UTS: Faculty of Engineering and Information Technology

Spring 2012 Research REVIEW OF PROGRESS

GIVEN NAME(S):                            FAMILY NAME:

STUDENT ID:                               COURSE CODE:

SCHOOL:                                  RESEARCH CENTRE:

Please print this form and return it already signed by your Supervisor(s),
to the Research and Development Office CB02.07.091 drop box
by 16th November 2012
Failure to submit a progress report will be taken as evidence of unsatisfactory progress.
Two unsatisfactory progress reports can result in discontinuation.

Part A:

Supervisor’s Overall Assessment: All things considered, the student’s progress is:

Satisfactory☐ Conceded Satisfactory☐ Unsatisfactory☐

Please write your reason(s) for recommending Conceded Satisfactory or Unsatisfactory in part C:

Principal Supervisor’s name:              Staff ID:

Signature:                                Date:

Co/Alternate/External Supervisor’s name:  Staff ID:

Signature:                                Date:

STUDENT’S SIGN-OFF (Student to complete)

I have read and understood my Supervisor’s(s’) Report and agree with their assessment of my progress.

☐Yes, I agree Student’s signature:        Date:

or

☐No, I do not agree       Student’s signature:

If no, please state why you disagree with your Supervisor’s(s’) assessments (attach additional written material if you wish).

ENDORSEMENT OF SCHOOL RESEARCH CO-ORDINATOR (SRC to complete)

Satisfactory☐ Conceded Satisfactory☐ Unsatisfactory☐

School Research Co-ordinator - If unsatisfactory please refers this to the RAO as soon as possible.

NAME OF SCHOOL RESEARCH CO-ORDINATOR __________________________________________

Comments:_____________________________________________________________________________

Date:  ___________________   Signed: ______________________________________
PART B: REVIEW OF PROGRESS (Student to complete) see notes last page

Your Start date: ____________________  Are you full-time ☐ or part-time ☐

Number of semesters completed: Each box represents a semester. Please tick the ones you have completed.

Candidature Assessment (CA) is due after 2 satisfactory progress reports for full-timers (FT) 4 for part-timers (PT).

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EWS date: (expected work submission) __________
Are you on track to submit your thesis by your EWS date? ☐ Yes ☐ No

If you started in 2011 or later have you completed your Doctoral Study Plan? ☐ Yes ☐ No

Please provide a copy of your DSP with this Review of Progress if you have not done so previously. Please see http://my.feit.uts.edu.au/pages/course/research/doctoral_framework

1. Please attach a written report on your progress (max. 4 pages), outlining:
   a. the goals which you set for the semester;
   b. your progress in relation to your goals, workplans and any other achievements;
   c. problems or issues which affected your progress and the strategies identified to overcome them (e.g., infrastructure/equipment, outside work commitments, project funding);
   d. the involvement of external or industry supervisors (where applicable);
   e. the goals and an agreed workplan for the forthcoming semester, taking into account your progress this semester and the number of semesters left for your candidature.

2. Please rate your progress this semester in relation to your goals and work plan for the period (tick one).
   - much more than I planned ☐
   - less than I planned ☐
   - more than I planned ☐
   - a lot less than I planned ☐
   - about what I planned ☐

3. How many papers have you published to date during your candidature? ____________________
   Please give a brief explanation regarding quality of the conferences/journals in which you have published. ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

   Have you entered your publications into RMENet yet? ☐ Yes ☐ No

4. Have you completed the Postgraduate Students’ Research Information Form? ☐ Yes ☐ or ☐ No
   The Postgraduate Students’ Research Information Form must be completed for all proposed postgraduate student research.
   If you have not yet done so, please complete the form from the following link and return it to your Faculty:

5. How many hours per week have you devoted to your thesis/research this semester? _____ hrs/wk
   Full-time students are expected to dedicate 40 hours per week to their work. Part-time students are expected to dedicate 20 hours per week, as a guideline.

6. How often have you been in contact with your Supervisor(s) this semester?
   ______________________________________________________________________

7. How have you maintained contact with your Supervisor(s) this semester e.g., face-to-face meetings, e-mail, fax?
   ______________________________________________________________________
   ______________________________________________________________________
8. Please list any specific concerns you would like your Faculty to address, e.g., a problem with equipment; need for specialist advice; or access to a specialist facility. Please explain these in more detail in your written Report as necessary.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

PART C: COMMENTS ON REVIEW OF PROGRESS Supervisor(s) to complete

The Principal Supervisor is responsible for completing this section in consultation with the student, and other members of the supervisory panel. The term 'supervisory panel' refers to all supervisors currently responsible for supervising the student. This can include any one of the following titles: Principal Supervisor, Co-supervisor, Alternate Supervisor, External Supervisor.

In the absence of the Principal Supervisor, the Alternate/Co Supervisor on the panel is responsible for completing this section.

1. Please rate the student’s progress this semester in relation to the goals and workplan for the semester (tick one)

   (1) much more than planned □  (4)  less than planned □
   (2) more than planned □  (5)  a lot less than planned □
   (3) about what was planned □

If progress was (1), (2), or (3), please comment on the student’s achievements and strengths. Additionally, please indicate:

• any areas for development you are aware of which might affect future progress and/or might need attention;
• any difficulties experienced which were out of the control of the student, e.g., equipment problems, failure of a third party to provide promised support. This information will be used in the event the student seeks an extension of time of candidature or a scholarship. Attach additional pages as needed.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

2. If progress is at a level below what was planned - either (4) or (5) above, please outline:

   • how will this affect the student’s overall progress - will s/he complete within candidature time?
   • reasons for slow rate of progress, including equipment failure, infrequency of contact, or other
   • actions to resolve matters impeding progress and to ensure future progress rates are satisfactory
   • your advice to the student to manage the time remaining for candidature, e.g., Leave of Absence where personal or work situation is impeding progress; attach additional pages as needed.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

3. Supervisor’s comments on EH&S issues

Please ensure that your student has completed the Postgraduate Students’ Research Information Form. (Q3 in Part B). The purpose of this form is to provide key information to the University and the Government for the administration of research conducted by postgraduate research students. This form must be completed for all proposed postgraduate student research. The form is available from the following link:
I have asked the student to complete the Postgraduate Students' Research Information Form.

PART D: ENDORSEMENT OF RESPONSIBLE ACADEMIC OFFICER (RAO to complete)

1. Comment on student's and supervisor(s') written reports
   __________________________________________________________________________
   __________________________________________________________________________

2. Faculty Action

   I have noted the request by the student for the Faculty to take action on a number of matters (Questions 8 and 9 in Part B of the Report). I have taken the following action to deal with these matters:
   __________________________________________________________________________
   __________________________________________________________________________

3. Recommendation of RAO for action on the Reports (See Student and Related Rules 11.13 and 11.20)
   □ Progress is Satisfactory □ Progress is Conceded Satisfactory □ Progress is Unsatisfactory

   Comments (particularly regarding Conceded Satisfactory or Unsatisfactory):
   __________________________________________________________________________

   I note that it is my responsibility to:
   1. advise the Principal Supervisor and the student where I am not accepting the decision of the Principal Supervisor.
   2. refer the mid-year Review of Progress to the Dean of UGS if it is unsatisfactory.

   RAO’s Name ________________________________ Date ____________________

   Signature of RAO

UNIVERSITY GRADUATE SCHOOL USE ONLY

PART E:

The University Graduate School will record mid-year Review of Progress decisions only if they are Unsatisfactory. The Review of Progress and any related documents are placed on the student’s file. If ‘Unsatisfactory’, UGS advises student in writing to contact Supervisor for further clarification and to address any outstanding issues.

□ Progress is Satisfactory □ Progress is Conceded Satisfactory* □ Progress is Unsatisfactory, UGS take action as appropriate:
   □ First Unsatisfactory Report or second Unsatisfactory Report but not consecutive
     □ Standard UGS first warning letter with additional action or advice as specified by Faculty
     Or
     □ Discontinuation
   □ Second Unsatisfactory Report in two consecutive semesters, or in two semesters separated by a period of leave
     □ Discontinuation of candidature with right of Appeal
   □ Third Unsatisfactory Report in candidature as a whole
     □ Discontinuation of candidature with right of Appeal

   Signature of Dean, UGS: ________________________________ Date: ____________________

on behalf of UGSB for approval of the outcome where discontinuation is recommended.
NOTES to STUDENT re PART B.
Please note it is your responsibility to initiate the discussion of progress with your Supervisor(s) and to submit the completed and signed review of progress in hard copy to the drop Box outside the Research and Development Office CB02.07.091.

Next steps – 1
Please forward your complete review and any additional documentation to your Supervisor(s) prior to any meeting to discuss your progress. Your Supervisor(s) will also have to provide a review, which you will need to read and sign at your meeting.

Next steps - 2
Once you have read your Supervisor(s) review, please ensure that you sign on the first page and submit the Review of Progress report to the drop Box outside the Research and Development Office CB02.07.091. Please remember to keep a copy of all documents for your records.

Who can help you?
It is not unusual for a student to feel constrained in what they say in their review of Progress, especially where they perceive difficulty in their relationship with one or more Supervisors. If you are in this situation and you want to communicate additional comments, you should seek advice from a third party. If you require assistance, the School Research Co-ordinator is your first point of contact. To find their name please see MyFEIT website http://my.feit.uts.edu.au/myfeit Click on Course, then Research, then Research Degrees Committee.

The Responsible Academic Officer (RAO) in your Faculty has the responsibility of overseeing research student matters. If you are reluctant to approach the RAO or others in your Faculty you should seek advice from the University Graduate School on an appropriate course of action.

What happens next
The final decision on the student’s mid-year Review of Progress is made by the Faculty RAO. In the case where progress results are recommended as ‘Unsatisfactory’, the Dean of UGS will have final approval. For more information please refer to the UTS Student and Related rules 11.13 and 11.20 available from the following link: http://www.gsu.uts.edu.au/rules/11-index.html

For Review of Progress Rules