MANAGING YOUR MILESTONES

For students who are candidates for a Master of Philosophy or Doctor of Philosophy in the Faculty of Engineering and Information Technologies at the University of Sydney.

BACKGROUND

The University has a variety of policies on the monitoring of Masters of Philosophy (MPhil) and Doctor of Philosophy (PhD) students. These processes involve a first year probation review including both a report and interview for MPhil Students and PhD students. Students are required to complete an Annual Progress Report and Interview each year after, completion of all Annual Progress Reports and Interviews is a compulsory requirement for all research students for every year of candidature, and it is important to note that failure to do so may jeopardise continuation of candidature, or may lead to a student being asked to show cause why their candidature should continue.

THIS POLICY

The Faculty of Engineering and IT has determined that students doing an MPhil or PhD could benefit from further and more detailed reviews, which would increase the effectiveness of the review process as well as provide constant and timely feedback to the student and encourage scholarly exchanges.

The Faculty of Engineering and IT has adopted the processes described in this document for coordinating and managing a student's progress within their candidature to assist students and to ensure compliance with all policies outlined by the University of Sydney and as a useful summary for students' obligations regarding their candidature.

YOUR CANDIDATURE

A PhD or MPhil student is entitled to 20 days Annual Leave per year. All absences including annual leave must be approved by the Supervisor and School Research Director.

Please note that any failure to advise of an absence may lead to discontinuation of a scholarship (if a scholarship holder) or to a request to show cause to why candidature should continue.

The University regulations state that a student's probation period extends from the beginning of their candidature to their probation review/annual progress review. This period is up to one calendar year for MPhil and PhD students.

A Review Committee consisting of an Interview Panel and Panel Chair shall be appointed for each interview. The Supervisor and Associate Supervisor cannot be part of this panel, however may attend parts of the interview. The candidate will need to have a time dedicated to speak to the Review Committee without the supervisor being present.

The Review Committee will assess the progress of the candidate and will make a recommendation that the candidature should continue as is, be transferred where appropriate i.e. transfer from Masters to PhD or vice versa or recommend conditions for the continuation of candidature.
### TIMELINES AND EXPECTATIONS

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| **During your first semester of candidature.**  
*All students*                                                                                                               | Complete the Research Methods Induction and Research Methods Workshop as part of your probation requirement. School of Information Technologies also complete INFO 5993 Research Methods in IT. |
| **By the end of your first semester of your candidature.**  
*All students*                                                                                                        | You will have a meeting with your Supervisor and/or Associate Supervisor as deemed appropriate. This meeting will focus predominantly on your progress to date, and what is expected in your Probation/Annual Progress Review. |
| **By the end of the second semester of your candidature.**  
*All students*                                                                                                             | You will have a Probation/Annual Progress Review. This review is an important milestone for you as it provides a mechanism for feedback about your candidature and for you to express any concerns. The review process is as follows: |

  1. You will submit your component of the Annual Progress Review report and sight the comments of your supervisor prior to the interview. Your part of the report will summarise your up-to-date research progress and outcomes and your plan for future research to complete your degree.

  2. You will attend a Probation/Annual Progress Review with a Review Committee consisting of Panel members and a Panel Chair, academic staff from within the school. The Supervisor/Associate Supervisor may attend the interview but are not formal panel members. Part of the interview will be conducted with the Supervisor/Associate Supervisor absent.

The Interview will focus on:
- Your understanding of fundamental and applied research in the context of your research problem.
- The role of publications and your progress to date on this matter.
- Your progress to date to explore and resolve problems.

  3. The Committee will then submit a report to the Postgraduate School Research Director with one of the following recommendations:

    I. Upgrade your candidature to PhD (if you are enrolled in a Masters and wish to upgrade).
    II. Transfer to a Masters (if you are enrolled in a PhD).
    III. Continue your candidature as is and confirm your successful completion of
probation.

IV. Place conditions on your candidature such as asking you attend a further review.

N.B. If in the Probation Review/Annual Progress Review, further review was recommended, then a follow up Probation Review will be conducted. The process shall follow the procedure of the original Probation/Annual Progress Review. Based on the outcome of the reports and interview the Review Committee may recommend that probation has been met.

4. You will then receive the comments of the Review Committee and School Research Director on the form and need to sign the completed form and return to your School Administration Officer or to the Graduate School of Engineering.

| At the end/during the year thereafter. | At the conclusion or during each year of your candidature after probation has been successfully met you will be required to submit your Annual Progress Report and attend an interview with the same format as your initial Probation/Annual Progress Review. You will need to provide information in relation to the following areas and sight your supervisors’ comments before attending the interview:
| All students | • The problem statement/thesis question.
| | • Methodology and results so far.
| | • Publications to date and drafts of publications to be submitted.
| | • A timeline for completion outlining how future work is to be completed. |

| By the end of the seventh semester of your candidature. | If you are in a position to complete your PhD by the end of the seventh semester then nothing further is required from you. If however you will be continuing your candidature into an eighth semester, you will then be requested to submit a report to confirm your completion status and the steps involved for completion. This report will be included in your Annual Progress Review. |
| PhD students only | The final stages of candidature. The submission and completion of your candidature comprises of the following steps: |
| All students | 1. Lodgement of a notification of intention to submit with the Graduate School of Engineering and IT three months prior to the submission of your thesis. 2. Lodgement of four copies of your thesis (PhD) and three copies (Masters) to the Graduate School of Engineering as well Supervisor’s |
Certificate approved by Supervisor and School Research Director.

3. Your thesis will then be placed under examination and you will be informed of the results once they have been received.

For more information regarding your requirements and administration of your candidature please contact:

The Graduate School of Engineering and IT
Room 302, PNR Building J02

Engineering.research@sydney.edu.au