

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 <i>HDR Supervision Procedure</i>	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	

CANDIDATURE MATTER	PRINCIPAL SUPERVISOR	HDR CONVENOR	DEAN (RESEARCH) OR NOMINEE	DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL
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	

CANDIDATURE MATTER	PRINCIPAL SUPERVISOR	HDR CONVENOR	DEAN (RESEARCH) OR NOMINEE	DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL
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)	

CANDIDATURE MATTER	PRINCIPAL SUPERVISOR	HDR CONVENOR	DEAN (RESEARCH) OR NOMINEE	DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL
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	

CANDIDATURE MATTER	PRINCIPAL SUPERVISOR	HDR CONVENOR	DEAN (RESEARCH) OR NOMINEE	DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL
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)

CANDIDATURE MATTER	PRINCIPAL SUPERVISOR	HDR CONVENOR	DEAN (RESEARCH) OR NOMINEE	DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL
Eligibility to Graduate				Approve
Conferral of Award				Approve

4.0 Information

Title	Higher Degree by Research Academic Decisions Schedule
Document number	2023/0000496
Purpose	This schedule supports the <i>Higher Degree by Research Policy</i> by detailing decision makers for academic decisions across the HDR candidature lifecycle.
Audience	Public
Category	Academic
Subcategory	Research
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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

Procedures

Higher Degree by Research Academic Progress Procedure
Higher Degree by Research Admission Procedure
Higher Degree by Research Enrolment and Variations to Candidature Procedure
Higher Degree by Research Examination Procedure
Higher Degree by Research Supervision Procedure
Managing Assessment of University Appointments: Sanctions and Export Controls Compliance Procedure
