

## AGENDA

MEETING **CHM/COS HDR Committee**  
 MEET NO. 3/2021  
 VENUE Science Conference Room, Bldg 42 (or via Zoom)  
 DATE/TIME 10 August 2021, 2-4 pm  
 CONTACT Alison Scott, E: [hdr.shm@anu.edu.au](mailto:hdr.shm@anu.edu.au); P: 6125 4520

**Item 1 Welcome and apologies**

**Item 2 Minutes of the previous meeting – 26 May 2021** **For confirmation**  
 Unconfirmed minutes attached.

**Item 3 Matters arising from the previous minutes**

ACTION ID	DETAILS	RESPONSIBILITY	STATUS	NOTES
Meeting 4/2017 Item 5.1 & Meeting 2/2018 Item 4.1	eForms	Committee Members	Ongoing	Any issues with the eForm system to be passed to <a href="mailto:shm.hdr@anu.edu.au">shm.hdr@anu.edu.au</a> , or <a href="mailto:science.hdr.sa@anu.edu.au">science.hdr.sa@anu.edu.au</a>
Meeting 1/2018 Item 4.1 & Meeting 4/2018 Item 4.1	Visa delays	Committee Members	Ongoing	Any significant visa delays should be passed to HDR Project Officer (via <a href="mailto:shm.hdr@anu.edu.au">shm.hdr@anu.edu.au</a> ) for collation – to be passed to Dean HDR.
Meeting 2/2019 Item 5.1	Academic Leadership Roles in CHM/COS	HDR Project Officer	In Progress	Alison to investigate possibility of addition of a visual representation of roles and responsibilities.  Alison to ensure information is available on HDR Community Wattle site.
Meeting 4/2020 Item 6.2	GRO Examination Process Change	HDR Project Officer	Pending	Alison to find out when schools are likely to receive communications regarding change in process.  <u>UPDATE:</u> Waiting for GRO response
Meeting 1/2021 Item 5.4	New ANU PhD Strategy	HDR Project officer	Complete  Complete	Alison to send white paper to members.  Members to send feedback to College regarding key features that



				can be implemented within College by 02 July 2021.
Meeting 2/2021 Item 4.2	Report from PARSA	HDR Project Officer	Complete	Alison to send University wide communications regarding travel approvals to HDRC.
Meeting 2/2021 Item 5.1	HDR Committee Membership	HDR Project Officer	Complete  Complete  Complete	Alison to find new meeting location for future HDRC meetings.  Alison to update HDRC membership list to include conveners.  Committee to send additional ideas for standing items to College.
Meeting 2/2021 Item 5.5	Compliance Reporting Update	ADHDR	Pending	ADHDR to discuss with University HDRC is an unsatisfactory submission instead of abandon is used for milestone management.  Alison to send details regarding Insight Access to HDRC members.
Meeting 2/2021 Item 6.1	Offshore Enrolment / Government Travel Exemptions.	HDR Project Officer	Complete	Alison to send ODHDR / GRO communications out to HDRC members.

**Item 4 Reports**

**4.1 Report from the Chair/Deputy Dean (Education)**

**4.2 Report from PARSA**

**Item 5 New Business**

**5.1 Dean HDR – overview of developments re: New ANU PhD Strategy (Ann Evans)**

**5.2 Statistical Support Network Director – Overview (Alice Richardson)**

**5.3 Compliance reporting update**

**Item 6 Other Business**

**6.1 Support for HDR students obtaining travel exemptions to travel (Anne Bruestle)**

**Item 7 Next Meeting** Wednesday

13 October 2021 @ 2pm – venue Fenner Seminar Room, Bldg 141

## UNCONFIRMED MINUTES

### MEETING **CHM/COS HDR Committee**

MEET No. 2/2021

VENUE via Zoom & Science Conference Room – Bldg 42.

DATE/TIME Wednesday 26 May 2021, 2pm

PRESENT Anna Cowan (Chair), James Borger, Celeste Linde, Christopher Cvitanovic, Giel van Dooren, Nic Cherbuin, Spencer Whitney, Anne Bruestle, Stewart Fallon, Helmut Jerjen, Diana Perriman, Luke Connal, Richard Burns, Philip Gibbons, Isabelle Yujuico, Amy Dawel, Patrick Kluth, Ben Polkinghorne.

APOLOGIES Emma Sams, Vivien Silvey, Mark Krumholz, Libbie Dinn, Archica Gupta.

IN ATTENDANCE Alison Scott

CONTACT Alison Scott, x54520

#### ITEM 1 Welcome and apologies

The Chair welcomed all members in attendance. Nic Cherbuin has taken over as Associate Director (HDR) for RSPH.

#### ITEM 2 Previous minutes Meeting 1, 17 March 2021

The minutes from Meeting 1, 2021 were accepted as an accurate record.

#### ITEM 3 Matters arising from the previous meeting

Action id	Details	Responsibility	Status	Notes
Meeting 4/2017 Item 5.1 & Meeting 2/2018 Item 4.1	eForms	Committee Members	Ongoing	Any issues with the eForm system to be passed to <a href="mailto:shm.hdr@anu.edu.au">shm.hdr@anu.edu.au</a> , or <a href="mailto:science.hdr.sa@anu.edu.au">science.hdr.sa@anu.edu.au</a>
Meeting 1/2018 Item 4.1 & Meeting 4/2018 Item 4.1	Visa delays	Committee Members	Ongoing	Any significant visa delays should be passed to HDR Project Officer (via <a href="mailto:shm.hdr@anu.edu.au">shm.hdr@anu.edu.au</a> ) for collation – to be passed to Dean HDR.
Meeting 2/2019 Item 5.1	Academic Leadership Roles in CHM/COS	HDR Project Officer	Pending	Alison to investigate possibility of addition of a visual representation of roles and responsibilities.  Alison to ensure information is available on HDR Community Wattle site.

Meeting 4/2020 Item 6.2	GRO Examination Process Change	HDR Project Officer	Pending	Alison to find out when schools are likely to receive communications regarding change in process.  <u>UPDATE:</u> GRO confirmed early-2021  College to provide templates and process instructions.
Meeting 1/2021 Item 4.1	Policy Changes – HDR	HDR Project officer	Complete	Alison to send links to members re: ANUP_000407 & ANUP_000793
Meeting 1/2021 Item 5.4	New ANU PhD Strategy	HDR Project officer	Complete  Pending	Alison to send white paper to members.  College to review key features that can be implemented within College.

eForms:

IDTC have limited resources, which will impact issues and resolutions for the foreseeable future.

Academic Leadership Roles in COS / CHM:

Alison to prioritise this action item.

GRO Examination Process Change:

Alison to check with GRO regarding an update.

Policy Changes:

The Research Awards Rule is currently under revision – this will be discussed in new business.

ANU PhD Strategy:

All committee members were asked to read the *New ANU PhD Strategy* and highlight key features that can be implemented within COS / CHM.

All committee members were asked to think about what we all do differently, and what we would like to do collaboratively with other schools / college.

**ACTION:** Feedback to be sent to Anna by Friday 02 July 2021 – to discuss at the next meeting.

**ITEM 4 Reports**

**4.1 Report from Chair / Deputy Dean (Education)**

All items in DDE report will be discussed as new business.

**4.2 Report from PARSA**

PARSA's Shut Up and Write program

PARSA has started transitioning from Zoom sessions to in-person sessions.

Beginning 18 May, Tuesday sessions have been held from 10am - 3pm, every Tuesday at the Rimmer St Fellows Café pop-up (located beside the ANU Union Bar). Lunch is provided.

The Thursday and Friday sessions are still purely on Zoom.

PARSA are looking to have Thursday sessions in Toad Hall soon but have not yet finalised a start date yet.

The SUAW link is <https://parsa.anu.edu.au/whatson/programs/suawhdr/>.

Questions raised by HDR candidates:

- HDR candidates have funds available within their school to attend conferences throughout their candidature. Can these funds be utilized to attend domestic conferences yet?

Chair response: the ANU currently has restrictions in place for travel overseas, however fieldwork and conference attendance within Australia is allowed.

Candidates should apply for travel approval via eForms. Further information is available online at: <https://www.anu.edu.au/covid-19-advice/research/hdr-candidates>

**ACTION:** Alison to re-send University wide communications to HDRC.

- Candidates within CHM have communicated some concerns:
  - Challenges associated with academic staff losses;
  - Merging schools, although good for establishing collaboration, but what will happen to distinct cultures and identity? Including, on-site support for HDR candidates by administrative staff;
  - Issues with inequity and resources – such as milestones, and financial support.

Chair response: currently definitive answers cannot be provided as CHM are currently working through their implementation plan to ensure all the details are managed appropriately.

Anne Bruestle (JCSMR Associate Director (HDR)) is working with candidates affected by staff redundancies in JCSMR. Any other students that are not in contact with a HDR convener should get in touch with one – this is to ensure support measure are put in place.

Although the intention is for two schools to merge, they will remain separate organizational units in the first instance. Centralisation of HDR administration (through the new Education Support Unit) will not necessarily relocate HDR admin into a central hub. There are currently no new buildings on campus to relocate staff. All schools have emphasised the importance for HDR administrators to remain near students. The Deputy Dean Education (DDE) will communicate the importance during the implementation phase.

The conditions agreed at the time of commencement for HDR candidates will continue – there will be no decrease in the support or resources provided as a result of the CHM changes.

## **ITEM 5 New Business**

### **5.1 HDR Committee membership**

The Chair asked the Committee if they would like to continue membership at HDRC to be open, where each school has HDR conveners and/or Associate Director (HDR) attend, or would the committee prefer a reduced membership of one representative from each school?

The committee agreed it was good to be inclusive and having more members enabled more efficient communication, as well as enabling more experiences to be represented.

The Chair prefers in-person meetings with a larger group, as a consequence a larger meeting room will need to be found to enable COVID-safe practices to be maintained.

**ACTION:** Alison to find a new meeting location for the next HDRC.

**ACTION:** Alison to update HDRC membership list to include Physics HDR conveners and include RSB Professional Development Coordinator (Adrienne).

Meeting Schedule:

It was agreed that a schedule should be set up to invite the Dean HDR (Prof Ann Evans), Deputy Dean Supervision (Prof Peter Kanowski), (Director Researcher Development (Prof Inger Mewburn), and Dean of Students (A/Prof Miriam Gani) throughout the year.

Standing Items on the agenda:

- Equity and inclusion – for example, gender balance in HDR admissions and completions.
- Supervisor training – what is happening in each school? Including, supervisor welfare and representation (NB: only as this applies to impacts on students and is within the Associate Director role.)
- Brief report from each school – new initiatives or changes (HDR leadership etc.)
- Student welfare.

**ACTION:** Any additional ideas to be passed to Alison (hdr.shm@anu.edu.au)

## **5.2 Disestablishment of 9603XDPSYC (Doctor of Psychology (Clinical))**

The Research School of Psychology would like to officially disestablish the Doctor of Psychology (Clinical) program. There is one student still in the program who intends to finish early 2022, however the disestablishment of the program will not impact existing students.

Committee endorsed this proposal.

## **5.3 Changes to Research Awards Rule**

Changes include:

- Putting a limit on the amount of leave students can take – max 2yrs leave. (beyond 2yrs needs Dean HDR approval in exceptional circumstances)
- Reframe the Maximum Completion of Program date – (MCP). It will now be 5yrs for PhD and 3yrs for MPhil – however periods of leave will change the MCP.
- All program extensions will require Associate Dean delegation; however, the Governance Statute will enable the Associate Dean HDR (ADHDR) to delegate the role to the Delegated Authority (DA) for extensions between 4-5yrs. The ADHDR will continue to approve extensions 5+ years (on recommendation from the DA).
- Currently candidates need to be formally discontinued when their program date lapses – this is a long process which can include an appeal process. The revised RAR will enable a candidature to be automatically discontinued once the MCP date has passed.

Issues with eForms will need to be managed.

## **5.4 Academic Integrity Rule**

If academic integrity issues arise, HDR candidates are currently considered under the Academic Misconduct Rule, and from 1/12/2021 this will change to the *Academic Integrity Rule* (AIR).

The Chair reminded the committee that any misconduct / integrity allegations need to follow the process outlined in the Rule for reporting and management, this is to avoid the risk of a procedural appeal if the cases are not managed appropriately.

It was agreed that further Supervisor training around the topic of research integrity and the AIR should occur, once the new Rule has been approved.

For cases of plagiarism it was confirmed that Turnitin was not used for HDR theses, and the purchase of iThenticate has not yet occurred.

## 5.5 Compliance reporting Update

The College has been working with CHM Schools in the last quarter but will focus on CoS this quarter.

The Associate Dean HDR does not support the process of abandoning milestones, as this can cause problems with managing unsatisfactory progress. If a candidate is not completing their milestones it is important to have evidence that the school has done everything they can to mediate the situation and monitor progress. It is important that all milestones are documented.

**ACTION:** ADHDR to discuss with University HDRC if an *unsatisfactory* submission instead of abandon could be used. In addition, to discuss with University HDRC how long a milestone should be left before this action is taken.

If any schools have any areas of concerns they should be passed to the College (via Alison) for consideration.

Associate Directors would like access to the insight reports so that they can view the milestones and MMD eForms themselves. A daily report is automatically sent to all HDR Administrators via the system.

**ACTION:** Alison to send details regards access to insight to HDRC.

## ITEM 6 Any Other Business

### Offshore Enrolment:

There is some confusion regarding the offshore enrolment forms and the associated risk assessments required. There are three new forms:

- Application for External enrolment
  - this is a University wide form that replaces the College form.
- Application for Offshore Commencement
  - this is for new candidates.
- Application for Offshore Status
  - this is for existing candidates currently stuck offshore due to COVID travel restrictions.

**ACTION:** Alison to send communications from ODHDR / GRO out to HDRC.

The WH&S Risk Assessment needs to be completed with all forms – however, if there is no risk then the form does not need to be completed, however written confirmation of 'no risk' is required.

### Government Travel Exemptions:

Support for Department of Home Affairs travel exemptions must be provided by Dean HDR only. Further information is available on the web <https://www.anu.edu.au/covid-19-advice/our-covid-safe-community/travel-advice>. There is no financial support available from ANU / College to assist with bringing candidates back onshore or to pay for their quarantine costs.

**ACTION:** Alison to send communications from ODHDR out to HDRC.

### Priority Lists:

The University is currently seeking a priority list for potential pilot flights trying to get students back to Australia, in collaboration with NSW Institutions and NSW Government. The priority lists are being managed by ODHDR – [odhdr@anu.edu.au](mailto:odhdr@anu.edu.au).

### 3MT:

The ANU will hold a 3MT event in 2021 – further details can be found at: <https://services.anu.edu.au/training/3mt-the-three-minute-thesis-competition>. This will be an in-person and zoom event.

Schools will receive further information from the College shortly regarding the College Final

The committee should encourage their academics and candidates to attend to support one another.

2022 AGRTP Round 1:

The AGRTP Round 1 will occur as usual - 31 August (international applicants) and 31 October (domestic applicants). There is no indication of the number of scholarships available yet, and there may be restrictions around onshore candidates only.

Meeting closed at 3.26pm

**ITEM 7 Next meeting 11 August 2021, 2pm (location TBC)**

DRAFT

# ANU PhD strategy

# Strategies to deliver the ANU PhD

- Cohort experience
  - Two annual intakes
  - One-week immersive induction
  - Defined interdisciplinary cohorts
  - Best practice cohort guidelines and support for Conveners
  - Up to 4 years of funding
  - Accommodation guarantee

# Strategies to deliver the ANU PhD

- Research excellence
  - Best practice supervisory panels
  - Development of supervisory practice for staff
  - Coursework where suitable
  - Researcher Development Program
    - Communication – written and oral
    - Research skills
  - International research experience

# Strategies to deliver the ANU PhD

- Career preparation
  - Industry skills
    - Science and technology industries
    - Policy and government
    - International organisations and NGOs
    - University research and teaching
  - Post-submission opportunities

# Strategies to deliver the ANU PhD

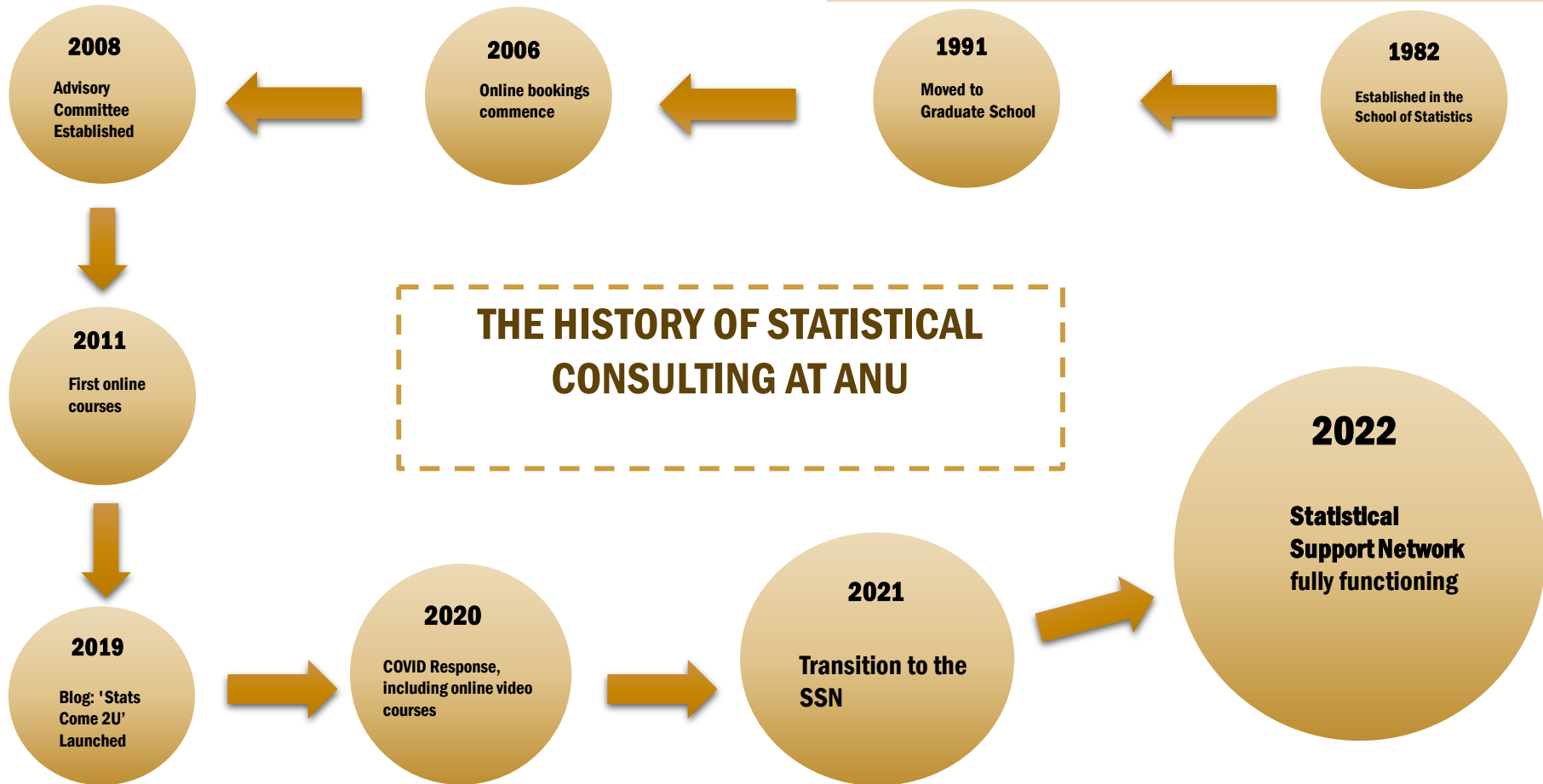
- Leadership development
  - Research Leadership Program
  - Mentoring
  - Networking

# ANU's National Leadership Role

- ResearchFest
  - Annual HDR research festival
  - Streamed research conference sessions
  - Discipline specific skills development
  - Interdisciplinary skills development
  - Generic skills development
  - Open to candidates across Australia
  - Created with candidates for ANU

# Delivering the experience: The ANU Graduate School

- Coordinating best practice across ANU
- Supporting the candidate experience
- Articulating the ANU PhD story



# SSN

Lead: Alice Richardson

Research Officer: to be appointed 0.5FTE for 6 months



Vision: to be the hub where every ANU HDR student and researcher is welcome to collaborate with statistical experts to achieve excellent research results.

Values: Competence, collaboration, integrity, kindness, leadership



# Statistical support at ANU



A/Prof Alice Richardson  
Statistical Support Network (SSN)



Australian  
National  
University

# Activities

See Recovery Plan for DVCR released 23 March 2021

Network of Statistical People Of Knowledge and Experience (SPOKEs)

Drop-in sessions

Groups of students in similar disciplines or working with similar data/questions

Web portal to semester course, microcredentials, tutorials, videos, etc.

Boot camps coordinated by Researcher Development

One-on-one consultations for the most complex research questions



## Reporting as at March 10 2021

INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys	TOTAL
Outstanding application 30+ days	0	1	24	6	3	0	3	2	14	8	12	0	73
Scholarship Exp/Max sub date discrepancies	0	0	0	0	0	0	0	0	0	0	0	0	0
Topic Advisor Report (Incomplete Panel)	11	4	17	30	5	19	2	9	24	11	10	7	149
Topic Advisor Report (No thesis topic entered)	0	0	0	8	1	0	3	6	19	17	6	6	66
Overdue Nomination of Examiners 7+ days													0
Total Non-Complete Milestones	36	51	83	37	9	45	55	5	82	69	79	78	629
Non-Complete Milestones <30 days	5	25	14	8	1	10	11	1	35	16	16	33	175
Non-Complete Milestones 30-59 days	4	12	9	4	2	10	3	1	23	2	4	14	88
Non-Complete Milestones 60-364 days	14	8	36	15	4	21	22	3	12	33	28	29	225
Non-Complete Milestones 365+	13	6	24	10	2	4	19	0	12	18	31	2	141
Total Overdue Milestones	35	27	30	35	6	28	33	16	61	36	32	69	408
Overdue Milestones <30 days	15	15	17	19	1	20	12	11	39	21	11	34	215
Overdue Milestones 30-59 days	3	5	3	3	0	0	4	3	3	5	7	4	40
Overdue Milestones 60-364 days	11	7	7	11	2	8	11	2	13	6	12	26	116
Overdue Milestones 365+	6	0	3	2	3	0	6	0	6	4	2	5	37
Students off program as at reporting date	4	2	13	5	0	2	9	0	8	10	8	8	69

## Reporting as at May 13 2021

INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys	TOTAL
Outstanding application 30+ days	0	9	3	8	3	0	3	0	6	11	14	0	57
Topic Advisor Report (Incomplete Panel) 3+months	9	10	13	26	0	21	4	5	23	10	11	19	151
Topic Advisor Report (No thesis topic entered) 3+months	0	0	1	9	0	0	5	4	18	5	9	11	62
Overdue Nomination of Examiners 7+ days	1	0	0	2	0	0	0	0	0	0	1	1	5
Total Non-Complete Milestones	23	99	75	37	3	36	53	6	87	75	73	89	656
Non-Complete Milestones <30 days	3	27	24	6	0	11	2	3	19	3	7	14	119
Non-Complete Milestones 30-59 days	5	22	2	7	0	6	5	1	14	15	12	18	107
Non-Complete Milestones 60-364 days	9	40	26	16	1	16	27	2	42	34	30	54	297
Non-Complete Milestones 365+	6	10	23	8	2	3	19	0	12	23	24	3	133
Total Overdue Milestones	29	19	39	39	9	32	33	15	49	31	30	49	374
Overdue Milestones <30 days	15	3	14	20	2	18	11	5	18	11	14	22	153
Overdue Milestones 30-59 days	0	9	7	6	2	5	1	5	5	6	5	8	59
Overdue Milestones 60-364 days	9	7	17	11	2	9	14	5	20	10	8	18	130
Overdue Milestones 365+	5	0	1	2	3	0	7	0	6	4	3	1	32
Students off program as at reporting date	2	2	13	5	0	2	5	0	7	7	7	4	54

## Reporting as at July 31 2021

INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys	TOTAL
Outstanding application 30+ days	0	3	1	1	0	1	8	0	4	11	8	3	40
Topic Advisor Report (Incomplete Panel) 3+ months	3	8	6	12	17	12	8	2	14	15	11	21	129
Topic Advisor Report (No thesis topic entered) 3+ months	0	1	0	18	1	0	4	0	4	7	8	6	49
Overdue Nomination of Examiners 7+ days	4	0	0	1	0	0	0	0	1	0	0	0	6
Total Non-Complete Milestones	17	59	57	33	3	30	48	39	85	58	77	115	621
Non-Complete Milestones <30 days	14	24	15	14	3	14	8	37	41	23	25	43	261
Non-Complete Milestones 30-59 days	1	27	19	9	0	12	12	0	24	8	21	49	182
Non-Complete Milestones 60-364 days	2	4	12	5	0	2	12	2	9	12	14	20	94
Non-Complete Milestones 365+	0	4	11	5	0	2	16	0	11	15	17	3	84
Total Overdue Milestones	27	34	44	30	8	31	29	16	59	42	17	45	382
Overdue Milestones <30 days	7	19	23	12	1	24	8	9	23	18	5	9	158
Overdue Milestones 30-59 days	5	11	2	7	2	2	6	2	8	9	4	5	63
Overdue Milestones 60-364 days	9	1	6	7	1	3	1	4	5	10	3	13	63
Overdue Milestones 365+	6	3	13	4	4	2	14	1	23	5	5	18	98
Students off program as at reporting date	0	1	9	6	0	0	4	0	7	8	7	6	48

INITIAL- Percentage of Totals compared to school cohort as of 10 March 2021												
INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys
Outstanding application 30+ days	0.00%	0.98%	24.00%	4.14%	13.04%	0.00%	5.17%	3.64%	8.75%	7.08%	11.65%	0.00%
Scholarship Exp/Max sub date discrepancies	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Topic Advisor Report (Incomplete Panel)	18.64%	3.92%	17.00%	20.69%	21.74%	16.96%	3.45%	16.36%	15.00%	9.73%	9.71%	4.43%
Topic Advisor Report (No thesis topic entered)	0.00%	0.00%	0.00%	5.52%	4.35%	0.00%	5.17%	10.91%	11.88%	15.04%	5.83%	3.80%
Overdue Nomination of Examiners 7+ days												
<b>Total Non-Complete Milestones</b>	<b>61.02%</b>	<b>50.00%</b>	<b>83.00%</b>	<b>25.52%</b>	<b>39.13%</b>	<b>40.18%</b>	<b>94.83%</b>	<b>9.09%</b>	<b>51.25%</b>	<b>61.06%</b>	<b>76.70%</b>	<b>49.37%</b>
Non-Complete Milestones <30 days	8.47%	24.51%	14.00%	5.52%	4.35%	8.93%	18.97%	1.82%	21.88%	14.16%	15.53%	20.89%
Non-Complete Milestones 30-59 days	6.78%	11.76%	9.00%	2.76%	8.70%	8.93%	5.17%	1.82%	14.38%	1.77%	3.88%	8.86%
Non-Complete Milestones 60-364 days	23.73%	7.84%	36.00%	10.34%	17.39%	18.75%	37.93%	5.45%	7.50%	29.20%	27.18%	18.35%
Non-Complete Milestones 365+	22.03%	5.88%	24.00%	6.90%	8.70%	3.57%	32.76%	0.00%	7.50%	15.93%	30.10%	1.27%
<b>Total Overdue Milestones</b>	<b>59.32%</b>	<b>26.47%</b>	<b>30.00%</b>	<b>24.14%</b>	<b>26.09%</b>	<b>25.00%</b>	<b>56.90%</b>	<b>29.09%</b>	<b>38.13%</b>	<b>31.86%</b>	<b>31.07%</b>	<b>43.67%</b>
Overdue Milestones <30 days	25.42%	14.71%	17.00%	13.10%	4.35%	17.86%	20.69%	20.00%	24.38%	18.58%	10.68%	21.52%
Overdue Milestones 30-59 days	5.08%	4.90%	3.00%	2.07%	0.00%	0.00%	6.90%	5.45%	1.88%	4.42%	6.80%	2.53%
Overdue Milestones 60-364 days	18.64%	6.86%	7.00%	7.59%	8.70%	7.14%	18.97%	3.64%	8.13%	5.31%	11.65%	16.46%
Overdue Milestones 365+	10.17%	0.00%	3.00%	1.38%	13.04%	0.00%	10.34%	0.00%	3.75%	3.54%	1.94%	3.16%
Students off program as at reporting date	6.78%	1.96%	13.00%	3.45%	0.00%	1.79%	15.52%	0.00%	5.00%	8.85%	7.77%	5.06%

\* The non-complete milestones are not an accurate representation as students may have >1 milestone overdue.

INITIAL- Percentage of Totals compared to school cohort as of 13 May 2021												
INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys
Outstanding application 30+ days	0.00%	8.91%	3.26%	6.06%	16.67%	0.00%	5.45%	0.00%	4.05%	9.57%	14.00%	0.00%
Topic Advisor Report (Incomplete Panel)	17.65%	9.90%	14.13%	19.70%	0.00%	19.63%	7.27%	8.77%	15.54%	8.70%	11.00%	12.84%
Topic Advisor Report (No thesis topic entered)	0.00%	0.00%	1.09%	6.82%	0.00%	0.00%	9.09%	7.02%	12.16%	4.35%	9.00%	7.43%
Overdue Nomination of Examiners 7+ days	1.96%	0.00%	0.00%	1.52%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.00%	0.68%
<b>Total Non-Complete Milestones</b>	<b>45.10%</b>	<b>98.02%</b>	<b>81.52%</b>	<b>28.03%</b>	<b>16.67%</b>	<b>33.64%</b>	<b>96.36%</b>	<b>10.53%</b>	<b>58.78%</b>	<b>65.22%</b>	<b>73.00%</b>	<b>60.14%</b>
Non-Complete Milestones <30 days	5.88%	26.73%	26.09%	4.55%	0.00%	10.28%	3.64%	5.26%	12.84%	2.61%	7.00%	9.46%
Non-Complete Milestones 30-59 days	9.80%	21.78%	2.17%	5.30%	0.00%	5.61%	9.09%	1.75%	9.46%	13.04%	12.00%	12.16%
Non-Complete Milestones 60-364 days	17.65%	39.60%	28.26%	12.12%	5.56%	14.95%	49.09%	3.51%	28.38%	29.57%	30.00%	36.49%
Non-Complete Milestones 365+	11.76%	9.90%	25.00%	6.06%	11.11%	2.80%	34.55%	0.00%	8.11%	20.00%	24.00%	2.03%
<b>Total Overdue Milestones</b>	<b>56.86%</b>	<b>18.81%</b>	<b>42.39%</b>	<b>29.55%</b>	<b>50.00%</b>	<b>29.91%</b>	<b>60.00%</b>	<b>26.32%</b>	<b>33.11%</b>	<b>26.96%</b>	<b>30.00%</b>	<b>33.11%</b>
Overdue Milestones <30 days	29.41%	2.97%	15.22%	15.15%	11.11%	16.82%	20.00%	8.77%	12.16%	9.57%	14.00%	14.86%
Overdue Milestones 30-59 days	0.00%	8.91%	7.61%	4.55%	11.11%	4.67%	1.82%	8.77%	3.38%	5.22%	5.00%	5.41%
Overdue Milestones 60-364 days	17.65%	6.93%	18.48%	8.33%	11.11%	8.41%	25.45%	8.77%	13.51%	8.70%	8.00%	12.16%
Overdue Milestones 365+	9.80%	0.00%	1.09%	1.52%	16.67%	0.00%	12.73%	0.00%	4.05%	3.48%	3.00%	0.68%
Students off program as at reporting date	3.92%	1.98%	14.13%	3.79%	0.00%	1.87%	9.09%	0.00%	4.73%	6.09%	7.00%	2.70%

\* The non-complete milestones are not an accurate representation as students may have >1 milestone overdue.

INITIAL- Percentage of Totals compared to school cohort as of 31 July 2021												
INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys
Outstanding application 30+ days	0.00%	2.94%	1.19%	0.83%	0.00%	0.97%	16.00%	0.00%	2.90%	9.40%	8.60%	2.13%
Topic Advisor Report (Incomplete Panel)	8.11%	7.84%	7.14%	9.92%	85.00%	11.65%	16.00%	4.26%	10.14%	12.82%	11.83%	14.89%
Topic Advisor Report (No thesis topic entered)	0.00%	0.98%	0.00%	14.88%	5.00%	0.00%	8.00%	0.00%	2.90%	5.98%	8.60%	4.26%
Overdue Nomination of Examiners 7+ days	10.81%	0.00%	0.00%	0.83%	0.00%	0.00%	0.00%	0.00%	0.72%	0.00%	0.00%	0.00%
<b>Total Non-Complete Milestones</b>	<b>45.95%</b>	<b>57.84%</b>	<b>67.86%</b>	<b>27.27%</b>	<b>15.00%</b>	<b>29.13%</b>	<b>96.00%</b>	<b>82.98%</b>	<b>61.59%</b>	<b>49.57%</b>	<b>82.80%</b>	<b>81.56%</b>
Non-Complete Milestones <30 days	37.84%	23.53%	17.86%	11.57%	15.00%	13.59%	16.00%	78.72%	29.71%	19.66%	26.88%	30.50%
Non-Complete Milestones 30-59 days	2.70%	26.47%	22.62%	7.44%	0.00%	11.65%	24.00%	0.00%	17.39%	6.84%	22.58%	34.75%
Non-Complete Milestones 60-364 days	5.41%	3.92%	14.29%	4.13%	0.00%	1.94%	24.00%	4.26%	6.52%	10.26%	15.05%	14.18%
Non-Complete Milestones 365+	0.00%	3.92%	13.10%	4.13%	0.00%	1.94%	32.00%	0.00%	7.97%	12.82%	18.28%	2.13%
<b>Total Overdue Milestones</b>	<b>72.97%</b>	<b>33.33%</b>	<b>52.38%</b>	<b>24.79%</b>	<b>40.00%</b>	<b>30.10%</b>	<b>58.00%</b>	<b>34.04%</b>	<b>42.75%</b>	<b>35.90%</b>	<b>18.28%</b>	<b>31.91%</b>
Overdue Milestones <30 days	18.92%	18.63%	27.38%	9.92%	5.00%	23.30%	16.00%	19.15%	16.67%	15.38%	5.38%	6.38%
Overdue Milestones 30-59 days	13.51%	10.78%	2.38%	5.79%	10.00%	1.94%	12.00%	4.26%	5.80%	7.69%	4.30%	3.55%
Overdue Milestones 60-364 days	24.32%	0.98%	7.14%	5.79%	5.00%	2.91%	2.00%	8.51%	3.62%	8.55%	3.23%	9.22%
Overdue Milestones 365+	16.22%	2.94%	15.48%	3.31%	20.00%	1.94%	28.00%	2.13%	16.67%	4.27%	5.38%	12.77%
Students off program as at reporting date	0.00%	0.98%	10.71%	4.96%	0.00%	0.00%	8.00%	0.00%	5.07%	6.84%	7.53%	4.26%

\* The non-complete milestones are not an accurate representation as students may have >1 milestone overdue.



INITIAL REPORTING	Green	Amber	Red	Black
Outstanding Application	<30 days  Contact Student for missing documentation; or Contact Supervisor for outcome.	30-59 days If no reponse from student - deny (incomplete doc); or If no response from supervisor - escalate to DA to contact Supervisor	60+ days  Escalate to College HDR Admin.	
Scholarship Exp/Max sub date discrepancies	<30 days Check data and contact GRO to rectify	30-59 days Escalate to College HDR Admin (to contact GRO)	60+ days College HDR Admin to Escalate to Associate Dean (HDR)	
Topic Advisor Report (Complete Supervisory Panel)	< 3mths Contact Supervisor for confirmation of panel members	3-6mths Escalate to DA to contact Supervisor	>6mths Escalate to College HDR Admin.	
Topic Advisor Report (No thesis topic entered)	<3mths Contact Student to confirm thesis topic	3-6mths Contact Supervisor to confirm thesis topic	>6mths Escalate to DA to contact Supervisor	12mths Escalate to College HDR Admin.
Overdue Nomination of Examiners - Pre-submission	<14 days Contact Supervisor for outcome.	14 - 28 days Escalate to DA to contact Supervisor	28+ days Escalate to College HDR Admin.	
Overdue Nomination of Examiners - Post submission	<7days Contact Supervisor for outcome.	7-14 days Escalate to DA to contact Supervisor	14+ days Escalate to College HDR Admin.	
Total Non-Complete Milestones	<30 days  Contact Student to complete (cc Supervisor); or Contact Supervisor to complete.	30 - 59 days  If no response from Student - contact Supervisor (cc DA); or If no response from Supervisor - contact DA.	60+ days  If no response from Student - escalate to DA; If no response from Supervisor - escalate to College.	12mths Commence discontinuation process - DA to contact student with 30days notice of discontinuation of their candidature; Following 30days notice DA to send memo to Associate Dean (HDR) recommending discontinuation. In the event that the non-completion is not the students fault discontinuation would not occur however, supervisor contact must be made to ensure completion.
Overdue Milestones (Determine whether the milestone is with student, supervisor or DA)	<30 days  Contact Student to complete (cc Supervisor); or Contact Supervisor to complete.	30 - 59 days  If no response from Student - contact Supervisor (cc DA); or If no response from Supervisor - contact DA.	60+ days  If no response from Student - escalate to DA; If no response from Supervisor - escalate to College.	12mths Commence discontinuation process - DA to contact student with 30days notice of discontinuation of their candidature; Following 30days notice DA to send memo to Associate Dean (HDR) recommending discontinuation. In the event that the non-completion is not the students fault discontinuation would not occur however, supervisor contact must be made to ensure completion.
Students off program	<3 mths  Contact Student (cc Supervisor) requested completion of Program Extension forms	3-6mths Contact Student (cc Supervisor and DA) requesting completion of Program Extension forms.	6-9mths DA to contact Supervisor for reasons for delay in form completion.	12mths Commence discontinuation process - DA to contact student with 30days notice of discontinuation of their candidature; Following 30days notice DA to send memo to Associate Dean (HDR) recommending discontinuation.