



Probation Review Report - Research Candidatures

Supervisors are required to complete this form on completion of **two** semesters for research candidates

The University of Sydney

See over for important notes on how to complete

1. CANDIDATURE DETAILS

Family Name: <input type="text"/>	Given Names: <input type="text"/>	SID: <input type="text"/>
Degree: <input type="text"/>	Commenced: <input type="text"/>	Attendance Pattern: <input type="text"/>
Faculty: <input type="text"/>	Discipline: <input type="text"/>	School: <input type="text"/>
Supervisor: <input type="text"/>	Associate Supervisor <input type="text"/>	Postgraduate Coordinator <input type="text"/>

2. ASSESSMENT

(a) Satisfactory written English expression:

(i) Please provide a brief statement about the written English expression of the candidate:

(ii) In your opinion, is the candidate likely to have difficulty with English expression in the writing of a thesis?

Yes

No (if no, please go to section 2b)

(iii) Recommended remedial action (eg Centre for English Teaching course)

(b) Research proposal presentation:

(i) Has the candidate formally presented the research to his/her peers? Yes No

(c) Timeline for completion:

(i) Has the candidate proposed a realistic timeline for completion of thesis? Yes No N/A (PT)
All full-time candidates **must** attach a copy of the timeline/study plan to this report.

(d) End of probation formal review:

(i) Has the candidate had a formal end of review interview? Yes No

(ii) Is the candidate's research topic appropriate? Yes No

(iii) Has the candidate demonstrated satisfactory progress? Yes No

(e) Other conditions:

(i) Were there any other conditions stipulated on admission? Yes No

(ii) Have the conditions been fulfilled? Yes No

3. RECOMMENDATION

On the basis of the guidelines contained in the Policy on Probation and confirmation for research candidatures and your responses to section 2 above, recommend one of the following. I recommend: (tick as appropriate)

the probationary period has been satisfactorily completed. **(Proceed to Section 4)**

Are there conditions on candidature continuation? Yes No

If Yes- (Prepare a detailed report; see over)

the candidature be terminated. **(Prepare a detailed report; see over)**

4. APPROVALS

Supervisor Name:

Signature:

Date:

Postgraduate Coordinator Name:

Signature:

Date:

Student:

I have been given a copy of this report and have discussed it with my Supervisor and Postgraduate Coordinator.

Student Name:

Signature:

Date:

Noted by the Chair of the Board:

Name:

Signature:

Date:

➔ PLEASE RETURN TO THE POSTGRADUATE STUDENT ADMINISTRATION UNIT – EDWARD FORD BLDG (A27)

Procedures for completing the Probation Review Report

The purpose of this report is to enable the research candidate, the supervisor and the postgraduate coordinator to assess the progress being made towards satisfying the requirements for successful completion of probation. It is designed to ensure that there is ongoing communication between the parties and thus avoid impediments to the successful completion of the degree. The report covers a range of activities that are expected to be undertaken by research candidates within the period of probation. The report is to be filled in frankly to give the candidate accurate feedback on his/her performance and, if necessary, the opportunity to change and/or improve.

This report is to be prepared by the **Supervisor** in consultation with the **Postgraduate Coordinator** at least four weeks before the end of probation. The report should then be forwarded to the Postgraduate Student Administration Unit immediately for action.

Assessment Criteria for consideration when preparing a Probation Review Report

A) Satisfactory written English expression

The Committee for Graduate Studies has resolved that confirmation of candidature at the end of the probationary period should include a statement about the written English expression of the candidate, appropriate to the field of study, to ensure identification of problems and instigation of remedial actions for those candidates who are likely to have difficulty with English expression in the writing of a thesis.

B) Research proposal presentation

The Board of Postgraduate Studies has resolved that all research candidates must within their first year of candidature formally present their research to their peers. The presentation is designed as an assessment of the candidate's progress as well as a formal determination of the appropriateness of the research topic, in order to determine whether the candidate has satisfied the requirements for probation or whether an extension of the probation period is required. The guidelines for satisfying the 'requirements for probation' would include confirmation that the research proposal presentation demonstrates that sufficient progress has been made to have confidence that the candidate can move forward in his/her research program.

C) Timeline for completion

(i) **Full-time candidates:** The Board of Postgraduate Studies has stipulated that all full-time research candidates must, within their first year of candidature, propose a timeline for completion of thesis which details the intervals at which he/she expects to reach major milestones within the research program. The supervisor and postgraduate coordinator consider the feasibility of the timeline as part of the probation review process to ensure the timely progression of all candidates.

(ii) **Part-time candidates:** It is the responsibility of the discipline to ensure that all part-time candidates submit an equivalent timeline / study plan at the end of four part-time semesters.

D) End of probation review

The University deems it a requirement to maintain a formal review process whereby the candidature of each postgraduate research student is reviewed at the end of the probationary period. The purpose of the review is to assist the candidate and relies on full and open communication. The review shall include an assessment of the research project including the resources being made available, the candidate's progress and the supervisory arrangements. It shall include participation by a staff member not being either the supervisor or the head of discipline and should normally be expected to include the postgraduate coordinator. There shall normally be a segment where the student has the opportunity to discuss in confidence his or her progress in the absence of the supervisor.

An outcome will be considered by the postgraduate coordinator, and the faculty concerned. Where difficulties have been identified, the report will include an agreed course of action which may include but is not limited to discontinuation of candidature.

E) Other conditions

If the supervisor and/or postgraduate coordinator have stipulated other conditions before probation may be met, e.g. successful completion of prescribed coursework, then these conditions must also have been met before probationary acceptance can occur.

Preparing a detailed probation report

The Postgraduate Coordinator, in consultation with the candidate's supervisor, must prepare a more detailed report where a recommendation is made to either extend the period of probation or terminate the candidature. This report should be attached to the probation report and forwarded to the Postgraduate Student Administration Unit for consideration by the Board of Postgraduate Studies. The report will be made available to the candidate and must:

- Provide detailed reasons why the candidate's performance requires conditions to candidature and what they are or why termination of candidature is being recommended. In preparing this report the Postgraduate Coordinator should consider the assessment of satisfactory criteria as listed above when preparing the probation report.
- Indicate the outcome of discussions with the candidate, including any problems, identified ways in which they are to be addressed and the time frame for improvement.
- Provide comment on any circumstances that might have adversely affected the candidate's performance during the confirmation period.

Returning the report – Postgraduate Student Administration Unit for further action

Recommendation:	Action required:
Probation satisfactorily completed	Postgraduate Student Administration Unit notifies candidate
Termination of candidature – show cause	Consideration by the Board of Postgraduate Studies