ACGR Good Practice Guidelines for

Tracking Graduate Research Candidates

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ACGR

AUSTRALIAN COUNCIL OF GRADUATE RESEARCH

About these Guidelines

ACGR recognises the importance of effectively tracking research candidates, both during candidature and following graduation. Monitoring the progress of individual graduate research candidates during their candidature enables universities to provide appropriate support to ensure candidates' development and welfare, and to facilitate successful and timely completion. By tracking graduate research candidate cohorts, universities can develop and enhance opportunities and facilities for all candidates. Tracking graduate research candidates after graduation facilitates the provision of strong career guidance to current and future graduate research candidates; provide opportunities for professional networking and mentorship; and maintains a link with alumni.

Using the guidelines

These Guidelines set out recommendations for universities on the tracking of graduate research candidates during candidature (both individually and as cohorts) as well as after graduation or withdrawal. The Guidelines are part of a suite of Good Practice Guidelines[1] that are designed to support institutions as they develop their strategies and processes in particular important areas of operation. They support the Australian Graduate Research Good Practice Principles[2] which articulate a set of standards considered to be essential for the delivery of graduate research programs.

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[1] [Australian Graduate Research Good Practice Guidelines](#)
[2] [Australian Graduate Research Good Practice Principles](#)

Recommendations

ACGR makes the following recommendations to universities.

During candidature

1. Set established milestones (e.g. confirmation) against which candidate progress can be assessed.
2. Monitor individual candidate progress at least annually, and provide appropriate feedback, support and intervention in response. Both candidates and supervisors should contribute to these reviews.
3. Monitor the broader graduate research experience through cohort-based surveys and other mechanisms to inform the enhancement of the experience for current and future cohorts. Provide feedback to graduate research candidates identifying the comments received and actions taken in response.
4. Ensure that monitoring includes consideration of both academic and non-academic issues, including candidate welfare and the student-supervisor relationship.
5. Track the research outputs produced during candidature including publications, creative works and other contributions to the institution's research and engagement agenda.

After candidature

6. For graduating candidates, conduct completion surveys to gain insights into the completion and submission experience.
7. For candidates that withdraw without graduating, conduct exit surveys to identify and mitigate the reasons for withdrawal prior to qualification completion.
8. Track the progress of graduate research candidate alumni, including career tracking, skill acquisition, research outputs and reflections on graduate research candidature.

Demographic characteristics

9. Wherever possible, ensure than monitoring takes consideration of demographic characteristics (such gender, citizenship, enrolments status and equity groupings) to better understand the experiences of particular cohorts.