Higher Degrees by Research (HDR) Policy Compendium

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> **This compendium provides ready access to all of the policies and procedures related to higher degrees by research (HDR) programs that are maintained in Deakin's policy library, as well as associated legislation and other relevant information.**

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Context

Deakin's strategic agenda

LIVE the Future Agenda 2020 states Deakin's commitment to offering its students a brilliant education by:

- providing premium cloud and located learning
- delivering globally connected learning
- welcoming, supporting and retaining committed and capable learners and
- empowering learners for the jobs and skills of the future.

This agenda is supported by the Research Plan 2016-2020 that sets the goals and strategies to expand, improve and coordinate research excellence and impact across the University.

Deakin's higher degrees by research (HDR) policy suite

The University's suite of HDR-related policies and procedures provide the framework that enables us to implement our research training strategies and carry out activities in a consistent and transparent way. They are developed and reviewed in accordance with Deakin's overarching Policy Framework and the Policy Development and Review Procedure.

Deakin's courses and awards

Deakin offers HDR courses in accordance with the **Higher Education Courses Policy** that lead to the conferral of awards in accordance with the levels specified in the Australian Qualifications Framework (AQF). For the principles that inform Deakin's courses and awards and the requirements for awards see the following:

Policies/procedures	Coverage
Higher Education Courses Policy	- Principles and standards for higher education courses - Responsibilities for governance and management oversight
Higher Degrees by Research (HDR) Policy	Principles and responsibilities of the University in offering higher degrees by research (HDR)
Schedule A: Academic Units	List of academic units covered by the policy

Academic Awards Procedure **Schedule A:** Award Colours of the University	• Award titles • Conferral of awards • Certification
Higher Doctorates procedure	• Outlines the processes for admitting, assessing and examining candidates for the award of Higher Doctorate.

Associated legislation
▪   Deakin University Act 2009
▪   Education Services for Overseas Students Act 2000
▪   Higher Education Standards Framework (Threshold Standards) 2015
▪   Statute 5.2 – Academic Awards
▪   Deakin Regulation 5.2(2) – Higher Education Award Courses (General)
▪   Deakin Regulation 5.2(3) – Conferring of Academic Awards
▪   Deakin Regulation 5.2(4) – Revocation of Academic Awards
▪   Deakin Regulation 5.2(5) - Higher Doctorates

Other information
▪   LIVE the Future Agenda 2020
▪   Research Plan 2016-2020
▪   Australian Qualifications Framework (AQF)
▪   AQF Issuance Policy
▪   PhD Xtra website

Course design

Award courses are designed, delivered and overseen by appropriately qualified staff to advance the University's research training goals in line with the Higher Education Standards Framework. The PhD Xtra offers an enhanced learning experience incorporating individual, flexible learning plans, coursework, placements, oral examinations and a portfolio of assets. Further details about the PhD Xtra are available online. For overarching course design requirements see the following:

Policies/procedures	**Coverage**
Course Design and Delivery Procedure **Schedule C:** Standards for unit sites	• Course design: specifications, course learning outcomes, academic integrity and learning experiences • Publication requirements for Handbook and Unit Guides • Minimum standards for unit sites
Higher Degrees by Research (HDR) Policy **Schedule A:** Academic Units	• Principles and responsibilities of the University in offering higher degrees by research (HDR) • List of academic units covered by the policy

Associated legislation
▪   Higher Education Standards Framework (Threshold Standards) 2015
▪   Education Services for Overseas Students Act 2000

Other information
▪   Research Plan 2016-2020
▪   HDR course learning outcomes

- University Handbook
- Student Learning and Experience Plan 2016-2020
- Australian Qualifications Framework (AQF) and Explanations
- PhD Xtra website

Admission and credit

Students wanting to enrol in a research degree at Deakin must have a demonstrated ability to undertake significant research in a defined area of interest. Research ability may be demonstrated in a variety of ways. For detailed admission principles and processes see the following:

Policies/procedures	Coverage
Higher Degrees by Research (HDR) Admission, Selection and Enrolment procedure **Schedule A:** Minimum Entry Requirements for Higher Degrees by Research **Schedule B:** Higher Degrees by Research English Language Requirements **Schedule C:** Minimum Resources for Higher Degrees by Research Students.	• Course entry requirements, including: • Minimum qualifications or experience • English language requirements • Minimum resources • Application and selection processes • Supervision • Course transfers • Change of candidature • Re-admission
Credit for Learning Policy	• Principles for credit decisions for the coursework components • Responsibilities of Academic Board and faculties
Credit for Learning Procedure	• Application process • Decision-making with respect to coursework units • Arrangements with other institutions

Associated legislation
- Autonomous Sanctions Act 2011
- Deakin Statute 5.1 – Admission, Selection and Enrolment
- Deakin Regulation 5.1(1) – Enrolment
- Higher Education Standards Framework (Threshold Standards) 2015

Other information
- Australian Qualifications Framework (AQF)
- AQF Qualifications Pathways Policy
- PhD Xtra website
- Higher Degrees by Research (HDR) Scholarships procedure

Supervision and academic progress

For Deakin's processes for supervision requirements and processes for identifying HDR students at risk of unsatisfactory progress, including providing specific support, see the following:

Policies/procedures	Coverage
Higher Degrees by Research (HDR) Supervision Procedure **Schedule A:** Qualifications and other requirements for HDR Supervision	• Qualifications and responsibilities of supervisors and research advisers • Supervision load limits • Changes to the supervision team
Higher Degrees by Research (HDR) Academic Progress procedure **Schedule A:** Confirmation of Candidature Standards **Schedule B:** Progress Management of 'At Risk' Students **Schedule C:** Academic Progress Requirements for Specified Masters Degrees.	• Confirmation of candidature • Extension of candidature • Transfer between research degrees • Reviews of progress • Students who are at risk of not making satisfactory progress • Actions where student has made unsatisfactory progress • Role of HDR Academic Progress Committee • Appeals

Associated legislation

- Deakin Statute 5.3 – Assessment and Academic Progress
- Regulation 5.3(3) - Assessment and Academic Progress in Higher Degrees by Research
- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training to Overseas students 2007

Other information

- Australian Code for the Responsible Conduct of Research
- Student Code of Conduct
- Intellectual Property (Students) policy
- Conflict of Interest Procedure
- PhD Xtra website

HDR research conduct	

HDR students should undertake their research with a commitment to honesty, accuracy efficiency and objectivity. For how HDR students should conduct their research, please see the following:

Policies/procedures	Coverage
Research Conduct policy	• Sets out the University's commitment to promoting a culture of responsible and ethical conduct of all those engaged in research
Research Integrity Breaches Procedure **Schedule A:** Outcomes for student serious research code breach	• This procedure documents the processes that apply to handling allegations and instances of breaches to the *Australian Code for the Responsible Conduct of Research* by students conducting research in Honours, coursework or higher degrees by research (HDR)
Student Academic Integrity Policy	• Outlines the principles and responsibilities for promoting and supporting student academic integrity and maintaining academic standards.
Student Academic Integrity Procedure **Schedule A:** Outcomes for student breaches of academic integrity	• Sets the processes for educating students about academic integrity and responding to allegations of breaches of academic integrity • Allegations relating to academic integrity involving coursework units and additional HDR program content will usually be addressed according to this procedure.
Authorship procedure **Schedule A:** Authorship statement	• Outlines the criteria for authorship and contributions to all research outputs and responsibilities of authors, in compliance with the *Australian Code for the Responsible Conduct of Research*.
Research Data and Primary Materials Management procedure **Schedule A:** Retention periods for research data.	• Outlines the requirements for responsible management of research data (including data documentation and metadata) and primary research materials, in compliance with the Code *Australian Code for the Responsible Conduct of Research*.
Publication and Dissemination of Research procedure	• Outlines the requirements for publication and dissemination of research conducted, according to the *Australian Code for the Responsible Conduct of Research*.
Research Repository procedure	• Outlines the process for maintaining a system for the accurate and up-to-date recording of published research and scholarly outputs of staff and research students.
Intellectual Property (Students) policy **Intellectual Property procedure**	• Governs the development and commercialisation of intellectual property by students

Associated legislation
▪ Deakin Statute 4.1 – Student Misconduct
▪ Deakin Regulation 4.1(2) – Academic and Research Integrity
▪ Education Services for Overseas Students Act 2000
▪ National Code of Practice for Providers of Education and Training to Overseas students 2007
▪ Privacy and Data Protection Act 2014 (Vic)
▪ Health Records Act (Vic)

Other information
▪ Student Code of Conduct
▪ Australian Code for the Responsible Conduct of Research
▪ Deakin Research integrity
▪ PhD Xtra website
▪ Research Integrity Breaches procedure
▪ Publications wiki for Deakin authors
▪ Deakin Guide to Referencing website

Assessment

Higher degrees by research (HDR) students are assessed as follows:

▪ a thesis which may include an oral examination

▪ any coursework components.

For Deakin's requirements relating to assessment tasks and arrangements for HDR students see the following:

Policies/procedures	Coverage
Higher Degrees by Research (HDR) Assessment procedure **Schedule A:** Thesis Examination Requirements for Specified Masters Degrees **Schedule B:** Restricted Access to Thesis **Schedule C:** Oral Thesis Examination.	*For theses:* • Thesis submission • Selection of examiners • Determining the outcome of thesis examination • Oral thesis examination • Revision and re-examination • Thesis lodgement after examination • Restriction of access to thesis • Recommendation for the degree • Appeals
Assessment (Higher Education Courses) Procedure **Schedule A:** Grading **Schedule B:** Methods comparability **Schedule C:** Standards	*For coursework components:* • Design and assessment of units, including examinations, feedback, re-marking, special consideration and finalisation and publication of results.

Quality assurance

Institutional approval and review processes are implemented to assure the quality of Deakin's courses and awards. Regular monitoring and evidence-based review inform ongoing improvements.

For Deakin's approval and review requirements and supporting information see the following:

Policies/procedures	Coverage
Higher Education Courses Approval and Review Procedure **Schedule A:** Major Course Review Panels	- Course approvals - Annual reviews of higher degrees by research (HDR) by each faculty and listed institutes, considered at the Research and Research Training Committee - Unit reviews of coursework components - Major course reviews of HDRs every five years - Course revisions
Evaluation of Teaching and Units Procedure	*For coursework components:* - Student survey on unit quality - Reports and actions to Deputy Vice-Chancellor Education
Higher Degrees by Research (HDR) Partnership procedure	- Sets out the requirements for establishing and managing partnerships for the delivery of HDR courses between Deakin University and one or more partner organisations or institutions - Includes review, audit and reporting requirements