

Candidate Progress Report

Please note the following information:

- All progress reports to be submitted to hdrsupport@scu.edu.au
- 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 candidate's PhD, Masters by Thesis, or Professional Doctorate, 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 Graduate School **every six months** of candidature by all candidates, regardless of study mode, degree, or Confirmation of Candidature dates.
- If candidates or supervisors wish to submit a confidential report to the Graduate School, they may do so. Please complete the confidential report located on the Graduate School website [here](#). Confidential reports are to be submitted to manager.gradschool@scu.edu.au only.
- 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).

ATTENTION MAC USERS:

This form will be corrupted if opened in Preview.

Please use Adobe Acrobat Reader to view and complete form.

SECTION A: TO BE COMPLETED BY CANDIDATE

PART 1: CANDIDATE'S DETAILS AND ENROLMENT

Progress report submission:

Date progress report completed by student:

What is your candidature start date:

Family Name:

Given names:

Faculty:

Student ID:

Email:

Telephone:

Home Address:

Choose study type:

Attendance type:

Choose Location:

Current approved thesis topic:

Has the above title changed from the original title approved on your letter of offer?

YES

NO

Has there been a material change to the thesis topic?

YES

NO

If YES, has the new topic been approved by The Graduate School?

N/A

YES

NO

Have you completed your Confirmation of Candidature?

YES

NO

If YES, please provide the date completed, if NO, what is the date it is scheduled to be undertaken.

What is your candidature end date?

Principal Supervisor Name:

Other/s Supervisors Name:

FOR SCHOLARSHIP RECIPIENTS ONLY

Do you hold a scholarship?

YES

NO

If YES, what is the scholarship?

End date:

Are you undertaking any paid work?

YES

NO

If you are working, how many hours a week are you working?

PART 2: CANDIDATE'S REPORT

- Have you submitted previous Progress Reports? YES NO
- 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:

- (i) 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)?

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

Task	Anticipated Completion Date	Date Completed
Ethics application approved (if applicable)		
In-Candidature review		
Completion of data collection and/or all data sourced/identified		
Analysis of data completed		
First full draft of thesis/exegesis		
Submission of thesis		

- (iii) Does your research require a Defence Export Control permit? YES NO

[For more information please see the Defence Export Controls website](#)

PART 3: HDR END-USER INDUSTRY ENGAGEMENT

The Australian Government Department of Education and Training has revised its reporting requirements for all Higher Education Providers. As of 1 January 2022, Southern Cross University will now be required to only report on three Industry Engagement activities, as follows;

1. PhD or Master research students that are [Jointly supervised by a research end-user](#). i.e Industry supervisor that is external to academia.
2. PhD students who undertake a [Research internship](#) with a research end-user that was agreed within 18 months of course commencement for a full-time student or within 36 month for part-time student.
3. PhD students who undertake a [Research internship](#) with a research end-user any time **after** 18 month full-time or 36 month part-time of your course commencement.

Industry Engagement will become an essential part of your candidature. By undertaking an Industry internship or being Jointly supervised by an industry supervisor will not only start to drive early engagement between industry and yourself as research students, it will strengthen the links between the latest research and industry innovation that you are directly involved in. Not to mention making you more employable through skills development and experience after completion of your PhD.

Whether you're an artist, a scientist, a health professional or involved in business and law, you should be looking for ways to engage with industry whilst you are a student.

Please refer to Important Terms and Definitions on next page.

JOINTLY SUPERVISED BY A RESEARCH END-USER

Do you have an Industry Supervisor?

Yes

No

Jointly supervised with at least one supervisor from a research end-user organisation (Industry Supervisor). Must be officially approved and named on your Supervisor Candidate Agreement form.

If yes, please provide the Industry supervisors name, title and organisation.

RESEARCH INTERNSHIP

Are you or have you undertaken a Research Internship?

Yes

No

If Yes,

Was it within 18 months full-time (36 months part-time) of your PhD commencement to candidature?

Yes

No

DETAILS OF YOUR RESEARCH INTERNSHIP

PhD candidature commencement date:

Name of the industry and address of where you undertook your internship:

Start and end date of your Industry internship:

Have you submitted the written agreement to the Graduate School?

Yes

No

IMPORTANT TERMS AND DEFINITIONS

What is a Research end-user.

A research end-user is defined as an individual, community or organisation external to academia that will directly use or directly benefit from the output, outcome or results of the research.

Examples of end-users include businesses, governments, non-governmental organisations, communities and community organisations.

Specific exclusions of research end-user are other higher education providers, Organisations that are affiliates, controlled entities or subsidiaries (such as Medical Research Institutes) of a higher education provider, equivalents (international or domestic) of the above exclusions.

Research internship undertaken with a research end-user.

A research internship should be undertaken;

- within 18 months from the commencement date of the student's HDR if the student is undertaking a full-time student load (36 months from the commencement date for a part-time student load).

A written agreement is required and must detail the Research & Development (R&D) activities to be undertaken and the duration of the internship.

The internship must be for a minimum of 3 calendar months in duration, and at least 60 [full-time equivalent \(FTE\) days of engagement](#).

An eligible internship must be related to the student's area of research.

A research internship can be either paid or unpaid, and can form part of an enrolment or be undertaken during a HDR period of suspension and can be undertaken any time throughout your candidature.

For further information on Research end-user or Industry internships please see [FAQ](#)

PART 4: CANDIDATE'S REPORT ON SUPERVISION AND ANY OTHER CONCERNS

This section is for you to note any concerns you may have regarding your Supervisory Team or any impacts you have faced with the progress of your candidature.

Things such as:

- Are you satisfied with the amount of contact and guidance you are having with your supervisory team?
- Are you satisfied with the feedback on your written work from your supervisors?
- Are you satisfied with the facilities provided to you by your Faculty? (e.g. access to computer, equipment, funds, etc).
- Do you have any problems of a personal and/or technical nature that may interfere with your progress?

Please give details of any concerns you would like raise below. Should you wish to submit a Confidential Report to the Graduate School, you can find this report on our Graduate School Website or by contacting the Manager, Graduate School directly. (manager.gradschool@scu.edu.au).

Candidate Signature:

Email:

Date:

To submit this form, the candidate must:

1. Add their electronic signature and date (above).
2. Save the form as a PDF.
3. Send as an attachment to an e mail to the Principal Supervisor with a request to complete their section and forward on.

PART 5: SUPERVISORY TEAMS REPORT

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:

Things such as:

- Has there been any material change to the thesis topic?
- In your assessment, is the candidate making satisfactory progress, please detail?
- Do you foresee any issues that may prevent the candidate carrying through the research because of the project itself or any other difficulties?
- Are there other issues you wish to raise with the Graduate School about your supervision of this candidate?

Should you wish to submit a Confidential Report to the Graduate School, you can find this report on our Graduate School Website or by contacting the Manager, Graduate School directly. (manager.gradschool@scu.edu.au).

Principal and Co-Supervisor/s Comments:

Principal Supervisor:

Co-Supervisor:

Third Supervisor:

PART 6: SUPERVISORY TEAMS SIGNATURES:

Principal Supervisor Name:

Signature:

Date:

Co-Supervisor Name:

Signature:

Date:

Third Supervisor Name:

Signature:

Date:

To submit this form, the Supervisory Team must:

1. Ensure all electronic signatures have been obtained and saved the form as a PDF.
2. When the final Supervisor has signed off, please send the form as an attachment in an email to the Director HDR Training (or Associate Dean, (Research) if the Director is a supervisor).
3. 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.

SECTION C: TO BE COMPLETED BY DIRECTOR HIGHER DEGREE RESEARCH TRAINING (DHDRT)

PART 7: DIRECTOR'S REPORT

Director HDRT or Associate Dean (Research) 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:

Signature:

Date:

To submit this form, the DHDRT or Associate Dean (Research) must:

1. Add their electronic signature and date (above)
2. Send the final report as an attachment via e mail to hdrsupport@scu.edu.au and cc: the Candidate and all members of the supervisory team.