

PROGRESS PLANNING AND REVIEW FOR HIGHER DEGREE BY RESEARCH STUDENTS PROCEDURES 2015

Issued by: Academic Board

Date: 2 December 2015

Last amended: 28 November 2017, commencing 1 January 2018

Signature:

Name: Chair, Academic Board

1 Purpose and application

- (1) These procedures are to give effect to the Progress Planning and Review for Higher Degree by Research Students Policy (“the **policy**”).
- (2) Except to the extent that a contrary intention is expressed, these procedures apply to higher degree by research students, staff and affiliates.

2 Commencement

These procedures commence on 1 January 2016.

3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

4 Progress plan management

- (1) All students must submit:
 - (a) their approved progress plan:
 - (i) within six months from the date of commencement of their candidature;
 - (ii) within one month from the date of re-enrolment, where re-enrolling as a result of a requirement to revise and resubmit in a previous thesis examination; and
 - (b) any material variations to their approved progress plan, within one month from the date of the variation.
- (2) Progress plans must be stored on the student file.

5 Progress reviews

- (1) Prior to each progress review, students must:
 - (a) ensure that their progress plan is up to date;
 - (b) complete all scheduled compliance activities, including work health and safety and research integrity requirements;
Note: See [Work Health and Safety Policy 2016](#), and [Work Health and Safety Procedures 2016](#)
 - (c) comply with the requirement for a research data management plan; and
Note: See [Research Data Management Policy 2014](#), [Research Data Management Procedures 2015](#), and any faculty local provisions relating to research data management.
 - (d) provide a written submission in a form determined by the University (“the **progress review form**”).
- (2) Students must provide their progress review form no less than 10 working days prior to the progress review meeting.
- (3) Coordinating supervisors must comment on the progress review form no less than five working days prior to the progress review meeting.
- (4) In their progress review form, students should:
 - (a) describe their progress, with reference to milestones and any action items, since their last progress review;
 - (b) describe milestones for the period up to the next progress review or completion of candidature;
 - (c) assess the effectiveness of their supervisory arrangements;
 - (d) identify whether they require any additional training or development;
 - (e) outline any challenges to progress, including any technical, academic, infrastructure or resourcing difficulties; and
 - (f) detail any issues that have adversely impacted on progress.
- (5) During the progress review, Review Panel members, students and supervisors will consider:
 - (a) the student’s current and, where relevant, previous progress review forms;
 - (b) where relevant, the written record of the outcome of the student’s last progress review; and
 - (c) any other relevant information provided by the student.

6 Progress review meetings

- (1) Where possible, progress review meetings will be conducted in person.
- (2) Where a student is unable to attend a meeting in person, the Review Panel will make reasonable arrangements to facilitate the student’s participation, including:
 - (a) video conferencing or telephone;

- (b) rescheduling the meeting to a date within 10 working days of the original date for the meeting, or within such reasonable extended time as the Chair of the Review Panel approves, in his or her absolute discretion.
- (3) The Review Panel will prepare its written report to the postgraduate coordinator within:
- (a) five working days from the date of the meeting; or
 - (b) where the student is unable to attend the meeting, five working days from the original date for the meeting; or
 - (c) such extended time as the or postgraduate coordinator approves.
- Note:** The Review Panel may prepare a report and recommend a progress review rating in the student's absence, in certain circumstances. See clause 13(5) of the policy.
- (4) Progress review interview discussions should be constructive, and aimed at identifying pathways to successful completion of candidature.
- (5) The Chair of the Review Panel may suspend a progress review meeting where he or she forms the view that:
- (a) an issue or concern raised during the meeting should be referred to another University process; and
 - (b) it would be inappropriate to rate the student's progress until the issue or concern has been addressed.
- Note:** Students are encouraged to take the initiative in raising problems or difficulties and seeking solutions to them as soon as possible. Problems may be raised during the progress review process or at any other time. See paragraph 15(6)(a) of the [Supervision of Higher Degree by Research Students Policy 2013](#).

7 Progress review outcomes

- (1) Students will have ten working days from receipt of the Review Panel's report to:
 - (a) respond to the report;
 - (b) raise any issues concerning the conduct of the progress review meeting.
- (2) Taking into account the Review Panel's report and any response from the student, the postgraduate coordinator will prepare a written record of the outcome of a progress review:
 - (a) stating the progress review rating;
 - (b) specifying any actions to be taken as a result of the progress review, including who will be responsible for them and timeframes for their completion;
 - (c) stating whether the proposed supervision arrangements are satisfactory and, where appropriate, advising the student on any recommended changes;
 - (d) stating whether a supplementary review is required and, if so, the date of the supplementary progress review; and
 - (e) listing any action items for the school, faculty, University school or University, to be completed within three months of the date of the progress review.

- (3) The final progress review report must be:
 - (a) made available to the student and the supervisors; and
 - (b) stored on the student file.

Note: See [University Recordkeeping Policy](#) and [Recordkeeping Manual](#).

8 Suspension of candidature

- (1) Students may, but are not required to, maintain and vary their progress plan during periods of suspension.
- (2) Students returning from a suspension of candidature are required to review their progress plan within one month of return.

NOTES

Progress Planning and Review for Higher Degree by Research Students Procedures 2015

Date adopted: 2 December 2015

Date registered:

Date commenced: 1 January 2016

Date amended: 28 November 2017, commencing 1 January 2018

Administrator: Deputy Vice-Chancellor (Education)

Review date: 1 January 2021

Related documents:

University of Sydney (Higher Degree by Research) Rule 2011

Progress Planning and Review for Higher Degree by Research Students Policy 2015

Essential Resources for Postgraduate Research Students Policy 2016

Supervision of Higher Degree by Research Students Policy 2013

Thesis and Examination of Higher Degree by Research Policy 2015

Thesis and Examination of Higher Degree by Research Procedures 2015

AMENDMENT HISTORY

| Provision | Amendment | Commencing |
|---------------------------|---|----------------|
| 6(3); 6(3)(c); 7(2) | Consequential amendments arising from <i>University of Sydney (Delegations of Authority – Academic Functions) Rule 2016</i> | 1 January 2018 |
| 7(2)(e) | Consequential amendments arising from organisational design changes | 1 January 2018 |
| 5(1) Note | Amend date of <i>Work Health and Safety Policy</i> and <i>Work Health and Safety Procedures</i> from 2012 to 2016. | 1 January 2018 |
| Related documents | Amend date of <i>Essential Resources for Postgraduate Research Students Policy</i> from 2012 to 2016 | 1 January 2018 |