

HIGHER DEGREE RESEARCH ADMISSIONS PROCEDURE

Category	Procedure		
Review	1 year from date of Approval		
Code	ARP005P		
Contact	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Review Date
2024.11	Deputy President (Education)	20 November 2024	30 September 2025

1 PURPOSE

This procedure document outlines the processes for admission to Higher Degree Research programs at the Australian National Institute of Management and Commerce (IMC). It should be read in conjunction with the Higher Degree Research Admissions Policy.

2 PROCEDURES

Academic Qualification Requirements

Masters' Degree (Research)

Applicants must meet one of the following criteria:

- A Bachelor's degree with first-class or upper second-class Honours from an Australian higher education institution or,
- A Bachelor's degree from an Australian higher education institution in a discipline relevant to the intended research, with a Distinction grade average in the final year of study or,
- A Graduate Diploma or a Master's degree of at least two semesters' full-time duration from an Australian higher education institution or,
- A qualification recognised by the National Office of Overseas Skills Recognition (NOOSR) as equivalent to any of the above categories of qualification or,
- In exceptional circumstances, evidence of possessing other academic or professional qualifications and/or experience may be approved by the Chair of the Research Committee (RC) on the recommendation of the Deputy President (Education) or delegate.

Doctor of Philosophy (PhD)

Applicants must meet one of the following criteria:

- A Bachelor's degree with first-class or upper second-class Honours from an Australian higher education institution or
- Another degree with a substantial research/thesis component with an entry qualification in the Broad Field: 08 - Management and Commerce, or
- A qualification recognized by the National Office of Overseas Skills Recognition (NOOSR) as equivalent to the qualification above or
- In exceptional circumstances evidence of possessing other academic or professional qualifications and or experience may be approved by the Chair of the RC on the recommendation of the Deputy President (Education) or delegate.

Alternative Admissions Process

1. Applicants must provide a strong, clear and substantiated case in writing outlining research experience including:
 - Refereed publications
 - Commissioned reports
 - Other substantial professional or government publications
2. The case must demonstrate that qualifications, research experience and outputs equate to the equivalent of academic requirements as per AQF specifications.
3. Alternative admission arrangements will be reported every six months to the RC.

Recognition of Prior Learning (RPL) Process

1. Prior Higher Degree Research may be recognised if:
 - It has not been previously recognised for another award
 - It has been completed at the same AQF level
2. Advanced Standing of up to 24 credit points may be awarded for coursework components.
3. RPL decisions will be made by the RC on a case-by-case basis.

Application Requirements

1. Research Proposal Submission
 - Applicants must submit an outline research proposal including:
 - Summary of proposed research area

- Research questions
 - Rationale for interest
 - Proposed methodology
2. English Language Requirements Applicants must demonstrate competence through either:
- Completion of degrees with English as instruction language in English-speaking context
 - IELTS score of 6.5 overall (no band below 6.0) or equivalent

Admission Conditions

1. Supervision and Facilities
 - Confirmation of available facilities to support research
 - Allocation of principal supervisor and Associate / Industry supervisors
2. Duration of Candidature
 - Masters' Degree: Two years full-time or equivalent part-time
 - PhD: Minimum three years full-time or equivalent part-time
 - International students must complete within COE duration
3. Application Process
 - Initial contact with Deputy President (Education)
 - Guidance provided on specific requirements
 - Follow standard processes in Student Selection and Admissions Policy and Procedure

3. RELATED DOCUMENTS

- i. Student Selection and Admissions Policy and Procedure*
- ii. Recognition of Prior Learning Policy*
- iii. Higher Degree Research Confirmation of Candidature and Progression Review Policy and Procedure*
- iv. Higher Degree, Research Ethics and Scholarship Committee Terms of Reference*
- v. Guidelines on Minimum Resources for Higher Degree Research Students*

4. VERSION CONTROL

Historical Version	Approved by	Approval Date
2024.11	Deputy President (Education)	20 November 2024
2013.12	Academic Board	19 December 2013

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