

## 2011 ANNUAL REVIEW OF PROGRESS & RE-ENROLMENT 2012

### MOST FREQUENTLY ASKED QUESTIONS

#### How do I get the Annual Review form?

The Annual Review form may be downloaded from the Adelaide Graduate Centre web site at: <http://www.adelaide.edu.au/graduatecentre/review/> The form is available in both editable and print pdf versions. Or you can email [graduate.centre@adelaide.edu.au](mailto:graduate.centre@adelaide.edu.au) to request a printed copy be posted to you.

#### Why do I have to complete an Annual Review form?

The Annual Review facilitates the formal discussion and evaluation of your progress whilst providing you with an opportunity to discuss your future research goals and any problems you may be experiencing with your supervisors and Postgraduate Coordinator or Head of School/Discipline. The information detailed in your Annual Review form is reviewed by the Graduate Centre and the Dean of Graduate Studies to establish that your progress in the preceding year has been satisfactory and that your enrolment (and any scholarship payments) should continue. It is also an opportunity for you to request (confidentially), the Dean's involvement in the resolution of any problems or concerns you may have that cannot be settled at the local level.

#### Do I still have to complete an Annual Review form if I enrolled in 2011?

If your candidature commencement date is in 2011, you do not need to complete this year's Annual Review. Providing you are not in bad financial standing with the University, your enrolment will be automatically rolled over next year.

#### I have been on Leave of Absence since I completed my last Annual Review. Do I still need to complete an Annual Review this year?

Yes. Even if you have made no progress towards your degree for twelve months, the Annual Review provides an opportunity for you to confirm your intention to return to study and the planned timeframe for the completion of your thesis with your supervisors. If you do not complete the Annual Review, it will be assumed that you do not intend to continue with your research program and your candidature will be suspended from 1/1/2012.

#### I am having problems with my supervisor(s) but I don't feel comfortable raising them on the Annual Review form, or within my Discipline what should I do?

You can attach a separate confidential written report for the attention of the Dean of Graduate Studies. Note that you can also talk about any problems you are having with the Education Welfare Officers; they can provide you with confidential advice and assistance in dealing with complaints and grievances (telephone 8303 5430).

#### Will I still be re-enrolled for 2012 if I am in bad financial standing with the University

If you owe money to the University e.g. for tuition fees or library fines, your re-enrolment may be jeopardised. The Graduate Centre will contact you separately if this is the case. You are strongly advised to settle any debts or enter into a payment plan with the University by 31 October. Also note that students will not be permitted to graduate from the University or to receive an official academic transcript until all monies owing have been paid.

#### One of my supervisors is interstate/overseas and cannot sign my Annual Review form. What should I do?

Faxed or scanned signatures on the Annual Review form will be accepted. Alternatively, an email acknowledgement from the absent supervisor to the effect that he or she has discussed your progress with the other supervisor(s) and agrees with the comments that have been made on the Annual Review form is also acceptable.

#### I am unable to complete my Annual Review form by 31 October 2011. What should I do?

If, for reasons beyond your control, you are unable to complete the Annual Review by the due date, you should request that your principal supervisor email the Graduate Centre ([graduate.centre@adelaide.edu.au](mailto:graduate.centre@adelaide.edu.au)) to request an extension on your behalf. The reasons for the extension and the length of the extension must be specified.

#### What happens if my Annual Review form is submitted after 31 October?

If your Annual Review form arrives late and you have not organised an extension with the Graduate Centre your candidature may be suspended from 1/1/2012.

#### **What happens if my candidature is suspended?**

Suspension means that you are no longer enrolled as a student. If you are suspended you will not be entitled to any of the rights and privileges associated with an active candidature, including supervision, insurance, access to libraries, laboratories and other University buildings and access to University computer facilities. If you are a scholarship holder, your payments will be suspended. A record of the suspension will be placed on your academic transcript and you will not be permitted to submit your thesis for examination.

#### **How can I arrange to have my candidature re-instated if I am suspended?**

To reinstate a suspended candidature and any scholarship payments, you will need to lodge your completed Annual Review form (within twelve months of the suspension date) and pay any fees due. Any scholarship payments forfeited during the period of suspension are forfeit.

#### **Do I have to complete a re-enrolment form?**

You do not have to complete a re-enrolment form. The successful completion and submission of your Annual Review by 31 October 2011 will ensure your re-enrolment for 2012 and the continuation of any scholarship payments (until the end of the year or until the end of the normal tenure whichever occurs first). However, you are required to check your enrolment details on Access Adelaide. Amendments (e.g. to your address details), should be made online where possible. To change any of your candidature details, you will need to complete the appropriate form available from the Graduate Centre website <http://www.adelaide.edu.au/graduatecentre/forms/>

#### **What is Access Adelaide?**

Access Adelaide is a web-based system which allows you to view and amend your University record. For instructions on how to log onto and use Access Adelaide, please refer to the instruction leaflet on the web at <http://www.adelaide.edu.au/graduatecentre/review/>

#### **How will I know if I have been re-enrolled in 2012?**

You will be able to check your re-enrolment details on "Access Adelaide" from around mid-December 2010.

#### **How can I get my student card re-validated?**

You will need to print evidence of your 2012 re-enrolment from "Access Adelaide" and provide this proof, together with your student card, to Card Services, who will issue you with a sticker to update your card for 2012. Information about the dates on which you can update your card will be circulated via the Adelaide Graduate Centre Newsletter (AGC News) in due course.

#### **Whose responsibility is it to return the Annual Review form?**

It is your responsibility (and not that of your supervisor(s), Postgraduate Coordinator or Head of School/Discipline) to return the Annual Review form by the due date of 31 October. You may submit the form in person to the Graduate Centre, Level 6, 115 Grenfell Street, or you can post it to the Adelaide Graduate Centre, DX 650-202, The University of Adelaide, Adelaide SA 5005. It is highly recommended that you take a photocopy of the completed form for your records before lodging it with the Graduate Centre.

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#### **YOU DO NOT HAVE TO COMPLETE AND RETURN THE ANNUAL REVIEW IF:**

- your candidature lapses on or before **31 October 2011**;
- you withdraw on or before **31 October 2011**;
- you submit your thesis to the Graduate Centre on or before **31 October 2011**; or
- your candidature commencement date was on or after 1 January 2011 or you have been granted a special exemption.

**THESE ARE THE ONLY ACCEPTABLE REASONS YOU HAVE FOR NOT RETURNING THE ANNUAL REVIEW FORM.**