

Higher Degree Research Rules

Section 1 - Preliminary

Name of Rules

(1) These Rules may be cited as the Higher Degree Research Rules.

Commencement

(2) 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](#).

Purpose

(3) These Rules are enacted to outline the admission, degree, supervision, and thesis requirements, and connected matters of Higher Degree Research at Macquarie University (the University).

Scope

(4) The Rules apply to all Doctoral, Joint Research and Master by Research degrees at the University.

Authority

(5) The Council of Macquarie University makes the following rules under section 29 of the [Macquarie University Act 1989](#) and Part 10 of the [Macquarie University By-law 2005](#).

Definitions

(6) In these Rules:

- a. Academic Senate means the Academic Senate of the University.
- b. Award or Award Course means the qualification resulting from the satisfactory completion of a specific program of study or research.
- c. By-law means the [Macquarie University By-law 2005](#).
- d. Candidate means a Higher Research Degree candidate.
- e. Committee means the Research and Research Training Committee of the Academic Senate.
- f. Cotutelle means joint enrolment by a student in a Doctor of Philosophy (PhD) at the 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.
- g. Council means the Council of the University.
- h. 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.
- i. Exclusion means that a student is barred from re-enrolling in a program for a set period.

- j. Faculty means an administrative grouping of research, academic and professional staff and students based on the area they teach, support and study.
- k. 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.
- l. HDR means Higher Degree Research.
- m. 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.
- n. 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.
- o. Partner University means an institution which has entered into a formal written agreement with Macquarie University to facilitate Higher Degree Research programs.
- p. Part-time means at least an average weekly commitment by a HDR candidate of 20 hours per week throughout the year on a program of research and advanced study.
- q. 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.
- r. University means Macquarie University established by the [Macquarie University Act 1989](#).

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

Section 2 - Rules

Part A - Substantive Provisions

Admission

(8) To be admitted to candidature for any HDR degree of the University, the applicant must meet:

- a. the relevant degree qualification requirements under clauses 9, 10, 11, 12, 13 or 14;
- b. any additional requirements imposed under clause 15; and
- c. any specific admission requirements in the HDR Handbook and Guide for Candidates and Supervisors.

(9) 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;
- b. a Master of Philosophy;
- 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 clauses 9(a), 9(b) or 9(c) by the Committee on the recommendation of the Executive Dean of the relevant Faculty in which the applicant seeks to be registered.

(10) 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;
- ii. Master of Clinical Neuropsychology; or
- iii. Master of Organisational Psychology.

(11) 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 clause 9.

(12) 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 clauses 12(a) or 12(b) by the Committee on the recommendation of the Executive Dean of the Faculty in which the applicant seeks to be registered.

(13) An applicant for a Master of Research must:

- a. 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
- b. have satisfied requirements for the Bachelor of Philosophy offered by the University and be eligible to progress to the Master of Research; or
- c. hold qualifications approved as equivalent to those in clauses 13(a) or 13(b) by the Committee on the recommendation of the Executive Dean of the Faculty in which the applicant seeks to be registered.

(14) An applicant for a Master of Research may:

- a. 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
- b. 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 to be accepted for the specific degree of Master of Research.

(15) The Committee, or in the case of Masters candidates the Executive Dean of the relevant Faculty may impose other work or examination for admission as it determines, including facility in a language other than English.

(16) 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.

(17) The Committee is to, on the recommendation of the Executive Dean of the Faculty in which the candidate is registered approve the enrolment in the degree.

(18) 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 clause 18(a) to be acceptable for the purpose of proceeding to the degree.

(19) A applicant must be admitted by the Executive Dean to a Faculty, 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.

(20) Before admission, the Executive Dean of the Faculty in which the applicant is to be registered is to be satisfied that adequate supervision and facilities are available.

(21) The transfer of candidature between research degrees is governed by the Course Transfer Policy.

(22) Credit for previous study is governed by the [Recognition of Prior Learning Policy](#).

Course requirements

(23) Candidates are required to check program requirements specific to the degree in the HDR Handbook and Guide for Candidates and Supervisors.

(24) 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.

(25) 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.

Place of research

(26) 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.

(27) A candidate for a Joint Research degree will be required to conduct research at Macquarie University and the partner university.

Supervision and review of progress

(28) Supervision and review of progress are governed by the Higher Degree Research Supervision Policy.

(29) 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;
- c. to the Executive Dean of the Faculty in which the candidate is registered, and the partner university in the case of a Joint Research degree.

(30) A report on the candidate's work under clause 29 is to be documented in the Annual Progress Report (APR).

Period of candidature

(31) 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. Combined Doctoral / Master of Clinical Psychology; Combined Doctoral / Master of Clinical Neuropsychology; or Combined Doctoral / Master of Organisational Psychology:
 - i. a minimum period of three years; and
 - ii. a maximum period of four years full-time or equivalent part-time.
- e. 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.
- f. 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.

(32) 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.

(33) In exceptional circumstances, leave of absence of up to 12 months may be granted by the Committee.

Thesis requirements, examination of thesis and lodgement

(34) All matters to do with a thesis, including submission and examination are governed by the HDR Thesis Preparation, Submission and Examination Policy.

(35) In exceptional circumstances where thesis submission has been delayed and the candidate is no longer enrolled, the Executive Dean of the Faculty may authorise a period of enrolment suitable for the thesis to be submitted within two years of withdrawal.

Awards and graduation

(36) 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.

(37) 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.

(38) 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 of Philosophy provided the requirements of the Exit Award have been met.

(39) The Committee may advise the Academic Senate that, as a result of outstanding academic performance, the Master of Research may be awarded 'With Distinction'.

Discontinuation and exclusion

(40) 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 is to determine the application and may specify conditions for enrolment.

(41) The Executive Dean of the Faculty may form the opinion that the candidate's progress is unsatisfactory and invite the candidate to a Formal Review of progress.

(42) The outcome of the Formal Review under clause 41:

- a. is to be considered by the Executive Dean of the Faculty, or by a committee of the Faculty; and
- b. the Executive Dean of the Faculty may recommend the termination of candidature or, permit the candidate to remain enrolled and may impose conditions upon such continuing enrolment.

(43) If the Executive Dean of the Faculty recommends the termination of candidature:

- a. the Executive Dean of the Faculty 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.

(44) If the Executive Dean of the Faculty recommends, on the basis of the Faculty Confirmation of Candidature procedure, or equivalent, that a candidate's candidature not be confirmed and should be terminated:

- a. the Executive Dean of the Faculty may recommend accordingly to the Deputy Vice-Chancellor (Research); and
- b. the Deputy Vice-Chancellor (Research) is to advise the candidate of termination of candidature as a result of non-confirmation of candidature.

(45) A candidate advised of the termination of their candidature under clause 44 may appeal, in accordance with the Academic Appeals Policy.

(46) 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 B - General

Notice

(47) 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.

(48) Note: It is University policy that the Macquarie University issued student email account is used for official University communication.

(49) 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.

(50) In clause 49 a reference to:

- a. a “working day” means any day other than:
 - i. a Saturday, a Sunday or a public holiday in Sydney, Australia; 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.

Section 3 - Schedules and Associated Information

(51) Nil.

Status and Details

Status	Historic
Effective Date	22nd February 2021
Review Date	19th February 2022
Approval Authority	University Council
Approval Date	6th April 2017
Expiry Date	27th October 2023
Responsible Executive	Martin Parkinson Chancellor
Responsible Officer	S. Bruce Dowton Vice-Chancellor
Enquiries Contact	Sophie Buck Director, Governance Services