

Guidelines for Managing Offshore or Off-Campus Candidature

- 1.1 International applicants who wish to undertake their course partially or completely offshore (outside of Australia) are required to meet the admissions requirements detailed in the *HDR Admission Policy* and *HDR Admissions Procedure*.
- 1.2 International applicants are required to submit an *Offshore Candidature Management Plan*, which will assist the faculty to assess whether offshore candidature is appropriate.
- 1.3 Domestic candidates are permitted to undertake part of their research away from the University of Canberra (Bruce Campus, ACT) without explicit approval if they continue to meet minimum attendance requirements.
- 1.4 Domestic candidates who wish to undertake their entire candidature off-campus (remotely) must request an exemption to the minimum attendance requirements. This request should be submitted to the Faculty ADR in the first instance.
- 1.5 In assessing a request for offshore or off-campus candidature, the faculty should consider:
 - a) Whether the candidate will be able to meet the minimum attendance requirements outlined in the *HDR Enrolment and Changes to Candidature Policy* or is required to request an exemption (requires approval of Dean, Graduate Research).
 - b) The availability of appropriate remote supervisor arrangements with an experienced supervisory panel willing to support the remote candidature.
 - c) The need for any coursework in the research program to be available online for remote completion.
 - d) The availability of adequate resources, equipment and facilities to support the proposed research, including reliable internet access, and access to alternate University support services.
 - e) Ability to maintain regular contact between the supervisors and the candidate including an agreed mode of communication;
 - f) Ability to ensure that where the research involves experimentation, appropriate facilities are available to the student and/or capacity for the supervisor to visit the site at such intervals as to ensure the quality of research being undertaken;
 - g) Ability to ensure that all appropriate risk management measures including research ethics are addressed;
 - h) Agreement at the time of admission on how the transport costs of the candidate and the supervisor will be met (normally it will be expected these costs will be borne by the candidate or the Faculty).
 - i) The requirement for a contingency plan for completion of the project entirely offshore (for international candidates) should the candidate be unable to travel to the Australian Capital Territory (ACT), Australia, for the duration of the course or is not approved for a Student Visa.

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Monitoring offshore or off-campus arrangements

- 1.6 Following approval by the Dean, Graduate Research of offshore or off-campus candidature, ongoing monitoring of the effectiveness of these arrangements it to be managed by the faculty.
- 1.7 Candidates approved for offshore or off-campus candidature must comply the progress and milestone requirements of their course.

COVID-19 impact

For information on approving offshore candidature while COVID-19 related travel restrictions are in force, see the [*Principles for admission of international HDR candidates remotely for S1 or S2 2021.*](#)