PLANNING AND REVIEW OF PROGRESS
PROCEDURE AND TIMELINES

Refer to **Procedure AB-58 P3 Research Degree Student Progression**

Reviews of Progress

Every research degree student is required to undertake **at least two documented planning and review sessions each year** with their Supervisors and Research Degree Coordinator. The Reviews of Progress are the basis for a student's continued enrolment in the research degree program and failure by a research degree student to participate in the Reviews of Progress may result in Administrative Withdrawal (refer to the Procedure AB-58 P3 Research Degree Student Progression, section H).

It is expected that the Research Degree Coordinator will communicate with the research degree students at least twice a year to ensure the satisfactory progress and wellbeing of the student. The Research Degree Coordinator may require an interview with the research degree student and Principal Supervisor in order to discuss progress or resolve any issues of concern raised in a review.

A research degree student shall have the right to discuss a review report and the comments by the Principal Supervisor with the Dean of Research (or delegate). In the event that a problem which is impeding progress is not resolved through the review procedure, the research degree student has the right to submit a case to the Dean of Research for investigation. Where possible a problem will be dealt with at the local level and will involve as few people as possible. Problems should not be escalated before attempting local resolution.

❖ Process and Submission

Review of Progress meetings may occur face-to-face, by telephone or by email, and may be arranged by either the student or Principal Supervisor. Reviews are completed via an online workflow accessed from the Student and Staff research portal. Once the student and supervisor have met to discuss the student's progress the student is required to complete the review in their student portal and submit to the Supervisor for approval. The review will then be approved by the appropriate Research Degree Coordinator .Reminder emails will be sent to the Student or Staff email account advising when the Review of Progress is due for submission.

For external students, if they are experiencing issues with their internet or for further review of progress, Reviews of Progress are to be completed on the hard copy form which can be accessed via the Review of Progress information page online.

❖ Statement of Agreement

Where progress varies from the approved Statement of Agreement, or where there have been changes during candidature affecting the Statement of Agreement, an updated Statement of Agreement should be developed and approved by the relevant Dean of Research (or delegate). The updated Statement of Agreement is to be submitted online as a separate attachment with the Review of Progress record and will be retained on the student's file.

❖ Exemptions from the Reviews of Progress

In exceptional and compelling circumstances, where a student is unable to complete a review of progress, an exemption can be made by the supervisor and Research Degree Coordinator. It is expected that the supervisor will have some contact with the student to ensure there are plans to resume study in future and there are no concerns regarding progress. The following are not valid reasons for exemption:

- Student is not in contact with the University
- Unavailability of the Supervisor. Alternative arrangements need to be made in this case
- Student not meeting Review of Progress timelines

If an exemption from a Review of Progress has been approved, the appropriate Research Degree Coordinator will need to complete the 'Exemption from Review of Progress' letter template and submit it to Scholarships and Candidature Team, via email (research.students@unisa.edu.au). The exemption will be recorded on the student file.

Outcomes

There are four possible outcomes from a Review of Progress:

- **Satisfactory** - the research degree student is meeting the requirements of the statement of agreement and previous reviews of progress, and therefore academic progress is deemed to be satisfactory
- **Satisfactory With Concerns** - Concerns were raised but have been resolved to the satisfaction of all concerned and documented
- **Conceded as satisfactory** – The enrolment is to be subject to the student meeting specified research milestones and timelines agreed with the Supervisor, and may be subject to additional reviews of progress
- **Unsatisfactory** – Suspension of candidature has been recommended to the Dean of Research (or delegate)
- **Not required** – student has submitted for examination, withdrawn or an exemption from a review of progress has been approved.

If the progress is considered 'Unsatisfactory' enrolment may be suspended or terminated. The Academic regulations specify the procedures to be followed where the outcome of a student's review report is unsatisfactory or if there are problems impeding progress. Where the student's academic progress is at risk or deemed to be unsatisfactory, a copy of the Review of Progress will be provided to the relevant Dean of Research (or delegate).

Who has to undertake the planning, review and reporting of progress?

All research degree students must undertake the two main Reviews of Progress each year with their Supervisor(s), including students who are on leave. Students that fail to participate in the Reviews of Progress may be administratively withdrawn (refer Procedure AB-58 P3 Research Degree Student Progression, section H). The only exception is those students who have submitted their thesis for examination.

Students enrolled in a Professional Doctorate that is recognised as a research degree will undertake this planning and review process in the research phase of their degree. Re-enrolment information will be sent separately to research professional doctorate students in their coursework phase.

Refer to page 1 for information on exemptions.

Research Degree Graduate Qualities (RDGQ)

The RDGQ demonstrate to the professions that:

- You have engaged in original research in order to solve significant problems
- You have learned how to work autonomously and collaboratively
- You have set up lifelong learning patterns and networks
- You are able to communicate research findings
- You have conducted your research in an ethical manner and
- You have an international perspective.

We urge all students to participate, one benefit being documented evidence of competencies that are transferable to the workplace. Those students who choose to be fully involved in the development and documentation of RDGQ will need to base their planning and Review of Progress Report on the Statement of Agreement negotiated with their supervisors in their first planning session for the year.

Enquiries

Please direct all enquiries regarding Reviews of Progress to the Scholarships and Candidature Team via email research.students@unisa.edu.au or via phone (08) 8302 5880

Timelines and Processes

Research degree students are required to undertake two major Reviews of Progress each year, no more than 6 months apart. The due dates for the reviews will depend on the student's Research Period enrolment pattern which is determined at the time of initial enrolment. The student will be sent email reminders when their reviews are due to be completed.

Note: Students will either be enrolled in a Research Period 1 and Research Period 3 enrolment pattern, or a Research Period 2 and Research Period 4 enrolment pattern. This will depend upon their initial enrolment date.

Research Period	Due Date for Major Review of Progress
Research Period 1	May 31st
Research Period 2	August 31st
Research Period 3	October 31st
Research Period 4	February 28th

Students should meet with their Supervisor(s) approximately 1-2 months before their Review of Progress is due to be submitted. The purpose of the meeting is for the student and Supervisor(s) to discuss the student's progress over the previous six months and to discuss a plan of work for the coming 6 months and to:

- Assist with research degree student progression through their award
- Provide support to research degree students with their progression
- Allow for intervention where research degree students are not progressing according to plan
- Ensure research degree students have access to appropriate resources
- Ensure the University's duty of care to research degree students is met

Once the student and Supervisor have met the student will need to log into their myResearch portal and update their current outstanding review under the 'Student Reviews' tile with the details discussed in the meeting. They may then submit the review online to their Principal Supervisor for assessment and approval. The Review of Progress will then be submitted online to the Research Degree Coordinator for assessment and approval. Once the review process has been completed the student will receive notification and they may view the final outcome in their myResearch portal.