



Annual Progress Review Research Higher Degree Candidature Review of 2009



Privacy Statement

The information in this progress review is used to monitor and record progress for your candidature. This form will be kept on your student record in accordance with University Policy. The Swinburne University of Technology Privacy Policy can be viewed at <http://www.swinburne.edu.au/corporate/registrar/ppd/docs/Privacy.pdf>

DUE DATE FRIDAY, 12 FEBRUARY 2010

The progress reporting process is an essential part of candidature management. Candidates and supervisors are reminded that failure to complete a progress report may put their candidature at risk. Progress reporting should be viewed as a mechanism for early identification and resolution of potential issues. Such reporting is designed to support timely, successful completion and a productive research experience.

Instructions

STUDENT

- Please feel free to attach any additional pages if the spaces provided are not sufficient.
- **You must meet with your supervisory team to discuss your progress in order to complete the form.**
- If you wish to fill in an electronic version a generic form is available at <http://www.swin.edu.au/research/postgrad.htm> You must complete Section A & E and sign at the end of section E. Section F is optional. If you choose to complete it send it directly to the Director of Graduate Studies in an envelope marked confidential (see below for address details)

REENROLMENT

- Completion of a satisfactory progress report will allow us to reenrol you with the same program, unit/s of study and load as current. Your signature on this form is your authorisation for the reenrolment and acceptance of any fees that are incurred as part of the enrolment process.
- If you need to change any aspect of your enrolment please make sure you complete the appropriate form/s.
- Exceptions to these arrangements are:
 - those who have exceeded maximum candidature
 - DPsych, DBA and DDes students who will be sent a separate enrolment form
 - those who have been enrolled for less than one semester in 2009
 - those who have submitted the thesis, have withdrawn or have completed their studies.

COORDINATING SUPERVISOR

- Once the student has filled in their sections, please complete and sign Section C
- Submit the completed report to the appropriate Faculty Research Committee.

FACULTY

- After consideration by your Faculty Research Committee, the Associate Dean (Research) or delegate compiles a consolidated report including the action taken regarding unsatisfactory reports and the total numbers of reports returned for consideration by the Research Higher Degrees Committee. Report forms are returned to SR for reenrolment of the student, recording of the outcome on the SR database and filing of the form in the student file.

Any questions can be directed to your Faculty or to Swinburne Research on extension 5412. The relevant policies as well as this form can be downloaded from the following web address: <http://www.swin.edu.au/research/postgrad.htm>

SECTION A PERSONAL AND CANDIDATURE DETAILS

Student Number: Name:	Coord Supervisor Mail No Other members of supervisory team
Student Email:	Program: (eg. PhD)
Telephone (business)	Load: (full time or part time):
Project title:	
Commencement date:	Expected submission date:
	Faculty:

SECTION B (To be completed by the Coordinating supervisor)

Please comment on the candidate's work and rate of progress during the last twelve months.

Outline the activities that you expect to be completed in the next twelve months.

When do you anticipate a final draft of the thesis\examinable outcome will be submitted for examination?

As Coordinating Supervisor for _____ I recommend the following in regard to the candidate's progress
 A. Progress is satisfactory B. Progress is unsatisfactory

If Progress is unsatisfactory

B1. Candidature should continue, subject to meeting the following conditions in the time indicated:

B2. Candidate needs to meet with the Associate Dean (Research) and the supervisory team to discuss candidature.

This form has been discussed in full with the candidate	YES		NO	
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Signed by Coordinating Supervisor _____ Date. __/__/__

SECTION C (To be completed by the Associate Dean (Research))

A. Progress is satisfactory **Recommendation of Faculty Research Committee**
 B. Progress has been unsatisfactory but a plan of action has been put in place to deal with this (please give brief outline below)
 C. Progress is unsatisfactory, termination of candidature is recommended

Plan of action:

Associate Dean (Research)

Signature..... Date. __/__/__

SECTION D (To be completed by SR)

Included in report to Research Higher Degrees Committee Meeting RHDEC/09/ _____ Date __/__/__
 Action required:

SECTION E REPORT ON PROGRAM OF RESEARCH AND PROGRESS (To be completed by candidate)

Please rate the following statements on the scale 5 to 1 5 = Strongly agree, 4 = Agree, 3= Neither agree nor disagree, 2 = Disagree, 1= Strongly Disagree	Strongly Agree 5	Agree 4	Neither agree nor disagree 3	Disagree 2	Strongly disagree 1
I am satisfied with the quality of my supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am satisfied with the quality of the research skills training I am receiving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities were provided for me to become involved in the broader research culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have good access to the resources and facilities I require to continue my project. If not, attach details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand what is required to continue my project/thesis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have been given clear guidance in the development of my thesis/research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please feel free to add comments concerning your satisfaction with program and research progress.

Please outline the stage now reached in relation to your overall plan of research (max 150 words).

Please describe what you plan to achieve in relation to your overall plan of research in the next 12 months (max 150 words).

Please give details of your participation in any seminar programs, conferences or the preparation of research publications over the past twelve months? Please give details and attach evidence where appropriate.

Does your project require Ethics approval?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
If yes, has approval been granted?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	IN PROGRESS	<input type="checkbox"/>
If N/A, state why.	<input type="text"/>					
If yes, what is your ethics approval date?	<input type="text"/>			Protocol number	<input type="text"/>	
If yes, have you adhered to the terms of the ethics clearance?	<input type="text"/>					

I have discussed my progress with my coordinating supervisor	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Signed by candidate:..... Date. __ / __ / __

(Note: You should feel free to contact the Associate Dean (Research) (or equivalent) in your Faculty at any time to discuss concerns with your supervisory arrangements. You should also feel free to contact the Director of Graduate Studies in SR at any time if you have concerns about your candidature, extension 5412)

SECTION F (optional for candidate if you wish to make a confidential report)

Please detach this page. This section is optional and if completed should be submitted directly to Prof. Pam Green, Director of Graduate Studies, Swinburne Research (Mail H68, P.O. Box 218, Hawthorn 3122). Otherwise you should discard this page.

A large empty rectangular box intended for the candidate to write their confidential report.