

## 2009 MINOR REVIEW OF PROGRESS

(\*Delete where appropriate)

Remote Research students are exempted from completing a Minor Review in their year of enrolment. **All other remote research students, including those who are full-time, half-time, on leave of absence, or study leave, must participate in the 2009 Minor Review of Progress.** Students must satisfactorily complete the Minor Review and return their form to the Graduate Centre by the due date of 15 April 2009.

- Please read all sections of the form before completing and print legibly in black or blue pen.
- 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 their 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/policy/>> 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 Minor 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 6 months or since you started in candidature;
- discuss and establish a plan of work and set milestones or goals for the next 6 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 ( <i>remote students only</i> )	
Annual Review of Progress	
Not applicable (new student)	Number of months elapsed since enrolment

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 indicate the academic AND professional developmental milestones or goals that have been set for the next 6 months.

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 6 months (full-time) or 12 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: \_\_\_\_\_

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.

5f. Have you met with your entire supervisory panel at least once in the last six 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: \_\_\_\_\_

6a. Have you taken leave of absence from your candidature in the past six months?

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? \_\_\_\_\_

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 six 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 that are not detailed in Questions 4 and/or 5 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: \_\_\_\_\_

*As outlined in the University's Student Complaints Policy (available on the web at: <<http://www.adelaide.edu.au/student/current/complaint.html?b=nocss>>) an attempt should be made to deal with complaints at the local level wherever possible. If you have concerns you feel unable to discuss with your supervisor(s), then in the first instance you should contact your Postgraduate Coordinator or your Head of School/Discipline. If a problem cannot be resolved at this level you may wish to 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 (3 years for a PhD or 2 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/policy/>> 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.

**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 six months before completing Sections B and C1 of the Minor 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 15 April.

**Intellectual 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", the student (if he or she has not already done so) should return a signed copy of the *Student Project Participation Agreement (SPPA)* to the Graduate Centre. Confirmation of re-enrolment is subject to the receipt of the signed *SPPA*.

2. Does the University itself or an outside funding body have any interest under any legal contract or other arrangement?

YES  NO

If "YES", has the agreement been signed?

YES  NO

If "YES", please indicate the date of signing \_\_\_\_\_ and forward a copy of the finalised agreement, if available, to the Graduate Centre.

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**

3. Please comment on the student's rate of progress and major achievements 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 one and a half years of full-time candidature for a Master's by Research student.

3. Rate of progress continued

4. 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 4a and 4b.

4a. Please provide comments about the student's proficiency in the English language.

4b Please indicate any problems which might prevent a successful completion of the program.

5. Please quantify any impediment(s) to progress that were beyond the student's control (number of full-time equivalent days) and outline the steps 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: \_\_\_\_

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

6. 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?

7. 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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Principal/Sole

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Co-External

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Co-External

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

Section A (7) has been completed as required and a detailed report is \*enclosed/will follow by 25 May 2009.

The following actions \*have/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.

\_\_\_\_\_  
\_\_\_\_\_

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 six 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 **15 April 2009**, 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.