

## Procedure 9: Off-campus Enrolment

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### 1. OVERVIEW

Application for enrolment in off-campus mode is considered on a case-by-case basis as not all projects are suited to online study, and not all disciplines offer this enrolment mode.

Applicants wishing to enrol in off-campus mode will be required to provide additional information to support their application. Applicants intending to study off-campus are expected to have a clear idea of their intended project, to be self-motivated and independent, and be pro-active in seeking support and developing connections with the School and with wider research community.

Applicants intending to undertake research at another facility must ensure they meet the requirements of that facility. Written endorsement from a position of authority must be provided with this application to demonstrate that the research is supported and endorsed.

Before approving off-campus enrolment, the Dean of School (or nominee) must ensure that due consideration has been given to meeting the program requirements and how the applicant will be supported. This includes maintaining contact, project needs, external supervision, and the digital literacy of both supervisors and applicant.

Enrolment in off-campus mode must be supported by an Off-campus Doctor of Philosophy Agreement endorsed by the applicant, supervisor, School and final approval is granted by the Graduate Research School.

Once enrolled in off-campus mode, doctoral candidates may expect an equivalent level of support as on-campus doctoral candidates. The program requirements and milestones will apply to all doctoral candidates, regardless of enrolment mode.

### 2. ROLE OF SUPERVISORS

- Prior to enrolment, supervisors should discuss what their respective roles will be and communicate that in writing to the candidate.
- There should be clear expectations about written work including which supervisor(s) will respond and the timelines for response.
- There should be a clear timetable for meetings as outlined in the the Supervisor/Candidate Agreement, or as requested by the candidate if needed. Skype or videoconferencing should be used for meetings with external candidates.
- Email is a useful means of communicating with candidates; however, this needs to be very carefully managed when providing candidates with criticisms or dealing with difficult situations. In these circumstances, Skype or videoconferencing should be used.
- When giving feedback on a candidate's work, it is good practice to flag comments on the written work and then follow up with discussion via Skype, videoconferencing or telephone.
- Response times to emails from candidates are very important. If a query is not able to be responded to immediately, then a reply indicating the timeline for a response is good practice.
- All supervisors should copy each other when emailing the candidate, and the candidate should include all supervisors in their communications.
- Supervisors may need to provide a tailored induction for external candidates and include mention of the support provided by the candidate's School and the Graduate Research School.
- Supervisors should ensure that their candidates are able to present their work at appropriate forums.
- Ideally the principal supervisor should arrange to meet the candidate in person at least once a year, either at an ECU campus, elsewhere in Australia, in the candidate's home country or at a conference.

### **3. ROLE OF CANDIDATES**

- The candidate needs to establish clear timelines with their supervisor(s) as to when they will visit ECU, when they plan to attend conferences and when they plan to have holidays.
- There will be circumstances where the candidate will need to be proactive in arranging a Skype, videoconference or telephone meeting to discuss concerns they have.
- It is good practice to send an email to all supervisors summarising the outcomes of each supervisory meeting.