

# PhD Eligibility, Admissions and Enrolment Policy

Policy number	P21	Version	1
Approved by ABG on	14 February 2019	Scheduled review date	Feb 2022

## 1 Purpose

The Purpose of this policy is to provide clarity for candidates about progression and exclusion for the Doctor of Philosophy (PhD) degree. The policy addresses the duration of the degree, the trajectory through the degree and grounds for exclusion.

## 2 Scope

This policy applies to all PhD candidates.

## 3 Progression

The Doctor of Philosophy by thesis is a postgraduate research degree offered in part time mode only. Progression through the six years of the degree is via the successful completion in the following order of:

### Year One

PhD01 Research

PhD02 Thesis 1

### Year Two

PhD03 Thesis 2

### Year Three

PhD04 Thesis 3

### Year Four

PhD05 Thesis 4

### Year Five

PhD06 Thesis 5

### Year Six

PhD07 Thesis 6

Variants to this progression are where a candidate receives recognition of prior learning and/or credit transfer for equivalent study. See Recognition of Prior Learning and Credit Transfer Policies.

## 4 Periods of Candidature

The normal duration of the degree is six years.

The maximum period of candidature is nine years which allows for six years normal duration of part time enrolment, one year deferral\*, four semesters Leave of Absence\*, and repeating components as a result of failing to meet progression requirements. That is, in the event of failing to meet progression requirements, the candidate has the right to repeat the necessary components once.

Candidature is not extended beyond the maximum course duration timeframes or beyond maximum time of leave of absence entitlements (see above) unless there are exceptional or unforeseen circumstances. These unforeseen circumstances might include matters such as significant illness or bereavement and when, after consultation with the Director of Academic Programs, a break is seen as necessary for the student's optimal learning.

In such circumstances a formal request for an extension to the course duration and/or maximum time of leave of absence entitlements must be submitted to the PhD Course Committee, along with supporting medical and/or other formal documentation. This request should be made prior to the expiry of maximum candidature dates and leave of absence entitlements dates and cannot be submitted retrospectively. Students are notified in writing of the outcome of their request by the committee.

The minimum period of candidature is 4.5 years.

See RPL and Credit Transfer Policies on the NIODA website (<http://www.nioda.org.au>).

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## **5 PhD Progression Requirements**

Candidature is considered provisional until a detailed research proposal (refer to Doctor of Philosophy Proposal Template) has been approved by the PhD Candidate Approval Committee. Candidature is confirmed following these approvals. It is anticipated that this will occur by the end of Year 1.

Candidates are also required to attend at least 80% of all scheduled class hours due to the participatory nature of the courses and their value to the research.

Through years one to five, candidates are required to complete an annual progress report detailing progress against subject learning outcomes and anticipated action for the next twelve months. Candidates are also required to submit an annual/final report to the NIODA HREC detailing ongoing ethical considerations. Templates are provided for these reports.

The primary supervisor and teaching staff detail candidate progress against the expected learning outcomes of the PhD subjects relevant to the candidate's year level. Following this, and after discussion with the candidate on their research progress and proposed completion plan, supervisors provide a rationale for endorsing or otherwise the candidate's report.

The PhD subcommittee monitors and assess progress based on progress reports and advice from supervisors. The continuing candidature is dependent on approved progress.

The NIODA HREC monitors progress on ethical practice based on progress reports and advises candidates and supervisors if anticipated actions require further ethical consideration.

## **6 Unsatisfactory Progress**

Where the PhD subcommittee deems progress as unsatisfactory, candidates are required to meet with the subcommittee to address issues impacting on progress and agreeing on a plan to support ongoing candidature. The subcommittee must consider what support NIODA can offer.

In the event that the subcommittee recommends against ongoing candidature, candidates can appeal against exclusion through application to the Education Committee. The Education Committee convenes a meeting where the candidate has the opportunity to present their case. The candidate must provide documented evidence (e.g. medical evidence) that shows unsatisfactory progress was outside of their control.

Where evidence is accepted the Education Committee must be convinced that the plan to support ongoing candidature is likely to succeed.

## **7 Lapsed Course Participation**

Candidature lapses when a candidate is not enrolled in the degree or has not received approval for deferral or leave of absence from the degree. Further engagement with the degree requires a new application and compliance with the usual application procedures. On re-admittance into the degree the course fees charged are those advertised at the time of re-application and enrolment.

## **8 Grievances**

Further and final appeal about progression and exclusion issues can be made to the NIODA Academic Board of Governance as per NIODA Student Grievance Policy. The policy is published on the NIODA website (<http://www.nioda.org.au>)

## **9 Related Documents**

Candidate and Student Grievance Policy

PhD Approvals of Research Proposals, Candidate Progress, and Final Theses Policy

Doctor of Philosophy Proposal Template

PhD Annual Progress Report Template

Annual Final Ethics Report

PhD Course Information Guide