



**All kinds of clever**

**Graduate Research School  
New Progress & Candidature Framework:  
Workshop for candidates and supervisors**

# Agenda

- Welcome and introduction
- Progress & candidature framework overview
- Candidature lifecycle
- Starting out (induction)
- Progress management:
  - Milestones
  - Dealing with slow progress
  - Agreements module
- End of candidature
- Other key candidature changes

# Graduate Research Policy: Vision

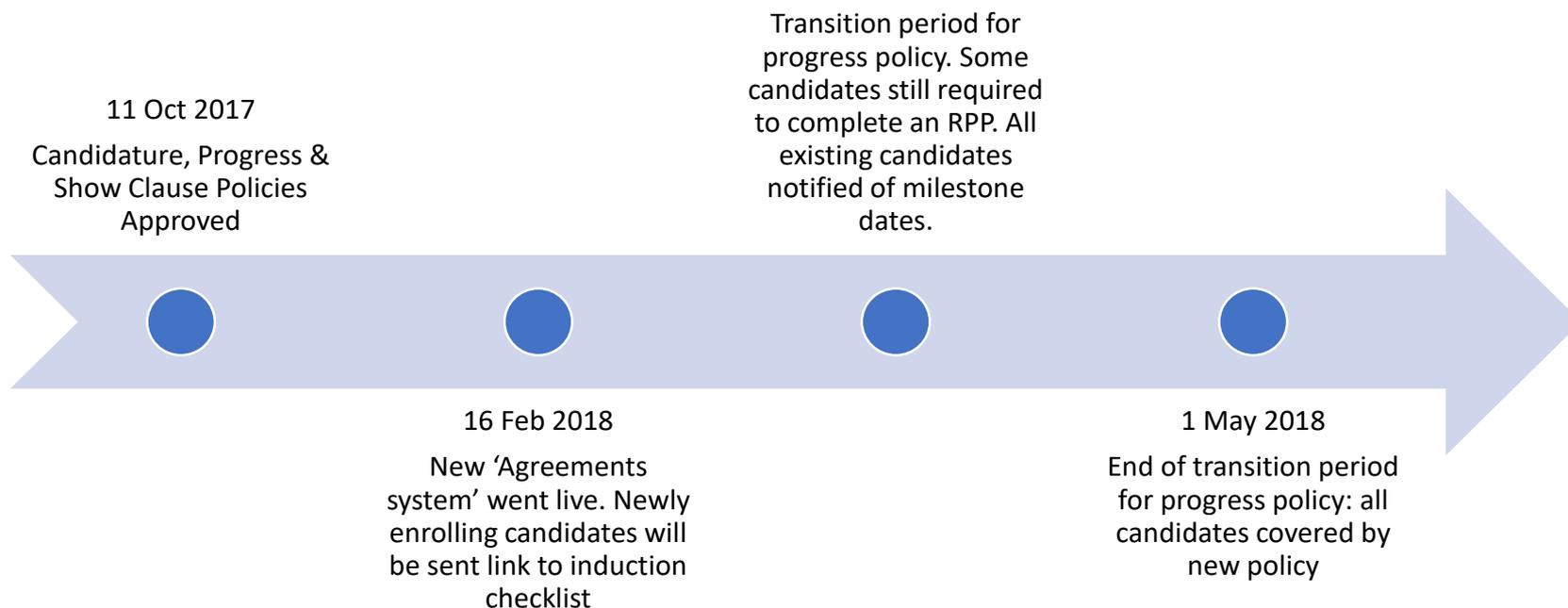
Our policies and procedures provide a framework where requirements are **clear** and **transparent** and applied **consistently** and **fairly**, and which helps ensure that all graduate research candidates:

- are supported to produce high quality research, to complete their degrees in a timely manner and to make the most of their time at the University
- are clear about what is expected of them and what success looks like
- develop the skills to become independent researchers and/or pursue careers outside of academia.

# Progress & Candidature Framework: Overview

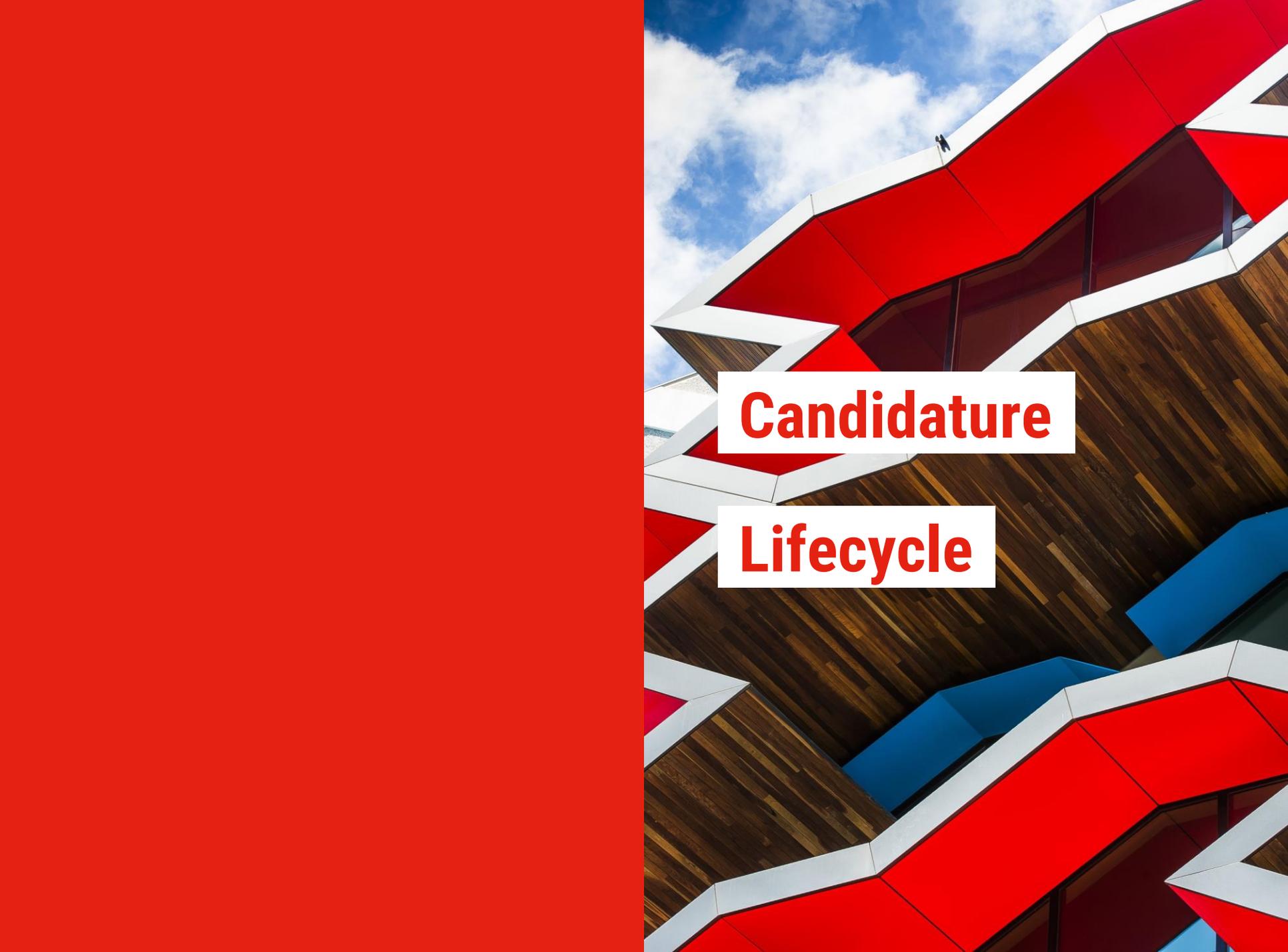
- Existing candidature and RPP policies/guidelines being replaced by:
  - [Graduate Research Candidature Policy & Procedure](#)
  - [Graduate Research Progress Policy & Procedure](#)
  - [Graduate Research Show Cause Procedure](#)
- New policies & procedures approved by Academic Board on 11 October 2017

# Timeline



# Why is a new framework needed?

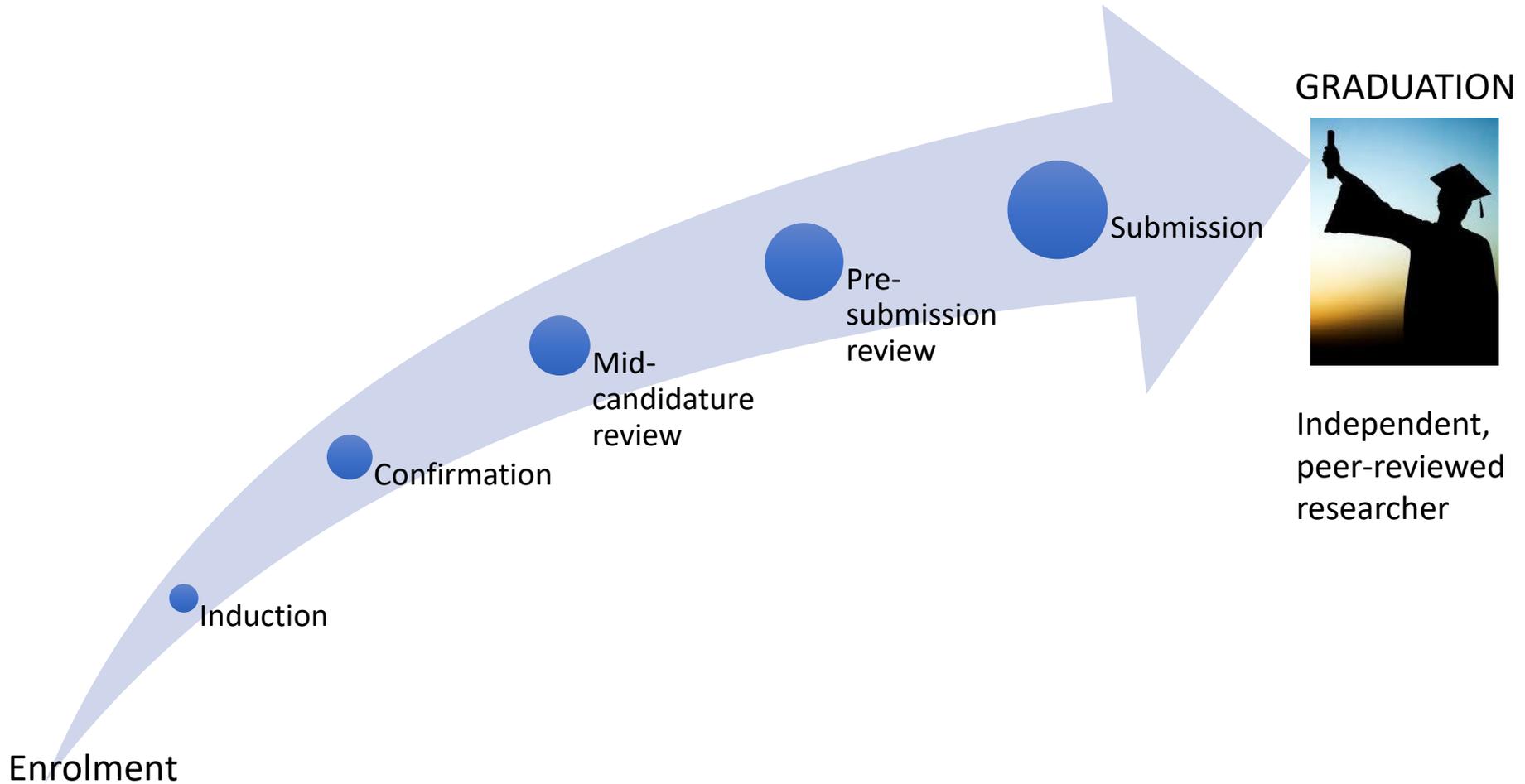
- Existing framework not robust & patchy compliance
- Current guidance is confusing and sometimes contradictory
- Some students unsupported, poor student experience
- Problems being identified much later than they should be
- Slow completions and low completion rates
- Lack of compliance with our obligations under TEQSA and ESOS
- Need to modernise e.g. industry partnerships, parental leave



**Candidature**

**Lifecycle**

# Candidature lifecycle



# Period of Candidature

- Expected work submission date (expected period of candidature)
  - Date thesis must be submitted by
  - Candidates & supervisors should design research projects so that thesis submission is achievable by the EWSD
  - Is shorter for candidates who enrolled from 11 October 2017
- Maximum completion date (max period of candidature)
  - Maximum period funded by RTP Fees Offset/LTUFFRS
  - EWSD may be extended up to this date where progress delays occur and postponements are approved
  - Is the same as EWSD for candidates who enrolled before 11 Oct 2017

Degree	Minimum period (calendar)	Expected period (FTE)	Maximum period (FTE)
Master's by research	12 months	20 months	2 years
Doctoral degrees	24 months	3 years 3 months	4 years



# Starting Out

# Induction

- Welcome candidates to LTU and support them to make a strong start to their research degree
- Checklist covers:
  - Personal & course details
  - Key dates
  - Essential first steps
  - Orientation and inductions
  - Resources & support
  - Research conduct & integrity
  - Expectations of candidates & supervisors
  - Progress & candidature
- Must be submitted to GRS within 3 months of commencing

# Induction checklist

## Induction Checklist

∨ Please note:

∧ Using This Form

Congratulations on your enrolment at La Trobe as a graduate research candidate. This checklist aims to help you become aware of important information and processes associated with your degree, as well as resources and support available to you.

### Tips for completing the checklist

- You should plan to complete sections 1-4 of the checklist within 1 month of the commencement of your candidature.
- You should plan to complete sections 5-7 after consultation with your supervisor(s) within 3 months of the commencement of your candidature.
- You are able to save this form and access it again at any time.
- You can access this form via the link in your email.
- You can print out a copy of this form for reference as you go along.
- You will be sent an email reminder that the checklist is incomplete 1 month before the due date (3 months after the commencement of your candidature).

∧ SECTION 1-A: My Personal Details

If any of these details are incorrect or require updating, contact the Graduate Research School.

# Induction checklist work flow



# Progress committee membership

- Progress committee consists of:
  - Supervisors
  - Chair
  - Additional independent member (optional)
- Chair must be:
  - a senior La Trobe academic with significant experience as a supervisor
  - have no direct involvement with the research project
  - have no actual or potential conflict of interest
  - Appointed within 3 months of candidate starting
- Appointment of Chair:
  - by GRC in consultation with supervisor and candidate
  - reported to GRS via induction checklist

# Progress committee membership

- Chair and independent member nomination & approval

## ^ Additional Progress Committee Members

The Chair and any additional independent members of the Progress Committee should be determined in consultation between the candidate, supervisors and Graduate Research Coordinator and then recorded here by the candidate.

Please list the Chair assigned to the Progress Committee

Please list the additional independent member assigned to the Progress Committee (if applicable)

## ^ Section 9: GRC Approval

I approve the appointment of the Progress Committee and am satisfied that the Chair and any other independent members do not have a conflict of interest

A photograph of a modern building with a complex, angular facade. The building features large sections of bright red panels and dark wood cladding. The sky is blue with scattered white clouds. A person is visible on a ledge of the building. The image is partially obscured by a solid red vertical bar on the left side.

**Progress**

**management**

# Progress management

- Aim to set candidates up for success

## Candidates progressing well:

- receive feedback to reassure them that progress is on track and to help them further improve the quality of their work
- get the most out of their HDR experience.

## Candidates who experience progress difficulties:

- recognise when they have a problem
- know how to get help
- receive appropriate support early to help them get their research back on track.

# Progress milestones

- Set points in candidature where progress committee will meet to assess progress
- Standard requirements so requirements are clear for both candidates and supervisors
- Help candidates know what is expected of them and what success looks like
- Milestone requirements available on GRS website:  
<http://www.latrobe.edu.au/grs/progress>

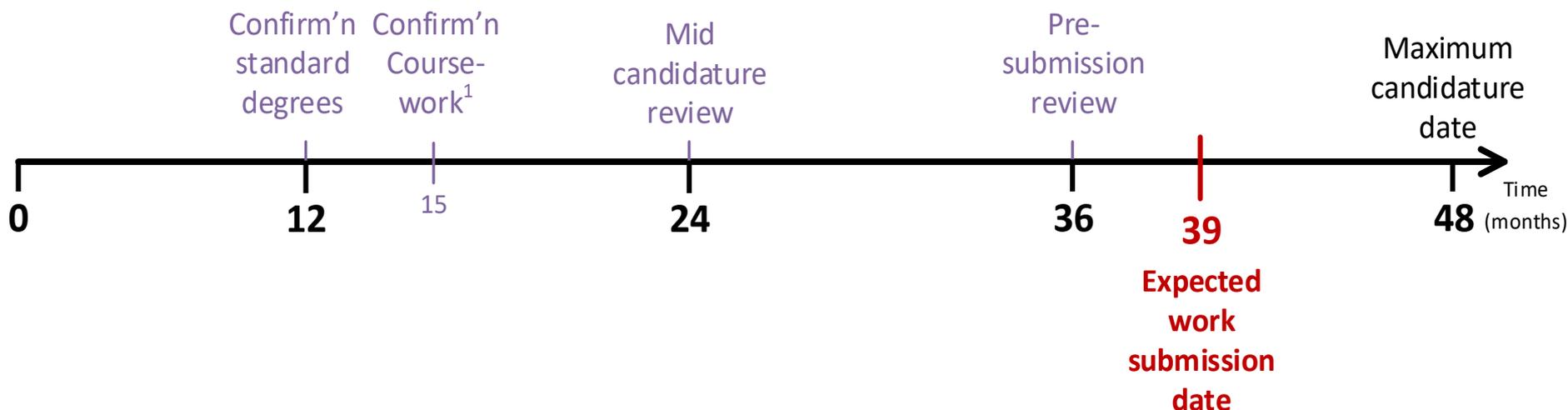


## Schedule of University-wide Requirements for Progress Milestones

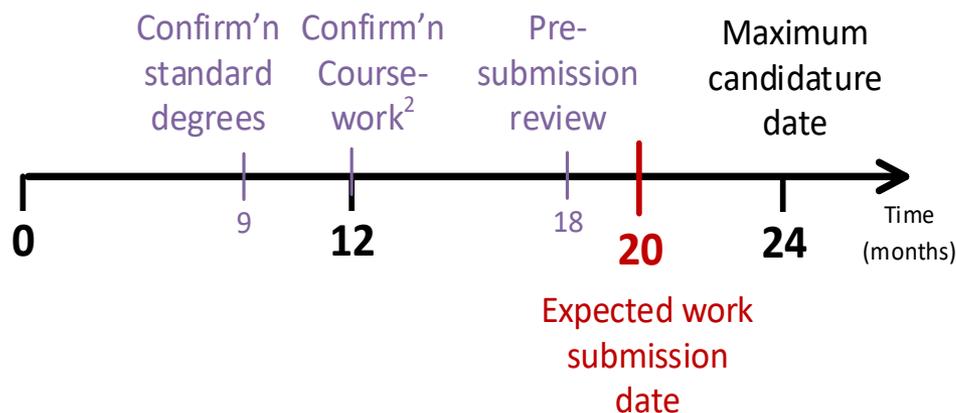
This document should be read in conjunction with the [Graduate Research Progress Policy](#).

# Progress milestone dates

## 1. Doctoral degrees



## 2. Master's by research



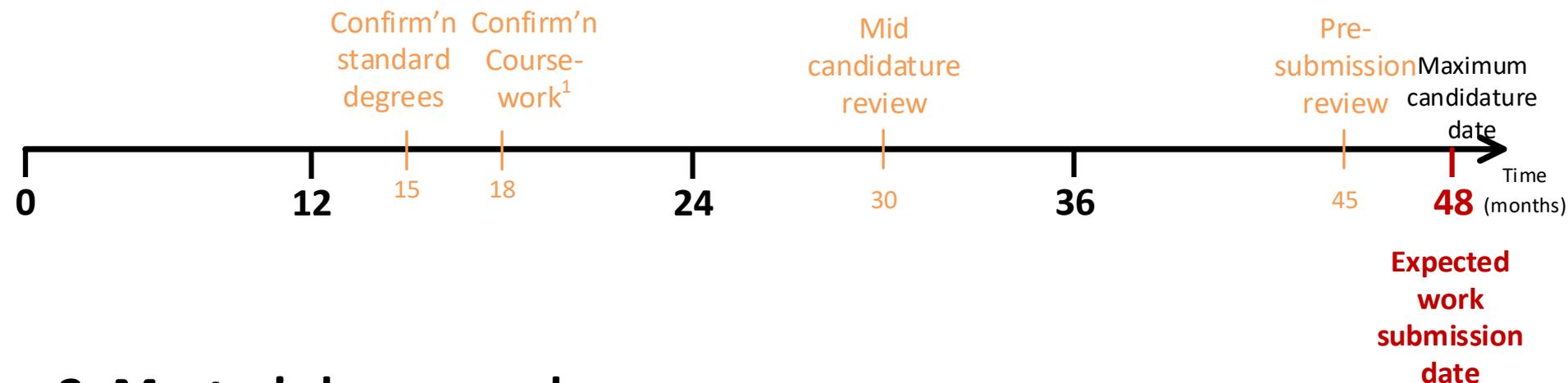
Notes:

- 1: Doctoral degree with more than one semester of full-time coursework
- 2: Master's by research with one or more semesters of full-time coursework

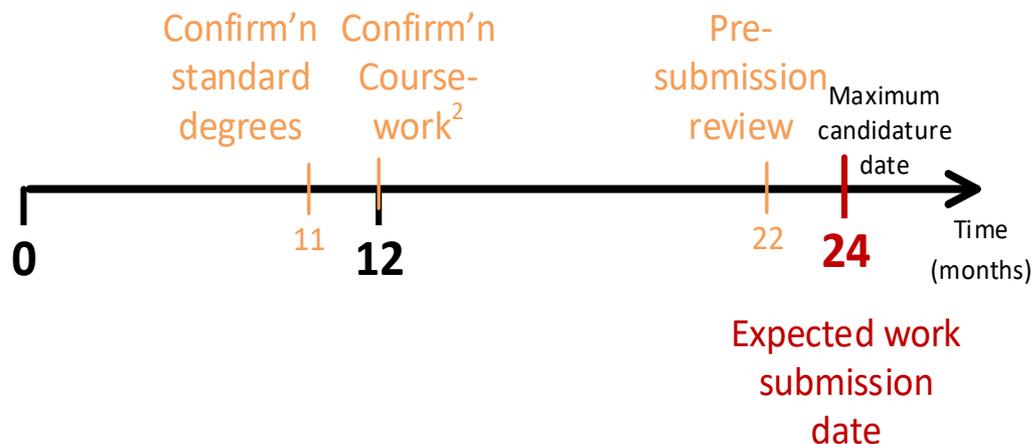
For part-time candidates, double all the time periods

# Progress milestones - transition

## 1. Doctoral degrees



## 2. Master's by research

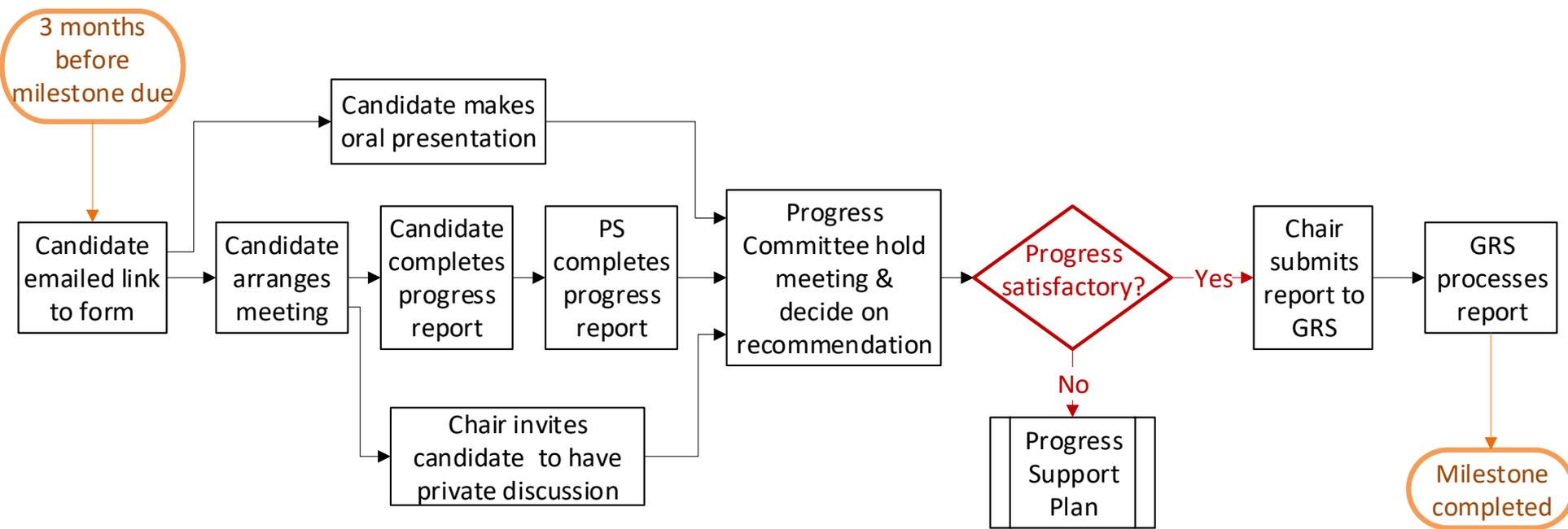


### Notes:

- 1: Doctoral degree with more than one semester of full-time coursework
- 2: Master's by research with one or more semesters of full-time coursework

For part-time candidates, double all the time periods

# What happens at a milestone?



# Milestone requirements

- All milestones require:
  - Progress report
  - Research plan
  - Oral presentation
  - Progress Committee meeting
- Confirmation:
  - Written work demonstrating ability to write at appropriate level
- Mid-candidature review
  - Draft chapters/publications
- Pre-submission review
  - Substantial draft of thesis

# Progress report

- Shouldn't be onerous to complete
- Focus is on work that has been completed towards the thesis
- Opportunity to:
  - receive formal feedback from a wider group
  - raise any concerns or difficulties
  - identify development opportunities
- Completed and submitted through online system

# Progress report

## ^ Section 4: Candidate's progress report

Please provide a brief summary of your work since your last progress meeting (ie your progress against plan), including the status of any actions from last meeting\*

Have you experienced any significant changes or disruptions since your last progress report (e.g. leave of absence, change of supervisor, change of topic, study away)? (Briefly note any changes.)

What has been a highlight / something are you most proud of?

Have you experienced any problems or delays since your last report?

Are you aware of anything which may impact on future progress? If so, how will this be managed?

Have you completed any training or internships since your last report?

Have you attended any conferences or events since your last report?

Feedback for your supervisors - Please provide your supervisors with feedback. If you have concerns you feel you cannot raise with your supervisors you may discuss them with your progress committee chair confidentially.

Are there any specific points you would like to discuss at the Progress Committee meeting?

Any other points to note

# Oral presentation

- Opportunity to develop presentation skills and to get feedback from a wider audience
- Should be at an appropriate La Trobe University forum
- Can be as an adjunct to the meeting or within a reasonable time period before the meeting
- Typically 20-40 minutes duration
- At least 1 member of the progress committee must attend
- Details recorded on progress report by Chair:

## Section 7: Oral presentation details (to be completed by Chair at or after milestone meeting)

The oral presentation should be made at an appropriate La Trobe University forum, either as an adjunct to the milestone meeting or within a reasonable time period before the meeting. At least one member of the Progress Committee must be in attendance at the presentation. At the milestone meeting the Chair should confirm that the candidate has fulfilled the oral requirements as specified in the [Milestone Requirements Schedule](#) and record the details in this section.

Date Completed

Forum

Presentation title

Presentation length

# What happens at the meeting?

- Attendance:
  - Can use technology if can't all be physically together
  - Should have all members of progress committee in attendance where possible
  - Chair & principal supervisor must normally attend
  - Candidate can have support person
- At the meeting:
  - Meet with candidate to discuss progress
  - Progress committee discuss candidate's submission and agree recommendation
- Progress Committee can assess progress as:
  - Satisfactory: milestone requirements have been met
  - At-risk: milestone requirements have not been met and candidate should make another attempt



## Break Out Session : Progress meetings

Break into small groups with a mixture of candidates and supervisors and discuss:

- What type of questions should progress committee members be asking at progress meetings? What topics could be covered?

OR

- What type of progress difficulties may candidates face and how could their Progress Committee support them with that type of issue?



# Chair's report

- Meeting details
- Oral presentation details
- Summary of discussion
- Anything may impact on future progress & how manage
- Agreed actions
- Changes to candidature
- Assessment of progress (inc amendments, consensus)
- Degree transfer

[link to form](#)

# Progress support between milestones

- Candidates & supervisors should hold regular meetings to guide progress, provide feedback & suggest ways of addressing problems
- At mid-point between milestones will receive an email reminding of requirements for next milestone and what to do if have progress concerns.
- Candidates, supervisors or GRCs can request an ad-hoc progress committee meeting at any time to review progress
- If Progress Committee thinks candidate unlikely to meet requirements of next milestone, can apply at-risk status to provide extra support to get progress back on track



# Dealing with slow progress

- Research doesn't always go to plan for many reasons
- Important to seek help early
- If delays are for reasons unrelated to the research – eg illness, carer responsibilities, or difficulties with supervision – consider other variations to candidature
- Many resources available for support, eg:
  - Supervisors
  - Progress Committee Chair
  - Graduate Research Coordinator
  - School Director of Graduate Research
  - La Trobe Student Union Advocacy Service [latrobesu.org.au/advocacy](http://latrobesu.org.au/advocacy)
  - The Research Education & Development team [latrobe.edu.au/researchers/grs/red](http://latrobe.edu.au/researchers/grs/red)
  - Student wellbeing [latrobe.edu.au/students/wellbeing](http://latrobe.edu.au/students/wellbeing)
  - International Student Services [latrobe.edu.au/international](http://latrobe.edu.au/international)



# Progress Support Plan

- If Progress Committee assesses progress to be at-risk, either at or between milestones, need to discuss and agree a Progress Support Plan with candidate
- When a project is placed at-risk, focus is always on getting progress back on track
- The Progress Support Plan:
  - is a chance for the candidate to be formally supported
  - should cover agreed actions & timeframes to recover progress
  - include an agreed time to meet again to review progress against plan/make a 2<sup>nd</sup> attempt at the milestone
  - is recorded as part of the progress report form
- Further guidance will be available at <http://www.latrobe.edu.au/progress-support>

# Second Milestone Attempts

- If milestone requirements not met at first attempt, candidates have a second chance to attempt the milestone
- GRS will generate a new report form, same process as before
- Progress Committee can assess progress as:
  - Satisfactory: milestone requirements have been met
  - Unsatisfactory: milestone requirements have not been met and candidate should be asked to Show Cause
- For unsatisfactory recommendations, Chair of Board of Graduate Research (Dean) will review case to ensure appropriate interventions have been made before asking a candidate to Show Cause

# Postponing dates

- Milestone postponement must be requested where report cannot be submitted within 20 working days of due date
- Can postpone because of:
  - Valid progress delays
  - Second milestone attempt
  - Requesting transfer to another degree
- Can be requested by candidate or principal supervisor
- Must be approved by GRC
- Postponement of EWSD can also be granted after last milestone completed

# Postponing dates

- Maximum postponement periods:

Degree	Max postponement per milestone	Max postponement overall
Master's by research	8 weeks	16 weeks
Doctoral degrees	12 weeks	36 weeks

- Longer postponements in exceptional circumstances with approval of Dean of Graduate Studies
- **Where candidate makes no attempt to meet milestone requirements by conclusion of max postponement period they will be asked to show cause as to why their candidature should not be terminated**

# Agreements module

- Induction & progress reporting handled through online 'Agreements' module
- Agreement summary
  - provides record of induction checklist, milestone dates and progress committee membership
  - created automatically when candidates enrolls
  - can be viewed by staff through [My Academic](#)
- Automatic reminders for candidates and supervisors when forms are due
- System manages form submission and workflow

# Agreement summary



Student id **Mr** [REDACTED]

Temporary Entry Permit | 12-Dec-1984 (33)

## Agreement Summary

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 **Student Summary**  
0 Sanctions

 **Coursework Summary**

 **Research Summary**  
SDPH Admitted

 **Applications Summary**  
0 Applications

 **Agreement Summary**  
1 Active agreement

 **Scholarship Summary**

 **Forms Summary**  
1 Form

 **Completion Summary**

### Progress Report Doctoral Candidates (FT V2)

/ SDPH

### Parties

Student - Mr  
Supervisory Panel Member - Principal Supervisor - DR |  
Supervisory Panel Member - Co-supervisor - MS

### Study Items

Doctor of Philosophy

### Reviews

Description	Expected Review Date	Actual Review Date
Pre-Submission Seminar	05-Mar-2021	
Mid-Candidature Review Meeting	05-Mar-2020	
Confirmation Meeting	05-Mar-2019	
Induction Checklist	05-Jun-2018	

# Example notification email

La Trobe University  
Educational Provider Code: 00115M  
5 February 2018

Dear Mr Bobby Neuworkflow,

This is a reminder that your LTU Graduate Research Pre-Submission Review is due at the Graduate Research School (GRS) by 05-Feb-2021.

If you haven't already, please get in touch with your supervisor and make arrangements to meet with your Progress Committee within the next two months so that there is time for them to submit the report by the due date.

You can read information on [progress reporting and what is expected at each milestone](#) on our website.

You can access your LTU Graduate Research Pre-Submission Review by clicking or copying and pasting the following link into your browser (Firefox not recommended): <https://latrobe-dev.t1cloud.com/T1Default/CiAnywhere/Web/LATROBE-DEV/Forms/FillOut?suite=SM&form=8c0a608f-c501-644b-fedb-746d2c9c6a0e>

## What if I won't be ready to complete my report by the due date?

You do **not** need to postpone your due date if the report will be submitted to the GRS within four weeks of the due date. If you need to postpone your due date by more than four weeks, please contact the Graduate Research School at [progress.grs@latrobe.edu.au](mailto:progress.grs@latrobe.edu.au) to initiate a Postponement Request Form. You can also talk to your Graduate Research Coordinator or School Graduate Research Coordinator at any time for advice and support in your degree.

If the report is delayed for reasons unrelated to your progress or a transfer to another degree – such as illness, carer responsibilities, or difficulties with supervision – you should consider other variations to candidature such as a leave of absence or change in supervision. More information on [candidature variations](#) is available on our website.

Please contact the Graduate Research School at [progress.grs@latrobe.edu.au](mailto:progress.grs@latrobe.edu.au) if you have any queries.

With kind regards from  
The Graduate Research School

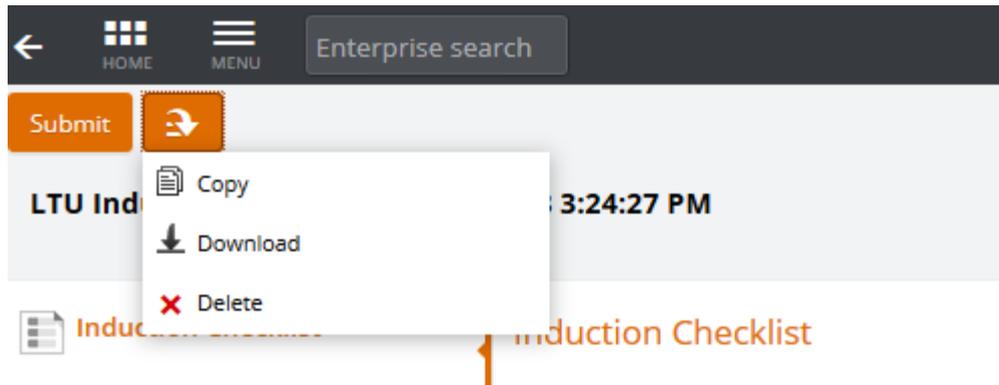
# Agreements module: key benefits

- Easy for candidates, supervisors, GRCs and GRS staff to see due dates and status
- Candidates can see their due dates on their Induction Checklist
- Improved visibility of reports: all past reports available in the one spot (including supervisor and progress committee comments)
- Won't need to attach RPP reports to other applications (e.g. changes to candidature) as staff will be able to access straight from the system
- Improved reporting capability
- Easier to monitor if progress reports are being completed



# Tips for using Agreements System

- Don't use firefox as your web browser
- Keep the email with the link to the form so you can go back to view it at a later date
- You can save forms and come back to complete them later
- If you lose your email, the GRS can resend it to you
- Candidates must be logged in using their student account to access the form
- Only people in the workflow (and GRS staff) can access the form in the system. You can download a pdf of the form to send to someone else (eg co-supervisors)





**End of**

**candidature**

# What if I won't be ready to submit on time?

- If you won't be ready to submit by your **expected work submission date**, you can request a postponement
- If you do not submit by your **maximum completion date**, your candidature will be lapsed for 12 months.
  - You will no longer be enrolled, therefore:
    - You will not be formally entitled to supervision
    - You won't be covered by University insurance (no lab or field work)
    - International students may not be able to keep their student visa
  - You will:
    - Keep University IT and library access
    - Be able to submit your thesis (without reviving)
- If don't submit by end of lapsed period, will be withdrawn

# What if I won't be ready to submit on time?

- Extensions to candidature:
  - Will only be granted in exceptional circumstances
  - Are required where access to University facilities and/or insurance is needed
  - Period at discretion of Dean of Graduate Studies
  - Usually involve paying additional amenities &/or tuition fees
  - Applications must be made at least 20 days prior to max completion date
  - Contact us to discuss your situation before applying



**Candidature**

**policy**

**changes**

# Other key candidature policy changes

- Procedure has been made more comprehensive (currently some conditions are only on forms, not in the policy)
- More comprehensive/new sections on coursework, outside research, concurrent enrolment, early submission, appeals/complaints, hours of study
- Changes to procedure for **degree transfers** (done through progress committee)
- Changes to **leave** provisions : extended personal leave, improved parental & partner leave, clearer time frames
- AWOL – a new and consistent approach to candidates who disappear off the radar



**Where to**

**get help**

# Where to get help

GRS website

<http://www.latrobe.edu.au/grs/progress>

Contact the College Liaison Team on ext. 3640 or  
[grs@latrobe.edu.au](mailto:grs@latrobe.edu.au)