



The University of Western Australia

Graduate Research School

ANNUAL REPORT - INFORMATION SHEET

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

The Annual Report

The Annual Report provides an opportunity for you, your supervisor/s and Head of School 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 will complete within this limit.

The Annual Report is intended to demonstrate that you are active and making progress as a research candidate. A satisfactory Annual Report is a condition of re-enrolment. Candidates 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 jeopardised.

What happens once I have lodged my Annual Report?

Once your report has been received by the Graduate Research School it is reviewed by the Pro Vice-Chancellor (Research and Research Training) of the Graduate Research School. Candidates who have made satisfactory progress will be approved for re-enrolment. Re-enrolment will take place at the end of the academic year and confirmation of enrolment will be mailed to you by Student Administration.

If you have incurred a debt to the University eg Parking Fine, Library fine, Amenities and Services Fees, your re-enrolment cannot be processed even if you have lodged the appropriate forms. You should ensure that you clear any outstanding debts as soon as possible. To view debts please go to Student Administrations web site at www.studentaccess.uwa.edu.au.

Who has to sign my Annual Report?

Your Annual Report must be signed by your supervisor/s and Head of School. Where the Head of School is absent the Acting Head of School may sign your report. Candidates enrolled in two schools must have their report endorsed by both Heads of School. Reports with incomplete or incorrect signatures will be returned to the school. It is preferable that you discuss your progress with *all* of your supervisors and have them all sign your report. However, if one or more of your supervisors will be unavoidably absent during this period they can supply the report by e-mail, accompanied by an appropriate explanation.

Who has to lodge a Report?

All Candidates including candidates on suspension, are required to lodge an Annual Report. Once you submit your thesis for examination you will no longer be required to submit an Annual Report.

Do I have to lodge a re-enrolment forms?

PhD AND MASTERS BY THESIS

Candidates who are not enrolled in combined degrees and who submit a satisfactory Annual Report by the due date **do not** have to lodge a re-enrolment form, they will be automatically re-enrolled. Candidates who fail to submit an Annual Report by the due date **will be required to lodge a re-enrolment form** (available from Student Administration, Hackett Hall) *in addition* to lodging an Annual Report form with the Graduate Research School and may be liable for a late fee.

COMBINED DEGREES – MBBS/PhD, MPsych/PhD, MCLinAudio/PhD and MForSci/PhD

Candidates enrolled in the above combined programmes cannot be automatically re-enrolled because they are required to nominate coursework units. These candidates **must** lodge a re-enrolment form available from Student Administration, Hackett Hall in mid-November.

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

Failure to submit your report may result in a suspension of your enrolment (and scholarship if applicable).

What if my candidature is suspended?

All candidates, even if you have had a suspension (or are currently on suspension) must provide an Annual 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?

You will receive a letter from the Graduate Research School once your report has been reviewed and approved.

SECTION I – CANDIDATE INFORMATION

If the information on the Annual Report pertaining to supervisors, correspondence address or enrolment status (full-time or part-time) differs from information previously reported to the Graduate Research School, the candidate's signature and the Head of School's signature on the report will authorise the office to update your records. You can check your current student details by accessing the Student Administration web site at www.studentaccess.uwa.edu.au. If you require assistance with your PIN, please contact Student Administration.

Candidate Details (A)

All items in this section should be completed. The box requesting classification codes **MUST be completed**.

RESEARCH FIELDS, COURSES AND DISCIPLINES CLASSIFICATION (RFCD) INDEX: 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"). Codes list can be found at <http://www.admin.uwa.edu.au/stats/Internal/asrc/Rfcd0001.html>

SOCIO-ECONOMIC OBJECTIVE CLASSIFICATION (SEO) INDEX: select codes that are as specific as possible. Codes list can be found at <http://www.admin.uwa.edu.au/stats/Internal/asrc/Rfcd0001.html>

GOVERNMENT TYPE OF ACTIVITY: choose one category. Definitions are found at: <http://www.research.uwa.edu.au/page/77730>

Candidate's Report on Progress (E)

Please ensure that you complete all section of the report fully and honestly.

Item 7. It is expected that the Head will note any matters raised when reviewing and signing the report and, if required, take action or discuss the matter with you.

Timeline (F)

Clearly show the steps that remain to be taken in order for you to complete your thesis by the maximum time limit of candidature.

SECTION II – SCHOLARSHIP INFORMATION

Scholarship holders are required to submit a satisfactory Annual Report for continuation of their award. The information in your Annual 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 candidate 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 candidate 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 School:-

Annual Reports: Barbara Telfer – phone 6488 7299, email barbara.telfer@uwa.edu.au

Terms of Candidature: Sue King – phone 6488 2968, email sue.king@uwa.edu.au

Thesis Examination: Chester Cutinha – phone 6488 3535, email chester.cutinha@uwa.edu.au

Scholarships: Joanne Francis – phone 6488 8148, email jo.francis@uwa.edu.au

Confidential enquiries or concerns: Dr Sato Juniper – phone 6488 3034, email sato.juniper@uwa.edu.au