1. Scope

This procedure applies to all Higher Degree by Research (HDR) students enrolled in the Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) courses.

2. Principles

The principles upon which this procedure is based are that:

- HDR students are primarily responsible for their own research performance; and
- HDR students will have regular opportunities in conjunction with their supervisors to review their progress and address any issues that may arise.

3. Monitoring progress via supervisors

All HDR students are required to establish a schedule of regular meetings with their supervisors. The meetings provide an opportunity for supervisors to provide ongoing structured advice and instruction, support and mentoring, and feedback to students.

4. Formal Progress Reviews

HDR students are required to submit a progress report six (6) months after commencement of their Higher Degree by Research and an annual report due by 30 November each calendar year (irrespective of commencement date). Pre-submission reports including a notification of intention to submit are due a minimum of three (3) months prior to planned submission date (this is to allow sufficient time for thesis examiners to be identified and contacted).
5. Progress Report Schedule

<table>
<thead>
<tr>
<th>Reports (templates)</th>
<th>Description</th>
<th>Due</th>
<th>Student category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Progress Report 1</strong></td>
<td>Six (6) month report (equivalent)</td>
<td>Six (6) months from date of commencement</td>
<td>Full-time HDR students</td>
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<td></td>
<td>Equivalent 6 months full-time enrolment from date of commencement</td>
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<td>Part-time HDR students</td>
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<tr>
<td><strong>Progress Report 2</strong></td>
<td>Annual report</td>
<td>30th of November each calendar year</td>
<td>Full-time and part-time HDR students</td>
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<td></td>
<td><strong>NOTE:</strong> Only completed after the six month report</td>
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<tr>
<td><strong>Progress Report 3</strong></td>
<td>Pre-submission report*</td>
<td>Three (3) months prior to submission date</td>
<td>Full-time and part-time HDR students</td>
</tr>
<tr>
<td><strong>Progress Report 4</strong></td>
<td>Notification of intention to submit</td>
<td>Minimum two (2) months prior to submission date</td>
<td>Full-time and part-time HDR students</td>
</tr>
<tr>
<td><strong>Nomination of Examiners</strong></td>
<td>The Supervisor must complete the <em>Nomination of Examiners</em> Form and submit directly to the Research Office (<a href="mailto:researchoffice@laureate.edu.au">researchoffice@laureate.edu.au</a>).</td>
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</table>

**NOTE:** All students, irrespective of start date, will submit a report on 30th of November of each calendar year unless this date coincides with the due date of the 6-month report.

Students who extend their candidature beyond the standard course duration may be required to submit additional progress reports, usually every 6 months for the remainder of their candidature.

A student’s candidature may be suspended for failure to submit a progress report in accordance with the relevant schedule. A formal assessment of satisfactory or unsatisfactory progress is made by the Higher Degree by Research Committee following the submission of each progress report.
6. Student responsibilities

- Ensure a Progress Review Meeting is scheduled in a timely manner with their Supervisory team.
- Complete the Progress Report template, and submit to the supervisory team at least one week before the scheduled meeting.
- Attend the Progress Review Meeting, and contribute in a constructive and positive way.
- Review and sign the Progress Report document as a record of meeting.
- Students will submit the completed and signed report via the HDR Student Blackboard Class link.

7. Supervisor responsibilities

- Read the student’s Progress Report ahead of the meeting and plan discussion points.
- Discuss the document and any issues raised by the student in a constructive and positive way.
- Record the outcomes of the meeting on the Progress Report.
- Review and sign the Progress Report as a record of the meeting.
- Ensure that the student has submitted the report to the Research Office (via Blackboard).

8. Unsatisfactory progress

All reports will be reviewed by the Research Director and any reports deemed to reflect unsatisfactory progress will be referred to the Higher Degree by Research Committee for review. If the HDR Committee determines that a research student’s progress is unsatisfactory, the Chair will notify the student in writing. The student and his or her supervisor will be asked to attend a show cause meeting (in person or via technology) to discuss the progress issues, and the student asked to show cause why their candidature should not be terminated. This may include evidence of the personal and/or academic circumstances contributing to the unsatisfactory progress and the measures to be taken to help improve progress.

9. Outcome of show cause meeting

Based on the evidence and information provided, and within two working days of the show cause meeting the Chair of the Research Committee will notify the student of a determination to apply one or more of the following outcomes:

- Take no action.
- Put in place a modified schedule of progress reviews.
• Require the student to take a leave of absence of up to 12 months\(^1\).
• Transfer the student to a different qualification (if applicable).
• Impose a period of conditional enrolment of up to four months, and specify associated conditions such as completing a series of research tasks during this period.
• Suspend the student’s candidature for a period of up to 12 months.
• Terminate the student’s candidature.

10. Appealing outcomes of show cause meeting

Students wishing to appeal the outcomes of the show cause meeting can do so under the Formal Complaints or Internal Review Procedures of the University’s Student Complaints Policy within 20 working days of receiving notification of the outcomes.

11. Finalisation of termination decision

Termination decisions will not be finalised, and a student’s enrolment will not be cancelled until:
• the 20 working days allowed for lodging an appeal has elapsed; and
• if the student lodges an internal review (appeal), the grievance resolution process is complete and supports the decision to terminate; or
• if the student lodges an external review, the review process is complete and supports the decision to terminate.

Once a termination decision is finalised, the termination of study will be recorded on the student’s academic transcript. If the student is an international student studying in Australia on a student visa, the relevant Commonwealth Department will be notified that the student has made unsatisfactory progress and consequently their candidature has been terminated and an ESOS Act Section 20 notice will be sent to the student.

12. Re-admission after termination

A student whose higher degree by research candidature has been terminated may apply for readmission to that course or another course in line with the University’s Entry Requirements for Admission.

\(^1\) International students studying in Australia on a student visa: Leave of absence is only permitted in compassionate or compelling circumstances for less than six months, as per Standard 13 of the National Code 2007.