



# Guidelines for Probation Supervisors

## PROBATION OVERVIEW

Probation is a formal University process that can only be imposed by the Dean of Graduate Research. The following reasons for initiating probation are;

- i) The Annual Progress Report outlining unsatisfactory or borderline progress;
- ii) Exceeding course time limits;
- iii) An unsatisfactory Research Proposal Review; and
- iv) Unsatisfactory progress

## PROBATION SUPERVISOR PROCESS

Students are advised formally in writing by the Graduate Research School (GRS) of the details of the probation. Once students are notified they have 20 working days to respond to the probation recommendation in the form of an Academic Complaint.

Initially, you will be required to meet separately with the student and the supervisors. This will allow for frank conversation to take place regarding the student's progress and any issues that may be affecting progress.

Your role as the probation supervisor is to oversee the student and supervisor relationship in case any issues have affected progress.

A series of goals and milestones are set and agreed on with regular scheduled meetings with the student and supervisors. A signed copy of the probation milestones agreement should be returned to GRS within **one (1) week** of them being agreed upon.

## GOALS OF THE PROBATION SUPERVISOR

The goal of the probation supervisor is to ascertain the following:

- i) Is the student capable of completing the thesis in a timeframe negotiated and agreed upon between you?
- ii) Are there any barriers to completion?
- iii) Is the supervision of the HDR student adequate; and
- iii) Assess the student/supervisor fit and effectiveness

## POSSIBLE RECOMMENDATIONS

The probation supervisor is required to submit the final probation report to the GRS within **two (2) weeks** of the completion of probation. In the report a recommendation is made to the Dean of Graduate Research who will then make the final decision.

The possible recommendations may include:

- i) Continuation of enrolment
- ii) Termination of candidature
- iii) Extension of probation period
- iv) Course Transfer
- v) Change of supervisor or appointment of a panel of supervisors, including members from outside the academic unit

## APPEAL PROCESS

A student can appeal the decision of the Dean of Graduate Research and has 20 working days from the date of formal notification. An appeal can only be made on the basis of 'due process' please refer to the HDR Students Academic Complaints Policy at: <http://www.uow.edu.au/about/policy/UOW058652.html>.