

Failure to Complete Reviews of Progress by the Due Date from 2007 Onwards



During candidature, students are required to complete a number of progress reviews to ensure that their research is proceeding satisfactorily and is on track to result in submission of a thesis for examination within 3.5 years (for doctoral students) or 1.5 years for Masters by Research students.

These reviews include:

- The Core Component of the Structured Program (due 6 months full time equivalent (FTE) from commencement);
- The Major Review of Progress (due 12 months FTE from commencement);
- The Annual Review of Progress (due 31 October each year); and
- The Minor Review of Progress for remote students only (due 15 April each year);

Unlike the Annual Review and Minor Review, the due dates of the Core Component and Major Review are affected by changes of attendance status (full time to part time or vice versa) and periods of leave of absence. Accordingly, all students are sent a letter, approximately one month in advance of the due date for these milestones specifying when they will fall due. Reminders about the Annual Review due date are not sent to individuals, however, all students are reminded of the requirement to undertake an Annual Review by 31 October via AGC News.

In 2006, students were allowed a two-month grace period from the due date of each milestone to submit the required documentation to the Graduate Centre, or to apply for an extension via their Principal Supervisor, before their candidature (and any scholarship payments) were suspended.

However, all students and academic staff members are asked to note that from 1 January 2007, there will no longer be a grace period; documentation will be required by the due date. If it is not received by the Graduate Centre by the due date and if no justifiable request for an extension has been received, candidature and any scholarship payments will be suspended immediately.

You are asked to note that:

It is the personal responsibility of students to see that the required documentation for each progress milestone is completed and lodged with the Graduate Centre by the due date or an extension request lodged.

Failure to lodge the completed documentation with the Graduate Centre by the due date, or to apply for an extension, will result in candidature being suspended. Any scholarship payments received during the period of suspension will be recovered from the student's first scholarship payment if candidature is re-instated. If candidature is not re-instated within three months the student will be invoiced for the scholarship over-payment. Suspension means that students are not eligible to have access to University facilities, including laboratories, libraries and insurance; and they may not submit a thesis for examination.

The suspension can be lifted only if the completed documentation is lodged with the Graduate Centre within twelve months of the suspension date.

A candidature which has been suspended for twelve months is automatically terminated. A terminated candidature can only be re-instated following a successful appeal (through the provisions of the Student Complaints Policy).

Annual Review of Progress Are you Late?



A reminder that all outstanding Annual Reviews of Progress were due to be submitted to the Adelaide Graduate Centre by **31 October 2006**.

If you have missed the deadline, please get your Principal Supervisor to contact the Adelaide Graduate Centre as soon as possible on 8303 5882 or by email to <mailto:graduatecentre@adelaide.edu.au> to discuss the possibility of an extension.

Please be aware that failure to submit your Annual Review of Progress will result in the suspension of your candidature and any scholarship payments you may be in receipt of. Note also that suspended students are ineligible to submit a thesis for examination.

Further information (including the Annual Review form) is available from the Graduate Centre web site at: <http://www.adelaide.edu.au/graduatecentre/review/>

Brushing up your IT skills



How well can you handle large Word documents (like a thesis)? Do you need PowerPoint to make a seminar or conference presentation?

ITS offers free online courses for postgraduate students. Online tutorials are available through MyUni for Microsoft Word, Excel, PowerPoint and Access. These tutorials complement the face-to-face courses offered by ITS and cover the Microsoft Office 2000 suite. Visit their Online Courses page for more information:

<http://www.adelaide.edu.au/its/training/online/>

English Language Proficiency Requirement



Potential Supervisors and Postgraduate Coordinators are reminded that as English is the language of instruction at the University of Adelaide, proficiency in speaking, listening to, reading and writing English is essential. All applicants for a Higher Degree by Research must provide evidence of their proficiency before an offer of a place is made. Evidence of a tertiary education at an Australian University is generally sufficient for this purpose. Alternatively, applicants may be required to submit a recent IELTS (International English Language Testing System) or TOEFL (Test of English as a Foreign Language) result.

Please contact the Adelaide Graduate Centre for further assistance if required.

Research Education Workshops



Keep an eye on AGC News for information on new online modules to be launched early in the new year. REP's workshop program for next semester will be open from late February 2007.

"SEARCH ON FOR YOUNG ACHIEVERS"

Nominations for the 2007 Channel 9 Young Achiever Awards are now open and we are looking for our local achievers!

The University of Adelaide is delighted to support these prestigious awards through their sponsorship on conjunction with The Faculty of Sciences. The Awards aim to recognise and encourage our young achievers who make a positive difference in our community. If you know a young person who is making a valuable contribution in one of these nine category areas then show your appreciation by nominating them.

Nominations are being sought throughout South Australia until the 20th December in the following categories:

- The Coffee Club Arts Award
- Hype Park Press Sports Award
- Allianz Community Service Award
- Nippy's Environment Award
- Woods Bagot Career Achievement Award
- Faculty of Sciences at the University of Adelaide Science & Technology Award
- AGL Regional Initiative Award
- RAA Driving Force Leadership Award
- Office for Youth Outstanding Young Indigenous Achiever Award

The Awards will culminate at the Awards Gala Presentation Dinner on Saturday 31st March 2007 at the Hilton Adelaide as a prelude to National Youth Week.

Each category winner will receive \$1,000 from prize patron HomeStart Finance and a magnificent trophy. One of the nine category winners will also be chosen as the Premier's/Channel 9 Young Achiever of the Year and will receive an additional \$1,000 a trophy and a fabulous holiday for two provided by Virgin Blue and Hilton Hotels (conditions apply).

Nomination forms and posters are available from sponsors, via <http://www.awardsaustralia.com> or by contacting the Awards Office on 08 8132 0753 or email <mailto:sa@awardsaustralia.com>.

