

SCHEDULE B: PROGRESS MANAGEMENT OF 'AT RISK' HDR STUDENTS (Approved by Academic Board on 15 September 2015)

This schedule is pursuant to the [Higher Degrees by Research Academic Progress procedure](#).

Progress Management Panel

1. A Progress Management Panel will be appointed for any student who is considered to be at risk of not making satisfactory progress.
2. The panel is established by the Associate Dean (Research) or faculty/institute HDR Coordinator and typically includes:
 - a) the current supervisors
 - b) the Associate Head of Academic Unit (Research) or the HDR Coordinator or nominee, and
 - c) an experienced researcher from a related area (who could be from a different Academic Unit).

Notification of the student

3. The Associate Dean (Research) or faculty/institute HDR Coordinator must notify the student in writing that:
 - a) their progress is considered to be at risk of not being satisfactory
 - b) a Progress Management Panel has been appointed to assist them to achieve satisfactory progress
 - c) if progress is determined to be unsatisfactory at the end of the process then the Panel may recommend the student's transfer to a masters degree (for doctoral candidates) or termination of enrolment for a minimum of twelve months of being formally advised of the termination or with no right for re-admission to the course
 - d) the student and supervisor(s) must meet with the panel.

Initial meeting of the Progress Management Panel

4. At the initial meeting with the student, the Progress Management Panel will:
 - a) review the student's work
 - b) identify appropriate support that can be provided. This may include:
 - i) identifying support to be offered to assist the student (for example, skills development workshops in writing, research methods, statistical analysis)
 - ii) continuing to work with current supervisors and/or appointment of one or more additional supervisors
 - c) specify the tasks that need to be completed within a specified timeframe in order to establish satisfactory progress, including the date for the end of the intervention process
 - d) specify any further progress management review meetings with the student and supervisor(s)
 - e) specify written reports required by the panel and the deadlines for these reports.
5. The student will be provided with an opportunity to raise any concerns about the tasks and targets set and the required timeframe.

SCHEDULE B: PROGRESS MANAGEMENT OF 'AT RISK' HDR STUDENTS (Approved by Academic Board on 15 September 2015)

6. The panel will make the final determination of the requirements that the student must meet and the support that will be provided.
7. A written record of the meeting will be provided to the student and supervisor(s) within five working days of the initial meeting. The record must set out in sufficient detail the prescribed requirements, the expected support for the student, frequency of meetings with supervisors or other staff, written records to be kept of meetings and the time-frame in which the student must meet them.

Monitoring of progress

8. The panel will monitor the student's progress according to the agreed timetable for progress and may meet with the student where appropriate.

Reporting of outcomes

9. Within 10 working days after the end date for the intervention process, the Progress Management Panel will meet with the student and determine the outcome of the process.
10. Outcomes of the progress management process and the reasons for the decision must be communicated in writing within five working days to the student.