

**UTS: UNIVERSITY GRADUATE SCHOOL**

Rule 11.20 (Masters and Doctoral) refers to Discontinuation of Candidature on the grounds of unsatisfactory progress.

Assessment by a faculty/institute that a student has made **UNSATISFACTORY PROGRESS** is based on a:

- (a) lack of evidence of progress
- or
- (b) evidence of an unacceptable level of progress. The evidence used may include
  1. material presented as part of the Doctoral/Masters Assessment;
  2. the Progress Report which includes the Supervisors' report on the student;
  3. performance in required subject/s.

**Procedure**

In the context of these Rules, the circumstances where progress will be deemed as Unsatisfactory include, *but are not limited to*:

Doctoral/ Masters degree by research Assessments

	<b>Situation</b>	<b>Consequences</b>
Doctoral/ Masters Assessment not completed	Doctoral/Masters Assessment has not been completed by due date + one semester ( <i>see Rule 11.14</i> )	Discontinuation of candidature if it is demonstrated that the faculty / institute provided appropriate opportunity to the student to undertake the Assessment process
Doctoral/ Masters Assessment deemed Unsatisfactory	Doctoral/ Masters Assessment completed but assessed as not meeting requirements by Faculty / institute ( <i>see Rule 11.14</i> )	Discontinuation of candidature with right of appeal unless permitted to re-attempt the assessment
Doctoral/ Masters Assessment deemed Unsatisfactory after 2 <sup>nd</sup> attempt	Doctoral/ Masters Assessment completed a 2 <sup>nd</sup> time, but assessed as not meeting requirements by Faculty / institute ( <i>see Rules 11.14</i> )	Discontinuation of candidature with right of appeal

Progress Reports

	<b>Situation</b>	<b>Consequences</b>
Progress Reports submitted but deemed Unsatisfactory	Progress Report assessed by RAO as Unsatisfactory in terms of progress on the research project. <ul style="list-style-type: none"> <li>(i) <b>first occasion</b> or <b>second non-consecutive</b> occasion</li> <li>(ii) <b>second occasion</b> - in two consecutive semesters <u>or</u> two semesters separated by period of leave of absence</li> <li>(iii) <b>third occasion</b> - in candidature as a whole (this could include non-submission of a Progress Report, where the RAO reported Unsatisfactory)</li> </ul>	Faculty/Institute recommends either Warning letter or Discontinuation where there is little progress and the potential to complete is assessed as low  Discontinuation of candidature with right of appeal by student  Discontinuation of candidature with right of appeal by student
Progress Report not submitted, and reminder letter has been sent with no response	**Progress Report assessed by RAO as Satisfactory, Conceded Satisfactory or Unsatisfactory	Student recorded as Satisfactory OR Conceded Satisfactory OR Unsatisfactory. If the latter, then normal procedures in relation to Unsatisfactory progress are effected.

\*\* The RAO may deem progress as satisfactory or conceded satisfactory in the absence of a progress report where there is confirmation from the Principal Supervisor that the progress report has not been submitted due to exceptional and unforeseen difficulties and where the Principal Supervisor has provided a written statement of progress made by the student during the semester, confirming also that the progress is satisfactory, or conceded satisfactory.

Equally, however, the RAO may still deem progress to be unsatisfactory, due to non-submission of a progress report.