



MACQUARIE
University

HDR Formal Review of Candidature

Terms of reference for the Formal Review committee

Purpose

Macquarie University regards Higher Degree Research (HDR) candidates as crucial to the research success of the University and as such has a commitment to a culture of quality. 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.

Composition

The Faculty Review Panel comprises:

- The AD, HDR of the Faculty (Chair) or nominee
- The AD, HDR from another Faculty or nominee
- A Head of Department outside the Department of enrolment of the candidate
- Up to two members of Academic staff with experience in HDR supervision
- Up to two members co-opted by the Executive Dean, on an as needs basis.

A panel will be formed whenever summoned by the Executive Dean of the Faculty.

Proceedings:

The Panel will consider all submissions made and make an academic decision whether a candidate is making satisfactory progress. Unsatisfactory performance includes, but is not limited to the following:

- The candidate is considered unlikely to complete their degree program satisfactorily (including mandatory coursework requirements) within the maximum time allowed;
- The candidate's performance at confirmation of candidature or as part of the Faculty Commencement Program or in any other compulsory component was unsatisfactory;
- The candidate has not completed their Annual Progress Report (APR) or other required progress reports when required to do so;
- The candidate is no longer communicating effectively with their supervisor(s), or departmental or faculty academic staff responsible for candidature matters

Formal Review Panel recommendations:

1. Candidature continues:

With this outcome, the Candidate Action Plan (CAP) may be updated to ensure an agreed timeline to submission is in place. Any further instructions regarding training, supervision or other changes to candidature must be outlined along with the basis for this recommendation and next steps.

2. Candidature is to be terminated:

In making this recommendation, the panel must be satisfied that:

- the candidate was given a reasonable opportunity, appropriate to the circumstance, to present their case or be able to provide an explanation prior to the decision being made
- there is no conflict of interest in the composition of this Formal Review panel and there is no bias or reasonable apprehension of bias against the candidate
- no irrelevant considerations were taken into account
- all relevant considerations were taken into account
- the panel has made this decision in accordance with a guideline or direction from the University that is relevant with regard to the merits of this particular case
- the panel has evidence to justify its decision
- the panel has followed the correct procedure for making this decision