

HDR - Higher Degree Research Program Approval Procedure

Section 1 - Overview

(1) These procedures are to be used in conjunction with the University's [Higher Degree Research \(HDR\) Program Approval Rule](#) and its [Research Training Quality Management Rule](#). The procedures provide a detail around the operationalisation of the Rules to streamline the approval of HDR programs at the University of New England.

Section 2 - Scope

(2) The HDR Program Approval Procedures apply to the approval of all higher degree research programs at the University of New England, and will be used by all UNE Representatives for that purpose.

Section 3 - Procedures

New HDR Programs

(3) Expression of Interest:

- a. Any proposal to create a new HDR program must be lodged as an expression of interest (EOI) with the Graduate Research Committee.
- b. The EOI should consider details of the HDR program, statement of need, target market, resource impacts, including impact of supervision capacity but also library, technical, infrastructure impacts, and any budgetary implications.
- c. The EOI should then go before the Graduate Research Committee at the first convenient meeting and the proposers should be available to speak to the committee if needed.
- d. Once endorsed by GRS, the EOI should be forwarded to the Research Committee for ratification.
- e. Should the Research Committee ratify the EOI, the proposal should be forwarded to the Deputy Vice-Chancellor Research for approval, and Academic Board for noting

(4) HDR Program Proposal:

- a. Once endorsed the proposer(s) will provide a full HDR program proposal to the Graduate Research Committee, which will include:
 - i. Program title
 - ii. Official abbreviation of the course
 - iii. Academic dress colours
 - iv. Numerical Field of Education
 - v. Australian Qualifications Framework (AQF) level
 - vi. Course duration

- vii. Date at which the course was approved
- viii. Academic rationale for this course
 - ix. Any cross-School or cross-disciplinary implications and benefits
 - x. Any cross-School consultation
 - xi. Reference to external benchmarks, standards and requirements
 - xii. Demonstrated reference to how the course draws from a substantial, coherent and current body of knowledge and scholarship in relevant discipline(s) including the study of relevant theoretical frameworks and research findings
- xiii. Teaching period and delivery mode
- xiv. Entry and exit pathways
 - xv. Student funding basis and expected load in coming years
- xvi. CRICOS code
- xvii. Course aims and outcomes (minimum of three). These will appear in the Course and Unit Catalogue
- xviii. Graduate attributes
 - xix. Provision for appropriate development of English language proficiency
 - xx. Practical or work experience; or any internship requirements
 - xxi. TRIM reference for any agreements with participating partners/institutions
- xxii. Course overview
- xxiii. Summary details of course (required for Australian AHEGS statements)
- xxiv. Any course rules
 - xxv. Course schedule information — coursework, assessment, practicums, internships, thesis as applicable
 - xxvi. Practical or work experience; or any internship requirements

Approval

(5) The completed proposal will be lodged, for approval by the Chair, Graduate Research Committee , subject to final approval by the Vice-Chancellor and Chief Executive Officer or delegate.

Research Services

(6) Once the program proposal has been fully approved by it will be forwarded to Research Services for establishment.

Non-Approval

(7) Where the Chair, Graduate Research Committee does not approve a proposal, detailed feedback will be given to the proposers.

Amending HDR Program, including HDR Coursework units

(8) The request to make amendments to HDR programs should be forwarded to the Graduate Research Committee.

(9) The request should include the rationale for the amendment, any enrolment, resource, infrastructure or budgetary implications.

(10) Graduate Research Committee will review the proposed amendments and determine approval or non-approval.

(11) Any approved amendments will be forwarded to Academic Board for noting.

(12) Once the amendment has been fully endorsed, it will be forwarded to Research Services for implementation.

Disestablishment or Withdrawal of HDR Programs

- (13) Where there is a request to disestablish the request must be forwarded to the Graduate Research Committee.
- (14) The request must include the rationale for disestablishment and include any enrolment, resource, infrastructure or budgetary implications.
- (15) The request must include a management strategy for teaching out disestablished programs.
- (16) GRS will review the proposed amendments and determine approval or non-approval.
- (17) Where the decision is taken to disestablish HDR programs, this will be forwarded to Academic Board for noting.
- (18) Once the amendment has been fully endorsed, it will be forwarded to Research Services for implementation.

Authority and Compliance

- (19) These procedures are made by the Rule Administrator, the Deputy Vice-Chancellor Research, pursuant to the University's [Higher Degree Research Program Approval Rule](#).
- (20) UNE Representatives and Students must observe it in relation to University matters.
- (21) These procedures operate as and from the Effective Date.
- (22) Previous procedures relating to Higher Degree Research Program Approvals are replaced and have no further operation from the Effective Date of this new procedure.

Status and Details

Status	Historic
Effective Date	9th November 2015
Review Date	4th November 2018
Approval Authority	Pro Vice-Chancellor (Research)
Approval Date	4th November 2015
Expiry Date	7th December 2023
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Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Australian Qualifications Framework (AQF)" - Is the national guidelines that establishes standards for Australian qualifications. Qualifications are given a level based on the depth of learning.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.