

Research Training Procedure

Section 1 - Purpose and Scope

(1) This Procedure outlines what is considered additional components of research training and the processes that must be followed when incorporating additional components into a higher degree by research (HDR) program at The University of Queensland (UQ). This Procedure applies to candidates enrolled in a HDR program at UQ and UQ staff. The Procedure should be read in conjunction with UQ's [Research Training Policy](#).

Section 2 - Process and Key Controls

(2) Management of HDR programs at UQ is overseen by the UQ Graduate School.

(3) The incorporation of additional components into a HDR program must not contravene [Australian Qualifications Framework](#) (AQF) requirements.

(4) The inclusion of required additional components for a cohort of HDR candidates is not permitted without approval from the Dean of the Graduate School.

Section 3 - Key Requirements

Additional components

(5) Advanced coursework and other structured learning components (additional components) can be incorporated into an individual candidate's development plan within their HDR program enrolment. This Procedure outlines the processes governing their use by individuals or Academic Organisational Units (AOU).

(6) Additional components of research training during a HDR program may include (but are not limited to):

- a. enrolment in relevant courses and workshops;
- b. training in specialist research skills;
- c. industry placements; and
- d. laboratory rotations.

Enrolment in Approved Courses

(7) When enrolling in approved courses within a HDR program:

- a. the candidate does not incur any fee liability for the courses;
- b. the approved courses must be completed to a satisfactory standard prior to the award of the HDR;
- c. the total units of additional courses must not contravene the [AQF](#) stipulation for the appropriate component of research in the HDR program; and
- d. the credit for courses undertaken as part of the HDR program cannot be transferred to other UQ programs including a Higher Doctorate, Bachelor Honours, Postgraduate Coursework, or any other degree that does not

lead to a HDR Program.

Approval for Required Additional Components

(8) To obtain approval to require additional research training components systematically for a cohort of HDR candidates, the Head of the enrolling AOU must submit a proposal to the Dean of the Graduate School that:

- a. identifies the required research training components;
- b. identifies the timeframe for completion of the components during candidature, and the standard of performance; and
- c. describes the academic benefit to the students that justifies inclusion of these components systematically in the research training provided by the AOU.

Section 4 - Roles, Responsibilities and Accountabilities

Dean, Graduate School

(9) The Dean of the Graduate School (or their delegate) is responsible for the governance and procedures of HDR programs at UQ and decides on the admission, enrolment conditions, examination outcome, and recommends the conferral of the degree to the Provost.

Head of Academic Organisational Unit (AOU)

(10) The Head of the enrolling AOU (Head of School, Institute Director, or equivalent) who has responsibility for AOU resourcing, approves cohort level course requirements if required.

Principal Advisors

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

(12) 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

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

(14) 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

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

Section 6 - Recording and Reporting

(16) All thesis examination transactions, activities and approvals are recorded within UQ's student system.

(17) All student records including final outcome, applications and UQ decisions are filed in the student's electronic record.

Section 7 - Appendix

Definitions, Terms and Acronyms

Term	Definition
Enrolling AOU	An Academic Organisational Unit of UQ that directly enrolls HDR candidates.
MPhil	Master of Philosophy.
PhD	Doctor of Philosophy.
Professional Doctorate (research) (PDRes)	A professional doctorate administered by the UQ Graduate School where at least two thirds of the program is research.

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