



Graduate Research and Scholarships Office
Hackett Hall – M358

ANNUAL PROGRESS REPORT

This form is to be completed by all PhD and Masters by Research students. Your continued enrolment depends on the receipt of a satisfactory Annual Report in the Graduate Research School by the due date, which in most cases is the anniversary of your commencement in this degree. This form is available at <http://www.postgraduate.uwa.edu.au/studentnet/forms>. If you need to apply for an extension of scholarship please do so on a separate form, which is available at www.postgraduate.uwa.edu.au/studentnet/forms. The Graduate Research and Scholarships Office contact list is at www.postgraduate.uwa.edu.au/home/contacts/staff.

SECTION I – STUDENT INFORMATION AND REPORT

A. STUDENT DETAILS

Student ID: _____

Family Name: _____ Other Names: _____

Address: _____ Postcode: _____

Telephone contact: Home _____ Mobile _____ UWA/Work _____

School/s and/or Centre in which you are enrolled: _____

Degree: _____ Attendance Type (eg FT/PT) _____

Commencement date: _____ Due date for thesis submission: _____

Supervisor/s: _____

Are you an International student? Yes No
If Yes, please give the expiry date of your student visa (dd)/(mm)/(yy) ____/____/____

CLASSIFICATION CODES ALL STUDENTS must complete ALL SECTIONS

1998 RESEARCH FIELDS, COURSES AND DISCIPLINES (RFCD) CLASSIFICATION CODE/S: Details may be found at: - ABS Australian Standard Research Classification 1998 (Up to 3 codes may be selected. Codes must be from 'disciplines' or 'subjects' level and not from the top 'divisions' level unless selecting "210000 Science - General" or "220000 Social Sciences, Humanities and Arts - General").		2008 FIELDS OF RESEARCH (FOR) CLASSIFICATION CODE/S: Details may be found at: http://www.stats.uwa.edu.au/StatsOffice/codes_and_classifications (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	
1998 CODE/S	%	2008 CODE/S	%

1998 & 2008 SOCIO-ECONOMIC OBJECTIVE (SEO) CODE/S:
 Details can be found at: - http://www.stats.uwa.edu.au/StatsOffice/codes_and_classifications
 (Up to 3 codes may be selected. Please select objectives or codes that are as specific as possible

1998 CODE/S	%	2008 CODE/S	%

RESEARCH ACTIVITY TYPE:
 The definitions for each type are at: [Australian and New Zealand Standard Research Classification \(ANZSRC\), 2008](http://www.anzsrc.gov.au)

- Pure Basic Strategic Basic
 Experimental Applied

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.	

B. INTELLECTUAL PROPERTY AND CONFIDENTIALITY

The Intellectual Property Policy is available at www.legalservices.uwa.edu.au/page/16830

The Intellectual Property Questionnaire is available from www.postgraduate.uwa.edu.au/page/48469

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 **No**, you do not need to complete questions 2 and 3.

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.

→ to Legal Services Office: Attached

C. GRADUATE RESEARCH AND SUPERVISION

The Code of Good Practice in Graduate Research and Supervision is available from the Graduate Research School or the web at www.postgraduate.uwa.edu.au/supervisors/policies/good-practice

Student Perceptions of Research Supervision (SPORS) is available from the Centre for the Advancement of Teaching and Learning website at www.catl.uwa.edu.au/evaluation_of_teaching_unit/spors

The Guidelines for Graduate Research Supervisors is available from the Graduate Research School or the web at <http://www.postgraduate.uwa.edu.au/staffnet/policies/supervisors>

Please ensure that you are conversant with these documents and any others that may affect your research training experience. For example, please check the 'Policies' page at www.postgraduate.uwa.edu.au/page/41538

1. Have you read the above documents? Yes No

If **Yes**, have you discussed these documents with your supervisor/s? Yes No

D. EMPLOYMENT

All students must provide details of full-time and part-time employment during the year, including part-time teaching and academic work at UWA and other work. Please Note: Part-Time and Full-Time scholarship holders are not permitted to work more than eight hours per week during the notional standard working hours of 9am to 5pm, Monday to Friday. All students must discuss their work commitments with their supervisors to ensure that their work commitments are neither interfering with their research progress nor breaching the scholarship conditions.

1. Your employer/s	
2. The type of work	
3. The total hours each week you are in employment. Where this includes teaching please provide a break down by type of teaching activity	

E. REPORT ON PROGRESS

1. How frequently do you communicate with your supervisor/s? (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: Coordinating supervisor Co-supervisor Both

3. How often have you had formal, meetings with your supervisor/s 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

4. Please list any coursework units, professional development courses or workshops you have undertaken in the last 12 months:

5. Since the last Annual 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? Yes No
If **Yes**, please explain

8. 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 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 Progress 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 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 under separate cover.

F. COMPLETION PLAN - COMPULSORY FOR ALL STUDENTS, INCLUDING THOSE CURRENTLY SUSPENDED

Please attach a Completion Plan for the remainder of your candidature.

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.

SECTION II – SUPERVISOR/S INFORMATION AND REPORT

Coordinating supervisor to complete in consultation with all other supervisor/s and the student

Coordinating supervisor: is responsible for ensuring that all administrative and reporting requirements of the supervisors are met. This supervisor will receive all correspondence from the Graduate Research School relating to the student and is responsible for communication with and between other supervisors. The Coordinating supervisor must be a member of UWA staff. **Co-supervisor:** works with the coordinating supervisor. The role of the Co-supervisor must be discussed with the student and other supervisor/s and recorded. **External supervisor:** is a Co-supervisor who does not hold a UWA appointment. The role of the External supervisor must be discussed with the student and other supervisor/s and recorded.

1. Please estimate your current contributions to the supervision - **TOTAL MUST EQUAL 100%**

Title, First Name, Surname		
UWA School		
Email		
Supervision type	<input type="checkbox"/> Coordinating	%

Title, First Name, Surname		
UWA School or address		
Email		
Supervision type	<input type="checkbox"/> Co-supervisor	<input type="checkbox"/> External
		%

Title, First Name, Surname		
UWA School or address		
Email		
Supervision type	<input type="checkbox"/> Co-supervisor	<input type="checkbox"/> External
		%

Title, First Name, Surname		
UWA School or address		
Email		
Supervision type	<input type="checkbox"/> Co-supervisor	<input type="checkbox"/> External
		%

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.

2. Please rate the student's progress, **including those on suspension**: (please tick only **one** box)

- Unsatisfactory (please attach supporting evidence)
 Marginal (please attach supporting evidence)
 Satisfactory
 Excellent

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 English language competency.

Written English

- a. Satisfactory b. Needs development c. Needs considerable development

Spoken English

- a. Satisfactory b. Needs development c. Needs considerable development

(b) If you have rated the the student's competency in written English as satisfactory, what is the evidence for this (eg 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 (eg referring the student to the English Language Skills Advisor in 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.

a. Satisfactory b. Needs development c. 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)

7. Is the student's written report overly brief and/or lacking in depth? Yes No

8. Is there sufficient detail in the proposed plan of activity for the next 12 months? Yes No

9. Does the student have sufficient contact with you? Yes No

10. Does the student produce chapter drafts 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 F). Please attach a separate sheet if necessary.

14. Please outline any problems that have affected the student's progress and may delay the anticipated completion date. What action has been taken? Please attach a separate sheet if necessary.

15. What is your anticipated submission date of the thesis for examination? _____/_____/_____

16. 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 alternative supervisory arrangements for the student

17. Given the information provided above, do you recommend that the student's candidature be continued for the next twelve months? Yes No

Interim Report required in _____ months

SECTION III - DECLARATIONS AND SIGNATURES

To be completed by Student, Supervisor/s and Head of School or Graduate Research Coordinator

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

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 be permitted to re-enrol and acknowledge that if the information in the Annual Report differs from that previously provided, our signatures below authorise the Graduate Research and Scholarships Office to update the information.

SCHOOL

Graduate Research Coordinator (or Head of School)

Print Name Please	Signature	Date
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Coordinating Supervisor

Print Name Please	Signature	Date
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JOINT SCHOOL (if applicable)

Graduate Research Coordinator (or Head of School)

Print Name Please	Signature	Date
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Coordinating Supervisor

Print Name Please	Signature	Date
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STUDENT

Print Name Please	Signature	Date
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SCHOOL MANAGERS (ONLY REQUIRED FOR STUDENTS JOINTLY ENROLLED)

The current agreed split of completion funds for this student is as follows:

School _____ % School _____ %

School Manager Signature----- --School Manager Signature-----

GRSO USE ONLY

Candidature Officer	Signature	Date
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Scholarships Officer	Signature	Date
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Re-enrolment approved Yes No

Interim Report required in _____ months Yes No

Action required / comments

Pro Vice-Chancellor (Research and Research Training)/Manager
Graduate Research School