



Higher Degree Research Handbook

July 2025

The HDR handbook is a living document and will be periodically updated to reflect changes to regulations, policies and current accepted practice.

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Disclaimer

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Message from Professor Peta Stapleton, Chair of Graduate Research

It is with great pleasure that we welcome you to our esteemed research community. Your decision to pursue a higher degree research program marks the beginning of a journey that is both intellectually rewarding and rigorously challenging.

Research degree programs are designed to advance the frontiers of knowledge and cultivate innovative thinking. You will be encouraged to delve deeply into your chosen field, develop critical research skills, and contribute to the advancement of research. While the path ahead may be demanding, the rewards are profound, and the experience will be transformative.

As a HDR candidate, your time at the university will enable you to develop transferable skills and start your career as a researcher. Your research degree will contribute new knowledge in your chosen field.






The purpose of this handbook is to provide you with comprehensive resources, guidelines, and support designed to assist you in navigating the various aspects of your research journey. We encourage you to explore these resources and utilize them to their fullest potential.

All student related policies, procedures and guidelines can be found using the following link:













<https://bond.edu.au/current-students/services-support/forms-policies/policies-procedures-guidelines>

Key Contacts in University and Faculty

Higher Degree Research Contacts

Research Portfolio	
<p>Provost Professor Keitha Dunstan</p> <p>Chair of Bond University Research Committee</p>	
<p>Deputy Provost Research Professor Michael Kimlin</p> <p>Chair, BUHREC</p>	
<p>Chair of Graduate Research Professor Peta Stapleton</p> <p>Chair of Bond University Higher Degree by Research Subcommittee</p>	
<p>Manager, HDR Unit Ms Vinesse Berkett HDR@bond.edu.au</p>	
<p>HDR Support Officer Ms Andrea Angus HDR@bond.edu.au</p>	

Faculty Contacts

Faculty	Executive Dean	Associate Dean (Research)	Research Development Manager
Bond Business School (BBS) Email: BBSresearch@bond.edu.au	 Professor Terry O'Neill	 Professor Daniel O'Brien (HDR Program Director)	 Ms Emma Hunt
Faculty of Law Email: lawresearch@bond.edu.au	 Professor Nick James	 Professor Anthony Gray	 Ms Minori Watanabe
Faculty of Society & Design (FSD) Email: fsdresearch@bond.edu.au	 Professor Derek Carson	 Professor Damian Cox	 Ms Mandei Saranah
Faculty of Health Sciences & Medicine (HSM) Email: hsmresearch@bond.edu.au	 Professor Nick Zwar	 Associate Professor Justin Keogh	 Ms Tanya Forbes

HDR Student Representatives

Two HDR student representatives are elected by the HDR student cohort every year to be student representatives on the Research Committee and the Higher Degrees Research Subcommittee. They serve a 12-month term (1 July – 30 June). Nominees need to have successfully passed their Confirmation of Candidature and be able to serve the full term.

Key aspects of these roles are to:

- Provide a voice for HDR students as part of the collegial decision-making process in relation to research and research training matters.
- Facilitate communication/feedback regarding research and research training related matters throughout the HDR community.
- Represent the views of the HDR cohort at Committee; and
- Aid in HDR student advocacy.

The HDR student representatives for 2025/26 are:

<p>Hoda Asgarian Faculty of Law hoda.asgarian@student.bond.edu.au</p> <p>Member of HDRS</p>	<p>Hannah Greenwood Faculty of Health Science and Medicine hannah.greenwood@student.bond.edu.au</p> <p>Member of HDRS Member of URC</p>
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Student support

Library Services

Your Faculty Librarian can be found on the [Ask a Librarian](#) Web Page. Further information for requirements for your thesis/exegesis can be found on the [Writing your thesis](#) webpage. Explore the [Library website](#) for resources and information.

Support for Learning- Related Services

Academic Skills Centre

Candidates can access, without charge, [all services offered by the Academic Skills Centre](#).

The ASC is suitable for all students, including native-English speakers. Supervisors should actively make students aware of these support services.

In addition, ASC offers ‘Shut up and Write’ sessions once a week – this is a two-hour session consisting of periods of intensive writing in which candidates can focus on writing output for their thesis.

For further information go to the ASC iLearn site or email learningsupport@bond.edu.au

Academic Skills Centre Staff



Cameron Lydster



Shirley Brown



Neil Roberts



Donna Mc Rudden (maths)

Information Technology Services (ITS)

Computer login details, printing problems, or if you experience technical IT issues you will need to contact [Information Technology Services](#).

Support for ITS is available Monday to Friday 08.00am - 5.00pm. If you are on campus, dial 7 or (07) 5595 4444 if you are off campus.

Further information can be found on the Bond [Computing Support](#) Webpage.

Please note that all correspondence between the University and candidates is through your Bond student email account.

Other Available Resources

The University aims to provide the following facilities for all research students. Dedicated workspaces will be equipped with a desktop computer wherever possible. University computers will be equipped with access to:

- The Internet.
- Bond University supported word-processing software, such as currently licensed version of Word, Excel and PowerPoint.
- A Bond University email account.
- Dedicated workspace allocation.
- A relevant statistics package and/or other commonly related research software if required.
- Information Technology Support.
- Access to photocopier and printer equipment.
- Access to University stationery where necessary for research-related purposes.
- Access to staff tea/lunch/retreat rooms.
- Laboratory access, individual bench space and access to relevant equipment in laboratory-based disciplines will be provided where necessary.

Bond Wellbeing Services

Bond University is committed to providing programs, services and a supportive environment to ensure the wellbeing of all students both on campus and offshore. The team is prepared with an all-encompassing service that takes into consideration every aspect of student wellbeing.

- Provide confidential, non-judgmental and inclusive support.
- Connect students to appropriate support services such as counselling, accessibility, mentoring, academic support, medical and career pathways.

Click on the services below to find the right support for you.

[Student Wellbeing Advisors](#)

[Student Safety & Wellbeing Reporting/Referral System](#)

[Accessibility & Inclusion](#)

[Student counselling Services](#)

[Medical Clinic](#)

Sports Centre Facilities

The Sports Centre is in Building 9, level 2, on the east side of the lake. [Facilities](#) include a gym, cardio equipment, a 50m lap pool, a FINA-ratified 25 metre pool and group exercise classes.

To access these facilities, HDR students are required to pay the Student Activities Fee. Payment can be made online bond.edu.au/pay or at the Cashier's Office. Proof of payment is then presented to the Sports Centre for access.

Scholarship Opportunities

Bond University is committed to providing a high level HDR experience to ensure success in students' research and research training.

The provision of appropriate financial support is an important part of the research training environment. Bond University allocates funds to support the financial costs of fee offset (waiver) and living stipends. The University places a focus on commencing PhD and OTD students for all living stipend scholarships. Master by Research and SJD students are not eligible.

Bond University offers two scholarship rounds (March and September) per year for RTP and BUPRS scholarships and one round per year for HDR Indigenous Scholarships.

Successful international candidates will also receive a fee waiver in addition to the stipend. Bond University Scholarships are assessed by a panel of experts based on academic merit and research experience. Scholarship recipients are limited in terms of the number of hours of paid work they can undertake, and supervisors need to be aware of these limitations when allocating teaching arrangements.

Details regarding scholarships and online application process available from the [HDR Scholarships page](#) on the Bond website. Scholarships and funding offered by external institutions or organisations can also be found on the Bond HDR ILearn Community.

Workplace Health & Safety

Bond University is committed to achieving the highest level of performance in work health and safety with the aim of creating and maintaining a safe and healthy work, study or research-based environment throughout the campus. The University regards safety as a core value and believes that work-related injuries and illnesses are preventable and aims to keep people safe while at work.

The University requires those responsible for all University activities, whether on campus or off campus, to comply with relevant work health and safety legislation, codes of practices, advisory standards and established safe practice, including Australian Standards, as well as the University's policies and procedures.

- [Work Health & Safety Policy](#)
- [Bond Institutional Biosafety Policy](#)

Bond Car Parks

Various parking permit types are issued to allow parking in specified parking areas on campus. There are also designated car parks for specific purposes, such as disabled parking, Bond University pool vehicles, security patrol vehicles, trade vehicles, motorcycles, and bicycles.

All students wishing to park a vehicle on campus must complete the online registration form and provide their name, student number and vehicle registration number. Access to registration is through the [MyBOND](#) portal, or directly through [this link](#).

Employment and Candidature Workload

Candidature Workload

Full-time HDR candidature requires the commitment to research and writing activities equivalent in time and energy to that normally required of demanding full-time professional employment. This is typically around 40 hours per week.

Full-time HDR students may engage in paid employment; however, such commitments must not adversely impact the student's responsibilities as outlined in Clause 4.4 of the HDR Student Supervision Policy or their visa conditions. It is imperative that candidates discuss their employment commitments with their supervisor to ensure these commitments do not adversely affect the progress of their research degree.

Recipients of a living stipend scholarship must review the terms and conditions of their scholarship to ensure compliance and avoid breaching scholarship conditions.

Part-time HDR students are also permitted to engage in paid employment. Nevertheless, they must ensure that their work commitments do not interfere with their academic responsibilities and the progress of their research degree. It is advisable for part-time students to regularly

discuss their employment commitments with their supervisor to maintain an appropriate balance between work and study.

Academic Work Experience

Faculties occasionally have opportunities for HDR candidates to undertake casual employment. Casual employment can include lecturing, tutoring or working as a research assistant.

The Principal Supervisor is responsible for ensuring that academic employment does not adversely impact the progress of the candidate's research degree.

Academic employment is not a requirement of candidature, and opportunities to participate in this may not always be available.

International Candidates - Important Information

International Student Visa Compliance

If you hold a current student visa it is important that you understand and comply with the conditions attached to your visa. Bond University is legally obliged to report any Student Visa breach to the [Department of Home Affairs](#) within 30 days of a breach and your Student Visa may be cancelled.

It is your responsibility to ensure that any information held by Bond University is up to date and that you comply with all relevant visa conditions. Failure to comply with any of the following could result in your visa being cancelled.

Further information about specific visa conditions and compliance can be found on the [Student Visa Compliance](#) webpage.

The International Support Team can assist you on a wide range of matters:

- Update and issue Confirmation of Enrolment (CoE).
- Monitor and report international students to the Australian immigration authority to ensure compliance with the [ESOS Act](#) and the [National Code](#).
- Monitor international sponsored students, including Australia Award scholarship holders.
- Arrange and assist with [Overseas Student Health Cover \(OSHC\)](#).
- Provision of letters (e.g. 485 completion letters, invitation letters).
- Assistance with Student Visa implications.

International Support Team

Email: intlsupport@bond.edu.au

Tel: +61 7 559 54049

University Committees Relevant to HDR Candidates

Bond University Higher Degree Research Subcommittee (BUHDRS)

The Higher Degree Research Subcommittee reports to the Bond University Research Committee. The purpose is to maintain academic quality and promote university-wide procedures, processes and expectations for advancement of Bond University's aspirations and strategic priorities in enhancing excellence in higher degree research. The Committee meet 6 times per calendar year.

- BUHDRS [Committee members and meeting dates on Bond website](#)

The Terms of Reference for the HDRS are to:

1. Advise the Research Committee on matters related to academic standards, policy and quality assurance for higher degree research programs.
2. Monitor, manage and review policies and procedures pertaining to the progress of HDR candidates, including admissions processes, confirmation of candidature, progress reporting and timely candidature, quality supervision, examination, terminations of candidature, extensions of time, and other related matters.
3. Monitor and ensure standards for examination of HDR students, terminations of candidature, extensions of candidature, and other related matters are fair and, where appropriate, consistent across the University, and
4. Other HDR matters as directed by the Research Committee.

University Research Committee (URC)

The University Research Committee (URC) is a Standing Committee of the Academic Senate. The Committee advises Academic Senate about policies and procedures relating to research at the University, including the higher degree by research program.

Research Governance is provided by the Bond University Research Committee. The Committee meet 6 times per calendar year.

- URC [Committee members and meeting dates on Bond website](#)

The Committee regularly reviews audits and makes recommendations on research strategy for the implementation of the University Research Strategic Plan. It also makes recommendations regarding the conduct of the University's government reporting obligations including Higher Education Research Data Collection (HERDC) and Excellence in Research Australia (ERA).

Bond University Human Research Ethics Committee (BUHREC)

The Bond University Human Research Ethics Committee (BUHREC) is committed to protecting the welfare and rights of human participants in research conducted by members of the Bond University community. In doing so, BUHREC promotes ethically, socially, scientifically and legally responsible research activity among all members of Bond University.

The Committee meet three times per semester:

- [Committee members and meeting dates, including submission dates, on Bond website](#)
- Further [Human research ethics information](#) can be found on the Bond University website

About Your Postgraduate Research Degree

AQF levels

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training.

AQF levels and the AQF levels criteria are an indication of the relative complexity and/or depth of achievement, and the autonomy required to demonstrate that achievement. AQF level 1 has the lowest complexity and AQF level 10 has the highest complexity.

The [AQF level summaries](#) are statements of the typical achievement of graduates who have been awarded a qualification at a certain level in the AQF.

The following research degrees are offered at bond University, click on the links below to see the details of each level's criteria.

- Master's Degree (Research) [AQF Level 9 Criteria](#)
- Doctoral Degree [AQF Level 10 Criteria](#)

Definition of Research Outputs

Traditional Research Outputs

A traditional research output includes a 'book', 'book chapter', 'journal article' and 'conference paper'.

Non-traditional Research Outputs (NTROs)

Non-traditional research outputs contribute to a broader understanding of intelligence and development than traditionally recognised. They provide an important insight into applied research in a range of disciplines, and creative and practitioner-based research. They are essentially any output other than an article, book or conference publication.

Examples of NTROs include:

- Original creative works
- Live performance of creative works
- Recorded/rendered creative works
- Curated or produced substantial public exhibitions and events
- Research reports for an external body
- Portfolio

Policies

An essential aspect of project teamwork involves understanding expectations and responsibilities. The Higher Degree by Research Programs Policy governs all HDR programs at Bond University and the HDR Programs Procedure outlines the responsibilities and processes for the administration of Bond University higher degree by research (HDR) programs from offer for admission to examination and award of degree.

The Higher Degree by Research Support Policy outlines the core elements of university support and resources available for HDR candidates and their research.

The Higher Degree Student Supervision Policy details the responsibilities of the University, your supervisors and you so you know what to expect from your working relationship. Read the Policy to inform your discussions and document your working arrangements in the Student- Supervisor Agreement. Further details can be found on the Bond University website [policies and forms](#)

Enrolment in Coursework

Some HDR programs include coursework components. The purpose of these courses is to provide candidates with essential skills and knowledge to develop as researchers.

Where coursework is required, the HDR Unit will, each semester enrol candidates in the appropriate subjects, ensuring that all changes to HDR coursework enrolments meet the program requirements and compliant with legislation.

Duration of Candidature

The total period of candidature for each full-time HDR enrolment is:

- Master by Research program: minimum 12 months, maximum 24 months
- Doctoral Degree: minimum 36 months, maximum 48 months
- Professional Doctor of Occupational Therapy: **students must complete all level ii fieldwork and the doctoral capstone within 72 months following completion of the didactic portion of the program**

HDR candidates that are enrolled on a part-time basis receive the same duration for their program; for example, the Master by Research maximum is 4 years, the Doctoral Degree maximum is 8 years.

Candidates on an international student visa are not permitted to enrol on a part-time basis.

Guidelines for Extension of Candidature

Definition of Extension of Candidature

An extension grants additional candidature time and extends the maximum submission date. Candidature is not paused, and the candidate remains enrolled. They will continue to have access

to all the Bond resources available to enrolled HDR candidates during the extension period.

Extensions can be requested when a candidate requires additional time due to a disruption to their candidature.

Extension Guidelines and timeframes

The Bond University Higher Degree by Research Policy outlines the duration of candidature for research degrees. If you are not able to submit your thesis by your expected thesis submission date, you will be required to apply for an extension of candidature, which may incur fees.

In most cases the available extensions are:

- PhD or doctoral degree candidates may receive a maximum of two 6-month extensions (two 12-month extensions for part time).
- Master's degrees candidates may receive a maximum of two 3-month extensions (two 6-month extensions for part time).

Extensions provide you with more time to finish your thesis when unanticipated delays occur, and your research project deadlines need to be adjusted. For example, it may take you longer than planned to collect and analyse your data, you may need to revise your project, or you may have underestimated the time it takes to write your thesis chapters. If you are unable to submit your thesis for these reasons you may be provided with an extension of up to:

- six months for a doctoral degree (12-months for part time).
- three months for a master degree (6-months for part time).

In exceptional circumstances only, a second extension may be approved for one of the following reasons:

- I. The candidate must demonstrate that their project is significantly delayed, and the delays were outside their control i.e. significant failure of equipment or data.
- II. The candidate must demonstrate that they had restricted access to project participants or other data.
- III. The Candidate has compelling personal reasons such as a bereavement, significant personal illness or injury or family crisis i.e. divorce. Medical/death certificates must be provided before the extension can be approved.

You must demonstrate that you are in the write up stage of your thesis by providing a draft to your principal supervisor who will agree that the thesis is in write up stage, before a second extension will be considered.

If an extension is approved, the candidate's existing fee waiver will not automatically be applied to the extension. The application of fee waivers to the extension period will be considered as a separate matter.

Submitting an Extension Request

An Extension of Candidature Request should be submitted using the WorkflowGen request form no earlier than six months and no later than two months before the current Expected Work Submission (EWS) Date.

Your application must:

- Outline the circumstances leading to the request.
- Include the relevant supporting documents.
- Provide a detailed assessment of the work remaining to be completed.
- Provide a timetable for completion of the work.
- Provide a projected date for submission of your thesis.

Students may not use Leave of Absence as a mechanism for extending candidature.

Students must apply to extend their maximum period of candidature in accordance with the HDR Programs Policy.

International Students

[National Code of Practice for Providers of Education and Training to Overseas Students](#) states that Overseas students must make satisfactory course progress as a condition of their student visa. Registered providers must only extend the duration of an overseas student's enrolment in certain circumstances and advise them of potential impacts on their student visa.

If your extension is approved, the candidate may also need to apply for an electronic Confirmation of Enrolment (eCoE). The Candidate must ensure that they arrange an extension to their OSHC for the duration of their extension.

Request for an Extension of Candidature Procedure

1. The candidate must arrange a formal meeting with their supervisor and ADR to discuss their progress and plan for completion.
2. If the candidate is an international student, they must meet with the International Support Office to seek advice about the ramifications of their request for their COE and visa.
3. The candidate should complete the WorkflowGen extension request form with their supervisor and attach any supporting documents to the request.
4. The Faculty ADR will consider if a faculty fee waiver will be offered for the duration of the extension.
5. The Chair of Graduate Research will consider the request, and the candidate and supervisor will be notified of the outcome via WorkflowGen.
6. If the request is approved the HDRU will provide the candidate with a notification outlining any conditions and tuition fees to be paid
7. The Candidate must respond and accept the conditions before their completion date will be amended and their new tuition fee waiver (if offered) takes effect.
8. If the candidate is an international student, they must contact Student Assist to obtain their new CoE and they must contact the Department of Home Affairs to apply for a new visa before their visa expiry date.

When maximum candidature duration has been reached

If the candidate fails to submit their thesis prior to their expected submission date or they have already exceeded with the maximum allowable extension time, or their extension request was

not approved, the University will terminate their candidature. The candidate will no longer be an enrolled student and access to all amenities and services afforded to students including office space, lab access, library, computer access and access their supervisory team will no longer be available.

HDR students whose candidature is terminated after exceeding their maximum allowable extension time may present a case for readmission to submit their thesis for examination by lodging a formal request addressed to the Chair of Graduate Research. Approval to submit their thesis will be subject to providing a full and complete copy of the thesis so the supervision team and Library Services can confirm that the thesis is ready for examination. The faculty ADR must also agree that the thesis is ready for examination. If the original supervisory team are no longer available to assess the thesis, the ADR will convene a new supervisory team for this purpose.

If readmission is granted, the thesis must be ready to proceed to examination within three months of re-enrolment. Failure to meet this deadline will result in the University terminating candidature and the candidate will no longer be able to submit their thesis for examination furthermore, no further requests for readmission will be considered.

A formal request for readmission will not be considered if more than 12 months have elapsed since the termination of candidature.

Students who have had their candidature terminated for reasons other than exceeding the maximum allowable extension time are not eligible to apply for readmission to submit their thesis

Leave of Absence

A leave of absence is a break from studies and pauses candidature. A leave of absence can be used for personal circumstances that are preventing a candidate from making suitable progress in their candidature. Where a Leave of Absence is approved, access to buildings, laboratories, Library, IT, and other student support services is suspended until the candidature is resumed.

Students may apply for Leave of Absence for periods greater than 20 days. Leave of Absence must be approved in advance by the Executive Dean or delegate. Normally, the maximum accumulation of leave of absence may not exceed 12 months for a full-time candidate or 24 months for a half-time candidate. Candidates who seek leave of absence must first seek advice with respect to implications for scholarships, fees, and financial assistance.

Candidates may not use leave of absence as a mechanism for extending their thesis submission date.

Candidates may apply for leave using the HDR Leave of Absence form in WorkflowGen. Requests cannot be backdated, if the request is received by the HDRU after the requested start date, the request will take effect on the day the request is processed. Candidates should consider this when completing a request to ensure they allow enough lead in time for approval and processing.

One week before the leave period end date the candidate will receive an automated email from WorkflowGen reminding them of their return date. If the candidate wishes to extend their leave

period, they must access the WorkflowGen portal (access to the portal is not suspended while on a leave of absence) and submit another HDR Leave of Absence form covering the extended period.

Recreational & Sick Leave

Full-time HDR students are entitled to 20 days of recreation leave and ten days of sick leave for each year of their candidature. Leave entitlements are accrued over the life of the enrolment. Before taking leave, candidates must advise their Principal Supervisor and faculty RDM of their intended leave. This will be documented in a register for the purpose of oversight in the event of an emergency on campus

Fees

Annual Program fees are published on the University research degrees web pages.

Domestic Students may be provided with a Research Training Program (RTP) Fees Offset which exempts them from tuition fees. This exemption is valid for a maximum period of four years for full-time study or up to eight years part-time study for a Doctoral program and a maximum

period of two years for full-time study or up to four years part-time study for a Master by Research program.

International students may apply for a partial fee waiver. If approved, this fee waiver is valid for a maximum period of four years for full-time study for a Doctoral program and a maximum period of two years for full-time study for a Master by Research program.

After the RTP entitlement or Faculty Fee Waiver period has elapsed, fees may be charged in accordance with the University's Fees Policy.

Research Training Program (RTP)

The [Research Training Program](#) is Federal Government funding provided to higher education providers to support research training for eligible students undertaking Research Doctorate and Research Master degrees. The enrolment periods stated above for (eligible) HDR candidates is covered by the Research Training Program (RTP).

An RTP student must be an Australian or New Zealand citizen, or Australian permanent residents and enrolled in a postgraduate research degree.

For full details refer to the [Research Training Program \(RTP\) Scholarship Policy](#) or contact the [HDR Administration Unit](#).

Establishing expectations

Electronic Communication with Students

Information Communication Technology Acceptable Use Policy 4.5.1 states that students are required to monitor their **Bond Student email account** to ensure official correspondence is read and enacted upon prior to deadlines.

- Students acknowledge that they accept responsibility for:
managing their Bond student email account so that official correspondence is read soon after it is received.
- To ensure official correspondence is read and enacted upon prior to any existing deadlines existing for the purposes of enforcing compliance and penalties.

All formal communication and WorkflowGen notifications to HDR students is via their Bond Student email account. Important information about your candidature will be communicated to you via this account. To ensure you don't miss crucial notifications you are required to access your account regularly to check and respond to emails.

The HDRU is not able to accept an alternative email address as a preferred contact address. Bond staff email accounts are not considered to be acceptable email accounts for student correspondence.

Off Campus Candidature

The university encourages on-campus candidature where possible as this provides support from the Bond research community. However, technological advancements have made remote learning a feasible and effective method of delivery for some candidates. Off campus study may be granted to those candidates when regular and frequent travel to the university campus would be onerous or expensive, or where employment commitments prevent regular on campus attendance.

An application for off-campus study must demonstrate that arrangements will include suitable and regular communication between the candidate and the supervision team and there is an appropriate workspace available. The application must also be supported by the supervisory team and ADR who will determine the frequency and timing of the student's required visits to campus, ensuring that these visits align with the progress and needs of the research project.

An off-campus study request will require approval by the Chair of Graduate Research. Permission to pursue HDR studies off-campus may be revoked if progress reports are unsatisfactory and/or on the advice of the Executive Dean, or delegate.

International students

International students holding a Subclass 500 Student visa should first seek advice from Student Assist about visa conditions and implications. Under the National Code of Practice, overseas students holding a Subclass 500 Student visa may seek a period of off campus candidature for no more than

33% of their candidature. This means an overseas student with approved off campus study must be on campus for 66% of their candidature.

Requirements for Off Campus Candidature

1. A candidate may be required to be on campus for compulsory training events, confirmation of candidature, oral examinations, and other occasions as deemed necessary by the supervisor or ADR.
2. The faculty ADR is required to ensure that the candidate can meet their on-campus obligations before approval is granted
3. The candidate has appropriate access to digital technology to facilitate communication with supervisors and access to online research resources.
4. The candidate and the supervisory team will ensure that the candidate has access to appropriate workplace and learning related facilities as identified in the Higher Degree by Research Support Policy
5. The supervisory team will monitor the candidate's progress and will notify the faculty ADR if there are any requirements for additional support as identified in the Support Policy
6. The candidate understands that the off-campus status will not be accepted as a reason for an extension of the candidature.
7. Funding for visits to Bond University as a requirement of their study is not part of the HDR student entitlement to research funding.
8. In the case of two consecutive unsatisfactory HDR progress reports the status of the off-campus study will be reviewed by the Chair of Graduate Research and may be revoked

Important Dates

1. Your Candidacy due date

The expected date for your confirmation. Enrolment of all HDR candidates is probationary until successful completion of a confirmation of candidature process.

2. Expected Thesis Submission Date

The University expects full time PhD candidates to submit within three to four years of commencing and full-time master candidates to submit in one to two years of commencing. Your expected submission date indicates the time the University is expecting you to submit. You should be preparing to submit your thesis at this date.

3. Must Complete by Date

All HDR programs have a regulation timeframe that determines your 'must complete' date. If you are not ready to submit your thesis by this date you will need to request an extension to your candidature. Should you exceed the must complete date you may be required to pay full tuition fees for the period of extension. **If you do not submit by this date and do not request an extension, you will automatically revert to a full fee-paying student once this date has passed.**

4. Census Dates

[Census dates](#) are the date in each teaching period when all enrolments must be finalised,

and tuition fees are paid. No changes to enrolment of your program will be permitted after this date. Census dates for HDR differ from course work subjects, the HDR teaching year is divided into two periods starting January and July.

Commencement

'O' WEEK

University HDR Orientation

Orientation is your gateway to Bond University! This series of events and activities is designed to introduce you to our campus, key support staff, essential services, research practices, and available resources. It's also a fantastic opportunity to connect with fellow HDR candidates.

For more details, including the full Orientation schedule, visit the [Orientation Week at Bond](#) page.

Faculty Orientation

Faculty orientation is essential to discuss both general infrastructure support (including building access, access to office/workspace or laboratory space, photocopying, travel, Internet access, tea-room facilities, technical support, equipment access, parking requirements, disability access requirement) and project-specific support (such as field work, testing, consumables, laboratory space) that will be provided to the candidate by the Faculty.

Your Faculty Research Development Manager is responsible for facilitating your Faculty Orientation.

WEEK 4

HDR Learning and Skills Program

The HDR Learning and Skills Program, formerly called the HDR Support Series has been designed to aid HDR students and supervisors throughout the postgraduate research journey. This program offers essential resources for managing and completing your degree successfully.

The program consists of face to face and online modules to be completed throughout the semester. Participation in the HDR Learning and Skills Program is mandatory.

Confirmation cannot be achieved without having completed all the topics in the series.

Check the [HDR ILearn Community](#) for the most up to date Support Series schedule.

WEEK 9

Student Supervisor Agreement

By week 9, you and your supervisor should have discussed and completed the Student-Supervisor Agreement form which helps to set out the expectations and working arrangements for you and your supervisory team.

The Form is available in WorkflowGen in the [WorkflowGen Portal](#)

The Supervision Team and Relationship

The University encourages a team approach to supervision and HDR development. The supervision team consists of a Principal Supervisor and Associate Supervisors.

Principal Supervisor

The Principal Supervisor will be the key person for the duration of the candidature. They will usually be a content expert, are always the administrative authority, and are the key member you should have regular and frequent meetings with.

The Principal Supervisor must hold a postgraduate qualification in the relevant discipline, be research-active (in accordance with the [University's Research Active Policy](#)) and be a Bond University approved Principal Supervisor.

Associate Supervisors

Associate Supervisors are equally important as Principal Supervisors however, they may have expertise in an aspect relevant for your project such as content, methodology, or industry experience. Associate Supervisors must be a Bond University approved Associate Supervisor, with at least one associate supervisor being a member of academic staff. Your meetings with them may be more frequent at different times throughout your candidature as your project may necessitate.

Setting Expectations

Responsibilities of the Candidate

Candidates are responsible for:

- Maintaining satisfactory academic progress throughout their candidature
- Where possible actively participating in the selection of the Principal and Associate Supervisors.
- Reading and understanding the University's research and research training policies and guidelines, as well as those pertinent to the faculty and, where relevant, discipline-specific professional requirements.
- Completing the Bond University student-supervisor agreement.
- Completing both the Faculty and University induction program, HDR Skills and Learning Program prior to confirmation.
- Reading and understanding the procedural and substantive rights and responsibilities of HDR candidates at the University.
- Ensuring compliance with all University policies relevant to HDR candidature, including but not limited to: Occupational Health and Safety; Biosafety; Human Research Ethics and Animal Ethics; Privacy; Intellectual Property; Copyright Compliance; Research Code of Conduct, and the [Research Misconduct Policy](#) which covers plagiarism.
- Ensuring that appropriate methods of data management are identified and undertaken

per university policy and legislative requirements.

- Adhering to the milestones and timeframes identified in their research program.
- Maintaining regular contact with the supervision team, as agreed in the student-supervisor agreement.
- Participating in the compulsory HDR progress reports.
- Attending and consulting with the supervision team per the agreed schedule.
- Expending enough time and levels of concentration on the research program and demonstrating progress achieved.
- Presenting required written material in enough time to allow for comments and discussions before scheduled supervisor meetings.
- Responding to substantive and technical matters in the research and thesis, as directed by the supervision team.
- Submitting and obtaining timely permission from the Principal Supervisor and ADR, using the relevant forms when intending to take annual leave, leave of absence. Candidates may not use Leave of Absence as a mechanism for extension of candidature.
- Completing their Confirmation of Candidature within the first one third of full-time candidature and submitting Confirmation of Candidature documentation within the agreed timeframe.
- Undertaking any coursework or other activities required by the Principal and Associate Supervisor.
- Advising the Supervision team of any difficulties encountered as these occur.
- Informing the University of an intention to submit thesis or examinable material, three months prior to submission.
- Submitting a pre-examination copy of their thesis to Library Services for copyright compliance and formatting checks as outlined in this Handbook.
- Submitting the thesis for examination within the **regulation timeframe**, and, if the examiners advise amendments are required, working under the guidance of the supervisory team to make these amendments.
- Accepting responsibility for the final copies of the thesis and submitting a correctly formatted and copyright compliant thesis to Library Services for upload to the University's open access repository.

When a candidate is thought to be making unsatisfactory academic progress or serious failure to comply with university policy, the Executive Dean or Delegate may recommend a suspension or termination of candidature to the Chair of Graduate Research.

Unsatisfactory academic progress includes, but is not limited to, failure to make sufficient progress toward completion within the program duration and/or failure to respond to supervision, and/or breach of the Research Code of Conduct Policy (TLR 5.06).

Responsibilities of the Supervision Team

The Principal and Associate Supervisors are responsible for:

- Ensuring that the HDR student's project plan is feasible within available resources.
- Ensuring that the milestones and timeframes identified within the candidate's higher degree research program are achievable.
- Advising the ADR should they have concerns regarding the candidate's capacity to meet the milestones identified in the research program or the adequacy of necessary resources or facilities essential to their completion.
- Ensuring that both the student and supervisory team complete a Student - Supervisor agreement within the first six weeks of enrolment.
- Ensuring they meet all requirements of being a student i.e. advising contact information, timely application of leave of absence requests (if appropriate). International students are to abide by their student visa conditions.

Maintaining regular contact with the candidate and ensure that a reasonable timetable is set to permit the degree to complete within the **regulation maximum timeframe of:**

- **2 year's full-time enrolment for Master by Research candidates; and**
- **4 year's full-time enrolment for Doctoral candidates**
- Ensuring that the candidate participates fully in research-training opportunities available within the University and the Faculty, as well as the broader external academic environment relevant to the discipline.
- Providing timely and consistent feedback to the candidate as confirmed in the Student-Supervisor agreement.
- Providing appropriate, helpful and explanatory feedback to the candidate on any submissions, returning such feedback in reasonable time, and assisting candidates to develop solutions as problems are identified.
- Ensuring that a candidate has received clear written documentation where the standard of the candidate's work is lacking and identifying together with the candidate strategies to address the identified problems.
- Assisting a candidate, where appropriate, with re-defining the initial milestones and timeframes to ensure that the research program will be completed in a timely manner.
- Reaching agreement with the candidate regarding authorship of publications and acknowledgements of contribution during and after completion of candidature and respecting and recognising contributions by the supervisor and candidate in all published works.
- Nominating an appropriate acting supervisor during absence, and seeking timely approval from the ADR, prior to commencement of leave of absence.
- Counselling candidates to enrol for a lower award if progress has been unsatisfactory.
- Identifying appropriately qualified Confirmation Panel members for the confirmation process.

- Identifying appropriately qualified thesis examiners for the examination of the thesis, and
- Advising the candidate as to whether, and when, the thesis is suitable in form and content, for submission, as per the University policy:
 - At the time of submission, supervisors should certify that the thesis is properly presented and conforms to the University's rules for submission of a thesis.
 - Supervisors should confirm that the thesis is of a standard suitable for examination.

Supervisory Team

Initial Meeting (within the first 9 weeks)

The Student- Supervisor Agreement must be completed within the first 9 weeks of commencing your HDR degree.

The purpose of the student supervisor agreement is to facilitate a discussion on:

- The candidate's project
- The candidate's approach to the project
- Expectations, communication and regular meetings, and
- Available resources
- University policies and procedures

Regular Meetings with the Supervision Team

Regular meetings with the Principal Supervisor can take place in any of the following modes:

- Face-to-face
- TEAMS, Zoom, FaceTime
- Phone

Generally, the more frequent and more regular the candidate meets with the supervision team, the better.

Candidates should consider the following for each meeting:

- Approach it as a business meeting
- Have a written agenda (student-driven)
- Take notes with actions and deadlines
- Follow project planning approach, and
- Plan steps for next meeting

Important Milestones During Candidature

A postgraduate research degree is a significant project that requires planning and management. Approaching your degree as a project involving a project plan; reaching milestones; the focused attention to logical progression, understanding the means to access research material and facilities and the application of appropriate research methodology can result in the timely completion of the HDR journey.

As with any major project, milestones are set and are integral to the delivery of the project (in this case, your thesis).

All HDR projects have the following milestones:

- HDR Support Series and Research Integrity Training
- Coursework (if applicable)
- Project Plan
- Literature review
- Selecting research methodology
- Ethics application
- Confirmation of Candidature
- Data Collection
- Data analysis
- Write up of thesis
- Submission for examination
- Revisions (if required)

Progress Reports

The purpose of progress reports is to ensure compliance by the candidate with key dates for milestones in their candidature. Progress reports are issued twice a year, May and November by WorkflowGen. They are issued electronically via an email sent to your student email account. To access the report in the email you need to be logged into a PC using your **student username and password**.

- The mid-year report (May) is completed by both the candidate and the supervision team.
- The end of year progress report (November) is a short report completed by the supervision team.
- The Faculty ADR reviews all reports. The Chair of Graduate Research reviews all reports where the student is not making satisfactory progress.

The May progress reports will identify:

- Whether required work on the project has been completed
- The frequencies of consultations with supervisor/s
- Significant writing or drafting of the thesis
- If ethics clearance has been obtained and up to date
- Early identification of any delays with submission of the thesis.

Any candidate who may not be progressing sufficiently to meet the thesis submission deadline will be referred to Bond Care. The [BondCare Student Safety and Wellbeing Reporting/Referral System](#) helps identify students whose wellbeing may be at risk or who may need additional academic support.

In keeping with the HDR Support Policy, HDR project budgets will be unavailable to any candidate for any purpose that is not considered critical to academic progress if they are not

making satisfactory progress.

NOTE the completion of HDR Progress Reports is compulsory. If the candidate fails to complete their section of the report by the closing date the above will apply”.

Confirmation of Candidature

Timeframe and Preparation

Timely progress within the first third of the candidature is important to not only the candidate, but also the supervisors and the University’s research community. Confirmation normally occurs within the first third of candidature, however the candidate’s faculty will have procedures regarding this milestone.

Enrolment of all HDR candidates is probationary until successful completion of a confirmation of candidature process. It is important that you are aware of your scheduled confirmation date early in your candidature, which your Research Development Manager can provide to you.

The key objectives will include:

- Evaluation of the candidate’s progress and achievement in the probationary stage of their candidature.
- To determine the appropriateness and feasibility of the research program, the adequacy of the research arrangements and resources.

Confirmation of Candidature is an extremely important milestone, and the candidate should ensure that they are well prepared for this. Further information can be found in the [HDR Student community in ILearn](#), see the Confirmation of Candidature tab. Students are also reminded that the Confirmation of Candidature Module is compulsory and should ideally be attended in your commencing semester. To assist with preparation for confirmation, candidates are also strongly encouraged to attend their fellow candidate’s confirmations.

Consequences for not Confirming when Due.

If a candidate has not submitted their confirmation of candidature document and completed their confirmation seminar within the agreed timeframe without reasonable cause, this will be considered unsatisfactory academic progress and may result in the following consequences for their candidature.

- After considering recommendations provided by the Faculty, the Chair of Graduate Research may suspend candidature of any candidate who is considered unsuitable to continue.
- On the recommendation of the Executive Dean or delegate, the Chair of Graduate Research may terminate a candidature on grounds of unsatisfactory academic progress
- Any living stipend received by the student may be suspended until such time as they achieve confirmation.

Confirmation Process

The faculty will establish procedures for confirmation of candidature for each HDR program. Confirmation procedures will require the formation of a Confirmation Panel consisting of at least three panel members. This normally includes at least one internal academic member, at least one member external to the University from a cognate field as approved by the ADR, and the panel chair. The ADR normally chairs the Panel.

All panel members must have at least the equivalent qualification as the confirming candidate however, in exceptional circumstances, provisions can be made to include subject matter experts on the panel without the requirement for an equal qualification.

Prior to Confirmation, the faculty will ensure that no panel member has any known conflicts of interest arising from personal or professional relationships with the student or other panel members that may impede a fair and objective recommendation. The principles outlined in the [ACGR Conflict of Interest in Examination Guidelines](#) will be applied when assessing any potential conflicts of interest.

Confirmation of candidature will be based on an assessment of the following milestones, and candidates are required to:

- Conduct an oral presentation.
- Outline a detailed confirmation document, which will normally be up to a maximum of 10,000 words.
- Complete an annotated literature or bibliographic review or other form of comprehensive background research.
- Provide evidence of having started planning for ethics approval.
- Successfully complete any stipulated coursework unit/s or other developmental activity required in the Letter of Offer.
- Present an outline of the research project and progress to date before the Faculty Confirmation Panel.

Conclusion of Confirmation Process

Following the oral presentation, the panel will meet and discuss the candidate's progress. The Confirmation Panel will recommend either that:

- The candidature is confirmed.
- The probationary period should be extended as deemed relevant by the Confirmation Panel and set conditions that must be met before candidature can be confirmed.
- Termination of candidature.
- Downgrade from Doctoral degree to Master by Research.

Where candidature is confirmed, the Confirmation Panel Chair will complete a Confirmation of Candidature report and provide a copy to the Faculty's RDM.

Where a further period of probationary candidature is recommended, the Confirmation Panel will stipulate the length of the extension and any conditions to the candidate and to the Faculty's ADR and RDM. The Confirmation Panel shall reconvene at the conclusion of the extension

period to determine the candidate's confirmation. In all cases specified above, the Chair of Graduate Research must approve the recommendation made by the Confirmation Panel.

Conversion of Degree

A Master by Research candidate's supervisory team may apply in writing to the Executive Dean or delegate for conversion to a Doctoral Degree program (AQF Level 10).

At the discretion of the Executive Dean or delegate, approval may be given for the candidate to seek conversion to doctoral candidature.

Conversion to doctoral candidature will require that:

- The student has shown exceptional progress for the Master by Research.
- The conversion panel is satisfied that the candidate has the capacity to complete a PhD.
- The conversion panel is satisfied the faculty criteria for a successful confirmation for a PhD is established.
- The conversion panel is satisfied that the research project is appropriate for a Doctoral Degree (AQF Level 10).

The candidate must prepare a document (including a research plan appropriate to AQF level 10 Doctoral Degree level requirements) and submit to the panel and present a seminar. The candidate must comply with the requirements of the confirmation procedures.

Project Budgets

An integral part of being a researcher is managing a research budget. Candidates can access funding from the University for their studies. The HDR Unit administers HDR student budgets and expenditure.

Budget Development and Maximum Funding Available During Enrolment

HDR candidates are required to prepare a proposed whole-of-candidature budget, subdivided into calendar years, as part of their confirmation document. This budget must be developed in consultation with the supervision team. It is recommended that the budget be completed as early as feasible during enrolment to facilitate forward project planning and access to funding support.

The maximum funding available to HDR candidates for project costs and conference travel support during their candidature will be determined by the costs of the degree, as outlined by the Commonwealth Research Training Program, and the annual operating budget of the University.

Candidates will no longer have access to their funds once they cease to be enrolled students (i.e., from the point of being 'Under Examination' onwards), unless exceptional circumstances apply. Any previously approved funds that have not been expended will be forfeited.

In accordance with the HDR support policy, HDR project budgets will be unavailable for any purpose not deemed critical to academic progress if the candidate is not making satisfactory progress or has not completed their pre-confirmation training.

The budget must be manageable within the resource constraints of the Faculty and the University. The University is not obligated to fund amounts exceeding the establishment limits outlined in Schedule 1 of the [HDR Support Policy](#) unless prior agreement on project costs or conference support has been reached.

Project budgets and project support includes the following:

- Data collection costs
- Laboratory consumable costs
- Record access costs
- Field work consumables
- Field work travel and subsistence for data collection
- Material, practical projects and films
- Conference travel, if presenting

Some project costs may already be supported through existing University infrastructure, including:

- Access to literature and publication resources
- Access to databases and other relevant online records
- Large equipment, and
- Minor equipment already owned and used in the University

Conference Attendance

The University grants financial support to HDR candidates on a case-by-case basis for conference registration, accommodation, and associated travel costs, and is contingent upon acceptance to present a research paper. Approval for conference attendance is typically granted only after the candidate has confirmed their candidature.”

Receiving Budget Approval and Accessing Funding

To access funding, candidates must complete the HDR Budget Request in [WorkflowGen](#). Instructions are available in the **HDR ILearn Community** under the HDR Project Funding and Travel tabs. Candidates should review these instructions before submitting a budget request. Incomplete or incorrect requests will be returned for amendment.

Once approved by the Chair of Graduate Research, candidates and supervisors will be notified via WorkflowGen. The Chair holds exclusive authority for budget approvals, and requests are not considered approved until formal notification is received.

To expend funds, candidates must contact the [Higher Degree Research Unit](#), which will make purchases on their behalf. Candidates should not make purchases themselves. **The HDRU cannot authorize payments or book travel until the request is officially approved.**

Note that any unspent HDR project funds will be forfeited once the candidate ceases to be enrolled (i.e., from the point of being ‘Under Examination’ onwards).

Other Funding Sources

Some students may have access to additional funding from sources such as external grants or prize money from HDR competitions like 3MT. These funds must be spent in accordance with Bond University’s finance and travel policies, as well as the specific rules of the grant or prize.

Permitted expenditures from Bond-funded prize money are limited to research-related activities,

research training, HDR project expenses, and travel activities that are part of the candidate's enrolment. Travel not covered by Bond's student travel insurance is not permitted. To access these funds, candidates must submit an HDR Annual Budget Request form in WorkflowGen.

Acknowledging Funding

All students receiving RTP Scholarship Support, both living stipend and fee off-set, must acknowledge the Commonwealth's support when they publish or produce material such as books, articles, newsletters or other literary or artistic works which relate to the research project, whether this is during or after completion of their HDR studies.

This requirement applies to the student, their supervisor or any other party who publishes or produces material carried out by the recipient of RTP Scholarship.

The acknowledgement must be displayed in a prominent place using the following text:

This research was supported by an Australian Government Research Training Program Scholarship.

Process for Obtaining Travel Funding

Candidates must read the instructions in the ILearn HDR Student Community under the project funding and travel tabs before submitting a travel budget request. Compliance with Bond University's approval and risk assessment requirements is mandatory for traveling candidates.

- Funding is available for project fieldwork and conferences where candidates are invited to present. **Travel for data collection or fieldwork that exceeds 270 days will not be approved.**
- Candidates must consult their supervision team and complete the HDR Annual Student Budget Request in WorkflowGen, including all expected costs with quotes attached.
- All required travel forms must be attached to the request.
- Applications must be submitted at least 12 weeks before international travel and 6 weeks before domestic travel.
- Travel bookings must be made through [FCM Travel](#), Bond University's supplier, to avoid budget overruns.
- Conference applications must include the program and invitation to present, if available. Approval is conditional on receiving an invitation.
- The Chair of Graduate Research will review requests on a case-by-case basis.
- Outcome notifications will be sent via WorkflowGen to the Principal Supervisor and the HDR student.
- Candidates must provide flight, accommodation, and conference registration details to the HDR Unit within 5 days of receiving the outcome letter.
- The HDR Administration Unit will book and pay for all project-related travel. Reimbursements (except incidentals) are not permitted without prior approval
- The HDR Administration Unit will reimburse approved out-of-pocket incidental expenses upon presentation of tax invoices.

- Expense records will be maintained by the HDR Administration Unit.
- Private travel incidental to business travel must be booked and paid for by the candidate.

Note that all travel undertaken by an HDR student during their project must be done in accordance with the University's [Student Travel Policy](#).

Business Travel Insurance

Information regarding Student travel insurance can be found on the [Bond Business Travel Insurance](#) document.

Combining Bond Business with Private Travel

The University allows incidental private travel during business trips. If the main purpose is University business, the University will cover reasonable transport costs, except for detours. Incidental travel must not exceed 40% of the trip unless authorized. For private travel exceeding this, candidates must contribute to transport costs.

Candidates are responsible for all expenses during personal days added to business trips. Non-incidental private travel must be booked and paid for by the candidate. The University is not liable for issues arising from private travel, and candidates must arrange their own insurance for it.

Further details are available in the Bond University Guidelines for Combined Business & Private Travel in the HDR Student Community under the Travel tab.

Article Processing Charges

HDR students can lodge an Article Processing Charge (APC) request for an APC to be paid from their project budget funds. APC-approved HDR students can use the HDR budget request form to request access to their HDR project funds. Further information can be found on the [HDR APC Support web page](#).

Research Integrity

Research integrity is foundational to the work of the academic community and applies in all areas of research endeavour including research data planning, security and storage, authorship, publication and reporting, and management of conflicts of interest. Further Information can be found on the Research Intranet under [Research Integrity](#).

Ethics

How to Apply for Human Research Ethics

You should have a discussion with your supervisor very early in your candidature to determine whether you need ethics approval for your project. **Researchers including students must gain approval from an accredited Human Research Ethics Committee (HREC) before they can undertake human research.** Further information can be obtained can be found on the [Research Ethics](#) webpage.

Data Management

Data management is an essential part of research today. Almost every researcher manages various forms of data. Data management includes activities such as backups, collaborative work, data storage and retention. Managing your data professionally allows you to work more efficiently, produce higher-quality data, and achieve greater exposure for your research, as well as protecting your data from misuse or loss.

The first step towards professional data management is to make a data management plan. Details about HDR research data management planning can be found on the Research Intranet under [Data Management](#)

If you require further assistance, please contact researchdata@bond.edu.au

Intellectual Property, Copyright and Plagiarism

Intellectual Property (IP)

As a researcher you should clarify ownership of and rights relating to research data before a project starts. Ownership and rights will determine how the data can be managed into the future, so these should be documented early in a project through Data Management Planning.

All research data created at Bond University is subject to the [Intellectual Property Policy](#) and associated policies.

In general, students own the copyright in all material generated during the course of their studies, including their thesis and the research data, except in the following three situations:

- The university has made a contribution of funding/resources/facilities or apparatus AND you make or contribute to a patent-worthy discovery or invention.
- The student has been provided with background intellectual property owned by the university or their supervisor, or
- The research is subject of an agreement between the university and a third party that deals with IP rights, for example a funding agreement that assigns all or some ownership of the research.

You will be made formally aware of any changes to the ownership of copyright or IP related to your studies. Should you have any questions about the ownership of your IP, please speak with [Research Services](#).

External Parties

Where research is conducted in collaboration with partners outside of Bond University, or for external agencies (e.g. funding bodies), ownership of copyright and other IP must be explicitly agreed to by the parties.

Ownership of copyright and other IP will commonly be dealt with in a document such as a funding agreement, contract or a memorandum of understanding. All researchers should be familiar with the requirements of any funding agreements, contracts or partnership arrangements, and consider these during the data planning process. For further information on

External Funding consult the University's [Intellectual Property Policy](#) or contact [Research Services](#).

Copyright

Careful management of third-party copyright when writing your thesis will ensure a copyright compliant submission.

If you want to include any works created by another person, such as diagrams, images, surveys, in your thesis the reproduction of that work must be cleared with the copyright owner before upload of the thesis into the University's [Research Portal](#). This may entail gaining permissions in writing from the author/creator, or requesting publisher licences to reproduce the work.

A licence may also be required to reproduce your own published articles in your thesis.

Students can also refer to the Library's [Writing and Submitting a Thesis guide](#) for copyright information.

Please consult with the [Manager, Scholarly publications & Copyright](#) in Library Services 8-12 weeks before 'Submission for examination' for a copyright compliance check to ensure a smooth submission of your thesis

Copyright Permissions Log and File

If third party copyright material is reproduced in a thesis (e.g. images, graphs, or other published works) the candidate must obtain the creator's permission or a publisher's licence or, if using an Open Access work, cite the Creative Commons licence as applicable. These permissions and licences should be noted in a Copyright Log then combined into one Copyright Permission file (in PDF format) for upload with the thesis into WorkflowGen (WFG).

Students who require further information regarding copyright should consult the Copyright Library Guide and are welcome to contact the [Manager, Scholarly Publications and Copyright for assistance](#).

Works Published Under Creative Commons Licence

It is important to treat Open Access articles and other works published under a Creative Commons (CC) licence correctly in the thesis.

Always provide a full citation of the article that includes a link to the appropriate CC licence.

Citation example of a work with a CC licence:

Akana, I.; Nguyen, T.; Singh, R.; Abebe, V. (2021) A review of intellectual property law in developing countries. *Int J of Intellectual Property*. 10(8). doi: 10.3390/abc2055432
Under a [Creative Commons Attribution Licence \(CC BY 4.0\)](#)

Consult the [Creative Commons page](#) in the [Writing and Submitting a Thesis guide](#) or contact the [Manager, Scholarly Publications & Copyright](#) for further information.

Plagiarism and Academic Misconduct

[Plagiarism](#) occurs when the work of another person, or persons, is used and presented as one's own, where the source of each quotation or piece of borrowed material is not acknowledged with an appropriate citation and is a form of academic misconduct.

The University regards very seriously any acts of cheating, or dishonesty by way of plagiarism and there are a range of penalties which may be imposed on a student for instances of plagiarism. It is highly recommended that candidates read the information, and complete the 30 minute Academic Integrity module, available on the University's [Academic Integrity](#) website.

Bond University uses SafeAssign and Turnitin to check student work for plagiarism. The Candidate must submit their draft chapters to Turnitin before providing them to their supervisor for review. The Turnitin reports must be saved in the candidate's Research Data Store for reference. Students are to provide Turnitin reports to the supervisors together with their draft chapters.

Publications and Authorship

The University provides guidance on best practice for authorship of research outputs. It is vital that contributions to research outputs are appropriately recognised. Further information can be found in the Authorship Guide located on the [Research Intranet](#) and in the [Bond University Authorship Policy](#).

Publication Prior to Submission

Candidates are strongly encouraged and supported to prepare components of their research for publication prior to submission of their thesis.

There may be some advantages in developing a thesis in this format:

- To develop writing skills
- Improve the quality of the thesis through a formal peer review process.
- Create a chapter with each separate published paper
- Disseminate research

In cases where a candidate has published research findings, references must be included within the thesis. Students should adhere to the University's [Research Code of Conduct policy](#), the [Guidelines on Authorship](#) and the Retention of Research Data.

The thesis format may include one or a series of papers that have been prepared, submitted, or accepted for publication in a book or journal during the candidature period.

When including a published article in a thesis, a candidate must take care to understand the copyright status of the publications, and whether it can be reproduced under their Publication Agreement, or Publisher Licence or under a Creative Commons licensee to the [Writing and Submitting a Thesis Guide](#) for more information.

Turnitin must be used for article manuscripts before being submitted to publishers. The principal supervisor should review the Turnitin report along with manuscript prior to submission for publication.

Submission of published research in an appropriate journal is often required of doctoral

candidates. See [Appendix 2 Copyright Permissions \(Where the Publisher is the copyright owner\)](#).

Requirements for Inclusion of Published Work in a Thesis

A thesis may include published or unpublished papers where such papers have been produced under supervision and during the period of candidature and where the quality of such papers is appropriate.

Papers which have been rejected by a publisher must not be included unless they have been substantially rewritten to address the reviewers' comments or have since been accepted for publication.

Extent Of Student's Contribution

The student should normally be the principal/first author (that is, responsible for the intellectual content and most of the writing of the text) of any work included in the body of the thesis.

Where any work has been jointly authored, a signature on the Authorship Agreement from the corresponding author is required to include the material in the body of the thesis. Co-authored work in which the student was a minor author can only be used and referenced in the way common to any other research publication cited in the thesis.

Higher Degree by Research Programs

Bond University offers the following Higher Degree by Research programs:

Master's Degree (Research)

Master of Philosophy (MPhil)

Master of Laws (by Research)

Doctoral Degree (Research)

Doctor of Philosophy (PhD)

Doctor of Legal Science (Research) (SJD)

Professional Doctorate of Occupational Therapy

Doctor of Philosophy by Prior Publication

PhD by Prior Publication

The PhD by prior publication route is intended primarily for mid-career research-active academics who have high-quality research outputs but have not previously undertaken a PhD. Submissions for this award will consist of a coherent body of work which is of the same quality, rigour and volume as required of a standard PhD and which constitutes an original contribution to knowledge.

The requirements for the degree include a series of original publications authored solely or primarily by the candidate that have a common theme and are published in peer reviewed journals. This constitutes a portfolio of original work. The portfolio is accompanied by an integrative exegesis that place the publications into the context of an overarching research question or series of interrelated research.

It is expected that the portfolio would already be published or accepted for publication prior to enrolling in the PhD by prior publication. It is not designed for students who publish their research concurrent to enrolment.

Further information can be found on page 9 of the [HDR Programs Procedure](#).

Thesis Guidelines

Introduction

The following guidelines have been developed to assist Higher Degree by Research (HDR) candidates with preparing their thesis/exegesis for examination.

Thesis Definition

A Thesis* is defined as a substantial and intellectually coherent product or product(s) using one or more media such as a thesis, dissertation and artefacts, or exegesis and portfolio of publications and/or creative works. Unless the context requires otherwise these products will be referred to in this Handbook as ***the thesis***.

*Australian Council of Graduate Research (2024) *Graduate Research Good Practice Principles*.
<https://www.acgr.edu.au/good-practice/graduate-research-good-practice-principles/>

The thesis must meet the HDR Handbook requirements for examination. Candidates should submit the thesis for examination in the format set out in the Handbook. Candidates who are completing an exegesis should follow the guidelines where exegesis is mentioned in this handbook and consult with their supervisors to discuss their specific requirements.

Candidates can contact the [Manager, Scholarly Publications & Copyright](#) and the [Manager, Information Resources](#) at any time during their candidature to discuss any questions they may have about copyright and formatting compliance. Further information can be found in the Library Guide [Submitting your thesis – A stepped process](#).

Expectations for Thesis Word Count

In cases where the quality of the thesis merits it, there may be some flexibility to the word count guidelines. Any variation of these word count guidelines must be supported by the Faculty ADR and be approved by the Chair of Graduate Research.

Faculty of Law

It is recognised that the length of a thesis may vary according to the topic and discipline, however as a general guideline:

PhD word count limit is 80,000-100,000 words including footnotes, excluding front matter, bibliography, and the appendices.

The SJD thesis word count limit is up to 70,000 words including footnotes, excluding front matter, bibliography, and the appendices.

The LLM (Res) thesis word count limit is up to 50,000 words including footnotes, excluding front matter, bibliography, and the appendices.

Faculty of Health Sciences and Medicine

It is recognised that the length of a thesis may vary according to the topic and discipline, however as a general guideline:

The Master of Philosophy thesis word count is between 30,000 – 50,000 words excluding appendices and reference list/bibliography.

The PhD thesis word count is between 60,000 – 80,000 words excluding appendices and reference list/bibliography.

The Professional Doctorate of Occupational Therapy thesis word count is between 30,000 – 50,000 words excluding appendices and reference list/bibliography.

Bond Business School

It is recognised that the length of a thesis may vary according to the topic and discipline, however as a general guideline:

The PhD thesis word count is between 80,000 – 100,000 words excluding appendices.

The Master of Philosophy thesis word count is between 30,000 – 40,000 words excluding appendices.

Faculty of Society and Design

The PhD thesis word count is between 80,000 – 100,000 words excluding appendices.

The Master of Philosophy thesis word count is between 30,000 – 40,000 words excluding appendices or equivalent weight of work for a creative arts project.

The Doctor of Philosophy by Prior Publication (PhD) (all faculties)

During candidature for the Doctor of Philosophy by Published Work, the candidate must prepare an examination portfolio consisting of:

- a collection of original publications authored solely or primarily by the candidate in the same discipline and of such quantum, scope, and quality as is commensurate with doctoral level research; and
- an integrative exegesis of approximately 20,000 words.
-

General Presentation for All HDR Thesis/Exegesis

Your thesis must comply with the following formatting requirements:

- Typing must be 1.5 spaced
- Text must be Arial 12 or Times New Roman 12 font
- Printed on A4 paper; single-sided for examinable copies and double-sided for final copies
- The inside edge of margins should be no less than 30 mm
- Outside edge margins should be 20mm
- Top margin should be 20mm
- Bottom margin should be 30mm
- Page numbers should appear in the footer inside the margins and in the centre of the page
- Pages should be numbered with lower case Roman numerals for the Preliminary section of thesis and Arabic numerals for the Main section of the thesis. The title page is page i but should not be numbered
- Each chapter should commence on a new page



Preliminary Section

Order of Table of Contents

The following Table of Contents example contains all the content headings for a thesis.

Every heading should be included in the thesis on a separate page and contain an appropriate statement or content.

Further details and examples are provided on the following pages:

Title Page		Preliminary section
Abstract		
Keywords		
Declaration by Author		
Declaration of Author Contributions		
Research Outputs		
Ethics Declaration		
Copyright Declaration		
Acknowledgements		
Table of Contents		
List of Tables		Main section
List of Figures		
List of Diagrams		
Abbreviations		
Main Text of the Thesis		
Bibliography or List of References		
Appendices		

Thesis Table of Contents Example

TABLE OF CONTENTS

Title Page.....	i
Abstract	ii
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Ethics Declaration	vii
Copyright Declaration.....	viii
Acknowledgements	ix
Table of Contents	x
List of Tables.....	xi
List of Figures.....	xii
List of Diagrams	xiii
Abbreviations	xiv
Chapter 1: Title.....	1
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1.1.1 Subheading	1
1.2 Subheading	1
1.2.1 Subheading	1
Chapter 2: Title.....	2
2.1 Subheading	2
2.1.1 Subheading	2
Chapter 3: Title.....	3
3.1 Subheading	3
3.1.1 Subheading	3
Chapter 4: Title.....	4
4.1 Subheading	4
4.1.1 Subheading	4
References.....	5
Appendices.....	6
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Title Page

The thesis must be preceded by a title page which should include the following details (as per the example below):

- The full title of the thesis
- The full name of the candidate
- The degree for which the thesis is submitted. This must be one of the following:

Master of Philosophy (MPhil)
 Master of Law (by Research)
 Doctor of Philosophy (PhD)
 Doctor of Philosophy by Prior Publication PhD)
 Doctor of Legal Science (Research)
 Professional Doctorate Degree

- The month and year of submission. This will be the month the candidate receives their award of degree letter .
- The Faculty in which the candidature was undertaken. This must be one of the following:

Bond Business School
Faculty of Health Sciences and Medicine
Faculty of Law
Faculty of Society and Design

- The title and names of all supervisors, for example Professor Jane Citizen
 Acknowledgement of Federal Government funding

Thesis Title Page Example



Thesis Title

Full Name

Submitted in total fulfilment of the requirements of

Award Name

Month Year

Faculty Name

Supervisor title and name, Supervisor title and name and
Supervisor title and name

This research was supported by an Australian Government Research Training Program Scholarship.

Abstract

An abstract of 300 - 500 words follows the title page and should be a concise summary of the thesis.

Keywords

A maximum 10 words which are specific to the thesis.

Declaration by Author

The declaration is dated by the candidate and must be included on a separate page after the abstract. Declare for a thesis or exegesis as the case applies.

The declaration is below:

This thesis is submitted to Bond University in fulfilment of the requirements of the degree of (name of degree: see table above for full list).

This thesis represents my own original work towards this research degree and contains no material that has previously been submitted for a degree or diploma at this University or any other institution, except where due acknowledgement is made.

Full name:

Date:

Declaration of Author Contributions

Publications you have co-authored, and are included in the thesis, must be stated below along with the contributions.

Example:

Publication co-authored	Statement of contribution
Smith, L.A., Citizen, J., Person, M. (2015). Creative writing thesis in Philosophy: and in- depth study of exegesis. <i>The Canadian Journal of Advance Higher Education</i> , 55(5), 1100-1120.	LS 80%, JC 15%, MP 5%
Smith, L.A., Citizen, J., Person, M. (2015). Interdisciplinary education and the future of Doctoral studies. <i>International Pedagogy Journal</i> , 10 (7), 87-97.	LS 75%, JC 20%, MP 5%

Research Outputs and Publications During Candidature

It is important for candidates to list any research outputs that were published or presented during their candidature.

List publications using the standard citation format for the discipline.

Publications should be divided into sections such as e.g. peer-reviewed papers, book chapters, conference abstracts.

Examples:

Peer-Reviewed Publications

Smith, L.A., Citizen, J., Person, M. (2015). Creative writing thesis in Philosophy: and in-depth study of exegesis. The Canadian Journal of Advance Higher Education, 55(5), 1100-1120.

Smith, L.A., Citizen, J., Person, M. (2015). Interdisciplinary education and the future of Doctoral studies. International Pedagogy Journal, 10 (7), 87-97.

Published and Presented Conference Abstracts

Smith, L.A., Citizen, J., Person, M. (2014). The written word and the impact on public policy. Australian Public Policy Association Conference, Dubbo, Australia.

Smith, L.A., Hope, J., Hall, M. (2013). The evolution of Pedagogy. Australian and New Zealand Higher Education Forum, Gold Coast, Australia.

Ethics Declaration

If the project received human research ethics approval, the following applicable statement must be included:

Thesis:

“The research associated with this thesis received ethics approval from the Bond University Human Research Ethics Committee. Ethics application number *****.”

Exegesis:

“The research associated with this exegesis and portfolio received ethics approval from the Bond University Human Research Ethics Committee. Ethics application number *****.”

Copyright Declaration

The Copyright Declaration page must contain a statement.

Choose from the following three statement options: A or B or C

Option A – The Thesis contains published articles by the candidate

I declare that I have obtained all copyright permissions required for use of third-party material and identified these works in the thesis.

Statement for Closed/Subscription access article is:

Copyright permission has been obtained from the publishers to reproduce the following articles:

1. Full citation of the article. Reproduced in Chapter.
2. As above for further published article.

Citation example for Closed Subscription access articles:

Author, Title, Journal Title, Volume/Issue, DOI, Copyright ©, [year], Link to the published article on the publisher's website.

Reproduced with permission from [Publisher].

Permissions are also cited in the preface of the relevant chapters within the thesis

Statement for Open Access article/s:

The following published article/s has/have been reproduced under a Creative Commons licence:

1. Full citation of the article. Reproduced in Chapter __.
2. As above for further articles.

These articles are also cited in the preface of the relevant chapters within the thesis.

Citation example for an Open Access article:

Author, Title, Journal Title, Volume/Issue, DOI, Copyright ©, [year], (If no DOI, then provide a link to the published article on the publisher's website)

Made available under a Creative Commons Attribution ([CC BY 4.0](#)) licence. (Example licence only).

Tip: Hyperlink to the relevant CC licence to share the terms of use with readers.

Option B – the Thesis does not contain published works by the candidate

I declare that I have obtained all copyright permissions required for use of third-party material and identified these works in the thesis.

No published articles by the author are included in this thesis.

Option C- The Thesis does not contain any third-party material or published articles by the candidate.

I declare that this thesis is entirely my own original work and does not contain any third-party materials.

Acknowledgements

This section is to record acknowledgement and gratitude for the more general academic input and support, financial support from grants and scholarships; and non-academic support received during candidature.

There is no word limit applied to the Acknowledgements section.

Table of Contents inserted here (following Acknowledgements)

List of Tables

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Example

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Figure 2: A comparison of guidelines for natural sciences.....	155
Figure 3: Interdisciplinary studies and consistencies with formatting.....	283

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Example

Diagram 1: Inter-relationships between biology, chemistry and physics.....	98
Diagram 2: Proteins, enzymes and genes	102

Abbreviations

Abbreviations should be presented in a table, as shown in the example below:

Associate Dean Research	ADR
Bond University Human Research Ethics Committee	BUHREC
Higher Degree Research	HDR
Research Development Manager	RDM
Academic Skills Centre	ASC

Main Section

Structure of The Main Text of the Thesis

Candidates should seek advice from their supervisors regarding the structure of the main section of the thesis particularly in relation to chapters. The Library has produced a guide which will assist candidates with the writing process <http://bond.libguides.com/writing-submitting-a-thesis>

Bibliography or List of References

- Only recognised referencing styles should be employed, and candidates should consult with their supervisors on the most appropriate form of referencing for the field in which they are working.
- The style of referencing adopted must be followed consistently.
- All books and articles mentioned in the body of the thesis must appear in the bibliography or reference list as appropriate.
- In some fields, the bibliography or reference list contains a record of works consulted, even if not actually cited in the text.
- The reference style in which a bibliography or reference list is presented may vary depending on the field of research. Supervisors can advise on what is appropriate for the field of research, and candidates should become familiar with the standard in their field by consulting previous theses.
- References/footnotes may appear in the body of the text, or at the bottom of each page, at the end of each chapter, or at the end of the thesis. However, this varies between fields of research. Candidates should consult with their supervisor for clarity.
- Adequate documentation of sources is expected and relied upon by the examiners who may wish to consult sources quoted in a thesis.
- **Failure to adequately document sources could lead to allegations of plagiarism.**

Appendices

Examples

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Appendix 2: Comparative analysis of faculty differences taken from Universities with more than 20,000 PhD students	360

Additional work required for a Doctor of Philosophy by Published Work (PhD)

Please refer to Appendix 2 for guidelines regarding Doctor of Philosophy by Published Work (PhD).

Editing of Thesis

Candidates must obtain, prior to examination, written approval from their supervisors and the ADR to use a professional proof-reader. Support for proofreading will be considered on a case-by-case basis. To obtain approval the candidate must be able to show that they have engaged with the SLS to improve their writing skills during their candidature and can demonstrate a need for further assistance. If a candidate has unused project funds, they will be permitted to use them for proofreading.

It is the responsibility of the supervisors to ensure that any professional editorial assistance does not alter or impact upon the scholarship or intellectual content of the candidate's thesis.

Candidates who use professional proofreading assistance must comply with all requirements outlined in the [Guidelines for editing research theses](#).

Preparing to Submit the Thesis for Examination.

In the months preceding the submission of the thesis, the candidate, supervisors, ADR and RDM will be involved in the examination process.

Intention to Submit

As the candidate approaches their submission date, they should engage their supervisors in a conversation about their preparedness to submit their thesis on time.

The intention to submit form should be launched in [WorkflowGen](#) three months prior to the Candidate's submission date. The Candidate may launch the form earlier if they are ready to submit their thesis earlier. If the candidate is ready to submit, WorkflowGen will notify the Principal Supervisor and Faculty ADR. They will then proceed to nominate examiners.

Library Services

[Copyright and Formatting compliance](#) check.

Candidates should send a PDF of their thesis, and copyright permission file by email to [the Manager, Scholarly Publications & Copyright](#) and the [Manager, Information Resources](#) 8-12 weeks before the nominated date of their thesis submission.

Candidates should consider this requirement when completing their intention to submit form (See [the Library Research Guides](#) for important details on requirements for submitting a thesis).

Once the final version of the thesis has been submitted for examination via the WorkflowGen form 'HDR Submission of Thesis for Examination', it will be reviewed by Library Services before being approved for examination. The library will return the documents via WorkflowGen for correction and resubmission if they do not comply with the HDR Handbook formatting and copyright requirements.

Selection of Examiners

It is the responsibility of supervisors and candidates to disclose any close working relationship with a potential examiner, or where co-publication has occurred prior to or during the period of candidature. Further information can be found in the [ACGR Conflict of Interest in Examination Guidelines](#)

Prior to the nomination of examiners, candidates should disclose any conflict of interest with a researcher that would warrant their exclusion as an examiner. In such circumstances the candidate must provide written justification to the Faculty ADR.

Confidentiality of the examination process must be maintained throughout the examination process. Therefore, the supervisors should not disclose or discuss their nominations with the candidate.

Selection and approval of examiners by the ADR should be made at least two months prior to the expected date of submission of the thesis or examinable material.

Examination of a thesis or examinable material will be undertaken by the examiners and endorsed by the ADR on behalf of the Faculty Executive Dean. Normally, examiners will have a degree equivalent to that under examination. However, in exceptional circumstances, one of the examiners may be appointed based on outstanding scholarly and academic achievement or expertise in the field.

Panel of Examiners

The Examination Panel for doctoral theses will be comprised of at least two independent examiners, selected from the five nominated and submitted for approval. The Master by Research Examination Panel will be comprised of two independent examiners, one of whom may be internal, selected from the three nominated and submitted for approval.

Communication with Examiners

The ADR will request the Faculty RDM to contact prospective examiners to seek their availability during the expected period following submission of the thesis or examinable material.

Confidentiality of the examiners and the examination process must be maintained throughout the examination process. All communication with examiners must be directed through the faculty. No other communication can be made with the examiners after appointment.

Examiners are normally required to return the Examiner's Report Form on the thesis/examinable material submitted for examination within 8 weeks.

The Process of Submitting for Examination.

The WorkflowGen steps for the Submission of Thesis for Examination are shown below.

1. Candidate submits the request
2. Library Services Review
3. Principal Supervisor Approval
4. Faculty (ADR) Approval
5. RDM Admin processing (Under Examination)

Formatting of the thesis in line with Bond University requirements as stated in this Handbook, is the responsibility of the candidate. Candidates should refer to their Faculty RDM for instructions on whether a printed copy of the thesis is required for examination.

To submit their thesis for examination, candidates must launch and complete a HDR Submission of Thesis for Examination Form in WorkflowGen. All examinable material **including a Statement of Authorship** must be uploaded into the form.

All Turnitin reports should be saved in the candidate's data management store and the final thesis Turnitin report should be included with the examinable material upon submission of the thesis for examination.

The Faculty RDM will also apply plagiarism detection software (Turnitin) to the examination copy of the candidate's thesis once the 'Submission of Thesis for Examination' form is received. A copy of the report, and approval by the Dean or Delegate must accompany the Examination copy of the thesis.

The candidate will be put under examination after the ADR approves the thesis for examination. Therefore, the candidate should consider this when submitting the form and should ensure the form with the required documents attached is submitted in time for the candidate to be put "under examination" before their submission date.

The candidate must also separately submit a structured, deposit of data corresponding to the examination copy of the thesis in accordance with the Research Data Management and Sharing Policy. For further information about can be found in the in iLearn under [Data Management](#).

Statement of Authorship

Students at Bond University have begun using Generative Artificial Intelligence (Gen-AI) to benefit their work processes, where permitted. While Gen-AI can assist your studies, it is important to be aware of the limitations and risks. Further information about the use of GenAI at Bond University can be found on the [Generative Artificial intelligence webpages](#)

Candidates must submit a statement of authorship alongside their thesis when submitting for examination. The Statement of Authorship form can be found in the HDR Student Community under the Preparation for Examination tab.

Criteria for Examination of the Thesis

The University will provide all examiners with a copy of the University's Guidelines for assessment of the thesis to assist with marking. Examiners are asked to consider the Research Doctoral or Master by Research thesis in the following terms, considering differences of format and style appropriate to the field and discipline:

- Does the candidate demonstrate their familiarity and understanding of the literature in the field of study?
- Does the candidate demonstrate their ability to conceptualise, design and undertake an independent research project?
- Are the methodological or technical approaches used appropriate to the project design and sufficiently well applied?
- Are the research results well outlined and interpreted?
- Has the thesis made an important contribution to knowledge or understanding of knowledge in the field?
- Does the thesis and/or examinable material demonstrate the appropriate degree of originality embodied in the work submitted?

Duration of Examination

The ADR will recommend commencement of the examination process for thesis submitted by all HDR students.

Normally, the thesis will be assessed within these timeframes:

- One week from submission of examinable material to dispatch to examiners
- Eight weeks from receipt by examiners to return of examiners' reports to the Faculty RDM
- Two weeks from receipt of final submission of examiners reports to notification of official result to the candidate and supervisors.

Information sent to Examiners

Generally, the information consists of the following:

- A copy of the thesis or examination portfolio in hard copy or in electronic form, as requested.
- A written report on the performance of the candidate in any required program, seminars, exercises and laboratory work, where the thesis represents partial fulfilment of the requirements for the degree.
- A request for examiner acceptance, including confirmation of no conflict of interest.
- A specific due date and return instructions for submission of the examiner's report
- honorarium payment arrangements, and
- An examiner's report form.

Procedures while Under Examination

Once the thesis has been submitted to Faculty, a copy will be sent to each of the examiners. The timeframe for their examination and report is approximately eight weeks, but this is a guideline only.

During the examination period the Faculty RDM will monitor the correspondence from the

examiners and send them reminder emails when required. Once the examiners reports are received, the Faculty RDM will contact the supervision team and provide them with the examiners' reports. The Principal Supervisor will then contact the candidate.

Oral Examination

From January 2025, oral examinations will be required for commencing HDR candidates and will be optional for candidates who commenced prior to January 2025.

The faculty will convene an Oral Examination Panel which will comprise, as a minimum,

- the Chair of Graduate Research or proxy,
- at least one academic external examiner,
- the current primary supervisor or proxy,
- and an independent academic staff member from another discipline to chair the panel.

Overview of Proposed Oral Examination Process for HDR Candidates

- 1) The candidate submits their thesis as per standard faculty processes.
- 2) The examiners are invited to review the thesis (as per standard faculty processes).
- 3) The examiners will provide a short-written report and will follow on with their enquiry. during the oral examination question time.
- 4) Ten days prior to the oral examination, the candidate will be provided with the reports to read but they not required to take any action at this time.
- 5) The Chair of Graduate Research will (based on examiner reports) make a recommendation whether to proceed with the oral examination. Revisions may be required before the oral examination occurs.
- 6) The oral examination presentation is scheduled (this may be online,)
- 7) The candidate presents their thesis and afterwards the panel will ask for clarification/questions.
- 8) The candidate leaves the meeting, and the examiners will all agree on an outcome.
- 9) The candidate resubmits their thesis via standard faculty processes with any amendments Required.

Conclusion of Examination

Examination Recommendation

The examiner's report requests written comments on the originality and critical insight of the thesis, conceptual and methodological rigor, presentation and technical quality, command of the literature, and concluding recommendations. Each examiner will conclude with one of the following recommendations:

- **Pass without further examination or amendment**, and that the thesis be accepted as satisfactory for the award of the degree.
- **Pass with minor amendments**, on the condition that all amendments are completed to the satisfaction of the Principal Supervisor and the ADR, the thesis be accepted as satisfactory for the award of the degree.
- **Pass with major amendments** on the condition that all amendments are completed to the satisfaction of the Principal Supervisor and the Executive Dean or delegate, and the thesis will be accepted as satisfactory for the award of the degree.

- **Not passed**, and that work is to be substantially revised and submitted for re-examination within a period specified by the ADR.
- **Pass at the level of a Master by Research**, in exceptional circumstances the ADR and external examiners conclude that a PhD thesis or other examinable material may be awarded a Pass at the level of a Masters by Research.
- **Fail**.

On receipt of the Examiner's Report, the RDM will acknowledge and thank each examiner. The RDM will arrange for honorarium payments for external examiners.

Timeframe for Completion of Amendments based on Examiner Recommendations.

Candidates are required to address all the examiners' recommendations, and these will be undertaken and completed within the following timeframes. It is important to remember that the Candidate will not be awarded the degree until the amendments are completed to the satisfaction of the Chair.

- **Pass without further examination or amendment:** no further changes required.
- **Pass with minor amendments completed to the satisfaction of the supervisors and the ADR:** must be completed within three months of notification of the examiners' assessments.
- **Pass with major amendments completed to the satisfaction of the supervisors and ADR:** must be completed within a specified period. This will vary between six to twelve months from notification of the examiners' assessments.

The candidate must submit a detailed written request to the ADR, together with written support from the supervisors, requesting an extension if they are unable to meet these timeframes.

Candidates who do not submit their thesis corrections for review following this extended period, or do not submit a request for an extension will not be awarded the degree and will be withdrawn from the program without academic penalty.

Notification of Outcome to the Candidate

The Examiners' reports will be forwarded to supervisors and the ADR as soon as these are received.

The supervisors will meet the candidate to discuss the examiners' reports and, based on the examiners' comments, work with the candidate to undertake the required amendments and advise the Faculty RDM when these have been completed.

Final Version and Lodgement of Thesis

Further information about submitting a thesis can be found in the [Library Guide](#).

Complete the WorkflowGen HDR Thesis for Uploading to PURE Form

Candidates must lodge the final version of their thesis using the HDR Thesis for Uploading to PURE in WorkflowGen before Graduation.

The following documents must be attached:

- A PDF file, of the Thesis, the PDF will be uploaded to the Research Portal.
- A separate [Copyright Permission file](#) (if applicable). Combine all the permissions and Publisher licences into one PDF entitled '**Copyright Permissions**' and upload the File into WorkflowGen HDR Thesis for Uploading to PURE form with the Thesis PDF.
- A PDF copy of the candidate's [Research Data Management Plan](#).

The candidate must also include the following in the WorkflowGen form:

- A URL for the location of their Research Data
- An abbreviated title of their Thesis
- Details of a [creative commons licence](#) if applicable
- Embargo details

Embargo on Thesis

A Candidate may require an embargo on their thesis. A candidate can apply to embargo their thesis for one of the following reasons:

1. Contains confidential material.
2. Contains culturally sensitive material.
3. Research project is subject to a contractual confidentiality clause.

A thesis embargo may be approved for candidates who:

- Want to further publish the work in the thesis.
- Need to protect sensitive / confidential data or information.
- Are seeking to register patents.
- Have published material from their work with a publisher that does not allow open access release for a certain period of time.

When the restricted period has ended the thesis will be made available on the Bond Research Portal unless an extension has been requested by the candidate and approved by the HDRS prior to the end of the embargo period.

Hardcopy of Thesis

The University requires a hardcopy of the thesis for retention by Faculty. This copy will be printed from the submitted PDF, so formatting must be correct. The Faculty will arrange the printing and distribution on the candidate's behalf.

If the thesis title exceeds 15 words, the candidate will be required to provide a shorter title which will be displayed on the spine of the thesis.

Confirm Post Nominals

The table below outlines the post nominals for the degrees offered at the University.

Degree	Post nominals
Master of Philosophy	MPhil
Master of Laws	LLM (Research)
Doctor of Philosophy	PhD
Doctor of Legal Science (Research)	SJD
Doctor of Philosophy by Prior Published Work	PhD
Professional Doctorate Degree	D “speciality” e.g. LL.D

Faculty Colours

Each Faculty has a colour, for the hardcover copies of the candidate’s thesis. These colours are specified below:

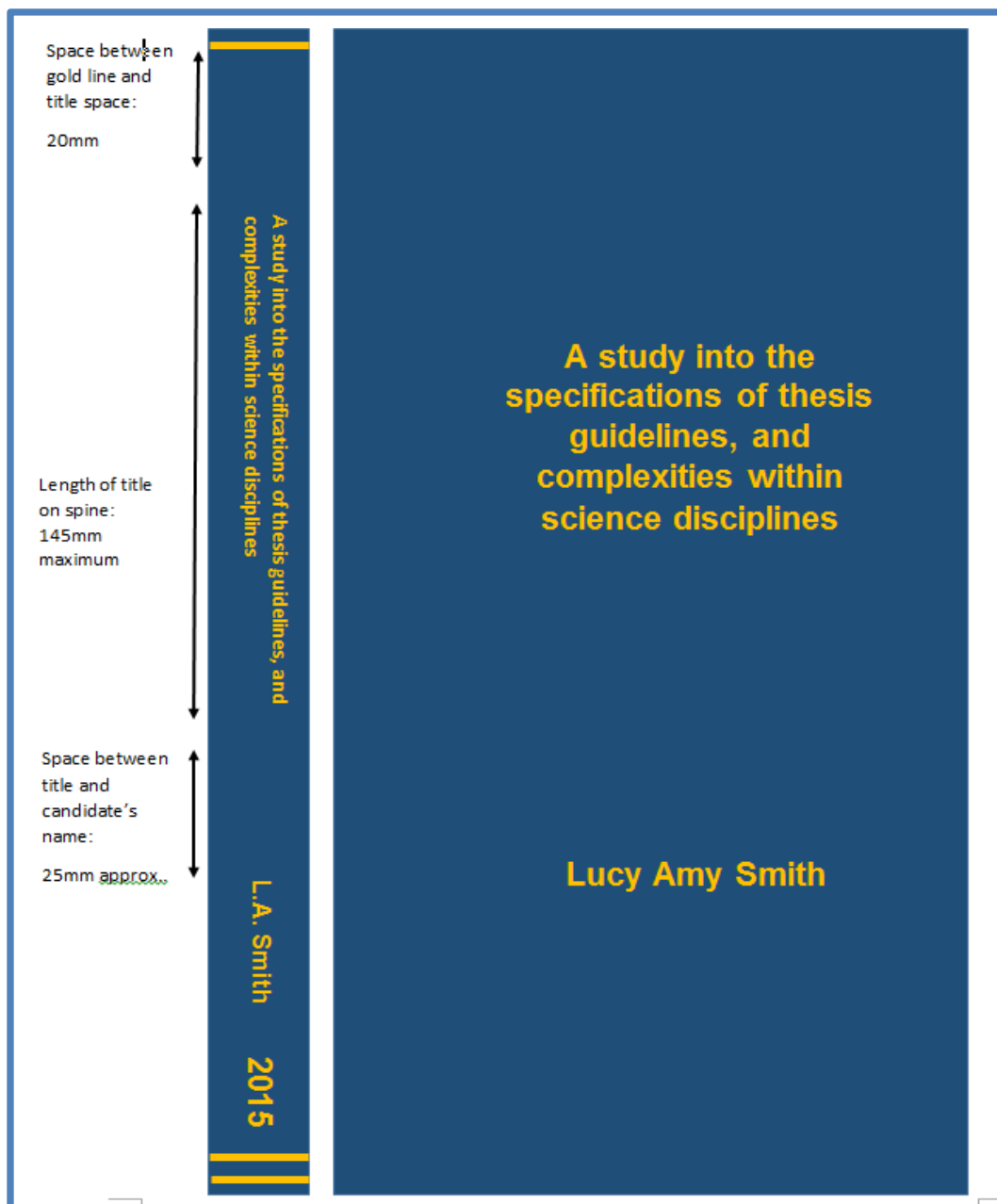
- Bond Business School- Black with gold lettering (Buckram # 2011)
- Faculty of Health Sciences and Medicine- Navy blue with gold lettering (Buckram #2014)
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- Faculty of Society & Design- Dark green with gold lettering (Buckram # 2034)

Paper Specifications

Thesis must be printed on acid-free archive paper.



Hard Copy of Thesis Cover: Example



Appendix 1

Acronyms Table

Associate Dean Research	ADR
Australian Qualifications Framework	AQF
Academic Skills Centre	ASC
Bond University Human Research Ethics Committee	BUHREC
Bond University Research Committee	BURC
Chair of Graduate Research	CoGR
Cumulative Percent Average	CPA
Department of Home Affairs	DHA
Data Management Plan	DMP
Education Services for Overseas Students	ESOS
Higher Degree Research	HDR
Higher Degree Research Subcommittee	HDRS
Higher Degree Research Unit	HDRU
Information Technology Service	ITS
Intellectual Property	IP
Office of Research Services	ORS
Overseas Student Health Cover	OSHC
Postgraduate Student Association	PGSA
Research Development Manager	RDM
Research Training Program	RTP

Appendix 2

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Consult the [Writing and submitting a thesis guide](#).

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Appendix 3

Award of Degree

Once the Chair of Graduate Research has recommended that the candidate has qualified for the award of the Higher Degree by Research, they will advise the candidate and other appropriate persons that the candidate is eligible to graduate.

Doctoral candidates may use the doctoral title (“Doctor” or “Dr”) after receipt of notification from the Pro Vice-Chancellor (Student and Academic Support) that the thesis or other examinable material has been passed, and the candidate has met all requisite conditions for the award of the degree.

Declaration

I have read and understood the contents of this handbook and agree to abide by all Faculty and University regulations, policies and procedures as they relate to my HDR candidature.

Please complete the declaration within 9 weeks of enrolment.

[HDR Handbook Declaration Form](#)