



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:

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

Information Type	Document Name
	Whistleblower Policy and Procedure
Roles and responsibilities	Higher Degrees by Research Procedure
Refund	Student Refund Policy and Procedure Special Circumstances Applications Procedure Statement of Tuition Assurance
Withdrawal from subjects	Withdrawal and Deferral Policy and Procedure
Withdrawal from the course and leave of absence	Higher Degrees by Research Procedure

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

Current Status:	Version 3.4
Approved By:	Academic Board
Date of Approval:	11 September 2024
Effective From:	11 September 2024
Previous Version:	13 March 2024 1 August 2023 16 January 2023 26 October 2021 6 July 2021 22 February 2021 8 September 2020 10 March 2020 30 October 2019 21 August 2019 21 February 2019 9 December 2016 (<i>Research Degree Administration Policy and Procedure, Version 7</i>) and 20 December 2017 (<i>Research and Research Degrees Policy, Version 5</i>)
Date of Next Review:	11 September 2027