

ACU | research



ACU RESEARCH CANDIDATE GUIDE

Graduate Research

Office of the Deputy Vice-Chancellor (Research)

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Last revised: June 2017

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WELCOME FROM THE PRO VICE-CHANCELLOR RESEARCH



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 you, make to its research profile, both nationally and internationally. Our aim is to provide all research candidates with a superior learning experience.

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 James McLaren

Pro Vice-Chancellor Research

ONLINE ACCESS

This guide is available online at: <http://research.acu.edu.au/graduate-research/managing-your-candidature>

CONTACTS

There are many different people that 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 or changing your thesis topic.

For most academic matters, your Principal 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.

Faculty of Education and Arts:
FEA.HDR@acu.edu.au

Faculty of Health Sciences:
FHS.ADR@acu.edu.au

Faculty of Law and Business:
LawBusinessResearch@acu.edu.au

Faculty of Theology and Philosophy:
ADRes.FTP@acu.edu.au

STUDENT CONNECT AND THE ASKACU CONTACT CENTRE

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

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: <https://students.acu.edu.au/>

The AskACU Contact Centre issues your student card. So, if you need to replace your student card then contact the AskACU Contact Centre between 9:00am and 5:00pm (AEDT), Monday to Friday:

Phone: 1300 ASK ACU (275 228)
Email: askacu@acu.edu.au
SMS: 0427 522 268

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 over the page.

You can find a full list of policies relating to higher degree research at:

<http://research.acu.edu.au/graduate-research/policies>

Key Policy Document	Description
Research and Professional Doctorate Degree Regulations	University regulations for research candidates
Guidelines on the Preparation and Presentation of a Research or Professional Doctoral Thesis for Examination	University guidelines on how to present a thesis for examination
Research Code of Conduct	University guidelines for the responsible practice of research
Computer Use Policy	University policy on the use of information technology
Intellectual Property Policy	University policy which details how the University manages intellectual property rights

CANDIDATURE

The terms of your candidature are communicated to you when your enrollment is confirmed. Any changes to your candidature require discussion with your Principal Supervisor and in some instances other ACU staff, as well as written approval.

Variations to your candidature

You may apply for the following variations of candidature:

- a course load change from full-time to part-time enrolment (or vice versa) for the whole or any part of your course*;
- sick leave;
- maternity leave;
- a suspension of candidature due to illness or other personal issues;
- an extension of candidature; and
- periods of outside study.

**There are restrictions that apply to research candidates on scholarships who wish to convert from full-time to part-time enrolment. Please refer to the Conditions of Award or contact Graduate Research (E: res.cand@acu.edu.au) for further information. Also, international research candidates are normally required to undertake full-time study under the terms of their visa.*

Further information about variations to candidature can be found in section 11 of the *Research and Professional Doctorate Degree Regulations*:
http://www.acu.edu.au/policy/student_policies/research_and_professional_doctorate_degree_regulations

Most variations to candidature can be completed via Orion: <https://orion.acu.edu.au>

Some variations to candidature, can be submitted by using the Variation to Candidature form:

<http://research.acu.edu.au/graduate-research/forms>

For issues accessing Orion, please contact res.systems@acu.edu.au

Retrospective variations to candidature

Due to Government Census Dates and HECS loads, retrospective approvals for variations of candidature cannot be granted.

Change of supervision arrangements

If you wish to change your supervision arrangements, you should first discuss proposed new arrangements with your Principal Supervisor. Following this discussion, you should submit a request on the Change of Supervision Arrangements form: <http://research.acu.edu.au/graduate-research/forms>

Change of topic

If you wish to change your thesis topic, you should first discuss your proposed new topic with your Principal Supervisor. Following this discussion, you should submit a request via Orion <https://orion.acu.edu.au>

Suspension of candidature

A request for a suspension of candidature will not normally be approved until you have been confirmed in your candidature, and will not normally exceed a total of 12 months of full-time enrollment (or part-time equivalent) for a doctoral candidate, and a total of six months of full-time enrollment (or part-time equivalent) for a master-by-research candidate.

Further information about suspension of candidature can be found in section 11 of the *Research and Professional Doctorate Degree Regulations*: http://www.acu.edu.au/policy/student_policies/research_and_professional_doctorate_degree_regulations

A request for a suspension of candidature should be submitted via Orion: <https://orion.acu.edu.au>

Re-enrolment

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

Research terms and census dates

It is critical that any changes that you wish to make to your enrolment are submitted to Graduate Research (res.cand@acu.edu.au) prior to the census date for each term. These census dates are listed below:

Semester	Code	Start and End Dates	Census Date
Research Term A	201717	3 January 2017-2 April 2017	6 March 2017
Research Term B	201737	3 April 2017 – 2 July 2017	5 June 2017
Research Term C	201757	3 July 2017 – 1 October 2017	4 September 2017
Research Term D	201777	2 October 2017 – 24 December 2017	4 December 2017

CONFIRMATION OF CANDIDATURE

You must undergo confirmation of candidature within a specified time period. Confirmation of candidature will normally occur:

- for a Doctor of Education candidate, within one year of enrolment as a full-time candidate (or part-time equivalent);
- for a Doctor of Philosophy candidate, within nine months of enrolment as a full-time candidate (or part-time equivalent);
- 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);
- for a Master of Education (Research) candidate, within one year of enrolment as a full-time candidate (or part-time equivalent); and
- for a Master of Philosophy or Master of Theology (Research) candidate, within six months of enrolment as a full-time candidate (or part-time equivalent).

The confirmation of candidature process comprises a written report, as well as a verbal presentation to a confirmation of candidature panel.

At the confirmation of candidature presentation, you will be required to present: clearly defined and described aims of your research; the identification and elaboration of your research question and/or hypotheses being investigated; the results of your literature review undertaken to date; your proposed research design and methodology, and the rationale for their selection, including potential ethical issues; intended data sources; your proposed method(s) of data analysis where appropriate; an estimated budget; and timelines for completing your research higher degree within the period of candidature.

At the end of the confirmation of candidature process, the Pro Vice-Chancellor Research will either:

- confirm your candidature;
- terminate your candidature; or
- require you to re-present your written report and presentation within three months.

Further information about confirmation of candidature can be found in section 9 of the *Research and Professional Doctorate Degree Regulations*:

http://www.acu.edu.au/policy/student_policies/research_and_professional_doctorate_degree_regulations

ACADEMIC PROGRESS REPORTS

Every year you will be sent an academic progress report (APR) form which you must complete after discussion with your Principal Supervisor; the report must be completed and returned using the online progress report system. If you do not complete the APR by the nominated date your enrolment may be terminated.

APRs provide a clear mechanism in which to demonstrate the progress that you have made in 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 progress.

Further information about academic progress can be found in sections 18 and 19 of the *Research and Professional Doctorate Degree Regulations*:

http://www.acu.edu.au/policy/student_policies/research_and_professional_doctorate_degree_regulations

CANDIDATURE MILESTONES

Event	Course	When
Commencement Date	All courses	Date you begin your candidature
Confirmation of Candidature	All courses	Refer to the Confirmation of Candidature section in this Guide
Academic Progress Report (APR)	All courses	Annually (September-October)
Work-in progress Activities	All courses	Two to three times during candidature, suitably spaced
Pre-submission of Thesis Seminar	All courses	3 months before submission of Notice of Intention to Submit
Notice of Intention to Submit	All courses	3 months before submission date
Thesis Submission Date	All courses	Date when the thesis is expected to be submitted for examination
Candidature Expiry Date	All courses	Date when time allowed for completion of degree has expired

Glossary of terms:

Term	Definition
Commencement Date	When you begin your candidature.
Confirmation of Candidature	When you present a thesis proposal for confirmation.
Academic Progress Report	An annual requirement to assist in measuring your progress.
Work-in-Progress Activities	Annual presentations of the progress you have made in your research, i.e. a presentation at a School/Research Institute/Faculty seminar or colloquium, participation in the Three Minute Thesis Competition, or the presentation of a paper or poster at an external conference.
Notice of intention to submit	Formal notification to the University that you intend to submit your thesis for examination.
Pre-submission of Thesis Seminar	A final presentation prior to the submission of your thesis for examination.
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 Principal Supervisor.
Candidature Expiry Date	The date when the time allowed for the completion of your degree has expired.

RESEARCH SUPERVISION

The Research Discussion Checklist (appendix one) should be completed at the first meeting with your supervisors. You, as the candidate, and your supervisors should acknowledge having read and discussed the *Research and Professional Doctorate Degree Regulations* and the *Research Code of Conduct*, and having discussed the items in the checklist.

The meeting should also establish a mode of interaction between you and your supervisors, 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 supervisors, as well as setting both short term and long term goals for your 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 supervisors throughout the course of your research higher degree.

Another useful tool which is included in this guide is the Research Term Planner (appendix two). 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 supervisors at least twice a year.

It is critical to remember that your supervisors are an important resource and can assist you 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 supervisors is an important one. There are a number of tips to assist in pro-actively establishing a good relationship, including:

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

Further information about supervision can be found in section 13 of the *Research and Professional Doctorate Degree Regulations*: http://www.acu.edu.au/policy/student_policies/research_and_professional_doctorate_degree_regulations

INTERNATIONAL RESEARCH CANDIDATES

International research candidates 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 research candidate's enrolment pattern to the Department of Immigration and Border Protection.

It is critical if you are an international research candidate that you consider the impact that any changes in your candidature may have on your visa status. Candidates requiring further information can contact their local international student adviser.

http://www.acu.edu.au/international/why_choose_acu/international_student_advisers

SCHOLARSHIPS

A listing of current scholarships and information on how to apply is available at:

<http://research.acu.edu.au/graduate-research/scholarships>

To be awarded a scholarship you must be a full-time research candidate. If you are currently enrolled on a part-time basis, you

must indicate that you are willing to enroll on a full-time basis in making an application.

There may be two rounds of applications for the Research Training Program Stipend Scholarships each year. Other scholarships are advertised throughout the year. Late applications will not be accepted under any circumstances.

RESEARCH CANDIDATE RESOURCES

Library

Access resources including Library Search, My Library, Quicklinks, Guides and Databases. For further information: <https://library.acu.edu.au>

Services and Support

ACU offers the following services and support through the Office of Student Success:

- academic skills development;
- campus ministry;
- counselling services;
- disability services;
- indigenous student communities and support;
- student advocacy service; and
- IT information and resources.

For further information:

http://www.acu.edu.au/student_experience/support_services

Student Life—DiscoverU

The University offers a broad range of activities designed to make your experience fulfilling, including 'arty' clubs; social, team and representative sporting activities; fitness classes and medical services; and opportunities to get involved in volunteering and leadership development activities, as well as student associations.

For further information:

https://students.acu.edu.au/student_life

Careers and Opportunities

Develop your career opportunities through ACU's dedicated careers service.

For further information:

https://students.acu.edu.au/careers_and_opportunities

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 strongly encourage you to use it throughout the course of your candidature:

http://www.acu.edu.au/student_resources/learning

ETHICAL CONDUCT OF RESEARCH

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

The national guide which provides for responsible research practice in Australia is the Australian Code for the Responsible Conduct of Research:

<http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>

At the University level, any research involving human participants must be approved by the Human Research Ethics Committee. 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 res.ethics@acu.edu.au

It is your responsibility to obtain necessary certifications prior to commencing work on the project: e.g. Working with Children or Vulnerable People Checks.

You should also consider the need for other external approvals, e.g. Hospitals & Area Health Services HRECs, Government Departments or other Organisations.

The Research Ethics webpage contains the important information and guidance along with links to relevant external sites:

<http://research.acu.edu.au/researcher-support/integrity-and-ethics>

Applications for Ethical Clearance must be submitted via Orion: <https://orion.acu.edu.au>

Please note the following important points:

- work on the project must not commence until approval has been received in writing from the Human Research Ethics Committee;
- sufficient time needs to be allowed to obtain all required approvals;
- 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 Research Code of Conduct* and may also breach State or Commonwealth legislation. Such a breach could lead to disciplinary action.

EMAIL ACCOUNT AND IT SUPPORT

As a research candidate at ACU, you will automatically be provided with a student email account. It is a condition of your candidature that you access this account on a regular basis as important 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.)

IT Support

The Service desk (Help Desk) can be contacted as follows: Monday – Thursday, 7:30am – 7:30pm Friday 7:30am – 6:30pm by calling 07 3623 7272 or emailing servicedesk@acu.edu.au

Work Health & Safety

ACU operates under harmonised work health and safety laws across all States and Territories in which campuses are located, with the aim of providing a safe working and learning environment.

Commencing research higher degree candidates may be required to undertake WH&S training if using specific facilities. This training will be delivered by your School, Institute or Faculty. Some Faculties may also require you to complete training via the Learning Environment Online (LEO): <https://leo.acu.edu.au/login/start.php>

WH&S requirements are included in the list of items to be addressed at the initial Principal Supervisor meeting (see Appendix 1).

In recognising that safety is everyone's responsibility, ACU has recently released a reporting portal for students to submit reports of incidents, injuries and hazards. If you are injured or become unwell on campus you are encouraged to submit an incident report as a record of the event. ACU uses Riskware to log health and safety injuries, illnesses and incidents.

You can find it on the intranet http://www.acu.edu.au/staff/human_resources/working@acu/health_safety_and_wellbeing/reporting_accidents_and_incidents or using the search tool.

Reports are sent to academic and professional staff who are instructed to apply corrective actions to incidents or resolve hazards.

SafeZone

SafeZone is a free app for all ACU staff and students that connects you with ACU Security when you need help on campus. You can download the app from the website:

http://www.acu.edu.au/staff/campuses/melbourne/emergency_and_safety

If you or a friend are injured or unwell you can call Concierge on 03 9230 8333 or, if after hours, by calling Security on 1300 729 452 or activate the SafeZone App.

Further information is available via the below weblink:

http://www.acu.edu.au/staff/campuses/emergency_and_safety

- What to do in an Emergency: http://www.acu.edu.au/staff/campuses/emergency_and_safety
- Safety Procedures: http://www.acu.edu.au/policy/hr/health_safety_and_well-being
- First Aid information: http://www.acu.edu.au/policy/hr/health_safety_and_well-being/first_aid
- Campus specific services and contact information: <http://www.acu.edu.au/staff/campuses>

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: http://library.acu.edu.au/about_the_library/contact_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, organise their references, images, and PDFs, in any language, and create bibliographies and figure lists quickly.

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, postgraduates and honours students, who need to deal with multiple references, will benefit most from this software.

Intellectual Property and Research Publications

The ACU Intellectual Property policy provides information regarding the research candidate's responsibilities in relation to the creation/invention or acquisition of Intellectual Property during

their studies:

https://www.acu.edu.au/policy/research/general_policies/intellectual_property_policy

Information regarding reporting requirements for candidates producing peer-reviewed publications are included in the ACU Research Publication policy:

http://www.acu.edu.au/policies/research/general_policies/research_publication_policy

The attribution of authorship policy covers the requirements for all research outputs, and is available at:

http://www.acu.edu.au/policies/research/general_policies/research_authorship

Copyright

Quick guide on copyright for research/study and publication of thesis in ACU repository

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.

For more information please refer to the Print and Graphic Copying and Communication Guidelines:

http://www.acu.edu.au/research/current_research_students/forms_and_policies2/policies/copyright

Publication of your 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 permission 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 Thesis in an Online Repository.

http://www.acu.edu.au/research/current_research_students/forms_and_policies2/policies/copyright

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 matter.

THREE MINUTE THESIS™ COMPETITION

The 3MT™ is an opportunity for you to showcase your research, develop your communication skills, and potentially win prize money.

The competition is run annually across the ACU campuses, with the overall winner representing the University at the Asia-Pacific finals in Queensland.

Participation in the 3MT also counts as a work-in-progress activity (refer to section 17 of the Research and Professional Doctorate Degree Regulations - http://www.acu.edu.au/policy/student_policies/research_and_professional_doctorate_degree_regulations).

Further details about the 3MT Competition are available at:

<http://research.acu.edu.au/graduate-research/three-minute-thesis-3mt-competition>

TIPS FOR SUCCESSFUL RESEARCH CANDIDATES

The following list of tips has been devised by research candidates.

Tip	Why?
1. Begin writing early	Writing from an early stage makes it easier to review your progress and set goals for your research.
2. Maintain a good relationship with your supervisors	Remember that no two student-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.
3. Choose an appropriate methodology	Make sure that your methodology suits your research area and area of expertise. Seek advice from a range of sources.
4. Time management	Break your overall goals down into stages. Use milestones and individual task lists to help you achieve your goal of successful completion.
5. Literature review	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.
6. Document references as you go	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.
7. Be persistent	If everything does not go to plan with your research, reassess and try to work out what could be improved. Be prepared for the occasional set-back which is part of the research process.
8. Stay focused	Try to describe your research to a friend or family member with no background in your research area; this will help you stay focused on your topic and its relevance to our society and community.
9. Think about your future post-research	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 exist for your post-research career.
10. Connect, connect, and connect!	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 experiences and discuss research.

APPENDIX ONE: ACU University Research Discussion Checklist

Research candidate's name: _____

Student ID: _____

School/Research Institute: _____

Research candidate's status: Domestic International

Name of degree: _____

Principal supervisor's name: _____

Date and time of meeting: _____

Present at the meeting:
(please list all people present)

We confirm that we have discussed this Research Discussion Checklist, and have read and discussed the *Research and Professional Doctorate Degree Regulations* and *Research Code of Conduct*.

Research Candidate signature: _____ **Principal Supervisor signature:** _____

Date: _____ **Date:** _____

The purpose of the Research Discussion Checklist is to outline expectations from both the principal supervisor and research candidate in order to ensure a successful candidature.

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 Principal Supervisor and research candidate;
- (c) that the discussion/checklist clarify the research training objectives of the research candidate; 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 Principal Supervisor and research candidate should address the following and indicate with a when the issue has been discussed

- 1. The nature of the proposed research area and its contribution to new knowledge.
- 1.1 The attributes (below) that the research candidate is expected to achieve prior to the completion of their research degree;
 - 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 identify the place of 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 candidate in meeting the attributes listed? (E.g. literature searches, 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 candidate 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 technical problems which may be encountered by the candidate) and strategies for the early identification of such issues.
- 1.7 Contingency plans or mitigations for the above-mentioned risks.
- 1.8 The requirements surrounding leave and absences.

Section 2: Operational Matters

The Principal Supervisor and the research candidate should discuss and complete the following questions.

Roles and responsibilities

2.1 What are the expectations regarding the role of the Principal Supervisor from the candidate's perspective?
2.2 What are the expectations regarding the candidate's responsibilities from the Principal 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 supervisory meetings (i.e. face to face, email etc)?
2.5 What are the expectations regarding the proposed hours of study for the candidate?
2.6 What are the expectations regarding Work, Health and Safety?

Publications

<p>2.7 What is the expectation regarding authorship order on any arising publications?</p>
<p>2.8 What are the expectations regarding the number and nature of publications arising during the candidature (i.e. conference or journal papers)</p>
<p>2.9 What are the expectations regarding the standard of the candidate's communication skills (verbal and written)? What steps, if any, can be taken to improve these skills?</p>
<p>3.0 What steps,if needed, can be taken to improve these skills?</p>

APPENDIX TWO: ACU Research Term Planner

Term (please circle): **A** **B** **C** **D**

Year:

Research candidate's name:

Student ID:

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.

Q1. Goals and key tasks for this term

a) Goals and key tasks for this term (add additional points as required)

i)

ii)

iii)

b) With what frequency do you plan to meet with your Principal 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

Month/Week	Activity

f) Deadlines/due dates (e.g. ethics, presentations, APR) this term (please provide date details):

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 their successful completion

b) If no, please comment on the aspects which impeded your progress and suggestions for addressing these in 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 candidate group meetings

Q5. Goals and activities for the next term

a) Goals and key tasks for next term

i)

ii)

iii)

b) With what frequency do you plan to meet with your Principal Supervisor with, in the next term?

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

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

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

Month/Week	Activity

f) Deadlines/due dates (e.g. ethics, presentations, APR) this term (please provide date details):

Research Candidate and Principal 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 candidate and their Principal Supervisor.

Research Candidate signature: _____ **Principal Supervisor signature:** _____

Date: _____ **Date:** _____

APPENDIX THREE: Principal Supervisor/Research Candidate Meeting Record

Title of research project:

Research Candidate:

Principal Supervisor:

Co-supervisor:

Date of meeting:

Time started:

Time finished:

Summary of progress since last meeting::

Issues from last meeting(s):	Action taken:

Current issues:	Agreed actions:

Other:

Research Candidate signature: _____ **Principal Supervisor signature:** _____

Date: _____ **Date:** _____

APPENDIX FOUR: ACU Research and Professional Doctorate Degree Regulations

Effective 17 February 2016

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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 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
- c) Demonstrated research experience with evidence of capacity to undertake independent research work (e.g. a first author publication).

4.1.5 Master of Education (Research)

- a) A four year Bachelor of Education degree (or equivalent) with a credit average or higher; and
- b) At least one year's teaching experience.

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
- c) 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 Deferral 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 the period of the suspension.

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, the reasons for 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:

- e) confirm or vary the decision appealed; or
- f) 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.