



Guidelines for the Process of Termination of Enrolment of Higher Degree by Research Students

Higher Degree by Research Students

1. The Head of Enrolling Area (or appropriate alternate) considers a recommendation for termination of enrolment on one of the following grounds (as stipulated in Section 16 of Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research):
 - (i) the candidate has failed to submit a thesis within prescribed time limits, including extensions of enrolment as approved by the University Graduate Studies Committee (see Rules, Section 4(c)(ii));
 - (ii) the candidate has failed to submit an application for Candidacy within prescribed time limits, including extensions of time as approved by the Faculty Graduate Studies Committee (see Rules, Section 6 (c));
 - (iii) the progress of the candidate is deemed to be unsatisfactory by the Head of Enrolling Area or appropriate alternative (see Rules, Section 9(c));
 - (iv) the candidate is Absent Without Leave for a period exceeding six months (see Rules, Section 10 (b));
 - (v) the candidate has failed to otherwise comply with these Rules.
2. Within 14 days of receiving the recommendation, the Head of Enrolling Area (or appropriate alternate) informs the student, in writing via an Official Communication, of the recommendation that the student's enrolment be terminated, and requests that the student show cause as to why the student's enrolment should not be terminated. A hard copy of the Official Communication shall also be posted to the student, and forwarded to staff members named in this correspondence.
3. The student has 28 days from date of letter of notification of termination of enrolment to show cause as to why the enrolment should not be terminated. This could be a written response or a "show cause" hearing with the Head of Enrolling Area (or appropriate alternate).
4. The Head of Enrolling Area (or appropriate alternate), on the basis of the evidence or the student's failure to respond, reviews the recommendation for termination of enrolment and will make one of the following recommendations:
 - (i) the students' academic status is continued as either Conditional or Good Standing; or
 - (ii) the recommendation for termination of enrolment will proceed to the Faculty Graduate Studies Committee for consideration.
5. The Head of Enrolling Area (or appropriate alternate) notifies the student of the outcome, in writing via an Official Communication, within 14 days of receipt of the student's response or the date of the student's "show cause" hearing. A letter must be sent to the student, even if no response was received to the invitation to "show cause". A hard copy of the Official Communication shall also be posted to the student, and forwarded to staff members named in this correspondence.
6. The recommendation for termination of enrolment will be considered by the Faculty Graduate Studies Committee who will decide to:
 - (i) approve the recommendation and forward it to the Associate Deputy Vice-Chancellor, Research Training for consideration; or
 - (ii) return the recommendation to the Enrolling Area with appropriate advice to permit the student to remain enrolled. The Head of Enrolling Area (or appropriate alternate) will revise the student's continuing academic status to be either Conditional or Good Standing.

7. The recommendation for termination of enrolment will be considered by the Associate Deputy Vice-Chancellor, Research Training who will decide to:
 - (i) approve the recommendation for the termination of enrolment; or
 - (ii) return the recommendation to the Enrolling Area with appropriate advice to permit the student to remain enrolled. The Head of Enrolling Area (or appropriate alternate) will revise the students' continuing academic status to be either Conditional or Good Standing.

8. The student is advised, in writing via an Official Communication, of the right to appeal the termination of enrolment decision (as stipulated in Section 17(a) of Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research). A hard copy of the Official Communication shall also be posted to the student, and forwarded to staff members named in this correspondence.

For International Onshore students studying within Australia on a student visa, a consequence of the academic status being determined as Terminated means that the student is potentially in breach of Student Visa Condition 8202 'Achieving Satisfactory Course Progress'. A breach of student visa conditions may lead to the cancellation of the student's visa by the Department of Immigration and Border Protection (DIBP) and a possible 3-year exclusion on further visa applications to Australia. If the student does not lodge an appeal, or is unsuccessful in an appeal, the University will be required to report the student to DIBP.

9. The student has 28 days from date of letter of notification of termination of enrolment to appeal, in writing, as to why the enrolment should not be terminated. If no response is received, the student's enrolment is terminated. If a response is received, the appeal process begins (as stipulated in Section 17(b)-(d) of Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research).
10. If at the end of this process the student is not satisfied with the result or conduct of the University's internal complaint handling and appeals process, the student has the right to access an external appeals process at no cost. This will involve lodging a further appeal with the Western Australia Ombudsman.