be forwarded to you by Graduate Research.

A calendar of scheduled workshops is available on the Research Training and Development Site: www.acu.edu.au/research

TOP TIPS FOR SUCCESSFUL RESEARCH CANDIDATES

The following list of tips has been devised by research candidates as advice to new research candidates who are commencing the research journey.

<table>
<thead>
<tr>
<th>Tip</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Begin Writing early</td>
<td>Writing from an early stage makes it easier to review your progress and set goals for your research</td>
</tr>
<tr>
<td>2. Maintain a good relationship with your supervisor/s</td>
<td>Remember that no two research candidate-supervisor relationships are the same. However, meet frequently with your supervisor/s and ensure that there are clear action items at the end of each meeting</td>
</tr>
<tr>
<td>3. Choose an appropriate methodology</td>
<td>Make sure that your methodology suits your research area and area of expertise. Seek advice from a range of sources</td>
</tr>
<tr>
<td>4. Time Management</td>
<td>Break your overall goals down into stages. Use milestones and individual task lists to help you achieve your goal of successful completion</td>
</tr>
<tr>
<td>5. Literature Review</td>
<td>Ensure that you become familiar with the body of knowledge and literature in your field. This will help in identifying what your contribution to the body of knowledge in your field will be</td>
</tr>
<tr>
<td>6. Document references as you go</td>
<td>Through the course of your research, you will come across a large variety of references and materials. Documenting the material as you proceed through your candidature helps you refer back to it during the course of your research</td>
</tr>
<tr>
<td>7. Be persistent</td>
<td>If everything does not go to plan with your research, assess and try to work out what could be improved. Be prepared for the occasional set-back which is part of the research process</td>
</tr>
<tr>
<td>8. Stay focussed</td>
<td>Try to describe your research to a friend or family member with no background in your research area; this will help you stay focussed on your topic</td>
</tr>
<tr>
<td>9. Think about your future post-research</td>
<td>It is good to think about your post-research career from an early stage in your candidature. You may want to network at conferences or with research partners and find out what opportunities may exist in your post-research career</td>
</tr>
<tr>
<td>10. Connect, connect, and connect!</td>
<td>Research can be a solitary and lonely activity. Make sure that you connect with other researchers, fellow students and members of your Faculty to share and discuss research</td>
</tr>
</tbody>
</table>
**APPENDIX ONE**

**MEMORANDUM OF UNDERSTANDING BETWEEN SUPERVISORS AND HIGHER DEGREE RESEARCH CANDIDATES**

**Research candidates will:**

**Meetings**

- Complete a preliminary research proposal for discussion at the second supervision meeting.
- Arrange follow-up meetings with the principal and co-supervisors and book meeting rooms.
- Send to each meeting participant a week before the meeting a meeting record form with completed relevant sections on progress undertaken since last meeting and items for discussion.
- Bring to each meeting, for each supervisor, the meeting record form with completed relevant sections on progress undertaken since last meeting and items for discussion. The supervisor(s) may refuse to meet with the research candidate if the candidate does not bring this form.
- Ensure each supervisor signs and has a copy of the updated meeting record form at the end of each meeting.
- Manage timelines and bring a timetable to each meeting and update as needed.
- Ensure that supervisors are given a minimum of two weeks and preferably four weeks to comment on drafts of research proposals, thesis chapters, journal articles, grant applications and other documents.
- Come to each meeting well-prepared—this means coming with strategies to resolve any potential or actual problems and issues associated with the research and methods.

**Research development**

Lead on preparing all documentation associated with:

- grant applications;
- Human Research Ethics Committee applications;
- research proposals;
- research instruments;
- coding manuals;
- journal articles;
- conference abstracts; and
- any other documents associated with the research.

- Be responsible for managing the research and doing the research, including processes associated with data collection, data storage in line with ethics requirements, database management, data entry and cleaning, analysis and writing up.
- Conduct the research in adherence with Human Research Ethics Committee guidelines.
- Organise to attend appropriate research development courses as required. Attendance at regular research seminars is an expectation.

**Chapter and journal article writing**

- Organise to attend writing skills development courses as required.
- Ensure draft chapters and journal articles are proof-read, formatted correctly and spell-checked.
- Address supervisors’ feedback.
- Start writing chapters concurrently with the ‘doing’ of the research.
- Produce a minimum of one journal article during candidature based on the research which should be written and submitted for publication before the end of the candidacy. Timelines for papers to be written up after thesis submission will be negotiated.
- Have the thesis professionally proof-read before final submission.
- Acknowledge the support of the supervisors in any publication, including report, journal article or conference abstract (discussion regarding co-authorship should also occur prior to journal submission).
Supervisors will:
- In consultation with the candidate, agree on feasibility of proposed research taking into account information provided by the candidate such as:
  • whether the research is addressing a genuine gap in research knowledge;
  • whether the research proposal clearly outlines feasible methods of data collection, outcome assessment and analysis; and
  • availability of resources including personnel and time required to undertake the research.
- In consultation with the candidate, agree on timelines, including for the scheduling of meetings, submission of draft ethics submissions, conference abstracts and presentations, thesis chapters and journal articles for review.
- Provide advice and feedback on research proposals, including research objectives, research design, proposed patients and recruitment strategies, interventions (if relevant), comparisons (if relevant), outcomes and proposed analysis plan.
- Provide advice and feedback on the selection and or development of research instruments such as questionnaires, surveys and methods of analysis.
- Provide feedback on drafts.

Supervisors will not:
- Write significant amounts of the thesis.
- Undertake data collection.
- Undertake the majority of analysis.
- Review work with insufficient turn-around time.
- Organise regular supervisors meetings and/or book meeting rooms.
## APPENDIX TWO

**AUSTRALIAN CATHOLIC UNIVERSITY RESEARCH DISCUSSION CHECKLIST**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>SID:</th>
<th>School/Research Institute:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Status (please tick): Domestic ☐ International ☐ Degree (please circle): PhD</td>
<td>MPhil</td>
<td>MER</td>
</tr>
</tbody>
</table>

### Supervisor name:

<table>
<thead>
<tr>
<th>Date and time of meeting:</th>
<th>Present at the meeting: (please list all people present)</th>
</tr>
</thead>
</table>

We confirm that we have discussed this discussion checklist and have read and discussed the Research and Professional Doctorate Degree Regulations.

**Student: Supervisor:**

**Date: Date:**

The purpose of the checklist/discussion is to outline expectations from both the supervisor and student in order to ensure a successful candidature and assist both students and supervisors.

**The content of this discussion/checklist is guided by the following principles:**

(a) that the discussion/checklist is not legally binding;
(b) that the discussion/checklist seek to clarify the expectations of the role of supervisor/s and student;
(c) that the discussion/checklist clarify the research training objectives of the candidature; and
(d) that the discussion/checklist be subject to review and, if necessary revision at any stage of its term.

### Section 1: Discussion Checklist

The supervisor and student should address the following and indicate with a ☑ when the issue has been discussed

1. The nature of the proposed research area and the suggested contribution to knowledge
   - a strongly developed ability to initiate research and construct research questions
   - an ability to construct, monitor and document research work
   - the capacity to critically evaluate and utilise scholarly literature
   - the ability to situate their research within the international field of study within which they are situated
   - a keenly developed ability to solve problems with an innovative approach
   - the ability to effectively communicate oral and written work in a number of different forums
   - a capacity to work in collaboration with other researchers to advance the knowledge in the field of study
   - a strongly developed understanding of intellectual property, integrity and ethical issues
   - an advanced understanding of information management relevant to the field of individual study, and
   - an understanding of the potential commercialisation of any research findings.

1.2 Specific activities that can be undertaken to assist the student in meeting the attributes listed? (e.g. literature search, courses, group presentations, reading groups etc)

1.3 The particular research skills, research methods, data-gathering and analysis techniques which will need to be acquired by the candidate

1.4 The specific standards that the student is expected to meet for the degree

1.5 The specific expectations regarding the ethical conduct of research

1.6 Potential issues that may arise and interfere with progress in the project and research training objectives (these may include employment, personal or potential technical problems which may be encountered by the candidate) and methods for the early identification of such issues

1.7 Contingency plans or mitigations for the abovementioned risks

1.8 The requirements surrounding leave and absences
Section 2: Operational Matters
The supervisor and the student should discuss and complete the following questions:

Roles and responsibilities

2.1 What are the expectations regarding the role of the supervisor from the student’s perspective?

2.2 What are the expectations regarding the student’s responsibilities from the supervisor’s perspective?

2.3 Is this an inter-disciplinary project? If so what are the special requirements of such a project?

2.4 What are the expectations regarding the nature and frequency of supervision meetings (i.e. face to face, email etc)?

2.5 What are the expectations regarding the proposed hours of work for the student?

2.6 What are the expectations regarding Occupational Health and Safety?

Publications

2.7 What is the expectation regarding authorship order of any publications?

2.8 What are the expectations regarding the number and nature of publications during the candidature (i.e. conference or journal papers)

2.9 What are the expectations regarding the standard of the candidate’s communication skills (verbal and written)?
   What steps can be taken to improve these skills?
### APPENDIX THREE

**AUSTRALIAN CATHOLIC UNIVERSITY**

**RESEARCH TERM PLANNER**

<table>
<thead>
<tr>
<th>Term: (please circle) A / B / C / D</th>
<th>Year:</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Student ID number:</td>
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**N.B.** It is recommended that this section be completed at the beginning of a research term at least twice annually with your supervisor.

1. **Goals and key tasks for this term**
   a) Goals and key tasks for this term (add additional points as required)
   i)
   ii)
   iii)
   b) What frequency do you plan to meet with your supervisor?
   c) Are there any publication submissions planned for this term?
   d) Any workshops, training or development activities planned for this term?
   e) Timeline of key activities and tasks for this term
<table>
<thead>
<tr>
<th>Month-week</th>
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<tr>
<td>Activity/ies</td>
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</table>
   f) Deadlines/due dates (e.g. ethics, presentations, APR) this term (please provide date details):
APPENDIX THREE (continued)

N.B. It is recommended that this section (Questions 2 – 7) be completed at the end of the research term where the goals and key tasks were set

Q2. Progress this semester
a) Please describe the progress that has been made in regards to the research goals and tasks which were listed at the start of the research term?
   i) 
   ii) 
   iii) 

Q3. Did you achieve the proposed goals or tasks?
a) If yes, please advise of the steps which assisted in the successful completion
   
   b) If no, please comment on the aspects which impeded your progress and suggestions for improving these for the next research term

Q4. Comment on the involvement (where appropriate) of external supervisors, other colleagues, etc and/or participation in research activities, such as student group meetings

Q5. Goals and activities for the next term
a) Goals and key tasks for next term
   i) 
   ii) 
   iii) 

b) What frequency do you plan to meet with your supervisor with, in the next term?

   
   c) Are there any publication submissions planned for next term?

   

ACU RESEARCH CANDIDATE GUIDE
APPENDIX THREE (continued)

d) Any workshops, training or development activities planned for this term?


e) Timeline of key activities and tasks for the next term

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<th>Month-week</th>
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<tbody>
<tr>
<td>Activity/ies</td>
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f) Deadlines/due dates (e.g. ethics, presentations, APR) this term (please provide date details):


Student and Supervisor Agreement

Please sign this document at the end of the agreement term, to acknowledge that this report is correct and the goals and comments have been agreed on by the student and their supervisor/s.

Student signature: Date:

Supervisor signature: Date:
# APPENDIX FOUR

## SUPERVISOR/ STUDENT MEETING RECORD

<table>
<thead>
<tr>
<th>Title of research project:</th>
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<tr>
<td>Student:</td>
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<tr>
<td>Supervisor:</td>
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<tr>
<td>Co-supervisor:</td>
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<tr>
<th>Date of meeting:</th>
<th>Time started:</th>
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Summary of progress since last meeting:

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<th>ACTION TAKEN:</th>
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Other:

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Research and Professional Doctorate Degree Regulations

Preamble

1. Definitions
2. Application of Regulations
3. Research Higher Degrees
4. Eligibility for Admission to a Research Higher Degree
5. Admission to a Research Higher Degree
6. Academic Credit
7. Enrolment and Re-enrolment
8. Status and Commencement Date of Candidature
9. Confirmation of Candidature
10. Upgrade to Doctoral Candidature and Course Transfers
11. Variations of Candidature
12. Pursuance of Candidature
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14. Obtaining Ethical Clearance for Research
15. Ownership of Intellectual Property
16. Standards of Scholarly Integrity
17. Work-in-Progress Activities
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19. Unsatisfactory Academic Progress
20. Pre-submission of Thesis Seminar
21. Submission of a Thesis for Examination
22. Examinations
23. Review of a Decision on a Candidature-related Matter
24. Appeals
25. Conferral of Awards
26. Saving Clause

Schedule: Research Higher Degrees

Appendix A: Formal Communications

Appendix B: Candidate Leave Entitlements
PREAMBLE

The Research and Professional Doctorate Degree Regulations relate to all courses at the University which meet the relevant Australian Government standards for classification as research higher degrees or professional doctorates under the Australian Qualifications Framework.

These Regulations should be read in conjunction with the University’s Academic Regulations, which will apply in relation to the administration of Taught Units within research higher degrees and in the event of the Research and Professional Doctorate Degree Regulations being silent on any matter. Unless advised to the contrary, the Research and Professional Doctorate Degree Regulations will have priority over the Academic Regulations. Other requirements specific to individual courses should be read in conjunction with these Regulations.

1. DEFINITIONS

The ACU Glossary of Terms, available on the ACU website, provides guidance on the meaning of terms used in the University. In these Regulations, the following terms will have the meanings set out below.

Assistant Supervisor is an ACU academic staff member who has been appointed by the Dean of Research on the basis of being on track to being research active; they provide advice to a candidate under the close supervision of the Principal Supervisor.

Associate Dean Research is a person responsible to the Executive Dean of the Faculty, to assist the Executive Dean in their role of providing academic and research leadership in the Faculty, in particular, research, research training and research partnerships.

Associate Supervisor is a person external to ACU who has been invited by the Associate Dean Research to contribute expertise in a specialised area of research supervision, or who has been asked to assist and advise, as appropriate, a candidate in the undertaking of the relevant degree requirements.

Code of Conduct of Research means that Code as promulgated by the Australian Research Council and the National Health and Medical Research Council, and as adopted and amended from time-to-time by the Academic Board and Senate of the University.

Co-supervisor is an ACU academic staff member who has been appointed by the Dean of Research to work with the Principal Supervisor in the provision of guidance and assistance to a candidate in the undertaking of the relevant degree requirements.

Dean of Research means the person who supports the work of the Deputy Vice-Chancellor Research, to ensure commitment to the highest standards of research and research training, and who chairs the Research Development Standing Committee and the Higher Degree Research Examination and Thesis Sub-committee.

Doctorate or Doctoral refers to the Doctor of Philosophy, Doctor of Philosophy in Social and Political Thought, and/or Doctor of Education, according to the context.

Executive Dean means the Executive Dean of the relevant Faculty.

External Examiner means an examiner who, during the period of candidature, has not been a member of the academic staff of the University, has not recently taught an examinable unit or course at the University, has not acted as a Supervisor of the candidate, does not have a personal relationship with the candidate or their Supervisors, and has not normally published with the Supervisors within the last five years.

Faculty Board refers to the Board of a particular Faculty.

Graduate Research, located within the Office of the Deputy Vice-Chancellor Research, is the office responsible for administering the day-to-day requirements of the thesis component of research higher degrees.
HETS is the Higher Degree Research Examination and Thesis Sub-committee. It reports to the University Research Committee and comprises the Dean of Research (Chair); the Manager, Graduate Research; and representatives of each Faculty.

Intellectual Property Policy means that Policy as adopted and amended from time-to-time by the Academic Board and Senate of the University.

Principal Supervisor is an ACU academic staff member who has been appointed by the Dean of Research to lead a team of two or more Supervisors in the provision of guidance and assistance to a candidate in the undertaking of the relevant degree requirements.

Research Higher Degree is a degree which meets the specifications of the Commonwealth Government department responsible for determining the requirements for research higher degrees. It includes master-by-research and doctoral degrees and excludes master-by-coursework and honours degrees.

The Australian Qualifications Framework states that, master level research will produce an advanced body of knowledge that includes the understanding of recent developments in one or more disciplines and demonstrates the candidate’s capacity to critically evaluate, synthesise, and integrate information. It will also demonstrate the candidate’s ability to formulate a research question, design an investigation, and draw appropriate conclusions, and to present evidence in a manner consistent with the expectations of the discipline. In addition to all of the above, doctoral research will produce a substantial body of knowledge at the frontier of a field of work or learning, including knowledge that constitutes an original contribution.

Research Institute is one of ACU’s formally recognised research groupings established after 2013.

RDSC is the Research Development Standing Committee. It reports to the University Research Committee and comprises the Dean of Research (Chair); the Associate Dean of Research of each Faculty; the Manager, Graduate Research; and the Manager, Research Development.

School means the relevant School of the University.

Supervisor, used generically, includes the Principal Supervisor, Co-Supervisor, Assistant Supervisor and/or Associate Supervisor, as appropriate, according to the context.

Thesis means any written dissertation in fulfilment of two thirds or more of the degree requirements, and includes, in the case of music (composition), a composition portfolio consisting of tapes and/or scores together with a written dissertation of no less than fifty pages.

University refers to Australian Catholic University.

URC is the University Research Committee, a standing committee of the Academic Board, which administers research higher degrees.

2. APPLICATION OF REGULATIONS

The Research and Professional Doctorate Degree Regulations apply to the designated degrees of master and doctor listed in the Schedule of Research Higher Degrees. Other requirements specific to individual courses should be read in conjunction with these Regulations. It is the responsibility of candidates to ensure the accuracy of their enrolment in accordance with the course requirements and these Regulations.

3. RESEARCH HIGHER DEGREES

3.1 The URC is responsible for the administration of research higher degrees, subject to the general supervision of the Academic Board. The Chair of the URC may act executively out-of-session on behalf of the Committee, subject to any action being reported to the Committee at its next meeting.

3.2 The URC will report regularly to the Academic Board and make
recommendations on the award of research higher degrees directly to the Board.

3.3 The relevant Faculty Research Committee or equivalent, under the general supervision of the Faculty Board, will administer the coursework component of doctorates and master-by-research degrees, identified in the Schedule of Research Higher Degrees.

3.4 The RDSC and the HETS are sub-committees of the URC and report to the URC.

3.5 Designated Officers in Graduate Research are authorised to action matters approved by the RDSC, the HETS, and/or the URC.

4. ELIGIBILITY FOR ADMISSION TO A RESEARCH HIGHER DEGREE

4.1 Eligibility for admission to a research higher degree is determined having regard to the applicant’s capacity to meet the entry requirements approved by the Academic Board for that course. Eligibility criteria for each research degree are outlined below:

4.1.1 Doctor of Philosophy
a) An appropriate undergraduate degree with Honours at a minimum level of Second Class Division A (or equivalent); or
b) A master degree with appropriate research training in a relevant field; or
c) An equivalent qualification.

4.1.2 Doctor of Philosophy in Social and Political Thought
a) A Bachelor of Arts (Hons) (or equivalent), with a minimum of Second Class Honours; and
b) A research proposal indicating alignment with the mission of the Institute for Social Justice.

4.1.3 Doctor of Education
a) A master degree in education (or equivalent), with a credit average or higher; and
b) At least five years’ relevant work experience.

4.1.4 Master of Philosophy
a) An appropriate undergraduate degree with Honours at a minimum level of Second Class Division B; or
b) Postgraduate research training (e.g. coursework completed to credit level or higher or a master-by-coursework degree); or

4.1.5 Master of Education (Research)
 a) A four year Bachelor of Education degree (or equivalent) with a credit average or higher; and

4.1.6 Master of Health Sciences Research (Discipline)
 a) An undergraduate degree with Honours (or equivalent); or

b) An undergraduate degree and postgraduate certificate or postgraduate diploma in an appropriate field of study; or
An undergraduate degree in a health or health-related profession, usually with a credit average or higher, and 18 months in professional practice.

### 4.1.7 Master of Theology (Research)

a) An undergraduate degree in Theology (or equivalent) with Honours at a minimum level of Second Class Division B; or

b) A Master of Theological Studies with a credit average or higher in THEL623 Theology Project C and THEL619 Introduction to Theological and Philosophical Research (or equivalent); and

c) A specialisation in one of the theological disciplines, or philosophy as it relates to theology.

### 4.2 Meeting the requirements for admission is not in itself a guarantee of admission. Consideration will also be given to the availability of suitable Supervisors and resources to support the candidate.

### 4.3 English Language Proficiency

An applicant seeking admission on the basis of a qualification undertaken in a language other than English must satisfy the English language proficiency requirements set by the University.

### 5. ADMISSION TO A RESEARCH HIGHER DEGREE

#### 5.1 Application for Admission to a Research Higher Degree

5.1.1 A person seeking admission to a research higher degree will make application to the University, via Graduate Research, on the prescribed form.

5.1.2 Applications for admission to most research higher degrees will be accepted throughout the year, although some Faculties have specific closing dates for some degrees. Applicants should check the website, or consult the appropriate Faculty, to confirm the closing date for their degree program.

5.1.3 An applicant who has previously been enrolled as a doctoral or master-by-research candidate at ACU or another institution and who has failed the examination for that degree will not be admitted as a candidate for the same research higher degree at ACU, or be allowed to resubmit materials for examination.

#### 5.2 Criteria to be Used in Assessing an Application for Admission

The matters to be taken into account in assessing an application for admission to a research higher degree may include:

a) the academic record and any other qualifications and professional experience of the applicant relevant to the proposed course of study and research;

b) referees' reports;

c) the scope and quality of the research proposal;

d) the research performance of the proposed Supervisors;

e) the relevance of the proposed research project to the strategic direction of the School/Research Institute/Faculty;

f) performance at a selection interview, where appropriate; and

g) other relevant material, as requested by the Associate Dean Research or Dean of Research. All such material will be accompanied by a statement from the applicant specifying the extent to which the applicant has been
responsible for its preparation.

5.3 Proposed Program of Advanced Study and Research

5.3.1 Before making a recommendation to the Dean of Research about whether the applicant should be admitted, the Associate Dean Research must be satisfied, after consultation with the National Head of School/Research Institute Director, and such other persons as may be appropriate, that:

a) the program of research is appropriate for the degree;
b) the program of research aligns with the School/Research Institute/Faculty research strategy;
c) the applicant has adequate training and background or experience to pursue such a program; and
d) accredited Supervisors, University support, and facilities necessary for the pursuit of the proposed research are available.

5.3.2 The Dean of Research is responsible for approving applications for admission to research higher degrees.

5.4 Candidates Transferring from Other Institutions

5.4.1 An applicant who meets the eligibility criteria, and who has maintained an acceptable standard of work at master-by-research or doctoral level at another institution, may apply for admission to a research higher degree at ACU.

5.4.2 The University will set in place the minimum length of candidature to be completed at ACU prior to the submission of the thesis. Normally, this period will be set as a minimum of one year of full-time study (or part-time equivalent).

5.5 Deferment of Admission

5.5.1 An offer of admission in a research higher degree may not normally be deferred beyond six months from the date on which the offer was made.

5.5.2 A candidate wishing to defer their offer beyond six months must request approval from the Dean of Research. The Dean of Research will take into account the resources, including Supervisors, likely to be available to support the candidate at the deferred enrolment date when considering the request.

5.6 Termination of Enrolment in the Event of Fraudulent Basis of Admission

The University will terminate the enrolment of a candidate found to have been admitted on the basis of fraudulent or misleading information, including a plagiarised or partially plagiarised research proposal. Fees paid will be forfeited.

6. ACADEMIC CREDIT

6.1 The provisions of the Academic Regulations apply in relation to any application for credit towards a coursework component of a research higher degree.

6.2 Credit of prior enrolment for candidates transferring into a research higher degree from another institution will not normally exceed two years full-time (or part-time equivalent) in the case of a doctorate, or one year full-time (or part-time equivalent) in the case of a master-by-research.
7. ENROLMENT AND RE-ENROLMENT

7.1 Requirements for Enrolment

An applicant who has been offered a place in a research higher degree must complete the required enrolment procedures by the due date. Enrolment is not complete until all relevant University and government fees and charges have been paid or approved payment arrangements have been made.

7.2 Withdrawal from Enrolment

7.2.1 A candidate may withdraw their enrolment at any time. Before doing so, however, a candidate is strongly advised to seek the advice of their Principal Supervisor and Associate Dean Research.

7.2.2 A candidate must inform Graduate Research in writing of their withdrawal and of the date on which it should take effect.

7.3 Reinstatement of Enrolment after Withdrawal from ACU

7.3.1 A candidate wishing to have their enrolment reinstated following withdrawal from ACU must make written application to the Associate Dean Research within two years of the date of the withdrawal.

7.3.2 The Associate Dean Research may recommend reinstatement of enrolment to the Dean of Research after taking into account:

a) the reasons for withdrawal and the standing of the candidate at the time of withdrawal;

b) the time consumed thus far in candidature; and

c) whether the research and the thesis can retain academic currency and be satisfactorily completed within the time remaining to the candidate.

7.3.3 If the Dean of Research approves the reinstatement of enrolment, the commencement of candidature will be the date of the original enrolment, and the total period remaining in the candidature will be the duration of the degree minus the period of original enrolment.

7.4 Concurrent Enrolment

7.4.1 A full-time candidate enrolled in a research higher degree may not normally enrol or remain enrolled in any other academic program at ACU or any other institution.

7.4.2 Exceptions to Regulation 7.4.1 include:

a) where an ACU staff member enrolled in a doctoral program is required to undertake the Graduate Certificate in Higher Education (GCHE) as part of their probation criteria. Under such circumstances the staff member may be granted a six month suspension of candidature to undertake the GCHE. This period is in addition to the 12 month suspension of candidature allowed within the candidature; and

b) where a candidate is also enrolled in the Master of Psychology (Clinical).

8. STATUS AND COMMENCEMENT DATE OF CANDIDATURE

8.1 Commencement Date of Candidature

The date of commencement of candidature will be determined by Graduate Research in consultation with the applicant.
8.2 Enrolment Status

8.2.1 A domestic applicant may be enrolled as either a full-time candidate or a part-time candidate.

8.2.2 An international applicant may only be enrolled as a full-time candidate.

8.2.3 An international applicant will normally be enrolled as an onshore candidate.

8.3 Duration of Candidature

8.3.1 A candidate enrolled in a research higher degree will normally complete the degree requirements within the period indicated in the Schedule of Research Higher Degrees.

8.3.2 Duration of candidature will not normally be less than one year full-time (or part-time equivalent).

8.3.3 A period of extension of candidature may be permitted under certain circumstances (refer Regulation 11).

8.3.4 A domestic candidate who has a Research Training Scheme place, will be required to pay tuition fees, as set by the University, if they have been enrolled for more than four years of full-time study (or part-time equivalent) in a doctoral degree or more than two years of full-time study (or part-time equivalent) in a master-by-research degree.

9. CONFIRMATION OF CANDIDATURE

9.1 The confirmation of candidature process comprises a written report as well as a verbal presentation to a Confirmation of Candidature Panel.

9.2 Any mandated coursework should have been successfully completed prior to confirmation. Confirmation of candidature will normally occur:

a) for a Doctor of Education candidate, within one year of enrolment as a full-time candidate (or part-time equivalent);

b) for a Doctor of Philosophy candidate, within nine months of enrolment as a full-time candidate (or part-time equivalent);

c) for a Doctor of Philosophy in Social and Political Thought candidate, within two years of enrolment as a full-time candidate (or part-time equivalent);

d) for a Master of Education (Research) candidate, within one year of enrolment as a full-time candidate (or part-time equivalent); and

e) for a Master of Philosophy, Master of Health Sciences Research (Discipline) or Master of Theology (Research) candidate, within six months of enrolment as a full-time candidate (or part-time equivalent).

9.3 At the confirmation of candidature presentation, a candidate is required to present:

a) clearly defined and described aims of their research;

b) the identification and elaboration of the research question and/or hypotheses being investigated;

c) the results of their literature review undertaken to date;

d) the proposed research design and methodology and the rationale for their selection, including potential ethical issues;

e) intended data sources;

f) proposed methods of data analysis where appropriate;
g) an estimated budget; and
h) timelines for completing the degree within the period of candidature.

9.4 The Confirmation of Candidature Panel will comprise, as a minimum:
  a) the Associate Dean Research, or nominee who is a senior researcher with an established high-quality track record in the discipline, as Chair;
  b) the Principal Supervisor and Co-Supervisor; and
  c) a researcher with an established high-quality track record in the discipline or cognate area.

Where the candidate is also an ACU staff member the Associate Dean Research may vary the panel composition so as to minimise potential conflicts of interest and ensure greater objectivity of the confirmation process.

In all cases, the Associate Dean Research is responsible for approving the Confirmation of Candidature Panel in accordance with the Regulations.

9.5 Following consideration of the report prepared by the Confirmation of Candidature Panel, the Associate Dean Research will make one of the following recommendations to the Dean of Research:
  a) the candidature of the candidate is to be confirmed;
  b) the candidature of the candidate is to be terminated; or
  c) the candidate is to be required to re-present their written report and presentation within three months.

9.6 Following consideration of the recommendation made by the Associate Dean Research, the Dean of Research will either:
  a) confirm the candidature of the candidate;
  b) terminate the candidature of the candidate; or
  c) require the candidate to re-present their written report and presentation within three months.

9.7 A candidate who re-presents their written report and presentation within three months and is still not confirmed will have their enrolment terminated.

9.8 A candidate who has their enrolment terminated for failing confirmation of candidature may, under certain circumstances, appeal the decision (refer Regulation 24).

9.9 A candidate who has transferred to ACU from another institution, and can provide evidence that their candidature was confirmed at their former institution, will be exempted from the confirmation of candidature process at ACU.

10. UPGRADE TO A DOCTORAL DEGREE AND COURSE TRANSFERS

10.1 Upgrade to a Doctoral Degree

10.1.1 A Master of Education (Research) candidate who has been confirmed in their current degree and can demonstrate that the scope of their research has changed, may apply to the Associate Dean Research to upgrade to the Doctor of Education.

A Master of Philosophy candidate who has been confirmed in their current degree and can demonstrate that the scope of their research has changed, may apply to the Associate Dean Research to upgrade to the Doctor of Philosophy or the Doctor of Philosophy in Social and Political Thought.

10.1.2 In making application for an upgrade, a candidate must clearly demonstrate how the extended research meets the expectations of doctoral level
research (refer definitions in Regulation 1). The application will involve a written submission as well as a presentation to an Upgrade Panel.

10.1.3 An application for upgrade will be assessed on:
   a) academic merit, with consideration given to the quality of the candidate’s proposal and whether it meets the expectations of doctoral level research;
   b) the candidate’s performance in the degree thus far;
   c) the candidate’s academic history; and
   d) the report of the Upgrade Panel.

10.1.4 The Upgrade Panel will comprise, as a minimum:
   a) the Associate Dean Research, or nominee as approved by the Dean of Research, as Chair;
   b) the Principal Supervisor;
   c) a research active professor or associate professor from ACU; and
   d) a research active professor or associate professor in the discipline or cognate discipline who is external to ACU.

Where the candidate is also an ACU staff member the Associate Dean Research may vary the panel composition so as to minimise potential conflicts of interest and ensure greater objectivity of the upgrade process.

In all cases, the Associate Dean Research is responsible for approving the Upgrade Panel in accordance with the Regulations.

10.1.5 The Chair of the Upgrade Panel will make one of the following recommendations to the Dean of Research:
   a) the candidate should be permitted to upgrade to the nominated doctoral program; or
   b) the candidate should not be permitted to upgrade to the nominated doctoral program.

10.1.6 Following consideration of the recommendation made by the Chair of the Upgrade Panel, and the candidate’s written application, the Dean of Research will make one of the following decisions:
   a) to approve the candidate’s application for an upgrade to the nominated doctoral program; or
   b) to refuse the candidate’s application for an upgrade to the nominated doctoral program, in which case the candidate will remain enrolled in the master-by-research degree.

10.1.7 If a request for an upgrade is approved, the commencement date of candidature will be backdated by a period of time equal to that part of the applicant's candidature for the master-by-research degree.

10.1.8 A candidate who has their application for an upgrade refused may request a review of the decision (refer Regulation 23).

10.2 Course Transfers

10.2.1 A candidate who wishes to transfer courses, that is from one master-by-research to another master-by-research, or from one doctoral degree to another doctoral degree, must complete an application for admission to the new research higher degree.

10.2.2 In assessing the application and making a recommendation to the Dean of
Research, the Associate Dean Research will consider:

a) the progress and outcomes made thus far in the current degree;
b) the time consumed thus far in the current degree;
c) the academic merit of the new proposal; and
d) the fit of the new proposal with the research strategy of the School/Research Institute/Faculty.

10.2.3 The Dean of Research is responsible for approving course transfers to research higher degrees.

11. VARIATIONS TO CANDIDATURE

11.1 Application to Vary Conditions of Candidature

11.1.1 A candidate may make application:

a) for a course load change from full-time to part-time enrolment (or vice-versa) for the whole or any part of the course (excluding international candidates);
b) for sick leave* from candidature;
c) for maternity leave* from candidature;
d) for a suspension of candidature due to illness or other personal issues;
e) for an extension of candidature; and
f) for periods of outside study (refer Regulation 12).

*Leave entitlements for candidates are set out in Appendix B.

11.1.2 An application must be made on the prescribed form and set out in full the reasons for the request, as well as provide documentary evidence as requested by the School/Research Institute/Faculty/Graduate Research.

11.1.3 Due to Commonwealth Government reporting requirements, retrospective applications to vary candidature will not be approved.

11.2 Suspension of Candidature

11.2.1 Requests for a suspension of candidature will not normally exceed:

a) a total of 12 months of full-time enrolment (or part-time equivalent) for a doctoral candidate; and,
b) a total of six months of full-time enrolment (or part-time equivalent) for a master-by-research candidate.

11.2.2 Requests for a suspension of candidature will not normally be approved until a candidate has been confirmed in their candidature.

11.2.3 Requests for a suspension of candidature that relate to a medical condition must be accompanied by a medical certificate.

11.2.4 The Associate Dean Research is responsible for approving requests for a suspension of candidature within the timeframes specified in Regulation 11.2.1.

11.2.5 The Dean of Research is responsible for approving requests for a suspension of candidature that exceed the timeframes specified in Regulation 11.2.1.

11.2.6 A candidate who has had a request for a suspension of candidature approved will not have access to their Supervisors, or University facilities, for
11.3 Resumption of Candidature Following a Period of Approved Leave, Outside Study or a Suspension of Candidature

11.3.1 A candidate who fails to resume their candidature, in accordance with University procedures, following a period of approved leave, outside study or a suspension of candidature will have their enrolment terminated.

11.3.2 A candidate who has their enrolment terminated for failure to resume their candidature following a period of approved leave, outside study or a suspension of candidature may request a review of the decision (refer Regulation 23).

11.4 Extension of Candidature

11.4.1 Requests for an extension of candidature will not normally exceed:
   a) six months of full-time study (or part-time equivalent) for a doctoral candidate; and
   b) three months of full-time study (or part-time equivalent) for a master-by-research candidate.

11.4.2 Requests for an extension of candidature will normally only be considered if the candidate’s academic progress is satisfactory.

11.4.3 The Associate Dean Research is responsible for approving requests for an extension of candidature within the timeframes specified in Regulation 11.4.1.

11.4.4 The Dean of Research is responsible for approving requests for an extension of candidature beyond the timeframes specified in Regulation 11.4.1. Such requests will not normally exceed a further six months of full-time study (or part-time equivalent) for a doctoral candidate or a further three months of full-time study (or part-time equivalent) for a master-by-research candidate.

12. PURSUANCE OF CANDIDATURE

12.1 Fieldwork

12.1.1 A candidate will normally pursue their studies wholly under the control of the University and carry out their work at the University except as provided in Regulations 12.1.2 to 12.1.8.

12.1.2 A candidate may be permitted, with the approval of the Associate Dean Research, to collect research material in the field. Such fieldwork should be noted in confirmation of candidature documentation and, where relevant, the ethics approval application.

12.1.3 Where appropriate, the Principal Supervisor, in consultation with the Associate Dean Research, should ensure that an Associate Supervisor is appointed to assist the candidate in the field. The extent of this assistance should be agreed to and documented.

12.1.4 The Principal Supervisor and candidate should agree in advance as to the extent of contact to be maintained whilst the candidate is absent from the University. This should be documented.

12.1.5 For a doctoral degree, a candidate will not normally spend more than a total of one year of full-time study (or part-time equivalent) carrying out fieldwork away from the University. For a master-by-research degree, the period will normally be a maximum of six months of full-time study (or part-time equivalent). Periods of approved study leave count towards candidature.
12.1.6 Any fieldwork occurring outside Australia requires the approval of the Dean of Research and will be subject to travel advisories at the time as issued by the Commonwealth Government.

12.1.7 All fieldwork, irrespective of whether it is occurring within Australia or outside Australia, must be approved before it commences and before any travel arrangements are made.

12.1.8 A candidate who has been granted permission to undertake fieldwork outside of the University will remain subject to relevant ACU regulations, rules, policies and procedures, as well as any fees which may be applicable at the time.

12.2 Outside Study to Finalise a Thesis for Examination

12.2.1 A candidate may, on the recommendation of the Associate Dean Research and approval of the Dean of Research, finalise their thesis for examination outside the University, subject to the following:

a) the Pre-submission of Thesis Seminar has been successfully completed;

b) a well-developed draft of the thesis exists; and

c) the Principal Supervisor and Associate Dean Research can verify that the candidate is able to work with a high degree of independence.

12.2.2 A candidate who has been granted permission to study outside of the University to finalise their thesis for examination will remain subject to relevant ACU regulations, rules, policies and procedures, as well as any fees which may be applicable at the time.

13. SUPERVISION

13.1 These Regulations should be read in conjunction with the ACU Higher Degree Research Supervision Policy.

13.2 The Associate Dean Research, in consultation with the National Head of School/Research Institute Director, is responsible for recommending to the Dean of Research a candidate’s Supervisors.

13.3 As a minimum, two ACU accredited Supervisors, a Principal and a Co-, will be appointed to a candidate. An Assistant and/or Associate Supervisor may also be appointed, as appropriate.

13.4 The Executive Dean is required to provide an assurance of continuity of expert supervision for the duration of candidature in the field of study.

13.5 All Supervisors will follow the procedures outlined in the ACU Higher Degree Research Supervision Policy.

13.6 If a Principal Supervisor is to be absent from the University for more than one month, the Associate Dean Research, in consultation the relevant National Head of School/Research Institute Director, will ensure that appropriate supervisory arrangements are in place to support the candidate.

13.7 A candidate may request a review of their supervision arrangements and the appointment of a new Supervisor/s. Such a request will be considered by the Associate Dean Research, who will take into account the views of the Principal Supervisor and Co-Supervisor, available supervisory capacity in the Faculty, and the academic progress of the candidate.

13.8 The Dean of Research is responsible for appointing a candidate’s ACU supervisors, i.e. the Principal Supervisor, Co-supervisor and, where relevant, Assistant Supervisor.
14. OBTAINING ETHICS CLEARANCE FOR RESEARCH

14.1 All research carried out by candidates enrolled in a research higher degree at ACU must comply with relevant State and Commonwealth legislative requirements and guidelines in relation to the conduct of research and its ethical considerations.

14.2 Candidates and their Supervisors are required to inform themselves of these requirements and all relevant policies and guidelines on research-related matters.

14.3 Research projects involving:
   a) contact with human participants, interviews, the administration of questionnaires or access to public or private records;
   b) animals;
   c) recombinant DNA; or
   d) ionising radiation
must receive appropriate clearance from the relevant ethics or safety committee(s).

14.4 Failure to obtain written ethics clearance in advance of the data collection, including recruitment of research participants, is considered to be a breach of the ACU Research Code of Conduct and may also breach State or Commonwealth legislation.

14.5 Normally, research candidates will apply for ethics approval for their research after being confirmed in their candidature.

15. OWNERSHIP OF INTELLECTUAL PROPERTY

Candidates are required to familiarise themselves with the ACU Intellectual Property Policy and to abide by any requirements specified therein.

16. STANDARDS OF SCHOLARLY INTEGRITY

16.1 Candidates and Supervisors are required to follow standards on scholarly integrity and to comply with the ACU Research Code of Conduct.

16.2 A condition of enrolment as a research higher degree candidate at ACU is that any written work submitted for evaluation by their Supervisors, or a Panel, such as a Confirmation of Candidature or Pre-submission of Thesis Panel, or for examination, may be subjected to testing using text matching software.

16.3 Research proposals submitted with applications for admission and/or scholarship may be subjected to testing using text matching software.

17. WORK-IN-PROGRESS ACTIVITIES

17.1 After confirmation of candidature, a candidate is required to present, on an annual basis, the progress they have made on their research.

17.2 A candidate should negotiate the form of the presentation with their Principal Supervisor. Examples of work-in-progress activities include, but are not limited to:
   a) a presentation at a School, Research Institute or Faculty seminar/colloquium;
   b) participation in the Three Minute Thesis Competition; or
   c) presentation of a paper or poster at an external conference.
17.3 A candidate must report work-in-progress activities in their annual Academic Progress Report, with such activities being taken into account by the Principal Supervisor and Associate Dean Research in assessing whether academic progress is satisfactory.

18. PROCEDURAL RESPONSIBILITIES OF CANDIDATES

18.1 A candidate has the following procedural responsibilities:

a) to submit an annual Academic Progress Report:
   i. on the prescribed form;
   ii. by the due date; and
   iii. to the satisfaction of the Principal Supervisor and Faculty Associate Dean Research;

unless the candidate is on approved leave from their studies, including a suspension of candidature, when notified of the due date, in which case submission of the report can be delayed until 10 working days after the date on which the approved leave or suspension of candidature ends;

b) to obtain approval from the Faculty Associate Dean Research or Dean of Research, in accordance with prescribed procedures, before taking leave from their studies or suspending their candidature;

c) to obtain approval from the Faculty Associate Dean Research or Dean of Research, in accordance with prescribed procedures, before conducting any fieldwork or study outside of the University;

d) to resume their candidature, in accordance with prescribed procedures, following a period of approved leave or suspension of candidature;

e) to return to ACU, in accordance with prescribed procedures, following a period of approved fieldwork or outside study; and

f) to comply with any other procedural responsibilities stated in the Research and Professional Doctorate Degree Regulations, as well as national and University Codes of Conduct.

18.2 A candidate who fails to meet their procedural responsibilities will be instructed in writing by the Dean of Research to do so within 10 working days of the date of the instruction.

18.3 A candidate who fails to comply with the instruction issued by the Dean of Research will have their enrolment terminated.

18.4 A candidate will be notified in writing if their enrolment is terminated and of their right to request a review of the decision (refer Regulation 23). In the case of an international candidate whose enrolment has been terminated, the candidate will also be notified of the possible implications of the action on their visa status.

18.5 Advice of the termination of enrolment will be provided to the candidate’s Supervisors and Faculty Associate Dean Research, and any other staff members who may need to take action as a result of the decision. A copy of the decision will be held by Graduate Research in the candidate’s electronic file and reported to the URC.

19. UNSATISFACTORY ACADEMIC PROGRESS

19.1 Unsatisfactory academic progress is defined as failure by a candidate to do one or more of the following:

a) maintain regular and frequent contact with their Supervisors, including
attendance at scheduled meetings;

b) make application for ethics approval, where required, in a timely manner;

c) submit data outputs or drafts of written work as agreed;

d) participate in work-in-progress activities;

e) undertake research training activities, as requested by their Supervisors;

f) adhere to agreed timelines for progress and completion; and

g) achieve any other agreed goals.

19.2 A Faculty Associate Dean Research who is of the view that a candidate is not making satisfactory academic progress following:

a) review of the annual Academic Progress Report; or

b) at other times, upon advice and the receipt of supporting documentation provided by the Principal Supervisor;

will notify the candidate in writing that their academic progress is under review. The candidate will be asked to develop a completion plan, in consultation with their Principal Supervisor, which must include a timeline and clearly articulated monthly goals. The completion plan must be endorsed by the Faculty Associate Dean Research within 20 working days of the candidate being notified that such a plan is required; a copy of the plan must be retained by the Faculty Associate Dean Research and a copy forwarded to the Manager, Graduate Research.

19.3 Should the candidate fail to meet one or more of the monthly goals articulated in the completion plan, the Faculty Associate Dean Research may recommend to the Dean of Research that the candidate’s enrolment be terminated. The recommendation must include supporting documentation.

19.4 The Dean of Research will notify the candidate in writing that the Faculty Associate Dean Research has recommended that their enrolment be terminated, and that the recommendation will be considered by the Research Candidate Academic Progress Committee. The candidate will be provided with a copy of the recommendation for termination of their enrolment.

19.5 The Dean of Research will invite the candidate to respond to the recommendation and make submissions as to why their enrolment should not be terminated. The Dean of Research may request further information or advice from the candidate, the candidate’s Supervisors and/or Faculty Associate Dean Research, or any other relevant person.

19.6 If a candidate’s response and/or submissions include allegations of misconduct of a member of staff which may be in contravention of the *Staff Code of Conduct*, the Dean of Research will seek the advice of the Director, Human Resources, as to whether the matter should be considered under the *Staff Code of Conduct*. If a process under the *Staff Code of Conduct* is commenced, the Dean of Research may suspend the academic progress process pending the outcome of the *Staff Code of Conduct* process.

19.7 The Dean of Research will convene a meeting of the Research Candidate Academic Progress Committee to consider the recommendation, including the supporting documentation, as well as the candidate’s response and submissions, and any further information and/or advice received. The Committee will comprise:

a) the Dean of Research (Chair);

b) an Associate Dean Research from a Faculty other than the one in which the candidate is enrolled (nominated by the Dean of Research); and

c) the Manager, Graduate Research.
A person who was involved in making the recommendation to terminate the candidate’s enrolment will not be appointed to the Committee.

The meeting may be held by telephone or other electronic means. All members of the Committee must attend for the meeting to be quorate.

19.8 The Research Candidate Academic Progress Committee may decide that:
   a) the candidate’s academic progress is satisfactory and that their enrolment continue;
   b) the candidate’s enrolment continue on a probationary basis subject to certain conditions being met (failure to meet the conditions will result in termination of enrolment); or
   c) the candidate’s enrolment be terminated for unsatisfactory academic progress.

19.9 Normally within 10 working days of a decision by the Research Candidate Academic Progress Committee, the Dean of Research will notify the candidate in writing of the decision, and, if the decision is to terminate enrolment, the circumstances under which the candidate may submit an appeal against the decision (refer Regulation 24). In the case of an international candidate whose enrolment has been terminated, the candidate will also be notified of the possible implications of the decision on their visa status.

19.10 A copy of the decision will be provided to the candidate’s Supervisors and Faculty Associate Dean Research, and any other staff members who may need to take action as a result of the decision. A copy of the decision will be held by Graduate Research in the candidate’s electronic file and, if the decision is to terminate enrolment, reported to the URC.

20. PRE-SUBMISSION OF THESIS SEMINAR

20.1 A candidate will present a Pre-submission of Thesis Seminar to define and defend the major results and conclusions emerging from the research.

20.2 The seminar will include a written report, as well as a verbal presentation, in which the main aims and outcomes of the research are presented. The candidate will provide sufficient representative material taken from the literature review, method and approach, and results sections of the draft thesis to allow the Panel to make an informed decision regarding the merit and quality of the thesis. The Associate Dean Research will define the requirements taking into account discipline practices and standards.

20.3 The seminar will normally precede the submission of a Notice of Intention to Submit a Thesis for Examination by three months.

20.4 The Pre-submission of Thesis Seminar Panel will comprise, as a minimum:
   a) the Associate Dean Research, or nominee who is a senior researcher with an established high-quality track record in the discipline, as Chair;
   b) the Principal and Co-Supervisors, and, where relevant, the Assistant Supervisor and Associate Supervisor; and
   c) a researcher with an established high-quality track record in the discipline or cognate area.

Where the candidate is also an ACU staff member the Associate Dean Research may vary the panel composition so as to minimise potential conflicts of interest and ensure greater objectivity of the process.

In all cases, the Associate Dean Research is responsible for approving the composition of a Pre-submission of Thesis Seminar Panel in accordance with the Regulations.
20.5 The Chair of the Pre-submission of Thesis Seminar Panel will prepare for the Dean of Research a report which states the activities the candidate must undertake before submitting the thesis, including timelines for completion of the thesis, as well as who is responsible for checking that the tasks have been completed to the required standard. If the candidate is required to present a second Pre-submission of Thesis Seminar, this should be stated in the report.

20.6 The Dean of Research is responsible for approving, or otherwise, the Pre-submission of Thesis Seminar Report.

21. SUBMISSION OF A THESIS FOR EXAMINATION

21.1 On completing the course of advanced study and research, a candidate will submit a written thesis based on work carried out during candidature that meets the characteristics of either doctoral or master-by-research research as defined in Regulation 1.

21.2 A thesis will comply with the Guidelines on the Preparation and Presentation of a Research or Professional Doctoral Thesis for Examination.

22. EXAMINATIONS

22.1 Assessment of Taught Units

Unless otherwise determined, the examination of material to satisfy the requirements of Taught Units at master or doctoral degree level will comply with the Academic Regulations.

22.2 Examination of the Thesis

22.2.1 On completing the program, a candidate will submit a thesis based on work carried out during candidature which complies with Regulation 21.

22.2.2 A candidate will give the University, via Graduate Research, at least three months' Notice of Intention to Submit a Thesis for Examination.

22.2.3 A delay in the submission of the Notice of Intention to Submit a Thesis for Examination may result in a delay in the appointment of examiners and the examination process.

22.2.4 A doctoral thesis will be examined by two examiners, both of whom will be external to ACU and at least one of whom will be from an overseas institution. The examiners will be appointed according to the Policy on the Appointment of Examiners and the Conduct of the Examination Process.

22.2.5 A master-by-research thesis will be examined by two examiners, both of whom will be external to ACU. The examiners will be appointed according to the Policy on the Appointment of Examiners and the Conduct of the Examination Process.

23. REVIEW OF A DECISION ON A CANDIDATURE-RELATED MATTER

23.1 A candidate may request a review of a decision made in relation to the following matters:

a) the outcome of a request for an extension of candidature and/or scholarship;

b) a decision not to approve an upgrade from a master-by-research to a doctoral program;

c) a decision to terminate enrolment for failure to obtain approval to take leave from their studies or to suspend their candidature;

d) a decision to terminate enrolment for failure to obtain approval to conduct
fieldwork or study outside of the University;

e) a decision to terminate enrolment for failure to resume candidature after an approved period of leave or a suspension of candidature;

f) a decision to terminate enrolment for failure to return to ACU after an approved period of fieldwork or study outside of the University;

g) a decision to terminate enrolment for failure to complete an annual Academic Progress Report;

h) a decision to terminate enrolment for failure to comply with any other procedural responsibilities stated in the Research and Professional Doctorate Degree Regulations; and

i) a thesis examination result awarded by the HETS.

In the case of i), a request to review a thesis examination result may be made only on procedural grounds; that is, where a candidate’s reasons for review are that the HETS has failed to follow the procedures set out in the relevant published University regulation, rule or policy. To the extent that a request for a review concerns the assessment of the merit of the thesis it will not be considered.

The right of review against the result of a coursework unit in a research higher degree will be in accordance with the Academic Regulations.

23.2 A candidate who requests a review of a decision made in relation to a matter listed in Regulation 23.1 must do so in writing to the Manager, Graduate Research within 20 working days of notification of any decision in respect of which the request for a review is submitted. The reasons for the request must be set out in full and all supporting documentation must be included.

23.3 The Manager, Graduate Research will acknowledge the request for a review in writing and refer it to the Chair of the Research Candidate Review Committee normally within five working days of receiving it.

23.4 If a candidate’s request for a review includes allegations of misconduct of a member of staff which may be in contravention of the Staff Code of Conduct, the Chair will seek the advice of the Director, Human Resources, as to whether the matter should be considered under the Staff Code of Conduct. If a process under the Staff Code of Conduct is commenced, the Chair may suspend the review process pending the outcome of the Staff Code of Conduct process.

23.5 The Chair may request further information and/or advice from the candidate, the candidate’s Supervisors and/or Faculty Associate Dean, or any other relevant person.

23.6 The Chair will convene a meeting of the Research Candidate Review Committee to consider the request for a review, including the supporting documentation, as well as any further information and/or advice received. The Committee will comprise:

a) the Chair (nominated by the Dean of Research); and

b) two senior academic staff (nominated by the Dean of Research).

The composition of the Committee will vary depending on the Faculty in which the candidate requesting a review is enrolled.

A person who has been a decision-maker in the matter under review will not be appointed to the Committee.

The meeting may be held by telephone or other electronic means. All members of the Committee must attend for the meeting to be quorate.
23.7 The Research Candidate Review Committee may decide to:
   a) confirm or vary the decision that was originally made in relation to the matter under review; or
   b) overturn the decision that was originally made in relation to the matter under review.

23.8 Normally within 10 working days of a decision of the Research Candidate Review Committee, the Chair will notify the candidate in writing of the decision, the reasons for the decision, and the circumstances under which the candidate may submit an appeal against the decision (refer Regulation 24). In the case of an international candidate whose enrolment has been terminated, the candidate will also be notified of the possible implications of the decision on their visa status.

23.9 A copy of the decision will be provided to the candidate’s Supervisors and Faculty Associate Dean Research, and any other staff members who may need to take action as a result of the decision. A copy of the decision will be held by Graduate Research in the candidate’s electronic file and, if the decision is to terminate enrolment, reported to the URC.

24. APPEALS

24.1 Grounds for an Appeal

24.1.1 A candidate may appeal against a decision:
   a) made by the Research Candidate Academic Progress Committee pursuant to Regulation 19.9; or
   b) made by the Research Candidate Review Committee pursuant to Regulation 23.8.

24.1.2 An appeal may be made only on the grounds that published policies and/or procedures have not been followed.

24.1.3 Failure by the candidate to make available to any earlier reviews all relevant supporting documentation reasonably available at the time is not adequate grounds for appeal.

24.1.4 Matters relating to the development or substance of any published University regulation, rule or policy are not open to an appeal.

24.2 New Supporting Documentation or New Grounds for an Appeal

No new supporting documentation or grounds for appeal based on such supporting documentation will be considered unless:
   a) there has been a major change in circumstance following the lodging of the initial supporting documentation which, in the view of the Deputy Vice-Chancellor Research, justifies the subsequent, exceptional submission of the supporting documentation; and
   b) the new supporting documentation has a significant bearing on the appeal and that supporting documentation was not reasonably available at the time the earlier process was considered.

24.3 Submission of an Appeal

24.3.1 An appeal must be submitted to the Manager, Graduate Research within 20 working days of notification of any decision in respect of which the appeal is submitted.

24.3.2 An appeal must:
   a) be submitted in writing;
b) be dated and signed by the candidate;
c) set out the grounds for the appeal under Regulation 24.1;
d) provide details of the subject matter of the appeal and, in particular, details of the decision against which the appeal is made;
e) provide details of the published University regulation, rule or policy which the candidate considers has not been observed; and
f) include copies of any evidence/supporting information on which the candidate relies.

24.3.3 The Manager, Graduate Research will acknowledge the appeal in writing and refer it to the Deputy Vice-Chancellor Research normally within five working days of receiving it.

24.4 Action by the Deputy Vice-Chancellor Research

24.4.1 If the Deputy Vice-Chancellor Research considers that the candidate’s appeal does not satisfy the appeal criteria set out in Regulation 24.3, or does not establish a *prima facie* case, the Deputy Vice-Chancellor Research may dismiss the appeal.

24.4.2 If the Deputy Vice-Chancellor Research considers that the candidate’s appeal introduces new supporting documentation (refer Regulation 24.2), the Deputy Vice-Chancellor Research may refer the matter back to the Research Candidate Academic Progress Committee or Research Candidate Review Committee, as appropriate, for reconsideration in light of the new evidence.

24.4.3 Upon consideration of the grounds of appeal, the Deputy Vice-Chancellor Research may refer the matter back to the Research Candidate Academic Progress Committee or the Research Candidate Review Committee, as appropriate, for reconsideration of its decision.

24.4.4 The Deputy Vice-Chancellor Research may refer the matter to the Research Candidate Appeals Committee.

24.5 Matters Referred to the Research Candidate Appeals Committee

24.5.1 The Research Candidate Appeals Committee will comprise:

a) the Deputy Vice-Chancellor Research (Chair);
b) the Chair of Academic Board;
c) a senior academic from within the University (nominated by the Deputy Vice-Chancellor Research); and
d) a research candidate representative from within the University (nominated by the Deputy Vice-Chancellor Research).

A person who has been a decision-maker in the matter under appeal will not be appointed to the Committee.

The quorum for a meeting of the Committee will be three members including the research candidate representative.

24.5.2 The Research Candidate Appeals Committee will:

a) conduct the appeal as expeditiously as possible, consistent with the requirement to act fairly;
b) have access to all documentation used by the Research Candidate Academic Progress Committee and/or the Research Candidate Review Committee, as appropriate;
c) consider the information and documentation used by the Research Candidate Academic Progress Committee and/or the Academic Progress Review Committee, together with any further evidence requested from and presented by the University and/or the candidate; and

d) provide the candidate with five working days’ notice of the date of any meeting or interview he/she may be invited to attend.

24.5.3 The Research Candidate Appeals Committee may:

a) confirm or vary the decision appealed; or

b) uphold the appeal.

24.5.4 Normally within 10 working days of a decision of the Research Candidate Appeals Committee, the Chair will notify the candidate in writing of the decision, the process undertaken to consider the appeal, and the reasons for the decision and any associated recommendations. In the case of an international candidate whose enrolment has been terminated, the candidate will also be notified of the possible implications of the decision on their visa status.

24.5.5 A copy of the decision will be provided to the candidate’s Supervisors and Faculty Associate Dean Research, and any other staff members who may need to take action as a result of the decision. A copy of the decision will be held by Graduate Research in the candidate’s electronic file and, if the decision is to terminate enrolment, reported to the University Research Committee.

24.5.6 The decision of the Research Candidate Appeals Committee is final and there is no avenue of appeal against the decision to any other person or Committee within the University.

24.6 Support During the Appeal Process

24.6.1 In any discussions or interview in which a candidate participates during an appeal process, the candidate may, at their discretion, be accompanied by one other person, other than a person with a qualification in law, whom the candidate designates as their support person.

24.6.2 A support person may not be a person who was involved in, associated with, or alleged to have been involved in or associated with the matter of the appeal.

24.6.3 A support person may only make submissions on behalf of a candidate if invited to do so by the Chair of the Research Candidate Appeals Committee.

24.7 Candidate Attendance

Failure of the candidate and/or the candidate’s support person to appear for discussion or interview for any appeal before the Research Candidate Appeals Committee, at the time notified to them, will not prevent the Committee from proceeding to investigate and determine the matter.

24.8 Withdrawal of an Appeal

At any time during an appeal process a candidate may withdraw an application, by notice to the Chair of the Research Candidate Appeals Committee. Upon such withdrawal, consideration of the appeal will normally be discontinued.

24.9 Candidate Status

24.9.1 Unless the Vice-Chancellor otherwise directs, a candidate who has submitted an appeal may continue in their program of study until the
decision on the appeal is notified to the candidate.

24.9.2 In the case of an appeal against termination of enrolment for unsatisfactory academic progress, if the appeal is dismissed, the termination of enrolment will take effect from the date on which the Research Candidate Appeals Committee made its decision.

24.9.3 In the case of an appeal involving an international candidate, the University will notify the relevant Australian Government department of any notifiable change to the candidate’s enrolment.

24.10 Other Avenues for Appeal

24.10.1 While candidates are encouraged to resolve any concerns that may have arisen from their status as a candidate of the University within ACU, nothing in the Research and Professional Doctorate Degree Regulations detracts from the right of a candidate to access any other appeal or complaint mechanism available to the candidate as legislated in the relevant State or Territory. If any external process is initiated, the internal appeal process will be terminated.

24.10.2 Following exhaustion of the internal appeal process, in the case of matters for which there is no specific external independent arbiter, a candidate may appeal to the University Visitor, who is an independent arbiter, external to the University. Any such appeal must be made in accordance with the Policy on Review by the University Visitor.

24.11 Applications for Appeal Involving Allegations Concerning a Staff Member

In any case where a candidate’s application for appeal includes allegations of misconduct of a member of staff which may be in contravention of the Staff Code of Conduct, the Deputy Vice-Chancellor Research seek the advice of the Director, Human Resources, as to whether the matter should be considered under the Staff Code of Conduct. If a process under the Staff Code of Conduct is commenced, the Deputy Vice-Chancellor Research may suspend the appeal process pending the outcome of the Staff Code of Conduct process.

25. CONFERRAL OF AWARDS

25.1 Eligibility for an Award

25.1.1 To be eligible to be admitted to a research higher degree award, a candidate must:

a) comply with all University statutes, rules, regulations, and policies and procedures;

b) pay all relevant fees and charges; and

c) complete all requirements prescribed for the course.

25.1.2 Research higher degrees will be awarded without classification unless otherwise approved by the Academic Board and Senate.

25.1.3 The Doctor of Philosophy may be awarded summa cum laude in exceptional cases where the thesis has been identified by the HETS as being of outstanding merit.

25.1.4 The Doctor of Education and Doctor of Philosophy in Social and Political Thought may be awarded summa cum laude in exceptional cases where the candidate has obtained a GPA of 6.3 or higher in the doctoral coursework units and the thesis has been identified by the HETS as being of outstanding merit.
25.2 Revocation or Rescission of an Award

In instances where it has been confirmed that an award was wrongly conferred, either through administrative error or based on provision of fraudulent or misleading information, the University may rescind or revoke the award in accordance with procedures prescribed by the University.

25.3 Conferral of Award

Awards will be conferred in accordance with procedures prescribed by the University.

26. SAVING CLAUSE

Notwithstanding anything to the contrary contained in these Regulations, the Deputy Vice-Chancellor Research or Dean of Research may, in any case deemed appropriate, vary, dispense with or suspend any requirements of or prescription in these Regulations. Any such action must be reported to the next meeting of URC and the Academic Board.
SCHEDULE: RESEARCH HIGHER DEGREES

1. The following research higher degrees are awarded by the University

   Doctor of Education (EdD)
   Doctor of Philosophy (PhD)
   Doctor of Philosophy in Social and Political Thought (PhDSPT)
   Master of Education (Research) (Med(Res))
   Master of Health Sciences Research (Discipline) (MHScRes (Discipline))
   Master of Philosophy (MPhil)
   Master of Theology (Research) (MTh(Res))

2. Conditions for the Award of Research Higher Degrees

   The conditions for the award of the following degrees shall be determined by the Academic Board on the advice of the URC and the Boards of the Faculties indicated:

   **URC in consultation with all Faculties of the University**

   Doctor of Philosophy
   Master of Philosophy

   **Professional and other Research Higher Degrees**

   Faculty of Education and Arts
   Doctor of Education
   Doctor of Philosophy in Social and Political Thought
   Master of Education (Research)

   Faculty of Health Sciences
   Master of Health Sciences Research (Discipline)

   Faculty of Theology and Philosophy
   Master of Theology (Research)

3. Duration of Candidature

   The requirements for the award of a research higher degree shall normally be met within the period indicated:

   **EdD**
   Full-time: four years
   Part-time: eight years

   **PhD**
   Full-time: four years
   Part-time: eight years

   **PhDSPT**
   Full-time: four years
   Part-time: eight years

   **MEd(Res)**
   Full-time: two years
   Part-time: four years

   **MHScRes (Discipline)**
   Full-time: two years
   Part-time: four years

   **MPhil**
   Full-time: two years
   Part-time: four years

   **MTh(Res)**
   Full-time: one year
   Part-time: two years
APPENDIX A: FORMAL COMMUNICATIONS

1. Correspondence to Candidates

1.1 A notice or advice to an applicant/candidate is sufficient if it is in writing and is:
   a) posted to the candidate:
      i. for admission purposes, at the address shown on the application for admission;
      ii. at the semester address shown on the candidate’s most recent enrolment, if posted during a study period;
      iii. at the home address shown on the candidate’s most recent enrolment, if posted outside a study period;
   or
   b) emailed to the applicant/candidate:
      i. for admission purposes, at the email address shown on the application for admission;
      ii. for other purposes, to the candidate’s University email address;
   or
   c) sent via electronic communication to a mobile phone number supplied by the candidate; or
   d) posted for candidates on ACU’s learning management system, during any study period.

1.2 Unless a later delivery date can be proven, any notice or advice is deemed to have been received:
   a) if sent by post to an address within Australia, on the fifth working day after it was sent;
   b) if sent by post to an address outside Australia by airmail, on the fifteenth working day after it was sent;
   c) if sent by email or electronic communication on the first working day after it was sent;
   d) if posted on ACU’s learning management system, no later than 72 hours from the date and time on which it was posted.

2. Correspondence from Candidates

2.1 Correspondence from a candidate will be deemed to be effective on the date of its receipt by the University.

2.2 Any correspondence, document or form submitted to the University by a candidate becomes the property of the University unless, at the discretion of the University, the University elects to return the document or form to the candidate, with or without first having made a copy.

3. Change to Personal or Correspondence Details

3.1 Candidates must formally notify the University immediately, in accordance with prescribed procedures, of:
   a) any change of name; or
   b) address; or
   c) mobile phone number.
APPENDIX B: CANDIDATE LEAVE ENTITLEMENTS

1. Recreation Leave
   1.1 Candidates are entitled to 20 working days’ recreation leave each year of candidature calculated on a pro-rata basis.
   1.2 Recreation leave may be accrued, and must be agreed with and recorded by the Principal Supervisor.

2. Sick Leave
   2.1 Candidates may receive up to 10 working days’ sick leave each year of their candidature.
   2.2 Candidates may also receive additional sick leave of up to a total of 12 weeks during their candidature for medically substantiated periods of illness lasting longer than 10 working days. Where a candidate takes a period of additional sick leave, their thesis submission date will be extended by that period.
   2.3 Sick leave entitlements may also be used to cover the candidate with family responsibilities caring for sick children or relatives.

3. Maternity Leave
   3.1 Candidates who have completed 12 months of full-time study (or part-time equivalent) are entitled to a maximum of 12 weeks maternity leave during their candidature.
   3.2 Where a candidate takes a period of maternity leave their thesis submission date will be extended by that period.

4. Applying for Sick Leave and Maternity Leave
   Candidates wishing to apply for sick leave and maternity should refer to Regulation 11.

5. Leave Entitlements for Scholarship Recipients
   Candidates who are also scholarship recipients should refer to their Scholarship Conditions of Award for further information about their leave entitlements.