

## Monash University Policy

<b>Policy Title</b>	Graduate Research Progress Management Policy
<b>Date Effective</b>	01-January-2015
<b>Review Date</b>	01-January-2018
<b>Policy Owner</b>	Chair, Graduate Research Committee
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.1 ( <i>Administrative amendments effective 1 December 2021</i> )
<b>Content Enquiries</b>	gr-governance@monash.edu
<b>Scope</b>	<p>All campuses</p> <p>All Higher Degree by Research courses</p> <p>All Higher Degree by Research students</p> <p>This policy and its supporting procedures do not cover:</p> <ul style="list-style-type: none"> <li>Termination of enrolment due to a student not meeting their obligations under Part 5 of the Monash University (Vice-Chancellor) Regulations.</li> <li>The investigation of student misconduct offences under Part 7 of the Monash University (Council) Regulations.</li> </ul> <p><i>For students at Monash University Indonesia, this policy has been translated into the Indonesian language (Bahasa) and can be accessed on the <a href="#">University's Policy Bank</a>.</i></p>
<b>Purpose</b>	<p>This policy and procedures:</p> <ul style="list-style-type: none"> <li>Define a milestone review framework to support HDR students to undertake research of an appropriate quality, originality and depth as required by their course of study for their approved research project;</li> <li>Contribute to the maintenance of academic and research quality at the University;</li> <li>Provide a mechanism to identify and support students who are experiencing progress difficulties in their study program; and</li> <li>Prevent the waste of academic and research resources that may occur if a student remains enrolled at the University when they are not making satisfactory progress.</li> </ul>
<b>POLICY STATEMENT</b>	

### Principles

- The University recognises a HDR student's right to reasonable supervisory support and guidance for their study program throughout their enrolment.
- The University is committed to providing structured progress management to all HDR students to ensure satisfactory progress is being made by the student, by identifying and supporting them to address progress issues which may arise during their enrolment.
- The University aims to address unsatisfactory student progress or a failure to meet the requirements of their degree as outlined by the [Monash University \(Academic Board\) Regulations](#) in a manner that:

- a. is impartial and fair to all parties involved;
  - b. is carried out with transparency;
  - c. is accessible to the student;
  - d. is handled within established timelines;
  - e. respects the privacy of all parties involved;
  - f. is appropriate for dealing with complex and sensitive issues.
4. A student facing termination of enrolment as a result of unsatisfactory progress or failure to meet the requirements of their degree as outlined by the [Monash University \(Academic Board\) Regulations](#) has the right to appeal, allowing for a thorough review of the decision based on the principles of this policy.
  5. A student may lodge an appeal without fear of discrimination or victimisation.

### **Student Responsibilities**

6. Students are expected to give serious attention to the importance and mandatory nature of the milestone review framework, preparing appropriately to the best of their ability.
7. Students are expected to treat staff with courtesy and respect at all stages of the process.
8. Students are expected to co-operate with the requirements of a panel constituted to assess their progress or constituted to determine if they are meeting the requirements of their degree.
9. Only the individual student concerned may appeal a decision under this policy.

### **Roles and responsibilities of University Staff**

10. Supervisory staff are responsible for:
  - a. ensuring that students are aware of the requirements of each milestone, and have been provided with sufficient and appropriate written feedback in a timely way prior to the milestone date;
  - b. giving serious consideration to a student's progress as determined by the procedures by acknowledging the importance and mandatory nature of the milestone review framework;
  - c. ensuring the resolution of termination processes within the timeframe prescribed in the procedures supporting this policy.
11. Where staff are appointed to a panel, they must ensure that they:
  - a. make reasonable inquiry or investigation before making a decision, and act in good faith. This includes being free from bias, or the appearance of bias, and making a decision based on a balanced and considered assessment of the information and evidence placed before it;
  - b. ensure the student has been given the opportunity to improve his/her performance or behaviour within a reasonable time where this is required.
12. Monash Graduate Research Office (MGRO) and/or Faculty professional staff are responsible for:
  - a. ensuring that timely and accurate advice regarding procedures is provided;
  - b. maintaining accurate records.

<b>Supporting Procedures</b>	<a href="#">Graduate Research Progress Management Procedures</a> <a href="#">Graduate Research Termination Procedures</a>
<b>Responsibility for implementation</b>	Graduate Research Committee Academic Director, Monash Graduate Research Office (MGRO) Director, Monash Graduate Research Office (MGRO)

	<p>Graduate Research Committee</p> <p>Deans</p> <p>Faculty Associate Deans responsible for research degrees</p> <p>Heads of Academic Units</p> <p>Graduate Research Coordinators within academic units</p> <p>Supervisors of Higher Degree by Research students</p> <p>Relevant MGRO and faculty and/or academic unit professional staff.</p>
<b>Status</b>	Revised
<b>Approval Body</b>	<p><b>Name:</b> Academic Board</p> <p><b>Meeting:</b> 6/2014</p> <p><b>Date:</b> 15-October-2014</p> <p><b>Agenda item:</b> tbc</p>
<b>Endorsement Body</b>	<p><b>Name:</b> Graduate Research Committee</p> <p><b>Meeting:</b> 6/2014</p> <p><b>Date:</b> 11-September-2014</p> <p><b>Agenda item:</b> 11.4</p>
<b>Definitions</b>	<p><b>Academic Progress Review Panel (APRP):</b> Panel constituted to review a student's progress and to determine whether there is unsatisfactory progress outside of the milestone review framework and recommend termination of enrolment.</p> <p><b>Academic Unit:</b> As defined by the Monash University (Academic Board) Regulations, includes a sub-faculty, school, department, centre, institute or other unit into which a faculty is divided; or a school, department, centre or institute established as a separate entity from a faculty. Typically, is the organisational unit in which the student is enrolled.</p> <p><b>Associate Dean (Graduate Research) (ADGR):</b> Senior academic staff member appointed at faculty or equivalent level to oversee all matters relating to higher degrees by research students, as defined by the Monash University (Academic Board) Regulations.</p> <p><b>Deemed date of delivery:</b> Means the date a notice is treated as having been delivered to the student after applying the delivery times set out in regulation 61 of the Monash University (Academic Board) Regulations. This anticipates a student updating changes to their postal address recorded on the University's student information system, and regularly checking their Monash student email and postal mail. Any failure by the student to check their email and postal mail does not alter the deemed delivery date.</p> <p><b>EFT:</b> Equivalent full-time enrolment.</p> <p><b>GRC:</b> Graduate Research Committee.</p> <p><b>HDR:</b> Higher Degree by Research. A master's by research or doctoral degree of the University. Interchangeable with graduate research degree.</p> <p><b>Hurdle requirement:</b> In relation to a milestone, means that the student must satisfactorily achieve the requirements of the milestone in order to remain enrolled. A failure to meet the requirements of a milestone means that the student is making unsatisfactory progress. The following milestones are defined as hurdle requirements: Confirmation, the Mid-Candidature / Progress Review, and the Pre-Submission Seminar / Final Review.</p> <p><b>Milestone:</b> Hurdle requirements designed to manage student progression, which occur periodically throughout enrolment – Confirmation, Mid-Candidature Review / Progress</p>

	<p>Review and the Pre-Submission Seminar / Final Review.</p> <p><b>Milestone review framework:</b> Formal review process triggered by reaching a milestone.</p> <p><b>Milestone Review Panel (MRP):</b> Panel constituted to review a student's progress as part of the milestone review framework, and which may determine that there is unsatisfactory progress and recommend termination of enrolment.</p> <p><b>MGRO:</b> Monash Graduate Research Office.</p> <p><b>Termination Appeal Panel (TAP):</b> Panel constituted to review a student's appeal against a decision to terminate enrolment.</p> <p><b>Termination of enrolment:</b> The exclusion of the student from Monash University, specifically the program of study in which they were enrolled at the time of termination.</p> <p><b>Unsatisfactory progress:</b> When a student does not successfully achieve a milestone or is determined to have not satisfactorily progressed in their study program outside the milestone review framework, and which results in termination of enrolment.</p> <p><b>Working day:</b> a day other than: • a day that is a university holiday under Part 9 of the Monash University (Vice-Chancellor) Regulations; or • in relation to an Australian campus, a Saturday or a Sunday or a day appointed as a public holiday in the whole of Victoria under the Public Holidays Act 1993; or • in relation to an international campus, a day that is a public holiday in the place where that campus is located.</p>
<b>Legislation Mandating Compliance</b>	<p><a href="#">Monash University (Council) Regulations Part 7 - Student Discipline</a></p> <p><a href="#">Monash University (Academic Board) Regulations Part 6 - Student Progress Management</a></p> <p><b>Australian Commonwealth and Victorian State Governments</b></p> <p><a href="#">Higher Education Support Act 2003</a></p> <p><a href="#">Commonwealth Ombudsman Act 1976</a></p> <p><a href="#">Education Services for Overseas Students (ESOS) Act 2000</a></p> <p><a href="#">National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018</a></p> <p><a href="#">Public Records Act 1973 (Vic)</a></p>
<b>Related Policies</b>	<p><a href="#">Student Complaints Policy</a></p>
<b>Related Documents</b>	<p><b>Victorian Ombudsman</b></p> <p><a href="#">Ombudsman Victoria</a></p> <p><b>Monash University</b></p> <p><a href="#">Coursework student complaint information</a></p> <p><a href="#">Graduate Research Handbooks</a></p> <p><a href="#">Privacy at Monash</a></p> <p><a href="#">Monash University Record Disposal Authority</a></p>