

Process	Program duration
<b>Related Policy:</b>	Higher Degrees by Research Policy.
<b>Objectives</b>	To define the processes in managing HDR program duration at RMIT
<b>Exclusions</b>	RMIT students who are not enrolled in a higher degree by research program
<b>Definitions and acronyms</b>	
<p>CASP: Candidate Action and Support Plan</p> <p>Centre: In Higher degrees by research processes this term denotes an academic unit at RMIT Vietnam campus. For further definitions refer to the <i>Higher Degrees by Research Policy</i>.</p>	
<b>Process Steps</b>	
<p><b>1. Change of study mode</b></p> <p>1.1. International candidates studying in Australia on a student visa must complete and submit a <i>Recommendation to reduce enrolment load (onshore international student visa holders) form</i> and supporting documentation (CASP, medical certificates etc.) to their HDR Coordinator. If the recommendation is endorsed, the HDR Administrator must submit the documentation for approval by the Dean, SGR.</p> <p>1.2. All other candidates can change between full- and part-time study load for an enrolment period by submitting a request to their Senior supervisor and notifying their HDR Administrator.</p> <p>1.3. If the request is approved, the HDR Administrator must submit the request to the SGR for processing.</p> <p><b>2. Research commencement date</b></p> <p>2.1. The research commencement date must always be on or after the date of enrolment.</p> <p>2.2. A research commencement date may be changed but it cannot be changed to a date after the census date for the enrolment period that the candidate is recorded as commencing in.</p> <p>2.3. Candidates can request a change to the commencement date stated on their offer of admission via email prior to enrolling online. All changes to commencement date must be approved by the Senior supervisor via email before they can be processed by the SGR.</p> <p>2.4. Candidates who have already commenced their program may only apply for change of commencement date on provision of:</p> <ul style="list-style-type: none"> <li>• evidence that they did not commence on the date that has been recorded, and</li> <li>• the support of their Senior supervisor to the HDR Coordinator.</li> </ul> <p>2.5. If the request is endorsed by the HDR Coordinator, the HDR Administrator must submit the documentation to the SGR for processing.</p> <p><b>3. Early submission for examination</b></p> <p>3.1. Candidates who wish to submit for examination before the minimum duration of candidature stated in the <i>Higher Degrees by Research policy</i> must submit a case for early submission to the HDR Administrator.</p> <p>3.2. The case must include:</p> <ul style="list-style-type: none"> <li>• the background of the request, and</li> <li>• support from their Senior supervisor</li> </ul> <p>3.3. The case must be endorsed by the Dean/Head of School/Centre (or nominee). If the recommendation is endorsed, the HDR Administrator must submit the documentation for approval by the Dean, SGR.</p> <p><b>4. Readmission within maximum duration</b></p> <p>4.1. Candidates who wish to apply for readmission within maximum duration must submit a case for readmission through their school/centre. Candidates should discuss their readmission with their supervisory team or HDR Coordinator before submitting the documentation to their HDR Administrator.</p> <p>4.2. The case must include:</p> <ul style="list-style-type: none"> <li>• the background of the request</li> <li>• a summary of work completed prior to the cancellation of enrolment</li> </ul>	

- an outline of the work remaining
  - a timeline for the completion of the work remaining
  - a change of supervisor form, if a change of supervisor is required (refer to section 4 of the *Supervision arrangements process* for more detail).
- 4.3. The case must be endorsed by the Dean/Head of School/Centre (or nominee), after consultation with the supervisory team. If the recommendation is endorsed, the HDR Administrator must submit the documentation for approval by the Dean, SGR.
- 4.4. If the Dean, SGR approves the readmission, the candidate will be advised to enrol online and will be informed of their updated maximum completion date.
- 5. Extension beyond maximum duration**
- 5.1. Candidates can apply for an extension beyond maximum duration by submitting an *Extension beyond maximum duration form* and *Candidate Action and Support Plan*. Candidates should discuss their extension and develop their CASP with their supervisory team before submitting the forms to their HDR Administrator.
- 5.2. Extensions beyond maximum duration of candidature are not automatic and are strictly capped at 0.5 EFTSL for PhD candidates and 0.25 EFTSL for Masters by research candidate.
- 5.3. The extension application must be endorsed by the Dean/Head of School/Centre or nominee, after consultation with the supervisory team. If the application is endorsed, the HDR Administrator must submit the documentation for approval by the Dean, SGR.
- 5.4. International candidates studying in Australia on a student visa will be advised of how to apply for a new electronic Confirmation of Enrolment (eCoE) for a visa extension if their extension beyond maximum is approved.
- 6. Cancellation due to exceeding maximum duration**
- 6.1. Candidates and their supervisory team will receive at least two automated notifications that they are approaching their maximum completion date.
- 6.2. Candidates who do not submit by their maximum completion date, or their extension end date, will be notified that they have exceeded maximum duration of candidature. This notification will inform candidates of the options available to them and advise that if they do not take any action the Dean, SGR will request the Academic Registrar to cancel the candidate's enrolment.
- 6.3. Candidates who are cancelled for exceeding maximum duration are eligible to apply for readmission for the purpose of examination within 3 years of their cancellation date - refer to the *Thesis/project submission and examination process*.

**Key words for search engine**

admission, commencement, duration, enrolment, HDR, load, maximum, research, submission.