



## ANNUAL PROGRESS REPORT – INFORMATION SHEET

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It is University policy that the progress of higher degree research students be reviewed annually. This information will assist you in lodging your Annual Progress Report and answers some frequently asked questions.

### **Why do I need to submit an Annual Progress Report every year?**

The Annual Progress Report provides an opportunity for you, your supervisors and your Graduate Research Coordinator to review your progress and to discuss and revise your research plan as each year passes. It is particularly important to review your progress in light of the time limit for your candidature to ensure that you will complete within this limit.

The Annual Progress Report is intended to demonstrate that you are active and making progress as a research student. A satisfactory Annual Progress Report is a condition of re-enrolment. Students who do not submit a satisfactory report will not have their re-enrolment for the following year approved and continuation of their candidature will be subject to review by the Graduate Research and Scholarships Office.

### **Who has to lodge a Report?**

All students, *including those on suspension or who are part time*, are required to lodge an Annual Progress Report every year. Once you submit your thesis for examination you will no longer be required to submit an Annual Progress Report.

### **Who has to sign my Annual Progress Report?**

Your Annual Progress Report must be signed by your Coordinating Supervisor or Principal and Coordinating Supervisor **and** the Graduate Research Coordinator. Students enrolled in two schools must have their report endorsed by the Coordinating supervisors and Graduate Research Coordinators from *both* schools. Reports with incomplete or incorrect signatures will be returned to the school.

### **What happens once I have lodged my Annual Progress Report?**

Once your report has been received by the Graduate Research and Scholarships Office, it is reviewed by the Associate Director of the Graduate Research and Scholarships Office. Students who have made satisfactory progress will be approved for re-enrolment.

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

Submission of a satisfactory Annual Progress Report on time is one of the major conditions of your enrolment. Failure to do so may jeopardise your candidature and will prevent your automatic re-enrolment the following year.

### **What if my candidature is suspended?**

*All students, even those on suspension at the time the Annual Progress Report is due must provide a 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.

### **How do I know that my progress has been approved?**

Once your report has been reviewed and approved, the Graduate Research and Scholarships Office will send an e-letter to your **student email account**, copied to your supervisors and your Graduate Research Coordinator. You can also check the status of your Annual Progress Report on Student Connect.

## HOW TO FILL OUT THE FORM

### SECTION A – to be completed by student

All items in this section must be completed. Missing information will delay processing.

The section on classification codes must be completed accurately. Please go to the links listed on the forms (or: <http://www.planning.uwa.edu.au/statistics/resources/government-manuals#research>) to find the correct codes. Your supervisors and your Graduate Research Coordinator can help you with this. Normally the codes will be the same ones you supplied in your Research Proposal, however if your research direction or focus has changed, or if you have changed schools, you may need to provide new code information and amended percentages. Please check your codes are accurate every time you are asked to supply them.

It is expected that the Graduate Research Coordinator will note any matters raised by you in **SECTION 6, item 9** when reviewing and signing the report and, if required, take action or discuss the matter with you.

Your Completion Plan must clearly show the steps that remain to be taken in order for you to complete your thesis by the maximum time limit of candidature. Please provide a summary of work already completed and an accurate, realistic time line of remaining research events complete with the dates you will submit each task to supervisors and the dates your supervisors have agreed to return feedback. A *sample* Completion Plan is provided on the back page of the Annual Progress Report, for your information.

### SECTION B – to be completed by supervisors

Current supervision arrangements can be viewed by supervisors through staffConnect (<http://www.simssupport.uwa.edu.au/>). If a change needs to be made to the supervision arrangements, an application for changes to supervision must now be made online through the GRSO Online Forms system (studentConnect).

### SECTION C – to be completed by student, Coordinating Supervisor/s and Graduate Research Coordinator

This section is for declarations and signatures. Please ensure plenty of time for all parties to review, approve and then sign your Annual Progress Report. It is best to submit your Annual Progress Report to your school for signing some time in **advance** of its actual due date. If you are due to submit your Annual Progress Report in the weeks before or after Christmas please plan ahead and allow more time for collecting signatures and processing.

## GENERAL INFORMATION

- All students are expected to update their correspondence addresses themselves on StudentConnect: [http://www.studentadmin.uwa.edu.au/welcome/student\\_connect](http://www.studentadmin.uwa.edu.au/welcome/student_connect)
- Check your milestones and other significant information, such as financial encumbrances, on StudentConnect [http://www.studentadmin.uwa.edu.au/welcome/student\\_connect](http://www.studentadmin.uwa.edu.au/welcome/student_connect).
- Check your student email regularly for official correspondence, notices and invoices from the University.
- NEW: Apply for leave, suspension, change of supervision and changes to enrolment online in studentConnect [http://www.studentadmin.uwa.edu.au/welcome/student\\_connect](http://www.studentadmin.uwa.edu.au/welcome/student_connect).

**Please note: If you have incurred a debt to the University such as a parking fine, library fine, or Student Services and Amenities Fee (SSAF), etc., your re-enrolment cannot be processed even if you have lodged the appropriate forms.**

## SCHOLARSHIP INFORMATION

Scholarship holders are required to submit a satisfactory Annual Progress Report for continuation of their award. The information in your Annual Progress Report will be reviewed for this purpose. Australian Postgraduate Awards, University Postgraduate Awards and most other scholarships are normally 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 student and are related to their research rather than of a personal nature.

Award or Scholarship holders are required to notify the Scholarships Office, in writing, in the event that they:

- 1) discontinue their studies;
- 2) cease to study or be enrolled on a full-time basis;
- 3) suspend higher degree candidature;
- 4) propose to study overseas;
- 5) transfer from Masters to PhD candidature or vice versa;
- 6) change School;
- 7) change address;
- 8) undertake employment, lecturing, tutoring or demonstrating duties exceeding eight hours per week; or
- 9) submit their thesis.

Award and scholarship holders are requested to give advice of any such change of circumstances in advance if at all possible. It may take a few days for any resulting administrative change to be implemented. If a student receives benefits in excess of his/her entitlement as a result of a change in circumstances, the University will take action to recover the amount overpaid.

## OTHER QUERIES

Other queries may be directed to the Graduate Research and Scholarships Office.

See <http://www.postgraduate.uwa.edu.au/contact>

Candidature:	<a href="mailto:pghelp@postgraduate.uwa.edu.au">pghelp@postgraduate.uwa.edu.au</a>
Thesis Examination:	<a href="mailto:pgexam-grso@uwa.edu.au">pgexam-grso@uwa.edu.au</a>
Postgraduate Research Scholarships:	<a href="mailto:researchschols@uwa.edu.au">researchschols@uwa.edu.au</a>
International Postgraduate Research Scholarships:	<a href="mailto:internationalscholarships@uwa.edu.au">internationalscholarships@uwa.edu.au</a>

### Confidential enquiries or concerns:

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