



Graduate Research School Office  
ANNUAL PROGRESS REPORT

**APR**

Office Use  
Only

If you are a full-time Doctoral student, and this is your first Annual Progress Report please also submit your Confirmation of Candidature (CC) form available at [www.postgraduate.uwa.edu.au/students/forms](http://www.postgraduate.uwa.edu.au/students/forms)

If you are or have been a part-time Doctoral student, please check the due date of your Confirmation of Candidature on Student Connect [http://www.studentadmin.uwa.edu.au/welcome/student\\_connect](http://www.studentadmin.uwa.edu.au/welcome/student_connect)

This form is to be completed by all Doctoral and Masters by Research students **including those on suspension**. Your continued enrolment depends on the receipt of a satisfactory Annual Progress Report in the Graduate Research School by the due date, which in most cases is the anniversary of your commencement in this degree.

If you need to apply for an extension of scholarship or candidature, please use the Application for Extension form, which is available at: [www.postgraduate.uwa.edu.au/students/forms](http://www.postgraduate.uwa.edu.au/students/forms)

**SECTION A – to be completed by student**

**1. STUDENT DETAILS**

**FAMILY NAME:** \_\_\_\_\_ **STUDENT ID:** \_\_\_\_\_

**GIVEN NAMES:** \_\_\_\_\_ **TITLE:** Mr, Ms, Mrs, Dr, etc \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_ **TELEPHONE NO:** \_\_\_\_\_

**DEGREE:** \_\_\_\_\_

DOMESTIC STUDENT

INTERNATIONAL STUDENT - Student Visa expiry date (dd/mm/yyyy): \_\_\_\_\_

If you have held a scholarship in **the past 12 months** please complete the following:

| Name of scholarship/s: | Expiry date of scholarship/s: |
|------------------------|-------------------------------|
| 1.                     |                               |
| 2.                     |                               |
| 3.                     |                               |

**2. CLASSIFICATION CODES – Please complete ALL sections. These codes are important and they must be correct**

**2008 FIELDS OF RESEARCH (FOR) CLASSIFICATION CODE/S:**

Details may be found at:

<http://www.planning.uwa.edu.au/statistics/research-codes>

(Up to 3 codes may be selected. Please select field or group codes that are as specific as possible, not from the top 'division' level).

| 2008 CODE/S | % - must total 100% |
|-------------|---------------------|
|             |                     |
|             |                     |
|             |                     |

**2008 SOCIO-ECONOMIC OBJECTIVE (SEO) CODE/S:**

Details can be found at: - <http://www.planning.uwa.edu.au/statistics/research-codes>

(Up to 3 codes may be selected. Please select objectives or codes that are as specific as possible)

| 2008 CODE/S | % - must total 100% |
|-------------|---------------------|
|             |                     |
|             |                     |
|             |                     |

**RESEARCH ACTIVITY TYPE**

The definitions for each type are at:

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/Latestproducts/1297.0Main%20Features42008?opendocument&tabname=Summary&prodno=1297.0&issue=2008&num=&view=>

Pure Basic  Strategic Basic

Experimental  Applied

### 3. INTELLECTUAL PROPERTY AND CONFIDENTIALITY

The Intellectual Property Policy is available at [www.universitypolicies.uwa.edu.au/](http://www.universitypolicies.uwa.edu.au/)

The Intellectual Property Questionnaire is available from [www.postgraduate.uwa.edu.au/students/forms#ip](http://www.postgraduate.uwa.edu.au/students/forms#ip)

1. Are there confidentiality or intellectual property issues that need to be considered, or that have arisen since completion of your last Annual Report?  YES  NO

If **YES**, please complete questions 2 and 3 in this section.

2. Is there any aspect of your research which is likely to result in the generation of intellectual property of potential commercial value to the University?  YES  NO

3. Is there likely to be any restriction on the disclosure of information provided to you or arising from your research (for example, confidential information or patentable inventions)?  YES  NO

If **YES**, to any of the above, please attach an Intellectual Property Questionnaire.

Attached

### 4. GRADUATE RESEARCH AND SUPERVISION

It is a requirement that you and your supervisors are conversant with, and abide by, University policies.

The policies and rules regarding Research and Supervision are available at: [www.postgraduate.uwa.edu.au/students/policies](http://www.postgraduate.uwa.edu.au/students/policies)

*Student Perceptions of Research Supervision (SPORS)* is available at: <http://www.postgraduate.uwa.edu.au/supervisors>. This questionnaire is a useful guide to yearly review discussions between students and supervisors.

1. Are you and your supervisors familiar with the rules and policies relevant to your course?  YES  NO

2. Please check your **supervision** details on studentConnect: [http://www.studentadmin.uwa.edu.au/welcome/student\\_connect](http://www.studentadmin.uwa.edu.au/welcome/student_connect): (Enrolment – Course & Unit → Current Enrolment Course Details – **Supervisors**)

Are the supervision details listed in studentConnect correct?  YES  NO

If No, please submit an online application for change in supervision: [http://www.studentadmin.uwa.edu.au/welcome/student\\_connect](http://www.studentadmin.uwa.edu.au/welcome/student_connect)

(Graduate Research Online Forms → Change in supervision)

### 5. EMPLOYMENT

*Please provide details of all paid employment you have undertaken since your last annual report (or commencement, if this is your first report). NB, you must discuss any work commitments with your supervisors to ensure that work commitments do not interfere with your candidature progress. If you are in receipt of a scholarship you must ensure that you comply with the conditions, including the weekly limits on paid employment.*

*Have you engaged in paid work since your last annual report (or commencement, if this is your first report)?*

Yes  No

|  |  |
|--|--|
| 1. Your employer/s   |  |
| 2. The type of work  |  |
| 3. The total hours each week you have been in employment.<br>Where this includes teaching please provide a break down by type of teaching activity |  |

## 6. ENGAGEMENT WITH RESEARCH END-USERS

1. In the **last** 12 months, have you undertaken any formal engagement with a research end user, e.g. mentoring, internship, placement etc? A research end-user is any external organization including business, government, non-governmental organisations, communities and community organisations. Universities and their subsidiaries are excluded. Please do not include courses, workshops etc – these are covered in Section 7.

Yes  No

If **Yes**, please provide details for each engagement activity (add additional rows if required). If there was an agreement detailing your attendance and the conditions of the activity, please attach a copy.

| Start date | End date | Days per week attending the activity | Total number of days attending the activity | Type/name of activity (eg internship) | Name/s and address of Organisation/s |
|------------|----------|--------------------------------------|---|---------------------------------------|--------------------------------------|
|            |          |                                      |   |                                       |                                      |
|            |          |                                      |   |                                       |                                      |

2. In the **next** 12 months, do you plan to undertake any formal engagement with a research end user, e.g. mentoring, internship, placement etc? A research end-user is any external organization including business, government, non-governmental organisations, communities and community organisations. Universities and their subsidiaries are excluded.

Yes  No

If **Yes**, please provide details for each engagement activity (add additional rows if required). If there is an agreement detailing your attendance and the conditions of the activity, please attach a copy.

| Start date | End date | Days per week attending the activity | Total number of days attending the activity | Type/name of activity (eg internship) | Name/s and address of Organisation/s |
|------------|----------|--------------------------------------|---|---------------------------------------|--------------------------------------|
|            |          |                                      |   |                                       |                                      |
|            |          |                                      |   |                                       |                                      |

## 7. REPORT ON DEVELOPMENT, SUPERVISION AND PROGRESS

1. Please list any coursework units, professional development courses or workshops you have undertaken in the last 12 months (add additional lines if required). Please list all such activities, including those undertaken outside UWA. Do not repeat activities listed in Section 6.

| Start date | End date | Days per week attending the activity | Total number of days attending the activity | Type/name & purpose of activity (eg commercialization training; writing development) | Name/s and address of Organisation/s |
|------------|----------|--------------------------------------|---|--|--------------------------------------|
|            |          |                                      |   |  |                                      |
|            |          |                                      |   |  |                                      |

2. How frequently do you communicate with your supervisors? (please tick **one** box)

Daily
  Fortnightly
  Every few months
  Once a year  
 Weekly
  Monthly
  Once a semester
  Not since last report

2. Are these meetings with your:

Principal supervisor
  Coordinating supervisor
  Both
  Other

3. How often have you had formal meetings with your supervisors in the past year? (Please tick **one** box)

Daily
  Fortnightly
  Every few months
  Once a year  
 Weekly
  Monthly
  Once a semester
  Not since last report

5. Since the last report have you submitted written work to your supervisor/s?  Yes  No

If **Yes**, please provide details.

6. Have you received written feedback from your supervisor/s on this written work?  Yes  No

7. Are there any matters you wish to raise with the Head of School, or the Graduate Research Coordinator?  Yes  No

If **Yes**, please attach

8. Are there any suggestions or concerns you would like to raise with the Graduate Research School?  Yes  No

If **Yes**, please provide details below or send a confidential email to your candidature officer or to [pghelp-grso@uwa.edu.au](mailto:pghelp-grso@uwa.edu.au)

9. Please **attach** a summary of your research progress to date. There is no recommended maximum page or word limit for this, but it should be a **minimum of one (1) A4 page** and must include:

- work you have completed in the last 12 months and the status of your research relative to completion; please refer to and update the plan you submitted in your Research Proposal or your last Annual or Interim Report (whichever was the more recent);
- any change in focus of your research or major deviations from the research plans in your Research Proposal or last Annual or Interim Report;
- full bibliographic details of any conference papers you have presented and any work that has been published (or submitted for publication), and details of any overseas research undertaken since your last progress report;
- an outline of any problems that may have affected your progress in the past year (eg technical, personal, supervision, lack of equipment/resources). You should include the steps taken to address these problems and progress made since addressing these issues. It is essential that problems are identified during your candidature if you are seeking an extension of candidature and scholarship/s or may wish to do so at a later date. If you prefer, you may send a confidential outline of problems to the Graduate Research School, Hackett Hall, M358, under separate cover.

## **8. COMPLETION PLAN – COMPULSORY FOR ALL STUDENTS, INCLUDING THOSE CURRENTLY SUSPENDED**

Please attach a Completion Plan for the remainder of your candidature. There is an example of a Completion Plan on the last page of this form.

If you are in your first or second year the Completion Plan must include a detailed plan of your research, writing and development activities for the next 12 months and a brief outline, with quarterly milestones, for the remainder of your candidature.

If you are in or beyond your third year the Completion Plan must include a detailed audit of all the tasks that you have completed and all that remain, with a realistic outline of future milestone dates, including the date you expect to submit your thesis.

The Completion Plan is negotiated between the student and their supervisor/s and detailing the actions required by all parties to reach the point of submitting a thesis for examination.

The Completion Plan is essentially an agreement between the student and the supervisor/s. It is lodged with the Graduate Research School as evidence that the parties have discussed and developed strategies and actions, and now have an agreed, realistic timeline for ensuring that the thesis is finished within the time stipulated.

Key points to note when compiling an effective Completion Plan:

- The Completion Plan must be negotiated between the student and the supervisor/s.
- The Completion Plan must take realistic account of any factors that might influence progress (e.g. one or more parties being away or having heavy commitments at particular times, limited availability of required material or resources, etc.)

See the sample on the following page

**SAMPLE EXTRACT FROM A COMPLETION PLAN – DELETE THIS PAGE FROM YOUR REPORT**

*Please note that this is a SAMPLE only, not a form or template - please do not sign and return it.  
Please construct your own plan and sign that.*

|  |  |
|--|--|
| <p><b>Tasks Completed</b></p> <ul style="list-style-type: none"> <li>• Chapters 1-5 final drafts complete</li> <li>• Chapter 6 first draft complete</li> <li>• Chapter 7 draft outline complete</li> <li>• References in Endnote up to date</li> </ul> | <p><b>Tasks Remaining</b></p> <ul style="list-style-type: none"> <li>• Revise Chapter 6</li> <li>• Draft and revise Chapter 7</li> <li>• Write Abstract, Preface, Acknowledgments</li> <li>• Submit Nomination of Examiners Form</li> <li>• Compile and check reference list (Endnote)</li> <li>• Compile and check complete thesis</li> <li>• Print thesis, obtain signatures and submit</li> </ul> |
|--|--|

**Timeline (example)**

| <b>Task</b>                            | <b>Date for student to complete</b> | <b>Due date for supervisor's feedback</b> |
|--|-------------------------------------|---|
| Chapter 6 revisions                    | <date>                              | <date>                                    |
| Chapter 7 final outline                | <date>                              | <date>                                    |
| Section 7. A draft                     | <date>                              |   |
| Section 7. B draft                     | <date>                              |   |
| Section 7. C draft                     | <date>                              |   |
| Section 7. D draft                     | <date>                              |   |
| Chapter 7 complete first draft         | <date>                              | <date>                                    |
| Chapter 7 revisions                    | <date>                              | <date>                                    |
| Abstract, Preface and Acknowledgements | <date>                              | <date>                                    |
| Submit Nomination of Examiners Form    |                                     | <date>                                    |
| References                             | <date>                              |   |
| Complete thesis                        | <date>                              | <date>                                    |
| Submit thesis                          | <date>                              |   |

NB: supervisor will be away from ..... to ....., and has agreed to provide feedback on Chapter 6 revisions via email during that time.

Signed ..... (student) .....(supervisor)

## SECTION B – SUPERVISOR REPORT

### SUPERVISOR/S INFORMATION AND REPORT

As you are aware, the University proactively monitors the progress of all research students. Please be frank in your assessment of the progress that this student has made. If you have any concerns, there are several avenues of support available for both supervisors and students. Should you wish to talk to anyone about your concerns, please contact the Graduate Research Coordinator in your School in the first instance.

You can view the current supervisor arrangements on record through staffConnect (<https://staff-ss0.sims.uwa.edu.au/connect/webconnect>). Applications for changes to supervision must be made online through the GRSO Online Forms system.

1. (a) What is the **current** due date of this student's thesis submission?

(See Milestones on Staff Connect: <https://staff-ss0.sims.uwa.edu.au/connect/webconnect>)

(b) If the student has a current scholarship or sponsorship, what is the current end date of this support?

(c) Which date will be reached first?  Thesis submission  Scholarship/Sponsorship Expiry

2. Please rate the student's progress towards submission by this date, **including those on suspension**:

(please tick only **one** box)

Unsatisfactory  (please provide supporting evidence)

Marginal  (please provide supporting evidence)

Satisfactory

Excellent

If Marginal or Unsatisfactory, are there extenuating circumstances beyond the student's control?

Yes  No

If Yes, please give details:

3. If you rate the student's progress as unsatisfactory, have you informed the student in writing with a copy to the Graduate Research School and Scholarships Office?

Yes  No

4. **ENGLISH:**

(a) Please indicate your view of the student's need for English language development.

**Written English**

Satisfactory  Needs development  Needs considerable development

**Spoken English**

Satisfactory  Needs development  Needs considerable development

(b) If you have rated the student's competency in written English as satisfactory, what is the evidence for this (e.g. completion of substantial piece of writing to an acceptable standard)?

(c) If the student's English needs development, what action have you taken to address this (e.g. referring the student to English Language Skills Advisor, Student Services)?

5. **STATISTICS:**

(a) Does/will this student's project require the use of statistics?

Yes  No

(b) If YES, please indicate your view of the student's level of statistical skills in relation to the requirements for this project.

Satisfactory  Needs development  Needs considerable development

(c) If the student's skills need development, what action have you taken to address this (eg referring the student to the Statistics Clinic run by the Statistics Consulting Group or ensuring that the student enrolls in an appropriate statistics unit)?

6. Do you recommend that the student undertakes any other training or development activities, eg particular units, workshops or courses, or general development in any area? (please give details)  Yes  No
7. Is the student's written report both sufficient and accurate?  Yes  No
8. Is there sufficient detail in the proposed plan of activity for the next 12 months, and is the plan appropriate?  Yes  No
9. Does the student have sufficient contact with you?  Yes  No
10. Does the student produce written work of adequate standard?  Yes  No
11. In the last 12 months, has the student made progress towards completion of the thesis?  Yes  No
12. Does the student show signs of a diminished interest, commitment or motivation over a sustained period (eg > 6 months)?  Yes  No
13. Please provide an estimate of the student's progress towards completion of the thesis, including milestones (eg completion of a literature review, data collection and completion of draft chapters) relative to the agreed timeframe and the Completion Plan (Section A.8).
14. Please outline any problems that have affected the student's progress and may delay the anticipated completion date. What action has been taken?
15. If the student has already exceeded his/her allotted candidature time, or is expected to do so, please outline the steps that are being taken to minimize the period of overrun:
16. What is your anticipated date of submission of the thesis for examination?
17. Do you expect to be absent from the University for more than 3 months during the next year?  
 Yes  No
- If **Yes**, please provide name/s of alternative supervisor/s or details of alternative supervisory arrangements for the student.
18. Recommendation: Given the information provided above, what is your recommendation for the student's candidature?
- Continue candidature until the next Annual Progress Report /Submission?
- Continue, but require an Interim Report in \_\_\_ months as follow-up of issues raised in this report.
- Continue, subject to satisfactory Interim Report after \_\_\_ months, and further Interim Reports every \_\_\_ months until the Annual Progress Report/Submission is due.
- Other (Please specify details \_\_\_\_\_ or send a confidential email to [pghelp-grso@uwa.edu.au](mailto:pghelp-grso@uwa.edu.au))

19. Is this student's research subject to an obligation to any party other than the student with respect to Intellectual Property that the student has produced or might produce during their HDR candidature?

Such obligations might include, but are not limited to, confidentiality, need to seek permission to publish, requirement to publish, requirement to provide data/IP to external parties, or assignment of IP.

Yes       No

If YES, is there a written agreement to this effect?

Yes       No (If No, explain why an agreement is not written?)

If YES,

(a) is the student a signatory to that agreement;

Yes       No (If No, explain why student is not a signatory to the agreement)

**OR**

(b) has the student signed a Deed to assign their Intellectual Property to UWA?

Yes       No

If YES, has the Graduate Research School been provided with a copy of the agreement or Deed?

Yes       No (If No, student must complete the [Student Deed Poll](#) and attach to this annual report)



## SECTION C- to be completed by Student, Coordinating Supervisor/s and GRC

### 1. DECLARATION AND SIGNATURES

All signatories should retain a copy of the completed report. This report must be submitted to the Graduate Research School **by the due date**. The signatures of the Coordinating supervisor/s and Graduate Research Coordinator below will indicate support for any request to extend candidature and or scholarship.

**DECLARATION:** We certify that we have reviewed the student's report and supervisor/s' comments in accordance with the procedures for the Annual Review of Progress. We recommend that the student's candidature be continued and acknowledge that if the information in the Annual Report differs from that previously provided, our signatures below authorise the Graduate Research School to update the information.

| SIGNATURE OF STUDENT   |           |
|--|-----------|
| <b>Declaration:</b> I understand that it is my responsibility to ensure that my milestones are marked as RECEIVED by the due date as indicated in <a href="#">studentConnect</a> . |           |
| Signature:   | Date:     |
| ATTRIBUTION OF COMPLETION (for Coordinating Supervisor and GRC to complete)  |           |
| Please complete this section if the completion is to be attributed other than according to the student's enrolment.  |           |
| School:  | % Split = |
| School:  | % Split = |
| COORDINATING SUPERVISOR OR PRINCIPAL & COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR SIGNATURES   |           |
| Coordinating OR Principal & Coordinating Supervisor signature:   | Date:     |
| <b>Coordinating OR Principal &amp; Coordinating Supervisor name:</b>   |           |
| Graduate Research Coordinator signature:   | Date:     |
| <b>Graduate Research Coordinator name (please print):</b><br>Please add comments if applicable   |           |
| JOINT SCHOOL (IF APPLICABLE)   |           |
| Coordinating Supervisor signature:   | Date:     |
| <b>Coordinating Supervisor name (please print):</b>  |           |
| Graduate Research Coordinator signature:   | Date:     |
| <b>Graduate Research Coordinator name (please print):</b><br>Please add comments if applicable   |           |

| GRADUATE RESEARCH SCHOOL OFFICE USE ONLY   |  |  |
|--|--|--|
| <input type="checkbox"/> Re-enrolment approved   | <input type="checkbox"/> Re-enrolment not approved           | <input type="checkbox"/> Interim Report required |
| _____  | _____  | _____  |
| Associate Director, Graduate Research School, OR<br>Manager, Graduate Research Candidature |  | Date   |
| Candidature Officer <input type="checkbox"/> Init:    Date:                                | Scholarships Officer <input type="checkbox"/> Init:    Date: | Action Required: _____                           |