

# HIGHER DEGREE BY RESEARCH CONFIRMATION OF CANDIDATURE AND PROGRESSION REVIEW POLICY

<b>Category</b>	Policy		
<b>Review</b>	3 years from date of Approval		
<b>Code</b>	ARP-001		
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<b>Version</b>	<b>Approval Authority</b>	<b>Approval Date</b>	<b>Review Date</b>
2026.05	Academic Board	12 May 2026	12 May 2029

## Contents

1	PURPOSE .....	1
2	SCOPE .....	2
3	DEFINITIONS .....	2
4	PRINCIPLES .....	2
5	RELATED DOCUMENTS .....	3
6	VERSION CONTROL.....	3
7	STATEMENT OF OWNERSHIP/MAINTENANCE .....	4

## 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
- Monitor 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;
- Confirm the viability of the candidate's research project to 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 by Research at IMC. It should be read in conjunction with ARP-001-P 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 an 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 and Scholarship Committee (RSC), established for each HDR candidate, to formally consider and make recommendations on the candidate's confirmation, progression and submission of thesis.

**Higher Degree by 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 and Scholarship Committee (RSC)** 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, including any approved variations or extensions.

## 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 RSC 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

### 5.1 External Documents

- i. *HDR Admissions Policy*
- ii. *Code of Conduct for Research*
- iii. *Student Complaints and Appeals Policy and Procedure*
- iv. *HDR Confirmation of Candidates and Progression Procedure*
- v. *Academic Intellectual Property Policy*
- vi. *Higher Degrees Research Assessment and Assessment Appeals Policy*
- vii. *Research Materials and Data Management Policy*
- viii. *Higher Degree Research Supervision Policy*
- ix. *Guidelines on Minimum Resources for Higher Degree Research Students*

### 5.2 External Documents

- i. *Higher Education Standards Framework (Threshold Standards) 2021*
- ii. *Australian Code for the Responsible Conduct of Research 2018*

## 6 VERSION CONTROL

Historical Version	Approved by	Approval Date
2026.05	Academic Board	12 May 2026
2024.11	Academic Board	20 November 2024
2017.05	Academic Board	03 May 2017
2015. 10	Academic Board	22 October 2015

## 7 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](mailto:policy@imc.edu.au).*