Formal Matters

We acknowledge the Traditional Owners of the land in which our meetings take place, the Wadawurrung and Gunaikurnai people, and pay our respects to their Elders past and present.

1. Apologies and welcome

The apologies will be received at the meeting.

Recommendation RHDC2/17/1
That the apologies for the meeting be received and accepted.

For resolution
Chair

2. Preliminary matters

3. Minutes of the previous meeting

Members are invited to confirm the minutes of previous meeting RHDC1/17.

Recommendation RHDC2/17/2
Research Higher Degree Committee confirms the minutes of meeting RHDC1/17 held on 9th February 2017.

For resolution
Chair
Agenda paper 3
4. Starring of items and approval of non-starred items

4.1 Starred items
Consider which items should be starred and therefore open for discussion in addition to those already marked with an asterisk.

For consideration

4.2 Non-starred items
Recommendation RHDC2/17/2
All items on the agenda “not starred” be adopted without discussion and the action recommended be taken, or the information therein noted.

For resolution
Chair

5. Business arising from the minutes

5.1 Action summary from RHDC1/17

For reporting
Chair
Agenda paper 5.1

6. Revised Terms of Reference

6.1 Terms of Reference

For noting
Assoc Prof Kim Dowling
Agenda paper 6.1

6.2 Memo from Academic Board

For tabling in the meeting
Assoc Prof Kim Dowling

7. Chair’s report
The Chair will provide a report to the Committee.

For reporting
Chair

8. Deputy Vice Chancellor of Research and Innovation (DVCRI) report
The DVCRI will be invited to report to the Committee.
9. Matters discussed at Academic Board Meeting AB1/17

For noting
Agenda paper 9.1
Agenda paper 9.2

10. Matters discussed at Research Committee Meeting RC1/17

For noting
Agenda paper 10

11. HDR Supervision arrangements item referred from Academic Board

For discussion
Agenda paper 11

12. HDR candidature matters and updates

12.1 HDR Completions

For noting
Agenda paper 12.1

12.2 New applications and Confirmation of Candidature

For noting
Agenda paper 12.2

12.3 Supervisors added to the register

For noting
Agenda paper 12.3

12.4 Examination Results for Student 301067064

For discussion
Agenda paper 12.4.1
Agenda paper 12.4.2
13. **RTP Policy Documents**

13.1 RTP Policy  
For reporting  
Ms Rebekah Bailey  
Agenda paper 13.1

13.2 RTP Timeline  
For tabling in the meeting  
Ms Rebekah Bailey

14. **Reports from the Faculties on HDR matters**

14.1 Federation Business School  
Dr Ernesto Valenzuela will provide a report to the meeting.  
For reporting  
Dr Ernesto Valenzuela

14.2 Faculty of Education and Arts  
Dr Karen Crinall will provide a report to the meeting.  
For reporting  
Dr Karen Crinall

14.3 Faculty of Health  
There will be no report from the Faculty of Health at this meeting, as Dr Simon Cooper is an apology.

14.4 Faculty of Science and Technology  
Professor Rae Mackay will provide a report to the meeting.  
For reporting  
Professor Rae Mackay

15. **Athena SWAN Update**  
For noting  
Meg Merryees  
Agenda paper 15
Agenda

16. Other Business

17. Date of Next Meeting

The next meeting of Research Higher Degree Committee RHDC3/17 will be held on Thursday 27 April 2017 at 10.30am in the Council Room (T103), Mt Helen Campus and vide-conferenced to Room 2W 263, Gippsland Campus.
1 Welcome
The Chair welcomed members to the first ever meeting of the Research by Higher Degrees Committee.

The apologies were received and accepted.

2 Preliminary matters

2.1 Deputy Chair
The Chair confirmed the appointment of Dr Carole Wilson to the Deputy Chair of Research by Higher Degrees Committee for 2017, as only one nomination was received.
2.2 Terms of reference
The Chair thanked both the Deputy Vice Chancellor of Research and Innovation (DVCRI), and Prof Kim Dowling, as the Academic Board Chair, for recognising the importance of the Higher Degree by Research (HDR) space in the University and elevating the Research by Higher Degrees Committee to become a standing committee of the Academic Board. The Chair highlighted that the new Committee’s focus is about strategic direction and advice, more than operational matters.

The members discussed the terms of reference.

Resolution RHDC1/17/1
The Committee recommended to Academic Board for approval, that the “by” be removed from the name, making the new name “Research Higher Degrees Committee”.

The Chair raised three additions to the membership:
1. That the Executive Dean of Graduate Studies position should be listed as a member of the Committee, in their own right, separate from the Chair.
2. That the Graduate Centre Program Coordinator should be a member; and
3. That there should be representation from the student body.

Members discussed the possibility of a student representative on the Committee. Concerns were raised regarding the confidentiality of discussions, and the potential for conflicts of interest. The procedure for asking a member to leave the meeting was discussed. It was suggested that the student representative could be a regular attendee, but not a member.

Members discussed appropriate procedures for electing a student representative, as normally the Student Senate elects representatives.

The Chair clarified that if a position was shared between two people, that only one need attend the meeting. If all members of the Committee agreed, both people could attend the same meeting, with the understanding that they would share one vote between them. It was agreed that advice would be sought from the University’s Governance unit on appropriate options, and that the Committee would compare the arrangements with some other universities.

The Chair asked for someone to nominate for the role of reporting back from the Research Committee and Professor Leigh Sullivan volunteered for the role.

Resolution RHDC1/17/2
The Committee recommended to Academic Board for approval, that the Executive Dean of Graduate Studies be listed as a member of the Committee.

Resolution RHDC1/17/3
The Committee recommended to Academic Board for approval, that the Graduate Centre Program Coordinator be listed as a member of the Committee.

Action item
The option of a student representative to be investigated and options presented at the next meeting.

2.3 Delegations and approvals

The Chair noted that many HDR operational delegations sat with the previous Research by Higher Degree Sub-Committee as part of the Research Committee, it was agreed that these be transferred to the Research by Higher Degrees Committee in the interim to enable the Executive Dean of Graduate Studies to authorise the required approvals. The Chair of Academic Board is currently reviewing the academic delegations and it is timely to include the HDR specific delegations in that review.

Action item
The Chair of Academic Board undertook to meet with a working group including a member of Research Services, and both Chairs of the Research Higher Degrees Committee and Research Committee to tabulate the delegations and stages of approval, and return them to the Committee for consideration.

3 Minutes of the previous meeting of Research by Higher Degrees Sub-Committee

The minutes of the previous Research by Higher Degrees Sub Committee had been approved by the former Chair. The Chair confirmed that all action items had been completed and that no matters were required to be brought forward.

The Chair of the Academic Board reported that she had contacted the Faculty Executive Deans regarding supervisory arrangements when staff leave the University. The matter is being followed up by the Deputy Vice Chancellor Academic who will report to Academic Board. The Research Higher Degrees Committee will be updated on developments.

4 Starring of items and approval of non-starred items

4.1 Starred items
No additional items were starred.

4.2 Non-starred items

Resolution RHDC1/17/4
All items on the agenda “not starred” were adopted without discussion and the action recommended be taken, or the information therein noted.
5 Deputy Vice Chancellor of Research and Innovation (DVCRI) report

The DVCRI spoke about the establishment of the new committee and the Executive Dean of Graduate Studies position being a strong message of the high value of Higher Degree Research (HDR) students and the core role of research to the University. These will drive research, and develop the research culture, ethic and excitement within the University. He mentioned the Strategic Research Plan, which was endorsed by the Council and the Academic Board last year, and undertook to circulate a printed copy to all members.

The DVCRI drew attention to Point 11 in the Strategic Plan concerning HDR students, noting four strategies to improve HDR training and completions:

1. Increase HDR enrolments by enhancing scholarship opportunities, by greater provision of university and industry based scholarships.
2. Establishing the role of the Executive Dean of Graduate Studies.
3. Enhance HDR training and performance to boost completions. Ensure that the training for supervisors supports capable and experienced supervisors to ensure quality supervisors who in turn support timely completions.
4. Conducting annual HDR conferences to allow for dissemination of early findings of research.

The DVC (RI) also briefly discussed the importance of completions in attracting funding, and the various weightings for funding.

5a Chair’s report

The Chair thanked everyone for welcoming and supporting the role of Executive Dean of Graduate Studies. Professor Finch will be attending meetings of the Australian Council of Graduate Research (ACGR), and the Regional Universities’ Network (RUN) Deans of Graduate Studies, and reporting back on the national agenda at the next meeting.

Professor Finch is consulting with HDR Coordinators and Associate Deans of Research (ADRs) across the faculties, and is very interested in the different issues experienced in each area which will be further explored.

She noted her intention to ensure HDR needs are addressed in a University-wide policy review and to develop strategies to implement the policies.

In her role as Executive Dean of Graduate Studies, the Chair is reviewing forms and procedures to improve processing and revising the Graduate Centre Program (GCP) to be more inclusive of all disciplines. She is seeking active involvement from all faculties. Research marketing is another important area to focus on, especially the Research Priority Areas (RPAs) and showcasing the good work of the HDR candidates.
6 Items of new business / strategic developments

The Chair proposed that many of the new agenda items from this initial meeting be used to prepare the Committee’s Schedule of Business, which will be forwarded to Academic Board.

6.1 Review of all HDR policies / procedures.

Rebekah Bailey spoke about the changes to how research funding is allocated. The new Research Training Program Policy (RTP) is due on 30th June 2017. All candidature related policies and procedures, including approvals and delegations, will have to be reviewed as part of this.

Ms Bailey suggested that a major focus of the Schedule of Business be the GAP analysis and procedure reviews, to be considered by Research Higher Degrees Committee before the May meeting of Academic Board for approval. A new scholarship policy also needs to be in place, which can be referenced in other policies. At this stage, this will need to be referenced as being in revision.

6.2 Review of ADR / RHDC roles

The Chair will be discussing the role of ADRs with Executive Deans and aims to conduct some workshops considering the role from an HDR perspective and clarifying the responsibilities and expectations of the role. The Chair invited all members to share their concerns with her.

The DVCRI is also informally reviewing the roles and will report to a future meeting.

6.3 Participation in the design options for the future doctorate

Funding is available through an Office of Learning and Teaching (OLC) grant and has received support from DVCRI’s across universities. Professor Finch noted that it will be critical for the University to be an active participant in this to see how it is placed. The following link provides further information:

http://melbourne-cshe.unimelb.edu.au/research/higher-education/design-options-for-the-future-doctorate

Action item

The Chair to email ADRs and HDRCs with more information and a timeline in the next few weeks.
7 HDR candidature matters and updates

7.1 Recommendations for HDR awards
The two candidates in the agenda had been previously recommended to Academic Board for the receipt of their awards.

7.2 New applications
There were no items for discussion.

7.3 Confirmation of candidature
There were no items for discussion.

7.4 RPA scholarships
There were no items for discussion.

7.5 Approval of TD grade
There were no items for discussion.

7.6 Extension to candidature
There were no items for discussion.

7.7 Changes to supervision
There were no items for discussion.

7.8 Approval of examiners
There were no items for discussion.

7.9 Withdrawal from studies
There were no items for discussion.

7.10 Enrolment amendment
There were no items for discussion.

7.11 Changes of thesis title
There were no items for discussion.

9 HDR supervision matters and updates

9.1 Register of supervisors
The DVCRI talked about the new software (IRMA) that the university has invested in. Initially ERA will be the focus, with the HDR aspects being updated later on in the year. This software is a record keeping tool, and will also move many of the paper-based processes into the system. It can also be used to manage workflows and track progress, and will be accessible to users and supervisors.
9.2 Assessment of supervisory team capacity
An assessment of the University’s supervisory capacity is underway as it is an important aspect of supporting students and supervisors to a timely completion. The University needs to demonstrate that all supervisors are trained and have the capacity to instruct students. The Chair advised that she had been undertaking online supervisor training, called EPIGEUM. She had found it to be broadly focused, and include really relevant material. It could be provided to external supervisors. The Chair suggested that completion of the modules could form part of the registration to be a supervisor.

Action Item
The Chair was to send an email containing the links and information.

9.3 Supervisor training
The Chair advised that Rob Watson will be coordinating supervisor training this year and that a schedule is yet to be developed.

Action Item
The Chair will report back to the next meeting.

10 Confirmation of candidature enhancements
Professor Finch spoke about making sure that students complete within the required timeframe and suggested that one way to do this was to change the language around the milestones to have confirmation completed within 12 months. She suggested that a pre-confirmation meeting be a milestone to check they are on track for confirmation. Members discussed the possibility of including the EPIGEUM training modules in the milestones to ensure all students had completed 3 or 4 modules before confirmation. It was also suggested that attendance at some of the Graduate Centre Programs be made a requirement for students.

11 HDR conference date
This year’s Federation University Australia HDR Conference is to be held on the 27th July 2017.

12 Athena SWAN update
The University has signed up to be a SAGE Athena SWAN member, which promotes STEMM careers and opportunities for women. This will be added to the agenda as a regular item. The profiles of some of the female HDR students will be published on the Research Degrees webpage to celebrate the International Day of Women and Girls in Science. The SAGE Athena SWAN project addresses all forms of inequality, not just gender inequality.

The Chair thanked faculties for supporting the initiative and providing the contact with the students so that they could provide profiles of the work they’re doing. There was a nice range of stories, and faculties could also use the profiles for promotion.

Action Item
The Chair will circulate the link to all members.
It was mentioned that a student from FedUni had made the semi-finals of the 3-minute thesis competition, and was ranked second.

The Chair noted that it would be good to see a gender breakdown of HDR completions and enrolments. Ms Bailey highlighted that more females enrol, but more also dropout, so that the cumulative effect is a profile with less female HDR graduates.

**REPORTS**

13 **Research Services Report**  
There was no report as Ms Sharon Kitt was absent for the meeting.

14 **Federation Business School**  
Dr Ernesto Valenzuela reported to the meeting drawing attention to items included in the Faculty’s minutes, including:
- strategies to increase enrolments through a recognisable presence on the website, and
- the aim for providing two HDR scholarships each year.

15 **Faculty of Education & Arts**  
There was no report as Dr Karen Crinall was absent for the meeting.

16 **Faculty of Health**  
Associate Professor Cash reported that a number of scholarship submissions had been processed and the Faculty is to determine the number of scholarships it can fund this year. The Faculty was planning a research day mid-year and she will report back to the meeting on that. Associate Professor Cash also raised the issue of space for HDRs in the Faculty, and the DVCRI suggested that she discuss their requirements with the DVC of Student Support and Services, Mr Holland, who would be able to assist in that area.

17 **Faculty of Science & Technology**  
Stephen Carey reported that the Faculty had received two nominations for the student representative position on the Faculty Research Committee and an election was to be held to select the candidate.
18 The Research Pitch Challenge
Professor Leigh Sullivan informed members about an opportunity for PhD candidates. Universities Australia is running a competition called ‘The Research Pitch Challenge’, with a prize of $1500. Applicants would have to produce a 2-minute video, pitching their research at the Vice-Chancellor and University leaders. The due date was 23rd February, and the information was to be forwarded to any candidates who may be interested. It was suggested that CLIPP may be able to help in the production of the video.

Action item
Professor Sullivan was to forward the information to the Chair.

19 Schedule of Business
The Chair will construct a schedule of business based on the agenda items talked about at this meeting. The draft schedule of business will be circulated with the minutes of the meeting, and members invited to comment.

Action item
The Chair will construct a schedule of business based on the agenda items discussed at this meeting.

Action item
The Chair will circulate the draft schedule of business and members will be invited to comment.

20 Policy update document
The Chair suggested that the Research Committee could review the policies it might now be more appropriate for the RHDC to address. The list of policies is provided for information from the Policy Unit for each meeting.

21 Welcome to Secretariat
The Chair introduced Emily Hearnshaw as the new Secretariat for the Research Higher Degrees Committee and welcomed her on behalf of the Committee. The Chair thanked the mentoring support to Emily provided by Lisa Francis, from the university Secretariat.

22 Reserve meetings
The Chair noted that the 27th April meeting is currently listed as a reserve but confirmed that it will be held.

DATE OF NEXT MEETING
The next meeting of Research Higher Degrees Committee RC2/17 will be held on Thursday, 23 March 2017 at 10:30 a.m. in the Council Room (T103), Mt Helen Campus and video-conferenced to Room 2W 263, Gippsland Campus.
<table>
<thead>
<tr>
<th>Agenda item</th>
<th>Action</th>
<th>Officer</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>2. Preliminary matters</td>
<td>The option of a student representative to be investigated and options presented at the next meeting.</td>
<td>Chair</td>
<td>RHDC 2-17</td>
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<td>Chair of Academic Board</td>
<td>RHDC 2-17</td>
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<tr>
<td>6. Items of new business - Participation in the design options for the future doctorate</td>
<td>Professor Caroline Finch to email ADRS more information and a timeline in the next few weeks.</td>
<td>Professor Caroline Finch</td>
<td>RHDC 2-17</td>
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</tr>
<tr>
<td>9.2 Assessment of supervisory team capacity</td>
<td>The Chair to send an email containing the links and information about online supervisor training (EPIGEUM).</td>
<td>Chair</td>
<td>RHDC 2-17</td>
<td></td>
</tr>
<tr>
<td>9.3 Supervisor training</td>
<td>The Chair to report back on a schedule for supervisor training.</td>
<td>Chair</td>
<td>RHDC 2-17</td>
<td></td>
</tr>
<tr>
<td>12. Athena SWAN Update</td>
<td>The Chair to circulate the link to the Research Degrees webpage.</td>
<td>Chair</td>
<td>RHDC 2-17</td>
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</table>
Research Higher Degrees Committee

The Research Higher Degrees Committee (RHDC) is a committee of the University’s Academic Board.

Terms of Reference

Purpose

The Research Higher Degrees Committee addresses quality and compliance in all aspects of research higher degree engagement:

Responsibilities

- Provide advice and recommendations to the Academic Board on the admission and enrolment of applicants to research higher degrees, appointment of supervisors, student progress, examination processes, and the awarding of degrees.
- Provide advice to the Deputy Vice-Chancellor (Research and Innovation) on the award of higher degree scholarships.
- Recommend to the Academic Board policies and procedures relating to research training and research higher degrees candidature.
- Oversee compliance with national codes of conduct in research training.
- Promote compliance with University policies and procedures and adherence to national codes of conduct and guidelines for best practice in research and research training.
- Encourage excellence in research conducted under the auspices of the University’s research higher degree programs including timely completion of doctoral and research master’s theses.
- Receive, consider and respond to reports from, and provide advice to the Deputy Vice-Chancellor (Research and Innovation), Faculty Boards, relevant Faculty Committees, and Research Services on all aspects of research training.
- Foster the development and sharing of strategies for enhanced research culture, training and research higher degree experiences.

Membership

Ex-officio members
Chair of Research Higher Degrees Committee
Executive Dean of Graduate Studies
Associate Deans (Research)
Deputy Vice-Chancellor (Research and Innovation) or nominee
Chair of Academic Board or nominee
Higher Degree by Research (HDR) Co-ordinator from each Faculty
Graduate Centre Program Coordinator

Elected members
There are currently no elected members on the Committee.
Appointed members
There are currently no appointed members on the Committee.

Co-opted members
Director, Research Services
Team Leader, Higher Degree by Research

Appointment of Chair and Deputy Chair

Chair
The Chair of the Committee will be appointed for a period of two years by Council on the recommendation of the Chair of Academic Board, with a maximum of three consecutive terms. The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

Deputy Chair
The Committee will elect a Deputy Chair from its members at its first meeting each year for a one-year term.

Meetings
Meetings will comply with the Standing Orders of Academic Board

Related documents
Standing Orders (pdf, 67kb) of Academic Board
Federation University Australia Statute 2.2 Academic Board (pdf, 32kb)
Federation University Australia Regulation 2.2.2 Academic Board (pdf, 37kb)
Federation University Australia Statute 1.3 Meetings (pdf, 10kb) The Schedule (pdf, 8kb)
Federation University Australia Statute 5.1 - Academic Awards and Courses (pdf, 60kb)
Australian Qualifications Framework

For further information
Academic Secretariat | Email: academic.secretariat@federation.edu.au | Phone: 53279774 | URL: http://federation.edu.au/staff/governance/academic-board
An extract from the minutes of Academic Board meeting AB1/17 held on Wednesday, 22 February 2017 relating to Research Higher Degrees Committee matters, follows for your information.

17 Report from Research by Higher Degrees Committee

The Chair of Research by Higher Degrees Committee reported on the Committee’s first meeting as a standing committee of Academic Board since the introduction of the revised structure at the start of the year, as approved by Council in December 2016. The Chair thanked Academic Board for recognising the importance of the work of the Committee in the restructure, and also its recognition in the Strategic Research Plan under the purview of the DVC (Research and Innovation).

17.1 Minutes of meeting RHDC 1/17

The summary sheet and minutes of Research by Higher Degrees Committee meeting RC1/17 held 9 February 2017, will be received at the next meeting.

The following recommendations were submitted for approval in the additional paper circulated prior to the meeting, and it was resolved that,

17.2 Changes to terms of reference for Research by Higher Degrees Committee

Resolution AB1/17/6
Academic Board approved that the Committee’s name be changed to “Research Higher Degrees Committee” (removing the ‘by’).

Resolution AB1/17/7
Academic Board approved the addition of the Executive Dean of Graduate Studies position as an ex-officio member of the Committee.
Resolution AB1/17/8
Academic Board approved the addition of the Graduate Centre Program Coordinator position as an ex-officio member of the Committee.
RHDC1/17/3

Resolution AB1/17/9
Academic Board approved that the HDR operational matters currently under the remit of Research Committee, be transferred to the remit of the Executive Dean of Graduate Studies, pending the review of delegations being undertaken by the Chair of Academic Board.
RHDC1/17/4
Matters discussed at Academic Board Meeting AB1-17

11.4 Faculty HDR supervision arrangements during staff absences

Executive Deans were asked to report on their Faculty’s HDR supervision arrangements during staff absences and the Acting DVC (Academic) reported back on the information received. The Chair noted instances of HDR candidates being left without adequate supervision when staff leave the University had been brought to her attention, and that the Executive Dean of Graduate Studies has undertaken to investigate this further. The Chair thanked the Acting DVC (Academic) for collecting the information from Faculties, which will be taken into account during the next phase of investigation.

16.1 Minutes of meeting RC7/16 and RC CR4/16

The summary sheet and minutes of Research Committee meeting RC7/16 held 17 November 2016 and RC CR4/16 on 28 November 2016, were received and noted.

16.1.1 Recognition of CG9 Master of Technology (Enterprise Systems) as honours equivalent for HDR admission.

Research Committee submitted the above proposal for approval and it was resolved that,

Resolution AB1/17/6
Academic Board recognises CG9 Master of Technology (Enterprise Systems) as having honours equivalence for the purposes of entry to a PhD where graduates meet equivalence to H2A; or entry to a Masters by Research where graduates meet the equivalence to H2B.

Resolution RC7/16/4

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<th>ACTIONS FROM MEETING AB1-17</th>
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<td>Item</td>
<td>Item subject</td>
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<tr>
<td>11.4 HDR Supervision</td>
<td>further investigate arrangements when supervisors leave or absent for an extended period</td>
</tr>
<tr>
<td>17.2 RHDC Terms of reference</td>
<td>make approved changes and forward to AB next meeting for confirmation. Invite new members – forward meeting dates.</td>
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</table>
Matters discussed at Research Committee Meeting RC1/17

Action summary from RC7/16

It was noted that some actions and matters carried forward could be better addressed in the newly convened Research Higher Degrees Committee (RHDC), and the Chairs of both committees agreed to discuss the distribution of those actions. It was agreed that Item 11 regarding the development of a supervision workloads register would be managed by the Executive Dean of Graduate Studies.

Schedule of business

A draft Schedule of Business for 2017 was included in the agenda and the Chair invited members to consider items to add to its development at the next meeting. The following suggestions were noted:

- The development of pathways into HDRs will be moved to the Schedule of Business for the RHDC;
- The SAGE Athena SWAN project will be added as a standing item on the agenda;
- A VET Report section will be added to the Schedule of Business.

Research Higher Degrees Committee

It was agreed that a regular report from the Chair of Research Higher Degrees Committee is now unnecessary in the agenda and will be removed, given the new reporting lines of that Committee. The Chairs of both Committees will be able to raise relevant issues and seek the advice of the other Committee in a more ad-hoc way at meetings.

The Chair of RHDC foreshadowed that some procedures will need to be clarified given the change and one of these was the Show Cause process. It was agreed that the Show Cause process would be more appropriately managed between the RHDC and the DVC(RI), rather than with Research Committee.
HDR Supervision arrangements item referred from Academic Board

**AB8-16 12.5 HDR Supervision arrangements during supervisor absences**

**FEA**
- The Faculty of Education and Arts does not have formal, written guidelines and procedures for arrangements during HDR supervisor absences, it is always the case that we have one principal and at least one associate supervisor. Common sense is applied to absences. The individual supervisors negotiate to ensure that there is coverage during any absence (ranging from a couple of weeks through to several months such as OSP or LSL). If a supervisor resigns, the HDR Director negotiates with the student and supervisors to ensure that alternative arrangements are put in place prior to their departure.

**Business**
- Short Term Leave – Federation Business School manages short term leave HDR supervision arrangements through coordination and delegation of functions among the PS and AS(s).
- OSP – Federation Business School manages OSP leave HDR supervision arrangements through coordination and delegation of functions among the PS and AS(s).
- Long-term leave – There is not a general contingency mechanism for instances where one of the supervisors members leave the institution. Previously, situations have been managed through involvement of external supervision at consultancy rates.
- There is the need to involve the research portfolio within the faculty (ADR, HDRC) in permanent leave consultations/decisions.

**Health**
- The FoH does not have any formal guidelines and procedures for arrangements during supervisor absences. It has been the individual supervisor’s responsibility to ensure that the other members of the supervisory team cover what is required. If a supervisor resigns the HDR coordinator is alerted and contacts both the supervisor and student to make sure that appropriate continued or alternative supervision has been arranged prior to their departure.

**FoST**
- Two supervisors to ensure coverage.
Recommendations for Higher Degree by Research Awards

Faculty of Science and Technology

Faculty of Education and Arts
Gregory Young  Doctor of Philosophy
Jeannette Rein  Master of Arts

Faculty of Health

Federation Business School
Annex A - New applications and Confirmation of Candidature


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<th>Faculty</th>
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Nominee - Chair: Prof Caroline Finch

Signature:

Annex A2: New Applications for Candidature – Approved out of session

*For noting only - Applications will be considered out of session due to the number of outstanding documents required for approval.*

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<td>'When you go looking for me, I am not there': Women and women's work, described through absence</td>
<td>Dr Carole Wilson &amp; Dr Jill Orr</td>
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FOH 30334585 PhD P/T How do nursing academics engage with ICT within their nursing teaching? Prof Simon Cooper & Prof Lisa McKenna

FOH 30333551 PhD F/T What constitutes a successful model to engage Aboriginal families into the Maternal and Child Service in Victoria A/Prof Penny Cash & Dr Christina Sadowski

FOH 30329363 PhD F/T Community sports safety – implementation of policy and procedures for emergency management Dr Lauren Fortington & Prof Caroline Finch

FOST 30327677 PhD F/T Mine slope stability and deformation Dr Ali Tolooiyan & Prof Rae Mackay

FOST 30110560 PhD F/T Utilisation of the geared four bar slider crank mechanism for reciprocating compressors A/Prof Ibrahim Sultan & Dr Gayan Appuhamillage

FOST 30329394 PhD F/T Mass estimation as a means for data mining and machine learning with forensics applications Prof Kai Ming Ting & Dr Sunil Aryal

FOST 30329396 PhD F/T Ensuring patient privacy given Internet of Things health data transmitted from wearable sensors A/Prof Andrew Stranieri & Dr Venki Balasubramanian & Assoc Prof Iqbal Gondal

Annex A3: New Applications for Candidature- Declined applications

Annex A4: Confirmation of Candidature
### 10.2.1 APPROVAL OF TD GRADE

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Nominee - Chair: Prof Caroline Finch  
Signature:

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Nominee - Chair: Prof Caroline Finch  
Signature:
### 10.2.3 LEAVE FROM STUDIES

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Nominee - Chair: Prof Caroline Finch

**Signature:**

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Nominee - Chair: Prof Caroline Finch

**Signature:**
### Annex C – Items not covered under Delegation of Authority AB1/10/13

#### 10.3.1 WITHDRAWAL FROM STUDIES

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Nominee - Chair: Prof Caroline Finch  
Signature:

#### 10.3.2 APPROVAL OF EXAMINERS

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Nominee - Chair: Prof Caroline Finch  
Signature:

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Nominee - Chair: Prof Caroline Finch  
Signature:
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## Supervisors added to the Register

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Supervisors added to the Register
Research Training Program (RTP) Scholarships

Summary
The Research Training Program (RTP) is a Commonwealth Government scheme established to support domestic and international candidates enrolled in Higher Degree by Research (HDR) programs.

The Research Training Program (RTP) provides three methods of funding support for candidates. Candidates may receive one or more of the following benefits:

- Fee offset;
- Stipend for general living costs;
- Allowances related to the ancillary cost of research degrees.

Programs eligible for this scheme are listed in Schedule 5.1 under Higher Degrees by Research.

1. Research Training Program (RTP) Fee Offset Scholarship

1.1 Fee Offset Summary

The Research Training Program Fee Offset contributes to the cost of providing research training to HDR candidates at FedUni, and includes, where applicable, costs such as:

- Information technology provision and support
- Library and other research support services
- HDR supervisor salary and related on-costs
- University infrastructure used to support HDR research project with lab equipment, field trips, access to external equipment and facilities
- HDR industry placements and commercialisation skills training costs
- Support for travel, accommodation and conference costs related to an HDR candidates’ program of work
- HDR development training.

Candidates will be advised of the value of their RTP Fee Offset Scholarship in their Letter of Offer to Admission to Candidature or Conditions of Candidature statement.

1.2 Periods of support

An RTP Fee Offset Scholarship is available for:

- 3 years full time or 6 years part time equivalent for doctoral candidates
- 18 months full time or 36 months part time equivalent for masters candidates
- Under exceptional circumstances, a further extension of up to six months may be available subject to the approval of the Executive Dean, Graduate Studies

Candidates may request an extension (up to 6 months for both Doctoral candidates and Masters candidates) beyond the period of support where their HDR studies have been severely impacted by circumstances beyond their control. Such circumstances may include, but are not limited to:

- Documented medical issues with substantial periods of leave
- Unforseen circumstances which impact the progress of a candidate’s research project, e.g. Natural disaster in a data collection area

A candidate who remains enrolled beyond their stated period of supported RTP Fee Offset Scholarship will become liable for paying the fees for their remaining candidature.

RTP Fee Offset scholarships may be terminated in accordance with Section 11.1 of this policy.

1.2.1 Periods of RTP Fee Offset Scholarship will be impacted if candidates:

- Take a period of intermission / Leave from studies
• Do not maintain their enrolment
• Have submitted their thesis
• Do not maintain satisfactory progress
• Were previously awarded a Research Training Program Fee Offset Scholarship at another Higher Education Provider (HEP) and did not complete the program.
• Were previously awarded a Research Training Program Fee Offset Scholarship for a Higher Degree by Research program at FedUni and did not complete the program.
• Transfer between HDR programs, as per section 10, Variations to Candidature

1.3 Eligibility for RTP Fee Offset
FedUni awards RTP Fee Offset Scholarships to HDR candidates as follows:

• All candidates who are recipients of an Research Training Program Stipend (RTP Stipend) and are enrolled in an approved HDR program will automatically qualify for an RTP Fee Offset place;
• Candidates who are not RTP Stipend holders but who are enrolled in a Higher Degree by Research programs as specified in Schedule 5.1 may also be eligible for an RTP Fee Offset, depending on availability.

Candidates who are already receiving an equivalent fee scholarship or award for the same purpose from another source will not be eligible for an RTP Fee Offset scholarship.

RTP Fee Offset scholarships will be awarded by the Executive Dean, Graduate Studies taking into account factors such as:

• The number of RTP Fee Offset scholarships available,
• Academic merit;
• Alignment with University Strategic Plans, and

Preference will be given to candidates aligned with FedUni’s strategic research directions.(will link to this document when it becomes available)

1.4 Continuity of Study after RTP Fee Offset period of support
Higher Degree by Research candidates who have exceeded their RTP Fee Offset Scholarship entitlement will be charged the fee offset amount for the remaining period of their program. Fees will be charged on a pro-rata basis determined by the period of enrolment.

2. Research Training Program (RTP) Stipend
2.1 RTP Stipend Summary
RTP stipends are provided to support the general living costs of HDR candidates through an annual stipend.

Stipends are normally awarded to candidates enrolled in a doctoral degree. In some circumstances, prospective candidates seeking entry to a Masters degree may be awarded an RTP Stipend.

2.2 Periods of support
An RTP Stipend is available for:

• 3 years full time for doctoral candidates
• 18 months full time for masters candidates
• Under exceptional circumstances, a further extension of up to six months may be available subject to the approval of the Executive Dean, Graduate Studies.

No further extensions will be granted for RTS Stipend Scholarships.

Stipends are normally awarded to full time candidates. Under exceptional circumstances stipends may be awarded to candidates seeking part time enrolment.
2.3 Eligibility for RTP Stipend
To be considered eligible for the award of an RTP Stipend, applicants must:

- meet the FedUni's HDR program entry requirements;
- have applied for candidature in, or be currently enrolled in, an HDR program at FedUni Australia;
- have not completed more than 2 years EFTSL or part-time equivalent for a doctoral degree of 6 months EFTSL or part time equivalent for a masters degree if a current FedUni HDR candidate;
- take up the scholarship on a full-time basis, unless exceptional circumstances apply;
- maintain satisfactory progress in their program.

Specific criteria for eligibility for scholarships offered by FedUni are presented in the Selection and Awarding of HDR Scholarships Procedure.

2.4 RTP Stipend rate
The Australian Government RTP Scholarship pays an indexed stipend of $26,682 pa (2017 rate) tax-free for full-time study. In the instance that a part-time candidate is awarded a Research Training Program (RTP) Fee Offset, allowances (see Section 3) and leave provisions (see Section 8) will also be provided to recipients of RTP Stipends.

3. Research Training Program (RTP) Allowances
The RTP Allowances cover costs related to the ancillary expenses of research degrees. These allowances include:

- Relocation Allowance for Australian Government RTP Stipend holders only (maximum of $2000)
- Overseas Health Cover will be provided to

3.2 Eligibility for RTP Allowances

3.2.1 Relocation Allowance for RTP Stipend holders only
Value: Up to $2000
Candidates who plan to study full time on a FedUni campus, have been awarded an RTP Stipend and do not live in Victoria, Australia are eligible to apply for a once-off RTP Relocation Allowance valued at up to $2000.

RTP Relocation Allowance can be reimbursed for:

- Cost of economy airfares for the candidate
- Cost of moving household items from the home location to the new location (Australian residents only)

Should the cost of relocating exceed the maximum value of the allowance, only the maximum value of the allowance ($2000) will apply.

Relocation costs will not be reimbursed for the securing of a new residence (e.g. bond, rent in advance, etc.) or other household costs (e.g. connection of essential services such as electricity).

3.2.2 Overseas Health Cover costs
FedUni will pay for the costs of Overseas Health Cover provided by the FedUni preferred supplier to international students who have been awarded an RTP Stipend.
4. Application, selection and offers for RTP Scholarships

The FedUni application, selection and offer procedures for all FedUni HDR scholarships, including the RTP Stipends, are specified in:

- HDR Candidate Selection Policy
- Selection and Awarding of HDR Scholarships Procedure
- Selection and Awarding of a HDR Place Procedure

4.1 RTP Stipend Application

Applications for RTP Stipends will open in September of each year and close on 31st October each year. Applications will only be accepted via the method outlined on the FedUni HDR Scholarships website.

Applicants for scholarships are also required to submit an Application for Candidature. It is the applicant’s responsibility to provide all documentation required for consideration of both candidature and scholarships. An incomplete application or a late application will render the applicant ineligible for consideration for an RTP Stipend.

4.2 RTP Stipend selection and offers

In the selection of applicants for allocation of scholarships, the University strives to achieve inclusive and equitable outcomes taking into account, discipline and strategic considerations whilst ensuring that the criterion of academic merit of applicants is also addressed. In doing so, the University will ensure that it operates in accord with the University’s Fair and Transparent Decision Making Guidelines.

5. RTP Fee Offset selection and offer

Processes for offering, awarding and selection of RTP Fee Offset Scholarships are stipulated in:

- HDR Candidate Selection Policy
- Selection and Awarding of a HDR Place Procedure

6. Supervision and research infrastructure support provisions

6.1 Supervision

All HDR candidates are allocated a supervisory panel consisting of a Principal Supervisor from their Faculty of enrolment and at least one Associate Supervisor. Supervisory panels will be nominated by the Faculty on the HDR Application form and then endorsed by the Executive Dean, Graduate Studies. Supervisory panels may also include one or more external Co-Supervisors. All Supervisors must be approved and be on the University Register of Supervisors. The Faculty is responsible for ensuring adequate HDR supervision throughout the period of HDR candidature.

Responsibilities of HDR supervisors and the requirements for registration on the Register of Supervisors are stipulated in:

- HDR Supervision Policy
- Responsibilities for Supervision of HDR Candidates Procedure
- Supervision of Higher Degree by Research Candidates Procedure

6.2 Research Infrastructure

It is the responsibility of the Faculty of enrolment, to ensure that there are adequate facilities and related research infrastructure to directly support the research for all admitted HDR candidates. Minimum resources for candidates are:

- Adequate Physical Facilities / Resources (which comply with the FedUni’s Occupational Health and Safety (OHS) policies)
Financial Support as advised by the Faculty Associate Dean Research on an annual basis through the Faculty of enrolment
Research Environment & Culture, Opportunities to link with staff/students, participate in research seminars/workshops, research discussions, journal clubs, etc. as organised at the Discipline-level
Local and Occupational Health and Safety Inductions

7. Leave from Studies
A candidate may apply for leave from studies extending for at least one teaching period (6 months) and up to one year.

Applications for leave from studies by candidates who have not yet undertaken confirmation of candidature or whose progress is unsatisfactory will only be considered after a candidature management plan has been developed by the candidate, supervisor and Associate Dean Research.

Conditions, processes and requirements for taking Leave from Studies are specified in:
- Candidature Management Policy
- Candidature Management Procedure

8. Absentee Leave for RTP Stipend holders
RTP Stipend holders have access to the following leave entitlements:
- Recreation Leave: 20 working days of paid recreation leave per year. This may be accrued and carried forward, but entitlements are forfeited on the cessation of the scholarship. Taking recreation leave does not extend the period of candidature or RTP entitlements.
- Sick Leave: up to 10 working days of paid sick leave per year. This may be accrued and carried forward but entitlements are forfeited on the cessation the scholarship.
- Additional paid sick leave of up to 12 weeks during the duration of the RTP Stipend for illness where insufficient leave is available. A record of medical certification for all sick leave is required. Sick leave may be used for candidates with family caring responsibilities. Taking sick leave does not extend the period of candidature or RTP Stipend entitlements.
- Parental Leave: Maximum of 12 weeks paid maternity leave after completing 12 months of candidature.
- Foster Care Leave: 15 working days leave may be approved for foster parent leave if the candidate is the primary care giver after completing 12 months of candidature.
- Partner Parental Leave: A candidate who is the partner of a woman giving birth may be entitled to 10 working days paid parenting if they are not the primary care giver. If they are the primary care-giver they may be entitled to an additional 50 weeks of unpaid carer’s leave.

Conditions, requirements and entitlements for Leave for RTP Stipend holders are outlined in the Specific Terms and Conditions for Scholarships detailed in the Selection and Awarding of Scholarships Procedure.

9. Employment
In order to complete a HDR program within the RTP period of support (refer 1.2) it is reasonable to expect full-time RHD candidates to treat their studies as full-time work. Anything less than 30 hours per week on a regular basis over the life of the degree will affect a timely completion. The expectation for part-time study is at least 50% of but not more than the full-time load.

9.1 RTP Stipend holders
A candidate in receipt of an RTP Stipend may undertake work subject to approval by the Faculty Executive Dean. Approval is based on satisfying the criteria that the work will not interfere with the satisfactory progress of the candidate’s study. Work commitments during the period of candidature will not be accepted as grounds for an extension of either candidature or RTP entitlements. This arrangement will be assessed by the Faculty on an annual basis as part of the Annual Progress Review of candidature progress.
9.2 RTP Fee Offset holders

*Paid employment can be undertaken around HDR program commitments at any time of the year.*

10. Variations to Candidature

10.1 Changes in a candidate’s research discipline

A change in research discipline may be approved by the Faculty providing the new area is one of the FedUni’s strategic research areas. There will be no extension to the total duration of the RTP Scholarship (either stipend or fee offset) arising from the change in research area and/or change in supervisory team.

Significant changes to a candidate’s research project may require the candidate to undertaken the Confirmation of Candidature process again.

10.2 Institution transfer

HDR candidates from other institutions may apply to transfer their candidature to FedUni. FedUni requires evidence from the previous institute be provided relating to enrolment periods, and prior completion of milestones and/or Confirmation of candidature, to determine the conditions of candidature at the time of application to FedUni. The period of enrolment at the previous institution will be deducted from the usual period of candidature at FedUni.

Transfer to FedUni will not be allowed for candidates who have completed more than two years EFTSL of a doctoral program of 6 months EFTSL of a masters program.

10.3 Full-time / Part-time Candidature

Candidates wishing to change to full-time / part-time candidature may apply to the University in the prescribed method stating the reasons for the requested change. Candidates must obtain the approval of their Principal Supervisor and their Faculties’ Executive Dean or nominee. Candidates requesting a change from full-time to part-time candidature, who hold an RTP Stipend, will be required to relinquish the stipend.

10.4 Conversion from Masters to PhD candidature

Masters by Research candidates may transfer to a Doctoral program after having their Master’s program confirmed. Masters by Research candidates will be required to undertake the Confirmation of Candidature steps as outlined in the Candidature Management Procedure for Doctoral probationary candidates.

If a candidate transfers from a Masters degree to a Doctoral degree, the total duration of the RTP Stipend will be up to 3 years from the date that the candidate commenced the Masters degree, with a possible extension of 6 months. They may apply for one further six month extension to RTP Fee Offset only.

10.5 Conversation from a PhD candidature to a Masters by Research program

Transfers from a PhD program to a Masters program will only be considered where an extension for candidacy has not already been approved. Where a candidate has already exceeded the maximum allowable time for a Masters by Research candidate, their thesis must be submitted within six months of their transfer request, or part time equivalent and any stipends will be ceased.

11. Termination of RTP Scholarship

11.1 All RTP Scholarships will be terminated if

- the candidate ceases to meet the eligibility criteria,
- the maximum duration of the scholarship has been reached,
- the candidate fails to return from an approved period of Leave from Study,
- their thesis is submitted for examination
- the candidate has committed serious misconduct, including the provision of false or misleading information,
- candidature has been terminated due to unsatisfactory progress,
- the candidate fails to re-enrol, with no response to attempts at communication by the University,
- the candidate takes unapproved leave, with no response to attempts at communication by the University, or
• the candidate fails to participate in a progress review and does not respond to reasonable requests to do so.

11.2 RTP Stipend will be terminated:
• if the candidate ceases to be a full-time candidate
• where the Faculty deems that the course of study is not being carried out with competence and diligence, or
• the candidate has failed to maintain satisfactory progress,
• where a doctoral candidate fails to confirm within the first twelve months of full time candidature.

If the University has reason to believe that a candidate in receipt of an RTP Stipend has provided false or misleading information in relation to the scholarship it will re-assess the candidate’s entitlement. The candidate may be required to repay any scholarship benefits to which they are not entitled.

11.3 Relinquishment of Scholarship
A candidate may relinquish their RTP Scholarship (stipend or fee offset) at any time by notifying the University in writing that they no longer require the support.

12. Grievance and review procedures
HDR Candidates should refer to the University Student Grievance Policy and Student Grievance Procedure regarding processes and principles for submitting a grievance.

Processes and requirements for review, including Annual and Interim Progress reporting are outlined in:

- HDR Candidature Management Policy
- HDR Candidature Management Procedure.

13. Optional industry placements, research internships, professional practice activities
All HDR candidates should consult with their Supervisory team and their Faculty HDRC with respect to optional industry placements, research internships, and professional practice activities. Also, refer to Statute 8.2 Intellectual Property and Regulation 8.2 Intellectual Property.

14. Acknowledgement of RTP Scholarship funding
Candidates must ensure the Commonwealth’s contribution is acknowledged in relation to their RTP scholarship.

This acknowledgment must occur at any time during or after the completion of the HDR when the recipient of a RTP scholarship, their supervisor, or any other party, publishes or produces material such as books, articles, newsletters or other literary or artistic works which relate to the research project carried out by the candidate in receipt of an RTP scholarship.
Athena SWAN at FedUni

- The HDR promotion went well, the women in HDR in STEMM is posted under the FedUni webpage Research Degrees: Why research at FedUni?
- Three of the HDR women featured: Jacqui Panozzo, Hannah Smith and Pradnya Kulkarni are linked to on the SAGE website for International Women’s Day
- Our event with Dr Jessica Reeves was also linked to on SAGE’s local events page for IWD2017. SAGE linked directly to our Facebook page where Dr Reeves’ presentation on the leadership program and Homeward Bound expedition to Antarctica is livestreamed; www.sciencegenderequity.org.au/local-events/
- The SAGE Athena SWAN project plan is in its final stage before release to the steering committee and three proposed working groups. There will be a Career Progression Working Group, an Organisation and Culture Working Group and a Targeted Interventions Working Group researching and consulting, collecting data and analysis relating to systemic barriers to career progression for women, women with intersectional identities, gender minorities and Indigenous Australians in STEMM at FedUni.
- An organisation and culture survey has been released by SAGE as a resource that we can adapt to assess staff experiences of institutional policies, practices and procedures that affect their working lives with respect to gender equity and social inclusion.
- Sharon Kitt and Meg Merrylees are attending a regional meeting at Monash University next week to discuss Athena SWAN progress at other Victorian and Tasmanian institutions in the SAGE pilot.