

Policy number	P17	Version	3
Approved by Board on	9 October 2025	Scheduled review date	Oct 2030

1 Purpose

The purpose of this policy is to provide clarity for Doctor of Philosophy (PhD) candidates about progression and exclusion for the National Institute of Organisation Dynamics Australia (NIODA) PhD degree. The policy addresses the duration of the degree, the trajectory through the degree and grounds for exclusion.

2 Scope

This policy applies to all PhD candidates.

3 Progression

The Doctor of Philosophy by thesis is a postgraduate research degree offered in part time mode only. Progression through the six years of the degree is via the successful completion in the following order of:

Year One

PhD1A Research

PhD1B Thesis 1

Year Two

PhD02 Thesis 2

Year Three

PhD03 Thesis 3

Year Four

PhD04 Thesis 4

Year Five

PhD05 Thesis 5

Year Six

PhD06 Thesis 6

Variants to this progression are where a PhD candidate fast-tracks or receives recognition of prior learning and/or credit transfer for equivalent study. See *Recognition of Prior Learning Policy* and *Credit Transfer Policy* on the NIODA website (<http://www.nioda.org.au/policies>).

4 Periods of Candidature

The normal duration of the degree is six years.

The maximum period of candidature is nine years which allows for six years normal duration of part time

enrolment, one year (two semesters) deferral* and two years (four semesters) Leave of Absence, Candidature is not extended beyond the maximum course duration timeframes or beyond maximum time of leave of absence entitlements unless there are exceptional or unforeseen circumstances. These unforeseen circumstances might include matters such as significant illness or bereavement and when, after consultation with the PhD Course Lead/s, a break is seen as necessary for the candidate's optimal learning.

In such circumstances a formal request for an extension to the course duration and/or maximum time of leave of absence entitlements must be submitted to the PhD Course Committee, along with supporting medical and/or other formal documentation. This request should be made prior to the expiry of maximum candidature dates and leave of absence entitlements dates and cannot be submitted retrospectively. Candidates are notified in writing of the outcome of their request by the committee.

On occasion where credit transfer is approved for prior PhD enrolment at another higher education provider, the PhD Course Committee will consider the maximum duration enrolment at NIODA on a case by case basis.

The usual minimum period of candidature is four years. There are occasions when candidates may fast-track their degree thus taking less than four years to successfully complete. As examples, when a candidate has a developed proposal at the outset of their candidature, or when projected milestones are completed earlier than anticipated. When it is known that fast-tracking may occur a written declaration stating the extent and circumstances of the fast-tracking is to be signed by the candidate and principal supervisor, and submitted for approval by the PhD Course Committee. Candidates are notified in writing of the outcome of their request by the committee.

Variations to course length are recorded in the PhD Annual Learning and Teaching Report for monitoring by the Academic Board of Governance.

See *PhD Eligibility, Admissions and Enrolment Policy* (<http://www.nioda.org.au/policies>).

5 PhD Progression Requirements

Candidature is considered provisional until a detailed research proposal (refer to *Doctor of Philosophy Proposal Template*) has been approved by a panel of the PhD Candidate Approval Committee. Candidature is confirmed following approval by the panel. It is planned that this will occur by the end of Year 1 and no later than 18 months.

Through years one to five, candidates are required to complete an *Annual Progress Report* detailing progress against their research plan and any obstruction/challenges they are experiencing or foresee. The candidate also articulates milestone dates to ensure successful completion of the degree. In the report the principal supervisor comments on the candidate's progress and endorses, or otherwise, the candidate's continuation in the degree.

Candidates are also required to submit an annual and a final report to the Human Research Ethics Committee detailing ongoing ethical considerations. The link to this is: <https://form.jotform.com/233298413515861>.

The PhD Course Committee monitors and assesses progress based on annual progress reports and advice from supervisors. Continuing candidature is dependent on approved progress.

The Human Research Ethics Committee monitors progress on ethical practice based on progress reports and advises candidates and supervisors if anticipated or intended actions require further ethical application.

6 Unsatisfactory Progress

Where a candidate's annual progress report indicates that the candidate's progress is unsatisfactory, candidates are required to meet with the PhD Lead to address issues impacting on progress and agree on a plan to support ongoing candidature. The PhD Lead must consider what support NIODA can offer. If no agreement is reached for ongoing candidature the candidate has the right to appeal against exclusion.

7 Lapsed Course Participation

Candidature lapses when a candidate is not enrolled in the degree or has not received approval for deferral or leave of absence from the degree. Further engagement with the degree requires a new application and compliance with the usual application procedures. On re-admittance into the degree the course fees charged are those advertised at the time of re-application and enrolment.

7 Grievance

Grievances and appeals relating to progression and exclusion should be taken up as per the Grievance Policy. The Grievance Policy is published on the NIODA website (www.nioda.org.au/policies).

8 Related Documents

Grievance Policy

PhD Approvals of Research Proposals, Candidate Progress, and Final Theses Policy

Doctor of Philosophy Proposal Template

PhD Annual Progress Report Template

PhD Course Information Guide