Higher Degree by Research Student Annual Progress Review Schedule

1 Purpose

To establish the process and responsibilities for the annual progress review for Higher Degree by Research (HDR) Students.

2 Scope

This schedule must be read in conjunction with the Higher Degree by Research Student Progress Procedure and is subordinate to it.

3 Schedule

All HDR candidates who have successfully passed the confirmation process are required to participate in the annual progress review during each year of Enrolment unless they are under examination or on an approved Leave of Absence.

3.1 Timing

Confirmed Students are responsible for completing an annual progress review, the first of which is due 12 months after confirmation. Subsequent progress reviews will occur every 12 months.

Students will have 10 University Business Days to complete their section of the progress review before assigning it to their supervisor.

3.2 Student Notice

Students will be reminded of the requirement that they complete an annual progress review via their University-issued email account as their respective due dates approach.

3.3 Student details and ratings

As part of the annual progress review, Students will be required to enter and confirm the following Information:

- Primary details (Student name, Student number, contact details)
- Thesis title

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

- Supervisory team details (names, organisational units, contact details)
- Milestone plan (Gantt Chart - template provided)
- Comments on progress
- Self-rating (scale of 1 - 4)
- Supervisor rating (scale of 1 - 4)
- Any problems and/or difficulties experienced
- Additional details (such as scholarships, previous Interim Reports, ethics clearances, publications/ePrints submissions)

Once the Student has finalised their section of the annual progress review, they will forward it to their principal supervisor for consideration. Any comments or ratings related to the supervisor, will not be available for viewing by the supervisory team.

Students are encouraged to make use of the available support services if required.

The purpose of the annual progress review is to confirm the progress a Student is making towards completing their Program. If the Student fails to complete their annual progress review or forward their review to their principal supervisor, they will be placed on Conditional Academic Standing (CAS). Please refer to the HDR Student Progress Procedure for further details on the CAS process.

3.4 Supervisor ratings

On receipt of the annual progress review from the Student, the principal supervisor will review the submission, make a recommendation on the Student's progress, and send the review back to the Student. At this point, the Student will have the opportunity to review the principal supervisor's comments and address them, prior to submission to the Graduate Research School (GRS).

Once the annual progress review is returned from the supervisor, it is the Student's responsibility to submit their completed annual progress review to the GRS.

The supervisory team may confidentially raise any issues or concerns they have, with regards to the supervision of an HDR Student, to the GRS as per the HDR Supervisor Procedure.

3.5 Graduate Research School Review

Where the Student meets the criteria for 'satisfactory progress' the annual progress review will be closed with a 'satisfactory outcome' and the Student will be notified via their University-

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

issued email account.

Where the Student does not meet the criteria for 'satisfactory progress', the annual progress review will be forwarded to the Higher Degree by Research (HDR) Coordinator for evaluation and action, as appropriate.

3.6 HDR Coordinator Assessment

Consistent with the HDR Student Progress Procedure, following consideration of the review, the HDR Coordinator may:

- Request further Information from the Student and/or supervisor;
- Deem as 'satisfactory outcome' and close the review as completed; or
- Recommend completion of an Interim Report to address any concerns raised during the progress review.

The Student will be notified of the Decision via their University-issued email account.

3.7 Interim Report

Where a Student's annual progress review is not deemed as 'satisfactory outcome' an Interim Report will be required to address any concerns that were raised during the review. The Student and supervisory team will be notified via their University-issued email accounts. The Student will have three (3) months to complete the report and demonstrate satisfactory progress.

Requirements of the report and the due date will be outlined in the Notice sent to the Student and will include a reporting template. The Interim Report will need to be approved by the principal supervisor and submitted to the GRS.

Interim Reports will be assessed by the HDR Coordinator. Where the Interim Report is assessed as satisfactory, the Student's annual progress review will be closed as 'Satisfactory Progress'.

Where the Interim Report is not assessed as satisfactory, the Student will be placed on CAS. Please refer to the HDR Student Progress Procedure for further details on the CAS process.

If the Student fails to submit an Interim Report within the required timelines, the Student will be placed on CAS.

4 References

Nil.

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Academic and Research)
Responsible Officer	Dean (Graduate Research School)
Policy Type	Academic Quality Policy
Policy Suite	Higher Degree by Research Student Policy
Approved Date	25/5/2022
Effective Date	25/5/2022
Review Date	25/5/2027
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Higher Degree by Research Student Progress Procedure
Related forms, publications and websites	Higher Degree by Research Confirmation of Candidature Schedule Higher Degree by Research Thesis Presentation Schedule
Definitions	**Terms defined in the Definitions Dictionary**
	Decision A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University. Enrolment The process of admitting Students to one or more Courses for the current Academic Year. Higher Degree by Research (HDR) A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work. Higher Degree by Research (HDR) Coordinator The HDR Coordinator is responsible for managing and supporting HDR candidates within an organisational unit. For UniSQ Schools, the

HDR Coordinator is the Associate Head of School (Research) or nominee/s.

Higher Degree by Research (HDR) Student

A Student enrolled in an HDR program.

Information

Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.

Leave of Absence

An approval granted to a Student to cease formal study as an enrolled Student for a specified period of time.

Notice

A Notice from the University is a document, whether physical or electronic. A Notice may be: given by hand to the addressee or delivered to the address provided by the addressee to the University; or sent by registered or pre-paid mail to the address provided by the addressee to the University; or sent by electronic communication to the University-issued email account provided by the University to a Student during the period of Enrolment until the completion of their program; or sent by electronic communication to the email address provided to the University by an addressee not enrolled at the University. A Notice is taken to be received if: given by hand to the addressee or delivered to the address provided to the University by the addressee; or sent by registered or pre-paid mail - three University Business Days after the date of posting; or sent by electronic communication - at the time that would be the time of receipt under the Electronic Transactions Act 1999 or its succeeding legislation. A Notice that would be deemed to have been received out of business hours or on a non-University Business Day will instead be deemed received on the next University Business Day.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

	Absence or whose admission has not been cancelled. Thesis Also known as a Standard Thesis, is the material outcomes of a program of research. It is also referred to as a 'dissertation'. University The term 'University' or 'UniSQ' means the University of Southern Queensland. University Business Days The days of Monday to Friday inclusive between 9am and 5pm Australian Eastern Standard Time (AEST), with the exclusion of gazetted Public Holidays for the relevant campus location, plus the closure of the University between 25 December and 1 January in the following year inclusive as specified in the Enterprise Agreement, as well as any closure of the University either at one or several campuses in accordance with a direction of the Crisis Management Team.
	Definitions that relate to this schedule only
Keywords	
Record No	21/440PL

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.