

**Faculty of Arts  
Higher Degree by Research Sub-Committee**

**Research Progress Review - Procedures**

In addition to the revised Faculty Colloquium Procedures, Research Progress Reviews are intended to act as a means of reviewing the academic progress of H.D.R. candidates at any stage of their candidature with the approval of the Associate Dean (Research) or nominee. These procedures formalise existing practice within the Faculty.

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 Chair or the Secretary of the Faculty's H.D.R. Sub-Committee where a prima facie case exists for reviewing the academic progress of an H.D.R. candidate.

In exceptional circumstances, including that of candidates unduly delaying their Faculty Confirmation or the Provisional Colloquium, the School H.D.R. Co-ordinator, the Faculty H.D.R. Co-ordinator or the Associate Dean (Research) may initiate such a Review, again by notifying the Chair or the Secretary of the Faculty's H.D.R. Sub-Committee.

Accordingly, such Reviews may comprise at least three members drawn from any or all of the 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 either the Associate Dean (Research) or the Faculty H.D.R. Co-ordinator or a nominee.

**The candidate should provide the Review Panel with a draft of all work completed to date, a brief statement of the aims and methods employed in the research project, and a detailed monthly research plan and time-line of tasks to be completed in advance of the date set aside for meeting (whether face-to-face, by voice-point, or by electronic circulation). Such documentation should be forwarded to the H.D.R. Administrative Officer three weeks in advance, preferably in the form of one or more "word" attachments.**

At the same time, the Review Panel should be apprised by the Supervisory Panel of 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 independent of the Review Panel who shall act in an advisory capacity.

The Review Panel may on occasions request an independent external 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 to any decision about the continuation, extension, transfer, or termination of candidature.

It is the responsibility of the (actual or acting) Principal Supervisor to provide a copy of the Report/s **upon receipt** to the candidate and to other members of the candidate's supervisory panel.

It should be noted that candidates designated by Research Services as "overtime" may also be subject to a Research Progress Review or to the decisions arising from discussions held between the Associate Dean (Research) and/or the Faculty H.D.R. Co-ordinator and at least the acting or actual Principal Supervisor regarding the likelihood of the candidate's successful completion; the "overtime" discussions not necessarily precluding a Review.