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## RESEARCH PROGRESS PANELS PROCEDURES

<b>Parent Policy Title</b>	Research Progress Panels Policy																	
<b>Associated Documents</b>	<p>Higher Degrees by Research Milestones, Reporting and Confirmation of Candidature Policy</p> <p>Higher Degrees by Research Milestones, Reporting and Confirmation of Candidature Procedures</p>																	
<b>Preamble</b>	<p>Research Progress Panels (RPP) support higher degree by research candidates' work, progress and supervision. A Research Progress Panel, consisting of the supervisor, co-supervisors and at least one other person, will be appointed for each Higher Degree by Research Candidate.</p>																	
<b>General</b>																		
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<b>1. Selection of Panel Members</b>	<p>The membership of the RPP will normally be determined by the postgraduate co-ordinator in consultation with the student, supervisor and program co-ordinator (or Head of School/Department/Unit)</p>																	
<b>2. Approval of Panel</b>	<p>After the membership of the RPP has been determined the Head of School/Discipline/Unit will give his/her formal approval.</p>																	
<b>3. Changes of Panel Membership</b>	<p>Where a RPP member resigns that member will be replaced if it is necessary to comply with the Research Progress Panels Policy.</p> <p>An RPP may recruit another member (within the confines of the Research Progress Panels Policy) at any time.</p> <p>Whenever a RPP changes its membership it will consider the views of the candidate and the supervisors. The Head of School/Discipline/Unit will approve the RPP change of membership.</p>																	

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<b>4. Advice of membership</b>	After approval the candidate, supervisors, and postgraduate coordinator will be notified of the RPP membership.
<b>5. Absence of Panel Members from Meetings</b>	Another staff member or person may substitute for an RRP member who cannot attend a meeting of the RPP with the agreement of the chair and candidate.
<b>6. Review</b>	<p>An review of RPP membership may be flagged by:</p> <p style="padding-left: 40px;">a written report by the candidate to the relevant Postgraduate Co-ordinator or Program Co-ordinator, Head of School/Discipline/Unit, Associate Dean Research, or Chair of the Higher Degrees Committee (Research), regarding the RPP membership problem considered by the candidate to require review;</p> <p>or an independent assessment by the relevant Postgraduate Co-ordinator or Program Co-ordinator, Head of School, /Discipline/Unit, and/or Associate Dean Research indicating that an RPP membership in regard to specific HDR candidates requires review.</p>
<b>7. Actions following a review request</b>	<p>The relevant Head of School/Discipline/Unit, Postgraduate Co-ordinator or Program Co-ordinator should address the RPP membership review with the supervisor and Panel chair and initiate further action if required. It may only be necessary to draw the report requesting review to the RPP's attention.</p> <p>However, the Head of School/Discipline/Unit, Postgraduate Coordinator, or Program Coordinator may consider that further action is necessary with respect to a membership review. In such cases, the Faculty's Associate Dean Research will convene a Supervision Assessment Committee (SAC). Following its investigation of the RPP membership problems, the SAC may take the following actions:</p> <p style="padding-left: 40px;">dismiss a report requesting a review as unfounded and initiate support processes to resolve the matters that prompted the review in the first place;</p> <p style="padding-left: 40px;">or conclude that the RPP's membership can be managed readily, and provide the RPP with advice aimed to improve its practices;</p> <p style="padding-left: 40px;">or require that a member, or some members, resign from the RPP and be replaced.</p>
<b>Status</b>	New Procedure
<b>Approval Body</b>	
<b>Initiating Body</b>	Higher Degree Committee (Research)
<b>Definitions</b>	
<b>Date Effective</b>	2010

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<b>Next Review Date</b>	2014
<b>Keywords</b>	Research Progress Panel; Higher degree by research candidate; Research supervisor; Postgraduate Coordinator
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<b>Author</b>	Higher Degree Committee (Research)
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