
UNSW PROCEDURE FOR SHOW CAUSE AND TERMINATION OF HIGHER DEGREE RESEARCH CANDIDATURES

For Faculty Higher Degree Committees

The Faculty Research Committee or Higher Degree Committee (hereafter referred to as the Committee) may:

- (a) on the recommendation of the Head of School/Postgraduate Coordinator, request any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree, and
- (b) where, in the opinion of the Committee, the candidate does not show good cause, terminate the candidature.

Documentation of Prior Communication

- (a) The supervisor is responsible for initially communicating to the student in writing any concerns regarding unsatisfactory progress.
- (b) The supervisor and Head of School/Postgraduate Coordinator must ensure that dated records of meetings with the supervisor and co-supervisor (as appropriate), work requirements and records of correspondence have been maintained over a period of time (normally a minimum of three months) and are available to the Committee in all cases of a potential termination of candidature.

In cases where the above documentation, and/or the progress review, have indicated unsatisfactory progress, and steps proposed at the progress review have not resulted in satisfactory progress after a three month period:

- (a) The student will be informed by the Head of School/Postgraduate Coordinator, or the chair of the progress review panel, in writing, of the nature of the unsatisfactory progress, and be allowed the opportunity to respond to the Head of School/Postgraduate Coordinator within four weeks.
- (b) If the Panel still considers progress to be unsatisfactory following receipt of any response from the student, the Head of School/Postgraduate Coordinator may then propose to the Committee that the candidature should be terminated. Such a proposal must be justified and supported by the documentation referred to above.
- (c) Should the Committee agree with this recommendation, the Graduate Research School will notify the candidate that they are required to "show cause" within four weeks of receipt of the letter as to why the candidature should not be terminated, including the reasons noted by the Committee.
- (d) The Committee should consider any material presented by the student in response to the request to show cause and if satisfied by the case presented, outline clear milestones that must be met over the following three month period. At the end of the three month period, the Committee will require a report from the supervisor as to whether the student should have their candidature terminated or be permitted to continue.
- (e) If the Committee is not satisfied with the material presented by the student in response to the request to show cause, or the student fails to respond to the request to show cause, then the candidature will be terminated, and the student will be advised in writing of this decision by the Graduate Research School.