

How to: View Your Program, Supervisor and Milestone Details on Access Adelaide



Did you know that you can check the due dates and status (not completed/in progress/completed) of your Annual Review of Progress and other milestones on Access Adelaide?

This information, together with details about your program, current supervisors and attendance status can all be viewed online.

Process

- Log on to Access Adelaide by visiting the following <https://access.adelaide.edu.au/sa/login.asp> and entering your username and password when prompted.
- From the main menu on the left hand side of the screen, select the sub-menu called "Students" and then click on "Research Candidature".
- A table will appear showing all the Postgraduate Research programs you have been enrolled in. Simply click on the view button next to the program that you would like to view and a table showing all current details will appear on the screen, including your
 - o Candidature and RTS Expiry Dates;
 - o Research Topic Description;
 - o Supervisor Details; and
 - o Milestones (e.g. Core Component, Major Review, Annual Review), their due dates and current status

Other Information

A range of other useful information can also be viewed and/or updated on Access Adelaide, including your academic transcript, any financial liabilities, your contact details and graduation details, so it's well worth a visit, especially if you haven't logged on for a while.

Where Can I Go For Help?

For assistance on how to update information about your program and candidature, please contact the Adelaide Graduate Centre by phoning: (08) 8303 5882 or emailing: graduate.centre@adelaide.edu.au

For assistance with Access Adelaide and confirmation of your username and information about your password please contact the Student Centre at:
Level 4, Wills building - North Terrace Campus,
Telephone — (08) 8303 5208

Limitations on Confidentiality



The University has a moral and legal obligation to report any "adverse event" that has occurred to the University insurers. An adverse event is defined as a situation to become a matter that will attract a legal response which may result in a court action. Failure to report an adverse event may result in the denial of a claim by the insurer which can result in any ensuing financial liability being borne by the University.

In practice this means that if, for example, you were to advise a University staff member that you planned to initiate legal proceedings against the University or to contact the media with a negative story about the University, or to damage University property, the staff member would be obliged to inform the insurer.

Consequently, whilst you can normally expect to be able to have a confidential discussion about problems, issues and their solutions with your supervisor(s), Postgraduate Coordinator, Head of School, the Dean of Graduate Studies and others, it is important to be aware that in very limited circumstances, as highlighted above, absolute confidentiality cannot be guaranteed.

Having said this, you can be assured that the Insurer is required to maintain the confidentiality of any information presented under the Insurance Act. If you have concerns about confidentiality, please discuss them with the staff member concerned at the beginning of your discussion(s).

To learn more about the reporting of adverse events to the University's insurer, you can download a copy of the University's Insurance Guide at: <https://www.adelaide.edu.au/policies/692/>

2006 Quality in Postgraduate Research Conference



Since 1994 Adelaide has been the host city for the biennial Quality in Postgraduate Research (QPR) conferences, sponsored by the three South Australian universities. The QPR conferences are now well established as a meeting place for supervisors, postgraduate students, support staff, policy makers, administrators, members of government agencies and those who research in the area of postgraduate education. The conferences provide an opportunity to debate current policies affecting postgraduate education; to exchange views on current research and good practice; and to link staff and student interest groups.

For more information go to the QPR web site: <http://apr.edu.au>

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).

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.

Annual Reviews of Progress/Re-enrolments



All students who have returned and successfully completed an Annual Review will be automatically reenrolled for 2007 in the second week of December, providing that they have no outstanding financial obligation to the University.

Please check your reenrolment on [Access Adelaide](#) in late December/early January and if you have not been reenrolled when you think that you should have been, contact the Graduate Centre on 8303 5882 or by email to graduatecentre@adelaide.edu.au

Once you have been reenrolled, you will be able to renew your Student Identity Card for 2007. Further information about how, where and when to renew your Student Card is available from the Card Services web site at: http://www.adelaide.edu.au/graduatecentre/forms/re_enrolment_instructions_2006.pdf

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/>