



Melbourne College of Divinity

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www.mcd.edu.au

Higher Degree by Research Student Intervention Policy

January 2009

MCD takes seriously its responsibility for monitoring the progress of its students throughout the period of their enrolment, and for implementing appropriate intervention strategies when and if such measures become necessary. Further information about the monitoring of student progress through Higher Degree by Research candidature can be found in the [MCD Higher Degree by Research Course Progress Policy](#) document.

The progress of Higher Degree by Research candidates is chiefly the responsibility of the appointed supervisor, and is monitored through regular supervisory meetings, as well as approval and confirmation proceedings, and the annual submission of progress reports. All HDR candidates are required to submit an annual progress report, which provides an opportunity for both student and supervisor to review and evaluate progress, and to identify any difficulties in candidature. *Completion of progress reports is mandatory for the continuation of enrolment and any scholarship held.*

Research students can be susceptible to various difficulties during the period of candidature, including but not limited to, financial stress, English language problems, and insufficient methodological expertise.

Note that while language and methodological proficiency should be determined at the admissions stage, it is recognized that such problems may occasionally manifest themselves during candidature.

If and when a supervisor becomes aware of these or any other problems and has reason to believe that such problems will pose ongoing difficulties for the student, the Director of Research should be notified immediately in writing who may recommend to the Research Committee that the student's candidature be continued conditional upon meeting one or more of the following requirements:

- A schedule of additional meetings, with either the supervisor, Research Coordinator and/or the Director of Research.
- The submission of an approved study plan including, if appropriate, change to part-time candidature.
- In the case of insufficient English language proficiency, enrolment in a language course such as the English for Theological Studies unit offered by Whitley College, the successful completion of which being essential for continuing candidature.
- In the case of insufficient methodological expertise, revision of the research project to one requiring a methodology in which the candidate has more appropriate familiarity, *or* enrolment

in a relevant methodology subject, the successful completion of which being essential for continuing candidature.

- Referral to the Academic Skills Unit at the University of Melbourne, or other relevant counseling or learning and language support services
- Leave of Absence

The Academic Board has responsibility for stipulating whether any requirements, over and above those determined by regulation, are to be met by the student for the purposes of demonstrating satisfactory progress, and what those requirements are.

The Director of Research is responsible for notifying the student in writing of any and all measures to be implemented. Such letters constitute an 'early warning notice' and are deemed to be an indicator of unsatisfactory progress.

In all cases in which a supervisor has notified the Director of Research of concerns about a student's progress, an 'At Risk' flag will be placed on the student's TAMS / Research Master file.

Candidates should be familiar with the relevant regulation governing their degree, and with the following documents:

- Working Procedures for HDR Awards
- HDR Course Progress Policy
- Academic Conduct Policy
- Academic Grievance Policy