

Division of the Deputy Vice-Chancellor and Vice-President (Research) Adelaide Graduate Centre



PLEASE DO NOT BIND OR STAPLE THIS FORM OR ANY ATTACHMENTS. SECURE PAPERS TOGETHER WITH A BULLDOG CLIP.

2011 ANNUAL REVIEW OF PROGRESS

Students who first enrolled during 2011 are exempt from completing the 2011 Annual Review of Progress. Research students who submit a thesis to the Graduate Centre on or before 31 October, or, whose candidatures lapse on or before 31 October, or, who withdraw from candidature on or before 31 October are not required to undertake the review. **All other students, including those who are full-time, half-time, remote, on leave of absence, study leave, or writing up outside, must participate in the 2011 Annual Review of Progress.** Students who satisfactorily complete the Annual Review and return their forms to the Graduate Centre by the due date of **31 October 2011**, (or the next working day if this date falls on a weekend or public holiday), will be re-enrolled for 2012. Note, however, that re-enrolment may be jeopardised where a student is in bad financial standing with the University: e.g. because of non-payment of tuition fees or library fines.

- Please read all sections of the form before completing and print legibly in black or blue pen.
- ALL SUPERVISORS MUST SIGN THE FORM.
- All parties are advised to retain a copy of the completed and signed review for their records.

Note that it is the students' responsibility to make any changes to their personal details (e.g. change of address) in *Access Adelaide*. Changes to candidature details (e.g. change of research topic or change of supervisors) will be processed only if the relevant form, available on the web at: <http://www.adelaide.edu.au/graduatecentre/forms/> is completed and lodged with the Graduate Centre.

Student details (to be completed by student)

Student name: _____ ID No: _____

E-mail address: _____ Campus location: _____

Are you a current scholarship holder? YES NO

If "YES", name of scholarship: _____

Faculty: _____ School/Discipline: _____

Program: _____ Candidature start date: _____ *Full-time Half-time

Section A: To be completed by students BEFORE meeting with their supervisor(s). This will form the basis of the discussion between students and their supervisor(s). The contents of the Annual Review form may be refined at the ensuing meetings with supervisor(s) and Head of School/Discipline or Postgraduate Coordinator. (Attach additional pages if space provided is insufficient.)

Please organise a mutually convenient time to meet with your supervisor(s) to:

- review your progress during the previous twelve months or since you started in candidature;
- discuss and establish a plan of work and set milestones or goals for the next twelve months; and
- Identify/highlight any concerns/problems/grievances which may have interrupted/delayed progress.

Also organise a second, later meeting to meet with your Postgraduate Co-ordinator or Head of School/Discipline, Deputy Head or a senior member of the School/Discipline's academic staff†. The supervisor(s) may also attend the meeting if desired.

† (Please note that if the Head is also one of the supervisor(s), the Postgraduate Coordinator must complete Section C2. If the Postgraduate Coordinator is one of the supervisors, then the Head or Deputy Head must provide the certification. If both Head and Postgraduate Co-ordinator are supervisors, then the Deputy Head must provide the certification. If the Deputy Head is also a supervisor, the certification should be provided by another senior academic staff member.)

Note that it is important to quantify any delays to your progress that were beyond your control because this information will be taken into account in the event that you lodge a scholarship and/or candidature extension application at a future date.

Review of Progress and Planning for next twelve months

1. When and what was your LAST review of progress? Please indicate EITHER the number of months that have elapsed since your most recent review OR, if not applicable (new students only) the number of months that have elapsed since you first enrolled.

Review type	Number of months elapsed
Core Component of the Structured Program	
Structured Program/Research Proposal	
Major Review of Progress	
Minor Review of Progress (remote students only)	
Annual Review of Progress	
Not applicable (new student)	

2. Please describe briefly the extent of the work completed since the last annual review of progress or, for students who have not completed any previous review of progress, since the start of candidature.

3. Please attach a Gantt Chart or a Completion Plan. An example of the Gantt Chart is at Appendix A and a Completion Plan is at Appendix B.

If you are in your first or second year you must include a detailed plan of your research, writing and development activities for the next twelve months and a brief outline, with quarterly milestones, for the remainder of your candidature.

If you are in or beyond your third you must include a detailed audit of all the tasks that you have completed and all that remain, with a realistic outline of future milestone dates, including the date you expect to submit your thesis.

The Minimum Resources Proforma indicates the minimum resources and facilities relating to a student's postgraduate research that will be made available to the student for use during his/her candidature. The Proforma is used at the start of candidature in the discussions between the School/Discipline and the student to decide on the resources and facilities that will be made available. If the Proforma is not formally signed at this stage, it will be finalised as part of the Core Component of the Structured Program documentation, which is lodged with the Graduate Centre six months (full-time) or twelve months (half-time) after the start of candidature.

4a. Have you and your School/Discipline agreed on the resources and facilities to be provided in your candidature and/or completed the Proforma?

YES NO

If "NO", please explain below why this has not occurred. Attach additional page(s) if space provided is insufficient.

4b. Have the resources and facilities, as agreed in discussions with your School/Discipline and/or the Minimum Resources Proforma, been provided during the last review period or, for students who have not completed any previous review of progress, since the start of candidature?

YES NO

If "NO", please explain below why this has not occurred. Attach additional page(s) if space provided is insufficient.

Research days lost (full-time equivalent) because of resource issues: _____
 (Please note that 'days lost' is based on a 7-day week not a 5-day week i.e. 7 days = 1 week lost)

5a. List all of your supervisor(s) and the relative percentage of supervision provided by each during the last review period or, if you have not completed any previous review of progress, since the start of candidature. **This is the student's estimate and is for discussion only.**

Supervisor's name (in full)	Principal (P) or Co- (C) or External (E)	Percentage supervision provided	School/Discipline

5b. On average have you, at least once per fortnight, met with or otherwise been in contact with, (e.g. by email, telephone) your principal supervisor?

YES NO

5c. Are you satisfied with the frequency and usefulness of the meetings with your Principal supervisor?

YES NO

If "NO", please provide details below, quantifying any disruption to the progress of your research. Attach additional page(s) if space provided is insufficient.

5d. On average have you, at least once per fortnight, met with or otherwise been in contact with, (e.g. by email, telephone) the other members of your supervisory panel?

YES NO

5e. Are you satisfied with the frequency and usefulness of the meetings with the other members of your supervisory panel?

YES NO

If "NO", please provide details below, quantifying any disruption to the progress of your research. Attach additional page(s) if space provided is insufficient.

5e continued....

5f. Have you met with your entire supervisory panel at least twice in the last twelve months?

YES NO

If "NO", please provide details below, quantifying any disruption to the progress of your research. Attach additional page(s) if space provided is insufficient.

Research days lost (full-time equivalent) because of difficulties with supervision: _____
(Please note that 'days lost' is based on a 7-day week not a 5-day week)

6a. Have you taken leave of absence from your candidature in the past twelve months? Please note that annual leave does not count as leave of absence.

YES NO

If "YES", what was the period of time that you were on leave of absence? _____

6b. What is the expected date of submission of your thesis shown on your current Completion Plan?

6c. Have any personal or professional circumstances (for example, increased hours of employment, sickness, etc.) had any impact on your capacity to undertake your program over the last twelve months or, if you have not completed any previous review of progress, since the start of candidature?

7. Please provide details of any disagreements/problems/grievances you may have experienced during the review period, or, for students who have not completed any previous review of progress, since the start of candidature, that are not detailed in Questions 4 and/or 5 and/or 6 above AND quantify any delays to the progress of your research, where applicable. Attach additional page(s) if space provided is insufficient.

Research days lost (full-time equivalent) because of disagreement/problems/grievances: _____
(Please note that "days lost" is based on a 7-day week and not a 5-day week)

The University has a four-stage process to assist in the resolution of student grievances. For further information, see the section, "Grievances, Complaints and Problems during Candidature", in the *Research Student Handbook* (<http://www.adelaide.edu.au/graduatecentre/handbook/>) and the University's "Student Grievance Resolution Process" at <http://www.adelaide.edu.au/student/grievance/>.

Please note: If you feel unable to raise your problem/grievance within your School/Discipline, you can refer the matter to the Dean of Graduate Studies. You can do this by requesting the Dean's involvement in your response to Question 7 above or, if you prefer, by attaching a separate confidential written report for the Dean's attention. Note that the Education Welfare Officers are also available to provide you with confidential advice and assistance in dealing with complaints (telephone 8303 5430).

Scholarship holders only

Subject to satisfactory progress, scholarships will be automatically renewed, on a calendar-year basis, up to the maximum period of entitlement (three years for a PhD or two years for a Master's by Research degree).

Application for extension of scholarship beyond normal tenure (PhD students only)

PhD students who wish to apply for an extension of their scholarships are required to submit a separate application form, titled *Scholarship: Application for Extension*, available from the Graduate Centre website at:

<http://www.adelaide.edu.au/graduatecentre/forms/> between four and eight weeks prior to their current expiry dates.

Masters' by Research students are not eligible to apply for an extension of their scholarships.

****SCHOLARSHIP RECIPIENTS:**

Please be aware that documentation of "days lost" with regard to delays to your research, must be based on a 7-day week and not a 5-day week. For example, if you have lost 150 days research (for academic reasons only), and you make mention of this loss in your scholarship extension application, you will be granted an extension of 150 days only. Documentation of "days lost" will be used to assess any application for scholarship extension you may lodge in the future.

Section B: To be completed by the supervisor(s) following consultation with the student. (Attach additional pages if space provided is insufficient.)

Supervisor(s) are to meet with the student to discuss his or her progress and plans for the following twelve months before completing Sections B and C1 of the Annual Review form. **Section C1 requires the signatures of ALL supervisor(s), to confirm that they are in agreement with the assessment of progress detailed in the preceding section.** Note that faxed signatures from supervisor(s) will be accepted where it is prohibitively difficult for an original signature to be obtained (e.g. because a supervisor is on study leave).

Once all supervisors have signed Section C1, the form is to be returned to the student. He or she will then have a meeting with the Postgraduate Coordinator, Head of School/Discipline, Deputy Head or a senior member of the School/Discipline's academic staff. The supervisor(s) may also attend the meeting if desired.

† (Please note that if the Head is also one of the supervisor(s), the Postgraduate Coordinator must complete Section C2. If the Postgraduate Coordinator is one of the supervisors, then the Head or Deputy Head must provide the certification. If both Head and Postgraduate Co-ordinator are supervisors, then the Deputy Head must provide the certification. If the Deputy Head is also a supervisor, the certification should be provided by another senior academic staff member.)

The Postgraduate Coordinator, Head of School/Discipline or other appropriate staff member, after interviewing the student and supervisor(s) – where deemed necessary – then signs Section C2 of the form and returns it to the student.

After completing the certification in Section C3, the student lodges his or her Annual Review with the Graduate Centre by the due date of 31 October (or the next working day if this date falls on a weekend or public holiday).

Property

1. Has there been a change in the direction of the student's research that is likely to lead to the generation of commercially sensitive/viable intellectual property?

YES NO

If "YES", and the student did not sign a Student Project Participation Agreement (SPPA) on enrolment, a signed SPPA (in triplicate) should be forwarded to the Graduate Centre with this form. Confirmation of re-enrolment is subject to the receipt of the signed SPPA.

2. Have the student, supervisor(s), and/or School signed a commercial and/or confidentiality agreement or contract, relating to this research, with any organisation or funding body?

YES NO

If "YES", a copy of the agreement/contract must be enclosed with this form.

3. If the student has already signed a Student Project Participation Agreement (SPPA) and all supervisors and any other interested third parties/sponsors agree that an embargo is not required, the relevant 'Removal/Waiver of Embargo' forms, completed by all supervisors and sponsors, should be attached. The Research Education and Development Committee, after seeking advice from Adelaide Research & Innovation Pty Ltd, may determine that the embargo may be lifted.

Please indicate below if relevant 'Removal/Waiver of Embargo' forms are attached.

YES NO

Assessment of student progress

4. Please comment on the following since the last review period or, for a student who has not undertaken any previous review of progress, since the start of candidature. Your assessment of the rate of progress should be consistent with that required to achieve submission within **three and a half years** of full-time equivalent candidature for a PhD student and **two years** of full-time candidature for a Master's by Research student.

Is the student's written completion plan of sufficient length and depth?

YES NO

Is there sufficient detail in the proposed plan of activity for the next twelve months?

YES NO

Does the student have sufficient contact with you?

YES NO

Where applicable, has the student produced chapter drafts of adequate standard?

YES NO

Do you recommend that the student obtain access to any of the HDR support programs to assist with a timely completion?

YES NO

In the last 12 months, has the student made progress towards completion of the thesis?

YES NO

Does the student show signs of diminished interest, commitment or motivation over a sustained period eg > 6 months?

YES NO

Please provide an estimate of the student's progress towards completion of the thesis, including recommended support programs and milestones (eg completion of a literature review, data collection and completion of the draft chapters) relative to the agreed timeframe and the Completion Plan. Please attach a separate sheet if necessary

What is the student's anticipated submission date of the thesis for examination? _____

5. If difficulties with any of the following have affected progress since the last review period or, for those who have not undertaken any previous review of progress, since the start of candidature, please tick the relevant box(es).

Academic background

English

Settling in (for transferring students)

Access to resources

Experimentation

Understanding the work expected

Communication with people

Health/Personal

Financial

Interruption to supervision

If "English" is ticked, please also answer questions 5a and 5b.

5a. Please provide comments about the student's proficiency in the English language.

5b Please indicate any problems which might prevent a successful completion of the program.

6. Please quantify any impediment(s) to progress that were beyond the student's control (number of full-time equivalent days) and outline the steps which have been, or will be, taken, to resolve disagreements/problems/grievances/delays, where applicable.

Number of full-time equivalent research days lost because of impediments to progress that were beyond the student's control: _____

(Please note that "days lost" is based on a 7-day week and not a 5-day week)

Number of full-time equivalent research days lost because of disagreements/problems/grievances: _____

6a. Please outline the actions which have been, or will be, taken, to address any impediments to progress reported by the student in Section A. Attach additional page(s) if there is insufficient space.

7. If the Principal supervisor will be absent for any part of the coming year, what arrangements will be made for the candidate's supervision during this period?

8. Please complete the following information for scholarship students in the final year of scholarship. Attach additional page(s) if there is insufficient space

If your student holds a scholarship which will expire within the next year what steps have been put in place to:

- a) *ensure timely completion and/or*
- b) *provide financial assistance to enable the student to complete in your recommended time frame.*

9. Any other comments:

Section C1: Certification by Supervisor(s). ALL supervisors must print their names legibly and sign.

**I/We have discussed the progress of the student's work with the student and the *Postgraduate Coordinator/Head of School/Discipline.*

YES NO

Print Name: _____ Signature: _____ Date: _____
**Principal/Sole*

Print Name: _____ Signature: _____ Date: _____
**Co-/External*

Print Name: _____ Signature: _____ Date: _____
**Co-/External*

Print Name: _____ Signature: _____ Date: _____
**Co-/External*

Section C2: Certification by the Head of School/Discipline or Postgraduate Coordinator

**Head of School/Discipline or Postgraduate Coordinator: please "✓" the relevant box.*

- Made satisfactory progress
- Made acceptable progress, but with some reservations. Please attach supporting evidence if insufficient space in Section B.
- Made unsatisfactory progress
 - Upgraded to acceptable progress with reservations following a meeting with the Head of School and supervisors.
 - Progress issues have not been resolved.

It is expected that, where a student's unsatisfactory progress has not been resolved, the student will be placed on conditional reenrolment for a period of three months. During that time the student will be expected to produce evidence that:

- a) *he/she is able to continue to timely completion, or*
- b) *he/she is better suited to a Master's degree*

A detailed report including a list of milestones/tasks to be completed by the student during the conditional reenrolment period should be attached to this form.

At the end of the period of conditional enrolment, the Graduate Centre will contact the School to determine if the requirements have been met. In the event that the requirements are not met the student's candidature will be terminated.

Print name legibly: _____ Signature: _____ Date: _____
**Head of School/Discipline or Postgraduate Coordinator or Deputy Head or Senior academic*

(Please note that if the Head is also one of the supervisor(s), the Postgraduate Coordinator must complete Section C2. If the Postgraduate Coordinator is one of the supervisors, then the Head or Deputy Head must provide the certification. If both Head and Postgraduate Co-ordinator are supervisors, then the Deputy Head must provide the certification. If the Deputy Head is also a supervisor, the certification should be provided by another senior academic staff member.)

Section C3: Certification by student

*I certify that I have made my own assessment of my past twelve or so months' work, as indicated in Section A above. I have discussed my assessment with my supervisor(s) and *Head of School/Discipline/Postgraduate Coordinator and agree† with my supervisor(s)' comments in Section B and the School/Discipline's recommendation in Section C2.*

† Note that if you disagree with your School/Discipline's assessment, you may attach a report in confidence for the attention of the Dean of Graduate Studies. Refer to Section A7 above.

Signature of student

Date

Lodgement details

Please lodge this form, by no later than 31 October 2011, (or the next working day if this date falls on a weekend or public holiday), in person to the Adelaide Graduate Centre, Level 6, 115 Grenfell Street, Adelaide, or by posting to Adelaide Graduate Centre, The University of Adelaide, DX650-202, Adelaide SA 5005.

A Completion Plan is a detailed timeline for completion of the tasks that remain for finalisation of the thesis. It should include a brief description of any strategies that will be employed to overcome logistical or other barriers. The Completion Plan is negotiated between the candidate and their supervisor/s, detailing the actions required by all parties to reach the point of submitting a thesis for examination.

The Completion Plan is essentially an agreement between the candidate and the supervisor/s. It is lodged as evidence that the parties have discussed and developed strategies and actions, and now have an agreed, realistic timeline for ensuring that the thesis is finished within the time stipulated.

Key points to note when compiling an effective Completion Plan

The Completion Plan must:

- Be negotiated between the nominee and the supervisor/s.
- Take realistic account of any factors that might influence progress (eg one or more parties being away or having heavy commitments at particular times, limited availability of required material or resources, etc)
- Be set out as realistically as possible and then reviewed and revised in light of experience.

Sample of what a Completion Plan might contain

Please note that this is a sample only, not a form or template - please do not sign and return it. Please construct your own plan and sign that.

Tasks Completed

Chapters 1-5 final drafts complete
 Chapter 6 first draft complete
 Chapter 7 draft outline complete
 References in Endnote up to date

Tasks Remaining

Revise Chapter 6
 Draft and revise Chapter 7
 Write Abstract, Preface, Acknowledgments
 Submit Nomination of Examiners Form
 Compile and check reference list (Endnote)
 Compile and check complete thesis
 Print thesis, obtain signatures and submit

Timeline

Task	Date for candidate to complete	Due date for supervisor's feedback
Chapter 6 revisions	<date>	<date>
Chapter 7 final outline	<date>	<date>
Section 7. A draft	<date>	
Section 7. B draft	<date>	
Section 7. C draft	<date>	
Section 7. D draft	<date>	
Chapter 7 complete first draft	<date>	<date>
Chapter 7 revisions	<date>	<date>
Abstract, Preface and Acknowledgments	<date>	<date>
Submit Nomination of Examiners Form		<date>
References	<date>	
Complete thesis	<date>	<date>
Submit thesis	<date>	

NB: Supervisor will be away from _____ to _____ and has agreed to provide feedback on Chapter 6 revisions via email during that time.

Candidate Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____