

## HIGHER DEGREES BY RESEARCH POLICY

### Purpose

This Policy outlines the principles and responsibilities of AIB in offering higher degrees by research (HDR).

### Scope

This policy applies to Doctor of Philosophy (PhD) and Doctor of Business Administration (DBA) courses offered by the Australian Institute of Business (AIB). The policy applies to AIB Candidates and Staff, consultants, contractors and other persons involved in Research in collaboration with AIB Staff or Candidates, or engaged by AIB to undertake specific Research.

This policy also applies to the Graduate Certificate in Research Methodologies (GCRM) and the Master of Management (MMgt) coursework degree courses as they constitute pathways to Research Courses.

### Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

**DBA** is an acronym for the Doctor of Business Administration degree.

**Examination** is the assessment of the final Research outputs by assessors with international standing in the field of Research and independent to the conduct of the Research.

**GCRM** is an acronym for Graduate Certificate in Research Methodologies.

**MMgt** is the acronym for Master of Management.

**PhD** is the acronym for Doctor of Philosophy.

### Policy

#### 1. Principles

AIB is committed and adheres to the following principles:

- 1.1. Offers of Candidature for Higher Degree by Research (HDR) Courses are dependent upon availability of appropriately qualified and experienced supervisory capacity and expertise for the Research topic.
- 1.2. Research Training is provided in a supervisory and study environment underpinned by quality Research and scholarly activity.
- 1.3. Candidates will be supported by a supervisory panel comprising a Principal Supervisor and Associate Supervisor(s). The Principal Supervisor will be an AIB

academic staff member. In the situation where a Supervisor ceases to be a current member of AIB academic staff, and it is considered to be in the best interest of the Candidate to retain them as a Supervisor, AIB has the discretion to engage them under either:

- an adjunct appointment; or
- a formal contract under which they are accountable to AIB for supervisory duties.

- 1.4. Supervision is acknowledged as an essential element of research roles, and is thus appropriately attributed and recognised as an academic workload function that has educational and research dimensions.
- 1.5. Supervisors must be Research Active to ensure a sound understanding of current scholarship and/or professional practice in the discipline. AIB provides quality supervision of Candidates from people who are qualified to supervise, and who are required to engage with Institute-nominated professional development opportunities to maintain registration.
- 1.6. AIB will support the progress of Candidates towards the successful completion of their Course by providing appropriate and effective academic support through the supervisory process as well as learning and personal support services.
- 1.7. AIB must ensure the integrity of the thesis Examination process through an established procedure requiring two assessors of international (PhD and DBA) or national (MMgt) academic standing in an aligned field of Research, who have no conflict of interest. For PhD and DBA all examiners are external to AIB, and for MMgt at least one of the examiners is external to AIB.
- 1.8. A Higher Degree by Research qualification must only be awarded if the Candidate has satisfied all coursework (if applicable) and Research requirements specified in the Course Brief, including meeting specific Research Course learning outcomes.
- 1.9. AIB must establish a Research Training policy framework and ensure that Higher Degrees by Research policies and procedures are current and fit for purpose. AIB's Research Training policy framework must comply with all aspects of: the *Higher Education Standards Framework (Threshold Standards) 2021* (especially Standard 4.2); the *National Statement on Ethical Conduct of Human Research* (2023); and the *Australian Code for the Responsible Conduct of Research 2018* (the 2018 Code).
- 1.10. AIB ensures that the proper academic governance structure is in place to oversee and support delivery of quality scholarly Research and Research Training in accordance with the Academic Board and Standing Committees Charter (internal).

**For further information refer to related Policies and Procedures:**

| <b>Information Type</b>                                               | <b>Document Name</b>                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Admission and approval of course entry criteria                       | Admission <a href="#">Policy</a> and <a href="#">Procedure</a><br>Articulation, Credit Transfer and Recognition of Prior Learning <a href="#">Policy</a> and <a href="#">Procedure</a><br><a href="#">Assessment of Academic Qualifications Procedure</a>                                                                                                                |
| Appointment of Supervisors, Examiners and AIB Staff                   | <a href="#">Equivalence of Professional Experience and Academic Qualifications Determination Procedure</a><br>Higher Degrees by Research <a href="#">Procedure</a>                                                                                                                                                                                                       |
| Assessment of coursework subjects                                     | Assessment <a href="#">Policy</a> and <a href="#">Procedure</a><br>Academic Integrity <a href="#">Policy</a> and <a href="#">Procedure</a><br><a href="#">Higher Degrees by Research Procedure</a>                                                                                                                                                                       |
| Assessment of research subjects                                       | <a href="#">Higher Degrees by Research Procedure</a>                                                                                                                                                                                                                                                                                                                     |
| Candidature and variations to it                                      | <a href="#">Higher Degrees by Research Procedure</a>                                                                                                                                                                                                                                                                                                                     |
| Complaints and grievance process, dispute resolution                  | <a href="#">Higher Degrees by Research Procedure</a><br>Students Complaints, Grievances and Appeals <a href="#">Policy</a> and <a href="#">Procedure</a><br><a href="#">Research Integrity Breach Management Procedure</a>                                                                                                                                               |
| Award and graduations                                                 | Awards and Graduation <a href="#">Policy</a> and <a href="#">Procedure</a>                                                                                                                                                                                                                                                                                               |
| Induction and Orientation of HDR Candidates                           | Support for Students <a href="#">Policy</a> and <a href="#">Procedure</a><br><a href="#">Higher Degrees by Research Procedure</a>                                                                                                                                                                                                                                        |
| Induction and Orientation of Supervisors                              | <a href="#">Higher Degrees by Research Procedure</a><br>AIB Supervisor Guidelines (internal)                                                                                                                                                                                                                                                                             |
| Expected behaviours of HDR Candidates                                 | Student Code of Conduct <a href="#">Policy</a> and <a href="#">Procedure</a>                                                                                                                                                                                                                                                                                             |
| Expected behaviours of Supervisors and AIB Staff                      | Staff Code of Conduct (internal)                                                                                                                                                                                                                                                                                                                                         |
| Facilities and IT                                                     | Academic Facilities <a href="#">Policy</a> and <a href="#">Procedure</a><br><a href="#">Acceptable Use of Information Technology Facilities Policy and Guidelines for Students</a>                                                                                                                                                                                       |
| Monitoring the progress of HDR Candidates                             | <a href="#">Higher Degrees by Research Procedure</a><br>Support for Students <a href="#">Policy</a> and <a href="#">Procedure</a>                                                                                                                                                                                                                                        |
| Student Support Services including wellbeing and counselling services | Support for Students <a href="#">Policy</a> and <a href="#">Procedure</a><br>Sexual Harassment and Sexual Assault <a href="#">Policy</a> and <a href="#">Procedure</a><br>EAP Guide for Students (internal)<br>Critical Incident <a href="#">Policy</a> and Procedure (internal)                                                                                         |
| Privacy and Records management                                        | <a href="#">Privacy Policy and Procedure</a><br>Records Management <a href="#">Policy</a> and <a href="#">Procedure</a>                                                                                                                                                                                                                                                  |
| Quality assurance                                                     | <a href="#">Academic Quality Assurance Framework</a>                                                                                                                                                                                                                                                                                                                     |
| Research and research integrity                                       | <a href="#">Academic Freedom and Free Intellectual Inquiry Policy</a><br>Intellectual Property <a href="#">Policy</a> and <a href="#">Procedure</a><br>Research and Scholarship <a href="#">Policy</a> and <a href="#">Procedure</a><br><a href="#">Research Integrity Breach Management Procedure</a><br>Copyright <a href="#">Policy</a> and <a href="#">Procedure</a> |

| Information Type                                | Document Name                                                                                                                                                                         |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 | Whistleblower <a href="#">Policy</a> and <a href="#">Procedure</a>                                                                                                                    |
| Roles and responsibilities                      | <a href="#">Higher Degrees by Research Procedure</a>                                                                                                                                  |
| Refund                                          | Student Refund <a href="#">Policy</a> and <a href="#">Procedure</a><br><a href="#">Special Circumstances Applications Procedure</a><br><a href="#">Statement of Tuition Assurance</a> |
| Withdrawal from subjects                        | Withdrawal and Deferral <a href="#">Policy</a> and <a href="#">Procedure</a>                                                                                                          |
| Withdrawal from the course and leave of absence | <a href="#">Higher Degrees by Research Procedure</a>                                                                                                                                  |

### Responsibility:

Academic Dean

Associate Dean, Research

### Legislative References:

*Higher Education Standards Framework (Threshold Standards) 2021 (especially Standard 4.2);*

*Higher Education Support Act 2003 and the Higher Education Provider Guidelines 2023*

*National Statement on Ethical Conduct of Human Research (revised 2023);*

*Australian Code for the Responsible Conduct of Research 2018 (the 2018 Code)*

*TEQSA Act 2011*

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| <b>Current Status:</b>      | <b>Version 3.4</b>                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Approved By:</b>         | Academic Board                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Date of Next Review:</b> | 11 September 2027                                                                                                                                                                                                                                                                                                                                                                  |