



Glossary: HDR Progress, Formal Review of Candidature

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HDR

A Higher Degree Research is a postgraduate university degree involving a unique supervised research project. These degrees are may include Master of Research, Master or Philosophy, or a Doctoral degree (either Professional Doctorates or a PhD).

Research Doctorate

A Level 10 qualification as described in the Australian Qualifications Framework and where a minimum of two years of the program of learning, and typically two-thirds of the qualification is research

Master of Research

A Level 9 qualification as described in the Australian Qualifications Framework comprised advanced disciplinary coursework, research training and an independent study

AD/HDR

Each Faculty Executive Dean has appointed an academic staff member as Associate Dean Higher Degree Research who fulfils the responsibilities associated and has oversight of all HDR matters within the Faculty. ADsHDR are ex-officio members of the university level committee (HDRC) and work closely with DVC-R, Executive Deans, Dean HDR and other offices of the University to assist in driving the univeristy HDR strategies.

Supervisor

A supervisor provides academic guidance throughout the period of candidature to facilitate the candidate's ability to achieve a high standard of research activity and output.

Director HDR, MRes Advisor

Departmental academic staff members appointed by the Head of Department (HoD), who fulfils administrative responsibilities associated with HDR candidature including monitoring of candidate progress

HDRC

The University academic committee overseeing HDR matters is the Higher Degree Research Committee

Appeal

A formal mechanism available to candidates who may seek an independent review by a University level committee who will check that the prescribed procedures have been followed in making a decision in relation to HDR candidature.

Grounds for Appeal

Grounds for an appeal are limited to situations where:

The candidate was not given a reasonable opportunity, appropriate to the circumstances, to present his or her case or provide an explanation, before the decision was made.

The decision maker in making the decision was biased or there was a reasonable apprehension of bias, against the person affected.

The decision maker in making the decision, took an irrelevant consideration into account.

The decision maker in making the decision, failed to take a relevant consideration into account.

The decision maker in making the decision, acted dishonestly or for an improper purpose.

There was no evidence to justify the decision made by the decision maker.

The decision was so illogical or unreasonable that it could not have been rationally made.

The decision was made in accordance with a guideline or direction from the University of general application without regard to the merits of the particular case.

The decision maker made the decision in the particular case in accordance with the wishes of another person.

The required procedure for making the decision (the formal review process, as above) was not followed.

Progression

The term given to all aspects of progress toward completion of the degree and may include Faculty Commencement Report, Faculty Review, Annual Progress Reviews or Formal Reviews.

Annual Progress Review (APR)

An online report of progress completed by candidates, supervisor, reviewed by Department and Faculty. This report occurs at the end of each year. Completion of the online APR is mandatory, and allows the University and its Faculties to monitor and evaluate your progress. If a progress issue is identified, then the Faculty Progress Review will likely be triggered or a recommendation of Formal Review.

Faculty Commencement Report (FCR)

All candidates report on their progress beginning with the FCR as specified by Faculties (usually at 3 or 6 months full time or equivalent part time). If a progress issue is identified, then the Faculty Progress Review will likely be triggered and/or a recommendation of Formal Review

Confirmation of candidature

Where specific requirements set out by a specific faculty or department outlining milestones that must be satisfactorily achieved within a particular timeframe, successfully completing the requirements can be referred to as confirmation of candidature.

Faculty Progress Review

A Faculty Progress Review is triggered when candidature progress issues are identified at any time and may be triggered after Faculty Commencement Report, protocol, proposal presentation, or Annual Progress Report. The Faculty Progress Review may consist of:

- An interview between the candidate and the supervisory team
- Written advice to the candidate of the work to be completed and by when
- A report by the candidate of work done in response to the review
- Completion of the review summary form
- A written summary by the candidate of work done in response to the review
- A review summary form

Formal Review

A condition of continuing enrolment in a HDR program at Macquarie University is that satisfactory academic progress is made. The Formal Review panel considers submissions made by candidates, supervisors and other parties and advises the Executive Dean of the Faculty whether a candidate is making satisfactory progress relative to the period of enrolment. A Formal Review is may result in either a recommended action plan to address the progress issues or a change of candidature. In some cases, the panel may recommend termination of candidature. A supervisor or Head of Department (or nominee) may recommend to the AD/HDR that a candidate's progress is unsatisfactory and that it is considered unlikely that the candidate will complete the degree. The terms of reference of the Formal Review panel will ensure no conflict of interest and that the panel includes academic staff independent to the Faculty of registration.

Higher Degree Research Training Units (HDRT)

Units that can be compulsory in some disciplines and, where applicable, must be satisfactorily completed in order to satisfy the requirements of the degree.