

HIGHER DEGREE RESEARCH CONFIRMATION OF CANDIDATURE AND PROGRESSION REVIEW POLICY

Category	Policy		
Review	1 year from date of Approval		
Code	ARP001		
Contact	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Review Date
2024.11	Academic Board	20 November 2024	30 September 2025

1 PURPOSE

This policy outlines the probationary phase of a higher degree research (HDR) candidate's candidature and the processes in place to help ensure that candidates remain 'on track' during their candidature. In this sense, the policy comprises an integral part of the quality assurance processes.

The specific aims of the policy are to:

- Identify early in the candidature any support and guidance necessary for a student to proceed successfully to the next major stage of their research
- Assess progress made and the academic readiness of a candidate to complete their degree
- Provide an opportunity for a candidate to demonstrate written and other necessary research skills appropriate to the level of research and study and
- Achieve more timely and successful completions.

2 SCOPE

This policy applies to all HDR students, and IMC staff, affiliates and who are involved in the supervision and or administration Higher Degree Research at IMC. It should be read in conjunction with ARP001P Higher Degree Research Confirmation of Candidature and Progression Procedure which outlines the procedural details and timetable of critical progress points.

3 DEFINITIONS

Associate Supervisor means a staff member who has been approved for inclusion on the Register of Supervisors, and who, in conjunction with the Principal Supervisor, is responsible for the guidance and supervision of a HDR student.

Candidate means a higher degree research student enrolled at the Institute.

Confirmation and Progress Review Panel (The Panel) means an advisory body to the Research Committee (RC), established for each HDR candidate, to formally consider and make recommendations on the candidate's confirmation, progression and submission of thesis.

Higher Degree Research (HDR) means degrees offered by IMC that include Masters' Degree (Research) and Doctor of Philosophy (PhD).

Principal Supervisor means a staff member of IMC who meets the requirements of and has been approved for inclusion on the Register of Supervisors as a Principal Supervisor and has primary oversight of a HDR candidate's research.

Research Committee (RC) means a committee of Academic Board that is a managerial and governance body responsible for IMC's higher degree research programs oversight, research training, research ethics and other research activities.

Satisfactory Progress means successful progression of the review phases as outlined below (i.e.: confirmation, mid-candidature and pre-submission), a passing grade in any required units and completion of any additional course requirements.

Timely Completion means submission of a thesis by the approved submission date within the maximum period of candidature (three years for PhD candidates or part-time equivalent, two years for a Masters by Research candidate or part-time equivalent).

4 PRINCIPLES

- The review and progression process is a requirement of enrolment in HDR that is intended to support candidates throughout the full period of their candidature
- The RC will create a Confirmation and Progress Review Panel (The Panel) for each candidate to consider confirmation of candidature and undertake progression reviews
- Candidates must meet specific requirements for their candidature to be confirmed and continued through to completion of their candidature
- A Mid-Candidature Review will be conducted for all PhD candidates who have had their candidature confirmed. It will ensure adequate progress is being made towards completion of the research.
- A Pre-submission Review will be conducted for all HDR candidates who have substantially completed their research and are in the final stages of thesis preparation
- The Institute is committed to providing appropriate support and intervention strategies to assist candidates who are not making satisfactory progress
- Candidates have the right to appeal against unfavourable recommendations on procedural grounds as outlined in the *Student Complaints and Appeals Policy and Procedure*

5. RELATED DOCUMENTS

- i. *Academic Intellectual Property Policy*
- ii. *Higher Degrees Research Assessment and Assessment Appeals Policy*

- iii. *Research Materials and Data Management Policy*
- iv. *Higher Degree Research Supervision Policy*
- v. *Guidelines on Minimum Resources for Higher Degree Research Students*

5 VERSION CONTROL

Historical Version	Approved by	Approval Date
2024.11	Academic Board	20 November 2024

The Deputy President (Education) oversees the implementation and compliance of this policy / procedure. Please contact the Deputy President's office via - policy@imc.edu.au for any enquiries or clarifications related to this policy.