

Schedule of Higher Degree by Research (HDR) Delegations

This document describes the decision-making delegations for HDR candidature matters, as prescribed in the *Doctor of Philosophy Policy* and other HDR-related policies.

School and Institute Research and Higher Degrees Committees (SRIHDC) are central contributors to the discussion on all HDR matters and further clarification on student matters may be sought from them by the Dean, Institute Director or Research Studies Committee (RSC).

In most cases a matter will be initiated at School/Institute level and referred to the relevant decision maker with background, comment and recommendation.

This document lists the matters for which each level of authority has final decision making responsibility.

School, Institute Research and Higher Degrees Committee (SIRHDC)

The committee must put in place processes to ensure that matters are dealt with expeditiously. This may mean meeting by video conferencing or circulating items by email.

The committee has authority to decide the matters listed below but it must also make recommendations on all HDR matters that are the responsibility of the Dean of the School, Director of the Institute or Research Studies Committee. The SIRHDC has authority to make decisions on:

- Transfer from PhD to Professional Doctorate
- Transfer from Professional Doctorate to PhD
- Determination of activities that must be attended by candidates
- Review of all Annual Progress Reports, in detail
- Appointment of thesis examiners
- Initial consideration of examiners' reports
- A/M (no or minor changes) examination results (recommendation to Research Studies Committee for eligibility to graduate)
- Approval of Changes made to corrected thesis, after examination, for option M

Delegated by SRIHDC to HDR Director or equivalent

The following matters may be decided by the HDR Director, or equivalent, on behalf of the School/Institute Research and Higher Degrees Committee and reported to them at the next meeting.

- Change of mode between full and part time
- Minor adjustment of thesis title
- Addition of supervisory panel members Supervisory panel changes other than appointment of principal supervisor

- Leave of Absence
- Thesis submission
- Endorsement of the Confirmation of Candidature Advisory Committee
- Endorsement of applications for Graduate Supervisor Register
- Endorsement of the Confirmation of Candidature
- Delay Library copy

Dean of School or Director of Institute

The SIRHDC will make comment and suggest outcomes to the Dean or Institute Director on the next list of items. The Dean/Institute Director will decide these matters.

- Admissions, including initial mode (full or part time) and panel
- Consideration of equivalent qualifications of applicants
- All appointments of principal supervisors
- Extension of candidature
- Extension of scholarship
- Upgrades from M(Hons) to doctorate
- Transfers from doctorate to M(Hons)

Research Studies Committee

The SIRHDC will make comment and recommendations to the Research Studies Committee on the next list of items. The Research Studies Committee will decide these matters. The RSC meets on the first Tuesday of each month. Please send agenda items one week before the meeting to Sandra Lawrence at sg.lawrence@uws.edu.au.

- Annual Progress Report summary for the School or Research Institute
- Determination of additional compulsory HDR activities
- Consideration of Show Cause why a candidature should not be terminated
- Termination of Candidature
- Early submission of thesis
- Submission of thesis when candidate is not enrolled
- Examination outcome where any examiner recommends one of R (major rewriting), X (re-examination) or F (fail)
- Format of thesis in other media other than text
- Examination without approval of supervisor/School/ Institute
- Endorsement of re-writing instructions after examination where the outcome is Option X, re-examination
- Approval of eligibility to graduate

Summary of Delegations

	HDR Director or equivalent	School or Institute Research and Higher Degrees Committee	Dean of School or Director of Institute	Research Studies Committee
Admissions				
Admissions, initial mode and supervisory panel selection			✓	
Consideration of equivalent qualifications of applicants			✓	
Confirmation of Candidature				
Endorsement of Confirmation of Candidature panel	✓			
Endorsement of Confirmation of Candidature result	✓			
Candidature Matters				
Determination of activities that must be attended by students		✓		
Determination of additional compulsory HDR activities (eg. PG.E) for students				✓
Format of thesis in other media other than text				✓
Supervision				
All appointments of principal supervisor			✓	
Change of supervisory panel other than appointment of principal supervisor	✓			
Endorsement of Graduate Supervisor Register Applications	✓			
Changes and Extensions				
Change of mode (full/part-time)	✓			
Leave of Absence	✓			

Extension of candidature			✓	
Extension of scholarship			✓	
Change of thesis title	✓			
Annual Progress Reports				
Annual Progress Report in summary				✓
Annual Progress Reports in detail		✓		
Submission				
Thesis submission	✓			
Early submission of thesis				✓
Consideration of submission of thesis when not enrolled				✓
Examination				
Nomination of examiners		✓		
Examination without approval of supervisor/School/ Institute				✓
Initial consideration of examiners' reports		✓		
Approval of Eligibility to Graduate				✓
Approval of changes made, for option M examination result		✓		
Approval of A/M examination results – with recommendation for eligibility to graduate to Research Studies Committee		✓		
Exam outcome where any examiner recommends one of R (major rewriting), X (re-examination) or F (fail)				✓
Endorsement of re-writing instructions after examination where the outcome is Option X, re-examination.				✓

Delay Library copy		✓		
Transfers				
Transfer from PhD to Professional Doctorate		✓		
Transfer from Professional Doctorate to PhD		✓		
Transfers from doctorate to M(Hons)			✓	
Transfers from M(Hons) to doctorate			✓	
Terminations				
Termination of Candidature				✓
Show Cause why a candidature should not be terminated				✓