
UNSW PROCEDURE FOR APPROVAL OF AN ENROLMENT CODE FOR POSTGRADUATE RESEARCH STUDENTS

For Faculty Higher Degree Committees

The *Conditions for the Award of the Degree of Doctor of Philosophy (PhD)*, Section 3 (2), state that all students will be enrolled in a School or an approved unit within the Faculty authorised to enrol research students and under the control of the Faculty Dean.

A proposal for a new enrolment code that is not a School or approved unit within the Faculty, must fully justify

- (i) why enrolment of students in School(s) within the Faculty is not satisfactory.
- (ii) demonstrate a critical mass of students to justify the approval of a new enrolment code.
- (iii) satisfy the University that the budget, infrastructure and staffing are in place for a guaranteed period of time so that supervision, resources and expertise can be guaranteed for the completion of all higher degree research students who enrol in the unit.

APPROVAL PROCESS

- (1) Documentation addressing the points below should be submitted to the Dean of Graduate Research for initial review:
 - (i) Name of Unit.
 - (ii) Need for enrolment code including full justification as to why students cannot be enrolled in a School within the Faculty.
 - (iii) Number of any currently enrolled PhD and Masters students who it is planned would be enrolled in the new code, and the current Schools in which the students are enrolled.
 - (iv) Projected enrolment numbers for the next 5 years, including the basis for these projections.
 - (v) Confirmed duration of the unit including comments on supervision of students should the unit close at a future date.
 - (vi) Name of person to fulfil the Head of School role for higher degree research matters, on behalf of the Faculty Dean.
 - (vii) Postgraduate Coordinator who can act as a delegate for the Head of School in academic decisions and approvals regarding space, resources, supervision, and monitoring of progression.
 - (viii) Profile of research active and tenured UNSW appointed staff within the unit to fulfil the academic requirements of higher degree by research candidatures and ensure continuity of expertise and supervision.
- (2) The Associate Dean (Research) should consult with the relevant Heads of Schools and Faculty Research Committee or Higher Degree Committee regarding the proposed code.
- (3) The Dean of Graduate Research will submit the proposal to the Faculty Dean and Presiding Member for approval by the Faculty Standing Committee.
- (4) The Graduate Research School will liaise with the Faculty to establish the code.