

RESEARCH HIGHER DEGREE (OFFSHORE) COURSE RULES POLICY AND PROCEDURE



CONTENTS

1	PURPOSE	1
2	SCOPE	2
3	POLICY STATEMENT	2
	Nature of research higher degrees	2
4	COURSE RULES AND PROCEDURE	2
	Interpretation	2
	Qualifications for admission as a candidate	3
	Application for admission	3
	Admission to candidature	4
	Enrolment	5
	Study load	6
	Status of candidature	6
	Co-tutelle special arrangements	7
	Course of study	7
	Exit Award	8
	Approved industry placements	9
	Attendance at the University	9
	Leave of absence	9
	Supervision	10
	Progress reporting	10
	Submission and examination of the thesis	11
	Intellectual property	11
	Award of the degree	11
	Responsibilities of the candidate	11
5	RESPONSIBILITIES	12
	Compliance, monitoring and review	12
	Reporting	12
	Records management	12
6	DEFINITIONS	13
	Terms and definitions	13
7	RELATED LEGISLATION AND DOCUMENTS	13
8	FEEDBACK	13
9	APPROVAL AND REVIEW DETAILS	14
10	APPENDIX	15
	Appendix A - Template Memorandum of Understanding for Co-tutelle Agreements	15

1 PURPOSE

- 1.1 This policy and procedure provides a consistent set of course rules to govern Research Higher Degrees (RHD) courses, which involve substantive and formalised periods of study outside Australia across CQUniversity, and ensures that these courses are consistent with expectations of the Australian Qualifications Framework.

2 SCOPE

2.1 This policy and procedure applies to Masters by Research and Doctor of Philosophy (PhD) degrees offered at CQUniversity in instances where:

- a) the degree is being undertaken under a co-tutelle arrangement, or
- b) the candidate is not enrolled on an Australian campus or by (domestic) distance education mode.

Typically, situation (b) applies to a candidate who is not resident in Australia at time of application and who does not intend to relocate to Australia to undertake their degree studies.

2.2 This policy and procedure does not apply to:

- candidates studying onshore RHDs. Refer to the [Research Higher Degree Course Rules Policy and Procedure](#)
- students studying the Graduate Certificate in Research (onshore of offshore). Refer to the [Graduate Certificate in Research Course Rules Policy and Procedure](#).

3 POLICY STATEMENT

3.1 Candidates in an onshore RHD course may spend periods of time outside Australia. This will not necessitate a course change to offshore enrolment, unless the proposed duration of study outside Australia represents more than half (> 50%) of the standard course duration for domestic candidates, and more than one-third (>30%) of the of the standard course duration for international candidates.

Nature of research higher degrees

3.2 RHDs offered by CQUniversity shall meet the following definitions, as described in the [Australian Qualifications Framework](#), and [Higher Education Standards \(Threshold Framework\) 2015](#) (Cwth):

- a) Masters Degree by Research requires the planning and execution of a project that includes a substantial piece of research which makes a contribution to knowledge. Candidates in a Masters by Research degree will undertake supervised study and research of which at minimum two-thirds will be devoted to research, research training and independent study.
- b) Research Doctoral degree (leading to the award of Doctor of Philosophy) 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 AND PROCEDURE

Interpretation

- 4.1 The Research Higher Degrees Committee (RHDC) may delegate routine approval matters to the Chair, RHDC.
- 4.2 The Dean, School of Graduate Research, as Chair, RHDC, is given considerable duties and responsibilities in managing RHDs via the Course Rules. In discharging these duties, the Dean, School of Graduate Research may delegate such responsibility and/or consult with and refer for advice to the Deputy Dean (Research), supervisor/s, the candidate, and senior research employees as appropriate.

Qualifications for admission as a candidate

- 4.3 The University will consider applications for admission to candidature for RHD (Offshore) courses from individuals who can clearly demonstrate relevant research skills (e.g. research writing, experimental design, data collection and/or analysis) as well as content expertise in their proposed field of study.
- 4.4 An applicant may be considered for admission to candidature for the degree of Masters by Research (Offshore) if the person holds:
- an honours degree from CQUniversity or any other approved institution in a relevant discipline
 - a three-year or four-year undergraduate degree with a credit level Grade Point Average (GPA) preferably in a relevant discipline, or
 - alternative qualification/s and/or experience deemed by RHDC to be of equivalent scope and standard to those listed above.
- 4.5 An applicant may be considered for admission to candidature for the degree of Doctor of Philosophy (Offshore) if the person:
- has been awarded a Masters degree either by research or with a substantial element (typically one-third) of research work within it, from a university or any other approved institution
 - has qualified for the award of a Bachelor degree in an appropriate discipline with first class or second class honours conferred by a university or any other approved institution, or
 - holds alternative qualification/s and/or experience deemed by RHDC to be of equivalent scope and standard to those listed above.
- 4.6 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.
- 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.
- 4.7 An applicant holding only a pass degree, and who does not satisfy any of those criteria specified above, will not be considered for admission.
- 4.8 In addition to the above admission criteria, candidates for Research Higher Degree (Offshore) will be expected to be able to demonstrate relevant, recent research experience, as evidenced by research publications, professional citations and/or testimonials from with their professional peer group, as appropriate for the degree level being sought.
- 4.9 The University reserves the right to restrict offers of admission into the RHD (Offshore) to candidates who are studying in CQUniversity's identified areas of research strength.
- 4.10 International applicants are also required to meet the University's English language requirements, as designated by the University.
- 4.11 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

- 4.12 An application for admission to RHD (Offshore) candidature can be made at any time of the year.
- 4.13 In the course of preparing an application for admission, an applicant should consult with the School of Graduate Research and the International and Services Division, to determine eligibility for admission.

An applicant should also consult with the relevant Deputy Dean (Research), on the proposed research topic, supervision and the availability of adequate resources.

- 4.14 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.
- 4.15 An application for admission from an international candidate must include certified documentary evidence of English language competency. On request by the University, applicants may be required to provide a motivation to study statement and financial declaration to support their application for admission.
- 4.16 For applicants transferring RHD (Offshore) candidature from other institutions, the application for admission must contain an authorised statement of consumed EFTSL from the prior institution. In addition, candidates who are transferring after having already completed the Confirmation of Candidature (or equivalent milestone) are required to supply:
- a) evidence of successful completion of the confirmation and a copy of any approved thesis materials
 - b) an itemised research budget
 - c) a project timeline indicating key tasks required to reach thesis examination, and
 - d) a copy of the candidate's most recent progress report issued by the previous institution.
- 4.17 The University reserves the right to request additional supporting documentation, such as details of relevant research experience, an extended thesis proposal or professional references of other statements. The University also reserves the right to ask that the applicant attend an admission interview.

Admission to candidature

- 4.18 An applicant may be admitted to a RHD (Offshore) 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.
- 4.19 Admissions for a RHD with offshore enrolment will attract particular scrutiny in respect to ensuring that:
- a) appropriate supervision arrangements are available
 - b) access can be guaranteed to laboratories, equipment, research literature and resource materials as necessary for the safe and successful completion of the research, and
 - c) the applicant will be able to enter Australia on an appropriate visa, to enable attendance at the University as per the course requirements.
- 4.20 The candidate may be requested to provide appropriate evidence of their study environment, in order to satisfy the requirements of clause 4.19 above. This may include:
- a) partnership or site agreements from third parties (such as other academic institutions) who are providing access to facilities or supervision in-country
 - b) details of any applicable research ethics clearance, research risk clearances, and insurances, and
 - c) any other information relevant to the course of study, study environment, or attendance in Australia or at other locations.
- 4.21 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.
- 4.22 Before deciding to refuse admission, withdraw an offer or cancel an enrolment for a domestic student, the Dean, School of Graduate Research Studies must give the applicant an opportunity to provide written reasons why they should be permitted to attend the University.
- 4.23 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.
- 4.24 The Dean, School of Graduate Research may recommend that RHDC recognise prior load consumption, acknowledging work done at another institution at the same level of course, when assessing whether the minimum enrolment period has been met (refer to the [Course of Study](#) section).
- 4.25 A candidate admitting with prior load recognition must enrol with the University and incur applicable tuition liability for a minimum of 0.5 EFTSL.
- 4.26 An offer of admission will be issued from the School of Graduate Research (in the case of domestic applicants), or the International Admissions Office (in the case of international applicants). This will contain a formal Description of Candidature including:
- a) the date of commencement of candidature
 - b) the name of the school in which the course will be undertaken
 - c) the mode of study
 - d) appointment of the supervisors
 - e) approval of any coursework units which must be satisfactorily completed by the candidate no later than the time of confirmation
 - f) approval of any period of advanced standing
 - g) approval the proposed field of research
 - h) acknowledgment of any applicable prior research candidature and an indication of previous EFTSL consumption (if appropriate), and
 - i) any special conditions that the candidate may be required to fulfil.
- 4.27 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.

Enrolment

- 4.28 Candidature may commence at any time of year, but 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.
- 4.29 The standard course length for research training courses at the University is:
- two EFTSL for Masters by Research candidates
 - four EFTSL for Doctor of Philosophy candidates
- 4.30 These standard periods will be calculated from date of commencement to date of conferral of the award, and are:
- inclusive of pre-confirmation, confirmation, thesis preparation and submission, plus any revisions as required by the Chair of Examiners
 - exclusive of any leave of absence periods, and the time during which the thesis is under examination.
- 4.31 A candidate who has consumed more than the standard EFTSL will be considered an over-time candidate.

- 4.32 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.
- 4.33 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.
- 4.34 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.
- 4.35 Offshore candidates are required to fully fund their enrolment in the RHD course, unless an exemption is provided for under the co-tutelle arrangement, or unless otherwise advised in writing by the University.
- 4.36 A candidate wishing to transfer between offshore and onshore enrolment types may only do so by application to the Dean, School of Graduate Research.

Study load

- 4.37 Applicants to RHD courses may be accepted as either full-time or part-time candidates.
- 4.38 A candidate may apply to transfer into onshore enrolment, however, approval to transfer will only be granted where an appropriate supervisory and study environment can be continued, and appropriate arrangements are in place with respect to visa requirements (if necessary).
- 4.39 Full-time candidates will be expected to contribute between 35 to 40 hours per week to their research and thesis. Part-time candidates will be expected to contribute between 17.5 to 20 hours per week to their research and thesis.
- 4.40 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

- 4.41 Admission to RHD courses shall initially be offered as provisional candidature. For applicants transferring from other institutions where the confirmation (or equivalent milestone) has already been completed, the Dean, School of Graduate Research may waive the provisional candidature and approve an offer of full (confirmed) candidature.
- 4.42 Provisional candidates are required to undertake the Confirmation of Candidature milestone within a set period from the calendar date of commencement. These relevant periods are:
- a) not more than 0.75 EFTSL for Masters by Research candidates, and
 - b) not more than 1.0 EFTSL for Doctor of Philosophy candidates.
- 4.43 The above values indicate the maximum time at which the fully approved Confirmation must be achieved. Candidates are strongly encouraged to complete the Confirmation well ahead of these timeframes.
- 4.44 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](#).
- 4.45 The University 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.
- 4.46 All conditions imposed on candidature as outlined within the attachment to Offer of Admission should be fulfilled by the candidate at the time of confirmation. Full candidature will not proceed until all requirements are met.

- 4.47 Approval of a candidate's transition to full candidature is a decision made by the Dean, School of Graduate Research, on the recommendation of the Chair of the Confirmation Panel. The Dean, School of Graduate Research may require changes to the course of research and study, confirm the candidature or take such other action as is deemed appropriate.

Co-tutelle special arrangements

- 4.48 **This section applies to candidates who are studying under co-tutelle model, involving dual enrolment between CQUniversity and a partner institution.**
- 4.49 A full and formal agreement must be executed between CQUniversity and a partner institution, before an Offer of Admission can be made to a RHD candidate for a co-tutelle degree
- 4.50 A template Memorandum of Understanding is provided in [Appendix A](#). This presents draft wording and should be adapted on a case-by-case basis.
- 4.51 This Course Rules must be read in conjunction with the Memorandum of Understanding. A candidate enrolled in a co-tutelle degree is expected to abide by the requirements of both these Course Rules as well as requirements inherent in the Memorandum of Understanding.
- 4.52 Candidates studying under a co-tutelle model will not be eligible to transfer into an onshore enrolment unless this is specifically permitted within the co-tutelle arrangement between the Host and partner institutions.
- 4.53 Candidates studying under a co-tutelle model are not eligible to transfer their enrolment from CQUniversity to another institution.

Course of study

- 4.54 All research, thesis preparation and administrative tasks undertaken within these Course Rules must be conducted in English.
- 4.55 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](#).
- 4.56 On admission to candidature, a candidate is required to pursue a supervised and approved course of research and study leading to the submission of a thesis in:
- a) not less than one EFTSL or more than three EFTSL for a candidate in Masters by Research
 - b) not less than two EFTSL or more than eight EFTSL for a candidate in the Doctor of Philosophy.
- The above EFTSL reflects total consumption, inclusive of any prior load at a previous institution, but exclusive of any periods of approved leave.
- 4.57 All candidates are required to achieve at least a pass grade in the prescribed coursework unit RSCH20001 Prepare for Confirmation, before the Confirmation of Candidature 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.
- 4.58 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.
- 4.59 In the course of the approved course of research and study, a candidate may be required to:
- a) attend the CQUniversity for consultation and other purposes as deemed necessary
 - b) participate in lectures and seminars and perform such practical work as prescribed by RHDC, and/or

- c) present their research at an appropriate scholarly or professional venue as an unassessed component of the candidature.
- 4.60 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 and an appropriate study environment can be maintained, as per clauses 4.19 and 4.20.
- 4.61 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.
- 4.62 Candidates are not permitted to hold enrolment in any other RHD courses at either Australian or international institutions, during their period of candidature. The exception to this is where the candidate is studying under a co-tutelle model, and where dual-enrolment between CQUniversity and the partner institution is required by co-tutelle agreement.
- 4.63 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. Approval:
- will not be provided unless the candidate has demonstrated strong progress in their RHD
 - 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.
- 4.64 Candidates are encouraged to participate in research training offered by the Research Division. This training would normally enhance a candidate's research skills and contribute to their graduate attributes but will not be deemed as an academic course. Fully offshore candidates are encouraged to participate by videoconference as practicable.
- 4.65 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, or who seek to transfer candidature to an alternative RHD course, should consult the [Research Higher Degree Change of Topic and/or Course Policy and Procedure](#).

Exit Award

- 4.66 A RHD candidate may request consideration for conferral of the Graduate Certificate in Research (GCR) in recognition of work undertaking during candidature if the candidate has either:
- already been approved for full candidature status, or
 - has not yet been confirmed, but can demonstrate learning outcomes equivalent to the Confirmation of Candidature milestone during an agreed timeframe.
- 4.67 The candidate will only be considered for the exit award of the GCR where they are withdrawing from the RHD enrolment. The exit award is not available to continuing candidates.
- 4.68 Where the candidate has already achieved a fully approved Confirmation of Candidature, exit with the GCR will be available on request, with no requirement to undertake further preparation of work or undergo a separate assessment.
- 4.69 Where the candidate seeks to exit with the GCR but has not yet achieved a fully approved Confirmation of Candidature, they will be referred for enrolment into the GCR and/or provided with information about the extra tasks that must be completed, and the timeframe for doing to, in order to be awarded the GCR.
- 4.70 For further information regarding the learning outcomes in the Graduate Certificate in Research, please refer to the [Graduate Certificate in Research Course Rules](#).

Approved industry placements

- 4.71 RHD candidates may be approved to undertake an agreed paid or unpaid industry placement, for periods of 30 days up to six months. Approval must be sought from the Dean, School of Graduate Research prior to commencing an industry placement.
- 4.72 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. Industries may include businesses, governments, government business enterprises, non-government organisations, not-for-profit organisations and community organisations.
- 4.73 Approval to undertake an industry placement will only be granted where the candidate can demonstrate satisfactory progress, and where undertaking the placement will not affect timely completion of the program of research and study.
- 4.74 Industry placements outside of Australia will only be considered for approval where it can be clearly demonstrated that the candidate will be engaged in scholarly endeavour and appropriate arrangements are in place for supervision, insurances and related matters.
- 4.75 During an industry placement, a candidate will remain an enrolled student of the University.
- 4.76 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.

Attendance at the University

- 4.77 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.
- 4.78 For candidates where the degree is to be pursued entirely offshore, the minimum requirements for attendance at the University will be described in the letter of offer, at time of admission. As a guideline, this shall require two short-term visitations to a CQUniversity campus, or other agreed location, during the degree.
- 4.79 The University 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 Deputy Dean (Research).

Leave of absence

- 4.80 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. Periods in excess of 365 days will be considered only in exceptional circumstances and will require supporting documentation.
- 4.81 For international candidates, including those studying in a co-tutelle program, 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.
- 4.82 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](#) sections for what may be deemed an appropriate basis for cultural and/or ceremonial leave.
- 4.83 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.

- 4.84 The period of leave of absence will not be counted as part of a candidate's EFTSL consumption.
- 4.85 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.
- 4.86 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.
- 4.87 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-supervisor memorandum of understanding, upon returning to study.
- 4.88 The University 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.

Supervision

- 4.89 An 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 CQUniversity, or has a relevant adjunct appointment, or is otherwise formally contracted and accountable to the provider for supervisory duties.
- 4.90 The supervisory panel (principal plus one or more associate supervisors) will be appointed by the Dean, School of Graduate Research in consultation with the Deputy Dean/s (Research) and relevant line managers, in accordance with the [Research Higher Degree Supervision Policy and Procedure](#).
- 4.91 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.
- 4.92 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

- 4.93 On receipt of a documented request from RHDC, the candidate is required to 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.
- 4.94 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 RHDC, the candidature may be terminated. However, as a matter of normal practice, candidature shall not be terminated on the basis of unsatisfactory progress unless RHDC 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

- 4.95 Thesis examination will be conducted in accordance with the [Research Higher Degrees Examination Policy and Procedure](#).
- 4.96 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.
- 4.97 A candidate who is recommencing study after a period of leave, or withdrawal from study, will be required to 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
- 4.98 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 RHDC of the reasons why support has not been forthcoming.
- 4.99 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.
- 4.100 The candidate shall ensure that the requirements of the [Research Higher Degree Theses Policy and Procedure](#) have been met.
- 4.101 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.
- 4.102 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

- 4.103 Where research projects are conducted in cooperation with, or under the sponsorship of industry, or where the intellectual property may have commercial significance, the University requires that negotiations with respect to the ownership of any intellectual property arising from or associated with the research project, be formalised prior to the confirmation of candidature.
- 4.104 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 CQUniversity and/or sponsor and apply through RHDC for such restriction to be approved.
- 4.105 Consistent with the [Intellectual Property and Moral Rights Policy](#) (especially relating to patents, royalties and proprietary information which are still being formulated), the candidate shall hold copyright in any thesis associated with or arising from their research candidature. Ownership of intellectual property may be negotiated between the candidate, University and any funding partners.

Award of the degree

- 4.106 RHDC Executive shall determine whether or not the candidate has satisfied the requirements for the degree and recommend its award to the Deputy Vice-Chancellor (Research), who may confer the award.

Responsibilities of the candidate

- 4.107 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 regard to student accounts.

- 4.108 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.
- 4.109 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, Deputy Dean (Research) and/or the Office of Research Services.
- 4.110 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 of the University in a timely manner.
- 4.111 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 International and Services Division, and other appropriate authorities external to the University, particularly regarding matters of on-campus attendance (for co-tutelle candidates).

Appeals

- 4.111 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, Graduate Studies, 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 Deputy Vice-Chancellor (Research).
- 4.112 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.
- 4.113 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](#).
- 4.114 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.

5 RESPONSIBILITIES

Compliance, monitoring and review

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

Reporting

- 5.2 Regular reporting on RHD candidates is presented through the RHDC.

Records management

- 5.3 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

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.

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 EFSTL in their course; such candidates may be liable for additional tuition liability.

7 RELATED LEGISLATION AND DOCUMENTS

[Academic Appeals Policy and Procedure](#)

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

[Australian Qualifications Framework](#)

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

[Confirmation of Candidature Procedure](#)

[Graduate Certificate in Research Course Rules](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#) (Cwth)

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

[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](#)

[Student Ombudsman Procedure](#)

8 FEEDBACK

University staff and students may provide feedback about this document by emailing the policy office at policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Research Higher Degrees Committee
Advisory Committee to Approval Authority	N/A
Administrator	Dean, School of Graduate Research
Next Review Date	29/11/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Executive Committee of Academic Board 20/12/2016
Amendment Authority and Date	Executive Committee of Academic Board 26/06/2017; Administrator Approved – Dean, Graduate Studies 20/04/2018; Research Higher Degrees Committee 29/11/2018; Minor Amendments Administrator Approved – Dean, School of Graduate Research 9/12/2018; Minor Amendments Administrator Approved – Dean, School of Graduate Research 15/12/2018.
Notes	This document replaced the International Dual Award Research Higher Degree (Co-tutelle) Agreements Policy (16/07/2013).

10 APPENDIX

Appendix A - Template Memorandum of Understanding for Co-tutelle Agreements

This Agreement outlines the parameters for participation in a co-tutelle research higher degree, for candidates enrolling between:

CENTRAL QUEENSLAND UNIVERSITY, ABN 39 181 103 288

University established under the [Central Queensland University Act 1998](#) (Queensland) of Bruce Highway, Rockhampton, Australia ("CQU")

AND

{Insert Name and Details of Partnering University}

The Institutions have agreed to enter into an international partnership agreement for bilateral research programs upon the following general terms and conditions.

1. Interpretations

In this Agreement unless the context otherwise admits:

- 1.1. 'Doctoral' means study and research consistent with Level 10 in the Australian Qualifications Framework. At Central Queensland University, this may involve participation in the Doctor of Philosophy.
- 1.2. 'Masters' means study and research consistent with Level 9 in the Australian Qualifications Framework. At CQUniversity, this may involve participation in a Masters by Research course.
- 1.3. 'Home institution' means the institution that the candidate started at.
- 1.4. 'Partner institution' is the party to the Agreement signed with the Home Institution.
- 1.5. 'Host institution' means the institution that a student is physically attending at a given point in time, either Central Queensland University or {Insert partner institution name}.
- 1.6. 'Parties' means CQUniversity on the one side and the partnering institution on the other side.
- 1.7. 'Course duration' refers to the length of time taken to complete the course:
 - 1.7.1. At CQUniversity Australia:
 - Masters by Research degree: 1 EFTSL minimum and 2 EFTSL maximum.
 - Doctoral degree: 2 EFTSL minimum and 4 EFTSL maximum.Note: 1 EFTSL is equivalent to one year (365 days) of full-time enrolment.
 - 1.7.2. At {Partner Institution}
 - Doctoral degree: To be confirmed
 - Masters by Research degree: To be confirmed
- 1.8. 'Supervision' refers to the research being co-supervised by at least one qualified academic at each institution.
- 1.9. 'Course Rules' refer to the academic documents that govern the admission, progress, assessment and graduation of research higher degree candidates.
 - 1.9.1. At CQUniversity, candidature is governed by the Research Higher Degree (Offshore) Course Rules. ([Refer Schedule A](#))
 - 1.9.2. At {Insert Name of Partner Institution}, candidature is governed by to be confirmed ([Refer Schedule B](#))

- 1.9.3. In the event of inconsistency between the course rules of the Parties, governance of the candidature shall revert to the Course Rules of the Host Institution, unless otherwise described in [Schedule C](#).
- 1.10. All documentation relating to this Agreement and the component candidature/s shall be provided in English. This shall include all applicable progress and/or milestone reports, academic documentation, enrolment summaries and other items related to the candidature.
- 1.11. Both the Home Institution and the Partner Institution agree to make available to the other, copies of University policies and/or regulations applying to research training candidates, for the purpose of establishing areas of agreement or disagreement in terms of expectations to successfully graduate with the award.

2. Admission, enrolment and candidature arrangements

- 2.1. The candidate is required to apply and meet the entry requirements as a research higher degree candidate at both the Institutions who are party to this agreement. This shall include both academic admission requirements as well as any applicable language-based criteria (refer section 3).
- 2.2. The appropriate sequence for admission should be the Home Institution followed by the Partner Institution. The Home Institution should generate a provisional letter of offer, contingent on a Letter of Offer being supplied from the Partner Institution within 90 days. If the admission from the Partner Institution is not forthcoming within 90 days, the Home Institution may withdraw the original Letter of Offer.
- 2.3. The candidate shall have dual-enrolment, and thus will be regarded as a student of both Institutions, for the entirety of their degree.
- 2.4. Progress reporting shall comply with the normal conditions of the host institution, as described in the applicable Course Rules. Copies of any progress report lodged at the host institution shall be provided to the other Party within 30 days of submission.
- 2.5. The candidate will commence as a provisional candidate at the Home Institution.
- 2.6. Admission to full candidature may occur (*delete whichever does not apply*)
- Only at the Home Institution
 - Only at the Partner Institution
 - Either at the Home or the Partner Institution.
- 2.7. A candidate who is approved to full candidature at one institution shall be regarded as having full candidature at the other institution.
- 2.8. The candidate may relocate from the Home Institution to the Partner Institution after having been enrolled for:
- not less than 0.5EFTSL for a doctoral candidate.
 - not less than 0.4ETSL for a masters by research candidate.
- 2.9. The candidate will undertake research and study such that at least thirty percent (30%) of the program is completed at each of the Home and Partner universities.
- 2.10. The proposed candidature timeline, indicating the relative periods spent at each of the Home Institution and Partner Institution, and completion of relevant candidature milestones, is provided in [Schedule D](#).

3. English Language requirements for research courses at CQUniversity

- 3.1. Research candidates from countries where English is not the primary language must meet the English Language requirements as set out on CQUniversity Australia's website. Evidence of English language skills at the appropriate level must be current and provided by way of original documents or certified copy. English

language requirements are reviewed each year and may change. Please check the above website for the most current entry requirements.

- 3.2. English requirement Choose an item. be waived for a candidate who has successfully completed the equivalent of a university degree within the past five years, where English is the language of teaching and assessment.
- 3.3. CQUniversity reserves the right to refuse entry to a candidate who does not meet the English Language requirements.
- 3.4. Candidates with English language skills below the required level will not be directly accepted but they may choose to complete a stipulated number of weeks of ELICOS (English Language Intensive Courses for Overseas Students) prior to a revised application for admission.
- 3.5. The costs of ELICOS are to be covered by the student on a cost-per-week basis and are not considered a part of CQUniversity's waiver of tuition or required fees as referred to in section 8.

4. Language requirements for research courses at (Partner Institution)

- 4.1. Research candidates with CQUniversity as the Home Institution must meet the language requirements of the (Partner Institution), where English is not the primary language of instruction and/or supervision.
- 4.2. (Partner Institution) may make available language preparation courses if applicable to Central Queensland students who do not meet the language requirements of the university.
- 4.3. The cost of language tuition from (Partner Institution) will be (*select the appropriate choice*):
 - Waived either partly or fully (insert details)
 - Charged at a rate of (insert details).

5. Supervision during candidature

- 5.1. The research work will be undertaken in both universities under co-supervision by at least one qualified supervisor at each party.
- 5.2. All supervisors shall be required to hold registration as a CQUniversity Supervisor, such that important information regarding candidature and progress reporting can be received from time to time.
- 5.3. Supervisors from both Parties shall be provided with the opportunity to participate in candidature progress reporting, milestones and other activities as reasonably appropriate to facilitate the candidature.

6. Thesis submission, examination and publications

- 6.1. The examination will be carried out in a manner that meets the essential requirements of both universities.
- 6.2. The thesis and any accompanying portfolio of work shall be submitted to both institutions. Submissions to CQUniversity shall be in English. Submissions to (insert Partner) shall be written in (insert Language).
- 6.3. The thesis format shall comply with CQUniversity's requirements for the award of the relevant research higher degree, unless by prior negotiation and as documented in Schedule C.
- 6.4. The thesis examination shall comply with CQUniversity's requirements for research higher degree examinations, as described in the relevant research higher degree procedure/s, unless by prior negotiation and as documented in Schedule C
- 6.5. The thesis is to be submitted in accordance with the policies of the student's home institution, observing any special provisions noted in [Schedule C](#).

- 6.6. Both supervisors are to agree on the nominations of examiners, which must also align with the policy requirements of both institutions.
- 6.7. Any requirement for a thesis defense and degree awarding should comply with the Home Institution's procedures.
- 6.8. Any research outputs arising from the thesis must be attributed to both the Home and the Partner Institution. This may include intellectual or creative works, publications, conference presentations, or other outputs.

7. Candidate and project support

- 7.1. At CQUniversity, a range of direct support measures are available for research higher degree candidates. These may include:
 - 7.1.1. candidate support funds, to provide for the direct costs of undertaking research
 - 7.1.2. candidate travel support, to facilitate travel to national and international conference events where the candidate is presenting work arising from the thesis,
 - 7.1.3. access to fee-free training opportunities via a calendar of training events offered throughout the year and across a number of CQUniversity campus locations and/or online
 - 7.1.4. provision of a laptop computer, installed with a basic software environment to support research studies, on the commencement of study
 - 7.1.5. access to additional resources for direct support of projects that are recognized by the Commonwealth as a high-cost academic plan.
- 7.2. Candidates who are admitted to CQUniversity in a co-tutelle research higher degree shall be able to access pro-rata funding and resources, as appropriate to the length of time being studied at CQUniversity as the host institution. This resourcing is as identified in [Schedule E](#).
- 7.3. The above entitlements are not automatically granted. The candidate must supply a research budget for approval as part of the confirmation process, or, if not completed during confirmation, then within the first month of adopting CQUniversity as their Host Institution.
- 7.4. At (Partner Institution), the following support will be provided to a candidate enrolled in a co-tutelle research course (*Describe as appropriate*).

8. Student fees and charges

- 8.1. Fee exemptions will be applied for international students enrolled in a co-tutelle research higher degree program at CQUniversity.
- 8.2. Upon acceptance into a co-tutelle enrolment, the Partner Institution will issue a letter waiving tuition fees.
- 8.3. Where a candidate exceeds the maximum course duration as indicated in section 1, CQUniversity shall apply an administration and supervision fee to the partnering institution for each additional term of study required until the thesis is submitted. This fee shall be negotiated between the parties and is recorded in [Schedule E](#).
- 8.4. Travel, food, accommodation and any other non-research expenses are the responsibility of the candidate at all times.

9. Award and testamur

- 9.1. At the successful completion of the program the candidate will receive an award from CQUniversity, which shall be endorsed to note that the award was jointly supervised under a co-tutelle course agreement.

- 9.2. The testamur awarded shall be regulated in every way (except fine print notation noted in 9.1) such that the documents are easily recognized by thesis database systems worldwide. The testamur shall not be dual branded.
- 9.3. At the fulfillment of relevant (Partner Institution) requirements, the candidate will receive a testamur approved by *(Insert as appropriate)*

10. Copyright and intellectual property

- 10.1. Copyright procedures must comply with the policies of both parties.
- 10.2. The student, the supervisors and the institutions will comply with the CQUniversity's intellectual property policies in order to protect the research, thesis and publication of research results.
- 10.3. In the event of potential commercialization of the research program intellectual property, the parties which must have the authority to negotiate on the student's behalf, will negotiate in good faith the commercialization of any intellectual property arising from the research program in accordance with their respective intellectual property policies.

11. Research integrity and ethical clearance

- 11.1. The candidate must comply with the Australian Code for the Responsible Conduct of Research, and relevant external and internal ethical guidelines. All students at CQUniversity must be aware of and comply with the University's research ethics policies and procedures about the gathering and use of data.
- 11.2. The candidate must comply with (Partner Institution's) (insert relevant codes and guidelines).

12. Student responsibilities and requirements

- 12.1. All students will be responsible for arranging and paying for: visas, accommodation, international travel, travel in the host country, non-research related materials (for example, books, equipment, consumables), hospitalisation, health and travel insurance, and other incidental expenses arising out of the exchange or other mobility program.
- 12.2. All students applying for co-tutelle admission at CQUniversity Australia are required to fulfill Australian Government regulations by purchasing Overseas Student Health Cover (OSHC) for the duration of their visa before an electronic Confirmation of Enrolment (eCoE) is issued. CQUniversity Australia students applying to for co-tutelle at (Partner Institution) may be required to purchase health cover as part of the visa process. The Host Institution will advise students in writing of any such requirements.

13. Institution responsibilities to students

- 13.1. Each institution will ensure that adequate arrangements are made for the reception and orientation of students in co-tutelle courses.
- 13.2. Each institution will provide the incoming co-tutelle students with assistance in arranging accommodation for the period of the course.

14. Period of arrangement

- 14.1. This Agreement shall commence on the date of signing, and shall terminate in five years, or on the date of conferral of the candidate's award, whichever is sooner.
- 14.2. The arrangements may be renegotiated or amended at any time during this period. Any changes must be documented with copies provided to and agreed by both parties.

- 14.3. Either party may, by written notice of six months, give notice to the other of its intention to terminate this Agreement without impacting any other Agreements between the parties.
- 14.4. If the agreement is terminated as set out in clause 15, it is agreed that both parties will work together to ensure that cooperative activities that have already commenced are, wherever possible, completed under the terms of this Agreement.
- 14.5. In the absence of any early termination, the parties shall discuss the renewal of this arrangement not less than six months prior to the expiry date. The discussion should be based on the evaluations done by each party.

15. Clause severance

- 15.1. Any provisions of this agreement, which are held to be illegal or otherwise in conflict with any laws, statutes or regulations, shall be deemed to be severed from the remainder of the agreement and the validity of the remaining provisions shall not be affected.

16. Liaison

- 16.1. Each institution will name an individual staff member to serve as the liaison officer with his/her counterpart at the other institution.

Partner Institution	CQUniversity
Title Name: Click here to enter text.	Professor Susan Kinnear
Job title: Click here to enter text	Dean, School of Graduate Research
Office address: Click here to enter text.	Research Division CQUniversity Australia, Rockhampton North Bruce Highway North Rockhampton, QLD 4702 AUSTRALIA
Tel: + Click here to enter text.	Tel: +61 (0)7 4930 9336
Email: Click here to enter text.	Email: s.kinnear@cqu.edu.au

17. Signatories

This Agreement was entered into by:

CQUniversity Australia
Signature: Click here to enter text.
Date: Click here to enter a date.
Name: Click here to enter text.
Position: Deputy Vice-Chancellor (Research)
Partner Institution
Signature: Click here to enter text.
Date: Click here to enter a date.
Name: Click here to enter text.
Position: Click here to enter text.

Schedule A: CQUniversity Research Higher Degree (Offshore) Course Rules

Insert as applicable

[Click here to enter text.](#)

Schedule B: (Partner University) Course Rules

Insert as applicable

[Click here to enter text.](#)

Schedule C: Course Rule Clarification

This section to be used to clarify any inconsistencies in the two sets of course rules.

It will also contain any special notes regarding thesis submission/examination.

[Click here to enter text.](#)

Schedule D: Proposed candidature arrangements

The candidate shall undertake research and study such that a minimum of 30% of the course duration shall be completed at the Home and Partner Institutions.

Unless otherwise agreed in writing, the candidature shall proceed under the following arrangements (*insert figures as appropriate*):

- 0 – ?? EFTSL: Candidature at the Home institution
- ??- ?? EFTSL: Candidature at the Partner institution
- ?? - ?? EFTSL: Candidature at the Home institution

Adjustments to the above values of greater than 10% will require a formal variation, but which shall not be reasonably refused by the Parties.

Schedule E

Fees payable by the **candidate** (*insert as appropriate*):

	Year 1	Year 2	Year 3	Year 4
Home Institution (Name)	xxx	Waiver	Waiver	xxxx
Partner Institution (Name)	Waiver	xxxx	xxxx	Waiver
Total				

The following administrative fee is payable in the event of withdrawal prior to course completion:

- \$AUD 0.00 (*Insert figure by negotiation*)

Fees, Costs and Resources payable **by the Parties**:

	Year 1	Year 2	Year 3	Year 4
Home Institution (Name)				
Partner Institution (Name)				

The following supervision fee is payable in the event of the candidate exceeding the maximum course duration:

- \$AUD 0.00 (*Insert figure by negotiation*)

The following administrative fee is payable in the event of withdrawal prior to course completion:

- \$AUD 0.00 (*Insert figure by negotiation*)