

STATUTE 11.5 - UNSATISFACTORY PROGRESS

Interpretation

- 11.5.1 (1) In this statute unless the contrary intention appears –
- ‘higher degree by research’** means studies undertaken in satisfaction of a requirement to submit a thesis for a higher degree by research;
- ‘component of assessment’** means a component of assessment for which a substantial proportion of the total marks for a subject is assigned; and
- ‘coursework’** means studies undertaken for any undergraduate or postgraduate degree or other award but does not include studies undertaken in satisfaction of a requirement to submit a thesis for a higher degree by research.
- (2) The School of Graduate Research is deemed to be a faculty for the purposes of this statute.

STUDENTS ENROLLED IN HIGHER DEGREES BY RESEARCH

Warning of unsatisfactory progress

- 11.5.2 (1) If the appropriate faculty is of the opinion that a student enrolled under Statute 11.3 (other than a student to whom section 11.5.2(2) applies) is not making satisfactory progress, that faculty may issue a written warning to the student stating that at the expiration of three months from the date of issue of the warning it intends to –
- (a) terminate the student's candidature; or
- (b) make such changes to the student's candidature as are specified in the warning.
- (2) Subject to sections 11.5.2(3) and 11.5.2(4), if the Board is of the opinion that a candidate for the degree of doctor of Philosophy or master of Philosophy or a candidate for a degree or any other award which does not pertain to a faculty is not making satisfactory progress in the course of advanced study and research for the preparation of a thesis for submission for assessment or in any other activity or activities which may have been prescribed by the Board including, but not limited to, participation in research seminars, the Board may issue a written warning to the student stating that at the expiration of three months from the date of issue of the warning it intends to –
- (a) terminate the student's candidature; or
- (b) make such changes to the student's candidature as are specified in the warning.
- (3) In forming its opinion whether unsatisfactory progress is being made by a candidate for the degree of doctor of Philosophy or master of Philosophy, the Board must have regard to the recommendation of the School of Graduate Research.
- (4) In forming its opinion whether unsatisfactory progress is being made by a candidate for a degree or diploma in a department or school where a Board committee carries out the functions of a faculty, the Board must have regard to the recommendation of the Board committee.¹

¹ As at 1 January 2007, the committee established by resolution of the Board to investigate and report on matters relating to courses administered by the Melbourne Business School is the “MBS Committee” and this is the Board committee for the purposes of sections 11.5.2(4) and 11.5.3.

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- (5) A student or candidate to whom a warning is issued under this section may, within six weeks of the date of issue of the warning, notify the faculty or the Board, as the case may be, of his or her wish to be heard in relation to the warning.
 - (6) If a student gives notice under section 11.5.2(5) the faculty or the Board, as the case may be, must conduct a hearing of the matter before the expiration of the period of three months from the date of issue of the warning.
 - (7) If a student or candidate to whom a warning is issued under this section does not notify the faculty or the Board as in section 11.5.2(5), the termination or changes shall take effect in accordance with the terms of the warning issued under section 11.5.2(1).

UNDERGRADUATE AND POSTGRADUATE COURSEWORK STUDENTS

Notification of unsatisfactory progress

11.5.3 If a coursework student who is enrolled in a course under Statute 11.2 or 11.3 does not –

- (a) satisfy the examiners at a component of assessment; or
- (b) attend for the performance of a component of assessment; or
- (c) perform a component of assessment,

the appropriate faculty may, or the Board, on the advice of the relevant Board committee,¹ after investigating the circumstances and allowing the coursework student an opportunity to make submissions, may notify the student in writing that he or she has made unsatisfactory progress in the course.

Progress committees

- 11.5.4 (1) The appropriate faculty may appoint one or more progress committees to act on behalf of that faculty in considering the progress of coursework students to whom notification has been given under section 11.5.3.
- (2) Each progress committee appointed under this section must comprise –
- (a) the dean of the appropriate faculty or the dean's nominee;
 - (b) two members of the full-time academic staff of the rank of senior lecturer or above with expertise relevant to the course; and
 - (c) where deemed appropriate by the chair of the progress committee, a member of the professional staff.
- (3) A decision taken or an opinion formed by a progress committee is to be regarded as the decision or opinion of the appropriate faculty.

Meetings of progress committees

- 11.5.5 (1) Meetings of a progress committee are to be chaired by the dean of the appropriate faculty if he or she is a committee member or the person the dean has nominated to be a member of the committee in the dean's place.
- (2) Subject to any rules of procedure made by the Board on the advice of the faculties, meetings of progress committees are to be conducted in accordance with Statute 1.3.

Quorum for meetings of progress committees

- 11.5.6 No question is to be decided at any meeting of a progress committee unless—
- (a) at least half of the members present are of the rank of senior lecturer or above; and
 - (b) at least three members are present.

Guidelines for progress committees

- 11.5.7 The guidelines to be observed by a progress committee in reaching a decision or forming an opinion must be decided by the appropriate faculty and published with the details of subjects.

The decision of the progress committee

- 11.5.8 (1) The progress committee shall investigate the progress of the coursework student to whom notification has been given under section 11.5.3, and shall give the coursework student an opportunity to make representations or submissions.
- (2) The progress committee may –
- (a) permit the coursework student to continue the course;
 - (b) specify the subjects for which the coursework student may enrol;
 - (c) impose new conditions on the coursework student's enrolment; or
 - (d) recommend to the Board that the coursework student's enrolment be terminated.

APPEALS TO THE BOARD**The circumstances in which a student can appeal to the Board under Statute 11.5**

- 11.5.9 A student may appeal to the Board against –
- (a) a decision made by a faculty, or the Board, under section 11.5.2 to terminate the candidature of a student enrolled in a higher degree by research; or
 - (b) a recommendation made by a progress committee under section 11.5.8 that a coursework student's enrolment be terminated.

Meetings of the Board

- 11.5.10 (1) Subject to section 11.5.10(2), the quorum for any meeting of the Board for the purposes of this statute is three members.
- (2) A member of the Board who is also a member of a progress committee of the appropriate faculty must not sit as a member of the Board or be present when the Board decides any matter in respect of which the progress committee has made a recommendation.

The decision of the Board

- 11.5.11 After allowing the student an opportunity to make representations or submissions, the Board may –
- (a) terminate the enrolment of the coursework student; or
 - (b) permit the coursework student to continue the course on such conditions, if any, that it considers appropriate.

Re-admission of a student whose enrolment has been terminated

- 11.5.12 (1) The Board may authorise the re-enrolment of any coursework student to a course from which he or she has been terminated if –
- (a) the student is re-selected by the appropriate faculty or, in an appropriate case, by the Board committee¹; and
 - (b) the Board is satisfied that the student's conditions or circumstances have so changed that there is a reasonable possibility that the student will make satisfactory progress in the course.
- (2) Any student re-admitted to a course under this section is to be subject to such conditions as the Board may impose.

[Repealed and re-enacted by Council 7/3/05, approved by Minister 9/6/05, footnote 1 am 11/9/06 effective 1/1/07., am approved by Minister 13/3/08]