

HIGHER DEGREE BY RESEARCH ADMISSIONS PROCEDURE

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1 PURPOSE

This procedure supports the *Higher Degree by Research Admissions Policy* by documenting the requirements and processes relevant to the admission of applicants to IMC’s Higher Degree by Research (HDR) courses.

This procedure should be read in conjunction with the *Higher Degree by Research Admissions Policy*.

2 SCOPE

This procedure applies to applicants and potential applicants seeking enrolment in HDR courses, and to IMC staff and members of committees involved in the admissions process.

3 PROCEDURES

3.1 Academic Requirements

Master Level

Applicants must have satisfied one of the following academic requirements:

- i.* a bachelor degree with an average grade of at least 60% from a recognised tertiary institution;
- ii.* a bachelor honours degree, from a recognised tertiary institution;
- iii.* a master degree from a recognised tertiary institution;
- iv.* an overseas qualification recognised by the National Information Centre for Qualifications Recognition as equivalent to one of the above; or
- v.* in exceptional circumstances, evidence of other academic or professional qualifications or experience reviewed on a case-by-case basis.

In addition, applicants must demonstrate discipline knowledge sufficient to undertake research in the proposed Broad Field of Education (BFE). Note, too, that admission is dependent on IMC's capacity to provide suitable supervision and necessary resources.

Doctoral Level

Applicants must have satisfied one of the following requirements:

- i.* a master degree in business research from IMC;
- ii.* a master degree with a substantial research thesis component from a recognised tertiary institution, and in a business-related discipline;
- iii.* a qualification recognised by the National Information Centre for Qualifications Recognition as equivalent to the master qualification above;
- iv.* in exceptional circumstances, evidence of other academic or professional qualifications or experience reviewed on a case-by-case basis.

In addition, applicants must demonstrate discipline knowledge sufficient to undertake research in the BFE08 Management and Commerce. Note, too, that admission is dependent on IMC's capacity to provide suitable supervision and necessary resources.

3.2 Alternative Admissions Criteria

Applicants who wish to be considered on the basis of "other academic or professional qualifications or experience" must:

- provide in writing a strong, clear and substantiated case for admission outlining research experience, including:
 - refereed academic publications;
 - commissioned reports involving research; and
 - other substantial professional or government publications involving research
- demonstrate that their qualifications, research experience and outputs are such that they are likely to complete their HDR course successfully.

Details of admissions based on "other academic or professional qualifications or experience" is shared with RSC for final approval prior to admission. Admission details must be reported to the Research and Scholarship Committee (RSC) every six months.

3.3 English Language Proficiency Requirements

Applicants must meet the English Language Proficiency Requirements set out under

English Language Requirements for Future Students on the IMC website.

3.4 Recognition of Prior Learning (RPL)

Material or output from a prior HDR enrolment may be used in an IMC course if:

- it has not been recognised for another award; and
- it has been completed at the same AQF level.

Advanced Standing of up to 24 credit points may be awarded for coursework components.

RPL decisions are made by the Director of Research and Scholarship or delegate on a case-by-case basis.

3.5 Application Process

Applicants must complete the online HDR application form available on the IMC website, which includes a preliminary research proposal.

Preliminary research proposals must include:

- a short summary of the proposed research topic, including the key research questions, and a description of the proposed research methodology or approach (300-500 words for master level, 1,500 words for doctoral level); and
- the applicant's motivation for wanting to pursue the research topic (250 words).

Applications may be submitted at any time.

Potential applicants are encouraged to review the IMC website for specific information about how to apply or contact the Recruitment team at recruitment@imc.edu.au before submitting an application. For any research-related queries the Research Office can be contacted at research@imc.edu.au.

Applications are assessed by the Research Office and the Director of Research and Scholarship, in line with the processes outlined in the *HDR Admissions Policy* and the *HDR Admissions Procedure*.

Assessment takes into consideration:

- the applicant's qualifications and research experience;
- the applicant's English language proficiency;
- demonstration by the applicant of discipline knowledge sufficient to undertake research in the chosen field;
- whether the proposed research is within the broad field of education (BFE) of Management and Commerce;
- the congruence of the proposed research topic with IMC's research priorities, and potential contribution to the achievement of IMC's strategic objectives;
- IMC's capacity to provide suitable and ongoing supervision;
- IMC's capacity to provide necessary resources and support to facilitate the

- research;
- any potential legal or other risks associated with the research; and
 - likelihood of completing the research within the expected timeframe.

The decision to offer an applicant admission to an HDR course is made by the Director of Research and Scholarship or delegate after appropriate consultation.

3.6 Notification of the Admission Decision

Applicants are notified in writing of the decision regarding their application.

Successful applicants are provided with information regarding next steps.

Unsuccessful applicants have a right of appeal in cases, as set out in the *Student Selection and Admission Procedure*.

4 RELATED DOCUMENTS

- i. *Guidelines on Minimum Resources for Higher Degree by Research Students*
- ii. *Higher Degree by Research Confirmation of Candidature and Progression Review Policy and Procedure*
- iii. *Higher Degree by Research Supervision Policy*
- iv. *Higher Degree by Research Supervision Procedure*
- v. *Recognition of Prior Learning Policy*
- vi. *Recognition of Prior Learning Procedure*
- vii. *Student Selection and Admissions Policy*
- viii. *Student Selection and Admissions Procedure*

5 VERSION CONTROL

Historical Version	Approved by	Approval Date
2026.05	Research and Scholarship Committee	12 May 2026
2024.11	Deputy President (Education)	20 November 2024
2020.09	Academic Board	21 September 2020
2013.12	Academic Board	19 December 2013

6 STATEMENT OF OWNERSHIP/MAINTENANCE

The Research and Scholarship Committee oversees the implementation of, and compliance with, this Policy. For any enquiries or clarification, please contact policy@imc.edu.au.