Monash University Procedure

Procedure Title	Graduate Research Progress Management Procedures
Parent Policy	Graduate Research Progress Management Policy
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Procedure Owner	Chair, Graduate Research Committee
Category	Academic and Quality Standards
Version Number	3.5 *(Minor amendments effective from 1 January 2023)*
Content Enquiries	gr-governance@monash.edu
Scope	This procedure applies to the following milestones: Confirmation, the Mid-Candidature Review/Progress Review; and the Pre-Submission Seminar/Final Review. It does not apply to any Faculty-specific review or milestones such as a 3 or 6 month milestone. *For students at Monash University Indonesia, this procedure has been translated into the Indonesian language (Bahasa) and can be accessed on the University's Policy Bank.*
Purpose	This procedure defines the formal milestone review framework which applies to students enrolled in a higher degree by research at the University. This procedure does not preclude or limit the requirement of a student to present their research from time-to-time as requested by their Faculty or Head of School/ Academic Unit. It also: ● Outlines the process and actions to be followed in supporting HDR students through the formal milestone review framework; ● Prescribes the management of students determined to be making unsatisfactory progress outside the milestone review framework; and ● Establishes the protocols for monitoring students who are at risk of not completing by their thesis submission date.

PROCEDURE STATEMENT

1. Structure of these Procedures

2. The procedure comprises the following sections:
   - Section 1: Milestones due dates
   - Section 2: Milestone purpose
   - Section 3: Milestone notification

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- Section 4: Timely Completion of Milestones
- Section 5: Milestone Review Panel (MRP)
- Section 6: Milestone Outcome
- Section 7: Application for transfer from a Research Masters to PhD
- Section 8: Extensions to the thesis submission date
- Section 9: Provisions for managing unsatisfactory progress outside the milestone review framework

3. Section 1: Milestone and due dates

4. The due date of a milestone is contingent upon when a student commenced enrolment in their degree and the degree in which they are enrolled. Timeframes are expressed for Equivalent Full-time (EFT) enrolment and should be proportionately adjusted for part-time enrolment.

5. All students, regardless of enrolment commencement date, may be requested to undertake an informal review meeting with their supervisor/s and Head of Department (or delegate) as required from time to time.

6. Students are expected to complete the required milestones by the date they fall due and no later than 2 months from the due date. Failure to undertake a milestone may result in a student's enrolment being terminated in accordance with Section 2 of the *Graduate Research Termination Procedures.*

PhD:

7. **Commenced prior to 1 January 2010.** Students in this cohort are subject to a Confirmation milestone and any previous faculty-specific milestones.

8. **Commenced between 1 January 2010 to 31 December 2014 in the following degrees:**

Course	Confirmation	Mid-Candidature Review (MCR)	Pre-Submission Seminar (PSS)
PhD	12 months	21-27 months	No later than six months prior to the enrolment end date.
MD (supervised)	12 months	21-27 months	No later than six months prior to the enrolment end date.

9. **Commenced on or after 1 January 2015 in the following degrees:**

Course	Confirmation	Progress Review	Final Review
PhD	12 months	24 months	36 months
MD (supervised)	12 months	24 months	36 months
MPsych/PhD	12 months	24 months	36 months
Education	12 months	24 months	36 months

10. **Enrolled in the MBBS-PhD pathway degree, irrespective of commencement date**:

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Course	Confirmation	Progress Review	Final Review
MBBS-PhD	No later than 6 months	12-18 months (but no less than 9 months after Confirmation)	No later than 6 months prior to the enrolment end date

Research Master's Degrees:

11. **Commenced prior to 3 September 2012.** Students in this cohort are subject to any previous faculty-specific milestones or in the case of MPhil students, a Confirmation milestone administered by the Monash Graduate Research Office (MGRO).

12. **Commenced between 3 September 2012 to 31 December 2014 in the following degrees:**

Course duration	Confirmation	Mid-Candidature Review (MCR)	Pre-Submission Seminar (PSS)
18 month degree	6-9 months	n/a	n/a
24 month degree	9-12 months	n/a	n/a

13. **Commenced on or after 1 January 2015 in the following degrees:**

Course duration	Confirmation	Progress Review	Final Review
18 month degree	8 months	16 months	n/a
24 month degree	8 months	16 months	n/a

Professional Doctoral Students:

14. **Commenced prior to 1 January 2010.** Students in this cohort are subject to a Confirmation milestone administered by the Monash Graduate Research Office and any previous faculty-specific milestones.

15. **Enrolled in the following degrees from 1 January 2010 onwards:**

Course	Confirmation	Mid-Candidature Review (MCR)	Pre-Submission Seminar (PSS)
DPH	12 months	21-27 months	No later than six months prior to the enrolment end date.
DPsych (Org)	12 months	21-27 months	No later than six months prior to the enrolment end date.
DPsych (Clin)	18 months	21-27 months	No later than six months prior to the enrolment end date.

DPsych (Clin Neuro)	18 months	21-27 months	No later than six months prior to the enrolment end date.
EdD	18 months	21-27 months	No later than six months prior to the enrolment end date.
SJD	12 months	21-27 months	No later than six months prior to the enrolment end date.

Joint or Dual Award PhD Students:

16. Students are subject to the milestone requirements for the particular joint award program in which they are enrolled, as per the relevant MOU, agreement and/or student schedule.

17. Where an agreement does not specify milestone requirements, the requirements of the student's home university will apply.

Responsibility:
Monash Graduation Research Office (MGRO)

18. Section 2: Milestone purpose

19. Milestones play an important role in a student's research training. They are not only a mechanism for progress management; they are also a research development opportunity which facilitates the student's acquisition of the necessary skills to present their research to their academic peers.

20. They are designed to support and facilitate a student's progress towards their thesis submission date, providing them with an opportunity to receive structured feedback on their progress to date. Each milestone's requirements are defined by the student's stage of research and may include requirements specific to their discipline. As a minimum, a milestone must comprise an oral presentation at a forum open to the public, a written submission from the student, and an interview, with written feedback to be provided to the student.

21. Milestones provide an opportunity for students to raise any issues that are affecting progress, so that action to address these issues can be considered and implemented where appropriate.

22. Milestones are also intended to ensure that progress is on track, with the milestone to include a review of, and a report on, the student's progress against a Transition Pro-Forma (in the case of Gippsland-based students) or progress plan (in the case of all other students) completed as part of the milestone process.

Confirmation

23. The purpose of this milestone is to:

- Provide feedback on the student's overall performance, including reviewing, where applicable, the student's completion of the Compulsory Module, including the Research Integrity activity, and other compulsory inductions, training activities or coursework units, while also ensuring that the student's research direction is sound, their methodologies are appropriate and the standard of their comprehension and writing is in accordance with the requirements of their degree;
- Confirm, where relevant, that appropriate ethics and Intellectual Property (IP) arrangements are in place, ensuring that a plan of action is agreed to where there are issues;
- Confirm that the student demonstrates understanding of, and the capacity to adhere to, the University's applicable policies and procedures as they relate to research and academic integrity matters, including the Graduate research roles and responsibilities;

- Ensure that the resources available to the student, including supervision and facilities, are adequate for the purpose of the research project by their thesis submission date;
- Provide students with the opportunity to receive peer review feedback on their research and oral presentation and development of presentation / communication skills from experienced researchers; and
- Enable a formal recommendation to be made that the student has either met or is yet to demonstrate satisfactory progress; and
- In the case of students applying to transfer from a research master's degree to PhD, assess whether the student should be recommended to transfer into the PhD.

Mid-Candidature Review / Progress Review

24. The purpose of this milestone is to ensure that:

- The student's progress since Confirmation remains satisfactory, and that they have met any requirements agreed to as part of the Confirmation process;
- The student is able to demonstrate command of their research both in written and oral forms;
- The student remains on track to complete their research project by their thesis submission date;
- The student's research skills are developing appropriately, and where applicable, the student has completed, or is in the process of completing, training activities or coursework units as per their program requirements;
- Confirm whether any changes to the student's research program necessitate changes to ethics approvals, IP assignment etc.;
- Confirm that the student continues to demonstrate understanding of, and the capacity to adhere to, the University's applicable policies and procedures as they relate to research and academic integrity, including the Graduate research roles and responsibilities*;* and
- The resources available to the student, including supervision and facilities, are adequate for the purpose of completion of the degree within the required timeframe.

Pre-Submission Seminar / Final Review

25. The purpose of this milestone is to ensure that:

- Any issues identified at the Mid-Candidature Review / Progress Review have been addressed;
- The student's research project is at an advanced stage and should be ready for examination by the thesis submission date;
- The student is able to demonstrate command of their research both in written and oral forms;
- The student demonstrates that their research has been conducted in accordance with applicable policies and procedures, including the University's Graduate research roles and responsibilities;
- Appropriate feedback is provided to the student about the readiness (or otherwise) of the thesis for examination, providing feedback on any issues that need to be addressed prior to submission;
- The student has completed, where applicable, any required coursework units or training activities, as per their program requirements; and
- The supervisor/s have begun to discuss and identify potential examiners, and are aware of any specific examination requirements pertaining to the student, such as joint or dual award arrangements which require a viva voce or equivalent, or where there is a performance or other component specific to the student's degree.

Responsibility
Monash Graduation Research Office (MGRO)

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26. Section 3: Milestone notification

27. Each student will be notified via their student email account of upcoming milestones prior to the milestone due date.

Responsibility:
Monash Graduation Research Office (MGRO)

28. Section 4: Timely Completion of Milestones

For students who commenced after 1 January 2015:

29. To facilitate timely feedback on research progress, students are expected to complete each milestone within the timeline as set out under Section 1 of this procedure. Failure to complete a milestone within two (2) months EFT of the due date may result in a student's enrolment being terminated in accordance with Section 2 of the *Graduate Research Termination Procedures*.

30. Where there are circumstances beyond the student's control, students may discuss flexibility in the timing of their milestone with their supervisors and Academic Unit graduate research office and arrange for the milestone to be scheduled for a date within two (2) months EFT from the due date. No formal milestone extension request is required for a milestone scheduled within 2 months of the due date and changes to milestone dates will not affect the due date of future milestones or the thesis submission date. The relevant Academic Unit graduate research office will note any rescheduling, under this provision, in the student management system.

30.1 The following examples may be considered when evaluating circumstances beyond a student's control under paragraph 30 above:

- Ongoing failure of the supervisor/s to provide constructive feedback in a timely manner;
- chronic medical conditions that impact on a student's progress and productivity where the student is able to provide supporting medical documentation;
- delays to ethics approval;
- substantial loss of data;
- significant equipment breakdown;
- loss of access to equipment;
- unexpected change of direction of research due to external or other factors (for example, legislative requirements);
- significant delays to experimental work;
- environmental or other factors leading to delayed access to, or loss of, a research site/s;
- delays in being granted visa approval to travel to another country/countries to access research sites and/or archival repositories that are integral to the research project;
- delays in accessing archival, museum or other research sites due to delays in getting approval to access such sites that are integral to the research project;
- unexpected changes to supervisory arrangements which have impacted on the student's progress and ability to undertake their research.

31. In considering whether to provide flexibility in the timing of a milestone under paragraph 30, supervisors and Academic Unit graduate research office should assess the overall situation and determine whether there are other more suitable measures to assist the student (for example, where there are compassionate circumstances such as a period of illness, recommending a period of leave of absence may be more appropriate). **It is strongly recommended that the planned milestone go ahead as close as possible to when it falls due to ensure appropriate support and guidance is available to the student.**

32. Jurisdictional differences impacting upon course structure, length and administration should be taken into account when considering requests under paragraph 30 above from students enrolled in Joint Award courses with international partners.

For PhD and research master's students who commenced on or before 31 December 2014 and for all professional doctoral students who commenced on or after 1 January 2010

33. A student may request a pre-confirmation extension of up to 12 weeks.

34. All such requests are to be made using the *Milestone Extension Form*, which is to be submitted for approval/consideration by the Head of Academic Unit (or delegate) at least 5 working days prior to the milestone due date.

35. In exceptional circumstances an extension beyond the 12 week period may be approved. Such requests are to be made using the *Milestone Extension Form* and sent to the Monash Graduate Research Office for consideration by the delegate of the Graduate Research Committee.

36. There are no provisions for either a pre-Mid Candidature Review or a pre-Pre-Submission Seminar extension unless it has been determined that exceptional circumstances apply, in which case a request for an extension, which has the support of the Associate Dean (Graduate Research), should be sent to the Monash Graduate Research Office for consideration by the delegate of the Graduate Research Committee.

37. Where the student presents for a milestone but is determined by the Milestone Review Panel to have not yet demonstrated satisfactory progress, an additional period of time will be granted to the student to meet the requirements of the milestone. In such cases, the MRP will follow the process as outlined in **Section 6 - Panel Recommendation: unsatisfactory progress**.

38. For the confirmation milestone, the additional period of time granted to the student to meet the requirements of the milestone following the presentation will be at least 12 weeks, but may be longer where the Milestone Review Panel determines more time is required to achieve the targets established for the student. The Panel, with the agreement of the student, may, however, elect a shorter extension period if appropriate.

39. For either the Mid Candidature Review or Pre-Submission Seminar milestone, the additional period of time following the presentation will be determined by the MRP in accordance with **Section 6 - Panel Recommendation: unsatisfactory progress**. In such cases, notes must be recorded against the relevant milestone in the student system by the academic unit or faculty. The original due date remains unchanged along with the due dates of any subsequent milestone/s. The student's thesis submission date also does not change.

Responsibility:

Student
Head of Academic Unit (or delegate)
Delegate of the Graduate Research Committee

40. Section 5: Milestone Review Panel (MRP)

41. The Head of Academic Unit (or delegate) is to convene and chair a Milestone Review Panel (MRP) to review the student's progress against the milestone prior to its due date. The Chair must be an academic staff member from within the student's faculty.

42. In addition to the Chair, the MRP must comprise at least two appropriately qualified independent members, one of whom is to be an academic staff member of the University.

43. At least one of the independent members of the MRP is to be conversant with the student's general area of research.

44. Please note:

- Where appropriate, the Chair can nominate additional members to be on the MRP, including panel member/s external to the University with relevant expertise;

- No panel member, including the Chair, should be (or have been) directly involved with the student's specific project, for example, as a current or former supervisor. No panel member should also be a currently enrolled graduate research student of the University.

45. Each Faculty must ensure that its students are aware of the requirements of each milestone (e.g. timing, format, expectations of scope and quality and amount of work to be presented).

46. Faculty-specific milestone requirements for doctoral students are outlined in Appendix J of the Handbook for Doctoral Degrees; for research master's students, these requirements are outlined in Appendix D of the Handbook for Research Master's Students.

47. As part of the milestone process, and as per faculty-specific requirements, the student is required to present written work and to undertake an oral presentation at a forum open to the public, typically at a departmental seminar or equivalent as determined by the Faculty.

48. As standard practice, all members of the MRP, along with the student's supervisor/s, are to attend this oral presentation and receive copies of the student's written work.

49. The student and supervisor/s will be required to meet independently with the MRP to provide feedback on the student's progress. While the supervisors do not have a formal vote in the decision of the MRP, they are expected to and must be given the opportunity to provide input into, and contribute to, the decision of the MRP. Where appropriate, they should also contribute to discussions on the student's progress and the future phases of the research project in the presence of the student.

50. In certain circumstances, the student may be able to meet the requirements of the oral component of the milestone through a presentation at an alternative forum such as a conference. Such alternative arrangements must be approved in advance by the chair of the MRP and will only be approved where at least one member of the MRP attends the student's presentation. The written component of the milestone should be circulated to MRP members and the student's supervisor/s and be in accordance with faculty-specific requirements.

Responsibility

Head of Academic Unit (or delegate)
Chair of the Milestone Review Panel
Members of the Milestone Review Panel
Supervisors
Student

51. Section 6: Milestone Outcome

52. After reviewing the student's oral presentation, written component, and interview, and any input or additional submissions provided by the student and/or supervisors, the MRP is to make a recommendation on whether the student has either met or not yet met the requirements of the milestone using the *Milestone Report Form*.

Panel recommendation: satisfactory progress

53. Where the Milestone Review Panel determines that the student has met the academic requirements of the milestone - that is, the student's progress is determined to be satisfactory - the student information system is to be updated by the academic unit or faculty **within 5 working days** of the decision being made. At the same time, the *Milestone Report Form*, and associated documentation, is to be uploaded on to the student's TRIM record.

54. If the student is determined to have met the requirements of the milestone but has been advised to undertake minor amendments prior to the subsequent milestone review, written feedback is to be provided to the student outlining these amendments.

55. In such cases, this feedback should be included as part of the documents uploaded on to the student's TRIM record.

56. In the case of Gippsland-based students, the Chair of the Milestone Review Panel is to separately send a report to the Monash Graduate Research Office which addresses the student's progress against their previously completed Transition Pro-Forma.

Panel recommendation: unsatisfactory progress

57. Where the MRP determines that the student has yet to meet the requirements of the milestone - that is, major amendments are required in order to meet these requirements and demonstrate satisfactory progress - the Chair of the MRP is to formally advise the student of its decision via the Notice of Unsatisfactory Progress within **5 working days** of making its decision.

58. The *Notice of Unsatisfactory Progress* letter outlining the Panel's decision must include:

- detailed reasons why progress in the research program is considered unsatisfactory;
- tasks required to meet the milestone requirements along with a timeframe for completion of those tasks which is realistic, taking into account the student's mode of enrolment (i.e. full-time or part-time);
- the date and time of a reconvening of the MRP in order to consider the student's response to the matters raised in the *Notice of Unsatisfactory Progress* letter;
- that the student may be accompanied and assisted by another person who must be either an employee of a recognised student association connected with the student's campus, or another person who is not legally trained. The accompanying person may assist the student but may not present the case on behalf of the student;
- Support services available to the student; and
- the relevant regulations, policies and procedures.

59. Within **5 working days** of the decision being made, a copy of this letter must be sent to the supervisor/s, faculty and archived on the student's TRIM record.

60. In such cases, notes must be recorded against the relevant milestone in the student system by the academic unit or faculty.

61. Where the Panel is unable to make its decision on the day of the student's presentation - for example, it requires further information from the student, supervisor/s or other relevant parties before it can make its decision - it must ensure that it communicates to the student both verbally and in writing the estimated date when a decision is likely. At all times, the Panel must ensure that a decision is made as expeditiously as possible, and that the student is advised of support services available to them at the university.

62. The MRP will reconvene on the date and time specified in the Notice of Unsatisfactory Progress to assess whether the student has now met the requirements of the milestone and their progress is therefore satisfactory.

63. In undertaking its assessment, the MRP is required to complete the *Milestone Report Form (Reconvened Panel)*, considering all evidence provided to it, including oral, written and supporting documentation provided by the student and supervisors.

64. In the case of Gippsland-based HDR students, the chair of the MRP is to separately send a report to the Monash Graduate Research Office which addresses the student's progress against their previously completed Transition Pro-Forma.

65. Where the MRP determines that the student has failed to meet the requirements of the milestone and recommends that the student's enrolment be terminated, the *Milestone Report Form* and the *Milestone Report Form (Reconvened Panel)*, along with any other relevant supporting documentation, are to be forwarded to the Monash Graduate Research Office within **5 working days** of the date of the MRP's decision being made.

66. The delegate of the Graduate Research Committee will then follow the procedures outlined in the *Graduate Research Termination Procedures*.

Responsibility

Chair of the MRP
Members of the MRP
Supervisors
Student
Delegate of the Graduate Research Committee

67. Section 7: Application for transfer from a Research Masters to PhD

68. Research master's students are permitted to apply to transfer to a PhD up to 15 months EFT from the date the student commenced their research master's degree. (Students seeking to transfer to other degrees, such as professional doctoral degrees, should refer to the relevant section of the *Handbook for Research Master's Degrees*).

69. Applications to transfer to a PhD will only be considered from students who have demonstrated exceptional progress, and whose project has sufficient depth and breadth to meet the requirements of a PhD.

70. In order to apply to transfer, students must have received prior approval from their supervisors. As part of the case to transfer, students must include a statement on the research they have undertaken to the present, and their reasons for applying to transfer into the PhD.

71. Any decision to approve a student's transfer from a research master's degree to a PhD degree ultimately resides with the Graduate Research Committee.

Section 7.1 Unconfirmed research master's students transferring into a PhD (Early transfers)

72. Students may apply to transfer into a PhD as part of their research master's Confirmation milestone.

73. As part of its assessment, the MRP must make a recommendation on whether the student should or should not be transferred into the PhD, taking into consideration the research that the student has undertaken to the present, and their reasons for applying to transfer into the PhD.

74. Students who transfer into the PhD at their research master's Confirmation will be required to meet the requirements of the PhD confirmation milestone (as outlined in **Section 2: Milestone purpose**) by 12 months EFT from the date they commenced their research master's degree.

75. However, such students are not required to complete another oral presentation as part of the requirements of the PhD confirmation milestone unless specifically requested to do so by the MRP. As a minimum, the student will be required to provide written work to the chair of the original MRP (or nominee if unavailable) which clearly demonstrates that their research is at the required PhD level. They must also have completed any required coursework or training relevant to the PhD.

76. In such cases, the chair of the MRP will assess the student's progress against the requirements of the PhD confirmation milestone, reconvening the MRP if required, recording their recommendation on the *Milestone Report Form*.

77. The *Milestone Report Form*, along with the relevant application to transfer form, is to be forwarded to the Monash Graduate Research Office for consideration by the delegate of the Graduate Research Committee within 5 working days of the recommendation being made.

Section 7.2 Confirmed research master's students transferring into a PhD

78. Students who seek to transfer at or after 12 months EFT enrolment must meet the standard PhD confirmation milestone requirements (as outlined in **Section 2: Milestone purpose**) no later than 15 months EFT from the date they commenced their research master's degree.

79. As part of its assessment, the MRP must make a recommendation on whether the student should or should not be transferred into the PhD, ensuring that the student has completed any required coursework or training relevant to the PhD into which they seek to transfer.

80. The MRP must record its recommendation on the *Milestone Report Form*.

81. The *Milestone Report Form*, along with the relevant application to transfer form, is to be forwarded to the Monash Graduate Research Office for consideration by the delegate of the Graduate Research Committee within 5 working days of the recommendation being made.

Responsibility

Chair of the MRP (or nominee)
Members of the MRP
Supervisors
Student
Delegate of the Graduate Research Committee

82. Section 8: Extensions to the thesis submission date

General Principles (all students)

83. Extensions to the thesis submission date will be considered where the student has experienced delays beyond their control yet they are demonstrating (via regular submission of written work to PhD standard, etc.) that they are committed and actively progressing towards completion.

84. All applications for an extension to the thesis submission date must be accompanied by a detailed time-line to completion, including information regarding progress to date. The time-lines may include details of the number of chapters/word count completed/remaining etc.

85. Examples of reasons considered beyond the student's control include:

- Ongoing failure of the supervisor/s to provide constructive feedback in a timely manner;
- chronic medical conditions that impact on a student's progress and productivity where the student is able to provide supporting medical documentation;
- delays to ethics approval;
- substantial loss of data;
- significant and prolonged equipment breakdown;
- loss of access to equipment;
- unexpected change of direction of research due to external or other factors (for example, legislative requirements);
- significant delays to experimental work;
- environmental or other factors leading to delayed access to, or loss of, a research site/s;
- delays in being granted visa approval to travel to another country/countries to access research sites and/or archival repositories that are integral to the research project;
- delays in accessing archival, museum or other research sites due to delays in getting approval to access such sites that are integral to the research project;
- unexpected changes to supervisory arrangements which have impacted on the student's progress and ability to undertake their research;
- significant and prolonged delays due to direct impacts of global or national events such as floods, earthquakes, pandemic or civil unrest.

86. Applications for an extension for grounds other than these will be considered where exceptional circumstances apply, submitted with the support of the relevant Faculty Associate Dean (Graduate Research).

87. Illnesses other than chronic medical conditions that impact on a student's progress and productivity are not considered grounds for an extension unless it is determined that exceptional circumstances apply, as students experiencing a period of sickness should apply for leave of absence at the time of their illness and not retrospectively. Employment commitments are also not acceptable grounds for an extension unless exceptional circumstances apply.

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88. Jurisdictional differences impacting upon course structure, length and administration will be taken into account when considering thesis submission date extension requests from students enrolled in a joint or dual award PhD or research master's with a key strategic international partner.

89. Students must apply for an extension to their thesis submission date using the *Extension to Thesis Submission Date Form*.

90. When approving an extension to the thesis submission date, the delegate of the Graduate Research Committee may impose conditions on the student's enrolment to support timely thesis submission.

91. Students may apply for an extension to thesis submission date following achievement their Pre-Submission Seminar / Final Review or no sooner than six (6) months before their thesis submission date.

92. Unless exceptional circumstances apply, students are required to have satisfactorily completed their Pre-Submission Seminar / Final Review prior to applying for a thesis extension.

93. A student will be discontinued in good standing where they have:

    - exhausted all extensions **and** not proceeded to submit a thesis at the expiration of the final extension period; OR
    - failed to respond to the University's attempts to contact them regarding thesis submission.

94. Discontinuation in good standing means that the student is discontinued without academic penalty, and is actioned following consultation with supervisors and other relevant staff.

95. Students who have been discontinued in good standing are no longer an enrolled student of Monash University and do not have access to the facilities and resources at the University as a student, including access to supervision. They may also not continue to work on their research project with University support.

96. Students who have been discontinued in good standing and who wish to be re-admitted into their degree for the purposes of completing their thesis will be considered in accordance with the Graduate Research Re-Admission Procedures.

97. Applications to backdate an extension to the thesis submission date will not be approved.

Extension provisions for PhD students who commenced on or before 31 December 2014

98. Doctoral students have a duration of 4 years EFT and can apply for up to 6 months EFT in extensions to their thesis submission date.

99. A maximum extension of 3 month EFT will be approved at any one time.

100. All such extension requests must be sent to the Monash Graduate Research Office for consideration by the delegate of the Graduate Research Committee.

101. Requests beyond the 6 month provision will only be considered where exceptional circumstances can be demonstrated.

102. Extensions to milestones do not extend the thesis submission date.

Extension provisions for PhD students who commenced on or after 1 January 2015

PhD students

103. Students can apply for extensions to the thesis submission date of up to 6 months (as two 3-month extensions or one 6-month extension), to a maximum duration of 4 years EFT.

104. Requests for extensions from PhD students who commenced after January 1 2015 and who have been granted an automatic extension of candidature to 3 years and 6 months, or who have commenced on a standard duration of 3 years 6 months, can only be approved by the Head of Academic Unit (or delegate) where the student's thesis submission date will be no more than 4 years EFT enrolment following the application of the extension period.

105. Where a student seeks to apply to extend their thesis submission date beyond 4 years EFT, their request must be reviewed by the delegate of the Graduate Research Committee, along with relevant supporting documents. Such requests can only be approved where the delegate is satisfied that there were exceptional circumstances beyond the student's control that warrant the requested extension be granted.

Research master's students

18 month research master's students:

106. Pre-2015 students can apply for up to 6 months EFT in extensions to their thesis submission date.

107. Post-2015 students can apply for extensions to the thesis submission date of up to 4 months, to a maximum duration of 22 months EFT enrolment.

108. Applications to extend their thesis submission date beyond 22 months EFT can only be approved by the delegate of the Graduate Research Committee.

109. All extension requests, irrespective of whether they require consideration by the Head of Academic Unit (or delegate) or by the delegate of the Graduate Research Committee, must be sent to the Monash Graduate Research Office for the purposes of updating the student information system.

110. Extensions to milestones do not extend the thesis submission date.

24 month research master's students

111. All applications for extension to the thesis submission date beyond the standard 24 months EFT duration are to be reviewed by the delegate of the Graduate Research Committee.

Responsibility

Monash Graduate Research Office
Head of Academic Unit (or delegate)
Student
Supervisors
Delegate of the Graduate Research Committee

112. Section 9: Provisions for managing unsatisfactory progress outside the milestone review framework

113. This section applies to all graduate research students, irrespective of when a student commenced their degree or the degree in which they are enrolled.

114. It is expected that supervisors intervene to support students who are at risk of not making satisfactory progress in their research. Intervention requires supervisors to identify, contact and provide assistance to students who are considered at risk. Supervisors may use a proforma letter to assist with this intervention.

115. Intervention may include (but is not limited to): encouraging the student to seek support from University services, including counselling; directing students to Monash English language support services; advice regarding taking a period of leave; transferring from full-time to part-time enrolment (where permitted and subject to Visa conditions); withdrawal from the degree and applying for re-admission at some later point; considering applying to transfer to a research masters where considered appropriate and viable, etc.

116. Upon advice from the main supervisor that intervention has proven unsuccessful and the student's progress is unsatisfactory, the Head of Academic Unit (or delegate) is to convene and chair an Academic Progress Review Panel (APRP) to review the student's progress.

117. Where it has been determined that an APRP be convened, the Head of Department (or delegate) is to:

a) Confirm membership of the APRP. In addition to the Chair, the APRP must comprise:

- at least two senior academic staff members with extensive experience in supervising graduate research students, drawn from the student's academic unit, faculty or from another academic unit or faculty within the University. One of the staff must be conversant with the student's general area of research; and
- Any other person nominated by the Chair as appropriate.

  Note: No panel member, including the Chair, should be (or have been) directly involved with the student's specific project, for example, as a current or former supervisor.

b) Issue the student with a Notice of Unsatisfactory Progress which states the following:

- detailed reasons why progress in the research program is considered unsatisfactory;
- the date and time of the first meeting of the Academic Progress Review Panel (APRP) to discuss what tasks the student is required to complete in order to meet progress requirements, and the time-frame for their completion
- that at this and any future meeting of the APRP, the student may be accompanied and assisted by another person who must be either an employee of a recognised student association connected with the student's campus, or another person who is not legally trained. The accompanying person may assist the student but may not present the case on behalf of the student.
- Support services available to the student; and
- the relevant regulations, policies and procedures.

c) Send a copy of the Notice of Unsatisfactory Progress issued to the student to the supervisor/s, faculty and archive on the student's TRIM record within **5 working days** of it being issued.

118. Following the APRP meeting being held, and within **5 working days**, the APRP must issue a further written notice to the student stating:

- the tasks required to be completed by the student in order to meet progress requirements and the agreed timeframe in which the student must complete these; and
- the date, time and place that the APRP will re-convene for a second meeting to review and discuss the student's progress.

119. On the specified date, the APRP will reconvene for the second meeting to review and discuss the student's progress against the tasks set at the first meeting. The student is encouraged to attend this meeting with their support person.

120. Following the second meeting of the APRP, the Chair must prepare a comprehensive report (using the Academic Progress Review Panel Report Form) which includes:

a) An assessment of the student's progress against the requirements set; and
b) The APRP's recommendation regarding continuation or termination of the student's enrolment for unsatisfactory progress and the reasons for the recommendation.

121. In the event that the student fails to respond to communications from the APRP, or fails to submit the requirements as set by the APRP, the APRP will recommend the student be terminated for unsatisfactory progress.

Responsibility

Head of Academic Unit (or delegate)
Chair of the Academic Progress Review Panel (APRP)
Members of the APRP
Delegate of the Graduate Research Committee

Academic Progress Review Panel (APRP) Recommendation

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122. The APRP must determine whether the student has made satisfactory or unsatisfactory progress, recording its decision using the Academic Progress Review Panel Report Form.

123. Where the APRP determines that the student has made satisfactory progress, the Academic Progress Review Panel Report Form and relevant supporting documentation is to be archived on the student's TRIM record within 5 working days of the APRP making its decision.

124. Where the APRP determines that the student has not made satisfactory progress, the APRP is to make a recommendation to the Monash Graduate Research Office regarding the continuation or termination of the student's enrolment, within 5 working days of the APRP making its decision.

125. The recommendation is to be made using the Academic Progress Review Panel Report Form and include any relevant supporting documentation.

126. The delegate of the Graduate Research Committee is to consider the recommendation in accordance with the Graduate Research Termination Procedures.

Responsibility

APRP
Delegate of the Graduate Research Committee

Responsibility for implementation	Pro Vice-Chancellor (Research Training) Academic Director, (Research Training) Graduate Research Committee Deans Faculty Associate Deans responsible for research degrees Heads of Academic Units Graduate Research Coordinators within academic units Supervisors of graduate research students Relevant MGRO and faculty and/or academic unit professional staff.
Status	Revised – November 2022
Approval Body	**Name:** Graduate Research Committee **Meeting:** 4/2017 **Date:** 08-June-2017 **Agenda item:** 11.2
Definitions	**Academic Progress Review Panel (APRP)**: 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. **Academic Unit**: 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. **Associate Dean (Graduate Research) (ADGR)**: 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.

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	Deemed date of delivery: 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 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. **EFT**: Equivalent full-time enrolment. **GRC**: Graduate Research Committee. **HDR**: Higher Degree by Research. A research masters or doctoral degree of the University. Interchangeable with graduate research degree. **Head of Academic Unit**: The person appointed to lead and manage the unit. **Milestone**: A formal progress review designed to support and manage student progression, occurring periodically throughout enrolment. In relation to this procedure, refers to the following reviews: Confirmation, Mid-Candidature Review / Progress Review and the Pre-Submission Seminar / Final Review. **Milestone Review Panel (MRP)**: Panel constituted to review a student's progress as part of the milestone review framework, which may determine that there is unsatisfactory progress and recommend termination of enrolment. **Milestone review framework**: Formal review process triggered by reaching a milestone. **MGRO**: Monash Graduate Research Office. **Termination of enrolment**: The exclusion of the student from Monash University, specifically the program of study in which they were enrolled at the time of termination. **Unsatisfactory progress**: 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. **Working day**: 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.
Legislation Mandating Compliance	Monash University (Council) Regulations Part 7 - Student Discipline Monash University (Academic Board) Regulations Part 6 - Student Progress Management Higher Education Standards Framework (HESF) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) Higher Education Support Act 2003 Commonwealth Ombudsman Act 1976

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	Education Services for Overseas Students (ESOS) Act 2000 Public Records Act (Victoria) 1973
Related Policies	Student Complaints Policy
Related Documents	Guidelines for Termination Appeal Panel Chairs Guidelines for Milestone Review Panels and Academic Progress Review Panels Milestone Extension Form