Designated Cohort Application Form:

Federation University Australia is committed to offering higher degrees by research to designated cohorts of applicants who meet special eligibility provisions and/or advanced standing.  The processes for making a case for special entry or advanced standing selection requires designated HDR cohorts to be tightly managed, with key responsibilities to be maintained as outlined below. Further information regarding Designated Cohorts can be found in the [HDR Selection Policy](http://policy.federation.edu.au/research/higher_degrees_by_research/hdr_candidate_selection/hdr_candidate_selection/ch01.php).

Cohort Coordinator/s:

Cohort Start Semester:

|  |  |
| --- | --- |
| Specific cohort targeted and requested arrangements |  |
| Rationale for request |  |
| Benefits to University |  |
| Risks associated with requested arrangements |  |
| Entry requirements |  |
| Supervision arrangements |  |
| Research skills development support program |  |
| Progress |  |
| Resourcing |  |

## Establishing a Special Cohort

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| --- | --- | --- |
| Action | Responsibility | Comments |
| 1. Make a case for special entry or advanced standing. | Executive Dean | Special eligibility and/or advanced standing requests can be submitted by Faculties or Research Centres.  In some circumstances a special cohort may be proposed by an external organisation; such a proposal will require designation of a Faculty to champion the proposal and provide a “home” for students.  To ensure that an effective case is made, the following evidence should be provided as a minimum on the appropriate form:   * The name of the FedUni program for which special arrangements are sought. * Estimated size of the cohort intake. * The exact nature of the special arrangements sought. * The nature of the designated cohort. * The contact person (by position) within the Faculty, Centre or other institution. * The rationale for the request for advanced standing or special eligibility consideration, including the benefits to be gained for the University, for the external institution if appropriate, and for the students. * The risks associated with the special arrangements and proposed risk management procedures. * Specifically for advanced standing: The case for ability of the cohort to complete the program successfully in the reduced time that remains. |
| 1. Respond to request for special entry or advanced standing provision. | Deputy Vice-Chancellor (R&I) or approved nominee | The Deputy Vice-Chancellor (R&I) or approved nominee will examine the case, request further information if necessary, and prepare the application for forwarding to RHDSC.  The application form and evidence should be retained in Research Services for future reference. |
| 1. Recommend approval of cohort provisions | RHDSC | RHDSC will consider and recommend for approval applications for special eligibility provisions and advanced standing for designated cohorts. |
| 1. Approve cohort provisions | Academic Board | Academic Board will approve RHDSC recommendations for approval of the application for special eligibility provisions or advanced standing. |
| 1. Notify decision and place approval on special/eligibility register | RHDSC | The originating Faculty/Centre or external institution will be informed of the decision, and a register of approvals for designated cohorts will be kept in the Research Services.  Letter of offer to students admitted under the approved provision will refer to the approval and outline the conditions of offer. |