

Higher Degree by Research (HDR) Student Progression Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Higher Degree by Research \(HDR\) Student Progression Policy](#)

2. PROCEDURAL DETAILS

These procedures outline the progression indicators and subsequent consequences if not met as key aspects for successful and timely course completion.

2.1. Progression milestones

2.1.1. HDR students must complete three milestone reviews in accordance with the timeframes specified in the Milestones timetable (section 2.1.2).

2.1.2. Milestones timetable:

Milestone	Milestone date: Measured from date of enrolment in the HDR course, excluding periods of leave of absence.					
	Doctoral Course		Master of Philosophy		Master of Research	
	<i>Full-time student</i>	<i>Part-time student</i>	<i>Full-time student</i>	<i>Part-time student</i>	<i>Full-time student</i>	<i>Part-time student</i>
1	6 months*	12 months*	3 months*	6 months*	waivered	waivered
2	18 months*	36 months*	12 months*	24 months*	2 months*	4 months*
3	45 months*	90 months*	22 months*	44 months*	9 months*	18 months*

* or earlier at the request of the supervisors or the Director of Graduate Research for the Enrolling School (DGR).

2.1.3. Students enrolled at Curtin non-Australian campuses are to have their milestone review process managed by their faculty or host unit, and will submit their milestone applications to the appropriate contact officer.

2.1.4. Students in collaborative HDR programs whose home institution is not Curtin and who have a comparable review process at their home institution do not have to complete the milestone review process of these procedures. These students should review the milestone information for Collaborative and Joint HDR students available from the Graduate Research School (GRS) and complete the relevant Abridged Milestone application forms. In all other circumstances the milestone review process of these procedures apply.

2.2. Milestone 1

2.2.1. The Milestone 1 application is to consist of:

- (a) Milestone 1 application form;
- (b) written research proposal;
- (c) evidence of the successful completion of Research Integrity Training (accessed via Blackboard); and
- (d) oral presentation of the research proposal.

The Milestone 1 application is not to be accepted if the student has not successfully completed the Research Integrity Training.

2.2.2. The Milestone 1 application is to be submitted by the student to their supervisor. The supervisor is to consider if the application has been appropriately completed, and if so, submit the application to the Director of Graduate Research for the Enrolling School (DGR) in sufficient time and no later than four weeks before the student's Milestone 1 due date to allow the Enrolling School to review the application.

- 2.2.3. When the DGR receives a completed Milestone 1 application, the school is to arrange for the student to provide an oral presentation.
- 2.2.4. The research proposal and presentation is to be reviewed by two supervisors listed on the Register of Supervisors who have appropriate familiarity with the research topic and methods. The reviewers are to pay particular attention to:
 - (a) the scope of the study and project design;
 - (b) feasibility of the study, including the budget and timeline; and
 - (c) acknowledgement of the requirements for the ethical conduct of research.
- 2.2.5. Following the oral presentation, the two reviewers are to provide their feedback on the application to the Thesis Chair who is to make a recommendation to the DGR that the application for Milestone 1 be:
 - (a) approved;
 - (b) approved subject to ethics approval; or
 - (c) rejected.
- 2.2.6. Prior to making a recommendation to the DGR, the Thesis Chair may recommend that the student undertake revisions to the Milestone 1 application, including to the research proposal.
- 2.2.7. The DGR is to consider the Milestone 1 application and the recommendation of the Thesis Chair and make a determination based on the outcomes listed in section 2.2.5 (a) to (c). If the DGR is not able to determine a clear outcome based on the results of the School review process, the DGR should refer the application to another DGR or the Dean of Research of the Faculty who is to consider the application and recommendation and make a determination based on the outcomes listed in section 2.2.5 (a) to (c). The determination is to be recorded on the application form and submitted to the GRS. All other materials are to be retained by the Enrolling School.
- 2.2.8. The determination to reject the Milestone 1 application automatically results in the student being accorded conditional status.
- 2.2.9. The GRS is to inform the student and supervisors of the outcome of the Milestone 1 application.
- 2.2.10. A student whose application has been approved subject to ethics approval must apply for ethics approval through the appropriate processes. It is the student's responsibility at all times to ensure they have the correct ethics approval.

2.3. Milestone 2

- 2.3.1. The Milestone 2 application is to consist of:
 - (a) Milestone 2 application form;
 - (b) written output of at least 3000 words from the HDR research;
 - (c) completion and dissemination plan;
 - (d) mobility plan;
 - (e) authorship agreements; and
 - (f) oral presentation reporting the progress made in the research project.
- 2.3.2. The Milestone 2 application is to be submitted by the student to their supervisor. The supervisor is to consider if the application has been appropriately completed, and, if so, submit the application to the DGR in sufficient time before the student's Milestone 2 due date to allow the Enrolling School to review the application.
- 2.3.3. When the DGR receives a completed Milestone 2 application, the school is to arrange for the student to provide an oral presentation.
- 2.3.4. The application and presentation is to be reviewed by two supervisors listed on the Register of who have appropriate familiarity with the research topic and methods. The reviewers are to pay particular attention to:
 - (a) the progress of the project against the timeline and budget set out at Milestone 1; and
 - (b) the feasibility of the completion and dissemination plan and mobility plan.

- 2.3.5. Following the oral presentation, the two reviewers are to provide their feedback on the application to the Thesis Chair who is to make a recommendation to the DGR that the application for Milestone 2 be:
- (a) approved; or
 - (b) rejected.
- 2.3.6. The DGR is to consider the Milestone 2 application and the recommendation of the Thesis Chair and make a determination based on the outcomes listed at section 2.3.5 (a) and (b). If the DGR is not able to determine a clear outcome based on the results of the School review process, the DGR should refer the application to another DGR or the Dean of Research of the Faculty who is to consider the application and recommendation and make a determination based on the outcomes listed in section 2.3.5 (a) or (b). The determination is to be recorded on the application form and submitted to the GRS. All other materials are to be retained by the Enrolling School.
- 2.3.7. The determination to reject the Milestone 2 application automatically results in the student being accorded conditional status.
- 2.3.8. The GRS is to inform the student and supervisors of the outcome of the Milestone 2 application.

2.4. Milestone 3

- 2.4.1. The Milestone 3 application is to consist of:
- (a) Milestone 3 application form; and
 - (b) oral presentation of the research project.
- 2.4.2. The Milestone 3 application is to be submitted by the student to their supervisor. The supervisor is to consider if the application has been appropriately completed, and if so, submit the application to the DGR in sufficient time before the student's Milestone 3 due date to allow the Enrolling School to review the application. Following review by the Enrolling School of the Milestone 3 application, the Thesis Chair is to make a recommendation to the DGR that the application for Milestone 3 be:
- (a) approved; or
 - (b) rejected.
- 2.4.3. The DGR is to consider the Milestone 3 application (including any reports from reviewers) and the recommendation of the Thesis Chair and make a determination based on the outcomes listed at section 2.4.2 (a) and (b). The determination is to be recorded on the application form and submitted to the GRS. All other materials are to be retained by the Enrolling School.
- 2.4.4. Students whose progress raises concerns as to their ability to complete the research program within the prescribed time period are to be accorded conditional status as an outcome of Milestone 3.
- 2.4.5. Students who do not complete their Milestone 3 by the due date will have the outcome as at 2.4.2 (b) recorded for Milestone 3, and they will be accorded conditional status.
- 2.4.6. The GRS is to inform the student and supervisors of the outcome of the Milestone 3 application.

2.5. Progress and enrolment status

- 2.5.1. The ADVCRE, after considering any recommendation by the DGR, is to accord a student and enrolment status as follows:
- (a) *good standing status* – where the student is making satisfactory progress and is likely to complete the research program as prescribed and within the prescribed time limits;
 - (b) *conditional status* – where:
 - (i.) the student's progress raises concerns as to their ability to complete the research program as prescribed, and within the prescribed time limits as per section 3.3 of the [Higher Degree by Research \(HDR\) Admission and Enrolment Policy](#); or
 - (ii.) the student fails to satisfy the requirements of Milestone 1, 2 or 3 within the prescribed time;

- (c) *Absent Without Leave (AWOL) status* – where the student fails to attend supervisory meetings, respond to official communications or attend other HDR training and meetings as requested by the supervisors.
- 2.5.2. A student who has not submitted their thesis for examination within the time limit for their HDR course as prescribed by section 3.3 of the [Higher Degree by Research \(HDR\) Admission and Enrolment Policy](#) is to be accorded conditional status by the ADVCRE.

2.6. Conditional status

- 2.6.1. When a student is accorded conditional status:
- (a) the GRS is to notify the student through Curtin email and the Official Communication Channel on behalf of the Enrolling School and update the student's enrolment status in the student database; and
 - (b) the principal supervisor is to communicate to the student the associated conditions and timelines of conditional status and encourage the use of available support services.
- 2.6.2. While a student is accorded conditional status, the principal supervisor and DGR is to monitor the student's progress against the specific timeline and report progress to the GRS when the final condition is due. The DGR is to report to the GRS that:
- (a) the student has met the conditions of the conditional status and it is recommended that they can be returned to good standing status;
 - (b) progress has improved but not as much as required; or
 - (c) the student has not met the conditions of the conditional status.
- 2.6.3. The ADVCRE is to consider the DGR's report to the GRS and determine that:
- (a) the student be accorded good standing status;
 - (b) conditional status be maintained and new conditions and timelines be established; or
 - (c) a recommendation to cancel enrolment be made.

2.7. Cancellation of enrolment

- 2.7.1. The ADVCRE may cancel a student's enrolment when the student:
- (c) has been on AWOL status for 12 weeks or more;
 - (d) has been on conditional status and whose progress is deemed unsatisfactory by the ADVCRE; and
 - (e) has been on good standing status and the ADVCRE deems there are exceptional circumstances for cancellation.
- 2.7.2. When the ADVCRE receives a recommendation that a student's enrolment be cancelled, the student is to be notified by the GRS via Curtin email and the Official Communications Channel of the recommendation and its grounds.
- 2.7.3. The student is to be provided 28 days to provide a show cause statement to the ADVCRE for why the cancellation of their enrolment should not proceed.
- 2.7.4. If the ADVCRE receives a show cause statement, the ADVCRE is to consider the matter and make one of the following decisions:
- (a) the student is accorded good standing status or conditional status (with existing conditions and timelines or new conditions and timelines); or
 - (b) the recommendation for cancellation of enrolment is adopted.
- 2.7.5. The GRS is to notify the student of the ADVCRE's decision and grounds for the decision via Curtin email and the Official Communications Channel.
- 2.7.6. Per the [Higher Degree by Research \(HDR\) Appeals and Complaints Procedures](#), a student may appeal a decision to cancel enrolment.
- 2.7.7. If, on the date that the appeal period has expired no appeal has been received, the enrolment is taken to have been cancelled on that date.

3. RESPONSIBILITIES

Responsibilities are as set out in section 2.

4. SCOPE OF PROCEDURES

These procedures apply to all staff, students and HDR supervisors involved with HDR courses at Australian and global campuses.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

Internal

- [Statute No. 10 – Student Disciplinary Statute](#)
- [Higher Degree by Research \(HDR\) Appeals and Complaints Policy](#) and [Procedures](#)
- [Course Quality Manual](#)

External

- [Higher Education Support Act 2003 \(Cth\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cth\)](#)
- [Education Services for Overseas Students 2000 Act \(Cth\)](#)

Policy Compliance Officer	Melinda Fitzgerald , Associate Deputy Vice-Chancellor, Research Research Office at Curtin
Policy Manager	Deputy Vice-Chancellor, Research
Approval Authority	Deputy Vice-Chancellor, Research
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	18/09/2018	Deputy Vice-Chancellor, Research	EM1820	Unconditional
	Rescinded	08/03/2020	Deputy Vice-Chancellor, Research	EM2046	This version was titled Higher Degree by Research (HDR) Milestones Procedures
	Approved	04/08/2020	Deputy Vice-Chancellor, Research	EM2041	Effective upon gazettal of Statute 12 (24/07/2020) and promulgation of the Admission and Enrolment (HDR) Rules (03/08/2020) and relevant policy