

Higher Degree by Research Admission Procedure

Section 1 - Purpose and Scope

(1) This Procedure describes the admission process for all Higher Degree by Research (HDR) Programs at The University of Queensland (UQ), including the Doctor of Philosophy (PhD), Master of Philosophy (MPhil) and Professional Doctorate Programs.

Section 2 - Process and Key Controls

(2) All HDR admissions must be conducted in accordance with the principles and requirements described in the [Admission Policy](#) and those described in this Procedure.

Section 3 - Key Requirements

Admission Criteria

(3) The Dean, Graduate School may approve an application for candidature provided that:

- a. the applicant is considered to be a developing researcher in their proposed field of research who requires HDR education and training in order to progress towards becoming an independent researcher;
- b. the applicant has an appropriate academic background and prior research training to meet entry requirements for the proposed HDR program;
- c. the applicant meets the minimum English language proficiency requirement set by the University;
- d. the proposed program can be completed in the recommended duration of candidature;
- e. the applicant has a preliminary research project that is academically appropriate for their proposed HDR program;
- f. the admission of the applicant and proposed program are in accordance with export controls legislation and Australian sanction laws (United Nations Security Council sanctions regimes and Australian autonomous sanctions regimes);
- g. the applicant will create a thesis comprised only of research undertaken while enrolled in the HDR program;
- h. the University has sufficient facilities and resources to fund and support the candidate and proposed research project to completion;
- i. the University has sufficient academic expertise to support the candidate and the proposed research project; and
- j. the Head of Enrolling AOU supports the application for admission.

(4) On approving admission, the Dean, Graduate School will:

- a. approve the enrolling AOU in which the applicant will be enrolled;
- b. appoint the advisory team on the recommendation of the Head of Enrolling AOU;
- c. approve the applicant for admission;

- d. set the date of enrolment and provisional enrolment period;
- e. set the enrolment status;
- f. set any special conditions of admission, determine whether a domestic applicant will receive support via the Research Training Program in accordance with the objectives of the Program or determine whether a tuition fee be charged; and
- g. set the tuition fee to be charged.

Application Process

(5) The applicant should initiate the admission process by contacting relevant UQ researchers and/or the enrolling AOU setting out preliminary proposals of areas of research interest.

(6) The proposed advisory team and/or Head of Enrolling AOU will:

- a. provide advice and guidance on the feasibility and development of the project;
- b. discuss the suitability of the applicant to carry out the proposed HDR program;
- c. determine the availability of a suitable advisory team and their compatibility with the applicant;
- d. engage in realistic discussions about the availability of necessary resources at UQ;
- e. establish that the timing of the project is appropriate for the applicant, the advisory team and the current state of the research field; and
- f. if the applicant is a citizen of a sanctioned country, complete a [Sanctions Compliance Assessment Form](#) and return to the Graduate School, following endorsement of a Faculty Associate Dean (Research) or an Institute Deputy Director (Research). This requirement also applies to applicants who are permanent residents of Australia or hold dual citizenship.

(7) An application for admission is submitted using the University's online application system. Applicants who are unable to use the University's online application system should contact the UQ Graduate School.

(8) The enrolling AOU process outlined in clause 6 may commence before or after an application for admission is submitted.

(9) If the enrolling AOU has the appropriate academic expertise, facilities, funding and resources to support the applicant in their proposed research project the Head of Enrolling AOU may recommend the applicant to the Dean, Graduate School.

(10) The UQ Graduate School will assess the application against admission criteria in order to determine the outcome of the application.

- a. If applicable, the UQ Graduate School will seek advice from UQ Office of Research Ethics and Integrity and the Commonwealth [Department of Foreign Affairs and Trade](#) if a potential area of concern is identified through the Sanctions Compliance Assessment Form.

(11) If the applicant is advised at any stage, they will not proceed further through the application process they are given that advice and the reasons for that decision in writing.

(12) A successful applicant will be notified in writing of the decision.

(13) An unconditional offer of admission will be provided once funding arrangements are in place.

Minimum Requirements for Consideration for Entry

(14) Minimum program entry requirements are not necessarily sufficient for consideration of admission to a HDR

program. Meeting the requirements does not guarantee acceptance and the following must also be considered:

- a. Limitations on the capacity of an enrolling AOU to admit students means that it may deny support for admission if there is a lack of available and appropriate supervisory capacity and/or insufficient resources to support a potential candidate.
- b. Enrolling AOU's can also determine the quality of students admitted into the HDR program within the AOU by requiring a standard of academic and/or other achievement that is greater than the UQ minimum program entry requirements. These standards should be publicly available.

Doctor of Philosophy

(15) A bachelor's degree with honours class IIA or better from approved universities which includes relevant research experience, approved by the Dean, Graduate School.

(16) A research master's degree, approved by the Dean, Graduate School.

(17) A coursework master's degree with an overall GPA equivalent to 5.65 on the 7-point UQ scale which includes relevant research experience, approved by the Dean, Graduate School.

(18) A postgraduate degree of at least one year full-time equivalent with an overall GPA equivalent to 5.0 on the 7-point scale together with demonstrated research experience equivalent to honours IIA will be considered by the Dean, Graduate School on a case by case basis.

(19) A bachelor's degree plus at least 2 years of documented relevant research experience including research publications, approved by the Dean, Graduate School.

Relevant Research Experience

(20) Courses directed at the formation of research skills and/or a supervised research project that includes a written report completed as part of the bachelor's or coursework master's degree with a minimum course volume equivalent to #4 units at UQ and comprise of a minimum value of #1 unit at UQ (e.g. 50% of a #2 unit course), or equivalent. Research carried out in groups should have been graded individually.

(21) Scholarly papers involving a substantial contribution by the applicant as an author, appearing in recognised academic journals or in volumes published by recognised academic publishers.

(22) Research or technical reports prepared for industry, government or business which adhere to the broad conventions of academic publishing (i.e. contain an up-to-date review of relevant literature, a description of relevant research methods and an evaluation of results, etc.) and which identify the applicant as a significant contributor.

(23) A portfolio of published creative work together with published critical discussion of some or all of the work, or of a comparable body of work by others, and which demonstrates the applicant's development of scholarly approach to creative work as research investigation.

(24) Demonstrable industry or work experience where the applicant can demonstrate a planned and executed project working with a high level of independence.

Master of Philosophy

(25) A bachelor's degree with honours class IIB or better from approved universities which includes relevant experience, approved by the Dean, Graduate School.

(26) A postgraduate degree of at least one year full-time equivalent with an overall GPA equivalent to 5.0 on the 7-point UQ scale which includes relevant experience, approved by the Dean, Graduate School.

(27) A bachelor's degree plus at least two years of documented relevant experience, approved by the Dean, Graduate School.

(28) Other qualifications and/or experience to satisfy the Dean, Graduate School that the candidate is suitably qualified for entry will be considered on a case-by-case basis.

Relevant Experience

(29) Courses directed at the formation of research skills and/or a supervised research project that includes a written report completed as part of the bachelor's or postgraduate degree with a minimum course volume equivalent to #2 units at UQ and comprise of a minimum value of #1 unit at UQ (e.g. 50% of a #2 unit course). Research carried out in groups should have been graded individually.

(30) Scholarly papers involving a substantial contribution by the applicant as an author, appearing in recognised academic journals or in volumes published by recognised academic publishers.

(31) Research or technical reports prepared for industry, government or business which adhere to the broad conventions of academic publishing (i.e. contain an up-to-date review of relevant literature, a description of relevant research methods and an evaluation of results, etc.) and which identify the applicant as a significant contributor.

(32) A portfolio of published creative work together with published critical discussion of some or all of the work, or of a comparable body of work by others, and which demonstrates the applicant's development of scholarly approach to creative work as research investigation.

(33) Demonstrable industry or work experience where the applicant can demonstrate a planned and executed project working with a high level of independence.

(34) The applicant's degree and/or professional experience must be in an area that is relevant to the intended HDR program.

(35) The applicant's degree and/or professional experience must demonstrate that the applicant's knowledge of the discipline is current, and have been undertaken in the ten years immediately prior to intended entry to the HDR program.

(36) The Dean, Graduate School may set conditions on the enrolment of candidates, such as satisfactory completion of coursework. Conditions of enrolment will be outlined in the offer of admission issued to the applicant.

(37) The Dean, Graduate School may approve admission to an alternative program if the applicant's academic background and research experience is more suited to a different level of entry.

(38) The Dean, Graduate School may withdraw the offer of a place in the program and cancel enrolment if the applicant has supplied incomplete or inaccurate information associated with the enrolment.

(39) An applicant who has been refused enrolment at another institution due to academic or non-academic reasons may be refused admission.

Enrolment Status

(40) Enrolment is in research quarters and commencement in a research quarter is fixed to a specific period.

(41) An applicant may apply to enrol full-time or part-time with the approval of the Dean, Graduate School, Head of Enrolling AOU and advisory team.

- a. Full-time status is the equivalent of a standard five day working week, usually between the hours of 9.00am to

5.00pm Monday to Friday for at least 48 weeks per year with public holidays excepted.

- b. The actual pattern of research and study may vary depending on the candidate's personal circumstances and other commitments. The actual working hours are to be negotiated with the Head of Enrolling AOU and advisory team.
- c. Part-time status is the equivalent of 50% of the timeframe specified in clause 41(a).
- d. In addition to clause 41(a), a full-time candidate may undertake limited employment. The Head of Enrolling AOU and advisory team must be satisfied that the candidate's progress will not be impeded.

(42) A candidate is expected to be located at UQ, or other location approved by the Graduate School, for their research and study, unless approved as remote.

- a. An applicant may apply to study remotely subject to the approval of the Dean, Graduate School and the Head of Enrolling AOU.
- b. The enrolling AOU and applicant will need to have an agreed upon plan to manage the progress of remote status.
- c. The enrolling AOU are to advise the Graduate School if a student placement agreement is required. A copy of the fully executed agreement is to be added to the student record in UQ's record management system prior to commencement of study.

(43) An applicant may apply to enrol on an approved concurrent enrolment program with the approval of the Dean, Graduate School, Head of Enrolling AOU and advisory team.

Duration of Program

(44) The duration of the PhD program is a minimum of 3 years and a maximum 4 years, FTE. The duration of the MPhil program is a minimum of 1 year and a maximum of 2 years, FTE.

(45) The HDR program is CRICOS registered for 4 years PhD, 2 years MPhil, FTE.

(46) The duration of a part-time program is double the full-time equivalent.

(47) The HDR project should be scoped appropriately within the program duration outlined in clause 44.

Shortened Duration

(48) An applicant may apply for admission with a shortened program duration with the approval of the Dean, Graduate School, Head of Enrolling AOU and advisory team, on the basis of work that:

- a. was done while enrolled in the HDR program at UQ (readmission) or another institution (transfer of study);
- b. was done since the candidate satisfied the program entry requirements for the current HDR program;
- c. has not been counted towards a completed award;
- d. was appropriately conducted and monitored; and
- e. is of a nature and quality appropriate to the current program.

(49) The Dean, Graduate School must consider a report from the Head of Enrolling AOU and/or advisory team containing:

- a. comments on the nature and duration of the work completed, and the guidance exercised, including progression milestones;
- b. comments on the suitability of the work to the program to be shortened;
- c. comments on the quality of the work done;

- d. a recommendation on how much the program should be shortened; and
- e. proposed dates for future progression milestones.

(50) The total program duration should not exceed 4 years PhD, 2 years MPhil, FTE, including previous periods of enrolment at the University (readmission) or another institution(s) (transfer).

(51) Applications for transfer to the University from another institution should occur before the mid-candidature review progression milestone, or equivalent.

(52) The candidate is required to undertake at least one third of the work required to produce the thesis at the University.

Grievances and Complaints

(53) The [Student Grievance Resolution Policy](#) sets out the grievance resolution process to be followed for all matters relating to admission to the HDR programs. Formal grievances and appeals by HDR applicants regarding decisions made during selection for admission therefore follow the processes outlined in the [Student Grievance Resolution Policy](#) and [Procedure](#) and the [Academic Administrative Appeals by Students Policy](#) and [Procedure](#).

Section 4 - Roles, Responsibilities and Accountabilities

Dean, Graduate School

(54) The Dean, Graduate School approves admission to all HDR Programs at UQ. Delegation may be given to the Deputy Dean when required.

Director HDR

(55) The DHDR makes an assessment of the HDR applicant quality, project viability and resourcing, and supervision and recommends an applicant to the Dean, Graduate School for admission on behalf of the Head of the Academic Organisation Unit (AOU).

Principal Advisors

(56) Principal Advisors are approved UQ staff members that take primary academic responsibility for the candidate during their candidature.

(57) The detailed academic role, accountabilities and eligibility for Principal Advisors are specified in the [Eligibility and Role of Higher Degree by Research Advisors Policy](#).

Advisors

(58) Advisors are suitably qualified persons who provide expertise related to the candidate's research and are available to provide advice throughout candidature.

(59) The detailed academic role, accountabilities and eligibility for Advisors are specified in the [Eligibility and Role of Higher Degree by Research Advisors Policy](#).

Section 5 - Monitoring, Review and Assurance

(60) Review of, and compliance with, this Procedure is overseen by the Dean, Graduate School, UQ Graduate School and the Academic Board's Higher Degree by Research Committee.

Section 6 - Recording and Reporting

(61) All applications must be lodged via UQ's student application system.

(62) All student applications and University decisions are filed in the student's personal record in UQ's digital student record system.

Section 7 - Appendix

Definitions, Terms, and Acronyms

Term	Definition
Advisor	Suitably qualified person who provides expertise related to the candidate's research and is available to provide advice throughout candidature.
AOU	An Academic Organisational Unit that directly enrolls HDR candidates.
Dean	Dean, Graduate School or delegate.
FTE	Full-Time Equivalent.
HDR	Higher Degree by Research comprising MPhil, PhD and PDR.
MPhil	Master of Philosophy.
PDR	Professional Doctorate by Research.
DHDR	Director HDR, appointed by the Head of the AOU.
PhD	Doctor of Philosophy.
Principal Advisor	Approved UQ staff member who takes primary academic responsibility for the candidate during their candidature with their role and eligibility outlined in the Eligibility and Role of Higher Degree by Research Advisors Policy .
Thesis	The material outcomes of a sustained program of supervised research undertaken by a candidate whilst enrolled in an HDR program.

Status and Details

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