

**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
Progress Contract	A written agreement entered into by a Candidate and their Principal Supervisor identifying agreed milestones and achievement dates (this may include the use of a finishing contract, as applicable, where Candidates have successfully applied for an extension of time).

**2. Purpose and Scope**

- 2.1 These Procedures set out the University's intervention strategies, which are designed to assist Higher Degree By Research Candidates to achieve suitable Course progress. Intervention strategies will apply to Candidates only after the completion of Progression Periods that end on or after 30 June 2021.
- 2.2 These Procedures apply to Higher Degree by Research Candidates.

**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.

**Academic Progression Planning**Red Status

- 3.4 A Candidate who receives a Red Status will receive a notice requiring the Candidate to:

- a) unless already prepared, prepare a Progress Contract using the University's Prescribed Process; and
  - b) meet with their Principal Supervisor to discuss their proposed Progress Contract, no later than:
    - c) 21 days after the notice is issued; or
    - d) 7 days after the commencement of their next Teaching Period, whichever occurs later.
- 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 reaching a **Red Status**;
  - c) identify where the Candidate may require additional support services, and determine whether these can be reasonably provided by the University whilst maintaining the Course learning outcomes;
  - d) identify whether the Candidate should apply for a reduced study load;
  - e) refine and finalise the Candidate's Progress Contract, 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 Progress Contract, including exclusion from the Course.
- 3.6 The Candidate will need to undertake the steps in paragraph 3.4-3.5 for each Progression Period they are given a Red Status. The Candidate will be required to lodge the Candidate's Progress Contract with Research Assessments within 7 days of the above meeting occurring and the Candidate's Progress Contract's being finalised.
- 3.7 A Candidate with a Red Status who does not meet with their Principal Supervisor within the required timeframe, or does not enter into a new or revised Progress Contract 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 identity can be verified.
- 3.9 A Candidate's Progress Contract may constitute an "Intervention Strategy" for the purpose of the [Enrolment Loads for International Students Policy](#). Progress Contracts will be documented on the University's relevant official Student management system.

## 4. Contact Information

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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 progress contracts.