



Higher Degree Research RULES 2016

PART 1 PRELIMINARY

1. Name of rules

These Rules may be cited as the 'Higher Degree Research Rules'.

2. Enactment

These are Rules made by the Council of Macquarie University under section 29 of the Macquarie University Act 1989.

3. Commencement

These Rules take effect on the day on which they are published on the Internet by means of the website of the University or in another official University publication under section 29(c) of the Macquarie University Act 1989 and section 35(4) of the Macquarie University By-law 2005.

4. Application

The Higher Degree Research Rules apply to all Doctoral, Joint Research and Master by Research degrees at Macquarie University.

5. Purpose

The purposes of these Rules are to outline the admission; degree; supervision; and thesis requirements; and connected matters of Higher Degree Research at Macquarie University.

PART 2 INTERPRETATION

6. Interpretation

In these rules:

Academic Senate means the Academic Senate of the University.

Award or Award Course means the qualification resulting from the satisfactory completion of a specific program of study or research.

By-law means the Macquarie University By-law 2005.

Candidate means a Higher Research Degree candidate.

Committee means the Higher Degree Research Committee of the Academic Senate.

Cotutelle means joint enrolment by a student in a Doctor of Philosophy (PhD) at Macquarie University and an overseas partner university. A student has supervisors at both universities, spends time at both universities, and submits a single thesis for examination by each university.

Council means the Council of the University.

Degree means the major qualification awarded by a university. It is awarded either for successful work at undergraduate (bachelor degree) or postgraduate (higher degree) level, or as an honorary recognition (honorary degree) of achievement.

Exclusion means that a student is barred from re-enrolling in a program for a set period.

Faculty means an administrative grouping of research, academic and professional staff and students based on the area they teach, support and study.

Full-time means at least an average weekly commitment by a HDR candidate of 40 hours per week throughout the year on a program of research and advanced study.

HDR means Higher Degree Research.

HDR Handbook and Guide for Candidates and Supervisors means the University's digital presentation and organisation of information for candidates, which is updated periodically, containing the schedules and listings of Doctoral, Joint Research and Master by Research degrees. It also references University Policies and Rules and other information to assist candidates.

Joint Research Degree means joint enrolment by a student in a program at Macquarie University and selected international partner universities. A student has supervisors at both universities and spends time at both universities. The final thesis is jointly examined and the two universities may jointly award a degree.

MGSM means the Macquarie Graduate School of Management.

Partner University means an institution which has entered into a formal written agreement with Macquarie University to facilitate Higher Degree Research programs.

Part-time means at least an average weekly commitment by a HDR candidate of twenty hours per week throughout the year on a program of research and advanced study.

Testamur means the official document with the University's seal on it which certifies that a student has been awarded a Higher Degree by Research.

University means the Macquarie University established by the Macquarie University Act 1989.

[Note: The Interpretation Act 1987 of New South Wales applies to these Rules].

PART 3 SUBSTANTIVE PROVISIONS

7. Admission

- 1) To be admitted to candidature for any HDR degree of the University, the applicant must meet:
 - a. the relevant degree qualification requirements under rules 7(2), 7(3), 7(4), 7(5) or 7(6);
 - b. any additional requirements imposed under rule 7(7); and
 - c. any specific admission requirements in the HDR Handbook and Guide for Candidates and Supervisors.

- 2) An applicant for a Doctoral Degree must have qualified for an award being:
 - a. a Master of Research (MRes) with a grade of at least a Distinction (75% or greater) in second year; or
 - b. a Master of Philosophy; or
 - c. a two-year Masters degree with a major research component at Distinction level (75% or greater); or
 - d. from another tertiary institution and approved as equivalent to those in rules 7(2)(a), 7(2)(b) or 7(2)(c) by the Committee on the recommendation of the Executive Dean of the relevant Faculty, or if applicable the Dean of the MGSM, in which the applicant seeks to be registered.

- 3) An applicant for a Doctor of Philosophy combined with the Master of Clinical Psychology, the Master of Clinical Neuropsychology or the Master of Organisational Psychology must:
 - a. have a qualification for admission to the Doctoral Degree; and
 - b. be accepted for admission to candidature to the:
 - i. Master of Clinical Psychology; or
 - ii. Master of Clinical Neuropsychology; or
 - iii. Master of Organisational Psychology.
- 4) An applicant for a Joint Research Degree - Doctor of Philosophy must have:
 - a. qualified for admission to candidature for a Doctor of Philosophy or equivalent degree in the partner university; and
 - b. be qualified for entry to a Doctoral Degree under rule 7.(2).
- 5) An applicant for a Master of Philosophy must have qualified for an award being:
 - a. a Master of Research (MRes) with at least 65% in second year; or
 - b. a two-year Master's degree with a major research component at Credit level (65% or greater); or
 - c. from another tertiary institution and approved as equivalent to those in rules 7(5)(a) or 7(5)(b) by the Committee on the recommendation of the Executive Dean of the Faculty, or if applicable the Dean of the MGSM, in which the applicant seeks to be registered.
- 6)
 - a. An applicant for a Master of Research must:
 - i. have qualified for the award of a Bachelor or higher award with a Credit average (at least 65%) in their final year of study or the highest level of study beyond the Bachelor degree; or
 - ii. have satisfied requirements for the Bachelor of Philosophy offered by the University and be eligible to progress to the Master of Research; or
 - iii. hold qualifications approved as equivalent to those in rules 7(6)(a)(i) or 7(6)(a)(ii) by the Committee on the recommendation of the Executive Dean of the Faculty, or if applicable the Dean of the MGSM, in which the applicant seeks to be registered.
 - b. An applicant for a Master of Research may:
 - i. have to satisfy additional admission requirements in some disciplines including a portfolio of work or a higher level of performance in an appropriate area or areas of study; and
 - ii. have any such additional admission requirements considered by the Committee, on the recommendation of the Executive Dean of the Faculty in which the course is offered, or if applicable the Dean of the MGSM to be accepted for the specific degree of Master of Research.
- 7) The Committee, or in the case of Masters candidates the Executive Dean of the relevant Faculty, or if applicable Dean of the MGSM may impose other work or examination for admission as it determines, including facility in a language other than English.
- 8) Before admitting an applicant to a Joint Research degree, an agreement for a joint degree with the partner university must be approved by the Academic Senate and the equivalent approval authority of the partner university.

- 9) The Committee is to, on the recommendation of the Executive Dean of the Faculty in which the candidate is registered, or if applicable, the Dean of the MGSM approve the enrolment in the degree.
- 10) In exceptional cases an applicant may be admitted if:
 - a. the applicant submits evidence of academic and professional attainments and demonstrates in an appropriate discipline or disciplines a capacity for research; and
 - b. the Committee deems any such submissions under rule 7(10)(a) to be acceptable for the purpose of proceeding to the degree.
- 11) A applicant must be admitted by the Executive Dean to a Faculty, or if applicable to the Dean of the MGSM for enrolment as a:
 - a. full-time candidate; or
 - b. part-time candidate;based on an assessment of the extent of the applicant's commitments other than those related to the degree.
- 12) Before admission, the Executive Dean of the Faculty in which the applicant is to be registered, or if applicable, the Dean of the MGSM is to be satisfied that adequate supervision and facilities are available.
- 13) The transfer of candidature between research degrees is governed by the Course Transfer Policy.
- 14) Credit for previous study is governed by the Recognition of Prior Learning Policy.

8. Course requirements

- 1) Candidates are required to check program requirements specific to the degree in the HDR Handbook and Guide for Candidates and Supervisors.
- 2) A program of study for HDR candidates is to include the submission of a thesis embodying the results of the candidate's work, of which at least half must have been completed whilst an enrolled candidate in a research degree at Macquarie University.
- 3) In special cases, the Committee may approve work done conjointly with other persons, provided the Committee is satisfied as to the candidate's part in the conjoint research.

9. Place of research

- 1) A candidate shall pursue an approved program of advanced study and research by supervised study either within the University or outside of the University as governed by the HDR Off-site Research Policy.
- 2) A candidate for a Joint Research degree will be required to conduct research at Macquarie University and the partner university.

10. Supervision and review of progress

- 1) Supervision and review of progress are governed by the Higher Degree Research Supervision Policy.
- 2) The Principal Supervisor is to present a report on the candidate's work:
 - a. at least once a year (at least twice a year for a Joint Research degree candidate); and
 - b. at any other time considered desirable;to the Executive Dean of the Faculty in which the candidate is registered, or if applicable the Dean of the MGSM; and the partner university in the case of a Joint Research degree.
- 3) A report on the candidate's work under rule 10(2) is to be documented in the Annual Progress Report (APR).

11. Period of candidature

- 1) The period of candidature for a:
 - a. Doctor of Philosophy is:
 - i. a minimum period of two years which may be reduced to one year with the approval of the Committee; and
 - ii. a maximum period of three years full-time and six years part-time.
 - b. Joint/Cotutelle Doctoral Degree is the:
 - i. minimum and maximum periods as specified in the institutional agreement.
 - c. Combined Doctoral / Master program:
 - i. a minimum period of three years; and
 - ii. a maximum period of three years full-time or equivalent part-time.
 - d. Master of Philosophy is:
 - i. a minimum period of one year which may be reduced with the approval of the Committee; and
 - ii. a maximum period of two years full-time or equivalent part-time.
 - e. Master of Research is :
 - i. a minimum period of two years full-time or equivalent part-time; and
 - ii. a maximum period of two years full-time or equivalent part-time
- 2) Candidature for the Doctor of Philosophy and Master of Philosophy beyond the maximum period of candidature will be considered in accordance with the Out-of-time Policy.
- 3) In exceptional circumstances, leave of absence of up to twelve months may be granted by the Committee.

12. Thesis requirements, examination of thesis and lodgement

- 1) All matters to do with a thesis, including submission and examination are governed by the HDR Thesis Preparation, Submission and Examination Policy.
- 2) In exceptional circumstances where thesis submission has been delayed and the candidate is no longer enrolled, the Executive Dean of the Faculty, or if applicable the Dean of the MGSM, may

authorise a period of enrolment suitable for the thesis to be submitted within two years of withdrawal.

13. Awards and graduation

- 1) Any of the degrees referred to in the Schedule of Higher Degrees by Research in the HDR Handbook and Guide for Candidates and Supervisors may be conferred by the Council on a candidate who has complied with the requirements of these rules to the satisfaction of the Academic Senate.
- 2) The candidate for a Joint Research degree will be eligible for the University award of a Joint Research degree on satisfying the requirements of both universities. The award testamur, or equivalent, will normally contain the crests of both universities.
- 3) The Bachelor of Philosophy is an approved Exit Award for the Master of Research. A candidate who wishes to discontinue study in the Master of Research may elect to qualify with the Bachelor or Philosophy provided the requirements of the Exit Award have been met.
- 4) The Committee may advise Academic Senate that, as a result of outstanding academic performance, the Master of Research may be awarded 'With Distinction'.

14. Discontinuation and exclusion

- 1) If a candidate discontinues studies:
 - a. the candidate is required to apply for re-admission; and
 - b. the Executive Dean of the Faculty in which the candidate seeks to register, or if applicable the Dean of the MGSM, is to determine the application and may specify conditions for enrolment.
- 2) The Executive Dean of the Faculty, or applicable the Dean of the MGSM may form the opinion that the candidate's progress is unsatisfactory and invite the candidate to a Formal Review of progress.
- 3) The outcome of the Formal Review under rule 14(2):
 - a. is to be considered by the Executive Dean of the Faculty, or if applicable the Dean of the MGSM or by a committee of the Faculty or the MGSM; and
 - b. the Executive Dean of the Faculty, or if applicable the Dean of the MGSM, may recommend the termination of candidature or, permit the candidate to remain enrolled and may impose conditions upon such continuing enrolment.
- 4) If the Executive Dean of the Faculty, or if applicable the Dean of the MGSM recommends the termination of candidature:
 - a. the Executive Dean of the Faculty, or if applicable the Dean of the MGSM, is to report accordingly to the Deputy Vice-Chancellor (Research); and
 - b. the Deputy Vice-Chancellor (Research) is to advise the candidate of termination including the reasons for such a decision.
- 5) A candidate advised of the termination of their candidature under rule 14(4) may appeal.

- 6) The partner university will be advised of steps relating to termination of candidature in regards to a candidate enrolled in a Joint Research degree.

PART 4 GENERAL

15. Notice

- 1) Any notice to a candidate must be in writing and will be served by being:
 - a. delivered personally; or
 - b. left at or sent by post to;
 - i. the last known residential or business address in or out of New South Wales of the person to be served as it appears in the records of the University; or
 - ii. such other address as appears to the sender to be an address where the person to be served resides or works, as the case requires; or
 - c. delivered by email to;
 - i. the University email address of the addressee or to another email address that has been given to the sender by the addressee for the purpose of serving notices.

[Note: It is University policy that the University issued student email account is used for official University communication].

- 2) Any notice will be deemed to be served:
 - a. in the case of sending by post, if posted in the Commonwealth of Australia to an address in the Commonwealth of Australia, within three working days of posting and in any other case within five working days after posting by airmail; or
 - b. in the case of delivery by email, when it enters the addressee's information system as shown on a confirmation of delivery report from the sender's information system, which indicates that the email was sent to the email address of the addressee; and
 - c. if more than one copy of a notice is sent, when one of those notices is first served or deemed to be served on the addressee.
- 3) In rule 15(2) a reference to:
 - a. a "working day" means any day other than:
 - i. a Saturday, a Sunday or a public holiday; and
 - ii. 27, 28, 29, 30 or 31 December;in Sydney, Australia.
 - b. a "notice" is to any notice or other communication and includes, any notice which these Rules require or authorise to be served on any person.

16. Notes

Notes in these Rules do not form part of these Rules.