

Unsatisfactory Progress, Show Cause & Termination of Candidature

The requirements for the degree of Doctor of Philosophy contain the provision that the Higher Degree Committee (HDC) may:

- a. on the recommendation of the Head of School or 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 HDC, the candidate does not show good cause, terminate the candidature.

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 HDC in all cases of a potential termination of candidature. In cases where this documentation, or the annual review, has indicated unsatisfactory progress, and steps proposed at the annual review have not resulted in satisfactory progress after a three month period:

- i. The student will be informed by the supervisor, or the chair of the annual review panel, in writing, of the nature of the unsatisfactory progress, and be allowed the opportunity to respond within four weeks.
- ii. The School may then propose to the HDC Committee that the candidature should be terminated. Such a proposal must be justified and supported by documentation referred to above.
- iii. Should the HDC 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 HDC.
- iv. The HDC 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 HDC will require a report from the supervisor as to whether the student should have their candidature terminated or be permitted to continue.
- v. If the HDC 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.
- vi. The student may appeal against a decision by a HDC to terminate the student's candidature as outlined in the Grievance Resolution Procedure for Research Students approved by Council 12 December 2005.

Professor Margaret M Harding
Dean of Graduate Research
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