# Higher Degree by Research Academic Decisions

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## 1.0 Purpose

This schedule supports the *Higher Degree by Research Policy* by detailing decision makers for academic decisions across the HDR candidature lifecycle.

## 2.0 Scope

This schedule applies to HDR programs offered by the University, applicants for admission to an HDR program, HDR candidates, and all University staff and other individuals responsible for the supervision, administration and management of HDR programs and candidates at the University.

## 3.0 Schedule

***HDR Academic Decision-making Roles***

The *Higher Degree by Research Policy* section 4.0 sets out the core responsibilities for roles that are involved in, and/or have oversight of, the delivery of HDR programs and candidature. These roles are:

* **Dean, Griffith Graduate Research School**: University-level oversight of the governance of HDR programs.
* **Dean (Research):** oversight of Group HDR programs and the candidature experience within the Academic Group.
* **HDR Director**: deputises for the Dean (Research) in the execution of the Dean’s responsibilities in HDR-related activities and decision-making.
* **Head of Element:** oversight of HDR programs and the provision of adequate supervision and resources for HDR candidature within the Academic Element,
* **HDR Convenor**: day to day management of HDR programs and candidature within the Academic Element.
* **HDR Supervisor:** supervises, monitors and supports the progress of HDR candidates towards successful and timely completion and career readiness.

For the purpose of this schedule, the term ‘principal supervisor’ refers to the administrative principal supervisor in either a single principal or a co-principal supervisory relationship (see also the *Higher Degree by Research Supervision Procedure*). In taking action and making decisions as set out in the tables within the schedule, the principal supervisor acts as the representative of all members of the supervisory team, reflecting their aggregate views.

***Principles for the Designation of Decision-making Responsibilities***

The following principles guide the designation of decision-making responsibilities in HDR academic decisions:

* Decision-making responsibility is aligned with position descriptions and role statements.
* Decision making responsibilities are consistent across decisions of a similar nature, risk profile and across Academic Groups and Elements and in line with policy, process and precedent.
* Decision-making is devolved to an appropriate level to enable efficient and effective administration by aligning authority, accountability and capability.

To ensure efficient and effective HDR academic decision making, in some cases the authority to undertake action or make a decision as set out in the schedule below may be held by another position where appropriate approval has been provided for this designation of responsibility. Specifically, the HDR Director may make decisions as the nominee of the Dean (Research) where this decision-making authority has been approved by the Group Pro Vice Chancellor.

### 3.1 Admissions

| CANDIDATURE MATTER | PRINCIPAL SUPERVISOR | HDR CONVENOR | DEAN (RESEARCH) OR NOMINEE | DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL |
| --- | --- | --- | --- | --- |
| HDR application (doctoral) with or without application for HDR scholarship | Agreement to supervise | Recommend | Recommend | Approve |
| HDR application (masters) and application for HDR scholarship | Agreement to supervise | Recommend | Recommend | Approve |
| HDR application (masters) | Agreement to supervise | Recommend | Approve |  |
| Rejection of application for admission to HDR programs including masters (research |  |  | Reject |  |
| HDR applications from Sanctioned Countries | Agreement to supervise | Recommend | Recommend | Approve |
| PhD by Prior Publication applications | Agreement to supervise | Recommend | Recommend | Approve |
| Deferred commencement | Recommend | Approve |  |  |

### 3.2 Candidature

| CANDIDATURE MATTER | PRINCIPAL SUPERVISOR | HDR CONVENOR | DEAN (RESEARCH) OR NOMINEE | DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL |
| --- | --- | --- | --- | --- |
| Appointment/change of supervisor, approval of supervisor load allocation and appointment of supervisor as an exception to requirements set out in the *HDR Supervision Procedure* | Agreement by nominated supervisor | Recommend | Approve |  |
| Appointment of external supervisor | Agreement by nominated supervisor | Approve |  |  |
| Early-candidature milestone (satisfactory) | Recommend | Approve |  |  |
| Early-candidature milestone (unsatisfactory) | Recommend | Recommend | Approve |  |
| Early-candidature milestone extension up to six months FTE (Doctoral) or three months FTE (Masters) | Recommend | Approve (escalate in exceptional circumstances) |  |  |
| Early-candidature milestone extension over six months FTE (Doctoral) or three months FTE (Masters) | Recommend | Recommend | Approve (escalate in exceptional circumstances) |  |
| Confirmation of candidature (confirm candidature or postpone confirmation, or postpone confirmation with ‘Progress support plan’ assignment) |  | Recommend | Approve |  |
| Confirmation of candidature (downgrade or termination of candidature) |  | Recommend | Recommend | Approve |
| Confirmation of candidature extension up to 3 months FTE (Doctoral) or 1.5 months FTE (Masters) | Recommend | Approve |  |  |
| Confirmation of candidature extension over 3 months FTE (Doctoral) or 1.5 months FTE (Masters) | Recommend | Recommend | Approve |  |
| Appointment of Independent Assessor - Confirmation of candidature, Thesis and Candidature Review Milestone, or program upgrade | Nomination | Recommend | Approve |  |
| Thesis and Candidature Review Milestone – completion, or completion with conditions |  | Approve |  |  |
| Thesis and Candidature Review Milestone - completion with ‘Progress Support Plan’ assignment |  | Recommend | Approve |  |
| Thesis and Candidature Review Milestone extension | Recommend | Recommend | Approve |  |
| Progress Report (satisfactory) | Recommend | Approve |  |  |
| Progress Report (unsatisfactory) | Recommend | Recommend | Approve |  |
| Progress support plan assignment | Recommend | Recommend | Approve |  |
| Progress support plan assessment | (Recommend) | Recommend | Approve |  |
| Change of research topic (minor change) | Approve |  |  |  |
| Change of research topic (major change) | Recommend | Approve |  |  |
| Change of research topic (major change) – Sanctioned country | Recommend | Recommend | Recommend | Approve |
| Attendance status change | Recommend | Approve |  |  |
| Upgrades/Downgrades/Transfers | Recommend | Recommend | Approve |  |
| Transfer between Elements | Recommend | Recommend | Approve (gaining and losing Dean) |  |
| Concurrent enrolment (enrolment in a course) | Recommend | Approve |  |  |
| Concurrent enrolment (enrolment in a program) | Recommend | Recommend | Approve (Dean Learning and Teaching approval also required) |  |
| Remote candidature | Recommend | Recommend | Approve |  |
| Approval to study away - up to twelve months | Recommend | Approve |  |  |
| Approval to study away – travel to a country under a ‘do not travel’ or ‘reconsider your need to travel’ warning | Recommend | Recommend | Recommend | Recommend (Approval by DVC (R)) |
| Leave up to twelve months, sick leave and parental leave | Recommend | Approve |  |  |
| Special leave of absence, leave in the first six months FTE of candidature, retrospective leave | Recommend | Recommend | Approve |  |
| Extension to maximum submission date | Recommend | Recommend | Approve |  |
| Publication Requirement Verification | Recommend | Approve |  |  |
| Publication Requirement Exemption | Recommend | Recommend | Approve |  |
| HDR Internship | Recommend | Recommend | Approve |  |
| Termination of candidature | Recommend | Recommend | Recommend | Approve |

### 3.3 Scholarships (Griffith and Commonwealth funded)

| CANDIDATURE MATTER | PRINCIPAL SUPERVISOR | HDR CONVENOR | DEAN (RESEARCH) OR NOMINEE | DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL |
| --- | --- | --- | --- | --- |
| Deferred commencement | Recommend | Recommend |  | Approve (DVC (R) approval may also be required) |
| Attendance status change (to part-time) | Recommend | Recommend |  | Approve |
| Remote candidature (domestic candidates) | Recommend | Recommend | Approve |  |
| Extension to Scholarship tenure | Recommend | Recommend | Approve |  |
| Termination of scholarship (excluding termination at the end of the period of tenure, upon withdrawal of candidature, or on submission of the thesis) | Recommend | Recommend | Recommend | Approve |
| Application for a Completion Assistance Postgraduate Research Scholarship (CAPRS) or Research Outputs Excellence Scholarship (ROES) | Recommend | Recommend | Approve |  |

### 3.4 Scholarships (Group or Element funded, including grant funded)

| CANDIDATURE MATTER | PRINCIPAL SUPERVISOR | HDR CONVENOR | DEAN (RESEARCH) OR NOMINEE | DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL |
| --- | --- | --- | --- | --- |
| Deferred commencement | Recommend | Recommend | Approve |  |
| Attendance status change (to part-time) | Recommend | Recommend | Approve |  |
| Transfer between Elements | Recommend | Recommend | Approve (gaining and losing Dean) |  |
| Remote candidature | Recommend | Recommend | Approve |  |
| Extension to Scholarship tenure (if applicable) | Recommend | Recommend | Approve |  |
| Termination of scholarship (excluding termination at the end of the period of tenure, upon withdrawal of candidature, or on submission of the thesis) | Recommend | Recommend | Approve |  |

### 3.5 Thesis

| CANDIDATURE MATTER | PRINCIPAL SUPERVISOR | HDR CONVENOR | DEAN (RESEARCH) OR NOMINEE | DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL |
| --- | --- | --- | --- | --- |
| Intention to submit | Recommend | Approve |  |  |
| Lapsed candidate submission | Recommend |  | Approve |  |
| Intention to submit prior to minimum submission date | Recommend | Recommend | Approve |  |
| Submission of thesis | Recommend |  | Approve |  |
| Nomination of examiners | Nomination | Recommend | Approve |  |
| Examination Outcome |  |  |  | Approve (on the recommendation of the Chairperson of Examiners) |
| Eligibility to Graduate |  |  |  | Approve |
| Conferral of Award |  |  |  | Approve |

## 4.0 Information

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| --- | --- |
| Title | Higher Degree by Research Academic Decisions Schedule |
| Document number | 2023/0000496 |
| Purpose | This schedule supports the *Higher Degree by Research Policy* by detailing decision makers for academic decisions across the HDR candidature lifecycle. |
| Audience | Public |
| Category | Academic |
| Subcategory | Research |
| Approval date | 13 December 2023 |
| Effective date | 1 January 2024 |
| Review date | 2029 |
| Policy advisor | Senior Manager, HDR Operations, Griffith Graduate Research School |
| Approving authority | Deputy Vice Chancellor (Research) |

## 5.0 Related Policy Documents and Supporting Documents

|  |  |
| --- | --- |
| Legislation | NA |
| Policy | [Higher Degree by Research Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Higher%20Degree%20by%20Research%20Policy.pdf) |
| Procedures | [Higher Degree by Research Academic Progress Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Higher%20Degree%20by%20Research%20Academic%20Progress%20Procedure.pdf)  [Higher Degree by Research Admission Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Higher%20Degree%20by%20Research%20Admission%20Procedure.pdf)  [Higher Degree by Research Enrolment and Variations to Candidature Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Higher%20Degree%20by%20Research%20Enrolment%20and%20Variations%20to%20Candidature%20Procedure.pdf)  [Higher Degree by Research Examination Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Higher%20Degree%20by%20Research%20Examination%20Procedure.pdf)  [Higher Degree by Research Supervision Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Higher%20Degree%20by%20Research%20(HDR)%20Supervision%20Procedure.pdf)  [Managing Assessment of University Appointments: Sanctions and Export Controls Compliance Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Managing%20Assessment%20of%20University%20Appointments%20Sanctions%20and%20Export%20Controls%20Compliance%20Procedure.pdf) |