

[Faculty Executive Dean letterhead]

Notification to candidate of unsatisfactory progress and Formal Review process

Provider CRICOS 00002J

SN

Date

<Title> <First Name> <Last Name> [candidate]
<Address1>
<Address2><Address3>

Dear <Title> <Last Name>,

I have been advised by your supervisor, <Title FName LName> (Department of <name>), that your progress in your higher degree research degree is unsatisfactory.

In line with Rule 14 of the Higher Degree Research (HDR) Rules, a Formal Review of your progress will be conducted to consider these progress issues. Please refer to the procedure that applies at: [Macquarie University Calendar of Governance, Legislation and Rules](#).

Your progress has been flagged as unsatisfactory as you:

[examples, choose those which apply and/or add as appropriate]

- have not completed tasks as agreed in the Candidature Action Plan <list>;
- have not attended scheduled meetings;
- did not complete commencement program(s) (CCP or FCP);
- have not attended compulsory seminars;
- have not complied with agreed timelines;
- have not undertaken prescribed training;
- have not been in contact with your supervisor;
- have not completed your Annual Progress Report;
- other [insert details].

As we have not been able to resolve this at the Faculty level, in accordance with the HDR Rules and at my direction, a Formal Review panel has been formed. In line with the University's Formal Review panel terms of reference, the panel will be chaired by an Associate Dean (HDR) of the Faculty of <specify >. The panel will include an



Associate Dean from outside the Faculty, a Head of Department (other than the department you are enrolled in) Other supervisor(s) who are not part of your supervisory team will also be panel members.

Both you and your supervisor are invited to provide information regarding your progress. You will be invited to attend the meeting and to answer questions from the panel. You may choose to address the Formal Review panel. You may also elect to bring a support person with you.

The task of the Formal Review panel is to evaluate all information presented and make a recommendation regarding your progress. Possible outcomes from the Formal Review could include but are not limited to; an assessment that your progress is satisfactory, a recommendation of a plan to support your progress (such as a Candidate Action Plan [INSERT template link]), further training, or changes to candidature (such as a change of supervisor, modified study load, etc.). In some cases, the Formal Review panel may recommend that candidature is cancelled.

You are invited to provide a written submission in response to the reason(s) listed above and to outline any other issues that have directly impacted on your progress. Please include all relevant documentation that supports your submission. Your submission should be addressed to the *Formal Review Panel Chair*, <Title FName LName> and submitted with supporting attachments via Tracker [LINK], no later than <date>. If you are electing to bring a support person with you, please advise your Faculty HDR Manager <(FName LName)> of the support person's name and their contact details.

There are a range of resources to help guide you through the Formal Review process. Please visit hdro.mq.edu.au/XXXXXXXX [INSERT LINK]. Note that if you need technical assistance with Tracker, please contact <Ask Us>. Please note that Macquarie's [Campus Wellbeing Support Service](#) is available to support you through this process.

Yours sincerely,

Executive Dean
Faculty of <name>

C.c. Higher Degree Research Office
Head of Department (Department of enrolment)
Formal Review Panel Chair
Associate Dean, Higher Degree Research (Faculty of enrolment)



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