

Process Steps Working Procedures for HDR Awards

PROCESS STEPS FOR HDR AWARDS

Phase 1 Admissions

1.1 Contact RTI's Research Coordinator and complete **application form** on MCD website
http://www.mcd.edu.au/fo_overview.html
Ensure all details are completed

1.2 Provide accompanying necessary documentation; send electronic copy of initial thesis proposal to adminresearch@mcd.edu.au
Application must **include details of:**
❖ Prospective supervisor(s)
❖ RTI Research Coordinator

Application submitted for consideration by Admissions Committee

With application, International students need to submit proof of:
• Valid visa
• English language skills
• Adequate health cover
• Sponsorship from home institution **and** within Australia, or equivalent (if applicable)
• Payment of fees
International students can take F/T study mode ONLY

ALL details completed and documentation provided

Phase 2 Approval

2.1 Valid HDR applications circulated to **Admissions Committee**
Credits &/or advanced standing process - support of Research Coordinator confirmed

2.2 **Letter of offer, Confirmation of Enrolment** and Enrolment Summary forwarded to enrolling student/s; Student File created

Commencement of course of study

2.3 **Panel: thesis approval panel/ confirmation of candidature panel**

2.4 Submission of **HREC application**

2.5 **Data gathering and thesis writing**

See MCD Regulations on MCD website regarding thesis writing and timelines

Determine suitability

Phase 3 Progress

3.1 **Re-enrolment form** submitted by end of Jan

3.2 **Annual Report Form** received by end of Sept along with **Supervisor Contact Reports**

3.3 If necessary, submit **changes to research project** to Director of Research - require approval by Supervisor & Research Committee

Evidence of appropriate progress

Notify Director of Research of any changes

Leave of absence OR extension of candidature requires documentation and approval

3.4 Annual **HREC Progress Report** or **HREC Final Report** (if applicable)

Suitable progress ; changes etc. communicated to / approved by MCD

Phase 4 Examination

4.1 Three months **before thesis submission** forward:
• Notification of intention to submit
• Nomination of examiners (from Supervisor)
• 80 word abstract

4.2 **Thesis Submission:**
• Certification of Thesis (from Supervisor)
• Statement of originality
• 2 or 3 soft-bound copies of thesis, depending on degrees

Examination Process

4.3 **Appointment of two or three examiners** by Research Committee

Adhere thesis guidelines as per Regulations –include word count on title page of thesis

4.4 **Examination period** - thesis submitted to **Examiners**, respond to any required revisions or resubmission requests from Examiners

4.5 **Final recommendation of award** from Research Committee to Academic Board

No outstanding fees

Phase 5 Theses Lodgement

5.1 **Documents to be supplied:**

- Three bound copies
- One electronic copy (preferably PDF format)
- Abstract of 50 words for conferral ceremony
- Abstract of 150 words plus up to a dozen keywords
- Thesis Submission Form
- Confidentiality of Thesis

Conferral of Degree

5.2 Submit **application to graduate** and forward Conferral fee, if applicable

Communication from MCD regarding conferral process

Conferral

GENERAL ACTIVITIES

OUTCOMES/GOALS

ADDITIONAL INFORMATION

CHECK POINTS