POLICY IDENTIFICATION
Policy Title: SCBS Higher Degree Research Student Focussed Policies and Quality Assurance Processes
Policy No: RES 005
Revision No: 2

In achieving Southern Cross University's (SCU) mission that the university '*will be recognised for enriching our communities through the excellence of our scholarship and the achievements of our graduates,'* the Southern Cross School of Business is developing policies, strategies and quality assurance processes to enhance higher degree research students' time at SCU. This will be achieved through embracing and promoting the University's values.

The Southern Cross Business School Higher Degree Research is committed to:

- *High quality scholarship through professional and intellectual rigour within Higher Degree Research. (Scholarship)*
- *Providing higher degree research students with a safe and inclusive environment, where students feel fulfilled and valued. (Social justice)*
- *Attract and invest in the highest quality of staff committed to providing quality service to students and prospective students. (Innovation)*
- *Staff acting with integrity in an equitable and accountable manner. (Ethical behaviour)*

To meet these aspirations the HDR committee at SCBS will undertake a project to map out all the key processes involved across the student journey. To provide a more student-centric solution this project will:

- Develop a student-centric process map that sets out the stages in the higher degree process from the initial enquiry to the award of the degree.
- Prepare a student handbook for potential higher degree research students (prior to submission).
- Update web presence utilising the process map and student handbook.
- Develop and implement new processes within the SCBS Higher Degree Research to foster student-centric solutions and improve quality assurance measures.
- Develop an administrative guideline outlining policies and procedures for higher degree research administrators.
- Develop tools and processes aimed at improving communication between students, supervisors, SCBS and Research Division throughout the student's candidature.
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MODIFICATION RECORD
Policy Category: Research
Approval Date: 19 April 2012
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	Pre-admission	Admission stage	Early stage	Middle stage	Submission & Examination
PhD/ Masters	• Candidate's eligibility and suitability determined • Suitability of proposed project determined • Potential supervisors secured • Approval from Director of HDR Training & Head of School to lodge an application secured • *Application for Admission* Form completed , research proposal written & supporting documents collated • Scholarships & fee waiver eligibility determined/ applied for	• *Application for Admission* Form , research proposal & supporting documents submitted to School • Application processed; HDRC approves application -formal offer of admission & *Supervisor/Candidate Agreement* form forwarded to candidate • Candidate completes acceptance of offer and *Supervisor/Candidate Agreement* and returns to School • Admin processes (incl International Office) completed with candidate	• Commencement of higher degree • Candidate completes HD Orientation (on-campus) • Ethics approval gained (if required) • Candidate completes 6 monthly progress reports & submits to HDRC • Confirmation of Candidature (PhD only) undertaken within 1st 12 months of commencement • Participate in HDR Symposiums (highly recommended)	• Continue higher degree • Candidate completes 6 monthly progress reports & submits to HDRC • Participate in the HDR Symposiums (highly recommended)	• Selection and approval of examiners • Candidate submits thesis • Thesis examined • HDRC consider examiners' reports and make recommendation/s • Candidate follows HDRC recommendation/s and submits for HDRC consideration
DBA	• Candidate's eligibility and suitability determined • *Application for Admission* Form completed & supporting documents collated	• *Application for Admission* Form & supporting documents submitted to School • School determines required course work and approves advance standings • Application processed; HDRC approves application -formal offer of admission forwarded to candidate • Candidate completes acceptance of offer and returns to School • Payment of fees commence (as per schedule)	• Candidate undertakes required course work, research literature review & research proposal • Candidate **may exit** with a Graduate Certificate in Research Methods • Candidate **may continue** on to thesis stage • Thesis topic approved by School • Candidate completes HD Orientation (on-campus or online) • Ethics approval gained (if required) • Commencement of thesis stage • Participate in the HDR Symposiums (compulsory)	• HDRC approves supervisors – *Supervisor/Candidate Agreement* form completed and returned to School • Continue thesis stage • Candidate completes 6 monthly progress reports & submits to School • Participate in the HDR Symposiums (compulsory)	• HDRC recommends award of degree to Academic Board • University's Graduation office forwards candidate an Application to Graduate package • Candidate graduates