



Procedure Number	: PRO-CMGS-01
Title	: Administration of HDR Enrolment
Effective Date	: 13 th December 2012
Category	: Enrolments
Organisational Unit	: Graduate School/Higher Degree by Research

1. LEGISLATION/POLICY SUPPORTED

The implementation procedure is governed by Curtin Perth's policies, rules and regulations for HDR students, which may be found at:

<https://students.curtin.edu.au/essentials/higher-degree-by-research/hdr-forms/>

2. APPLICATION

The procedure applies to all students enrolled in a Higher Degree by Research programme at Curtin University Malaysia.

3. EXCEPTIONS

Nil

4. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document.)

5. PROCEDURES

5.1. Admission and enrolment

5.1.1. An inquiry from a potential HDR student is referred to the Director of Graduate Research (DGR)/Associate Dean of R&D (AD, R&D) of the relevant Faculty.

5.1.2. The DGR/AD, R&D determines whether there are sufficient grounds for the inquiry to be proceeded with and informs the enquirer accordingly that either:

- a) there is no prospect for enrolment; or
- b) the inquiry has been referred to a member(s) of academic staff who will take further consideration of possible supervision of the enquirer in a project. The academic staff will take into consideration:
 - (i) supervisory registration and expertise;
 - (ii) the resources and facilities which will be required for the proposed project;
 - (iii) the credentials of the inquirer regarding experience/academic history and whether the entry requirements for HDR enrolment can be met;

in determining whether the inquirer has the potential to be accepted as a HDR student. Discussion between the academic staff member and the potential student can also include the application for a Curtin Malaysia Postgraduate Scholarship (CMPRS) (see POL-HDR-01).

- 5.1.3. In the event that a supervisor and applicant pairing can be found, the potential HDR student and the supervisor will complete the relevant sections of the Application for Admission - Higher Degree by Research Student Form and submit the form to the Faculty's DGR/AD, R&D with all the required supporting documents.
- 5.1.4. The Faculty's DGR/AD, R&D checks the application and supporting documents to verify whether the candidate has the minimum entry qualifications or not, whether the expertise, facilities and resources are available or not, and whether the application has met HDR policies/procedures/guidelines or not. Should the assessment be confirmed, the Faculty's AD, R&D will submit the application to the Dean of Faculty or his/her delegate.
- 5.1.5. The Dean of Faculty or his/her representative completes the relevant sections in the application form and by signing the form confirms that the applicant will be accepted at the Faculty as a HDR student on the basis of having met the minimum entry requirements, suitable supervision and availability of sufficient facilities and resources to ensure the viability of the research project.
- 5.1.6. The application form together with all the required supporting documents, including copies of the degree certificates, are submitted to Curtin Malaysia Graduate School (CMGS).
- 5.1.7. CMGS verifies that the application is complete and that the applicant and the proposed supervisory team satisfy the requirements of Curtin University's Higher Degree by Research (HDR) Admission and Enrolment Policy and any other additional guidelines.

The application is considered by the Curtin Malaysia Graduate Studies Committee (chaired by Dean of CMGS), which approves or rejects the application. The approval can be carried out either executively or in one of the regular Curtin Malaysia Graduate Studies Committee meetings. If an application is approved executively, the approval is ratified in one of the regular Curtin Malaysia Graduate Studies Committee meetings. Whenever it is needed, an approval via Circulation Paper through email may be implemented. Once an application is approved, the Graduate School issues an offer letter of admission and sends it to the approved applicant.

- 5.1.8. Should the successful applicant wish to enroll, he/she should sign the offer letter and enrollment form and submit them to CMGS within the prescribed time frame. CMGS will then forward the approved HDR admission form, signed letter of offer and completed enrollment form to the Student Services Department for Malaysians and International Student Office for international candidates.
- 5.1.9. The Student Services Department and/or International Student Office will carry out the enrolment process.
- 5.1.10. Immediately after the applicant is recorded as a HDR student in StudentOne (S1), the Student Services Department informs the student, thesis committee, DGR/AD, R&D, Dean of Faculty, Faculty's administrative office and CMGS.
- 5.1.11. The Dean of Faculty or his/her representative/CMGS allocates a seating space for the HDR student and arranges with the ICT Department on the provision of ICT access. CMGS is to liaise with the student and ICT Department on the setting-up of the student email, and Moodle and OASIS accesses.

5.2. Student Progression

For student progression as measured by Milestone 1, Milestone 2, and Milestone 3, please refer to Higher Degree by Research (HDR) Handbook: Essential Information for HDR Students and Supervisors, 2026.

5.3. Monitoring of Student Progress

5.3.1. Record of meetings between students and their supervisors

- 5.3.1.1. All HDR students are to meet their supervisor(s) on a regular basis. Supervision should take place at least once in three weeks and it is mandatory for the record of such meetings to be deposited in the on-line recording system via:

<https://csapp.curtin.edu.my/supervisorymeeting/login/login.php>

- 5.3.1.2. Principal supervisor/thesis committee will inform CMGS about student who persistently fail to attend meetings as requested by supervisor for 4 weeks or more with detailed documentation of communication records. Dean CMGS/Chair of the Curtin Malaysia Graduate Studies Committee may recommend that the student be accorded the status of Absent Without Leave (AWOL) and their scholarships be suspended/terminated (for students under scholarships) and/or their enrolment be cancelled.

Kindly refer: [HDR student Progression Procedures](#)

5.3.2. HDR Review Board Meeting

- 5.3.2.1. Higher Degree by Research Review Board Meetings, for each faculty separately, are to be conducted twice per year. The meeting is co-chaired by the Dean of the Faculty and Dean CMGS/Chair of the Curtin Malaysia Graduate Studies Committee and attended by members of all the Thesis Committees concerned at the Curtin University Malaysia. If supervisors or co-supervisors are on Perth campus, attendance via teleconferencing or other means can be arranged as necessary.
- 5.3.2.2. During the meeting, the Review Board will review the status of HDR students and discuss cases considered at risk, particularly those whose milestones are overdue by more than three months. The Board will also review exceptional cases in which students have been placed under “conditional” status and provide recommendations to the Thesis Committee on strategies to support them in returning to good standing. No decisions will be made during this meeting.

5.4. Thesis Preparation, Submission and Examination, Conferral of Award and Graduation

Please refer to Higher Degree by Research (HDR) Handbook: Essential Information for HDR Students and Supervisors, 2026.

6. RESPONSIBILITIES (optional if responsibilities are already specified in the performance indicators)

Role (Position, Committee)	Accountable for
Principal Supervisor, Thesis Committee, CMGS, CMGSC	Various stages of HDR Administration and Enrolment as indicated in this document

7. APPENDICES (FORMS, WORK INSTRUCTION, SCHEDULES, PROCEDURES)

Nil

8. OTHER RELEVANT DOCUMENTS/LINKS

8.1. Admission and enrolment

[Higher Degree by Research \(HDR\) Admissions and Enrolment Policy](#)

[Higher Degree by Research \(HDR\) Admissions and Enrolment Procedures](#)

<https://study.curtin.edu.au/higher-degree-by-research/>

<https://study.curtin.edu.au/applying/english-language-requirements/>

8.2. HDR Milestones

<https://students.curtin.edu.au/essentials/higher-degree-by-research/milestones/>

8.3. HDR Thesis Examination and Completion

<https://students.curtin.edu.au/essentials/higher-degree-by-research/prepare-thesis/>

RESPONSIBILITIES	
Policy Manager	Dean CMGS/Chair of Curtin Malaysia Graduate Studies Committee
Contact Officer	Secretary of Curtin Malaysia Graduate Studies Committee
Telephone	+60 85 630100 Ext:2548
E-mail	<u>GradSchool@curtin.edu.my</u>
Approval Authority	Academic Board
Date of Approval	24 th June 2026
Assigned Review Period	4 years
Date of Next Review	24 th June 2030

REVISION HISTORY				
<i>Version Number</i>	<i>Approved/ Rescinded</i>	<i>Date Approved/ Rescinded</i>	<i>Resolution Number/ Minutes Reference</i>	<i>Reason for & Details of Amendment</i>
1.0	Approved	13 th December 2012	Malaysia Council meeting held on 13 th Dec 2012	Procedures updated to comply with the approved document management and version control policy and procedure.
2.0	Approved	29 th January 2014	Academic Board meeting held on 29 th Jan 2014	Procedure for Progression (now called Progression and Monitoring) updated to reflect changes proposed by the CSGSC to comply with MQF requirements
3.0				Amended to reflect the establishment of the Graduate School and the change of schools into faculties in early 2015. Also include some minor changes to procedures.
3.1				Changed Curtin Sarawak to Curtin Malaysia due to re-branding.
4.0	Approved	10 th September 2020	Academic Board meeting held on 10 th September 2020	New policies and procedures are added. All references to Graduate School are changed to Graduate Studies. All references to Dean, Graduate School are changed to the Chair of the Curtin Malaysia Graduate Studies Committee
4.1	Approved	10 th September 2022 (Minor changes).		Changed Graduate Studies to Graduate School. Roles of DGR/AD, R&D are made clearer.
5.0	Approved	24 June 2026 by Academic Board		The major changes are as follows: 1. Milestone (M1, M2, and M3) progression is removed from this document as this is clearly outlined in the

				HDR Handbook: Essential Information for HDR Students and Supervisors 2. Completion, Thesis Submission and Examination are removed as they are clearly stated in HDR Handbook: Essential Information for HDR Students and Supervisors. 3. Section 6 on Thesis Preparation, Submission and Examination, Conferral of Award and Graduation is added with reference to refer to HDR Handbook: Essential Information for HDR Students and Supervisors 4. The Table that shows Performance indicators related to milestone progression is removed.
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