

## Research Progress Review – Procedures

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In addition to the Faculty Colloquium Procedures, Research Progress Reviews are intended to act as a means of reviewing the academic progress of HDR candidates **at any stage** of their candidature with the approval of the Faculty HDR Coordinator or nominee.

Normally, Reviews may be initiated by any member of the Supervisory Panel, the Head of School, or the candidate him-or herself by way of notifying either the HDR Faculty Coordinator or the HDR Administrative Officer where a prima facie case exists for reviewing the academic progress of an HDR candidate. In exceptional circumstances, including that of candidates unduly delaying their Faculty Confirmation Colloquium, the School HDR Coordinator, the Faculty HDR Coordinator or the Associate Dean (Research) may initiate such a Review, again by notifying HDR Faculty Coordinator or the HDR Administrative Officer.

Review Panels may comprise at least three members drawn from any or all categories listed above, providing at least one member of the Review Panel is an 'active' researcher and at least one member is independent of the Supervisory Panel. Normally, the Review will be chaired by the Faculty HDR Coordinator or a nominee.

**The candidate should provide the Review Panel with:**

- **a draft of all work completed to date unless otherwise specified by the Chair**
- **a brief statement of the overarching research question/problem, the aims, and the methods employed in the research project**
- **a detailed monthly research plan and time table of tasks to be completed**

**This documentation must be provided in advance of the date set aside for the Review (whether face-to-face, by voice-point and/or by electronic circulation). Such documentation should be forwarded to the HDR Administrative Officer three weeks in advance, preferably in the form of one or more 'word' or 'pdf' attachments.**

At the same time, the Chair may request that the Supervisory Panel provide all annual reports, supervisory notes of meetings, set tasks, and the like.

The candidate is entitled to raise any issues of concern with the Review Panel and to consult a member of the academic staff or a student representative independent of the Review Panel who shall act in an advisory capacity. If warranted, such concerns may be conveyed to the Chair alone.

The Review Panel may on occasions request an independent reader to make an assessment of the material submitted together with his or her recommendation(s).

The recommendations of the Review Panel will normally be compiled by the Chair and forwarded to the relevant parties.

**Recommendations will address the continuation, extension, transfer, or termination of candidature.**

The Chair will normally advise the candidate, supervisory panel and relevant parties of the decision of the Review Panel with an accompanying report.

Candidates designated by the University as “overtime” may be subject to decisions arising from discussions held with the University Research Training Institute Director and/or the Faculty HDR Coordinator regarding the likelihood of the candidate’s successful completion. These ‘overtime’ discussions do not necessarily preclude a Faculty Research Progress Review.