



Graduate Research Glossary

Below are definitions of some commonly used terms or phrases that you may find on your milestone review and candidature forms, websites, as well as in any communication with your supervisors and the Arts Graduate Research Team.

At risk of making unsatisfactory progress indicates that you are unable to meet your project milestones and goals, and your Advisory Committee will intervene to try and get you moving forwards with your research.

Calendar year/month is as per the standard calendar of one year/12 months, from January to December of the year referenced. This reference is not pro-rated according to your enrolment status, eg. 6 months is 6 months for full-time or part-time candidates.

Candidature Management System ('CMS') refers to the system that you use to record and complete your milestone reviews and request changes to your candidature.

EFTSL stands for Equivalent Full-Time Student Load and reflects the candidature time you have consumed to date. The number will increase throughout your candidature, eg. 6 months is equivalent to 0.5 EFTSL and 2 years 7 months is equivalent to 2.585 EFTSL.

Equivalent is a calculation that equals in value and pro-rated according to your enrolment status, eg. 6 months full-time is equivalent to 12 months part-time.

Maximum course duration is 4 years for PhD and 2 years for MA (expressed in full-time equivalent years). This is the total maximum duration that you are allowed to complete your degree and you are expected to submit your thesis within the maximum course duration. It includes periods of leave or study rate change, and any allowable extensions to candidature.

Maximum submission date refers to as the maximum allowable time to submit your thesis for examination and to undertake any other examination components. It includes an allowance for late submission.

Satisfactory progress indicates that you are progressing sufficiently with your research and will likely be able to submit your thesis in a timely manner. This is determined by your Advisory Committee during your annual milestone review meetings.

Standard course duration is 3 years for PhD and 18 months for MA (expressed in full-time equivalent years). This is the standard duration that you are expected to complete your degree. It includes periods of leave or study rate change during the standard duration of your course.

Symposium is a key School event, where graduate researchers are invited to present their Confirmation and Completion seminars, or any work-in-progress papers. Also known as *Work-in-Progress ('WIP') Day*.

Unsatisfactory progress is issued to you when your Advisory Committee determines that after a period of 'at risk', you are yet to meet the agreed milestones and it is unlikely you will be able to submit your thesis on time.

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