

DOCTOR OF PHILOSOPHY (INDUSTRY) COURSE RULES



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1 PURPOSE

- 1.1 These course rules provide a set of course rules to govern the Doctor of Philosophy (Industry) degree at CQUniversity, ensuring a clear and equitable framework degree that is consistent with the expectations of the [Australian Qualifications Framework](#) and requirements relating to Commonwealth-funded research training scheme places.

2 SCOPE

- 2.1 These course rules apply to candidates enrolled in the Doctor of Philosophy (PhD) (Industry) degree offered by CQUniversity. This course includes the Graduate Certificate in Research (GCR) as an embedded part of the curriculum.
- 2.2 Students enrolled in the CL58 Graduate Certificate in Research as a standalone qualification will have different requirements and should refer to the [Graduate Certificate in Research Course Rules](#).
- 2.3 These course rules do not apply to:
- CL58 Graduate Certificate in Research as a standalone qualification. Refer to the [Graduate Certificate in Research Course Rules](#)
 - Doctor of Philosophy by Portfolio degree. Refer to the [Doctor of Philosophy by Portfolio Course Rules](#)
 - Master of Research, Doctor of Philosophy Doctor of Education or Doctor of Professional Studies degrees. Refer to the [Research Higher Degree Course Rules](#), or
 - Master of Research (Offshore) or Doctor of Philosophy (Offshore) Refer to the [Research Higher Degree \(Offshore\) Course Rules](#).

3 POLICY STATEMENT

Nature of research higher degrees

- 3.1 A research doctoral degree offered by the University shall meet the following definition, as described in the [Australian Qualifications Framework](#) (AQF), and [Higher Education Standards \(Threshold Framework\) 2021](#) (Cwlt):

“a Research Doctoral degree (leading to the award of PhD) shall involve a volume and quality of work that makes a significant and original contribution to knowledge. Candidates in a PhD will undertake a program of independent supervised study that produces significant and original research outcomes culminating in a thesis, dissertation, exegesis or equivalent. Research in the program of learning will be for at least two years and typically two-thirds or more of the qualification. The program of learning may also include advanced coursework to enhance the student’s capacity to make a significant contribution to knowledge in the discipline (or cross-disciplinary field). The advanced coursework may support but not replace the research outcomes. Research in a PhD may be of pure, exploratory, experimental or creative nature”.

4 COURSE RULES

Interpretation

- 4.1 The Dean School of Graduate Research is given considerable duties and responsibilities in managing research higher degrees (RHDs) via these course rules. In discharging these duties, the Dean may delegate such responsibility, consult with and/or refer for advice to the Deputy Dean/s Research, Postgraduate Research Coordinator, Course Lead, Supervisor/s, the candidate and senior research employees as appropriate.
- 4.2 These course rules should be read in conjunction with the [Higher Education Qualifications Policy and Procedure](#).

Candidate status

- 4.3 For avoidance of doubt when applying the University’s policy documents, candidates enrolled in the PhD (Industry) shall be regarded as RHD candidates, and will attract the same support, benefits and academic expectations as those enrolled in an AQF Level 10 qualification unless otherwise described in these course rules.
- 4.4 In matters relating to the pursuit of the GCR curriculum component and the four advanced coursework units, PhD (Industry) candidates shall be considered under the [Student Academic Integrity Policy and Procedure](#) and other relevant coursework policy documents. For all other activities conducted within the PhD (Industry), the [Research Higher Degree Integrity Policy and Procedure](#) will apply.

Qualifications for admission as a candidate

- 4.5 The University will consider applications for admission to candidature for the PhD (Industry) from individuals who can demonstrate communication, critical thinking and data analysis skills relevant to research as well as content expertise in their proposed field of study.
- 4.6 An applicant may be considered for admission to candidature for the degree of PhD (Industry) if the person has:
- a) a coursework Masters degree equivalent to AQF Level 9, in an appropriate discipline, and
 - b) a three or four-year Bachelor degree, equivalent to AQF Level 7, with a minimum credit-level grade point average (or equivalent achievement measure), in an appropriate discipline, and
 - c) not less than three years of professional experience in roles relevant to the research topic being proposed, or
 - a) alternative qualification/s and/or experience deemed by the Research Committee to be of equivalent scope and standard to those listed above and who has fulfilled such other requirements as the Research Committee may determine.
- 4.7 In considering the above admissions criteria, the University will have regard to:
- the recency of the applicant's formal qualifications and/or professional experience, and
 - relevant vocational training qualifications where these are shown to have relevant research or discipline-based content.
- 4.8 International applicants must meet the University's English language requirements, as designated by the University, and visa study requirements.
- 4.9 Where a domestic applicant presents with educational qualifications from an institution that does not instruct in English, the University reserves the right to request evidence of English language proficiency, prior to granting admission.

Application for admission

- 4.10 An application for admission to the PhD (Industry) candidature can be made at any time of the year.
- 4.11 The application for admission must be submitted on the standard pro forma which includes key information relating to the proposed research project and supervisory panel. This should be accompanied by certified documentary evidence of qualifications and any other information relevant to the admission.
- 4.12 An application for admission from an international candidate must include certified documentary evidence of English language competency. International applicants may also be required to provide a motivation to study statement and financial declaration to support their application for admission as a Genuine Temporary Entrant.
- 4.13 Applicants are not permitted to transfer research candidature from other institutions into the PhD (Industry). Applicants seeking transfer of a research candidature are instead directed to the Master of Research or Doctor of Philosophy courses, as described in the [Research Higher Degrees Course Rules](#).
- 4.14 Through the Dean School of Graduate Research, the University reserves the right to request additional supporting documentation, such as details of relevant research experience, an extended thesis proposal, professional references or other statements. The University also reserves the right to ask the applicant to attend an admission interview.
- 4.15 Where doubt exists as to whether the admission criteria have been adequately met, the Dean School of Graduate Research may offer an applicant the opportunity to participate in a rejoinder process, to establish the applicant's research credentials and knowledge of research literature and/or methodologies. The University may also seek additional information from applicants regarding relevant workplace experience, research publications, or other items that can clearly demonstrate research and content-based expertise.

Admission to candidature

- 4.16 An applicant may be admitted to the PhD (Industry) only where the training can be provided in a supervisory and study environment of research activity or other creative endeavour, inquiry and scholarship, and the supervision and resources required for their project are available. Appropriate supervision, as defined in the [Supervision](#) section, must be available from the intended commencement date.
- 4.17 The University may refuse admission to, withdraw an offer to, or cancel an enrolment of an applicant who would otherwise be eligible for admission where it reasonably believes that:
- the applicant or their presence poses a risk to the University's students and/or employees or the wider University community
 - the applicant may prejudice the University's reputation, management or good governance
 - the applicant acted in a dishonest and/or deceitful manner when applying for admission to the University or any other tertiary educational institution
 - the applicant would be lawfully prevented from entering University premises for all or part of the course or unit because of a court order or any enactment or decision made under legislation
 - the University would be subject to sanctions under the [Autonomous Sanctions Act 2011](#) (Cwlth), or has received Ministerial advice that the enrolment is not compatible with Australian's foreign relations policy, as declared in [Australia's Foreign Relations \(State and Territory Arrangements\) Act 2020](#) (Cwlth).
 - the applicant would be unable to meet the course or unit requirements, including but not limited to attendance or group participation requirements.

Such decisions will be determined by the Dean School of Graduate Research in consultation with relevant senior management roles within the University.

- 4.18 Applicants who submit fraudulent information as part of their admission application, may be permitted to re-apply following a two-year exclusion period for admission. Fees paid may be forfeited.
- 4.19 An offer of admission will be issued from the School of Graduate Research (in the case of domestic applicants), or the Global Development Division (in the case of international applicants). This will contain a formal Description of Candidature including:
- the date of commencement of candidature
 - the name of the academic school in which the course will be undertaken
 - the mode of study and campus location (for on-campus candidates)
 - appointment of the supervisors
 - description of coursework units which must be completed by the candidate
 - approval the proposed field of research, and
 - any special conditions that the candidate may be required to fulfil.

- 4.20 Candidature will be deemed to have commenced as at the date indicated on the Description of Candidature and as confirmed by the candidate when accepting the offer of admission.

Research thesis topic

- 4.21 Enrolments into the PhD (Industry) will be available across the full range of research disciplinary areas in which the University holds supervision expertise, with particular focus on projects that align with the University's research strengths. Applications for admission must include an outline of the proposed thesis topic.
- 4.22 Thesis topics may be refined or redirected, as a result of candidates completing preparatory research coursework unit/s. Where this occurs, continuation of candidature is reliant on the University's ability to provide appropriate supervision. Where project refinement results in the topic area falling outside of the University's supervision expertise, candidates may be required to study a project from a list offered by the University, rather than pursuing their originally proposed topic.

Enrolment

- 4.23 Candidature may commence at any time of year, however offers of admission will be made subject to resource availability and administrative processes and having regard to the implications of term and Census dates and any applicable tuition liability.
- 4.24 The standard course length for the PhD (Industry) is four EFTSL. This period will be calculated from date of commencement to date of conferral of the award, and is:
- inclusive of preparatory research coursework
 - inclusive of pre-confirmation, confirmation, thesis preparation and submission activities plus any revisions as required by the Chair of Examiners
 - inclusive of enrolment periods covering the advanced coursework studies and/or any periods of industry placement, and
 - exclusive of any leave of absence periods, and the time during which the thesis is under examination.
- 4.25 A candidate who has consumed more than four EFTSL will be considered an over-time candidate.
- 4.26 There is no provision for the application of advanced standing or credit transfer within the PhD (Industry) degree.
- 4.27 A candidate will continue to be re-enrolled under the same conditions as per the previous term, unless the School of Graduate Research is formally advised in writing. An over-time candidate must formally advise the School of Graduate Research if they do not wish to continue with their research course.
- 4.28 A request for a change to the term of enrolment that is received after the applicable Census date will not be honoured unless in [exceptional circumstances](#), being those that occur beyond a student's control, due to disability (defined in the [Disability Policy](#)), medical or health-related condition/s, hardship or trauma, compassionate circumstances, or unavoidable commitment that, by its nature, cannot be rescheduled.. Such requests will be considered by the Dean, School of Graduate Research
- 4.29 A candidate who is required to undertake major revisions following thesis examination shall be required to re-enrol for a prescribed period of not less than one Census period, irrespective of enrolment mode. Such enrolments will be automatically completed by the School of Graduate Research and a confirmation of enrolment forwarded to the candidate. This will occur unless a candidate has formally advised that they do not intend to perform the thesis revisions within 28 days of receipt of the examination advice.
- 4.30 Domestic candidates on a Commonwealth funded place and who have consumed all of their funded place must pay full fees if they remain in the course, unless advised in writing by the Dean School of Graduate Research.
- 4.31 International candidates must fully fund their enrolment in the PhD (Industry), unless otherwise advised in writing by the School of Graduate Research or the Global Development Division.
- 4.32 The PhD (Industry) is available only in the onshore enrolment mode.

Study load

- 4.33 Applicants to the PhD (Industry) may be accepted as either full-time or part-time candidates. International candidates should be mindful that student visa requirements may dictate the need to study full-time.
- 4.34 The PhD (Industry) may be undertaken in on-campus mode (for all candidates) or in online mode (for domestic candidates only). Permission to enrol as an online candidate may be granted by the Dean School of Graduate Research, only where the following criteria are satisfied:
- a) appropriate supervision arrangements are available
 - b) access can be guaranteed to laboratories, equipment, research literature and resource materials as necessary for the successful completion of the research, and

c) the candidate agrees to attend the University for such periods and purposes as necessary to fulfil the course requirements.

4.35 A candidate may transfer from one study mode to another on such terms as approved by the Dean School of Graduate Research.

4.36 Full-time candidates will contribute between 35 to 40 hours per week to their research and thesis. Part-time candidates will contribute between 17.5 to 20 hours per week to their research and thesis.

4.37 Candidates may participate in forms of paid or unpaid employment, voluntary positions and other duties, provided that this does not impede satisfactory academic progress.

Status of candidature

4.38 Admission to the PhD (Industry) shall initially be offered as provisional candidature.

4.39 During the period of provisional candidature, the candidate will develop, in consultation with the supervisors, a detailed thesis proposal in accordance with the [Confirmation of Candidature Procedure](#).

4.40 Provisional candidates will undertake the Confirmation of Candidature (CoC) milestone within a set period from the calendar date of commencement. The relevant period for the PhD (Industry) is full approval on or before 1.50 EFTSL, with the CoC portfolio submitted by the candidate at or before 1.25 EFTSL.

4.41 The Dean School of Graduate Research reserves the right to terminate candidature if the candidate does not demonstrate satisfactory completion of all prescribed conditions as well as successful completion of the Confirmation milestone, by the required date. Where it is determined that a provisional candidature shall be terminated, the candidate shall be given the opportunity to show cause why such action should not be taken.

4.42 All conditions imposed on candidature as outlined within the attachment to Offer of Admission should be fulfilled by the candidate at the time of CoC. Full candidature will not proceed until all requirements are met.

4.43 Approval of a candidate's transition to full candidature is a decision made by the Dean School of Graduate Research, who may require changes to the course of research and study, confirm the candidature or take such other action as is deemed appropriate.

Course of study

4.44 All research, thesis preparation and administrative tasks undertaken within these course rules must be conducted in English.

4.45 All research, thesis preparation and administrative tasks undertaken within these course rules must be conducted in accordance with the [Australian Code for the Responsible Conduct of Research](#).

Course structure

4.46 The PhD (Industry) offers candidates a flexible combination of preparatory research coursework, research coursework, the CoC milestone, thesis dissertation activities, advanced coursework and/or periods of approved industry placement/s.

4.47 On admission to candidature, a PhD (Industry) candidate will pursue a supervised and approved course of research and study leading to the submission of a thesis in not less than 2.5 EFTSL or more than 4.0 EFTSL.

4.48 Candidates will work closely with the Course Lead and their supervisory team to identify and confirm an appropriate program of research and study that will fulfill the degree requirements.

4.49 The program of research and study for the PhD (Industry), including mandatory and optional course elements and their timing, is shown in the table below:

Course element	Expected time at which this item must occur	Notes
Course orientation and individual learning plan	Within the first 4-6 weeks of commencement	Mandatory
GCR curriculum	0-0.5 EFSTL (six months full time or 12 months part time study)	Mandatory. Progression to the CoC milestone requires an average Distinction level performance.
RSCH200001 Prepare for Confirmation Unit	12 week unit, studied in the first available intake following completion of the GCR	Mandatory. A candidate who receives a fail grade may be offered one further attempt at the unit.
CoC milestone	To be submitted by 1.25 EFSTL and be fully approved by 1.5 EFSTL.	Mandatory.
Research project execution and dissertation	Between 1.5 to 4.0 EFSTL	Mandatory.
Advanced coursework units (four units, minimum of six credit points per unit)	Between 1.5 to 4.0 EFSTL	Mandatory, unless an approved industry placement in in place.
Approved industry placement of a minimum duration of three months and maximum duration of six months	Between 1.5 to 4.0 EFSTL	Optional.

- 4.50 Candidates must pursue the GCR curriculum as the first course component. Following this, the course of study can be pursued in various configurations according to the curriculum choices made by the candidate, provided that:
- the CoC milestone is not attempted prior to completion of the RSCH20001 unit
 - research project execution and dissertation activities are not attempted prior to completion of the CoC milestone
 - approved industry placement/s are undertaken at any time between provisional or final approval of the CoC milestone and conferral of the degree (including the thesis examinations and revisions period), and
 - advanced coursework is undertaken at any time between completion of the CoC milestone and submission of the thesis for examination.
- 4.51 Candidates must complete the curriculum elements as described in the [Graduate Certificate in Research Course Rules](#), with a minimum distinction level of achievement, before progressing to the remainder of the PhD (Industry) course content.
- 4.52 Candidates who do not achieve a distinction level performance may choose to finalise their candidature and receive the GCR as an exit award or may choose to re-attempt the course via the extensions and revisions unit. Only one attempt at the extensions and revisions unit is available for candidates in the PhD (Industry).
- 4.53 Candidates must achieve at least a pass grade in the prescribed coursework unit RSCH20001 Prepare for Confirmation before the CoC milestone will be approved. Exemptions from this unit and/or substitution with alternate coursework research units, may be sought during the admissions process, at the discretion of the Dean School of Graduate Research. Exemptions and/or substitutions must be endorsed by the principal supervisor.

- 4.54 Additional coursework units may also be listed on the offer of admission.
- a) Where these unit/s are prescribed, it is a requirement that the candidate complete these as a component of the program of study.
 - b) Where these unit/s are strongly recommended, the candidate may elect whether to enrol in the unit, in consultation with their supervisor.
- 4.55 In the course of the approved course of research and study, a candidate may be required to:
- a) attend the University for consultation and other purposes as deemed necessary
 - b) participate in lectures and seminars and perform such practical work as prescribed by the Research Committee, and/or
 - c) present their research at an appropriate scholarly or professional venue as an unassessed component of the candidature.
- 4.56 A candidate who wishes to change their study location from that which was approved at time of admission must apply in writing to the Dean School of Graduate Research. Approval will be granted only in circumstances whereby continued supervisory expertise is available and an appropriate study environment can be maintained, as per sections 4.34 and 4.100-4.104 and 4.17 and 4.96-99.
- 4.57 Candidates who are living with a diagnosed disability, medical or mental health condition are encouraged to register with the University's [Inclusion and Accessibility Service](#). Through this service, candidates may be able to access flexible arrangements for assessment items and other support measures, through the development and implementation of a tailored Accessibility Plan.
- 4.58 Candidates must not hold enrolment in any other RHD courses at either Australian or international institutions, during their period of candidature.
- 4.59 A candidate may not engage in any other academic course of study leading to a higher education or vocational qualification without the approval of the Dean School of Graduate Research. Such approval:
- will not be provided unless the candidate has demonstrated strong progress in their degree
 - will be granted to full-time candidates only in exceptional circumstances, or where this is a requirement of the Description of Candidature, and
 - may be granted to part-time candidates where it can be clearly demonstrated that the external studies will not impact on timely progress in the RHD course.
- 4.60 Candidates are encouraged to participate in research training offered by the School of Graduate Research and other academic schools within the University in order to enhance research skills and graduate attributes. Some elements of this training may be deemed as mandatory, and candidates will be advised of these requirements at time of admission and/or periodically during candidature.
- 4.61 Candidates who seek to change the focus of the research such that it represents a significant departure from the approved course of research and study should consult the [Research Higher Degree Change of Topic and/or Course Policy and Procedure](#).
- 4.62 PhD (Industry) candidates are not eligible to transfer candidature into an alternative doctoral level course. With permission of the Dean School of Graduate Research, a candidate may seek to transfer candidature to the Masters of Research, in accordance with the Research Higher Degree Change of Topic and/or Course Policy and Procedure.

Individual learning plan

- 4.63 Candidates will complete the individual learning plan (ILP) within the first four to six weeks of course commencement, in consultation with their principal supervisors and Course Lead.
- 4.64 The ILP will be developed having regard to:
- the academic requirements of the course
 - the candidate's existing skills base, formal qualifications, and professional experience

- the candidate's research career aspirations
- the supervision and resources available within the University, and
- the program of eligible, advanced coursework units available for study and/or approval to undertake an industry placement of not less than three months duration.

4.65 ILP approval can be given by the Course Lead, except where the candidate wishes to include an approved industry placement, in which case approval from the Dean School of Graduate Research is required. Once approved, candidates may request variations to the ILP by negotiation with the Course Lead, however variations to the ILP should be kept to a minimum.

Advanced coursework units

4.66 Enrolment in advanced coursework units is available only after the satisfactory completion of the CoC milestone.

4.67 In consultation with the Course Lead and principal supervisor, candidates must select a total of four advanced coursework units for completion from the library of eligible units. A listing of eligible units will be made available to candidates at the beginning of each higher education term.

4.68 Unit availability will be determined by:

- those available via the University's Higher Education Learning Management System (Moodle)
- practical/logistical constraints including avoiding units requiring co-requisites, pre-requisites or residential schools unless where these can be reasonably completed without interruption progress in the PhD (Industry), and
- limiting unit selection to options that are core components of other degree structures.

4.69 Eligible units must also meet the following requirements:

- be offered at AQF Level 8 or above
- be a minimum of six credit points (or equivalent volume of learning) in value, and
- provide a learning opportunity relevant to the PhD (Industry) course outcomes.

4.70 The RSCH20001 Prepare for Confirmation unit completed in the first year of the course is not eligible to be counted as one of the four requisite advanced coursework units.

4.71 A candidate will have fulfilled the advancement coursework requirements of the PhD (Industry) when they have completed a total of four units totalling not less than 24 credit point units (or equivalent volume of learning) at a minimum of pass grade.

4.72 A candidate who attracts a fail grade for any unit may be offered a single opportunity to re-sit the unit, or may choose a substitute from the library of eligible units, in consultation with the Course Lead.

Approved industry placements

4.73 An industry placement involves a period of research, which may or may not be directly linked with a candidate's thesis topic, undertaken in an industry setting. Appropriate industries are external to academic and may include businesses, governments, non-government organisations, not-for-profit organisations and community organisations. The following industry partners are excluded from eligibility:

- higher education providers
- organisations that are affiliated, controlled entities or subsidiaries of a higher education provider (e.g. some Medical Research Institutes)
- the international or domestic equivalents of the above two examples.

4.74 The duration of an industry placement will be a minimum of three months (equating to 60 full-time equivalent days of engagement). Longer duration placement periods of up to six months may be approved by the Dean School of Graduate Research.

- 4.75 An industry placement period will only be approved for candidates who have satisfactorily completed the GCR curriculum as well as achieved provisional or final approval of the CoC milestone.
- 4.76 Approval to undertake an industry placement will only be granted where the candidate can demonstrate satisfactory academic progress within their course, and where undertaking the placement will not affect timely completion of the program of research and study.
- 4.77 An application to be considered for industry placement must be made in writing to the School of Graduate Research, describing:
- the proposed industry partner
 - the duration and scheduling of the placement, including an indication of the number of hours engaged per week
 - the proposed placement location, being either physical premises or virtual placement
 - the proposed activities to be conducted during the placement, and
 - a statement relating to supervision, intellectual property arrangements, health and safety matters and any other insurances, permissions or agreements necessary to facilitate the placement.
- 4.78 The Industry Placement Application will be considered by the Course Lead, who may recommend the industry placement to the Dean School of Graduate Research for approval.
- 4.79 During an industry placement, a candidate will remain an enrolled student of the University and will continue to attract EFTSL.
- 4.80 A set of guidelines will be made available by the School of Graduate Research to candidates, supervisors and industry partners to provide a framework under which placements shall take place.
- 4.81 Industry placements are not associated with an assessment component. However, a completion statement must be supplied from the candidate, supervisor and industry partner confirming that the placement has occurred and that the proposed activities have been carried out to a satisfactory level.
- 4.82 Where a candidate undertakes an approved industry placement of at least three months duration and the completion statement is accepted by the Dean School of Graduate Research, the candidate will be exempted from the requirement to enrol in the four advanced coursework units, on the basis of academic equivalence.
- 4.83 Candidates in receipt of a scholarship stipend should refer to the [Research Training Program and Research Higher Degree Scholarships Policy and Procedure](#), for information relating to continuation of stipend payments during an industry placement.

Exit award

- 4.84 A candidate may request consideration for conferral of the GCR in recognition of work undertaken during candidature if:
- the candidate has completed all the curriculum requirements for the GCR at a satisfactory level of performance, or
 - the candidate can demonstrate learning outcomes equivalent to the GCR during an agreed timeframe.
- 4.85 The candidate will only be considered for the exit award of the GCR where they are withdrawing from the PhD (Industry) enrolment. The exit award is not available to continuing candidates.
- 4.86 Where the candidate has already achieved a fully approved CoC, exit with the GCR will be available on request, with no requirement to undertake further preparation of work or undergo a separate assessment.
- 4.87 Where the candidate seeks to exit with the GCR but has not yet fully completed the required curriculum, they will be provided with information about the extra tasks that must be completed, and the timeframe for doing so, in order to be awarded the GCR.

- 4.88 For further information regarding the learning outcomes in the GCR, please refer to the [Graduate Certificate in Research Course Rules](#).
- 4.89 Candidates receiving the GCR an exit award will be allocated the academic outcome of 'Satisfactory' only. A graded assessment outcome will not be provided on the academic transcript for an exit award.

Attendance at the University

- 4.90 The University encourages candidates to attend its campuses (including regional and metropolitan campus locations, study hubs, and virtual spaces as appropriate) and to be part of the University community.
- 4.91 The Dean School of Graduate Research reserves the right to vary the agreed arrangements to require the candidate to attend on-campus for certain periods, if such attendance is felt to be necessary for the successful pursuit of the study course. Such variations will be discussed initially with the candidate's supervisory panel and the relevant Deputy Dean Research and/or Postgraduate Research Coordinator.

Leave of absence

- 4.92 On application by the candidate, the Dean School of Graduate Research may grant leave of absence from the course of research and study for a period of not less than three days and not exceeding 365 days cumulatively. Periods in excess of 365 days will be considered by the Dean School of Graduate Research only in exceptional circumstances and will require supporting documentation.
- 4.93 For international candidates, periods of extended leave of absence (exceeding 30 days) will be considered on a case-by-case basis. An international candidate must supply detailed information to demonstrate that the leave of absence, if granted, will comply with obligations required by the Australian Government under the relevant visa class.
- 4.94 Aboriginal or Torres Strait Islander descent candidates may access additional leave of absence for Indigenous Cultural and/or Ceremonial leave purposes. Such leave will be granted at the discretion of the Dean School of Graduate Research and shall not reasonably be refused. Refer to the [Definitions](#) section for what may be deemed an appropriate basis for cultural and/or ceremonial leave.
- 4.95 The period of leave of absence will not be counted as part of a candidate's EFTSL consumption.
- 4.96 Candidates should note that liability for tuition fees may still apply, where the period of leave is less than one Census period in duration. Candidates should seek advice from the School of Graduate Research regarding tuition liability, prior to applying for a leave of absence.
- 4.97 During a leave of absence, the candidate will not be afforded access to University facilities and resources including office and laboratory space, supervision, training opportunities and any applicable candidate funding allocations. A candidate will, however, be able to maintain access to CQUniversity email and associated information technology systems, including standard library services.
- 4.98 Scholarship holders should consult with the School of Graduate Research any implications a leave of absence may have with regard to stipend payments and any applicable leave balances, before lodging a request for leave.
- 4.99 Candidates resuming from a leave of absence must formally notify the School of Graduate Research, in writing, of their return to study date. Candidates resuming from an extended leave of absence (30 days or more) may also be required to supply a revised project timeline, thesis plan and/or Candidate and Supervisor Agreement, upon returning to study.
- 4.100 The Dean School of Graduate Research reserves the right to refuse re-enrolment to a candidate returning from an extended leave of absence (30 days or more) in the event that the University is unable to provide adequate resources, facilities or supervision for the approved project, at the proposed time of resumption.
- 4.101 A candidate who is recommencing study after a period of leave, or withdrawal from study, will enrol for a minimum period of four weeks, prior to submitting a thesis for examination. This will allow sufficient time for lodgement of the Intention to Submit, as well as perusal of the final thesis draft by the supervisory panel and/or professional editor, as appropriate.

Supervision

- 4.102 A candidate will be deemed to have appropriate, continuing supervisory arrangements only when:
- there is a principal supervisor who holds a doctoral degree, or has equivalent research experience, and who is active in research and publishing in, or otherwise making original contributions to, a relevant field or discipline
 - there is at least one associate supervisor with relevant research expertise, and
 - the principal supervisor is an employee of the University, or has a relevant adjunct appointment, or is otherwise formally contracted and accountable to the provider for supervisory duties.
- 4.103 The supervisory panel (principal plus one or more associate supervisors) will be appointed by the Dean School of Graduate Research in consultation with the Postgraduate Research Coordinator of the relevant academic school, or the research leader of another business area in accordance with the [Research Higher Degree Supervision Policy and Procedure](#).
- 4.104 The supervision panel and Course Lead will work collaboratively to support the candidate in their choice and pursuit of the course curriculum elements.
- 4.105 Where a candidate's supervision arrangements have been dissolved due to resignation or departure of the principal supervisor, the candidate shall be placed on interim leave until such time that an appropriate principal supervisor has been appointed.
- 4.106 A candidate shall consult the supervisory panel regularly during the course of developing and undertaking the prescribed course of research and during preparation of the thesis, and must, as the supervisors may require, submit drafts of the thesis for advice and comment prior to its submission for examination.

Progress reporting

- 4.107 On receipt of a documented request from the Research Committee, the candidate will submit, half-yearly progress reports no later than 30 April and 30 September each year. On consideration of the progress report, the University may request the candidate to provide a further response.
- 4.108 Where the Dean School of Graduate Research determines that the candidate has failed to make satisfactory academic progress in the work, or meet the conditions of candidature imposed by the Research Committee, the candidature may be terminated. However, as a matter of normal practice, candidature shall not be terminated on the basis of unsatisfactory progress unless the Research Committee is satisfied that a reasonable attempt has been made to ensure that the candidate has been:
- clearly warned of shortcomings in research performance
 - advised of means of overcoming these shortcomings and of obtaining a satisfactory standard of performance in the research, and
 - provided the opportunity to take action as directed.

Submission and examination of the thesis

- 4.109 Thesis examination will be conducted in accordance with the [Research Higher Degree Examination Policy and Procedure](#).
- 4.110 The candidate shall give notice, through the principal supervisor, of the intention to submit a thesis no less than four weeks prior to the proposed date of submission.
- 4.111 Where, following consultation with the other supervisors, the principal supervisor has any doubt as to whether the thesis is in a suitable format and/or of examinable quality, the supervisor is not required to endorse the notice. The principal supervisor is required, however, to advise the candidate and the Research Committee of the reasons why support has not been forthcoming.
- 4.112 Where the principal supervisor refuses to endorse the notice for reasons other than failure to complete prescribed studies, the candidate may request consideration to the Dean School of Graduate Research to submit the thesis for examination.

- 4.113 The candidate shall ensure that the requirements of the [Research Higher Degree Theses Policy and Procedure](#) have been met.
- 4.114 A candidate who has revised a thesis in accordance with the Research Higher Degree Examination Policy and Procedure and who fails a re-examination shall not be eligible for any further examination.
- 4.115 In the event that an examined thesis receives an outcome of major revisions, the candidate shall be required to re-enrol for a prescribed period of not less than six months and no longer than 12 months. These are set time periods and are irrespective of enrolment mode.

Intellectual property and copyright

- 4.116 Where research projects are conducted in cooperation with, or under the sponsorship of industry, or where the intellectual property may have commercial significance, negotiations with respect to the ownership of any intellectual property arising from or associated with the research project must be formalised prior to the CoC.
- 4.117 In the event that details of any intellectual property or process improvement are contained within a thesis, and where the candidate does not seek to restrict public access to that thesis, the principal supervisor may seek to protect the interests of the University and/or sponsor and apply through the Research Committee for such restriction to be approved.
- 4.118 Consistent with the [Intellectual Property and Moral Rights Policy](#) (especially relating to patents, royalties and proprietary information which are still being formulated), ownership of intellectual property may be negotiated between the candidate, University and any funding partners.
- 4.119 Unless otherwise agreed in writing, the candidate shall hold copyright in any thesis or output associated with or arising from their research candidature.

Conferral of award

- 4.120 The Chair of Examiners will determine whether the candidate has satisfied the requirements for the degree.
- 4.121 Where the candidate has met the requirements for the degree, the Chair of Examiners will recommend to the Dean School of Graduate Research (or Vice-President (Research) where the Dean School of Graduate Research is unavailable or has a conflict of interest) for conferral of the award.
- 4.122 Where there is contention as to whether the candidate has satisfied the requirements for the degree, the Dean School of Graduate Research may consult with the Vice-President (Research) or undertake other internal or external consultation prior to making a determination.

Scholarship eligibility

- 4.123 Candidates are eligible to apply for a Research Training Program stipend scholarship only once they have successfully completed the GCR curriculum component at a minimum distinction level average. For further information refer to the [Research Training Program and Research Higher Degree Scholarships Policy and Procedure](#) about award availability and additional eligibility criteria.

Responsibilities of the candidate

- 4.124 It is the candidate's responsibility to regularly monitor official University correspondence, communication channels and their enrolment dashboard to keep abreast of information and requirements relating to their candidature, particularly with respect to student accounts.
- 4.125 At any point during their candidature, the University reserves the right to require the candidate to make contact with the School of Graduate Research. Failure to make contact within the prescribed period will result in the candidate being asked to show cause as to why their candidature should not be terminated.

- 4.126 Candidates have responsibility to inform the School of Graduate Research of matters relating to their enrolment, attendance at the University and academic progress. Candidates also have responsibility to address requests for information or actioning from their supervisors, Course Lead, Deputy Dean Research, Postgraduate Research Coordinator, and/or the School of Graduate Research.
- 4.127 Show cause notices and/or funding restrictions may be placed on any candidate who has:
- failed to supply a progress report in a timely manner
 - failed to respond to conditions arising from the progress report in a timely manner, or
 - failed to respond to any other formal administrative request or academic expectation of the University in a timely manner.
- 4.128 These course rules do not cover issues of visa arrangements, deferrals, confirmation of enrolment or insurance. It is the responsibility of an international candidate to notify and seek appropriate advice from the Global Development Division, and other appropriate authorities external to the University, regarding matters of on-campus attendance.

Appeals

- 4.129 An applicant, candidate, supervisor or examiner who has reasonable grounds for dissatisfaction with any formal decision made under these course rules may lodge an appeal by written request to the Dean School of Graduate Research, within 28 days of date of issue of the decision. If the candidate or supervisor can demonstrate that the process was not followed or that new evidence is available, they may lodge a further internal appeal with the Vice-President (Research).
- 4.130 With regard to matters relating to academic assessment, a candidate who has reasonable grounds for dissatisfaction with any formal decision may appeal, in writing, to the Academic Appeals Committee. An appeal shall be received by that Committee within 28 days of formal notification of the decision.
- 4.131 The University recognises the importance of providing prompt and fair complaint resolution procedures for candidates, without victimisation for initiating or participating in the settlement. The candidate's enrolment will be maintained (without additional tuition liability) while the complaint and appeals process is ongoing. For further information refer to the [Academic Appeals Policy and Procedure](#).
- 4.132 Candidates who believe the outcome of an internal appeal is incorrect or unreasonable and/or that their application has not been dealt with fairly, has the right to access external complaint processes at minimal or no costs. Candidates may lodge a complaint with the [Queensland Ombudsman](#) or other [external complaint agency](#). Complaint submissions should include any new information that should be considered in reviewing the matter, copies of any relevant letters or other documents, and the outcome being sought.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Dean School of Graduate Research is responsible for implementing, monitoring, reviewing and ensuring compliance with these course rules.

Reporting

- 5.2 Monthly reporting on admissions and completions of PhD (Industry) candidates will be presented to the Research Committee through the Dean School of Graduate Research Report.
- 5.3 A summary of the progress report outcomes for PhD (Industry) candidates will be presented twice yearly to the Research Committee for noting.

Records management

- 5.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.

- 5.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University's [glossary](#).

Terms and definitions

Ceremonial obligations: may be “traditional” or “urban” in nature and may include initiation, birthing and naming, funerals, smoking or cleansing and sacred site or land ceremonies.

EFTSL: Equivalent full-time student load, one EFTSL is equivalent to one year of full-time study.

Exceptional circumstances: one or more of the following: those that occur beyond a student’s control; are due to disability (defined in the Disability Policy), medical or health-related condition/s, hardship or trauma, compassionate circumstances, or an unavoidable commitment that, by its nature, cannot be rescheduled.

Indigenous Cultural or Ceremonial Leave: applies to candidates who identify as being Aboriginal or Torres Strait Islander descent. Leave will not be unreasonably refused to fulfil ceremonial obligations.

Over-time candidate: a candidate who has exhausted the standard EFTSL in their course; such candidates will be liable for additional tuition liability.

7 RELATED LEGISLATION AND DOCUMENTS

[Academic Appeals Policy and Procedure](#)

[Australia’s Foreign Relations \(State and Territory Arrangements\) Act 2020](#) (Cwlth)

[Australian Code for the Responsible Conduct of Research](#)

[Australian Qualifications Framework](#)

[Autonomous Sanctions Act 2011](#) (Cwlth)

[Confirmation of Candidature Procedure](#)

[Graduate Certificate in Research Course Rules Policy and Procedure](#)

[Higher Education Qualifications Policy and Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth)

[Intellectual Property and Moral Rights Policy](#)

[Research Higher Degree Change of Topic and/or Course Policy and Procedure](#)

[Research Higher Degrees Course Rules](#)

[Research Higher Degree Examination Policy and Procedure](#)

[Research Higher Degree Supervision Policy and Procedure](#)

[Research Higher Degree Theses Policy and Procedure](#)

[Research Training Program and Research Higher Degree Scholarships Policy and Procedure](#)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Curriculum Committee Research Committee
Required Consultation	N/A
Administrator	Dean School of Graduate Research
Next Review Date	05/08/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Research Committee 22/06/2021
Amendment Authority and Date	Dean School of Graduate Research 15/07/2021; Research Committee 24/06/2021; Executive Research Committee 05/08/2021; Academic Board 29/09/2021; Editorial amendment 07/12/2021.
Notes	