GRADUATE CERTIFICATE IN RESEARCH COURSE RULES POLICY AND PROCEDURE

CONTENTS

1 PURPOSE

1.1 This policy and procedure provides a consistent set of course rules to govern the Graduate Certificate in Research (GCR) at CQUniversity.

1.2 This policy and procedure ensures that the GCR course meets CQUniversity's strategic, policy, and operational requirements, and complies with the:

- [Higher Education Standards Framework (Threshold Framework)](#) 2015 (Cwlth)
- [Australian Qualifications Framework](#) (AQF) Level 8 Graduate Certificate qualification specifications, and
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

2 SCOPE

2.1 This policy and procedure applies to the Graduate Certificate in Research offered by CQUniversity.

3 POLICY STATEMENT

3.1 CQUniversity offers GCR candidates the opportunity to undertake a research-focussed course in a learning environment similar to that experienced by candidates undertaking research higher degrees (RHD).

3.2 GCR candidates will be regarded as having a similar standing to RHD candidates, and will be required to understand and comply with policies and procedures applicable to students generally, as well as those relevant to RHD studies, including:

- [Assignment of Authorship Policy](#)
- [Code of Conduct for Research](#)
- [Intellectual Property and Moral Rights Policy](#)
- [Research Data Management Policy and Procedure](#)
- [Research Higher Degree Supervision Policy and Procedure](#).
- [Research Involving Humans and/or Animals for Ethical Clearance Policy and Procedure](#), and
- [Student Research Misconduct Policy and Procedure](#)

Course governance and management

3.3 As a RHD qualifying course, the GCR's quality assurance will be managed through the University's academic committee structure, and directly through the Research Higher Degrees Committee (RHDC).

3.4 The RHDC may delegate routine approval matters relating to the GCR to the Chair, RHDC.

3.5 The Dean School of Graduate Research is given considerable duties and responsibilities in managing the GCR via these Course Rules. In discharging these duties, the Dean may delegate such responsibility, and/or consult with the Unit Coordinator or other senior researchers, within the academic Schools.

4 COURSE RULES AND PROCEDURE

Entry requirements

4.1 An applicant may be considered for admission into the GCR course if the person holds:

a) a recognised completed bachelor degree in any discipline from an Australian university or college, or equivalent

b) a recognised completed diploma (or an equivalent vocational education and training qualification) together with a minimum of three years relevant professional experience, or

c) a minimum of five years relevant professional experience and formal skills, or learning that satisfies the, Committee of the applicant's capacity to undertake the course.

4.2 Applicants applying on the basis of experience may be required to provide evidence of writing skills.

4.3 In considering the above admissions criteria, the University will have regard to the recency of the applicant's formal qualifications, professional experience, and/or formal skills/learning.

4.4 If an applicant is born outside of Australia, Canada, New Zealand, United Kingdom, Ireland, South Africa, or the United States of America; or does not hold citizenship of one of those countries, then certified documentary evidence of English language proficiency must be provided. The University may also request international applicants studying onshore to provide a motivation to study statement and financial declaration to support their application for admission as a Genuine Temporary Entrant.

4.5 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

4.6 An application for admission to the GCR course can be made at any time of the year.

4.7 Whilst preparing an application for admission, an applicant should consult with the School of Graduate Research (sgr@cqu.edu.au) for advice on eligibility for admission.

4.8 The application for admission must be submitted on the standard pro forma, and be accompanied by certified documentary evidence of qualifications and any other information relevant to the admission. If relevant, the completed application must also contain details of the research project that the candidate proposes to undertake in the course.

4.9 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:

a) the applicant, or their presence, poses a risk to CQUniversity students and/or employees, or the wider CQUniversity community

b) the applicant may prejudice the University's reputation, management, or good governance

c) the applicant acted in a dishonest and/or deceitful manner when applying for admission to the University or any other tertiary educational institution

d) 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

e) the University would be subject to sanctions under the *Autonomous Sanctions Act 2011* (Cwlth), or

f) the applicant would be unable to meet the course or unit requirements, including but not limited to attendance or group participation requirements.

Offer of admission

4.10 An applicant will only be admitted to the GCR where the course can be provided in a suitable study and/or supervisory environment of research activity or other creative endeavour, inquiry, and scholarship.

4.11 Applicants who submit an application for admission with a proposed research project will be granted admission only where the required supervision and resources for the research project are available from the intended course commencement date.

4.12 If the applicant is deemed eligible for admission, the University will issue an offer of admission, which will contain:

- the date of commencement

- the mode of study and campus location (for on-campus candidates)

- details of the research supervisor/s

- the timeline by which the course must be completed, and

- any special conditions that the candidate may be required to fulfil.

4.13 The course will be deemed to have commenced on the date indicated in the offer of admission, and as confirmed by the candidate when accepting the offer of admission.

Enrolment

4.14 Students may commence the course of study at any time of year, but offers of admission will be made subject to resource availability and administrative processes.

4.15 The standard course length is 0.5 EFTSL, where 1 EFTSL is the equivalent of one year full time study. Course duration will be calculated from date of commencement to date of conferral of the award.

4.16 The course Census date shall be a minimum of 37 calendar days after course commencement for full-time enrolments, and a minimum of 74 calendar days for part-time enrolments. Candidates should be aware of the implications of Census date, in relation to tuition invoicing, fee reversals, and Student Services and Amenities Fees.

4.17 A candidate will continue to be re-enrolled by the School of Graduate Research, under the same conditions as applied in the previous term, unless the candidate has formally advised, in writing, to withdraw their enrolment.

4.18 A candidate who exceeds the standard course duration may be offered enrolment in the Extensions and Revisions unit, at the discretion of the Dean School of Graduate Research.

4.19 Retrospective requests for a change to enrolment details will not be approved, except in exceptional circumstances.

4.20 For domestic candidates, the GCR may be undertaken in either on-campus or online study mode. Enrolment as an online candidate will only be approved where appropriate supervision and study arrangements are in place.

4.21 For international candidates undertaking the course onshore, their studies must be undertaken on-campus, at the campus location of their principal supervisor, except in exceptional circumstances. Online study mode is not available for onshore international enrolments.

4.22 For offshore candidates, ether domestic or international, the only type of study is in online mode.

4.23 A candidate wishing to transfer between offshore and onshore enrolment may only do so by application to the Dean School of Graduate Research.

4.24 Candidates are required to fully fund their enrolment into the GCR course, unless otherwise advised, in writing, by CQUniversity.

4.25 Recognition of prior learning for course credit, in part or in full, is not available within the GCR.

Study load

4.26 Applicants to the GCR may be accepted as either full-time or part-time candidates. International applicants intending to study onshore must comply with visa conditions, in relation to attendance type, which may require these applicants to study as full-time candidates.

4.27 Candidates would normally be expected to contribute between 35 and 40 hours per week to their research and study program for full time study, and between 17.5 and 20 hours per week for part-time study.

Attendance at the University

4.28 The University encourages candidates to attend course lectures and/or tutorial sessions, as offered throughout the year. Information on the content and scheduling of these sessions will be communicated to candidates via the course website.

4.29 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 research community.

4.30 The University reserves the right to vary the agreed arrangements to require candidates to attend on-campus or via virtual spaces for certain periods, if such attendance is felt to be necessary for the successful pursuit of the study. Such variations will be discussed initially between the candidate, supervisor, Unit Coordinator, and/or the Dean School of Graduate Research.

Supervision arrangements

4.31 Supervision arrangements for GCR candidates are similar to those for RHD candidates, except that the minimum requirement for a GCR candidate is one (principal) supervisor only.

4.32 Supervision will be provided from the date of course commencement. A candidate will be deemed to have appropriate, continuing supervisory arrangements only if:

a) the assigned principal supervisor holds a doctoral degree, or holds a master's degree in research with equivalent research experience, and is active in research and publishing in, or otherwise making original contributions to, a relevant field or discipline, and

b) the principal supervisor is a CQUniversity employee, has a relevant adjunct appointment, or is otherwise formally contracted and accountable to the provider for supervisory duties.

4.33 The supervisor/s will be appointed by the Dean School of Graduate Research, in consultation with the Unit Coordinator, relevant Deputy Dean/s Research, and line managers. The Dean School of Graduate Research, in consultation with the Unit Coordinator, may also allocate an associate supervisor.

4.34 To be eligible to supervise GCR candidates, an academic employee must hold postgraduate qualifications at master's level (preferably with, at least, a minor thesis research component), and demonstrate relevant and recent research outputs. Employees already registered as RHD supervisors are automatically eligible. Other individuals should apply for consideration to the Dean School of Graduate Research on a case-by-case basis.

4.35 Candidates must consult their supervisor/s regularly when developing their Individualised Learning Plans (ILP), all portfolio tasks, and when undertaking the research project module (if selected from the elective module choices).

Partnership with industry or workplaces/employers

4.36 Candidates may choose to pursue a program of research and study in partnership with their employer, including, but not limited to: sharing of resources, data or information; facilitating site access; and providing industry-based supervision. Where this occurs, before commencing the course, candidates must obtain written confirmation from the employer of the extent of direct and/or indirect support available, and any conditions by which such support may be withdrawn.

4.37 The Unit Coordinator, in consultation with the School of Graduate Research, will provide advice to candidates about the agreements to be put in place before candidates commence an industry-partnered research project. Such agreements should consider the University's expectations for course and learning outcomes, and those of the Higher Education Standards (e.g., in relation to third party supervision, learning facilities, and infrastructure).

Academic requirements

Learning outcomes

4.38 The learning outcomes for the Graduate Certificate of Research are:

1. Conduct research ethically and according to the ideals that underpin the Australian research context, illustrating a high level of autonomy and accountability.

2. Evaluate, assess and articulate contemporary research, research methodologies and research concepts.

3. Formulate defensible research questions relevant to a specific discipline and design an approach to investigate research questions.

4. Analyse and interpret results from a research project.

5. Present research and communicate specialised knowledge coherently and creatively.

Course of study

4.39   The GCR features a flexible enrolment pattern, with a course structure based on the candidate's overall progress towards achieving learning outcomes, rather than on basis of credit point accrual.

4.40   Candidates will be expected to demonstrate an appropriate volume of learning before being considered for conferral of the qualification.

4.41   Candidates must undertake all course-related research, assessment, and administrative tasks in English.

4.42   Following admission, candidates are required to pursue an approved course of research and/or study, leading to the submission of compulsory assessment tasks and/or a research portfolio, in not less than 0.5 EFTSL or more than 2 EFTSL.

4.43   A candidate induction will be offered periodically throughout the year. Completed inductions will be recorded as a completed activity in the candidate's individualised learning plan.

4.44   During the approved course of research and/or study, the School of Graduate Research may require candidates to:

a) attend the University (either by physical, or agreed online, means) for consultation and other purposes, as deemed necessary

b) participate in lectures and seminars, and perform such practical work as prescribed by the RHDC, and/or

c) present their research at an appropriate scholarly or professional venue, as an unassessed component of the course.

4.45   Candidates are strongly encouraged to participate in training offered to research candidates by the School of Graduate Research. This training it is not a formal course component, but can enhance a candidate's research skills and contribute to acquiring graduate attributes.

Course structure

4.46   An overview of the course structure and assessment is described in Appendix A.

4.47   Candidates must pass the three compulsory modules on Research Governance and Policy, and complete an ILP, before attempting research and/or study in any of the elective modules. The pass rate for compulsory modules is 90% of the total marks available.

4.48   To be considered for conferral of the qualification, a candidate must successfully:

a) pass the assessment tasks in each of the three compulsory modules, forming 15 module points, and

b) complete a research portfolio of elective modules, as agreed to in the ILP, which should account for a minimum of 85 module points.

Furthermore, the Research Portfolio must comprise a minimum composition of:

- 60 module points in the Research Design and Preparation domain

- 15 module points in Project Implementation domain, and

- 10 module points in Communicating Research domain.

4.49   Assessment tasks comprising a Research Portfolio will vary according to the course content attempted by the candidate. In some modules, a choice of assessment tasks may be available. Detailed information about particular assessment tasks required for each module will be communicated to candidates through their ILP.

Individualised learning plans (ILPs)

4.50 All candidates are required to develop an ILP, in consultation with their Supervisor and Unit Coordinator. The ILP will identify the modules to be completed across the compulsory and elective course content, and the assessment tasks appropriate to the module selection. 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 resources and supervision available within the University, and

- input from the industry partner and/or candidate's employer (if the study is being undertaken in conjunction with paid employment).

4.51 Candidates must submit an ILP for approval to the Dean School of Graduate Research, no later than 30 days after commencing the course for full time enrolments, or 60 days after commencing the course for part time enrolments.

4.52 Once approved, candidates may request variations to the ILP through negotiation with the Unit Coordinator. Any variations must be recorded and approved by the Dean School of Graduate Research. Variations to the ILP should be kept to a minimum.

Submission and grading of assessment

4.53 The course is self-paced, and no specific deadlines apply for assessments relating to elective course content. However, the compulsory course content must be passed before the candidate may finalise their ILP and be eligible to attempt elective modules.

4.54 Candidates must submit the assessment tasks for the compulsory modules through the course website, for receipt by the Unit Coordinator.

4.55 Candidates must submit a final Research Portfolio after completing the elective modules agreed to in the ILP, through the course website, for receipt by the Unit Coordinator.

4.56 During the course, candidates may present interim assessment tasks forming part of the Research Portfolio to the Unit Coordinator for formative feedback. Such feedback does not form part of formal assessment or grading. Feedback will be provided on a maximum of two drafts of any particular assessment task (except if submitting as part of the Revisions and Extensions Unit, RSCH20004).

4.57 After submitting a final Research Portfolio, the candidate's work will be formally graded, according to the Grades and Results Policy. Information regarding the span of possible grading outcomes is presented in Appendix B.

4.58 Individual assessment items for the three compulsory modules will be evaluated for Pass/Fail only. The passing mark is 90% of the available marks. Students may re-attempt these tasks multiple times, until the pass mark is achieved.

4.59 Assessment items for the Research Portfolio will be graded from 0-100% to inform the development of a grade result.

4.60 Where a student attracts a fail grade for any individual module or a fail at the research skills category level, they will be deemed to have passed the course only if the three compulsory modules have been passed and the overall grade result across all the curriculum points is more than 50%.

4.61 Due to the rolling nature of enrolments, and, therefore, assessment submission and marking, assessment moderation and validation will be undertaken on a year-round basis. The initial outcome will be referred by the Unit Coordinator to the Deputy Dean Research of the School, having appropriate expertise in the project area. Where there is significant disagreement recorded between the Unit Coordinator and Deputy Dean Research of the School, the Dean School of Graduate Research will undertake further moderation to achieve a consensus result.

4.62   Candidates who receive a Pass or Credit grade for the entire Unit, may be invited to enrol in the Revisions and Extensions unit (RSCH20004). This offers the opportunity to revise portfolio tasks, which can then be resubmitted for grading.

4.63   Candidates who receive a Fail grade for the entire Unit, may be invited to enrol in the Revisions and Extensions unit, however, this will be at the discretion of the Dean School of Graduate Research.

4.64   Students may enrol in the Revisions and Extensions unit a maximum of twice, and a separate tuition fee applies to each enrolment period.

4.65   The Grade Point Average score for the course will be calculated based on the final grade appearing on the transcript for the Graduate Certificate in Research unit (RSCH20003) only.

Research project implementation modules

4.66   This section only applies to candidates who select the Research Project Execution module, or the Creative Practice Research Project module, from the elective course content.

4.67   Candidates intending to take one of the Research Project modules must indicate this when developing their ILP, so that an appropriate research project topic can be developed in consultation with the Supervisor/s and Unit Coordinator.

4.68   The research project topic and supervisory arrangements must be approved by the Dean School of Graduate Research. Once approved, a candidate must not significantly depart from the topic without prior approval from the Dean School of Graduate Research.

Study progress

4.69   Candidates are required to illustrate ongoing progress in their studies to maintain their enrolment. Candidates may be required to submit evidence of work completed to date, and/or meet with the Unit Coordinator to discuss and/or revise their ILPs, if requested by the Dean School of Graduate Research or Unit Coordinator.

4.70   If the Dean School of Graduate Research determines that the candidate has failed to make satisfactory academic progress:

a)   the candidate will be advised of specific concerns about progress not achieved

b)   the ILP will be revised to clearly communicate the required standard of performance and progress to the candidate, and

c)   the candidate will be provided with a reasonable period in which to demonstrate satisfactory progress.

4.71   Failure to demonstrate satisfactory performance will result in the candidate being asked to show cause why their enrolment should not be terminated.

Intellectual property

4.72   Candidates who undertake a Research Project elective in the course may be asked to assign ownership of intellectual property generated by them during the research project. Assigned ownership will be negotiated, in accordance with the Intellectual Property and Moral Rights Policy and Procedure.

4.73   If details of any intellectual property, or process improvement, are contained within a GCR portfolio and the candidate does not seek to restrict public access to that information, the Dean School of Graduate Research may seek to protect the interests of the University, and/or sponsor and apply for such restriction to be approved.

4.74   Consistent with the Intellectual Property and Moral Rights Policy and Procedure (especially relating to patents, royalties, and proprietary information which are still being formulated), candidates will normally hold copyright of any thesis associated with, or arising from, their course project. Intellectual property ownership may be negotiated between the candidate, University, and any funding partners.

Conferral of award

4.75 The Research Coursework Academic Team will determine whether the candidate has satisfied the requirements for the qualification.

4.76 Where the candidate has met the requirements for the qualification, the Academic Team 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.

4.77 Where this 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.

Financial arrangements

4.78 Candidates in the Graduate Certificate in Research should refer to the Student Refund and Credit Balance Policy and Procedure for information relating to the administration and management of student refunds and credit balances.

Candidate responsibilities

4.79 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 course of study, particularly with regard to student accounts.

4.80 At any point during the course of study, 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 why their enrolment should not be terminated.

4.81 Candidates have responsibility to inform the School of Graduate Research of matters relating to their enrolment, attendance at CQUniversity, and academic progress.

4.82 Candidates have responsibility to address requests for information or actioning from their Unit Co-ordinator, their supervisor or the Dean School of Graduate Research, and/or the School of Graduate Research.

4.83 Show cause notices may be placed on any candidate who has failed to:

a) demonstrate satisfactory progress in the course, or

b) respond to any other formal administrative request of the University in a timely manner.

4.84 These Course Rules do not cover issues of visa arrangements, deferments, confirmation of enrolment, or insurance. It is the responsibility of an international candidate to notify, and seek appropriate advice from, the International and Services Division, and appropriate authorities external to the University, regarding matters of on-campus study.

Appeals

4.85 A candidate, supervisor, or examiner who has reasonable grounds for dissatisfaction with any formal decision made under this policy or procedure 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).

4.86 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.

4.87 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, please refer to the Academic Appeals Policy and Procedure.

4.88 Any candidate not satisfied with the outcome of their internal appeal may appeal the decision by referring the matter to the [Queensland State Ombudsman](#), or to a court or tribunal with an appropriate jurisdiction. The University Student Ombudsman is also available to any candidate wishing to seek advice in regards to an appeal.

Course and Teaching Evaluation

4.89 The Unit Coordinator, in liaison with the Dean School of Graduate Research, will undertake an evaluation of teaching practice in the GCR, at least annually. This review will be consistent with CQUniversity's academic governance approach (via Annual Unit Enhancement Reports), and may include some, or all, of the following elements:

- self-reflection,
- invited feedback from internal University stakeholders, with respect to course resources, curriculum, assessment, and teaching delivery, and
- feedback provided through exit interviews.

4.90 Student feedback will be received via bi-annual evaluation activities in Moodle, as well as through an exit survey on course completion (or course withdrawal).

5 RESPONSIBILITIES

Compliance, monitoring, and review

5.1 The Dean School of Graduate Research is responsible for implementing, monitoring, reviewing, and ensuring compliance with this policy and procedure.

Reporting

5.2 Regular reporting, in relation to enrolment numbers and academic achievement levels, is presented through the RHDC.

Records management

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

5.4 Course and related candidate records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must be sought through the Records Management Office (email records@cqu.edu.au).

6 DEFINITIONS

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

Terms and definitions

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

Exceptional circumstances: are 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.

International candidate: for the purpose of this policy and procedure, international candidates are those who are studying in Australia on a temporary student visa (onshore) or studying by distance from another country (offshore).

7 RELATED LEGISLATION AND DOCUMENTS

[Assignment of Authorship Policy](#)

[Australian Code for the Responsible Conduct of Research 2018](#)

[Australian Qualifications Framework](#)

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

[Code of Conduct for Research](#)

[English Language Proficiency Requirements Policy and Procedure](#)

[Grades and Results Policy](#)

[Higher Education Standards Framework (Threshold Standards) 2015](#) (Cwlth)

[Intellectual Property and Moral Rights Policy](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

[Research Data Management Policy and Procedure](#)

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

[Research Involving Humans and/or Animals for Ethical Clearance Policy and Procedure](#)

[Student Ombudsman Procedure](#)

[Student Refund and Credit Balance Policy and Procedure](#)

[Student Research Misconduct 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	Research Higher Degrees Committee
Advisory Committee	N/A
Administrator	Dean School of Graduate Research
Next Review Date	02/07/2023

Approval and Amendment History	Details
Original Approval Authority and Date	Research Higher Degrees Committee 7/02/2019
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Notes	

10 APPENDIX A: COURSE STRUCTURE AND ASSESSMENT

	Modules	Module Points	Details	Assessment Weighting
	Governance and policy			Online Tests
1	Research code of conduct and legal requirements	5	Code of conduct, risk, intellectual property, commercialisation	Pass/Fail only with pass rate being 90%
2	Research frameworks	5	What is research? Paradigms and language, the Australian research sector, Excellence in Research Australia (Quality, Impact and Engagement)	
3	Human and animal research ethics	5	What is ethics? When do I need it? Animal and human considerations	
	A total of 15pts is required			
	Research design and preparation			Research Portfolio
4	Project management	10	Budget, project timelines, risk management	Graded assessment with marked available from 0 - 100%
5	Research literature	20	Databases, library resources, annotated bibliography	
6	Research design	10	Project design, formulating research questions	
7	Human and animal research ethics	20	Complete an ethics application	
8	Methods in research	10	Designing methods, resources	
9	Research data literacy	10	Data collection, analysis and reporting, data storage	
10	Quantitative research design	20	Quantitative research design	
11	Qualitative research design	20	Qualitative research design	
	A total of 60pts is required			
	Project implementation			
12	Research project proposal	15	Complete a draft project proposal	
13	Research project execution	15	Complete a pilot project	
14	Creative practice research project	15	Complete a draft creative research proposal	
	A total of 15pts is required			
	Communicating Research			
15	Writing in research	5	Models for research outputs - paper and thesis formats and styles, technical writing and publication	
16	Research engagement skills	5	Presentation skills, oral presentation, poster, social media engagement	
17	Journal paper	10	Prepare a draft research journal paper for submission	
	A total of 10pts is required			
	Total volume of learning (course content)	**100**		

11 APPENDIX B: COURSE GRADING GUIDE

Scenario	Example of Enrolment Type	Unit RSCH20003 (Standard Curriculum Unit)	RSCH20004^ (Revisions & Extensions Unit)	Notes
A	Student undertakes the standard curriculum, submits portfolio and performs well	D or HD	Not required	Only RSCH20003 enrolment appears on the transcript
B	• Student undertakes the standard curriculum, submits portfolio but achieves Credit or less. • Students who receive P or C are invited to consider enrolling in RSCH20004 to achieve a GPA boost.	F, P, C *Then Change of Grade to new score according to RSCH20004 performance Change of grade process must happen within 12 months of initial grade, and before student completion/graduation.	S* NS	Students who receive an outright fail in RSCH20003 may be offered the opportunity to attempt RSCH20004, but this would be at discretion of the Unit Coordinator and Dean If they attempt RSCH20004, the possible outcomes are S or N. The whole portfolio is remarked. If the students achieve P or better, then "S" is recorded for RSCH20004. A change of grade process is activated to adjust the mark for RSCH20003 to the grade achieved at the re-attempt. The final GPA is the same as the revised score achieved in RSCH20003. If the students do not achieve P (or do not submit a portfolio), they may re-enrol for one further attempt at RSCH20004 (a maximum of two attempts applies for this unit). Or, they may choose to exit with NS and the original grade achieved for RSCH20003.
C	Student undertakes standard curriculum, but does not submit a portfolio for assessment within the course duration	DA – Deferred Assessment *Later updated according to RSCH20004 performance **If NS, then the DA would be changed to F F	S* NS**	Students is offered opportunity to enrol in RSCH20004. If they accept, they may achieve S or NS. If they do not attempt RSCH2004, then the grade is set at F. DA grade is allowed to sit on the transcript for a maximum of 12 months.
D	Student withdraws after Census date and/or does not submit a complete portfolio	WF	S or NS	Depending on circumstance, students may be offered opportunity to enrol in RSCH20004. If so, then process would follow as per Option B above.
E	Student withdraws prior to Census date	Withdrawal without Academic Penalty		Standard WWAP process is followed.

Where a student has undertaken enrolment in RSCH20004, the transcript information will state:
'Enrolment in the RSCH20004 Revisions and Extensions unit is offered to selected students who wish to undertake additional studies and obtain a higher academic score for their research portfolio'.