

# HDR - Unsatisfactory HDR Progress Report Procedures

## Section 1 - Overview

(1) HDR Candidates at the University of New England are required to complete HDR Progress Reports every six months, as specified under the respective HDR Course Rules.

(2) The Unsatisfactory HDR Progress Report Procedures outlines the procedure to be followed when an HDR Candidate submits an unsatisfactory HDR Progress Report.

## Section 2 - Scope

(3) These Procedures apply to all HDR candidates enrolled at the University of New England.

## Section 3 - Procedures

### Defining Unsatisfactory Progress

(4) The conclusion that an HDR Candidate is making unsatisfactory academic progress may be based on the HDR Progress Report submitted by the candidate, that submitted by their Principal Supervisor, or upon the candidate's failure to submit an HDR Progress Report.

(5) The decision that a candidate has submitted an unsatisfactory progress report will normally be made by the candidate's School, usually by the School HDR Coordinator, after consultation with the Principal Supervisor and the Head of School.

(6) An unsatisfactory HDR Progress Report would usually demonstrate evidence of, but not be limited to, one or more of the following:

- a. failure to attain the required levels of pass in any required coursework units;
- b. failure to fulfil the conditions of any mandated practicums or internships;
- c. failure to produce research outputs of the required standard after sufficient notice and guidance;
- d. significant lack of contact with supervisors and/or failure to respond to requests for contact;
- e. repeated failure to attend scheduled meetings after sufficient notice;
- f. repeated failure to take responsibility for the research project and its outcomes;
- g. failure to carry out critical research activity, after sufficient notice and guidance;
- h. repeated failure to submit written work as required;
- i. repeated failure to respond to supervisors' feedback;
- j. repeated failure to achieve project milestones or timelines;
- k. failure to complete HDR Progress Reporting;
- l. failure to meet any conditions of candidature, as required by the University;

- m. failure to return from an approved period of suspension;
- n. failure to return from an approved period of fieldwork or research external to the University; and
- o. failure to submit thesis, or complete degree requirements in a timely fashion.

## General

(7) At the conclusion of each HDR Progress Reporting round, Research Services will provide School HDR Coordinators with an HDR Progress Report, from which they will be able to identify unsatisfactory progress reports.

(8) Where an HDR Candidate has submitted one unsatisfactory HDR Progress report, the School HDR Coordinator should undertake one of the following actions:

- a. consult with the Principal Supervisor;
- b. meet with the HDR Candidate to discuss any issues, with or without the Principal Supervisor, to discuss any obstacles to progress, and potential solutions; or
- c. after the meeting, issue the HDR Candidate with a formal notice identifying the issues and specifying what improvement is required prior to the next progress report, ensuring the Principal Supervisor receives a copy of the notice.

(9) Where the HDR Candidate returns a second unsatisfactory progress report the School HDR Coordinator will forward all such notifications to Research Services.

- a. Upon receipt of such a notification, Research Services will convene an HDR Unsatisfactory Progress panel and ask the HDR Candidate to attend an interview;
- b. The Panel will consist of the relevant School HDR Coordinator, the Deputy Director Graduate Studies, The UNE HDR Coordinator, and the Senior HDR Support Officer in Research Services;
- c. At interview, the candidate will be asked to identify issues and obstacles to progress and an intervention strategy, with milestones, will be developed; and
- d. The outcome of the interview will be formerly communicated in writing to the HDR Candidate and a copy retained in the appropriate University records.

(10) Should the HDR Candidate return a third unsatisfactory HDR Progress Report, the HDR Candidate will be asked to show cause as to why their candidature should be continued under the [HDR Show Cause Policy](#) and [Procedures](#).

## Authority and Compliance

(11) The Procedure Administrator, the Deputy Vice-Chancellor Research, makes these Procedures.

(12) UNE Representatives and Students must observe these Procedures in relation to University matters.

(13) These Procedures operates as and from the Effective Date.

(14) Previous HDR Progress Report Procedures and related documents are replaced and have no further operation from the Effective Date of this new Procedure.

## Section 4 - Definitions

(15) For the purposes of this document the following definitions apply:

- a. HDR Candidate means a Higher Degree Research Student.
- b. HDR Progress Report refers to the bi-annual academic progress report required from each HDR Candidate for

the term of their candidature.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	2nd June 2016
<b>Review Date</b>	23rd May 2019
<b>Approval Authority</b>	Vice-Chancellor and Chief Executive Officer
<b>Approval Date</b>	23rd May 2016
<b>Expiry Date</b>	7th December 2023
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## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

**"School"** - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

**"Principal Supervisor"** - Means the UNE staff member or adjunct or honorary staff member who has principal responsibility for the research candidature of a HDR Student.

**"School HDR Coordinator"** - Means the Higher Degree Research (HDR) Coordinator in the School in which a HDR student is enrolled.