PART I: MINOR REVIEW OF PROGRESS

POLICY

• It is University policy that the progress of remote PhD students is formally reviewed at least twice annually. The Review reports serve to keep the Board of Research Education & Development informed of the progress of the student and are the means by which the University assesses whether or not the candidature should continue. It is also an important means by which any problems or concerns a student or Supervisors may have can be identified and dealt with as soon as possible. (Please see also Section 6 of Part I and Section 8 of Part II of the CODE OF PRACTICE for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees.)

• All remote PhD students, including those who are full-time, half-time, on intermission, on leave of absence, or writing-up outside, must participate in the Minor Review and complete and return the Minor Review form to ensure their continued enrolment during the year.

• At least three academic staff members are to be involved in the review of each student: two are the student’s internal and external Supervisors and the other should be the Postgraduate Co-ordinator, Head of Department, Deputy Head or a senior member of the Department’s academic staff.

PROCEDURES

• The Review must be a frank appraisal of the student’s progress by both the student and the Supervisors. Each Faculty/School and/or Department is expected to have established appropriate criteria, tailored to their disciplines, for measuring/determining progress.

• The University requires that the Review report (which contains the Supervisors and Head/Postgraduate Co-ordinator’s assessment and comments) be sighted by the student before it is sent to Graduate Studies.

• The details of the Review procedures are described in Section 8, Part II of the Code of Practice.

The Review process generally follows the four stages indicated below:

STAGE ONE: The internal supervisor, in conjunction with the external Supervisor(s) and the student, shall undertake the review. The internal supervisor is expected to arrange a mutually convenient time to meet/communicate with the external Supervisor(s) and the student to:

• review the student’s progress (measured against criteria determined by the Department/Faculty) during the previous six months (or duration of enrolment if after September);
• discuss and establish a plan of work and set milestones or goals for the following six months;
• identify/highlight any concerns/problems/grievances which might have interrupted/delayed the student’s progress.

The student then completes the student’s section of Questions A1-7 and Section B of the Review form. The Supervisors complete the Supervisors’ section of Questions A1-7 and Section B, and sign Section C.

STAGE TWO: The Postgraduate Co-ordinator or Head of Department or a senior academic staff member, will then separately interview the student and, if deemed appropriate, the Supervisors as well and sign Section C.

STAGE THREE: The completed Review form is handed back to the student for sighting and signing in Section C.

(a) If progress is assessed as satisfactory, the student sends the completed and signed Minor Review form to Graduate Studies, by close of business on 15 April 2001.

(b) If the student’s progress is assessed as unsatisfactory, the procedures outlined in Section 8, (vii) a) - c), of Part II of the Code of Practice will apply and the Manager, Administrative Services Branch, informed immediately, in writing. This letter, together with the completed and signed Minor Review form, must be returned to Graduate Studies by the due date of 15 April 2001. Upon receipt of this information, and in accordance with the
procedures set down in Section 8(vii[b]), Part II of the Code of Practice, the student will be re-enrolled for one semester only. This enrolment will be deemed to be probationary.

By 15 April 2001, the Postgraduate Co-ordinator or Head of Department, in consultation with the Supervisors, must submit to the Manager, Administrative Services Branch, a detailed report which will include (i) an assessment of the student’s work and progress which resulted in the recommendation for probationary enrolment; (ii) the work plan for the probationary period; and (iii) details of how this work is to be assessed. If, after the probationary period, the Department still considers the student's progress to be unsatisfactory, a recommendation for termination may be made. Any such recommendation must be considered by the relevant Faculty Higher Degrees Committee and approved by the Board of Research Education & Development.

(c) If the student believes that progress is being hindered, for whatever reason (supervisory or resource related), the matter should be dealt with in accordance with the procedures outlined in the relevant grievance policy (Attachments C1 and C2 of the Code of Practice).

Generally, it is expected that any grievance matter is to be dealt with by the Postgraduate Co-ordinator or Head of Department in the first instance. The Department should make every attempt to resolve the matter at the departmental level. If a problem/disagreement has been identified, as indicated in Section B, and irrespective of whether or not the matter has been resolved, a detailed report of the matter must be provided by the Head or Postgraduate Co-ordinator for the information of the Board of Research Education & Development. If the matter cannot be resolved at this level, the student or the Department may refer the matter to the Academic Director, Research Education Policy.

(d) If other problem(s) or grievance(s) (other than those related to supervision or candidacy) are identified, the procedures outlined in the document “Student Grievances: Policies and Procedures” are to be followed. (See Attachment C2 of the Code of Practice.)

STAGE FOUR: Return of Minor Review Form.

It is the internal supervisor's responsibility to ensure that the Minor Review form is duly completed, signed and sent to Graduate Studies, by the due date of 15 April 2001. If it appears likely that the Minor Review may not be completed by the due date, please inform the Graduate Studies Office as soon as possible so that the confirmation of the student's re-enrolment is not jeopardised.

IMPORTANT: PLEASE NOTE

Intellectual Property
Supervisor(s) are asked to indicate (at the bottom of page 3) if there has been a change in the direction of the student's research which is likely to lead to the generation of commercially sensitive/viable Intellectual Property. If the “YES” box is ticked, the student will be asked to sign the Student Project Participation Agreement (SPPA). The student’s re-enrolment will be confirmed on signing the SPPA.

Esther Tobin
Manager, Examinations, Graduations and Graduate Studies
Administrative Services Branch
January 2001
PART I: MINOR REVIEW OF PROGRESS

(To be completed by all remote PhD students)

Your Name

Contact Tel. No.: E-mail:

Commencement Date Degree

Department & Faculty

Field of Study

Supervisors

1) ______________________________  2) ______________________________

3) ______________________________  4) ______________________________

Intellectual Property

(To be completed by the internal Supervisor)

Has there been a change in the direction of the student's research which is likely to lead to the generation of commercially sensitive/viable intellectual property?

YES ☐  If “YES”, the student will be asked to sign the Student Project Participation Agreement (SPPA) (if he/she has not already done so). Confirmation of re-enrolment is subject to the signing of the SPPA.

NO ☐
SECTION A. REVIEW OF PROGRESS TO DATE AND PLANNING FOR THE NEXT SIX MONTHS - (To be completed by the student and the Supervisors)

1. Please describe briefly the extent of the work completed in the last six months, or since you first enrolled (if you have been enrolled for less than 6 months). (Please indicate if you have been enrolled for less than six months.)

   **Student:**

   **Supervisors:**

2. On a scale of 1 to 5 (1 being Most Satisfactory and 5 being Unsatisfactory), please indicate (by circling the appropriate number) the level of progress over the past six or so months. If progress has been interrupted in the last six months, please state the reason. (A detailed report should be enclosed in the case of significant problems.)

   **Student:**

   Most Satisfactory
   Unsatisfactory

   1  2  3  4  5

   **Supervisors:**

   Most Satisfactory
   Unsatisfactory

   1  2  3  4  5

   **Comment:**

   **Comment:**
3. Please indicate the milestones or goals which are being set for the next six months.

Student:

Supervisors:

4. Please indicate: (i) if the resources/facilities anticipated (in the approved Research Proposal) as necessary to the research have been provided; (ii) if the Department is able to provide them in the next six months and (iii) if any other resources/facilities are required?

[To be completed by the student in consultation with the Supervisors]

(i) Were the expected resources/facilities provided?  
YES  [ ]  NO  [ ]

If "NO", has your research been disrupted/delayed in any way? (Please comment)

(ii) Is the Department able to provide these resources/facilities in the next six months?

YES  [ ]  NO  [ ]

If "NO", will your research be disrupted in any way? (Please comment)

(iii) Are other resources/facilities required?

YES  [ ]  NO  [ ]

If "YES", please provide details below or on a separate sheet of paper.
5. Please indicate (i) how frequently the Supervisors and the student meet to discuss the student's research; and (ii) the level [on a scale of 1 (Most Satisfactory) to 5 (Unsatisfactory)] of satisfaction with the frequency and the usefulness of these meetings.

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<th>Student:</th>
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<td>(i) Frequency of meetings: internal supervisor(s)</td>
<td>time(s) per week/fortnight/month/other</td>
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<td>external supervisor(s)</td>
<td>time(s) per week/fortnight/month/other</td>
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<td>(ii) Level of satisfaction with:</td>
<td>Most Satisfactory</td>
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<td>• frequency of meetings:</td>
<td>1</td>
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<td>• usefulness of meeting(s):</td>
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<td>Comments:</td>
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**Internal Supervisor(s):**

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<td>(i) Frequency of meetings:</td>
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<td>(ii) Level of satisfaction with:</td>
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<td>• usefulness of meeting(s):</td>
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<td>Comments:</td>
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**External Supervisor(s):**

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<td>(i) Frequency of meetings:</td>
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<td>• usefulness of meeting(s):</td>
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6. Please indicate the expected date of completion/submission:

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<th>Student:</th>
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<td>Supervisors:</td>
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7. Other comments

| Student: |  |
SECTION B: DISAGREEMENTS/GRIEVANCES/PROBLEMS

1. Has any disagreement, grievance and/or problem been identified during the Minor Review?
   Student: YES ☐ NO ☐
   Supervisors: YES ☐ NO ☐

2. If “YES”, has the disagreement, grievance and/or problem been resolved to the satisfaction of all concerned?
   Student: YES ☐ NO ☐
   Supervisors: YES ☐ NO ☐

(The Head of Department’s/Postgraduate Co-ordinator’s report is attached.)

PLEASE NOTE: If this section is not completed, it will be assumed that no disagreement or problem has been identified. If the “Yes” box in Q1 is ticked, and, irrespective of whether or not the disagreement/grievance/problem has been resolved, a detailed report regarding this matter must be submitted by the Head or Postgraduate Co-ordinator for the information of the Board of Research Education & Development.

SECTION C: CERTIFICATION BY THE STUDENT, SUPERVISORS AND HEAD OF DEPARTMENT/POSTGRADUATE CO-ORDINATOR

Supervisors:
* I/we have discussed the progress of the student's work with the student, and the *Postgraduate Co-ordinator/Head of Department. *My/our comments are shown in Sections A and B.

(1) ____________________________ Date: ____________________________
(2) ____________________________ Date: ____________________________
(3) ____________________________ Date: ____________________________
(4) ____________________________ Date: ____________________________

Head of Department/Postgraduate Co-ordinator: [Please “✓” the relevant box(es)]
Having interviewed the student and the Supervisors, I am satisfied that the student has, in the past six or so months as indicated in Section A.

☐ made satisfactory progress. ☐ not made satisfactory progress.

☐ A disagreement/grievance/problem was identified during the Minor Review. Section B has been completed as required and a detailed report is enclosed.

______________________________ Date: ____________________________
Signature of Head of Department or Postgraduate Co-ordinator

Student:
I certify that I have made my own assessment of my past six or so months’ work as indicated in Section A. I have discussed my assessment with my Supervisors and *Head of Department/*Postgraduate Co-ordinator and agree generally with the comments in Section A I have also seen the Supervisors comments in Sections A and B.

______________________________ Date: ____________________________
Signature of Student

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