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Master of Philosophy

successfully complete their HDR program. Once enrolled, any requests to work away from a UNSW affiliated location are managed per the Variation to Candidature Procedure.

1.4. If the research will require the candidate to spend time away from the University from the beginning of the program, approval must be sought from the Pro Vice-Chancellor Research Training and Dean of Graduate Research prior to admission.

1.5. Information must be provided by the applicant, the supervisor and the School outlining the arrangements for the following:

- induction into research at UNSW (including the HDR Welcome and Orientation);
- confirmation of candidature (PhD candidates only);
- Research Progress Reviews;
- UNSW supervision arrangements including how contact will be maintained;
- confirmation of supervision arrangements where the candidate will be working externally;
- provision of research resources; and
- a plan for undertaking any compulsory coursework.

2. Suspension or exclusion

Applicants with a current or prior record of suspension or exclusion from UNSW or another higher education provider must disclose this at the time of application. Applicants who have been suspended or excluded from UNSW or another higher education provider are not permitted to commence study while the suspension or equivalent action remains in force.

3. Transferring from another Higher Education Provider

A transfer of candidature means the research conducted in an HDR program from another institution will be used towards a HDR program at UNSW. An applicant enrolled in an HDR program at another higher education provider who wishes to transfer to UNSW must submit an application, meet eligibility and selection criteria, and provide

3.5.

d) Applicants will only be admitted to the research program once evidence has been supplied that the prescribed conditions have been satisfactorily met.

2. Deferral process

The Pro Vice-Chancellor Research Training and Dean of Graduate Research may approve deferral of commencement of enrolment in HDR programs from one admission period to another. In such cases the School and/or Faculty must confirm that appropriate space, resources and supervision are able to be provided at the later commencement date, and the applicant must still meet all other eligibility requirements, including English language proficiency.

2.1. Where deferral in a program is permitted, the standard deferment period is up to two terms.

2.2. In extenuating circumstances, a deferral of up to one year may be approved, provided appropriate supervision, space and resources are available.

2.3. Applicants must apply for deferral using the method and by the due date advertised by the Graduate Research School.

2.4. Applicants will receive confirmation of their deferred place.

2.5. If the deferral

6.1. An appeal must be made in writing and specify the grounds for the appeal and be lodged with the Pro Vice-Chancellor Research Training and Dean of Graduate Research within 10 working days of the date of the notification of denial of admission.

6.2. The grounds for appeal are based on a lack of procedural fairness or inconsistent application of University policy or procedure. Evidence to support the grounds for appeal regarding the decision to deny admission must be provided.

6.3. Once an appeal has been considered by the Pro Vice-Chancellor Research Training and Dean of Graduate Research, the University does not provide any further internal avenues of complaint or appeal.

Section 4: Acceptance and enrolment

1. Acceptance of offer

Acceptance process

1.1. Applicants who have received an unconditional offer can accept, defer or decline their offer online via myUNSW. International applicants will be required to sign a *Declaration of Financial Capacity* and most will be required to pay a deposit. Information about the acceptance process is provided on UNSW website.

Issuing Confirmation of Enrolment (CoE)

1.2. Once international applicants have accepted their offer and either paid the deposit or submitted sponsorship or other funding information, a Confirmation of Enrolment (CoE) will be issued by the Graduate Research School. This document can be used to apply for a student visa.

Student Services & Amenities Fee

1.3. All candidates are required to pay a Student Services and Amenities fee in each term of enrolment.

Change of International status

1.4. If an international HDR candidate gains Permanent Resident status:

a) after gaining admission but before the census date in any term, the candidate will be transferred to domestic Higher Degree Research enrolment status and will not be liable for tuition fees for that term.
b) after gaining admission but after the census date in any term, the candidate will remain liable for fees at the international candidate fee rate for that term.

2. Enrolment

Candidate responsibility

2.1. All candidates are required to ensure enrolment and contact details are correct by regularly checking myUNSW. International candidates are responsible for contacting the Department of Home Affairs if their details change.

Multiple enrolment

2.2. Candidates are not permitted to enrol in a degree, diploma or certificate program at the same time as they are enrolled for any other degree, diploma or certificate in the University or at any other higher education provider in Australia or overseas, except with the approval of the Faculty or Faculties concerned and the Pro Vice-Chancellor Research Training and Dean of Graduate Research. This includes candidates who are under assessment for any component (coursework or research) in another degree.

Enrolment cancellation

2.3. In accordance with the *Variation of Candidature Procedure*, The Pro Vice-Chancellor Research Training

and Dean of Graduate Research may discontinue enrolment in an HDR program in the following cases:

a) Any candidate who is found to be enrolled, without approval in more than one degree, diploma or certificate program. If the multiple enrolment is not resolved after a period of suspension, the Pro Vice-Chancellor Research Training and Dean of Graduate Research may cancel the enrolment.
b) Transcripts, documents and/or other information provided during the application process or during the candidature are subsequently found to be inaccurate, or full disclosure of prior study is not given, the University reserves the right to withdraw an offer or cancel an enrolment at any time.
c) Supervision arrangements for a candidate change and a suitable alternative supervisory team cannot be found within a reasonable time period.
d) It is established that a candidate does not have the financial capacity to support themselves and their dependants.

3. Re-admission procedure

Re-admission conditions

3.1. A candidate wishing to re-enter a program after a period of non-attendance without an approved leave of absence or after withdrawing from or discontinuing a program must apply for approval of re-admission.

Re-admission approval process

3.2. Applications for re-admission will be considered by the appropriate Faculty HDC and a recommendation made to the Pro Vice-Chancellor Research Training and Dean of Graduate Research on whether re-admission should be approved. A candidate who is permitted to re-enrol following a period of non-attendance, will be required to satisfy the program requirements which apply at the time of readmission.

3.3. Prior EFTSL consumption will be assessed at the time of application. The candidate will not necessarily

Appendix 1: Honours 2/1 equivalence

Qualification	Description of equivalence
Honours 2/1 Australian Qualification	3 year Bachelor degree from an Australian University followed by a discrete Honours year including an appropriate research component with an Honours 2/1 result.
	4 year

Appendix 2

Authority for procedures and instructions

The following UNSW officers are authorised to maintain and change this procedure in accordance with the *Policy Framework Policy*:

1. Pro Vice-Chancellor (Research Training) and Dean of Graduate Research
2. Director, Graduate Research School

Legislative compliance

This policy is intended to ensure that UNSW complies with the:

1. *Higher Education Support Act 2003* (Cth)
2. *Education Services for Overseas Students (ESOS) Act 2000* (Cth)
3. *Higher Education Standards Framework (Threshold Standards) 2021* (Cth)
4. *Privacy and Personal Information Protection Act 1998* (NSW)
5. *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth)
6. *Disability Discrimination Act 1992* (Cth)
7. *Disability Standards for Education* (2005)

Supporting documents

- Conditions for Award of Doctor of Philosophy Policy
- English language proficiency requirements
- Facilities and Resources to Support Higher Degree Research Candidates Guideline
- Higher Degree Research Scholarships Policy
- Higher Degree Research Scholarships Procedure
- Higher Degree Research Supervision Policy
- Higher Degree Research Supervision Procedure
- Research Data Governance & Materials Handling Policy
- Research Progress Review and Confirmation of Research Candidatures Procedure
- Show Cause for Research Candidates Guideline