Southern Cross University

Division of Research

HDR Candidate Progress Report Form

NOTE: This form MUST be opened & filled in using Adobe Reader NOT Preview, or the form will be corrupted.

Please note the following information:

→ The purpose of this report is to act as a management tool for both candidates and supervisors. By monitoring a candidate's progress, the reporting process aims for early identification of potential problems which enables early, proactive management. This is possible only if the report is clear and candid.

→ For the duration of a student's PhD, Masters by Thesis, or Qualifier enrolment, this Progress Report must be completed every six months. Per University Rules, where progress reports have not been submitted by the due dates, the Higher Degrees Research Committee may consider progress to be unsatisfactory and thus may recommend termination of candidature.

→ This report must be submitted to the Division of Research by 30 April and 31 October each year for all candidates, regardless of study mode, degree, or Confirmation of Candidature dates.

→ If candidates or supervisors wish to submit a confidential report to the Research Training Unit, they may do so by emailing research@scu.edu.au.

To submit this form, each party must complete his or her required section in full. Once the required section is complete, please forward as an attachment to the next individual for completion (see below for specific instructions).

SECTION A: TO BE COMPLETED BY THE CANDIDATE

Personal details

Title: Family Name: Given names:

Student ID: School/SRC:

Telephone: Email:

Home Address:

Enrolment details

PhD Masters by Thesis PhD Qualifier Masters Qualifier

Full-time Part-time

On-campus Off-campus

Domestic International

Title of Thesis:

Has the above title changed from the original title approved on your letter of offer? Yes No

If yes, has the new title been approved by RTU? Yes No

What is your candidature end date?

Principal Supervisor:

Other Supervisors:

Do you hold a scholarship? Yes No

If so, what is the scholarship and when does it end?

Candidate's report on their progress

(i) Have you submitted previous Progress Reports? ☐ Yes ☐ No

(ii) Please summarise the progress you have made since your enrolment (if this is your first report) or since your last report, including any publications and conference papers, posters or presentations:

(iii) Do you anticipate completing your thesis by the due date? ☐ Yes ☐ No

If no, what do you anticipate doing to manage this (i.e. apply for a change of enrolment status, an interruption, or an extension)?

(iv) Please indicate your progress in terms of the following Milestones:

Task	Anticipated Completion Date	Date Completed
First draft of literature review		
Ethics application approved (if applicable)		
Data collection/creative work		
Data analysis		
First draft of methods chapter		
First draft of results chapters (or equivalent)		
First draft of discussion/conclusion		
First draft of full thesis/exegesis		
Papers prepared/submitted for publication (if applicable)	1st: 2nd: 3rd:	1st: 2nd: 3rd:
Final draft of thesis/exegesis		
Submission of thesis		
Other milestones (specify)		

Candidate's report on supervision

(i) Are you satisfied with the amount of contact with your Principal Supervisor? ☐ Yes ☐ No

If no, please give details of your concerns:

(ii) Are you satisfied with the amount of contact with your Co-Supervisor(s) ☐ Yes ☐ No

If no, please give details of your concerns:

(iii) Are you satisfied with the feedback on your written work from your supervisors? ☐ Yes ☐ No

If no, please give details of your concerns:

(iv) Are you satisfied with the guidance your Principal Supervisor provides? ☐ Yes ☐ No

If no, please give details of your concerns:

(v) Are you satisfied with the guidance you receive from Co-Supervisor(s)? ☐ Yes ☐ No

If no, please give details of your concerns:

(vi) Do you have any other issues with or comments regarding your supervision? ☐ Yes ☐ No

If yes, please give details:

Candidate's report on other issues

(i) Are you satisfied with the facilities provided to you by your School/SRC (e.g. access to computer, desk, filing cabinet, photocopying, phone calls, printing, funds, etc.)? ☐ Yes ☐ No ☐ N/A

If no, please give details of your concerns:

(ii) Do you have any problems of a personal and/or technical nature that may interfere with your progress? ☐ Yes ☐ No

If yes, please detail your concerns:

(iii) Are there any other issues you wish to raise?

Candidate's initials or electronic signature:

Date:

To submit the form, the Candidate must:

1. Add their electronic signature or initials and date (above)
2. Save the form as a PDF titled "CandidateName_ProgressReport_Date"
   Example: JohnSmith_ProgressReport_20120831
3. Send as an attachment to an e-mail to the Principal Supervisor with a request to complete their section and forward on.

SECTION B: TO BE COMPLETED BY PRINCIPAL SUPERVISOR

Name:

Please comment on the Candidate's progress since their last progress report (or enrolment if this is the first report) and any issues you may wish to raise:

(i) In your assessment, is the candidate making satisfactory progress? ☐ Yes ☐ No

If no, please state your reasons:

(ii) Do you foresee any issues that may prevent the candidate carrying through the research because of the project itself or any other difficulties? ☐ Yes ☐ No

(iii) Are there other issues you wish to raise with the Higher Degrees Committee about your supervision of this candidate? ☐ Yes ☐ No

If yes, please explain:

Principal Supervisor's initials or electronic signature:

Date:

To submit the form, the Principal Supervisor must:

1. Add their electronic signature or initials and date (above)
2. Save the form as a PDF titled "CandidateName_ProgressReport_Date"
   Example: JohnSmith_ProgressReport_20120831
3. Send as an attachment to an e-mail to the Co-Supervisor with a request to complete their section and forward on. (See below for multiple Co-supervisors)

SECTION C: TO BE COMPLETED BY CO & EXTERNAL SUPERVISORS

NOTE: *As there may be more than one Co or External Supervisor, please have each Supervisor complete their section before passing to the next, to ensure all information is collected on a single form. It is the responsibility of the supervisory team to work together to ensure the correct form is passed to each member of the team at the appropriate time.*

Co-Supervisor1 Name:

Please comment on the Candidate's progress since their last progress report (or enrolment if this is the first report) and any issues you may wish to raise:

Co-Supervisor1's initials or electronic signature:

Date:

Co-Supervisor2 / External Supervisor (if applicable) Name:

Please comment on the Candidate's progress since their last progress report (or enrolment if this is the first report) and any issues you may wish to raise:

Co-Supervisor2 / External Supervisor's initials or electronic signature:

Date:

Co-Supervisor3 / External Supervisor (if applicable) Name:

Please comment on the Candidate's progress since their last progress report (or enrolment if this is the first report) and any issues you may wish to raise:

Co-Supervisor3 / External Supervisor's initials or electronic signature:

Date:

For each Co & External Supervisor to complete their section, they must:

1. Add their electronic signature or initials and date (above)
2. Save the form as a PDF titled "CandidateName_ProgressReport_Date"
   Example: JohnSmith_ProgressReport_20120831
3. Send as an attachment to an e-mail to the next supervisor.
4. When the final Co or External Supervisor has signed off, please send the form as an attachment in an email to the School/SRC Director HDR Training (or Head of School/SRC if the Director is a supervisor).

SECTION D:	**TO BE COMPLETED BY THE SCHOOL / SRC DIRECTOR, HDRT** *(or, if SDHDRT is a Supervisor, by HOS)*

School / SRC Director HDRT or HOS / HOSRC Name:

Please comment on the Candidate's progress since their last progress report (or enrolment if this is the first report) and any issues you may wish to raise:

SDHDRT or HOS / HOSRC's initials or electronic signature:

Date:

To submit the report, the SDHDRT or HOS / HOSRC must:

1. Add their electronic signature or initials and date (above)
2. Save the form as a PDF titled "CandidateName_ProgressReport_Date"
   Example: JohnSmith_ProgressReport_20120831
3. Send the final report as an attachment to an e-mail to research@scu.edu.au and cc: the Candidate and any other members of the supervisory team or internal School/SRC HDR Administrators you deem necessary.