**SCHOOL/INSTITUTE SAMPLE R&HDC RECOMMENDATIONS**

Refer to the Schedule of Higher Degree by Research (HDR) Delegations.

**ADMISSION & SCHOLARSHIPS**

**Admission of Candidates to HDR Programs (endorse)[[1]](#footnote-1)**

(recommended by S/I R&HDC, approved by Dean of School or Director, Research Institute)

*HDR Programs include Masters (Honours), PhD, Professional Doctorates.*

 **It is recommended:**

 *That the School of* *[School name] Research and Higher Degrees Committee endorses the admission of [insert number] candidates to higher degrees, listed in the table below,* *and recommends the proposal to the Dean of the School.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Principal Supervisor** | **Admission Basis** |
|  |  |  |  |  |

Exception Reporting: if NOT approved by Dean, should be noted in business arising at next meeting.

**Stipend Scholarships (endorse)[[2]](#footnote-2)**

**Australia Postgraduate Award Scholarships**

(approved by Research Committee’s Scholarship Ranking Panel)

 **It is recommended:**

 *That the School of [School name] Research and Higher Degrees Committee considers the list of [insert number] students for Australian Postgraduate Award scholarships, and recommends the ranking (contained in the ranking report at Appendix X to the minutes) to Research Committee’s Scholarship Ranking Panel.*

|  |  |  |  |
| --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Rank** |
|  |  |  |  |

**International Postgraduate Research Scholarships**

(approved by Research Committee)

 **It is recommended:**

 *That the School of [School name] Research and Higher Degrees Committee considers the list of [insert number] students for International Postgraduate Research Scholarships, and recommends the ranking (contained in the ranking report at Appendix X to the minutes) to Research Committee.*

|  |  |  |  |
| --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Rank** |
|  |  |  |  |

**Thesis topic and appointment of supervisory panel (endorse) [[3]](#footnote-3)**

(approved by Dean of School or Director, Research Institute)

 **It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee endorses the thesis topics and supervisory panels for [insert number] candidates, listed in the table below, and recommends the proposal to the Dean of the School.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Thesis Topic** | **Supervisory Panel** |
|  |  |  |  |  |

Exception Reporting: if NOT approved by Dean, should be noted in business arising at next meeting.

**CANDIDATURE**

* Refer to Schedule of Higher Degree by Research (HDR) Delegations for matters that are approved by the HDR Director or Dean.
* Matters approved by the HDR Director, or equivalent, are reported to the S/I R&HDC. They can be reported in the Agenda at ‘**Report of candidature matters determined between meetings**’.
* Matters which have been endorsed by the S/I R&HDC, for approval by the Dean, should only be reported back to the S/I R&HDC if the Dean does not approve the recommendation (exception reporting).
* All changes to candidature shall be reported to the Research Studies Committee.[[4]](#footnote-4)

**Transfer to another Doctorate (endorse) [[5]](#footnote-5)**

(approved by Dean of School or Director, Research Institute)

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee endorses the application by [insert sid and name] to transfer from [insert name of doctorate] to [insert name of doctorate] and recommends the proposal to the Dean of the School.*

**Determination of activities that must be attended by candidates (approve) [[6]](#footnote-6)**

(approved by S/I R&HDC)

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee approves the following list of activities that candidates must attend and participate in: [insert activities].*

**CANDIDATURE PROGRESS**

**Confirmation of candidature (approve) [[7]](#footnote-7)**

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee approves the confirmation of candidature for [insert number] candidates, listed in the table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Principal Supervisor** |
|  |  |  |  |

**Annual Progress Reports (endorse) [[8]](#footnote-8)**

(actions approved by Research Studies Committee)

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee endorses the outcomes of the Annual Progress Reports for [insert number] candidates, listed in the table below, and recommends the outcomes to Research Studies Committee.*

|  |  |  |  |
| --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Outcomes of Annual Progress Reports** |
|  |  |  |  |

**Show cause (endorse) [[9]](#footnote-9)**

(request is approved by Research Studies Committee)

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee endorses the request to show cause for [insert number] candidates, listed in the table below, and recommends the proposal to Research Studies Committee.*

|  |  |  |  |
| --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Basis for Show Cause** |
|  |  |  |  |

**Termination of candidature (endorse) [[10]](#footnote-10)**

(approved by Research Studies Committee)

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee endorses the termination of candidature for [insert number] candidates, listed in the table below, and recommends the proposal to Research Studies Committee.*

|  |  |  |  |
| --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Basis for Termination** |
|  |  |  |  |

**EXAMINERS, RESULTS & GRADUATION**

**Appointment of external examiners (approve) [[11]](#footnote-11)**

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee approves the appointment of external examiners for [insert number] candidates, listed in the table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **External Examiners (Name, highest qualification, institution)** |
|  |  |  |  |

**Examination Outcomes[[12]](#footnote-12)**

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee endorses the examination outcomes for [insert number] candidates, listed in the table below, and recommends the outcomes to Research Studies Committee.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Examiner 1** | **Examiner 2** | **Supervisory Panel** | **School Recommendation\*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

 *\* include comments, as required.*

**Re-writing and re-examination (endorse)[[13]](#footnote-13)**

(approved by Research Studies Committee)

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee endorses the instructions of the Supervisory Panels for re-writing for re-examination by [insert number] candidates and recommends the instructions, listed in the table below, to Research Studies Committee.*

|  |  |  |  |
| --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Instructions** |
|  |  |  |   |

**MATTERS DETERMINED IN THE SCHOOL BETWEEN MEETINGS**

**HDR Director approvals and S/I R&HDC Electronic Approvals**

Schedule of Higher Degree by Research (HDR) Delegations states that matters approved by the HDR Director are reported to the next S/I R&HDC meeting.

If the S/I R&HDC approves matters via email, you need to ensure the documentary evidence is captured and placed in the TRIM meeting file.

For matters referred to the Dean for approval, it is suggested that reporting back to the S/I R&HDC is only required if approval is not granted.

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee notes the decisions made by the HDR Director and School Research and Higher Degrees Committee, in line with their delegations, listed in the table below.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Matter** | **Delegate** | **Outcome** |
|  |  |  | Leave of absence from X until Y | HDR Director | Approved[Date] |
|  |  |  | Addition to Supervisory Panel of X, Y | HDR Director | Approved[Date] |
|  |  |  | Confirmation of Candidature | R&HDC | Approved[Date] |
|  |  |  | Examination outcome | R&HDC | Endorsed[Date] |
|  |  |  | Appointment of external examiners | R&HDC | Approved[Date] |

**S/I R&HDC Electronic Meetings**

If an electronic meeting of the S/I R&HDC is conducted, you could note the report of the electronic meeting, which would be provided with the agenda and meeting papers.

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee notes the report of its electronic meeting conducted on [Insert date].*

1. Cl 7 *Doctorate Policy* [↑](#footnote-ref-1)
2. Terms of Reference – SR&HDC [↑](#footnote-ref-2)
3. Cl 14 *Doctorate Policy;* Cl 8 *Supervision of Research Candidates Policy* [↑](#footnote-ref-3)
4. Cl 11 *Supervision of Research Candidates Policy -* changes are reported to RSC [↑](#footnote-ref-4)
5. Cl 47 *Doctorate Policy* [↑](#footnote-ref-5)
6. Cl 52 *Doctorate Policy* [↑](#footnote-ref-6)
7. Terms of Reference – SR&HDC [↑](#footnote-ref-7)
8. Cl 55 *Doctorate Policy* [↑](#footnote-ref-8)
9. Cl 73ff *Doctorate Policy* [↑](#footnote-ref-9)
10. Cl 76ff *Doctorate Policy* [↑](#footnote-ref-10)
11. Cl 95ff *Doctorate Policy* [↑](#footnote-ref-11)
12. *Doctorate Policy:* A or M - Cl 109; R, X or F – Cl 110; F – Cl 111 [↑](#footnote-ref-12)
13. Cl 118 *Doctorate Policy;* Terms of Reference – SR&HDC [↑](#footnote-ref-13)