

Purpose of the Annual Progress Report

The purpose of the annual progress report is to help you reflect on your progress, your supervision and the resources that are available to you. Under the Degree Rules, all research higher degree candidates are required to provide an annual report on progress.

Some candidates will also be required to complete a mid-year progress report. This will occur if:

1. Concerns were expressed with regards to your previous annual progress report.
2. Your Research Training Scheme (RTS) entitlement has expired.
3. You are an international student (this is a requirement of the Australian Government).
4. A complete annual progress was not received from the previous year.
5. You have applied for leave of absence in the next semester. (The mid-year report will replace the annual report).

The progress report is an opportunity for you to reflect on and measure your progress and to identify any barriers to meeting your completion targets, including required resources.

The absence of a report will be taken as signifying a lack of progress and may lead to termination of your candidature. Please answer questions candidly, as the identification of difficulties will allow problems to be addressed. You are welcome to seek advice from the staff of the Office of Graduate Studies before completing the report, if required.

Content of the Report

Comment will be sought on such matters as:

- the extent to which progress in terms of the research program agreed with the supervisor has been achieved;
- the extent of the interaction with the supervisor in terms of the agreed program of consultation;
- status of ethics clearances;
- presentation of research (seminars, publications);
- any factors which are affecting the progress of work adversely or otherwise;
- anticipated completion time, and reasons for changes to the anticipated date from previous reports on progress;
- availability of training and support.

Where problems are identified as impeding progress, it is the responsibility of you, your supervisor and your Head of School to suggest solutions to these problems, in consultation with your Assistant Dean Research Training as appropriate.

RHD Academic Progress Report Procedure

The Progress Report procedure allows for independent candidate and supervisor reports and a joint report identifying progression and completion targets.

An email from the Office of Graduate Studies, with a link to the required progress report form, will be sent to candidates. The annual reports are posted in the first week of October and the mid-year reports are posted in April / May.

- **Section A - Candidates Report**
- **Section B - Supervisors Report**
- **Section C - Joint Report on Targets**

Summary of Requirements:

The candidate is responsible for:

- Completing Section A and returning it directly to OGS by the date requested on the form.
- Jointly completing Section C with their supervisor and returning it to OGS by the date requested on the form.

The supervisor is responsible for:

- Completing Section B and returning it directly to OGS by the date requested on the form.
- Jointly completing Section C with the candidate, in time for the report to be submitted to OGS by the date requested on the form.

The Office of Graduate Studies is responsible for:

- Receipting and collating each section of each report.
- Forwarding complete reports to each relevant Head of School (or nominee) and Assistant Dean (Research Training) for comment, endorsement and return.
- Reporting overdue reports to the Research Training Sub-Committee.

Electronic copies of progress reports will be distributed by the Office of Graduate Studies at the appropriate times. If supervisors or candidates require electronic copies of reports at other times, they will be available for downloading from our website but will not be populated with specific candidature details. You will be required to populate the candidate summary of downloaded report forms with the full name of the candidate and supervisors, as a minimum. The Office of Graduate Studies will accept reports via email. The forms are available from the following link.

<http://www.newcastle.edu.au/research/rhd/forms.html>.