



Cairnmillar
INSTITUTE

Treatment | Education | Research

Higher Degree by Research (HDR) Policy

Policy name	Higher Degree by Research (HDR) Policy
Policy number	RP001
Date approved	April 1, 2020
Approving body	The Cairnmillar Institute Academic Board
Responsible officer	Head of School
Implementation officer	Associate Head of School Research
Next review date	April 2023
Linked policies	<ul style="list-style-type: none"> Research and Research Training Committee (ToR) Research Partnerships Policy Human Research Ethics Policy Research Integrity and Conduct Policy Ownership and Management of Intellectual Property Policy Publications and Authorship Policy Research Data Policy Student Selection, Admission, and Enrolment Policy and Procedures (Higher Education)
Relevant procedures	<ul style="list-style-type: none"> Research Integrity Breaches Procedure Higher Degrees by Research (HDR) Supervision Procedure

1. Purpose of this policy

The purpose of this policy is to set out the responsibility of the Cairnmillar Institute (the Institute) in its offering of higher degrees by research (HDR).

2. Scope

This policy applies to all HDR students, their supervisors, and administrators of the Institute.

3. Policy

- a) The Institute will offer HDR that:
 - meet the [Higher Education Standards Framework](#) for the appropriate level
 - provide students with high quality research training
 - promote a research culture of excellence, integrity and professionalism
- b) The introduction, review, and quality assurance of HDR courses will be under the remit of the Cairnmillar Institute Academic Board (the Board).
- c) Admission to HDR is in accordance with the Institute's Student Selection, Admission, and Enrolment Policy and Procedures.
- d) The Institute will provide students with a supervision team of at least two members, including a principal supervisor who is an academic staff member of the Institute, for the duration of the student's HDR candidature.
- e) The Institute will provide HDR students with appropriate induction.
- f) The Institute will appoint a HDR coordinator to support HDR students in the Institute.
- g) Supervision of students is in accordance with the Institute's HDR Supervision procedure.
- h) The Chair of the Research and Research Training Committee (RRTC) will oversee the progress of HDR students on the advice of the HDR Selection and Progress Subcommittee
- i) The period of candidature for each course, which is prescribed by the Institute, is as follows:
 - a. Research Master will usually be complete in 2 years full-time or four years part-time
 - b. PhD and Professional Doctorates will usually be complete in 3-4 years full-time or 6-8 years part-time, with a minimum completion time of 2 years full-time.
- j) Assessment of student's achievement of the course learning outcomes will be in accordance with the Institute's [Assessment Policy and Procedures](#) and the Examination of Thesis Policy and the Intellectual Property Policy, both of which are linked to this policy

4. Responsibilities

- a) The RRTC Chair will be responsible for the oversight of HDR candidatures.
- b) The HDR coordinator is responsible for ensuring the student is provided with access to resources and facilities necessary for the successful completion of their studies.
- c) The Head of School and the principal supervisor are responsible for ensuring that the research training experience of the student is at an appropriate level.
- d) The principal supervisor is responsible for guiding the HDR student with respect to their research, monitoring student progress toward successful and timely completion, reporting on the student's progress throughout the candidature, and nominating examiners.
- e) Supervisors and students must comply with with [the Australian Code for the Responsible Conduct of Research, 2018](#) (the Code).

- f) Supervisors and students are expected to be familiar with the Institute's [policies and procedures](#).

5. Procedures

The following procedures in conjunction with the [Code](#) describe how to comply with this Policy:

- a) Higher Degrees by Research (HDR) Supervision Procedure
- b) Research Integrity Breaches Procedure.