HDR Admissions, Selection & Enrolment Procedure

UNIVERSITY *of* TASMANIA

Version 2 - Approved 15 February 2022

Contents

Purpose

This procedure documents the minimum criteria and processes for admission, selection and enrolment of applicants into the HDR program.

This procedure applies to the University's higher degree by research (HDR) and related coursework courses and does not apply to undergraduate and postgraduate coursework programs or higher doctoral degrees.

Applicable governance instruments

Instrument	Section	Principles
Research Training Ordinance		
Research Training Policy	1 Admissions and enrolment	1.1-1.2
	3 Academic support, resources, and intellectual climate	3.3
Data and Information Governance Policy	1 Privacy	All
Australian Qualifications Framework		
Defence Export Controls		
Higher Education Support Act (2003)		
Education Services for Overseas (ESOS) Act (2000)		
Higher Education Standards Framework (Threshold Standard)		
University of Tasmania Act (1992)		
UN Security Council and Australian Autonomous Sanctions legislation		

Procedure

1. General matters

1.1.   Prospective candidates will follow the application processes for HDR courses stipulated by this procedure.

1.2.   Entry into an HDR is based on demonstrated capacity to undertake research in the proposed field at an appropriate level for the degree.

1.3.   The final determination regarding the standard of an applicant's research capacity is made by the Dean of Graduate Research (the Dean).

1.4.   An application for admission to an HDR must be made via the University Application Portal as outlined on the University's website.

2. Admission criteria

2.1.   Applications for entry to an HDR must include a proposed research project and required supporting documentation.

2.2.   Applicants choose a research project from the University website or develop a new research project in consultation with the proposed primary supervisor.

2.3.   An applicant must provide documented evidence as part of their application to demonstrate:

a) their levels of competency against four criteria:

i.   conceptual and theoretical understanding and knowledge of the field

ii.   potential to undertake research—such as research design, data collection, and data management skills,

iii. analytical and interpretive skills—such as data analysis, critical analysis, and problem solving, and

iv. communication skills, and

that they meet:

b) course entry requirements as specified in *Schedule A: Minimum Entry Requirements*

c) English language proficiency as specified in *Schedule B: English Language Proficiency Requirements* and

d) any requirements to undertake a specific project as outlined on the University website.

2.4. Relevant qualifications must have been obtained less than ten years prior to application.

2.5. Where qualifications do not meet the requirements in section 2.3 and 2.4, the applicant must provide an additional portfolio of evidence of equivalent and relevant sector-based research, professional experience, and/or outputs from the last ten years to demonstrate, to the satisfaction of the Dean, that they are appropriately prepared for HDR candidature. Additional evidence may include but is not limited to:

a) curriculum vitae outlining relevant workplace experience

b) examples of verified reports

c) critical reviews

d) abstracts of conference presentations

e) peer reviewed and non-peer reviewed publications

f) examples of data analysis, and

g) indigenous cultural knowledge and practice.

2.6. Two referees are required in support of applications for admission to an HDR and must be able to comment on the applicant's research experience and potential against criteria listed in 2.3.a.

2.7. One referee must be external to the University, except where an applicant has completed all previous tertiary qualifications at the University. In such cases, the applicant may nominate both referees from the University, provided that one referee is not a member of the proposed supervisory team.

2.8. Applicants may only nominate their proposed supervisor as a referee if they have previously been supervised by them at the University.

2.9. Additional eligibility criteria for HDR scholarships is set out in the *HDR Research Training Program & Other Scholarships Procedure*.

2.10. Incomplete applications will have three (3) months to submit any outstanding documentation, provided the closing date for application assessment has not passed. If the application remains incomplete after three (3) months or after the closing date for a specific project (whichever is sooner), the application will be cancelled.

2.11. Meeting the minimum entry requirements does not guarantee selection into a course. Selection is based on the criteria listed in 9.2.

3. Autonomous Sanctions and Defence Export Controls

3.1. In the case of an applicant from a country listed under the United Nations Security Council or Australian Autonomous Sanctions Regimes, the applicant and proposed research project will be assessed using the approved Autonomous Sanctions Compliance and Risk Assessment form to

determine whether enrolment of the applicant would be in breach of the compliance requirements under the legislation.

3.2. The Graduate Research Office (GRO) is nominated as the authorised assessor for 'autonomous sanctions compliance and risk assessments' and final approval of whether to support an application for admission from an applicant who is a citizen of a sanctioned country is made by the Dean.

3.3. An applicant and their research project must comply with [Defence Export Controls](), and the Foreign Influence and Foreign Interference Policy Principles as set out in the *Compliance Policy*.

4. Joint and dual doctoral degrees

4.1. A dual doctoral degree candidate is jointly supervised and examined by the University of Tasmania and a partner tertiary education institution, is enrolled at both institutions, and receives a testamur from the University and the partner tertiary education institution.

4.2. A candidate for a Joint or Dual Award Higher Degree by Research must not enrol in two institutions for the same degree without first having signed the relevant Candidate Agreement between the University and the other research institute or university for the joint administration, supervision and examination of the candidate.

5. Transfer from other HDR Australian institutions

5.1. An applicant who is enrolled in an HDR at another institution may apply to transfer their candidature to the University by submitting a full application in accordance with this procedure, provided that:

   a) the body of work the applicant is seeking to count towards their new Candidature has not been submitted and/or accepted for an award at another tertiary education institution,

   b) the research undertaken by the Candidate continues, or is modified, to meet the requirements of their new Candidature, and

   c) the previous tertiary education institution has provided appropriate release documentation related to Candidature, project intellectual property, and/or student visas.

5.2. In accordance with Section 9, a transfer applicant must obtain the support of the relevant College Associate Dean Research (ADR) at the University and is subject to the HDR admission requirements and enrolment procedures at the time of transfer.

5.3. If the transfer is approved, the period of elapsed candidature at the previous institution will be considered in setting their maximum expiry date (the last date a candidate can submit their thesis for examination before their candidature lapses) and the University's minimum and maximum degree periods will apply.

5.4. Where a transfer of candidature and research project is approved, the interval between the two enrolments would normally be restricted to the time taken for both institutions to administer their withdrawal and application processes and for the applicant to relocate and commence in the HDR at the University.

5.5. A transfer candidate must not enrol at the University until after their withdrawal from their previous institution has been finalised. Evidence of withdrawal must be provided before enrolment at the University can take place. Where a scholarship is involved, refer to the *HDR Research Training Program and Other Scholarships Procedure*.

6. Coursework requirements

6.1. Mandatory coursework requirements are:

    a) Doctor of Philosophy candidates will be enrolled in the Graduate Certificate in Research (X5A) when enrolled in the relevant HDR, unless otherwise specified in the letter of offer

    b) Masters by Research candidates will be enrolled in the Graduate Certificate in Research (X5A) when enrolled in the relevant HDR, and will be required to complete two (2) of the four (4) unit, unless otherwise specified in the letter of offer

    c) Doctor of Philosophy candidates enrolled in the Quantitative Antarctic Studies (QAS) or the Quantitative Marine Studies (QMS) program will be enrolled in the Graduate Diploma of Marine and Antarctic Studies (S6O)

    d) Professional Doctorate candidates must enrol in coursework units in accordance with course specifications approved by Academic Senate and set out in the applicable University course and unit handbook, and

    e) PhD by Prior Publication candidates are not required to enrol in a concurrent coursework degree.

7. Mode of study – off campus

7.1. In accordance with the *Research Training Ordinance*, a domestic or international applicant may apply to undertake their candidature in an off-campus mode. Refer to *Schedule C: Minimum resources for HDR candidates*.

7.2. An applicant must include a detailed plan that shows how any program requirements will be met, and communication with supervisors maintained while studying off-campus.

7.3. The candidate and the academic unit of enrolment must justify to the Dean that all additional costs and resources related to external candidature can be met. Any approval for offshore candidature must consider the Conditions of Award for any scholarship that has been offered in accordance with the *HDR Research Training Program & Other Scholarships Procedure*.

7.4. For a domestic applicant where an application for off-campus candidature is approved, they should attend the University for periods of time sufficient to complete any on-campus requirements of the HDR in accordance with course specifications.

7.5. For an international applicant where an application for off-campus off-shore candidature is approved, they may visit a University campus but must seek advice from the Australian Department of Home Affairs before entering Australia.

8. Declaration of disability or health conditions

8.1. An applicant is strongly encouraged to disclose any existing disability and/or health conditions during the admissions process to assist the University to identify initial and ongoing support required by the candidate to successfully undertake their HDR program.

8.2. Information disclosed to the University about a candidate's disability/health condition will be managed in accordance with relevant privacy legislation and the University's *Privacy Procedure*.

9. Application assessment

9.1.   The application assessment process is designed to verify that admitted candidates have the academic preparation and proficiency in English needed to successfully participate in their HDR course.

9.2.   Applications are assessed by the relevant Graduate Research Coordinator (GRC) in consultation with the proposed Primary Supervisor, prior to making a recommendation to the relevant Head of Academic Unit (HoAU) and College ADR. GRCs will consider:

   a)   whether the applicant meets the minimum entry requirements

   b)   the alignment of the proposed research project with College and University strategic directions

   c)   the supervisory arrangements in accordance with the *HDR Supervision & Academic Support Procedure*

   d)   the availability of adequate resources and facilities according to *Schedule C: Minimum resources for HDR candidates*

   e)   the load, mode, and location of intended study

   f)   the indicative date of enrolment in the HDR course, and

   g)   where relevant, the outcome of an HDR Autonomous Sanctions Compliance and Risk Assessment of the applicant and their project.

9.3.   The HoAU and ADR reviews and endorses, where appropriate, the recommendation of the GRC.

9.4.   Endorsed applicants who have also applied for a living allowance scholarship will be assessed in accordance with the *HDR Research Training Program & Other Scholarships Procedure*.

9.5.   The University is not obliged to admit an applicant even where they meet the selection criteria.

10. Outcome of application

10.1.   The applicant will be notified in writing of the outcome of their application.

10.2.   Where an offer of admission is made it will include the following terms and conditions of candidature:

   a)   the nominated research project

   b)   the nominated supervision team

   c)   the load and mode of study

   d)   the campus location of study

   e)   the latest allowable date for acceptance of the letter of offer

   f)   the latest allowable date of commencement of candidature

   g)   compulsory coursework requirements where relevant

   h)   any credit granted

   i)   terms and conditions of any award or offer the applicant is asked to consider

   j)   any pre-enrolment conditions that must be met before being admitted to candidature, and/or

   k)   any other relevant terms or conditions.

10.3. The Dean may offer a living allowance and/or tuition fee scholarship to an applicant in conjunction with the offer of admission in accordance with the *HDR Research Training Program & Other Scholarships Procedure*.

10.4. Unless otherwise advised, a letter of offer is valid for two (2) weeks for domestic applicants or eight (8) weeks for international applicants. If not accepted or declined by the date indicated in the Letter of Offer, the offer will lapse.

10.5. Once accepted, domestic candidates have up to two (2) months and international candidates have up to six (6) months from the date of issue of the Letter of Offer to commence their candidature.

10.6. Where the University withdraws a Letter of Offer in accordance with the Research Training Ordinance, any fees paid by an International applicant may be forfeited as set out in the *International Student Fee Refund Procedure*.

11. Commencement of candidature and enrolment

11.1. An applicant must commence their candidature on or before the commencement date stipulated in the Letter of Offer, unless otherwise approved under 11.3.

11.2. A commencing candidate must meet with their primary supervisor and/or GRC on the commencement date to complete the Commencement of Candidature form.

11.3. An off-campus candidate may meet with the primary supervisor and/or GRC virtually and provide the completed form via email to GRO.

11.4. GRO will enrol the candidate into their HDR and coursework degree (where relevant) in accordance with Section 6 of this procedure upon receipt of the completed [Commencement of Candidature form](#).

11.5. A candidate will be enrolled in accordance with the conditions stipulated in their Letter of Offer.

12. Delaying the commencement date

12.1. An applicant may make a written request to the Dean to delay their commencement date. Written applications must include:

   a) a justification for the delay

   b) a proposed new date of enrolment, and

   c) a letter of support from the primary supervisor.

12.2. An application to delay the commencement date must be submitted prior to the original commencement date contained within the Letter of Offer.

12.3. The Dean may approve an application to delay the commencement date where that delay can be accommodated by the supervisory team and the academic unit and will not have an adverse impact on the research project.

12.4. An application to delay the commencement date will not normally be approved for longer than three months. In exceptional cases, an application to delay the commencement date may be approved for longer periods up to a maximum of 12 months.

12.5. A delay of commencement date may be limited by the Conditions of Award for any scholarship included in the Letter of Offer.

12.6. Normally, delays to the commencement date beyond 12 months will not be approved and the applicant will be required to re-apply for admission to the HDR.

   a) international applicants may need to provide additional evidence that they meet minimum English language proficiency requirements if the delay to the commencement date means the evidence of English Language Proficiency provided at the time of application no longer meets the requirements listed in Table 1 of Schedule B.

13. Induction

13.1. The candidate must complete the MyLO unit Higher Degrees by Research Candidate Induction within the first month of candidature. This unit includes information on expectations, responsibilities, behavioural expectations, degree requirements, progress procedures, research integrity and ethics, occupational health and safety, intellectual property, support services and any additional matters that are required for the research to be undertaken.

13.2. The candidate is required to attend a formal induction conducted by the academic unit of enrolment, that includes where relevant, inductions to specialised laboratories and other facilities, both on- and off- campus. This induction should be facilitated by the GRC.

13.3. A candidate and all supervisors within their team will complete a [Role Perception Scale](#) within the first month of candidature to provide a basis from which to discuss and manage mutual expectations of the Candidate-Supervisory relationship.

14. Miscellaneous obligations

14.1. An applicant/candidate is responsible for ensuring that the University has their correct contact details and for regularly checking their University email account for University correspondence. A candidate must notify the University within seven days of a change of address.

14.2. An international applicant who receives Australian permanent resident status must inform the University immediately upon notification and provide evidence of the change in accordance with the *Change of Citizenship Procedure*.

15. Readmission within maximum degree period

15.1. A candidate who seeks to apply for readmission within the maximum degree period (of their original enrolment) must discuss their proposed readmission with their supervisory team before making an application via the University Application Portal.

15.2. In addition to standard **Admission Criteria** as set out in this procedure, the following supporting documentation must be included:

   a) the justification for readmission

   b) a summary of work completed prior to withdrawal or cancellation of enrolment

   c) an outline of the work remaining,

   d) a detailed completion plan for the work remaining up to the point of thesis submission, and

   e) a Change of Supervisory Team request, if required, as set out in the *HDR Supervision and Academic Support Procedure*.

15.3.   Applications for readmission will be assessed in accordance with this procedure.

15.4.   Approval of an application for readmission is contingent on the Dean being satisfied that the applicant has a reasonable chance of completing the degree successfully within the time remaining before the original maximum degree period expires.

Related procedures

HDR RTP and Other Scholarships Procedure

HDR Supervision & Academic Support Procedure

Joint and Dual Doctoral Degree Procedure

Privacy Procedure

International Student Fee Refund Procedure

Change of Citizenship Procedure

Versions

Version	Action	Approval Authority	Responsible Officer/s	Approval Date
Version 2	Approved	Deputy Vice Chancellor (Research)	Dean of Graduate Research	15 February 2022
Version 1	Approved	Deputy Vice Chancellor (Research)	Dean of Graduate Research	3 December 2020

Definitions

academic unit | academic unit of enrolment | applicant | authorised assessor | candidate | candidature | Dean of Graduate Research | degree period | elapsed candidature | head of academic unit | higher degree by research | joint doctoral degree | primary supervisor | research proposal | thesis

Schedule A: Minimum course entry requirements

Degree	Minimum Qualifying Degree Requirements

Doctoral Degrees	*Standard Entry*
	
	a Completion of a previous qualification in a relevant discipline that includes a substantive thesis[1], where the research component[2] of that degree comprises:
	
	    i 50% of a Bachelor Honours (equivalent[3] to AQF Level 8) with an overall grade of at least Second Class Upper (Class IIA) standard,
	
	    ii 25% of a two-year Masters Coursework degree (equivalent to AQF Level 9) with a thesis component grade of at least Distinction grade, or
	
	    iii Masters Research degree (equivalent to AQF Level 9) of at least Distinction grade.
	
	OR
	
	Alternative Pathway Entry
	
	b A record of research or professional qualifications deemed by the Dean, to be of a standard equivalent to at least Bachelors Honours degree Second Class Upper (Class IIA) and providing a suitable background for the Doctoral research the candidate is proposing to undertake.

Masters by Research	*Standard Entry*
	
	a Completion of a previous qualification that includes a substantive thesis, where the research component of that degree comprises:
	
	    i 50% of a Bachelor Honours (equivalent to AQF Level 8) with an overall grade of at least Second Class Lower (Class IIB) standard,
	
	    ii 25% of a two-year Masters Coursework degree (equivalent to AQF Level 9) with a thesis component grade of at least Credit grade, or
	
	    iii Masters Research degree (equivalent to AQF Level 9) of at least Credit grade.
	
	OR
	
	Alternative Entry Pathway
	
	b A record of research or professional qualifications deemed by the Dean, to be of a standard equivalent to at least Bachelors Honours degree Second Class Lower (Class IIB) and providing a suitable background for the Masters by Research the candidate is proposing to undertake.

PhD by Prior Publication	a Is a current University Staff member and has been employed by or associated with the University for at least five years on a continuous basis, b Meets requirements for entry of Doctoral Degrees in accordance with Schedule A of this procedure, and c Provide evidence of ongoing mentoring or peer collaboration and review by a research active University Academic staff member with PhD qualifications during the period that the publications proposed for inclusion in the Thesis were produced.

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[1] Substantial thesis – no less than 10,000 words in length (excluding references).

[2] Where coursework units (such as Research Methods) are used to meet the % research component requirement, these applications are deemed to be 'Alternative Pathway Entry'.

[3] Equivalency of International degrees are assessed against the Country Education Profiles database, maintained by the Australian Government Department of Education, Skills and Employment.

Schedule B: Minimum English language proficiency requirements

a   An applicant must provide evidence of their English language proficiency in accordance with the requirements listed in Table 1 at the time they submit their application.

b   Results of an English language proficiency test must have been awarded within 2 years of application date.

c   International applicants must satisfy the Department of Home Affairs English language proficiency criteria to obtain a student visa to study in Australia. This requirement is in addition to the applicant meeting the University's English language proficiency requirements.

d   In exceptional circumstances, the HoAU may present a case to the Dean that an applicant, who does not meet the minimum English language proficiency requirements, has other qualifications or experiences that demonstrate their English language proficiency.

Table 1: Minimum English Language Proficiency Requirements

Evidence of Proficiency	Evidence and/or Minimum Scores
English as a first language	You are a citizen of and hold a passport/or other evidence from the following countries: • Australia • Canada • New Zealand • Republic of Ireland • United Kingdom (England, Northern Ireland, Scotland, and Wales) • United States of America
IELTS (International English Language Testing Service) – academic version	A minimum overall score of 7.0, with minimum scores of 6.5 for each band
TOEFL (*internet-based* Test of English as a Foreign Language	A minimum overall score of 94, with minimum scores of 26 for writing and speaking, and 20 for reading and listening
PTE Academic (Pearson Test of English)	A minimum overall score of 65, with minimum scores of 65 for writing and speaking with no other score lower than 58
CAE (Cambridge Advanced English	Minimum Score C1
UTAS English Language Centre	Completion of the University Access Level 7 English Language Training prior to applying for the HDR, with a minimum overall score of 65, a minimum score of 65 for writing and speaking, and no other test score less than 60.
Evidence of ongoing residence and employment in a designated country	Ongoing residence and employment for a period of not less than 5 years within Australia or one of the following specified English-speaking countries (in an occupation requiring proficient written and verbal communication in English): • Australia • Canada • New Zealand • Republic of Ireland • South Africa • United Kingdom (England, Northern Ireland, Scotland, and Wales) • United States of America
Completion of a Graduate degree within the last 2 years.	Completion within 2 years of your application date of a Graduate Degree (equivalent to AQF Level 8 or higher) from a recognised tertiary institution, of at least two years duration, where the medium and language of instruction of the degree was entirely in English, and where English is an official language of the country.

Schedule C: Minimum resources for HDR candidates

As far as possible, Higher Degree by Research candidates should be treated as members of the University research community, who have an important contribution to make to the intellectual life of the University and its research reputation.

Academic Units may provide infrastructure support beyond what is outlined in this Schedule. They must not offer less than these minimum requirements.

Infrastructure	On Campus Full-time	On Campus Part-time	Off Campus	Joint HDR*
Sole-use desk	Yes	No	NA	Yes, when located at UTAS
Shared desk	No	Yes	NA	No
Access to bookcase and lockable filing cabinet	Yes	Yes	NA	Yes, when located at UTAS
Office facilities (e.g. Printer, scanner etc)	Yes	Yes	NA	Yes, when located at UTAS
Internet and email	Yes	Yes	Email – Yes Internet – At candidate's own expense	Email – Yes Internet – Yes, when at this University
PC/Laptop (and peripherals [monitor, keyboard, mouse, docking station) with standard OS and software	Yes	Yes	Yes	*
Software privileges generally equivalent to Staff	Yes	Yes	Yes	Yes
Library privileges equivalent to Staff	Yes	Yes	Yes	Yes
Off campus library services	NA	NA	Yes	Yes
Access to communal tearoom/kitchen	Yes	Yes	NA	Yes, when located at UTAS
Financial support identified during application stage integral to the success of the research project (such as data collection, data analysis, conference attendance, publication costs)	Yes	Yes	Yes	Yes
Specialist library collections, laboratories, high-performance computing	As required for the project	As required for the project	As required for the project	As required for the project

As specified in the Candidate agreement

In addition to the above, Academic Units must provide any physical or other supports or accommodations required for candidates who have disclosed a disability or health condition.