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## Purpose

This procedure describes the requirements for admission, selection, and enrolment of applicants into a Higher Degree by Research (HDR).

## Applicable governance instruments

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

## Procedure

### 1. General matters

- 1.1. Entry into an HDR course is based on demonstrated capability to undertake research in the proposed field or fields at an appropriate level for the degree.
- 1.2. The final determination regarding an applicant's research capability and eligibility to undertake an HDR course is made by the Pro Vice-Chancellor for Graduate Research (Pro Vice-Chancellor).

### 2. Admission criteria

- 2.1. Applicants choose a research project from the University website or via direct invitation.
- 2.2. An applicant must provide documented evidence to demonstrate that they meet:
  - a) course entry requirements as specified in *Schedule A: Minimum Entry Requirements*;
  - b) English language proficiency as specified in *Schedule B: English Language Proficiency Requirements*; and
  - c) any specific research project criteria.
- 2.3. Relevant qualifications must have been obtained less than ten years prior to application.
- 2.4. Where qualifications do not meet the requirements in section 2. 2 and 3, additional evidence from the last ten years must be provided to demonstrate, to the satisfaction of the Pro Vice-Chancellor, levels of competency against four criteria:
  - a) conceptual and theoretical understanding and knowledge of the relevant field(s);
  - b) potential to undertake research—such as research design, data collection, and data management skills;

- c) analytical and interpretive skills—such as data analysis, critical analysis, and problem solving; and
  - d) communication skills.
- 2.5. Two referees able to comment on the applicant’s research experience are required.
- a) 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.
  - b) Applicants may only nominate their proposed supervisor as a referee if they have previously been supervised by them at the University.
- 2.6. Meeting the minimum entry requirements does not guarantee acceptance into an HDR.
- 2.7. Additional eligibility criteria for HDR scholarships are set out in the *HDR Research Training Program and Other Scholarships Procedure*.

### **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 undergo an Autonomous Sanctions Compliance and Risk Assessment.
- 3.2. An applicant must comply with Defence Export Controls, and the Foreign Influence and Foreign Interference Policy Principles as set out in the *Compliance Policy*.

### **4. Dual Award**

- 4.1. A dual award 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 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 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. If the transfer is approved, the period of elapsed candidature at the previous institution will be considered in setting the maximum expiry date.
- 5.3. 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.
- 5.4. 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*.
- 5.5. An applicant seeking to transfer to the University from another institution may apply for an exemption from formal progress milestones (such as Confirmation of Candidature and Annual Review of Progress), where the equivalent has been successfully completed at the previous institution. Applications for exemption are made via the Graduate Research Office, and should occur at the time of application for admission.

## 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) units, 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 Quantitative Marine and Antarctic Studies (S6V);
  - 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*, an applicant may apply to undertake candidature off-campus. For infrastructure impact of off-campus enrolment refer to *Schedule C: Minimum resources for HDR candidates*.
- 7.2. An application must include:
  - a) A detailed plan that shows how any HDR requirements will be met, and effective supervision maintained while the candidate is studying off-campus.
  - b) The applicant and the academic unit of enrolment must outline for the Pro Vice-Chancellor how all additional costs and resources essential to off-campus candidature will be met.

## 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. Disclosure will not influence consideration of an application.

- 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 privacy principles in the University's *Data and Information Governance Policy*.

## 9. Application assessment

- 9.1. Applications are assessed by the relevant Academic Unit, which will consider:

- a) whether the applicant meets the minimum entry requirements;
- b) whether the proposed project aligns with University strategic priorities;
- c) the supervisory arrangements in accordance with the *HDR Supervision and 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.

- 9.2. The HoAU reviews and recommends an outcome to the Pro Vice-Chancellor for consideration.

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

## 10. Outcome of application

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

- 10.2. A Letter of Offer will include:

- 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;;
- f) the latest allowable date for commencement of candidature;
- g) compulsory coursework requirements where relevant;
- h) any credit granted;
- i) terms and conditions of any living allowance and/or tuition fee scholarship;
- j) any pre-enrolment conditions that must be met before being admitted to candidature, and
- k) any other relevant terms or conditions.

- 10.3. 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 12.3.
- 11.2. A candidate will not be enrolled until all conditions stipulated in their Letter of Offer have been met.

## **12. Delaying the commencement date**

- 12.1. An applicant may request to delay their commencement date due to reasons outside of their control and with a statement of support from the primary supervisor. Applications should be submitted to GRO prior to the commencement date in the Letter of Offer and must include a proposed new date of commencement and a justification for the delay.
- 12.2. 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 from the date of the original Letter of Offer.

## **13. Applications for Readmission**

- 13.1. A candidate who has previously withdrawn from an HDR at the University may apply for readmission to continue their previous HDR course within five calendar years from the date of withdrawal. Applications must be made via the University Application Portal.
- 13.2. In addition to standard Admission Criteria as set out in this Procedure, the following supporting documentation must be included with the application:
- a) the justification for readmission;
  - b) a summary of work completed prior to withdrawal; and
  - c) a detailed completion plan for the work remaining up to the point of thesis submission.
  - d) Approval of an application for readmission is contingent on the Pro Vice-Chancellor being satisfied that the applicant has a reasonable chance of completing the degree successfully.

### **Related procedures**

*HDR Research Training Program and Other Scholarships Procedure*

*HDR Supervision and Academic Support Procedure*

*International Student Fee Refund Procedure*

## Versions

<b>Version</b>	<b>Action</b>	<b>Approver</b>	<b>Business Owner/s</b>	<b>Approval Date</b>
Version 1	Approved	Deputy Vice Chancellor (Research)	Dean of Graduate Research	3 December 2020
Version 2	Approved	Deputy Vice Chancellor (Research)	Dean of Graduate Research	15 February 2022
Version 3	Approved	Deputy Vice Chancellor (Research)	Dean of Graduate Research	1 February 2023
Version 4	Minor amendments approved	Director Governance and Compliance	Dean of Graduate Research	30 August 2023
Version 5	Approved	Deputy Vice Chancellor (Research)	Pro Vice-Chancellor for Graduate Research	24 January 2024
Version 6	Approved	Deputy Vice Chancellor (Research)	Pro Vice-Chancellor for Graduate Research	19 December 2024

## Definitions

[academic unit](#) | [academic unit of enrolment](#) | [applicant](#) | [authorised assessor](#) | [candidate](#) | [candidature](#) | [Pro Vice-Chancellor for Graduate Research](#) | [degree period](#) | [elapsed candidature](#) | [head of academic unit](#) | [higher degree by research](#) | [dual award doctoral degree](#) | [primary supervisor](#) | [research proposal](#) | [thesis](#)

## Schedule A: Minimum course entry requirements

Degree	Minimum Qualifying Degree Requirements
Doctoral Degrees	<p><u>Standard Entry</u></p> <p>a Completion of a previous qualification in a relevant discipline that includes a substantial thesis (greater than 10,000 words, excluding references) where the thesis component of that degree comprises:</p> <p>b</p> <ul style="list-style-type: none"> <li>i 50% of a Bachelor Honours (equivalent<sup>1</sup> to Australian Qualifications Framework (AQF Level eight) with an overall grade of at least Second Class Upper (Class IIA) standard,</li> <li>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</li> <li>iii Masters Research degree (equivalent to AQF Level 9) of at least Distinction grade.</li> </ul> <p>OR</p> <p><u>Alternative Pathway Entry</u></p> <p>A record of research or professional qualifications deemed by the Pro Vice-Chancellor, 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.</p>
Masters by Research	<p><u>Standard Entry</u></p> <p>a Completion of a previous qualification that includes a substantive thesis, where the research component of that degree comprises:</p> <ul style="list-style-type: none"> <li>i 50% of a Bachelor Honours (equivalent to AQF Level 8) with an overall grade of at least Second Class Lower (Class IIB) standard,</li> <li>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</li> <li>iii Masters Research degree (equivalent to AQF Level 9) of at least Credit grade.</li> </ul> <p>OR</p> <p><u>Alternative Entry Pathway</u></p> <p>b A record of research or professional qualifications deemed by the Pro Vice-Chancellor, 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.</p>
PhD by Prior Publication	<ul style="list-style-type: none"> <li>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,</li> <li>b Meets requirements for entry of Doctoral Degrees in accordance with Schedule A of this procedure, and</li> <li>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.</li> </ul>

<sup>1</sup> Equivalency of International degrees are assessed against the Country Education Profiles database, maintained by the Australian Government Department of Education.

**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 Pro Vice-Chancellor 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: <ul style="list-style-type: none"> <li>• Australia</li> <li>• Canada</li> <li>• New Zealand</li> <li>• Republic of Ireland</li> <li>• Singapore</li> <li>• United Kingdom (England, Northern Ireland, Scotland, and Wales)</li> <li>• United States of America</li> </ul>
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 ( <i>internet-based</i> 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
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): <ul style="list-style-type: none"> <li>• Australia</li> <li>• Canada</li> <li>• New Zealand</li> <li>• Republic of Ireland</li> <li>• Singapore</li> <li>• South Africa</li> <li>• United Kingdom (England, Northern Ireland, Scotland, and Wales)</li> </ul> United States of America
Completion of a Graduate degree within the last 2 years.	<ul style="list-style-type: none"> <li>• 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 one year duration, where the medium and language of instruction of the degree was entirely in English.</li> </ul>



### 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, for the duration of candidature until Academic Senate Approval is received for the completion of the degree.

Infrastructure	On Campus Full-time	On Campus Part-time	Off Campus	Dual Award*
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 located at UTAS
PC/Laptop (and peripherals [monitor, keyboard, mouse) 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.