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| HDR Candidature Management Plan and  HDR Under Review Final Evaluation Form | Description: JCU_Logo_RGB |
| JCU Graduate Research School (GRS) | Version 02-2016 |

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| HDR Candidature Management Plan | | | |
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| **What is this form for?**  Candidates who are placed Under Review must develop and submit this HDR Candidature Management Plan for the purpose of enabling progress in HDR Candidature to become satisfactory.  Candidates who fail to submit an approved HDR Candidature Management Plan with the timeframe may be subject to the HDR Discontinuation of Candidature Procedure.  **What should I know before I complete this form?**   * **It is advised by the Graduate Research School that this Candidature Management Plan does not include the requirement to re-/attempt a milestone as part of the plan. Milestones and the Candidature Management Plan should remain uncoupled.** * A Candidate who has been put Under Review must meet with the College ADRE (or nominee) and Advisory Panel to discuss the significance and implications of this action. * The Candidate and their Advisors must read and use the [HDR Under Review Procedure](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-under-review-procedure) in preparing and submitting this form. * This form must be prepared by the Candidate and their Advisors * This form must be signed by the Candidate, all Advisors, all members of the Candidature Committee and the College Associate Dean of Research Education and submitted to the GRS. * The form must be submitted to the GRS within 20 University working days of being notified that they are Under Review. * Failure to fulfil the requirements of the Candidature Management Plan may have serious consequences for candidature including discontinuation, which for International Candidates can mean a breach of visa conditions. * This form includes the HDR Under Review Final Evaluation Form which is to be completed at the end of the Under Review period. | | | |
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| Candidate’s Details | | | |
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| **First /Given Name:** |  | | |
| **Surname / Family Name:** |  | | |
| **Student ID:** |  | | |
| **Start Date of Under Review Period:** | |  | |
| **Date of Re-Evaluation and end of Under Review Period:** | | |  |

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| Ongoing Requirements – ADD ROWS AS NEEDED | | | | | | | | |
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| This includes ongoing requirements throughout the Under Review period such as attendance on campus, meetings with Advisors, travel approvals, notification regarding absences | | | | | | | | |
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| **Requirement** | **Performance Expectation** | | **Consequence of Not Meeting Expectation** | | **Requirement outcome** | | **Actual Performance & Notes** | |
| *To be completed at start of Under Review Period* | | |  | | *To be completed at end of Under Review Period* | | | |
| *Example only:*  Attend campus on a regular basis | That the Candidate will be present on campus in their assigned work area/s for at least 35 hours/week, on weekdays between the hours of 8am and 6pm unless by prior agreement of the Primary Advisor. | |  | | Fulfilled  Partially Fulfilled  Not Fulfilled | | The Candidate attended campus as required for most weeks of the Under Review period, however did not attend campus during 20-24 April and 11-15 May and did not arrange to have this time away or provide an explanation for absence. | |
|  |  | |  | | Fulfilled  Partially Fulfilled  Not Fulfilled | |  | |
|  |  | |  | | Fulfilled  Partially Fulfilled  Not Fulfilled | |  | |
|  |  | |  | | Fulfilled  Partially Fulfilled  Not Fulfilled | |  | |
| Specific Requirements – ADD ROWS AS NEEDED | | | | | | | | |
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| This section is for requirements specific to the Candidate’s project and progress, e.g. preparation for and undertaking Confirmation of Candidature, submission of manuscripts for publications or completion of experimental work. | | | | | | | | |
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| **Requirement** | **Due Date** | **Performance expectation** | | **Consequence of Not Meeting Expectation** | | **Requirement outcome** | | **Actual Performance & Notes** |
| *Example only:*  Submission of completed draft of literature review for subject RD7002 | 25 April | The Candidate must submit a full draft of the literature review to the Primary Advisor by 5pm on the due date. The draft must be at least 10 pages in length and have the amendments specified by the Advisor on the previous version. The text must be of a standard suitable for external review and all references must be included. | |  | | Fulfilled  Partially Fulfilled  Not Fulfilled | | The Candidate supplied a draft literature review, which was of a satisfactory standard overall, however they had failed to make all the amendments required and some references were missing or incorrect. |
|  |  |  | |  | | Fulfilled  Partially Fulfilled  Not Fulfilled | |  |
|  |  |  | |  | | Fulfilled  Partially Fulfilled  Not Fulfilled | |  |
|  |  |  | |  | | Fulfilled  Partially Fulfilled  Not Fulfilled | |  |

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| Approvals for HDR Candidature Management Plan | | | |
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| **Candidate:**  In signing this Candidature Management Plan (the ‘Plan’) I acknowledge that I agree to all requirements, performance expectations and due dates of the Plan. I understand that I must keep minutes of all meeting with my Advisory Panel and provide the minutes to them within 3 working days of the minuted meeting. I understand that at the end of the Under Review period my performance in relation to the requirements, performance expectations and due dates of the Plan will be assessed by my Candidature Committee and that they will provide a recommendation as to whether my candidature will be; (i) continued, (ii) placed Under Review again or (iii) discontinued. | | | |
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| **Signature:** |  | **Date:** |  |
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| **Advisory Panel:**  In signing we acknowledge the requirements, performance expectations and due dates of the Plan and will ensure that reasonable efforts will be made to support the Candidate in achieving the expectations outlined in this Plan.  We agree that we will monitor and record the Candidate’s progress in relation to the Plan to enable the evaluation at the end of the Under Review period. | | | |
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| **Primary Advisor** | | | |
| **Name:** |  | | |
| **Signature:** |  | **Date:** |  |
| **Secondary Advisor** | | | |
| **Name:** |  | | |
| **Signature:** |  | **Date:** |  |
| **Independent Academic** | | | |
| **Name:** |  | | |
| **Signature:** |  | **Date:** |  |
| **Chair of Candidature Committee** | | | |
| **Name:** |  | | |
| **Signature:** |  | **Date:** |  |
| **Associate Dean Research Education** | | | |
| **Name:** |  | | |
| **Signature:** |  | **Date:** |  |

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| **Where do I submit this form?**  This form should be submitted to the Graduate Research School by the Candidate either in person or via [GRS@jcu.edu.au](mailto:GRS@jcu.edu.au).  **What happens next?**  The Candidature Management Plan will be reviewed by the Dean, Graduate Research. Once the Plan is approved by the Dean, Graduate Research, the Candidate, their Advisors, Candidature Committee and College will be notified by the GRS. The Dean, Graduate Research may require further information or amendments to the Plan before approval.  At the end of the Under Review period the Candidature, Primary Advisor, Independent Academic will be required to evaluate the performance of the Candidate in relation to the requirements and performance expectations of the Plan and complete the HDR Under Review Final Evaluation (at the end of this form).  **How do I find out more?**  Specific questions regarding being placed Under Review and the Candidature Management Plan can be addressed to the Manager, Graduate Research Operations at [GRS@jcu.edu.au](mailto:GRS@jcu.edu.au). Please also see More Information and links below.  **More information and links**  [HDR Requirements](https://www.jcu.edu.au/policy/research-education/higher-degree-by-research-requirements)  [HDR Under Review Procedure](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-under-review-procedure)  [HDR Discontinuation of Candidature Procedure](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-discontinuation-of-candidature-procedure) | | | |
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| **Approval of Dean, Graduate Research** | | | |
| **Signature:** |  | **Date:** |  |
| **Notes:** | | | |

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| HDR Under Review Final Evaluation Form | | |
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| **What is this form for?**  This form is for HDR Candidates who have completed a period Under Review, their Advisors and Candidature Committee.  **What should I know before I complete this form?**   * Please read and use the [HDR Under Review Procedure](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-under-review-procedure) in preparing and submitting this form. * An assessment of failure to fulfil the requirements of the Candidature Management Plan may have serious consequences for candidature including discontinuation. * This form must be signed by the Candidate, all Advisors, all members of the Candidature Committee and the College Associate Dean of Research Education * The Primary Advisor is responsible for ensuring this form is completed and submitted. | | |
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| Candidate’s Details | | |
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| **First /Given Name:** |  | |
| **Surname / Family Name:** |  | |
| **Student ID:** |  | |
| **Start date of Under Review Period:** | |  |
| **End date of Under Review Period:** | |  |
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| **Undertaking the Final Evaluation**  The Candidate, Primary Advisor, Independent Academic and Chair of Candidature Committee must meet and evaluate the Candidate’s performance in relation to the requirements and performance expectations of the Candidature Management Plan (the ‘Plan’).  The Candidature Committee must:   * Complete the generic requirements section of the Plan * Review the specific requirements section of the Plan * Provide a recommendation on the outcome of the Under Review period * Justify this recommendation   **Date on which the Candidate and Candidature Committee met to undertake the final review:**  If there is disagreement between Candidature Committee members as to the recommendation, the College Associate Dean of Research Education should be asked to mediate. | | |

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| **Candidature Committee recommendation**  On the basis of the Candidate’s performance in relation to the requirements and performance expectations of the Plan, including any supporting documentation or records provided by the Advisory Panel the Candidature Committee recommend the following outcome: | | | | |
|  | The Candidate has met the conditions in their Candidature Management Plan and their candidature should be continued, or | | | |
|  | The Candidate has partially met the conditions in their Candidature Management Plan but has an identified substantive reason for partial completion of the requirements. This reason has been addressed and progress is expected to improve. The Under Review period should be continued for a further specified period, with another review to occur at the end of that period, or | | | |
|  | The Candidate has failed to meet the conditions in their Candidature Management Plan and their candidature should be discontinued in accordance with the HDR Discontinuation of Candidature Procedure. | | | |
| **Please indicate the basis on which this decision has been made:** | | | | |
| **Independent Academic** | | | | |
| **Name:** | |  | | |
| **Signature:** | |  | **Date:** |  |
| **Chair of Candidature Committee** | | | | |
| **Name:** | |  | | |
| **Signature:** | |  | **Date:** |  |
| **Associate Dean Research Education** | | | | |
| **Name:** | |  | | |
| **Signature:** | |  | **Date:** |  |

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| Approvals for Under Review Final Evaluation | | | | |
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| The Primary Advisor is responsible for ensuring the following documents have been attached: | | | | |
|  | Finalised Candidature Management Plan with all evaluations completed | | | |
|  | Any supporting documents or records (e.g. meeting notes, records) used in reaching this recommendation | | | |
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| **Signatures** | | | | |
| **Primary Advisor** | | | | |
| **Name:** | |  | | |
| **Signature:** | |  | **Date:** |  |
| **Secondary Advisor** | | | | |
| **Name:** | |  | | |
| **Signature:** | |  | **Date:** |  |
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| **Candidate** | | | | |
| In signing this I acknowledge I have been informed of the recommendation of my Candidature Committee in relation to the outcome of my Under Review period and the reasons why this recommendation has been made. | | | | |
| **Signature:** | |  | **Date:** |  |

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| **Where do I submit this form?**  This form should be submitted to the Graduate Research School either in person or via [GRS@jcu.edu.au](mailto:GRS@jcu.edu.au).  **What happens next?**  The recommendation will be considered by the Dean, Graduate Research who will determine if the recommendation is upheld. Once a decision has been made the Candidate, all Advisors, the Candidature Committee and the College will be notified.  **How do I find out more?**  Specific questions regarding the Under Review outcome, requesting a review of the decision and the HDR Merit Review Procedure can be addressed to the Manager of the GRS at [GRS@jcu.edu.au](mailto:GRS@jcu.edu.au). Please also see More Information and links below.  **More information and links**  [HDR Requirements](https://www.jcu.edu.au/policy/research-education/higher-degree-by-research-requirements)  [HDR Under Review Procedure](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-under-review-procedure)  [HDR Discontinuation of Candidature Procedure](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-discontinuation-of-candidature-procedure) | | | |
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| **Approval of Dean, Graduate Research** | | | |
| **Signature:** |  | **Date:** |  |
| **Notes:** | | | |