

2009 Annual Progress Report

Information Sheet



This progress report

- The annual progress report is designed to provide a structure for planning and reflection on your progress. It is an opportunity for you, your supervisor(s) and your Faculty of Study to review your progress and to discuss and revise your research plan. It is particularly important to review your progress in light of the time limit for your candidature to ensure that you finish within this limit (<http://www.research.murdoch.edu.au/gradcentre>). Students find the process of completing their progress report very useful for keeping them on track within a schedule, even though the schedule has to be flexible enough to allow for further developments.
- A very important function of this report is to give you an opportunity to document any issues or problems you are having with your research, so that your supervisors and the University can work with you to overcome any obstacles. There are several avenues of support, and the following website can point you in the right direction <http://www.research.murdoch.edu.au/gradcentre>
- Finally, the progress report is intended to demonstrate that you are active and making progress as a research student. Without evidence of good progress, the University could review your standing as a candidate. If progress is unsatisfactory without acceptable reasons, your candidature may be discontinued.

Who has to lodge a report?

ALL STUDENTS, including those students whose candidature is currently suspended, are required to lodge an Annual Progress Report. *There are three exceptions:*

1. Those students who were enrolled for the *first* time in a research degree after the 1 November 2008 do not need to submit a report – satisfactory progress will be assumed and they will automatically be re-enrolled for 2009.
2. If you will submit your thesis prior to 29 August 2009 you do not need to submit an Annual Progress Report.
3. Students enrolled in the *coursework only component* of the Doctor of Psychology, Doctor of Education, Doctor of Information Technology, Doctor of Human Resource Management and the Research Masters with Training.

When is it due?

- Your completed report needs to be handed to your supervisor **no later than 7th August 2009**. Your supervisor must hand it to the Graduate Centre no later than **1 September 2009**. Failure to lodge a report **will** result in suspension of candidature and scholarship (if you hold one).

What happens if I don't lodge my report in time?

- The continuation of your Research Training Scheme (RTS) place (fee-free place) relies upon the timely submission of your Annual Progress Report. Failure to submit your report may result in a suspension of your enrolment, your RTS place and scholarship if you hold one.

Do I have to lodge a re-enrolment form as well?

- Students for the degrees of PhD, MPhil and LLM who submit a Progress report by the due date **DO NOT** have to lodge a re-enrolment form. They will be automatically re-enrolled.
- Students enrolled in the Doctor of Psychology, Doctor of Education, Doctor of Information Technology, Doctor of Human Resource Management and the Research Masters (with Training), will all be required to submit a re-enrolment form for 2009. Forms will be posted to these students in late November.

How do I know that my progress has been approved?

- You will receive a letter from the Graduate Centre in late November or early December. Enrolment forms will be included with these letters for those students who are required to complete one. All other students will automatically be re-enrolled.

Scholarship holders

- Scholarship holders are required to submit a satisfactory Annual Progress Report for continuation of their award. Failure to lodge a satisfactory report will result in suspension of your scholarship. Australian Postgraduate Awards and Murdoch University Research Studentships are tenable for up to three years for PhD students. Extensions of *up to* a further six months may be granted where circumstances which have delayed progress are beyond the control of the candidate. Circumstances must be related to their research rather than of a personal nature. Applications for extension should be made on the appropriate form (<http://www.research.murdoch.edu.au/gradcentre/forms.html>) approximately 10 weeks before the 3-year expiry date of your award. Applications for scholarship extension cannot be made on this report form.

What if I am on or have been on suspension?

- All students, even if you have had a suspension (or are currently on suspension) must provide an Annual Progress Report. If you have been on suspension for all or a large part of the reporting period, it may be acceptable to report minimal progress. However, this report should be seen as an opportunity to revisit your thesis plan and provide an up to date timeline which takes into account your suspension period. It is important that the University has up to date milestones of your research.

Other questions

Any queries that you have regarding the reporting process, your candidature or your scholarship may be directed to the Graduate Centre on 08 9360 6506 or email: scholar@murdoch.edu.au

3. REPORT ON PROGRESS

(a) Please indicate how frequently you and your supervisor/s communicate (please tick one box.)

Daily	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>	Every few months	<input type="checkbox"/>	Once a year	<input type="checkbox"/>
Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Once a semester	<input type="checkbox"/>	Not since last report	<input type="checkbox"/>

(b) How often have you had face-to-face meetings with your supervisor/s over the past year? (Please tick one box.)

Daily	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>	Every few months	<input type="checkbox"/>	Once a year	<input type="checkbox"/>
Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Once a semester	<input type="checkbox"/>	Not since last report	<input type="checkbox"/>

(c) Have you submitted written work to your supervisor/s? If so provide details

(d) Have you had written feedback from your supervisor/s on this written work?

Please attach a summary of your research progress to date. Please be candid in the assessment of your progress. Honesty helps both you and the University to a successful completion. There is no recommended maximum page or word limit for this, but it should be a minimum of 1-2 A4 pages and must include:

- Work completed to date and when completed.
- Any change in focus of your research that might have eventuated since you submitted your Program of Study, or last Annual Progress Report.
- Outline what work you still have to do and when you intend to do each part. (A detailed timetable outlining milestones should be attached). In particular please state which sections of your thesis have been completed in final (thesis quality) form, partially completed or still to be commenced. A pro-forma timeline table is at the following website for you to use. (<http://www.research.murdoch.edu.au/gradcentre>)
- An outline of any problems that may have affected your progress in the past year (eg technical, personal, supervisory, lack of equipment/ resources). You should outline the steps you've taken to address these problems, and progress made since addressing these issues.
- Provide details of any conference papers you have presented, any work that has been published (or submitted for publication) and any overseas research undertaken since your last progress report.

(e) **When do you intend to submit your completed thesis for examination?** / /

4. HAVE YOU DISCUSSED WITH YOUR SUPERVISOR:

	Yes	No
a) Your intellectual property rights?		
b) Any confidential material?		
c) Authorship and joint authorship in reference to the University guidelines on joint authorship?		
d) Project safety issues and appropriate safety workshops?		
e) Do you need advice on intellectual property?		

Further Advice can be obtained from:

Division of Research and Development <http://wwwadmin.murdoch.edu.au/research/>

School Safety Representatives <http://osh.murdoch.edu.au/reps.html>

5. DOES YOUR RESEARCH PROJECT INVOLVE:

	Yes#	No		Yes#	No
a) Human participants who will contribute personal data, information or opinions?			If yes, do you have Human Research Ethics Committee Approval?		
b) The use of animals?			If yes, do you have Animal Ethics Committee Approval?		
c) In vitro production of recombinant DNA molecules? *			If yes, do you have Institutional Biosafety Committee Approval?		
d) Potentially biohazardous procedures and situations?			If yes, do you have Institutional Biosafety Committee Approval?		
e) Use and disposal of potent teratogens or carcinogens?			If yes, do you have Hazardous Chemicals Sub-Committee Approval?		
f) The use of ionising radiation?			If yes, do you have Radiation Safety Sub-Committee Approval?		
g) The use of any other hazardous materials?			If yes, do you have Occupational Health Committee Approval?		
h) Fieldwork? (See our website at http://www.research.murdoch.edu.au/gradcentre for a definition of fieldwork)			If yes, do you have approval from your Head of School?		

#If you have ticked any box to indicate that you need approval, and this has not yet been obtained, please attach a separate explanatory note.

*** It is a statutory requirement of the Gene Technology Act 2000 that you notify your institutional Biosafety Committee of all work involving genetically manipulated organisms. If you are unsure please contact our IBC (See IBC webpage on CWIS)**

6. EMPLOYMENT

If you are a full-time student and were in paid employment (including part-time teaching) during the year, please specify:

a) Your employer(s)	
b) The type of work done	
c) The total number of hours in employment for the year (where this includes part-time teaching please provide a break-down by type of teaching activity)	

7. UNIT ENROLMENTS (for MPhil and PhD candidates only)

Please name any subjects, course or units enrolled in this year (in addition to your research degree)

If you are currently an MPhil or LLM candidate, do you wish to transfer to PhD? (If you do, you will need to attach a brief written statement outlining aims, significant and target dates for a revised programme of study.)	Yes	No
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Signature of Student:	Date: / /
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ON COMPLETION PLEASE FORWARD TO YOUR PRINCIPAL SUPERVISOR WITHOUT DELAY. Please keep a copy for your records.

SECTION B - To be completed by the Principal Supervisor

(in consultation with any other supervisor). It is important that you complete this form in a timely manner, failure to do so may jeopardise your student's enrolment.

As you are aware the University is now proactively monitoring progress of all research students. Please be honest in your assessment of the progress that this student has made. If you are experiencing concerns of any sort, there are several avenues of support available for both supervisors and candidates. If you wish to talk to anyone about any concerns, please contact your Faculty Postgraduate Co-ordinator or Isabella Gijbertse, Graduate Centre Manager (x7685).

1. STUDENT PROGRESS

Please rate the student's progress: (Please tick one box)

Excellent	
Good	
Satisfactory	
Marginal	
Unsatisfactory	

If you rate the student's progress as marginal or unsatisfactory, have you informed the student in writing with a copy to the Graduate Centre?	Yes	No
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On the basis of current progress, is the student likely to submit the thesis by the date mentioned? (If not, when do you expect it to be submitted? Indicate correspondence you have had with the student on progress.)

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2. SUPERVISORS REPORT ON STUDENT PROGRESS

	Yes	No
(a) Is the student's report overly brief and/or lacking in depth?		
(b) Does it outline the problems encountered?		
(c) Does it provide sufficient detail in the proposed work schedule for the next 12 months?		
(d) Does the student tend to fail to meet deadlines, eg hand in their annual progress report late without good reason, and/or fail to meet agreed deadlines for drafts etc with you?		
(e) Does the student have sufficient contact with you?		
(f) Does the student tend to avoid meetings with you?		
(g) Does the student produce research or conference papers?		
(h) Does the student produce chapter drafts of adequate standard?		
(i) Has the student experienced changes in supervision?		
(j) Does the student show signs of a diminishing interest, commitment or motivation over a sustained period (>6 months)?		
(k) Has the student suspended enrolment for a prolonged period (>6 months) for reasons not directly related to the project itself?		

Where the answer to a question is "yes", where appropriate, the supervisor is expected to provide additional comments for clarification as an attachment.

Please make a brief statement commenting on each section of the student's progress report and explain the rating that you have given at question 1.

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3. THE PROJECT

	Yes	No
(a) If the project involves the use of human subjects, or animals, or hazardous materials, etc. (See Question 4 in Section A), has the appropriate authority been obtained from the relevant committee?	<input type="checkbox"/>	<input type="checkbox"/>
(b) If the project involves the student's intellectual property rights or joint authorship of papers (see Question 4 in Section A), have you reached a mutually satisfactory agreement with the student on these matters which conforms to the University's guidelines	<input type="checkbox"/>	<input type="checkbox"/>

4. RECOMMENDATIONS

1. Do you recommend:	Yes	No
a) The student's continued enrolment	<input type="checkbox"/>	<input type="checkbox"/>
b) Continuation of the student's scholarship (if the student currently holds one)	<input type="checkbox"/>	<input type="checkbox"/>

*If the answer to these questions "No" please attach a written statement with copies of correspondence to the student.

	Yes	No
c) Transfer to PhD enrolment? (Current MPhil/LLM students requesting transfer)	<input type="checkbox"/>	<input type="checkbox"/>

Note: Recommendations to transfer should normally be made only on this form in September each year. Please provide a brief statement commenting on each section of the student's progress report and explain the rating that you have given at question 1. Please attach a statement commenting on the student's revised programme of study, along with your recommendation.

	Yes	No
e) Termination or suspension of candidature	<input type="checkbox"/>	<input type="checkbox"/>

(If 'yes', please attach a statement giving your reason, and copies of correspondence to the student)

Signature of Supervisor:	Date: / /
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THIS FORM SHOULD NOW BE FORWARDED WITHOUT DELAY, AND NO LATER THAN 1 SEPTEMBER 2009, TO:

**Graduate Centre
Level 1, Chancellery Building**

SECTION C

1. FACULTY SUPPORT

(a) Does the Faculty support the continued enrolment (and scholarship, if applicable) of this student?

Yes	
No	
Provisionally	

If this student is not supported in their continued enrolment, or there are special conditions, requirements or additional milestones which apply to this student, please give details. Clear lines of responsibility regarding these conditions should also be established.

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Faculty Postgraduate Research Director (or nominee)

Signature:	Date: / /
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