

# Guidelines for Conditional Enrolment

## Higher Degree by Research Students

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*These Guidelines should be considered in conjunction with Higher Degree by Research Policies and Procedures. These documents are available on the [Compliance, Legislation and Policy website](#).*

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### 1. Conditional Status

1.1 A student's DGR may determine that a student's academic status be conditional, in line with the provisions of the HDR Progression Policy and HDR Progression Procedures.

1.2 Any student who has not submitted their thesis within the time limit set out in the HDR Admission and Enrolment Policy will be classified as overtime and will have their academic status set to conditional.

1.3 When a student's academic status is changed to conditional, and the student is not overtime, the following will occur:

1.3.1 The supervisors (and in some instances Thesis Chair) will meet with the student to discuss progress. Following this, the supervisors will identify specific activities related to the HDR project that the student must undertake and a timeline for these.

1.3.2 At this time, supervisors should also identify what, if any, additional resourcing will be provided to the student to assist them to improve their progress in their course.

1.3.3 Supervisors will provide a SMART workplan for the student, which sets out the tasks that need to be completed and a timeline, and details any additional resourcing, to the DGR.

1.3.4 If the DGR is satisfied with the proposed SMART workplan, the DGR will advise the GRS that the student's academic status is to be change to conditional and the final date at which the final condition is to be met.

1.3.5 The DGR will need to report to the GRS if the student has achieved the conditions of their enrolment and what the student's academic status should be recorded no later than the date at which the final condition is to be met.

1.4 When a student's academic status is changed to conditional because student is overtime, the following will occur:

1.4.1 The supervisors (and in some instances Thesis Chair) will meet with the student to discuss progress. Following this, the supervisors will identify specific activities to ensure that the thesis can be submitted as soon as possible.

1.4.2 At this time, supervisors should also identify what, if any, additional resourcing will be provided to the student to assist them to complete their course.

1.4.3 Supervisors will provide a SMART workplan for the student, which sets out the tasks that need to be completed and a timeline, and details any additional resourcing, to the DGR. This must also include a final submission date for the thesis.

1.4.4 If the DGR is satisfied with the proposed SMART workplan, the DGR will advise the GRS that the student's academic status is to be change to conditional and the final submission date for the thesis.

1.4.5 The DGR will need to report to the GRS if the student fails to met any of the conditions of their enrolment.

### 2. A SMART Workplan for Conditional Enrolment

2.1 A SMART workplan will clearly set out specific tasks, and related timelines, that are designed to assit the student to satisfactorily complete their course.

2.2. A SMART workplan will normally have a list of 'conditions' or activities for the student to complete which are:

2.2.1 **Specific:** clear, easy to understand and defined;

2.2.2 **Measurable:** can be easily assessed as 'achieved' or 'not achieved';

2.2.3 **Achievable:** are within the scope of what should reasonably be expected from a student studying at the doctoral or master by research level;

2.2.4 **Relevant:** the conditions to be achieved are reasonable/realistic;

2.2.5 **Time-bound:** the timeline for the conditions to be achieved is explicitly stated.

2.3 A SMART workplan will also set out any variation in the supervisors commitment/ resourcing required to support the student. For example, the SMART workplan might detail that after the student has submitted work to the supervisor for review, the supervisor will provide constructive feedback within a defined time period.

2.4 If a student does not agree with the 'conditions' set out in their SMART workplan, they should immediately report this to their Thesis Chair or Director of Graduate Research. If the matter can not be resolved at the School level, the student is encourage to seek a meeting with their Faculty Dean of Research or seek advice from the Graduate Research School.

## **RELATED DOCUMENTS/LINKS/FORMS**

### **INTERNAL**

[Higher Degree by Research \(HDR\) Admission an Enrolment Policy](#)

[Higher Degree by Research \(HDR\) Student Progression Policy](#)

[Higher Degree by Research \(HDR\) Thesis Examination Policy](#)

[Higher Degree by Research \(HDR\) Appeals and Complaints Policy](#)