

HDR Award Rules

Section 1 - Purpose

(1) These Rules govern admission, enrolment, progression, and qualification for a HDR degree offered by the University of Wollongong (the University).

(2) These Rules should be read in conjunction with other relevant rules, codes of practice, and policies that apply to HDR candidature.

Section 2 - Application and Scope

(3) These Rules apply to all students enrolled in and proceeding toward a HDR award of the University and all HDR applicants.

(4) HDR candidates enrolled in coursework subjects are also bound by the Coursework Rules and other rules and policies that apply to coursework students.

Section 3 - Admission

(5) The University admits applicants based on merit. To evaluate merit the University:

- a. applies systematic methods to determine which applicants are likely to succeed in their chosen course;
- b. recognises applicants who identify as First Nation individuals or who experience socioeconomic disadvantage may demonstrate greater potential than their academic record suggests.

(6) The University's admission processes and requirements are transparent, applied fairly, and are communicated clearly to prospective applicants.

(7) To be eligible for admission, an applicant must satisfy the minimum academic requirements, as specified in Course Finder, the minimum English language proficiency requirements, and exceed 18 years of age.

(8) The University can apply discretion to determine whether a qualification submitted for admission is equivalent to the qualification specified in the entry requirements.

(9) The minimum requirements to be admitted shall be the same in international applicants and domestic applicants.

(10) The Academic Quality and Standards Division endorses, and Academic Senate approves, HDR admission requirements at least every five years.

(11) Any variations to admission standards between review cycles must be approved by the Deputy Vice-Chancellor and Vice-President (Academic and Student Life), and reported annually to Academic Senate.

(12) To be admitted into a course, an applicant must:

- a. lodge an online admission application by the closing date that includes accurate information and the specified supporting documentation, and
- b. pay the required application fee, if relevant.

(13) To be admitted into some courses, applicants may need to fulfill other requirements, such as inherent requirements and prerequisite study, or may need to participate in other activities to assess suitability, such as attend an interview or submit a portfolio.

(14) If HDR candidates withdraw or their enrolment is discontinued, they may be eligible to be awarded a coursework degree as an exit qualification, provided they fulfill the course requirements and learning outcomes.

(15) After HDR candidates withdraw or their enrolment is discontinued, they may apply for admission into a coursework program. Past study in a HDR degree may be granted as credit, in accordance with the [Credit for Prior Learning Policy](#).

(16) After students enrolled in a coursework degree withdraw or their enrolment is discontinued, they may apply for admission into a HDR course. Previous study may be granted as credit, in accordance with the [Credit for Prior Learning Policy](#). Credit cannot be granted toward the thesis portion of a HDR degree.

(17) If HDR applicants want to arrange credit for prior learning, they must supply evidence of this learning and have achieved all other admission requirements.

(18) The [HDR Admissions Procedures](#) outline the application process to be admitted into a HDR course.

(19) An applicant for the degree of Doctor of Laws, Doctor of Letters, or Doctor of Science shall:

- a. have attained a doctoral level qualification with standing of not less than twenty years after admission;
- b. be a graduate of this University;
- c. hold a UOW academic or honorary appointment; or
- d. be deemed by the Deputy Vice-Chancellor and Vice-President (Research and Sustainable Futures) to have maintained a significant and sustained research connection with the University;
- e. have not applied for this degree more than once before.

Section 4 - Offers

(20) Only the Dean of Graduate Research or delegate can offer admission to HDR candidates.

(21) HDR applicants will receive a formal notification of outcome that is either:

- a. an unconditional offer;
- b. a conditional offer;
- c. a packaged offer of two or more courses of study—such as Bachelor of Research and Master of Research;
- d. or no offer.

(22) The letter of offer will detail any conditions that the University attaches to an offer of admission.

(23) To accept an offer of admission, applicants must comply with the process specified in the letter of offer, otherwise, the offer of admission may be withdrawn.

(24) The University reserves the right to set expiry dates on offers.

(25) If the course is discontinued before the applicant plans to commence, the applicant will be offered admission to a comparable course, if available.

(26) The University may withdraw an offer of admission if:

- a. the decision to admit was informed by incomplete, inaccurate, fraudulent, or misleading information, supplied by the applicant or by a certifying authority;
- b. an error had been committed; and
- c. the applicant does not fulfill the admission requirements or needs to be excluded on other grounds.

(27) The University may refuse admission to an applicant who otherwise meets the course admission requirements on the following grounds:

- a. the applicant has previously been suspended or excluded from a tertiary institution because of academic reasons, including but not limited to academic misconduct or unsatisfactory academic progress;
- b. the applicant has yet to pay outstanding fees to the University;
- c. the applicant fails to meet the genuine temporary, entrant requirements specified for international students;
- d. the applicant is unlikely to satisfy Australian Government's visa requirements;
- e. the Dean of Graduate Research, on the recommendation of the Associate Dean HDR, determines that, from the available evidence, the candidate is not suited to the demands of this course—in which case the applicant is notified, in writing, of the reasons for this decision;
- f. the University cannot supply the necessary supervision or resources to support the research.

(28) University staff who contribute to admission decisions and offers of admission are to disclose personal relationships with an applicant, in accordance with the [Conflict of Interest Policy](#).

(29) Applicants may appeal an admission decision only if one or more HDR Rules around admission or offers have been breached.

Section 5 - Enrolment

(30) HDR candidates who have both accepted an offer and enrolled in one or more subjects will be deemed to be registered in a course and will then be subject to the relevant rules, policies, and other requirements.

(31) Some courses may only be available on a full-time or part-time basis, as specified in the Course Handbook.

(32) Continuation of enrolment is contingent upon compliance with approved conditions imposed at initial registration or thereafter.

(33) During prescribed periods in each year, a student will enrol in a program in accordance with the requirements of these Rules and pay any required charges.

Section 6 - Study Load and Duration

(34) A standard full-time study load is 1 EFTSL or 48 credit points per year.

(35) For a Master of Research or a Master of Philosophy Degree, the minimum and maximum duration of the course—excluding leaves of absence—are 1.0 and 2.0 EFTSL respectively. The MRes thesis is a fixed duration of 1.0 EFTSL.

(36) For a PhD, the minimum and maximum duration of the course—excluding leaves of absence—are 2.0 and 4.0 EFTSL respectively.

(37) A coursework component of a particular duration, such as two sessions, will extend these minimum and maximum times by this duration.

(38) The Dean of Graduate Research may waive these minimum and maximum enrolment periods, but only in exceptional circumstances.

(39) HDR candidates may not be enrolled concurrently in more than one course of study unless the Delegated Authority approves.

(40) The Principal Supervisor should endorse, and the HPS should approve, the requests of candidates to study part-time unless:

- a. the candidate is receiving a stipend, in which case the conditions of scholarship must be fulfilled;
- b. the utility or feasibility of this research is likely to substantially diminish over time;
- c. the candidate is an international student on a student visa.

(41) To enable full-time candidates to dedicate at least four days a week to their studies, without jeopardising their wellbeing, these individuals should not undertake more than 15 hours a week of paid work and must comply with the conditions of their stipend.

(42) To enable part-time candidates to dedicate at least two days a week to their studies, without jeopardising their wellbeing, these individuals should not undertake more than 30 hours a week of paid work.

Section 7 - Study Load - International Candidates

(43) International HDR candidates on student visas must complete their course within the duration registered for that course on the Commonwealth Register of Institutions and Courses for International Students (CRICOS).

(44) The registered duration is deemed to be the minimum time to complete the course under a standard full-time study load.

(45) International HDR candidates on student visas may exceed this duration only if:

- a. they supply evidence of compassionate or compelling circumstances that justify a reduced study load or leave of absence, as approved by the Dean of Graduate Research;
- b. they have participated in a period of intensive supervision or probation.

(46) For some international HDR candidates, the duration of course completion may be shortened because of credit transfer granted from previous study.

(47) If international HDR candidates on a student visa realise they are under-enrolled, either because they have not enrolled in enough subjects or because they have withdrawn from a subject, these candidates shall promptly seek academic advice.

(48) If the University becomes aware that an international HDR candidate on a student visa is under-enrolled, the candidate must seek approval to be under-enrolled from the Associate Dean, Higher Degree Research.

(49) The Associate Dean, Higher Degree Research may approve under-enrolment only if:

- a. the international HDR candidate can demonstrate the circumstances are compassionate or compelling;
- b. to address challenges such as limited progress, the international HDR candidate has been instructed to pursue a course of action that necessitates under-enrolment.

(50) If the Associate Dean, Higher Degree Research approves under-enrolment, the University will assist the candidate in seeking an extension to their electronic Confirmation of Enrolment and student visa.

(51) If their under-enrolment is not approved, candidates must demonstrate to the Associate Dean, Higher Degree Research how they intend to undertake additional study to complete their course within the expected duration. If they fail to submit this plan within a reasonable time, the University will inform these candidates they are not permitted to complete the course and will initiate action to cancel the Confirmation of Enrolment.

Section 8 - Variations to Enrolment

Transfer

(52) HDR candidates cannot be transferred from one Faculty to another Faculty until:

- a. the Associate Dean, Higher Degree Research of both Faculties approve;
- b. all contributing Supervisors have been consulted;
- c. the Executive Deans have notified the Graduate Research School of this change in writing.

Leave of Absence

(53) If requested in writing, endorsed by the principal Supervisor, HDR candidates can receive a leave of absence lasting one session:

- a. if they have been granted only one leave of absence, lasting one session, previously during this degree;
- b. or if their circumstances are unavoidable and prevent any progress on their thesis, such as parental leave, sick leave, or First Nations cultural duties.

(54) If approved the leave of absence will last an entire session and, therefore, must be sought before census date.

(55) Unless the circumstances are exceptional and could not have been prevented or foreseen, HDR candidates may not be granted a leave of absence during their first session of enrolment.

(56) The Dean of Graduate Research may impose a leave of absence if candidates:

- a. are not able to dedicate time to their studies; and
- b. cannot request a leave of absence themselves.

(57) During an approved leave of absence, candidates may continue to study, although their Supervisors may not always be available during this period.

(58) Overseas students cannot be granted a leave of absence unless:

- a. the circumstances are compelling and compassionate, as approved by the delegated authority;
- b. administrative complications impede enrolment or progress, such as circumstances in which the University is unable to offer a pre-requisite subject;
- c. the candidate is participating in an approved intervention strategy.

(59) When overseas students are granted a leave of absence that extends the duration of their course, the University must supply a new Confirmation of Enrolment to reflect the extended period.

Suspension, Exclusion and Expulsion

(60) Candidates may be suspended, excluded, or expelled from the University if:

- a. they fail to comply with University rules, codes, policies, procedures and guidelines;
- b. they engage in misconduct;
- c. following a risk assessment, their history and circumstances imply that continued registration in the course may substantially risk the health or safety of members of the University community.

(61) Periods of suspension will comprise one or more sessions and the remainder of the session in which the suspension is applied. At the end of the period of suspension, the candidate may be re-admitted to the course.

(62) Periods of exclusion will comprise one or more years, and the remainder of the session in which the exclusion is applied. Candidates who are excluded must re-apply to be re-admitted to the University at the end of the exclusion period and must declare this period of exclusion at the time of applying.

Section 9 - Study by Distance

(63) HDR candidates may choose to complete their studies outside the campus, called the distance learning mode, only if:

- a. their degree does not include coursework subjects that must be completed on campus;
- b. they do not need to access facilities, such as a laboratory, at a UOW campus;
- c. their principal Supervisor and HPS approve.

(64) If candidates do need to access facilities, such as a laboratory, outside the University, the principal Supervisor and HPS must confirm:

- a. the candidate can be supervised properly while completing these activities; and
- b. the candidate can comply with all other UOW rules, codes, policies, procedures, and guidelines.

(65) If international HDR candidates choose to study by distance:

- a. they cannot retain a student visa,;
- b. they can study either full time or part time.

(66) If international HDR candidates study outside Australia without a student visa:

- a. they are not granted the legislative protections of the ESOS Framework, such as coverage by the Tuition Protection Service;
- b. they are not eligible to receive an RTP or UPA stipend; and
- c. their studies do not count towards attempts to satisfy the Australian Study Requirement, a provision that helps individuals secure work visas or other visas in the future.

(67) HDR candidates who have been granted a student visa may be permitted to conduct specific research activities, such as fieldwork or laboratory studies, interstate or overseas for up to one third of their course if:

- a. this travel is compatible with their visa conditions;
- b. these activities are necessary to complete the research project and do not impede their progress;
- c. their principal Supervisor approves.

(68) Eligible HDR candidates can transfer to a distance learning mode at any time if:

- a. their principal Supervisor and HPS approve;
- b. they relinquish their workspace and laboratory spaces at the UOW campus.

(69) The existing RTP rules, tuition fees, fee offsets, and fee waivers apply, as stipulated in the HDR RTP and Scholarship Procedures, regardless of whether HDR candidates are studying on campus or by distance.

(70) Procedures that stipulate the minimum resources available to HDR candidates do not apply to candidates studying by distance, except provisions around an email account, relevant software, library services, online research training, as well as support, counselling, remedial, and professional development opportunities.

(71) HDR candidates who study by distance and their Supervisors shall utilise electronic media, such as videoconferencing, to maintain regular contact. Candidates are not mandated, but welcome, to visit the campus, especially during important events, such as the research proposal review or training workshops.

(72) Rules, codes, policies, procedures, and guidelines around research integrity, ethics, and quality apply whether HDR candidates study on campus or by distance.

Section 10 - Progress During Candidature

(73) (74) To facilitate their progress, all HDR candidates shall be supervised by two registered Supervisors, consistent with the [HDR Supervision and Resources Procedures](#).

(74) Early in their candidature, all HDR candidates, unless enrolled in the Master of Research, shall complete a written research proposal and oral presentation, called a research proposal review, that outlines the research they plan to complete.

(75) All candidates, unless enrolled in the Master of Research, shall submit an annual report to the relevant Head of Postgraduate Studies, primarily designed to evaluate their progress, to identify impediments, and to address these impediments.

(76) If candidates do not complete their sections of the annual progress report on time, despite a written warning from the Graduate Research School, their candidature may be discontinued.

(77) PhD Candidates shall also complete a mid-candidature review.

(78) The HDR Progression Procedures stipulate

(79) when these milestones—such as the research proposal review and annual progress review—are due, the contents of these milestones, and how these milestones are evaluated.

(80) After the research proposal review, candidates who wish to change their thesis title or topic substantially, such as substitute the central outcome measure, topic, theme, or concept with an alternative will first seek permission from their principal Supervisor and then notify the HPS and Graduate Research School. Depending on the circumstances, these candidates may then be instructed to:

- a. demonstrate the feasibility and suitability of this change to a panel;

- b. revisit risk assessments, such as ethics or biosafety applications;
- c. notify the Department of Home Affairs if the candidates are on a student visa.

(81) Continuation of candidature and visa requirements for overseas students are conditional on satisfactory progress and fulfillment of other HDR requirements.

(82) If Supervisors believe that candidates are not fulfilling these requirements, they should deliver this feedback to these candidates, sensitively but candidly, seeking to resolve these issues. The concerns of Supervisors may relate to:

- a. limited progress on the research;
- b. limited development of research capabilities;
- c. unfulfilled deadlines;
- d. inadequate attendance or punctuality;
- e. inappropriate interactions with peers or staff;
- f. unsafe or irresponsible conduct.

(83) If these concerns remain unresolved, Supervisors should contact the HPS rather than delay this action to the annual progress report.

(84) If candidates do not achieve their milestones within three months of the due date or do not comply with HDR policies, HDR procedures, or the responsibilities they agreed with their Supervisors to fulfill, only the Dean of Graduate Research, upon advice from the AD HDR, may impose a period of intensive supervision, called probation in many universities.

(85) If HDR candidates do not fulfill the minimum level of performance in coursework, as specified in the relevant Course Handbook, their enrolment may be discontinued.

Section 11 - Research Degree Transfers

(86) HDR candidates may transfer between degrees but only before the census date for that session.

(87) To transfer from a Master of Philosophy or a Professional Doctorate to a Doctor of Philosophy in the same field of study, candidates shall:

- a. have completed sufficient study in the Master of Philosophy or Professional Doctorate program at this University to enable an informed assessment of their capacity to undertake independent research at a doctoral level—typically equivalent to all the required coursework and at least 0.5 EFTSL of their thesis component;
- b. present a seminar that outlines their past and proposed research.

(88) At this seminar, the audience shall include their Supervisors, the Head of Postgraduate Studies or delegate, and an independent academic in this discipline who can evaluate their capacity to undertake independent research at the doctoral level.

(89) After this seminar, in consultation with the Supervisors and independent academic, the HPS can prepare, sign, and submit an evaluation report to the Graduate Research School for action.

(90) To transfer a candidate from a Doctoral degree to a Master of Philosophy degree, the relevant AD HDR should approve the transfer and send written advice to the Graduate Research School to adjust the enrolment of this candidate. These candidates do not need to complete the coursework component of the Master of Philosophy.

(91) To transfer from a Doctoral or a Master of Philosophy degree to a Master of Research degree, the AD HDR should

approve the transfer and send written advice to the Graduate Research School to adjust the enrolment of this candidate. This transfer must be arranged before the EFTSL on the thesis component exceeds 1.0.

(92) If Master of Research or PhD (Integrated) candidates withdraw:

- a. they may be eligible to be awarded a Bachelor of Research or another coursework degree instead, provided they satisfy the course requirements and learning outcomes;
- b. they may instead apply to be admitted to another coursework or HDR degree and their previous study may attract credit, in accordance with the [Credit for Prior Learning Policy](#); the thesis component of a HDR degree, however, cannot attract credit.

Section 12 - HDR Degree Assessment and Examination

(93) HDR candidates, if submitting assessments as part of their coursework, shall comply with the requirements stipulated in the relevant Subject Outline; otherwise marks will be deducted, potentially incurring a fail.

(94) Candidates must prepare and submit their thesis and the thesis must then be examined— in accordance with the [HDR Thesis Preparation, Submission and Examination Procedure](#), and [Examination Procedures](#).

(95) The thesis or THES subjects can be graded as CO, NC, or F, representing complete, not complete, or fail respectively. The NC grade is assigned when:

- a. the candidate has voluntarily withdrawn or transferred to another course;
- b. the University had discontinued the candidature;
- c. a doctoral thesis had been examined, but the Thesis Examination Committee determined the thesis is a standard of a Master of Philosophy, in which case the candidate will be transferred to a Master of Philosophy.

(96) A Fail is assigned when a thesis had been examined, but the Thesis Examination Committee determined that a degree shall not be awarded.

(97) For subjects in which candidates received a numerical grade, the approved grades of performance for Higher Degree Research, Research Training and Thesis, or RESH, subjects comprise:

- a. HD, High Distinction, 85% to 100%;
- b. D, Distinction, 75% to 85%;
- c. C, Credit, 65% to 75%;
- d. P, Pass, 50% to 65%;
- e. F, Fail, less than 50%.

(98) If one of these subjects must be undertaken over more than one session, the IPR or In Progress Research grade shall be declared at the end of each session until the candidate completes the subject, withdraws, or is discontinued.

(99) To be eligible to receive a HDR award with an "Examiners' Commendation for Outstanding Thesis":

- a. the candidate must be enrolled in a Master of Philosophy or Doctoral degree;
- b. both examiners must agree the thesis is a contribution to the field of study that is exceptionally innovative and original;
- c. both examiners must agree the thesis is suitable for publication in an esteemed book or in a refereed journal of

high repute;

- d. both examiners must agree the thesis is among the best they have examined; and
- e. the Head of Postgraduate Studies must agree the candidate is worthy of this commendation after some due diligence.

Section 13 - Conferral of HDR Degrees and Amendments to Records

Conferral

(100) HDR awards may be conferred upon candidates who have complied with relevant parts of these Rules, is not indebted to the University, and has fulfilled the requirements for the HDR award as specified in the Course Handbook.

(101) To be conferred an award, HDR candidates must lodge the appropriate application form to graduate, either in person or in absentia, by the due date for each session.

(102) If a candidate has died or is permanently incapacitated before the award is conferred, this individual may be awarded a posthumous or aegrotat conferral in accordance with the [Conferrals and Issuance Policy](#).

Amendment to Academic Records

(103) The academic record of a HDR candidate may be amended after the results for a Thesis subject have been released if:

- a. an error has occurred during enrolment;
- b. a candidate has successfully applied, under the [HDR Academic Complaints Procedures](#), to seek a change to a mark or grade;
- c. a candidate has been granted a late withdrawal, without academic penalty, by the delegated authority.

(104) HDR candidates may also apply to seek an amendment to their academic record if, because of an enrolment error:

- a. they had not attempted a subject for which they were formally enrolled;
- b. they had attempted a subject for which they were not formally enrolled and need to be enrolled so their grades can be recorded and released.

(105) To seek these amendments, candidates must complete the relevant application form, include the necessary details to support the application, and submit this form to the Graduate Research School within four weeks after the results are released.

Section 14 - HDR Degrees of the University

(106) To qualify for the award of a Master of Philosophy, candidates shall accrue the required number of credit points by satisfactory completion of subjects specified in the postgraduate handbook as well as prescribed examinations and other work.

(107) A Master of Philosophy course program shall comprise subjects that, in aggregate, earn 96 credit points at 900 level including:

- a. a research thesis subject of 72 credit points in aggregate at 900 level; and
- b. other coursework subjects of 24 credit points in aggregate at 800 or 900 level.

(108) To qualify for the award of a Master of Research Degree, candidates shall accrue the required number of credit points by satisfactory completion of subjects specified in the undergraduate and postgraduate handbook as well as prescribed examinations and other work.

(109) The requirements for a Master of Research degree can be fulfilled by satisfying one of two configurations:

- a. first, a Master of Research Degree course program may comprise subjects of 96 credit points in aggregate at the 800 or 900 level including a research thesis subject of 48 credit points in aggregate at 900 level and other coursework subjects or credit of 48 credit point in aggregate at 800 or 900 level;
- b. second, a Master of Research degree course program shall comprise a research thesis of 48 credit points in aggregate at the 900 level together with satisfactory completion of the Bachelor of Research.

(110) To qualify for award of a Doctoral degree, candidates shall accrue the required number of credit points by satisfactory completion of subjects specified in the postgraduate handbook as well as prescribed examinations and other work.

(111) A PhD course program shall comprise a research thesis subject of 192 credit points in aggregate at 900 level.

(112) A PhD (Integrated) course program, Doctor of Education, and Doctor of Public Health Professional Doctorate course shall comprise subjects of 192 credit points in aggregate at 800 or 900 level including:

- a. a research thesis subject of 144 credit points in aggregate at 900 level; and
- b. other coursework subjects or credit of 48 credit points in aggregate at 800 and 900 level.

(113) The PhD (Clinical Psychology) course program shall comprise subjects of 192 credit points in aggregate at 800 and 900 level including:

- a. a research thesis subject of 128 credit points in aggregate at 900 level; and
- b. other coursework subjects or credit of 64 credit points in aggregate at 800 or 900 level.

(114) The Doctor of Creative Arts professional doctorate shall comprise a research thesis subject that includes creative work and a written exegesis of 192 credit points in aggregate at 900 level.

(115) Joint PhD courses shall comprise a research thesis subject of 192 credit points in aggregate at 900 level. Note that a minimum of 48 credit points of study shall be undertaken at UOW and a minimum of 48 credit points of study shall be undertaken at the partner University.

(116) In exceptional circumstances, the HPS may endorse and the Dean of Graduate Research may approve courses variations in which candidates would like to:

- a. complete one subject at a lower level;
- b. commence a subject after the last official day to enrol online.

(117) To qualify for the award of a Doctor of Laws, Doctor of Letters, or Doctor of Science, an applicant shall submit a research thesis that has been examined and satisfactorily completed. The thesis submitted for examination shall consist of three components:

- a. first, the candidate should prepare a thesis that contains a section of between 5 000 to 10 000 words that clarifies how their research enhanced a specific body of knowledge;

- b. second, in 1000 words or fewer, the candidate shall delineate how the candidate contributed to research leadership;
- c. finally, the candidate shall include a list of relevant published and unpublished works, usually translated in English, reprints of approximately ten of the most significant published works, and a declaration identifying any of the works that have been submitted for any other qualification.

(118) Doctor of Laws is awarded to individuals who have completed outstanding work in law. Doctor of Letters is awarded to individuals who have completed outstanding work in humanities, arts, or social sciences. Doctor of Science is awarded to individuals who have completed outstanding work in sciences, technology, engineering, or mathematics.

(119) To qualify for the award of a Doctor of Laws, Doctor of Letters, or Doctor of Science, the applicant must:

- a. be an internationally recognised leader in their field;
- b. have contributed significantly and sustainably to the field, usually over at least a 20- year period, manifested by an outstanding body of work that is highly influential and published in outlets that are esteemed in this discipline; and
- c. have demonstrated leadership in the field and mentored other researchers, manifested as collaborative grants, successful PhD completions, examinations of PhD theses, or membership of notable international and national committees.

(120) To qualify for the award of a Doctor of Laws, Doctor of Letters, or Doctor of Science, the work must be innovative and pioneering.

(121) If HDR rules, codes, polices, procedures or guidelines impede the cultural responsibilities or personal needs of HDR First Nations candidates, these candidates, together with their Supervisors, should be granted the right to arrange meetings with the relevant authorities to discuss measures or changes that may resolve this concern.

Section 15 - Roles and Responsibilities

(122) Roles and Responsibilities are as set out in these Rules.

Section 16 - Definitions

Word/Term	Definition
800 and 900 level subjects	Subjects at postgraduate level.
Academic transcript	An official record of all subjects attempted at this University and the corresponding grades, credit awarded and prizes awarded.
Academic unit	School, Faculty or research centre.
AD-HDR	Associate Dean - Higher Degree Research
Approved or approval	Approval by Council or under authority delegated by Council as stated in the Delegations of Authority Policy .
Assessment	Work which a student is required to complete to provide a basis for an official record of achievement or certification of competence in a subject. This may include summative and/or formative forms of assessment. Examples of assessments include, but are not limited to: examination, test, take-home examination, quiz, assignment, essay, laboratory report, thesis, demonstration, performance, tutorial presentation, class participation, practicum, clinical placement, and work experience.

Word/Term	Definition
Candidature	Period of enrolment in a higher degree research award.
Council	The Council of the University of Wollongong.
Course	A program of study consisting of a combination of subjects and other requirements, whether leading to a specific higher education award or not.
Course Handbook	Documents containing information relating to all UOW courses.
Course requirements	Outcomes required before a student can be deemed to have completed a course.
Course structure	Refers to the specific program of subjects which a student undertakes to meet the requirements of a course as specified in the Course Handbook for the year the course was commenced.
Coursework	A method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component. (AQF definition 2011).
Credit point (cp)	The value attached to a subject that indicates study load.
Credit transfer	The process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.
Deferment	The result of a request by an applicant who has met the conditions for entry to the University to postpone the commencement of study to a later session.
Delegated authority	A person given authority to perform a function or task under the Delegations of Authority Policy .
Domestic applicant or student	An Australian or New Zealand citizen, Australian Permanent Resident, or holder of an Australian humanitarian visa. For students studying at offshore locations, a domestic student is a person who is a citizen or Permanent Resident of the country in which they are studying.
EFTSL	Equivalent Full Time Study Load.
Examination	A form of assessment which a student is required to complete to measure their knowledge, skills and/or application of knowledge and skills in a subject area. An examination may be administered orally, on paper, on a computer, or in a specified location that requires the student to physically perform a set of skills. Examples of examinations include but are not limited to standard written tests, multiple-choice tests, practical examinations, laboratory tests, quizzes, reviews, on-line examinations, oral examinations and take-home examinations. For the purpose of these Rules, an examination means both a University examination and a faculty examination. For the purposes of these Rules, the definition of examination does not apply to thesis examination.
Exclusion	A course status where a student's academic progress has been deemed unsatisfactory, or a determination has been made to terminate a student's registration for a defined period, resulting in the student being required to formally re-apply for admission to the University after the defined period of exclusion.
Exemption	The waiving of the requirement that a subject prescribed for a course be completed satisfactorily.
Expulsion	A determination whereby a student's registration is terminated permanently. An expelled student shall not be re-admitted except by permission of the University Council.
Full-time student	A student enrolled in at least 75% of the standard load for a session.
Graduate Research	Graduate Research School.
Head of Postgraduate Studies (HPS)	Heads of Postgraduate Studies (HPS) oversee management of the HDR candidature of Higher Degree Research (HDR) students within UOW academic units.
Higher Degree Research (HDR)	A Research Doctorate or Research Masters program, for which at least two-thirds of the student load for the program is required as research work.
Host institution	an institution which is not the student's primary institution, but one where the student is completing studies that will contribute to a qualification awarded by the student's primary institution.

Word/Term	Definition
IELTS	International English Language Testing System (IELTS) is an international standardised test of English language proficiency. It measures how well a person reads, listens, speaks and writes in English.
In writing	Communication via letter or email.
International applicant or student	A person who is not an Australian or New Zealand citizen or the holder of a permanent resident status, who is required to hold a visa to be eligible to study in Australia and is liable for international student fees. For students studying at offshore locations, an international student is a person who is not a citizen or permanent resident of the country in which they are studying.
Intervention strategy	A systematic plan of action, adapted to assist students on a course status of referral or probation in meeting course progress requirements.
Lapsed	A course status where a student's enrolment in a course has been discontinued due to the student failing to re-enrol and not obtaining an approved leave of absence.
Leave of absence	A period of approved leave from the University.
Joint PhD degree	A PhD degree awarded by UOW and another higher educational institution, as part of a formal agreement between the two institutions.
Part-time student	A student who is enrolled in less than 75% of the standard load for a session.
PhD	Doctor of Philosophy
Permanent Incapacity	A student will meet the grounds of permanent incapacity if they have a permanent medical condition (physical or mental) that is supported with documentary evidence from at least 2 medical practitioners, and is to the effect that the medical condition: - will or is likely to prevent them from ever completing the requirements of the course in which they are enrolled, and; - will or is likely to prevent them from securing employment in any position for which completion of their course would reasonably make them qualified.
Postgraduate course	A course leading to the award of a graduate certificate, graduate diploma, master's degree or doctorate. A postgraduate award usually requires previous completion of a relevant undergraduate (bachelor's) degree or diploma.
Pre-requisite subject	A subject which must be completed satisfactorily before a specified other subject or subjects may be attempted.
Program	The combination of subjects in which a student is enrolled.
Session	A period in which subjects may be offered. Standard sessions are defined as Autumn and Spring.
Standard load	The number of credit points deemed to constitute one standard year of study, specified as 48 credit points (or pro rata as 24 Credit points per standard session). A standard load of 48 credit points is equivalent to an EFTSL of 1.
Student	A person enrolled to study or registered for a course.
Subject	A self-contained unit of study identified by a unique code.
Subject Outline	Refers to a document that highlights all the important information of a subject provided to students at the commencement of the session.
Principal, Co- and Associate Supervisor	The various Supervisor roles and classifications, as defined in the HDR Supervision and Resources Procedures .
Supplementary assessment	An assessment taken by an eligible student as approved by the delegated authority, who has failed a subject and has been granted an opportunity to take an additional assessment to pass the subject in accordance with the Supplementary Assessment Procedure. Supplementary assessment includes in-session or end-of-session examinations and non-examination assessments, and may be administered by the faculty or centrally.
Suspension	A penalty whereby a student is prevented from enrolling for a defined period. The student may apply to be re-admitted at the conclusion of the period of suspension.

Word/Term	Definition
TEC	Thesis Examination Committee.

Section 17 - Appendix

Masters by Research Degrees	Degree Abbreviation
Master of Philosophy	MPhil
Master of Research	MRes

Doctoral Degrees	Degree Abbreviation
Doctor of Philosophy	PhD
Doctor of Philosophy (Integrated)	PhD(Int)

Faculty of the Arts, Social Sciences and Humanities	Degree Abbreviation
Doctor of Creative Arts	DCA
Doctor of Education	DEd
Doctor of Philosophy (Clinical Psychology)	PhD(ClinPsyc)
Doctor of Public Health	DPubHlth

Higher Doctoral Degree	Degree Abbreviation
Doctor of Laws	LLD
Doctor of Letters	DLitt
Doctor of Science	DSc

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	University Council
Approval Date	6th December 2024
Expiry Date	Not Applicable
Responsible Executive	Eileen McLaughlin Deputy Vice-Chancellor and Vice-President (Research and Sustainable Futures)
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