Probation Guidelines for HDR
School of Architecture, Design and Planning

This guide outlines the milestones and activities that must be completed by Higher Degree by Research (HDR) Candidates in the School of Architecture, Design and Planning in their first year of enrolment.

According to the University’s HDR Rule 2011 HDR candidates are admitted on a probationary basis for the first year of their candidature, independent of whether they are enrolled full-time or part-time. Within this probation period, the School requires students to meet certain milestones and complete activities in order to have their candidature confirmed. Evidence that these tasks have been completed must be presented to the candidate’s Research Supervisor and will be assessed by an independent academic panel in a probation progress review.

Probation Progress Reviews based on commencement date
Progress Reviews in the School of Architecture, Design and Planning are held twice annually. Students will be included in the relevant round based on the date of their commencement of candidature as outlined below:

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<th>Commencement period</th>
<th>Dates</th>
<th>Probation Review commences</th>
<th>Interview date</th>
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<tr>
<td>Research Period 1</td>
<td>1 Jan - 28 Feb</td>
<td>October-November</td>
<td>December</td>
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<td>Research Period 2</td>
<td>1 Mar - 30 Jun</td>
<td>October-November</td>
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<td>Research Period 3</td>
<td>1 Jul - 30 Sep</td>
<td>March-April</td>
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<td>Research Period 4</td>
<td>1 Oct - 31 Dec</td>
<td>March-April</td>
<td>May</td>
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Once the probation is complete, the progress reviews will occur annually thereafter. The dates outlined above apply to both full-time and part-time candidates.

What is a Probation review?
The Probation review is composed of three parts:

1. **Completion of an online form:**
   Completion of the online ‘probation progress review’ will be prompted by an email from HDRAC to the candidate’s student email account and is typically required 4-6 weeks prior to the scheduled interview date. Once candidates have completed their section of the online form, it will be referred to their Research Supervisor for comments. Students will be able to view their supervisor’s comments once complete.
If the candidate is intending to upgrade from a Master of Philosophy to a Doctor of Philosophy, students must advise HDRAC by email at the time of submitting their progress review.

Candidates must complete and upload the following documents to the online form before submission:

- **Research Proposal (endorsed by Supervisor).** The proposal must not exceed 3000 words in length and must be in pdf format. Students intending to pursue a thesis with creative work must state this in the Research Proposal under 'methodology'. The Research Proposal must include the following:
  - Research title and degree for which the student is seeking candidature confirmation
  - Names of student, Research supervisor and Auxiliary Supervisor
  - Contextual setting of topic, general theme, issues, concerns
  - Key research areas of inquiry, as contained in the literature
  - Preliminary assessment of literature, including gaps and shortcomings
  - Research questions and objective(s)
  - Scope of research methodology
  - Rationale of research approaches

- **Completed Progress Plan** (template can be downloaded here). This is a plan to demonstrate that key University and School milestones are met within the designated period. The Progress Plan shall outline the research timeframes, activities and key milestones for a 3-4 year (PhD) or 2 year (MPhil) project. It is advisable to build in some contingency time, to accommodate unexpected interruptions or delays, and avoid exceeding the maximum completion time.

2. **Presentation by the candidate to the Progress Review panel.** The date of the presentation/interview is scheduled by HDRAC and candidates will be notified in advance of the date. The selection of the panel will be made by the Associate Dean Research and will be comprised of two academic staff, normally from within the School:
  - Panel Chair – Senior academic with significant supervision experience
  - 2 panel members – academic staff

The panel is responsible for assessing the progress of the candidate and recommending to the Associate Dean Research Education as to whether the candidature can be confirmed or not.

The presentation will include an oral presentation outlining the candidate’s research proposal. The presentation shall not exceed 20 minutes. A Powerpoint presentation (or similar) may be used in accompaniment. The candidate will provide hard copies of any powerpoint (or equivalent) slides to the panel at the beginning of the presentation. Supervisors may attend the presentation.

3. **Progress Review interview**

The progress review interview will immediately follow the presentation. The interview will usually take the below format:

- Following the presentation, the panel may ask questions to the student about the research proposal and milestones achieved so far. The candidate is expected to respond to these questions.
- The candidate’s supervisor(s) must leave the room to allow the candidate to discuss their supervision arrangements with the panel separately. This usually occurs towards the end of the interview. The panel will normally discuss with the candidate whether the quality of the supervision arrangement/training needs are sufficient.
- The candidate will leave the room and the panel will convene to assess the progress and prepare a recommendation.
Meeting probation requirements
In the School of Architecture, Design and Planning, candidates need to satisfy the following criteria to pass probation:

• Preparation and submission of a draft Research Proposal (including literature review) and Progress Plan

• Completion of online Progress Review form and attendance at interview/presentation

• Satisfactory progress. Making satisfactory progress is a compulsory University requirement and forms part of your commitment for the continuation of your candidature. This includes satisfactory completion of ARCF9001 Modes of Inquiry: Research and Scholarship.

• Completion of compulsory online modules as outlined below

For more information on Progress Reviews including the criteria for your research proposal and literature review, please visit the Planning your Progress site.

ARCF9001 Modes of Inquiry: Research and Scholarship
All commencing Higher Degree by Research students are enrolled in this unit and are expected to complete it within their first 6 months. The unit is designed to introduce new research students to a variety of important topics including academic honesty, research ethics, workplace health and safety and progression.

Compulsory Online Modules
The University requires all commencing HDR students to complete the following online modules:
- RSCH9010 Work Health and Safety
- RSCH9001 Responsible Research Practice
- RSCH9002 Human Ethics – General
These can be accessed and completed online through MyUni – LMS Blackboard.
More information on this can be found on the HDR Units of Study website.

Outcome of the Probation Review
The Panel shall agree on a position on the confirmation of candidature based on the below criteria:
- the quality of the research proposal as presented, including ability to address any queries raised in the meeting
- the significance of the research
- the ability of the student to execute the proposed research
- alignment with Faculty and discipline research goals and objectives
- any adverse resource implications including supervision capacity, and
- any other relevant matter, including English proficiency.

The Panel will then make a recommendation, namely,
(a) the student’s candidature be confirmed;
(b) the student be asked to present in another Confirmation of Candidature meeting, or
(c) the student be required to show good cause, explaining why he or she should be permitted to continue the candidature.

When the student’s candidature is recommended to be confirmed contingent on modifications to the research proposal or other requirements, these shall be clearly outlined in the Progress Review report entered by the Panel Chair.

Once the panel have formed a recommendation on the candidate’s progress, the Chair will submit their report online and the student will have an opportunity to login to view and comment on it. Should the student fail to comment within 10 working days, the report will be
referred to the Associate Dean Research for decision. Once the decision is made, the candidate will be sent an email with a link to view the completed report. Supervisors will be notified and will be able to login via their staff system to view the completed report. When the student is recommended to show good cause explaining why he or she should be permitted to continue the candidature, the process as set out in the HDR Rule shall be followed.