

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

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

(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
Confirmation of Candidature		
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		

(v) Does your research require a Defence Export Control permit?

YES

NO

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

PART 3: END USER ENGAGEMENT

As part of the Commonwealth Government Reporting Requirements we need you (our students) to tell us the who, what, and when of your Industry* Engagement activities during your candidature here at Southern Cross University. Whilst Industry Engagement is not currently a compulsory part of your candidature, it will be in the near future. 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.

Below is a list of Industry engagement activities.

If you are, or have been, involved in any of the activities below, please use the prompts below to give us a brief description. We will log this information in your student file, it will also be sent as part of compulsory government reporting.

* **ORGANISATIONAL TYPE/INDUSTRY = External to academia such as, Business, Government or Non-Government Organisation, Community, Industry or Not for Profit.**

Please indicate if you are undertaking any Research End-User engagement (listed below). **Yes** **No**

If **Yes**, please indicate below.

Are you undertaking a Research Internship? **Yes** **No**

Research internship is defined as a temporary position with a research end-user where a student has undertaken research and development (R&D) related to their higher degree by research (HDR).

The Internships must:

- Have been undertaken whilst you are enrolled as an HDR student at Southern Cross University (including interruptions)
- Have been for a period of at least 30 days (can be paid or unpaid)

If **Yes**, please indicate below.

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.

Do you hold a joint or fully funded Industry Scholarship? **Yes** **No**

Jointly funded or fully funded by an industry partner who contributes financially to the cost of an HDR student's course of study or/and stipend for general living cost and must be awarded officially as part of HDR candidature (excludes, Academic Research Project Funding).

If **Yes**, please indicate below.

Have you undertaken any formal training? **Yes** **No**

Any formal training recognised by the University that focusses on preparing a student for work with an Industry partner, training can be administered by the industry partner or Southern Cross University.

This includes:

- Intellectual property
- Management/leadership
- Collaboration
- Entrepreneurship
- Research commercialisation

If **Yes**, please indicate below.

Other Commercialisation and Engagement Activities? **Yes** **No**

Other commercialisation and engagement activities. An arrangement with an industry that enables experiential learning related to the students HDR.

This includes:

- Practicums or performances
- R & D consultancy work or R & D commercialisation activities,
- Entrepreneurship
- Community engagement/outreach and extension work
- Can be paid or unpaid work
- Research Internship less than 30 days

Other:

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 obtain 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:

DHDRT or Associate Dean (Research)'s Name:

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.