

## Higher Degree by Research Academic Progression Procedures

This Procedure supports the [Academic Progression Policy](#).

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## 1. Definitions

- 1.1 Definitions in the [Admission, Enrolment and Academic Progress Rules](#) and the University [Glossary](#) apply to these Procedures, in addition to the following:

Name	Description
Progression Plan	A written agreement entered by a Candidate and their Principal Supervisor identifying agreed milestones and achievement dates for the purposes of academic progression, developed in accordance with the <a href="#">Admission, Enrolment and Academic Progress Rules</a> , these procedures, and the Guideline 6: Higher Degree by Research (HDR) Progression Plan.

## 2. Purpose and Scope

- 2.1 These Procedures set out the University's support and intervention strategies, which are designed to assist Higher Degree By Research Candidates to achieve suitable Course progress.

## 3. Procedures

### Notifications

#### All Academic Progression Statuses

- 3.1 At the end of each Progression Period, Candidates will be notified of their Academic Progression Status, with advice pertinent to their level of study and Course progress. Candidates will also be given information about relevant Candidate support services depending on their Academic Progression Status, and encouraged to maintain or improve their academic progression, as required.
- 3.2 At the end of each Progression Period, the Progression Panel will be notified (as part of the relevant Progression Reports) of the Academic Progression Status of all Candidates enrolled in their School.
- 3.3 All notifications will be issued by the Student Administration Directorate.

### Progression Plans

- 3.4 If a Candidate is required under the [Admission, Enrolment and Academic Progress Rules](#) to enter a Progression Plan, the University will give the Candidate a notice requiring the Candidate to no later than 21 days after the notice is issued:

- a) unless already prepared, prepare a Progression Plan using the University's Prescribed Process; and
  - b) meet with their Principal Supervisor to discuss their proposed Progression Plan.
- 3.5 The purpose of the meeting will be to:
- a) review the Candidate's level of participation and engagement;
  - b) review reasons for the Candidate requiring a Progression Plan or reaching **Red Status**;
  - c) identify where the Candidate may require additional support to facilitate their course progression;
  - d) identify whether the Candidate should apply for a reduced study load;
  - e) refine and finalise the Candidate's Progression Plan, and collaboratively agree actions to be taken (including second or subsequent meetings); and
  - f) discuss the implications of failing to meet the terms of a Progression Plan, including exclusion from the Course.
- 3.6 The Candidate will need to undertake the steps in clauses 3.4 and 3.5 each time they are required to enter a Progression Plan. The Candidate will be required to lodge the Candidate's Progression Plan with Research Assessments ([researchassessments@ecu.edu.au](mailto:researchassessments@ecu.edu.au)) within 7 days of the above meeting occurring and the Candidate's Progression Plan's being finalised.
- 3.7 A Candidate who does not meet with their Principal Supervisor within the required timeframe, or does not enter into a new or revised Progression Plan with reasonable terms within a reasonable period (both mandatory requirements), may, at the Director, Student Administration's discretion, have their Student record encumbered, results withheld or enrolment refused, in accordance with the [Admission, Enrolment and Academic Progress Rules](#).
- 3.8 A Candidate may be accompanied at a meeting by a support person, such as a Student Guild representative, friend, or family member. Meetings may be conducted in person, by teleconference or videoconference or by any other means, provided that the Candidate's preference is considered when making arrangements, and the Candidate's identify can be verified.
- 3.9 A Candidate's Progression Plan may constitute an "Intervention Strategy" for the purpose of the [Enrolment Loads for International Students Policy](#). Progression Plans will be documented on the University's relevant official Student management system.

#### 4. Contact Information

<b>Procedure Owner</b>		Deputy Vice-Chancellor (Education)		
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1.0	Professor Angela Hill (Deputy Vice-Chancellor (Education))	10 Dec 2020	30 June 2021	N/A
1.1	Professor Angela Hill (Deputy Vice-Chancellor (Education))	12 Apr 2021	29 Jun 2021	Removal of previous section 3.4 (Amber Students) in line with changes to Academic Progression Policy; Amend 3.6 regarding lodgment of Progression Plans.
1.2	Professor Rowena Harper (Deputy Vice-Chancellor (Education))	8 Aug 2024	8 Aug 2024	Updated definition of 'Progression Plan'; Amend 2 Purpose and Scope; Revised section 'Progression Plans' in line with changes to the Admission, Enrolment and Academic Progress Rules and the new Guideline 6: Higher Degree by Research (HDR) Progression Plan.