

BACKGROUND

Candidates who receive a 'C' rating at their Annual Review of candidature progress must adopt an agreed Candidature Management Plan (CMP), which is to ensure closer supervision of their project. It may also be appropriate for other candidates to be put on a CMP outside of the normal Annual Review process. While there are many reasons why candidates may be experiencing problems, the University is committed to assisting candidates to a successful completion. These CMP procedures are designed to assist candidates to identify and to work to overcome problems that may be experienced at any time throughout their candidature.

PROCEDURES

The Candidature Management Plan (CMP) will be implemented when:

- (a) a candidate has received a 'C' recommendation during the Annual Review process; or when
- (b) a Head of School or Institute in consultation with Graduate Research Coordinator recommends a CMP at any time during candidature.

The following procedures will apply:

1. The Supervisors and Head of School will give notice that:
 - (a) the 'C' candidate is being put on a CMP, by ticking the relevant box on the Annual Review form; or that
 - (b) a candidate is being put on a CMP, by memo to the candidate copied to the Dean of Graduate Research.
2. The Supervisors and the 'C' candidate must agree on a CMP in terms of :
 - (a) the reasons that led to the candidate being put on a CMP;
 - (b) the measures to be taken to address the problems necessitating the CMP and to ensure timely completion; and
 - (c) two 'six month' plans to cover the following year.
3. For candidates with a 'C' rating at Annual Review, the Head of School will forward the CMP to the Graduate Research Office immediately, or up to four weeks afterwards, with the Annual Review. For other candidates on a CMP, the Head of School will forward the CMP to the Graduate Research Office up to four weeks after submission of the notice specifying that the candidate is to be put on a CMP.
4. The Supervisors, Graduate Research Coordinator, Head of School and candidate must approve the CMP before it is submitted to the Graduate Research Office.
5. The Supervisors and Head of School will provide progress reports against the agreed two 'six month' plans in the CMP to the Dean via the Graduate Research Office including recommendations as to whether a CMP is still required (see below).

6. Provision must be made in the CMP for regular meetings with the candidate, and for written/signed records to be kept of all CMP meetings for possible future reference.
7. The Graduate Research Coordinator must ensure that CMP reports are filed on time and that the above procedures, including six month review meetings, are observed.

NOTES

- Where the circumstances necessitating the CMP are of a personal, health, family or financial nature, it may be desirable that a short suspension be approved. The request for the suspension must include strategies and support that will be offered to the candidate during and after this period to ensure a smooth return to candidature. Where a suspension is not requested, it is essential that the School/Institute ensure that pastoral care be provided for the candidate.
- In the case where the circumstances necessitating the CMP are related to problems with internal factors, such as university infrastructure or supervision, or external factors, such as changes within the environment or industry related matters, these will need to be clearly explained in the CMP with strategies adopted for correction.
- As noted above, the School/Institute must meet to review each of the 'six month' reports against plan. At such time, this meeting of the Supervisors, Graduate Research Coordinator and Head of School or Institute may recommend to the Dean that:
 - (a) the candidature continue, but that the CMP is no longer required; or
 - (b) the candidature continue with the CMP in place and report again in six months; or that
 - (c) the candidature lapse.

Lapsing of candidature in these circumstances is a last resort that is implemented using the termination rule which includes a candidate's right of appeal. Other changes to candidature may be recommended, such as change of location, supervision arrangements, enrolment, etc.

- Where a candidate refuses to attend a CMP meeting and/or regularly fails to complete agreed objectives, the Head of School may also recommend lapsing to the Dean.
- Any 'C' rating at Annual Review, or other circumstances necessitating a CMP, that is attributed to the behaviour and performance of a supervisor will be referred to the relevant performance manager for prompt resolution. Please note that the Dean of Graduate Research is responsible for the quality of graduate research supervision in the University, but not for the performance management of staff who are supervisors.

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