Edith Cowan University
Guideline

Guideline Title: **Off-campus, industry-engagement, and joint Higher Degree by Research (HDR) Programs**

Guideline Owner: **Dean, Graduate Research**

This guideline supports the University to operationalise the Research Training Policy and must be complied with.

1. INTENT

This Guideline outlines the process and requirement for off-campus, industry-engagement, and joint HDR programs/courses, including the roles and responsibilities of the Candidate, Supervisors, and the University. This Guideline informs the way that off-campus, industry engagement and joint HDR programs will align with principles outlined in the Higher Education Standards Framework and the recommendations of the Australian Council of Graduate Research.

2. ORGANISATIONAL SCOPE

This Guideline applies to all Staff, Candidates and Supervisors involved in any aspect of Higher Degrees by Research (HDR) including adjunct positions and emeritus professors that administer, supervise, or otherwise contribute to HDR Candidates and HDR Courses.

3. DEFINITIONS

The *University Glossary* and definitions in the Research Training policy apply to this Guideline.

3.1. Off-campus HDR enrolment refers to a mode of study that does not require the Candidate to be physically present at an ECU campus. Candidates may be located within Australia or overseas.

3.2. A joint PhD is an arrangement where institutions collaborate on research training activities and can include dual award or jointly-badged PhD programs.

4. GUIDELINE CONTENT

4.1 This Guideline should be read in conjunction with the [Research Training](#) policy, [Conducting Research With Integrity](#) policy, [Educational Partnerships](#) policy, *[Admissions, Enrolment and Academic Progression Rules](#)* and associated operational documents.

OFF-CAMPUS CANDIDATES

Eligibility

4.2 Applicants are recommended to contact their nominated Supervisor, Course Coordinator and relevant Associate Dean (Research) for details on the suitability of their proposed research project or course for off-campus study.

4.3 Applicants are ineligible if they are an international student residing in Australia and holding a student visa.

4.4 International Candidates based overseas are permitted to enrol on a part-time basis, as the requirement for full-time study under Australian visa conditions does not apply.

4.5 All Candidates must meet the admission requirements for the relevant course. In addition, off-campus applicants must demonstrate:

    a.   a high degree of self-motivation and independence;
    b.   that the proposed research can be completed off-campus; and
    c.   endorsement from any external collaborative institutions providing support or facilities required for the research.

4.6 If approved by their Supervisor Panel, relevant Associate Dean (Research), and the Dean, Graduate Research, existing on-campus Candidates may apply to transfer to an off-campus mode. On approval, Candidates will be required to forfeit access to any desk or laboratory space they occupy at an ECU campus.
Note: International Candidates wishing to transfer to an off-campus mode should consider any visa implications and seek independent migration advice in this regard.

Application

4.7 Off-campus enrolment to the relevant HDR course will be considered upon application, and on a case-by-case basis.

4.8 Course applications involving off-campus enrolment must be supported by an [Off-Campus Doctor of Philosophy Agreement](#). Prior to providing a course offer, the Associate Dean (Research) will consider the required support of the applicant and suitability of the proposed project to be conducted off-campus. This will include considerations for contact, project needs, external supervision, accreditation or professional requirements, and the digital literacy of both Supervisors and applicant. The Principal Supervisor and relevant Associate Dean (Research) must be convinced that the applicant has the personal maturity and research experience to pursue independent, sustained, and structured research off-campus prior to enrolment.

4.9   International Candidates may be required to spend some time in Australia to meet their home country's regulatory requirements governing degrees awarded by foreign universities. Candidates must familiarise themselves with such requirements prior to applying to the course.

Fees and Funding

4.10   Candidates may be eligible to apply for an internal or externally-funded scholarship, stipend, or bursary. However, several scholarship conditions do not allow for overseas, off-shore or off-campus enrolment. Applicants are encouraged to review the conditions of each scholarship to determine their eligibility. Prior to accepting a Scholarship or Bursary, Candidates will be provided with terms and conditions, including any obligations and responsibilities relating to the Scholarship or Bursary.

Supervision and Resources

4.11   Off-campus Candidates must receive an equivalent level of support from the Supervisors, School, and University, as their on-campus counterparts, however, it should be noted that off-campus Candidates may not be entitled to a workspace or some physical resources that are provided when completing a Higher Degree by Research on-campus.

4.12   Off-campus Candidates will have access to the same or equivalent research support to on-campus Candidates. This may include access to training and professional development, digital technologies, Library services, and support from peer mentors.

4.13   Off-campus Candidates and their Supervisors must maintain regular contact as outlined in the Supervisor/Candidate Agreement. Ideally the Principal Supervisor should arrange to meet the Candidate on multiple occasions during candidature, noting this is normally a virtual meeting but may be face-to-face if mutually agreeable. Supervisors may need to provide a tailored induction for external Candidates.

Candidature Management

4.14   Research conducted off-campus, whether in Australia or overseas, may have additional external governance and ethical requirements. Candidates must be aware of and meet all their research governance requirements, including those outlined in the Guideline: HDR Milestones. If approved by the relevant Associate Dean of Research, off-campus Candidates may present their oral proposal presentation and oral examination (if relevant) on an appropriate videoconferencing platform, approved by the relevant Associate Dean (Research).

Completion and Conferral

4.15   The Candidate's thesis will be submitted and assessed as outlined in the *Admissions, Enrolment and Academic Progression Rules* and Guideline: HDR Thesis Examination. Upon completion of the degree, off-campus Candidates may elect to attend a graduation ceremony.

INDUSTRY ENGAGEMENT

4.16   The ECU Industry Engagement HDR Program provides a pathway for Candidates to engage with an industry partner, community organisation or government agency, to provide real-world solutions to an identified problem. The Candidate may formally engage with industry partners through a range of mechanisms including:

- Co-supervision with Industry Partners (see Guideline: HDR Supervision);
- Industry Engagement Scholarship; and/or
- Internship, Work Integrated Learning, or Placement with an Industry Partner.

4.17   An agreement between the Industry Partner and ECU is required prior to establishing an Industry Engagement Scholarship, Internship, Work Integrated Learning, or Placement with an Industry Partner. The agreement must outline the general conditions that will govern the arrangement, including support for the Candidate. The following should be considered and, to the extent they are relevant, be included:

   a.   financial arrangements including payment of tuition fees, living support stipends, travel and accommodation support, and research support;
   b.   expectations relating to the amount of time to be spent by the Candidate within the industry setting;
   c.   duty of care to the Candidate, work health and safety and appropriate inductions;
   d.   process for securing ethics and safety clearances;
   e.   provision of equipment, facilities, resources, funding, and other support;
   f.   supervisory arrangements, including proportion of time each member of the supervisory team will spend with the Candidate;
   g.   progress review and monitoring arrangements;
   h.   arrangements for ensuring the Candidate's leave entitlements are calculated and apportioned accurately;
   i.   intellectual property, confidentiality and copyright matters;
   j.   privacy and data management, including the management of primary research materials and data;
   k.   information security and acceptable use of information systems;
   l.   expectations relating to reporting, dissemination of research outcomes, and authorship;
   m.   process for submission of grievances, investigation of allegations of misconduct, and consequences of misconduct.

Eligibility

4.18   Expressions of interest to establish a new Industry Engagement Scholarship must be submitted by the relevant ECU Supervisor as per the Industry Engagement Scholarship Scheme Guidelines. An enterprise risk assessment and due diligence must be completed by relevant parties upon the establishment of any co-funded HDR agreement. This risk assessment must be reviewed by Schools when enrolling any Candidates under the agreement. More details on the establishment process for the scholarship are located on the Research Staff Intranet webpage.

4.19   Candidates undertaking an Industry Internship, Work Integrated Learning or Placement are not required to be recipients of a scholarship.

4.20   Candidates must be enrolled at ECU in a Masters by Research, Doctor of Philosophy, or integrated Doctor of Philosophy. Candidates may be domestic or international Students enrolled in on- or off-campus study modes.

Fees and Funding

4.21   Candidates enrolled in an Industry Engagement HDR Program may have access to a scholarship, stipend, or bursary. For more information refer to the [Industry Engagement Scholarship Guidelines](). Candidates must be provided with terms and conditions including any obligations and responsibilities relating to the Scholarship or Bursary prior to accepting.

Supervision and Resources

4.22   Industry Partners are expected to collaborate with the ECU Supervisors in the supervision and mentoring of the Candidate and their research project.

4.23   All supervisory arrangements, including the proportion of time each member of the supervisory team will spend with the Candidate, must be detailed in the Industry Agreement and Candidate Supervisor Agreement.

Candidature Management

4.24   All HDR Candidates must meet the milestones and complete Progress Reports outlined in the *[Admission, Enrolment and Academic Progress Rules]()* and [Guideline: HDR Milestones](). The project progress will be monitored in partnership between the industry Supervisor and ECU Supervisors as outlined in the relevant agreements. It is strongly recommended that industry Supervisors are involved in the milestone and Progress Report discussions with Candidates.

4.25   Candidates receiving a scholarship are also required to adhere to the terms and conditions of their scholarship.

Completion and Conferral

4.26   The Candidate's thesis will be submitted and assessed as outlined in the *[Admissions, Enrolment and Academic Progression Rules]()* and in [Guideline: HDR Thesis Examination](). Upon completion of the degree, off-campus Candidates may elect to attend the graduation ceremony.

JOINT, COTUTELLE, or COLLABORATIVE HDR PROGRAMS

4.27   The Educational Partnerships Policy outlines the requirements for establishing, monitoring, and reporting on Joint or Dual Degrees. A joint PhD is an arrangement where institutions collaborate on research training activities and can include dual award or jointly-badged PhD programs. Such programs should only be established if there are demonstrable collaborative links between two or more partnering institutions, and where a Joint PhD program would enhance those links. Further details regarding joint awards are outlined in the [TESQA Joint and Dual Awards guidance note]().

4.28   Joint PhD programs include one of two categories:

a. **Dual HDR Award**
A HDR program requiring a formal arrangement for a Masters by Research or PhD Candidate to be jointly supervised by ECU and another institution. The Candidate is enrolled at both institutions and receives two testamurs acknowledging one award. The ECU testamur will have inscribed that the degree was undertaken under a joint PhD arrangement and must include the name of the other institution.

b. **Jointly-Badged HDR Award**
A HDR program requiring a formal arrangement for a Masters by Research or PhD Candidate to be jointly supervised by ECU and another institution. The Candidate is enrolled at both institutions and receives a single jointly badged testamur acknowledging the one award. The testamur must name both providers that are awarding the qualification. Jointly-badged HDR Awards will only be established where there is evidence of an existing, and anticipated ongoing, collaboration between institutions with an expected likelihood of attracting cohorts of Candidates on a regular basis.

4.29 An agreement between ECU and the partner institution must be established prior to enrolling HDR Candidates into a Joint HDR course. The agreement will, at a minimum, outline general conditions that will govern the arrangement, and be written in consideration of any relevant regulator guidance (including the TESQA Joint and Dual Awards guidance note). An enterprise risk assessment and due diligence must be completed by relevant parties upon the establishment of any co-funded HDR agreement. This risk assessment must be reviewed by Schools when enrolling any Candidates under the agreement.

4.30 Each individual Joint HDR Candidate enrolment must be governed by an individual Joint HDR Candidate Agreement. The Joint HDR Candidate Agreement must include relevant details on:

a. course of study;
b. which institution will be the home and host institution (the home institution will typically be the institution where the Candidate spends a higher proportion of time);
c. the amount of time to be spent by the Candidate at each institution;
d. duty of care to the Candidate, work health and safety and appropriate inductions;
e. financial arrangements including payment of tuition fees, living support stipends, travel and accommodation support, and research support;
f. process for securing ethics and safety clearances;
g. provision of equipment, facilities, resources, funding, and other support;
h. supervisory arrangements, including proportion of time each member of the supervisory team will spend with the Candidate;
i. progress review and monitoring arrangements;
j. arrangements for ensuring the Candidate's leave entitlements are calculated and apportioned accurately;
k. intellectual property, confidentiality, and copyright matters;
l. privacy and data management, including the management of primary research materials and data;
m. information security and acceptable use of information systems;

      n.   expectations relating to reporting, dissemination of research outcomes, and authorship;

      o.   submission and examination requirements; and

      p.   process for submission of grievances, investigation of allegations of misconduct, and consequences of misconduct.

Eligibility

4.31   Joint HDR agreement should be established prior to course commencement but may be available to current and prospective domestic and international Candidates who have consumed one third or less of their candidature.

4.32   Candidates must meet the admission requirements for the relevant Course at each institution.

4.33   Approval must be given by the relevant School Executive Dean and the Dean, Graduate Research, or their equivalents in both institutions, before a Joint HDR Candidate Agreement is entered into.

Fees and Funding

4.34   Candidates enrolled in a Joint or Collaborative HDR program may have access to a scholarship, stipend, or bursary. Candidates will be provided with terms and conditions including any obligations and responsibilities relating to the Scholarship or Bursary prior to accepting.

4.35   All financial arrangements including payment of tuition fees, living support stipends, travel and accommodation support, and research support, must be detailed in the [Joint HDR Candidate Agreement](#).

4.36   HDR Candidates may receive stipend support from each institution consecutively but not concurrently.

4.37   Recipients of University scholarships, or other external funding such as government scholarships may require additional approval to participate in a joint HDR program.

Supervision and Resources

4.38   The Candidate must be jointly supervised by both institutions.

4.39   Supervision panels must meet the requirements outlined in the University's HDR Supervisor Procedures, and those of the partner institution.

4.40   A minimum of one Supervisor is required from the partner institution for the entire duration of the candidacy, however, the Principal Supervisor would normally be located at the Candidate's home institution.

4.41   Supervisors from both institutions must meet their responsibilities as outlined in the HDR Supervisor Procedures, and any equivalent procedures of the partner institution.

4.42   External Supervisors must be registered on the ECU HDR Supervisor Register. All supervisory arrangements, including the proportion of time each member of the

supervisory team will spend with the Candidate, must be detailed in the Candidate/Supervisor Panel Agreement.

Candidature Management

4.43   Joint HDR Candidates must comply with both institution's HDR policies and guidelines, and meet all requirements of both institution's admission, milestone, progress reporting and examination requirements.

4.44   Candidates must complete progress reports throughout their entire enrolment in the Joint HDR program. It is strongly recommended that all Supervisors are involved in the milestone and Progress Report discussions with Candidates.

4.45   Candidates will be actively enrolled at both institutions, however, at any one time, the Candidate must only be active at one institution, and on leave or intermission from the other.

4.46   Candidates must spend a minimum of one year of their degree at each institution, unless otherwise agreed within the Joint PhD Candidate Agreement.

4.47   When studying overseas, Candidates must complete the Off-Campus Doctor of Philosophy Agreement.

Completion, examination, and conferral

4.48   The Candidate must meet the Conditions of Award of PhD at each institution. The final version of the thesis must be submitted to both universities. The examination process will normally be administered by the home institution but must satisfy the examination requirements of both institutions. Arrangements regarding examination are required to be documented in the Joint HDR Candidate Agreement and variations.

4.49   For a Dual award PhD, the Candidate will receive one award of the Degree of Doctor of Philosophy, which will be evidenced by a testamur from each institution. The ECU testamur will be inscribed 'conferred as a single degree under a Joint PhD program between (name of home institution) and (name of host institution)'. All documentation related to the award will state that it is a single PhD jointly awarded by both the home and host institutions.

4.50   For a Jointly Badged PhD, the Candidate will receive one award of the Degree of Doctor of Philosophy, made jointly by ECU and the host institution, which will be evidenced by one testamur. The design of the testamur must comply with ECU's policies on jointly badged awards.

4.51   The graduand will be invited to attend the graduation ceremony of their home institution.

5.   ACCOUNTABILITIES AND RESPONSIBILITIES

The Guideline Owner is Dean, Graduate Research and has overall responsibility for the content of these guidelines and their operation.

The Manager, Graduate Research Services is responsible for currency of information and provision of advice relating to these guidelines.

6. RELATED DOCUMENTS

Statutes and Rules

Admission, Enrolment and Academic Progress

Policies

Conducting Research with Integrity
Educational Partnerships
Research Training
Testamurs - Issue and Control

Operational documents and resources

Australian Code for the Responsible Conduct of Research
Forms, Policies and Guidelines
Guideline: HDR Supervision
Guideline: HDR Milestones
Guideline: HDR Thesis Examination
Industry Engagement Scholarship Scheme Guidelines
Joint HDR Candidate Agreement
Off Campus PhD Agreement
Supervisor/Candidate Agreement
TEQSA - Joint and Dual Higher Degrees by Research Between Australian Higher Education Providers

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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