

Return the completed form to the

Adelaide Graduate Research School

Graduate.research@adelaide.edu.au



THE UNIVERSITY
of ADELAIDE

MINOR REVIEW OF PROGRESS

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

All remote HDR students (including those who are full-time, half-time, writing up outside, on leave of absence, or on study leave), must complete a Minor Review of Progress unless:

- You first enrolled during the current calendar year;
- You submitted your thesis for examination prior to the Minor Review due date;
- You withdrew from candidature prior to the Minor Review due date; or
- You lapsed in candidature prior to the Minor Review due date

The deadline for completing the Minor Review is 15 April..

Student details (to be completed by student)

Student's full name:	
Student ID No:	
Current scholarship holder:	<input type="radio"/> Yes <input type="radio"/> No
Faculty:	
School/Discipline:	
Program:	
Candidature start date:	
Attendance status:	<input type="radio"/> Full-time <input type="radio"/> Half-time

Minor Review Process

1. Complete Section A of this form based on progress (or problems) since your last Annual Review of Progress (or Pre-Submission Review), or, if you have not yet undertaken an Annual Review, since the start of your candidature.
 2. Circulate the form to all your supervisors
 3. Organise a mutually convenient time to discuss with your supervisor(s):
 - your progress since the last Annual Review of Progress (or Pre-submission Review) or, if you have not yet completed an Annual Review, since the start of your candidature; and
 - any concern(s)/problem(s)/grievance(s) that have delayed progress and how these were (or will be) addressed.
- Provide the completed form to your Postgraduate Coordinator or Head of School/Discipline for review and certification.
 - Review the form following completion by all parties and email a scanned copy to graduate.research@adelaide.edu.au. (a confidential statement for the attention of the Dean of Graduate Studies may be provided as a separate attachment if required).

Section A

To be completed by the Student:

Review of Progress and Planning

1. Please describe briefly the extent of the work completed during the review period (i.e. since your last Annual Review of Progress (or Pre-submission Review) or, if you have not undertaken an Annual Review, since the start of candidature).

2. Have you had adequate access to the resources and facilities required to undertake your research during the review period?

Yes No

If "No", please outline the issue(s) below and the impact they have had on the progress of your research.

- 3a. Are you and your remote supervisor in regular communication with your Adelaide supervisor(s) about the direction and progress of your research?

Yes No

- 3b. Are you satisfied with the level of supervisory support you have received during the review period?

Yes No

If "NO", please provide details below, quantifying any disruption to the progress of your research.

4. Please provide details of any other concerns/problems/grievances that have impacted on your research progress during the review period.

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

Please note: If you feel unable to raise your problem/grievance within your School/Discipline, you may refer the matter to the Dean of Graduate Studies. You may do this 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 8313 5430).

Section B

To be completed by the Principal Supervisor on behalf of the Supervisory Panel, following discussion with all supervisors.

Assessment of Student Progress

1. Please summarise the student's progress during the review period (i.e. since the student's last Annual Review of Progress (or Pre-submission Review) or, if they have not yet undertaken an Annual Review, since the start of candidature):

2. If difficulties with any of the following have affected progress during the review period, please tick the relevant box(es).

- | | |
|--|--|
| <input type="checkbox"/> Academic background | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Settling in (for transferring students) | <input type="checkbox"/> English |
| <input type="checkbox"/> Experimentation | <input type="checkbox"/> Access to resources |
| <input type="checkbox"/> Understanding the work expected | <input type="checkbox"/> Health/Personal |
| <input type="checkbox"/> Communicating with people | <input type="checkbox"/> Supervision |

3. For any impediment(s) to progress identified above, please outline the steps that have been, or will be taken, to resolve disagreements/problems/grievances/delays.

4. Any other comments:

Section C: Certification

C1: Certification by Supervisor(s).

ALL supervisors must print their names legibly and sign to confirm that they are in agreement with the assessment of progress detailed in the preceding section.

We have discussed the progress of the student's work with the student and the Postgraduate Co-ordinator/Head of School/Discipline.

Yes No

Principal/Sole Supervisor name

Sign here

Date

Co/External Supervisor name

Sign here

Date

Co/External Supervisor name

Sign here

Date

Co/External Supervisor name

Sign here

Date

