SCHEDULE C: **PROGRESS MANAGEMENT OF 'AT RISK' HDR CANDIDATES** (approved by Academic Board on 11 November 2014)

Background

1. Deakin University has a commitment to identifying and assisting candidates who are not making satisfactory progress in their research studies and who are at risk of not completing their degree within the prescribed time limit.

2. Such 'at risk' candidates could include those who are listed in the Higher Degree by Research (HDR) Academic Progress Procedure, clause 16.

3. The purpose of these guidelines is to:

   a) support 'at risk' candidates in order to improve their chances of completion

   b) enhance the University's academic and research quality

   c) avoid the misuse of academic and research resources which may occur if a candidate who is not making satisfactory progress remains enrolled at the University.

Progress Management Panel

4. A Progress Management Panel must be appointed for any candidate who is considered to be making unsatisfactory progress or where the candidate has failed to comply with University requirements relevant to the candidate's degree. The panel is established by the Associate Dean (Research) or Faculty/Institute HDR Coordinator and typically includes one or more of the current supervisors, the Associate Head of School (Research) or the HDR Coordinator or nominee, and an experienced researcher from a related area (who could be from a different School). The establishment of a panel will be noted in the candidate's record.

5. In the case of a candidate who was unsuccessful in the initial confirmation of candidature, the confirmation panel fulfills the role of the Progress Management Panel.

Notification of the candidate

6. The Associate Dean (Research) or Faculty/Institute HDR Coordinator must notify the candidate in writing that a Progress Management Panel is to be appointed. This should be preceded by consultation with the supervisor(s) and the candidate.

7. The written notification to the candidate should include:

   a) a brief statement as to why progress is considered to be unsatisfactory and why a Progress Management Panel is necessary
   b) reference to the possibility of exclusion from candidature or transfer to a masters degree if satisfactory progress is not established
   c) the need for a meeting of the candidate and supervisor(s) with the panel.

8. A copy of the letter should be sent to the supervisors, the designated Faculty/Institute Research Training Manager, and Deakin Research HDR Unit, and placed on the candidate's electronic student file.

Initial meeting of the Progress Management Panel

9. At the initial meeting, the panel will review the candidate's work, identify appropriate support that can be provided and specify the tasks that need to be completed within a specified timeframe in order to establish satisfactory progress. The candidate must be allowed an opportunity to raise any concerns about the tasks and targets set and the required timeframe. The panel will make the final determination with regard to the appropriateness of the established tasks and the timeline and may make adjustments to the tasks to be completed or the required timeframe where appropriate. The panel will also specify what follow-up actions (see below) will be taken. A written record of the meeting should be made and provided to the candidate and supervisor(s) by email within five working days of the initial meeting. The record must set out in sufficient detail the prescribed requirements and the time-frame in which the candidate must meet them.

Follow-up actions

10. The follow-up actions to be taken will depend on the nature and extent of the outcomes of the initial meeting. Depending on the situation, a combination of actions might be required. Follow-up actions could include:

    a) identifying support to be offered to assist the candidate (for example, skills development workshops in writing, research methods, statistical analysis)

    b) working with current supervisors (the Progress Management Panel may consider it appropriate for the current supervisor(s) to continue work with the candidate to complete the specified tasks within the prescribed time-frame. Written reporting to the panel at specified intervals is required)

    c) appointment of one or more additional supervisors to work with the candidate and the current supervisor(s) to assist with completion of the specified tasks. The new supervisors may be appointed on the basis of their seniority, experience in the area of research and/or experience with supervision

    d) one or more further progress management review meetings with the candidate and supervisor(s). In the case of confirmation of candidature, this would take the form of the second meeting of the confirmation panel. Written records of any meeting with the candidate and supervisor(s) need to be provided to all parties.

Outcomes of Progress Management Panel

11. When the time specified for the review of candidature has passed and within 10 working days of its expiration, the Progress Management Panel will reconvene to make a determination on the candidate's progress.

12. Outcomes of the progress management process may include those listed in the HDR Academic Progress Procedure, clause 19 and must be communicated in writing by email within five working days to the candidate.