



## HIGHER DEGREES BY RESEARCH POLICY

### Purpose

To establish the Australian Institute of Business' commitment to the quality of Research Training through an established Research Training framework and to set out the principles guiding our practice.

### 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 Graduate Certificate in Research Methodologies (GCRM) and Master of Management (MMgt) 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.
- 1.4. 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.
- 1.5. 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.
- 1.6. 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, who are required to engage with Institute-nominated professional development opportunities to maintain registration.
- 1.7. AIB will facilitate the progress towards the successful completion of their Course through appropriate and effective academic support through the supervisory process as well as learning and personal support services.
- 1.8. 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.
- 1.9. 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.
- 1.10. 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* (revised 2018); and the *Australian Code for the Responsible Conduct of Research 2018 (the 2018 Code)*.
- 1.11. 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 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 Policy and Procedure Credit Transfer Policy and Procedure Assessment of Academic Qualifications
Appointment of Supervisors, Examiners and AIB Staff	Policy and Procedure for Determining the Equivalence of Professional Experience and Academic Qualifications Assessment of Academic Qualifications HDR Procedure
Assessment of coursework subjects	Assessment Policy and Procedure Academic Integrity Policy and Procedure HDR Procedure
Assessment of research subjects	HDR Procedure
Candidature and variations to it	HDR Procedure
Complaints and grievance process, dispute resolution	HDR Procedure Student Grievance Handling Policy and Procedure
Award and graduations	Awards and Graduation Policy and Procedure
Induction and Orientation of HDR Candidates	Student Support Policy and Procedure HDR Procedure
Induction and Orientation of Supervisors	HDR Procedure AIB Supervisor Guidelines (internal)
Expected behaviours of HDR Candidates	Student Code of Conduct
Expected behaviours of Supervisors and AIB Staff	Staff Code of Conduct
Facilities and IT	Academic Facilities Policy and Procedure Acceptable Use of Information Technology Facilities Policy and Guidelines for Students
Monitoring the progress of HDR Candidates	HDR Procedure Student Support Policy and Procedure
Student Support Services including wellbeing and counselling services	Student Support Policy and Procedure Sexual Harassment and Sexual Assault Policy and Procedure EAP Guide for Students (internal) Critical Incidents Policy and Procedures
Privacy and Records management	Privacy Policy Records Management Policy and Procedure
Quality assurance	Academic Quality Assurance Framework
Research and research integrity	Academic Freedom and Free Intellectual Inquiry Intellectual Property Research and Scholarship Policy and Procedure Responsible Research Conduct Policy and Procedure Copyright Policy and Procedure Whistleblower Policy and Procedure
Roles and responsibilities	HDR Procedure
Refund	Student Refund Policy and Procedure

<b>Information Type</b>	<b>Document Name</b>
	Student Review Procedures for Re-Crediting a FEE-HELP Balance and Refund of Fees
Withdrawal from subjects	Withdrawal and Deferral Policy and Procedure
Withdrawal from the course and leave of absence	HDR Procedure

**Responsibility:**

Academic Dean

Associate Dean, Research

**Legislative References:**

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

*National Statement on Ethical Conduct of Human Research (revised 2018);*

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

*TEQSA Act 2011*

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