

Confirmation to Candidature

There are 3 possible outcomes of confirming a student:-

1. Confirm candidature
2. Extend probationary candidature to (insert date)
3. Student to be issued a 3 month formal warning of unsatisfactory progress

When considering extending the students probationary candidature, it should be reviewed very carefully. Students should **NOT** be granted an extension to probationary candidature unless you are completely satisfied the reasons for not making progress were due to unforeseen circumstances that prevented the student from being able to meet milestones.

If the student is suffering from health issues, the committee should urge the student to seek professional/medical advice. The student should not have their probationary period extended but be put on sick leave if they have had extensive health issues. The student will need to provide medical certificate(s) and should apply for sick leave. This will allow the student to focus on their health and give them the additional time to meet confirmation.

If you are having doubts about your student's progress, these issues should be discussed prior to confirmation.

Progress Issue Management	
Progress issues identified	<ol style="list-style-type: none">1. Discussion with supervisor about issues identified with progress.2. Clarify expectations to get back on track.
At risk	<ol style="list-style-type: none">1. Early intervention strategy.2. Provide support, advise you of a progress plan, set you a reasonable deadline.3. Advise you of potential to be issued with a formal warning if you have not demonstrated good progress.
Formal Warning	<ol style="list-style-type: none">1. Three month period during which you must meet a number of set deadlines.2. If you are still not performing adequately, a change to your enrolment will be recommended (either transfer to a different course or termination of your enrolment).

What happens if a student is deemed to be making unsatisfactory progress?

The student will be issued with a formal warning letter from the University and will have 3 months to rectify progress. The supervisors and advisory committee will determine the tasks and the standards to which they must be completed during the formal warning period. Generally, a 3 month detailed timeline of what needs to be completed needs to be documented with the approval of the supervisors and advisory committee.

At the end of the formal warning period, the student's supervisors and advisory committee will review the progress against the documented requirements and advise Graduate Research Candidature of the outcome. Graduate Research will then issue the student with a formal notification of outcome via the student's university email.