

# Procedure: Higher degree by research – candidature progression

## Purpose

To outline the progression indicators, including milestone, that are component aspects for successful candidature and timely completion.

## Procedure

### General

1. This document is read in conjunction with the [Research Awards Rule](#).
2. Progression indicators provide a key signal on the progress of a student's candidature.
3. Where progression indicators are required to be completed by a student they are referred to as milestones.
4. Students are required to satisfactorily complete milestones to progress in their Higher Degree by Research (HDR) program.
5. Milestones are formally documented by the University on a student's record.
6. The timeframes specified in this procedure may be varied by the Delegated Authority according to the circumstances, such as if mandatory coursework is required.
7. The Delegated Authority determines appropriate alternate timeframes for students studying part-time.
8. PhD students who do not submit their thesis within 36 months continue to submit an annual report and annual plan every 12 months.
9. PhD students may apply for an extension of their program after four years full-time enrolment (eight years part-time),
10. Master of Philosophy students who do not submit their thesis within 18 months continue to submit annual reports and annual plans every 12 months.
11. Master of Philosophy students may apply for an extension of their program

after two years full-time enrolment (four years part-time).

12. Milestone timeframes for professional doctorates may vary from the timeframes specified here due to program structure, and are published on Programs and Courses.

13. Ethics approvals may be required in addition to the progression indicators below.

### Non-completion of milestones

14. At least annually the Delegated Authority reviews the eligibility for ongoing candidature of students where milestones remain outstanding for 3 months or more.

15. Unsatisfactory completion or non-completion of milestones are grounds for the Delegated Authority to recommend to the Associate Dean a transfer from a Doctor of Philosophy to a Master of Philosophy or termination from the program.

16. A Delegated Authority may determine a thesis not be accepted for examination if a milestone a student is required to complete has not been completed.

17. Unless the Delegated Authority approves otherwise due to extenuating circumstances, variations to the candidature of a student such as leave and extension are not considered if milestones are outstanding or unsatisfactorily completed.

18. If a student fails Research Integrity Training twice, their supervisor meets with the student and completes the *Supervisor research integrity course failure checklist* prior to the student undertaking a further attempt.

19. Conditions of Award for Scholarships may contain suspension or termination clauses applicable where a required milestone remains outstanding for three months or more after the due date.

**Table: Required milestones; Mandatory unless otherwise specified**

Progression Indicator	Commentary	Timeframe (PhD)^	Timeframe (MPhil)^
Annual plan for the 12 months ahead	Research plan for the coming year. The Annual Plan outlines what the student intends to undertake in the	3 months	3 months

	<p>following 12 months, with sufficient detail to allow the supervisory panel and Delegated Authority to assess the appropriateness and feasibility of the plan.</p> <p>The first Annual Plan is due three months after commencement, and in subsequent years at the same time as the Annual Report.</p>		
Completion of research integrity training	<p>All ANU HDR students are required to complete the online Research Integrity Training course. This course consists of 10 short modules designed to introduce the issues students are likely to encounter in the course of their research program. Students are required to undertake and pass a Research Integrity Test as evidence of their understanding of the material. HDR students must complete the RIT milestone before they can submit any subsequent milestone.</p>	3 months	3 months
If required, completion of Ethics		6–12 months	3–9 months

requirements.			
If required by the DA, completion of Mid-Year Review		6 months	3–6 months
Thesis Proposal Review Annual report and Plan	<p>A detailed thesis proposal, literature review, report on research activities during the past 12 months, and plan for the next year.</p> <p>The review indicates the subject of the proposed research, the methodology to be employed, an analysis of the relevant literature on this topic, a description of how the proposed research will make an original contribution to the field of study and where relevant, outline the fieldwork required or undertaken.</p> <p>All members of the supervisory panel participate in a Thesis Proposal Review Annual Report, and Annual Plan review.</p> <p>The Chair of the supervisory panel comments on progress. The Delegated Authority endorses the report and</p>	9–12 months	6–9 months

	may comment.		
If required by the DA, coursework requirements		12 months	6 months
If required by the DA, completion of Mid-Year Review		18 months	12 months
Annual Report and Plan	<p>Report of research activities during the past year. The Annual Report also provides an opportunity for a student to flag any personal, academic or technical problems which may impact on their research and its timely completion.</p> <p>The Chair of the supervisory panel comments on progress and a student is given the opportunity to meet and discuss the comments. The Delegated Authority endorses the report and may comment.</p> <p>Annual progress is assessed against the previous Annual Plan.</p>	24 months	-
Oral Presentation	The Oral Presentation occurs up to 12 months	Within 12 months of	Within 6 months of

	<p>before the intended thesis submission date.</p> <p>The presentation is advertised within the University.</p> <p>The presentation includes the major objectives, content, results, and conclusions of the work, allowing the student to demonstrate their work has an appropriate research focus, argument, and depth and contribution of knowledge.</p> <p>Associated with the presentation, students submit a 2–5 page summary of the material to their supervisory panel.</p> <p>The supervisory panel participate and make an evaluation. This is documented in a written report. A copy of the written report is provided to students. The report of the panel is not provided to the thesis examiners.</p> <p>The preparation of students for the oral presentation will occur throughout their candidature with similar, less formal presentations throughout their candidature.</p>	<p>expected submission date</p>	<p>expected submission date</p>
<p>If required by</p>			

the DA, completion of Mid-Year Review		30 months	-
Annual Report and Plan		36 months	-
Notification of intent to submit (at least two months before submission)		34 months	16 months
If specified in the program requirements, Viva Examination		As specified	As specified

^Clause 6 allows the Delegated Authority to vary timeframes, such as in instances where mandatory coursework is required.

## Document information

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