

GUIDELINE			
Higher Degree by Research (HDR) application for admission and enrolment			
Date of approval	18-Jun-14	Approved by	Head of Higher Education and Research
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Contact Officer	Higher Degree by Research Coordinator		

Background

There are a number of steps and requirements for completion of the HDR admission and enrolment processes at the Institute to ensure compliance with the Masters Degree of Indigenous Perspectives by Research Rules and PhD of Indigenous Perspectives by Research Rules. The Higher Education & Research Division will coordinate the HDR admissions process.

1. Purpose

This guideline is intended to provide procedural details to support applicants applying for entry into the **Masters Degree of Indigenous Perspectives by Research** and **PhD of Indigenous Perspectives** programs and to ensure that the Institute responds in line with the Masters Degree of Indigenous Perspectives by Research Rules and PhD of Indigenous Perspectives Rules. This guideline is intended to provide applicants, supervisors, and administrative staff with the necessary information and understanding to successfully navigate the admissions and enrolment process, whilst ensuring compliance with Batchelor Institute requirements.

2. Scope

This guideline applies to higher degree research applicant processes at Batchelor Institute, in line with the **Masters Degree of Indigenous Perspectives by Research** Rules and **PhD of Indigenous Perspectives** Rules.

3. Guideline details

3.1 Applicant requests an admission pack

3.1.1 To request an admission pack the applicant can:

- (a) Contact hdr@batchelor.edu.au , ph: (08)8939 7260 providing their name and postal or email details
- (b) Download the pack from the website

3.2 Admissions pack forwarded

- 3.2.1 HDR officer forwards admission pack or website link to the applicant containing:
- (a) HDR Application for Admissions Form [HDR01]
 - (b) HDR Research Proposal Form [HDR02]
 - (c) HDR Referee Report Forms (2) [HDR03]
 - (d) HDR Batchelor Institute Supervisor Recommendation Form [HDR04]
 - (e) Program information
 - (f) Relevant HDR program Rules

3.3 Applicant completes and returns Application for Admission

- 3.3.1 It is the applicant's responsibility to check their eligibility for admission prior to submission. It is the applicant's responsibility to seek out a potential Batchelor Institute-based supervisor prior to submission. The HDR Officer can facilitate contact with potential Batchelor Institute-based supervisors.
- 3.3.2 The applicant must return the following forms:
- (a) HDR Admissions Form [HDR01] with relevant certified copies of supporting documents
 - (b) HDR Research Proposal Coversheet Form [HDR02] with accompanying written proposal
 - (c) HDR Batchelor Institute Supervisor Report Form [HDR04]
- 3.3.3 The applicant must also provide two appropriate individuals with Referee Reports [HDR03]. The referee's submit their forms to the Institute independently of the applicant.
- 3.3.4 HDR Coordinator carries out preliminary assessment of eligibility and forwards Application for Admission to the Research Committee

3.4 Eligibility for admission to candidature

- 3.4.1 To gain admission to candidature for a Masters by Research the applicant must have a:
- (a) Bachelor Degree with Honours and/or
 - (b) Graduate Diploma which included a research component and/or
 - (c) Bachelor Degree in relevant discipline area plus practice based experience and/ or recognition in their field that demonstrates a capacity to undertake study at a Masters by Research level
- 3.4.2 To gain admission to candidature for a PhD the applicant must have a:
- (a) Honours Degree with a grade of 2A or above and/or
 - (b) A Masters by Course Work with a substantial research component and/or
 - (c) A Masters by Research
 - (d) If applying for admission on the basis of there being a practice-based or practice-led component within the research, evidence of experience and/or recognition in the relevant field must be provided.
- 3.4.3 For Higher Degrees by Research with a practice-based or practice-led component within the research applicants need to present a case that demonstrates their capacities at graduate level in the following areas:
- Relevant Field of Research Knowledge and Skills
 - Capacity for Learning
 - Capacity for Theoretical and Critical Reflection

Professional experience needs to be marked by:

- Substantial length (usually at least 5 years)
- Continual advancement and high achievement
- Relevance
- Continual learning

Normally the potential candidate must provide:

- a C.V. detailing the experience on which they are mounting their case
- a covering letter, making the case on how their background prepares them to undertake the course for which they are applying, particularly in terms of their existing discipline knowledge and/or skills, their success in previous study and their communication skills
- samples of relevant documents they have produced, and/or a folio of work if that is appropriate
- *It is recommended the folio of work is compiled, then reviewed by the potential supervisor and feedback incorporated PRIOR to submission of complete application.*

3.4.4 The Research Committee assess applications against the following criteria:

- (a) The research proposal has academic merit
- (b) The applicant has demonstrated capacity and capability to undertake the research award
- (c) The research proposal aligns with the Institute's current Research Plan
- (d) The Institute has the resources (including supervision capacity) to support the applicant effectively throughout their candidature

3.4.5 The Chair of the Research Committee is required to formally respond to the applicant in a reasonable timeframe with one of the follow outcomes:

- (a) Offer of Admission to the Program
- (b) Request for further information, clarification or resubmission
- (c) Rejection of Application for Admission

3.5 HDR Coordinator sends letter of offer (or rejection) and Enrolment package to candidate.

3.5.1 If the rejection is based not on the merit or capacity of the applicant but rather on the Institutes research focus/direction or capacity, it is the responsibility of the Research Committee through the Chair to provide the applicant with information regarding options for applying through other Institutions or key contacts that may be able to provide assistance.

- (a) Letter of rejection and information regarding other institutions or key contacts if appropriate, or a
- (b) Letter of acceptance
- (c) HDR Enrolment form
- (d) Batchelor Institute Student Guide

3.6 Applicant completes and returns Enrolment form to HDR Coordinator

3.6.1 Candidate completes and returns enrolment form at least 4 weeks prior to the census date

- 3.6.2 HDR Coordinator checks for completeness and forwards to Student Services for enrolment to be entered on Callista by census date
- 3.6.3 HDR Coordinator generates fees advice and creates a hard copy student file to be kept in the office for the duration of the student's candidature and to be archived and stored for 7 years after the student has completed

4. Responsibilities

Section	Task	Person/Committee Responsible
3.1	Applicant requests Admission pack	Applicant
3.2	Application for Admission pack forwarded	HDR Coordinator
3.3	Applicant completes and returns Admission pack including all relevant forms HDR-01: Application for Admission Form HDR-02: Research Project Proposal Form HDR-03: Referee Report Form HDR-04: Batchelor Institute Supervisor Recommendation Form	Applicant/ Referee/ Batchelor Institute Supervisor
3.4	Review of application prior to forwarding to Research Committee	HDR Coordinator
3.5	Research Committee review and action (accept/reject)	Research Committee
3.6	Letter of offer (or rejection) and Enrolment package sent to candidate.	HDR Coordinator
3.7	Applicant completes and returns Enrolment form to HDR Coordinator	Applicant

5. Related documents

Academic Rules

Batchelor Institute Research Plan (2012-2015)

Doctor of Philosophy Indigenous Knowledges Rules

Doctor of Philosophy Indigenous Perspectives Rules

Masters by Research Indigenous Knowledges Rules

Masters by Research Indigenous Perspectives Rules

Research Policy (RN69)

HDR-01: Application for Admission Form

HDR-02: Research Project Proposal Form

HDR-03: Referee Report Form

HDR-04: Batchelor Institute Supervisor Recommendation Form

Appendix

1. Supervision Arrangements

1.1 Supervisory Panel

- 1.1.1 It is compulsory that an Institute based supervisor is appointed prior to admission and enrolment in the Doctor of Philosophy. This supervisor will fulfil the role of Primary Supervisor (unless an exemption is approved by the Research Committee). The Primary Supervisor will operate as the Chair of Supervision Panel meetings and have responsibilities for the Institute candidature administration requirements including the submission of 6 monthly progress reports.
- 1.1.2 On admission and enrolment in a Higher Degree by Research program Candidates in collaboration with their Primary Supervisor will identify potential and relevant Supervision Panel Members.
- 1.1.3 Candidates must have at least one supervisor who has previously supervised a Higher Degree by Research Candidate to successful completion
- 1.1.4 It is recommended that the Panel includes two academics with appropriate discipline specific knowledge and at least one Aboriginal and/or Torres Strait Islander member.
- 1.1.5 Panel members may be invited from the community, the Institute, IRC project and other partners, industry, professional, commercial and/or other research establishments.
- 1.1.6 It is the responsibility of the primary supervisor to initially contact possible Panel members to ascertain their interest in participating on the Panel and how they could contribute.
- 1.1.7 The HDR coordinator when informed by the primary supervisor will follow up on their interest and facilitate the signing of a formal supervision agreement with their host institution or employer.

1.2 Supervisor responsibilities

- 1.2.1 Primary supervisors and Panel members are required to attend 6 monthly progress reviews for all candidates under their guidance
- 1.2.2 Primary supervisors are required to submit a progress report from the review to the HDR Coordinator which identifies the satisfactory or unsatisfactory progress of candidates under their guidance
- 1.2.3 It is recommended that Primary supervisors meet with their candidates on a 2 weekly basis at minimum
- 1.2.4 It is recommended that Panel members meet with their candidate on a monthly basis where feasible

1.3 Supervisor Training requirements

- 1.3.1 All new supervisors to the Institute must undertake a training course targeted at building effective skills for the supervision of Aboriginal and/or Torres Strait Islander candidates.
- 1.3.2 All supervisors are encouraged to participate in supervisor training workshops and peer-to-peer mentoring events when feasible

Modification history

Version	Date	Author/reviewer	Details of modifications
1.0	June 2014	E McRae-Williams	Developed and Approved by Head of Higher Education and Research