

# Draft Academic Progress Review in Graduate Research Courses Policy

## Consultation Paper

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### 1 Key Information

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The draft attached paper proposes a standalone policy on academic progress review in higher degrees by research. The policy:

- reinforces the different committee roles responsible for the stages of academic progress review - “at risk”, unsatisfactory progress “formal warning”, and unsatisfactory progress “show cause”.
- includes details about requirements for progress plans and intervention strategies,
- includes details on the composition of course academic progress committees;
- includes details of allowable outcomes from academic progress review meetings;
- includes details on the conduct of academic progress meetings; and
- specifies record keeping requirements.

All feedback must be sent to the Academic Secretary at [acad-sec@unimelb.edu.au](mailto:acad-sec@unimelb.edu.au) by close of business **Friday 9 July 2021**.

The subject line of the email must read: FEEDBACK - Academic Progress Review in Graduate Research Courses Policy.

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### 2 Background

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In 2017 the Board amended the Graduate Research Training Policy and the Courses, Subjects, Awards and Programs Policy to align policy with the University’s strategic objective of achieving timely completions in higher degrees by research. At that time it was acknowledged that further work was required on the academic progress requirements in higher degrees by research.

Draft proposed changes to the Graduate Research Training Policy were put before the Board’s Higher Degrees by Research Committee. That committee agreed to the proposed changes proceeding to University wide consultation. Following further discussion, and in consideration of the detailed changes, it was decided to remove the details of academic progress review from the Graduate Research Training Policy and draft a standalone policy.

Attached for feedback is the proposed new policy - Academic Progress Review in Graduate Research Courses Policy.

The aim of policy is to support candidates to succeed and the policy is a framework for that process. The policy is intended to ensure that candidates are aware of their academic status, what is required for improvement and that the University is meeting its obligations to support candidates and give candidates the opportunity to improve.

The policy requires that students are given appropriate support, intervention and reasonable progress plans. The “at risk”, unsatisfactory progress stages of formal warning and show cause, aims to ensure that advisory committees and supervisors set progress plans that are reasonable, adjusted as required while aiming for timely completion, and that candidates who have no reasonable prospect of success do not have their candidature terminated without adequate warnings. The proposed policy is in line with the Academic Board Regulation and makes clear the requirements to take all reasonable steps to assist candidates to complete their course.

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### 3 Approval

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Written by: Penelope Pepperell, Academic Secretary

Authorised by: Professor Janet Hergt, President of Academic Board

Date: 10 June 2021