

Procedure 3: Candidature Management

1. OVERVIEW

Candidature management is the process of developing a project plan, setting realistic goals, meeting regularly with the supervisor panel, and having strategies in place to overcome any likely barriers or risks to the project so that milestones can be met within the timeframes outlined in the Admission, Enrolment and Academic Progress Rules.

2. TIMEFRAMES

- 2.1 All HDR candidates are expected to meet the requirements of Confirmation of Candidature within 12 months of first enrolment for full time students (or part-time equivalent). Candidates who do not have requisite coursework should aim to complete the requirements for Confirmation of Candidature within six months.
- 2.2 The duration of candidature for doctoral students is a minimum of two and a maximum of four years full-time, or part-time equivalent. Doctoral candidates who do not have requisite coursework should consult with their supervisors and develop a project that can be completed within three years.
- 2.3 The duration of candidature for Master by Research students is a minimum of one and a maximum of two years full-time, or part-time equivalent.
- 2.4 Candidates (subject to visa or scholarship conditions) can vary enrolment percentages via the Progress Report. Other variations to enrolments such as changing enrolment can be applied for via the Variation to Research Higher Degree Candidature Form, submitted to Admissions area in Student Administration. Variations will require the approval of the principal supervisor.

3. EXTENSIONS

- 3.1 All extensions are considered on a case-by-case basis, and take into account factors which have delayed a candidate's progress that are beyond the control of the candidate. Work commitments are not considered a factor beyond a candidate's control and are not usually accepted as the grounds for an extension.
- 3.2 Candidates may seek an extension to provisional candidature from the Associate Dean Research of their School, using the [Application to Extend Provisional Candidature](#) form. The maximum extension to provisional candidature is three months.
- 3.3 Candidates who do not complete confirmation of candidature within the expected timeframes, or within the extension period, or who do not apply for an extension, will be recommended for exclusion to the Board of Examiners by the Associate Dean Research for failing to progress satisfactorily.
- 3.4 Candidates who believe they will exceed the maximum duration of candidature associated with their course should apply for an extension at least 3 months before their candidature is due to expire. Candidates may seek an extension to candidature from the Associate Dean Research of their School, using the Application to Extend Candidature form.
- 3.5 Where a candidate has been granted an extension to candidature, they will not subsequently be permitted to have their enrolment in the relevant course of study deferred or intermitted, unless the Associate Dean Research determines otherwise.
- 3.6 Applications to extend candidature must be accompanied by a Finishing Contract.

4. FINISHING CONTRACTS TO ACCOMPANY EXTENSION TO CANDIDATURE REQUESTS

- 4.1 A finishing contract should contain sufficient information for the Associate Dean Research to determine if an extension to candidature is warranted, and if so, the length of extension:

- A brief overview of the candidate's progress to date
- Tasks remaining to be done prior to submission of the thesis
- Any anticipated barriers and how these will be dealt with
- A timeline of tasks and actions for the candidate and supervisor panel.

5. FOR FURTHER INFORMATION:

[The Research Journey, Managing Your Candidature](#)