

Spring 2008 - Progress Report Instruction Sheet

UTS: UNIVERSITY GRADUATE SCHOOL

Doctoral and Masters Degree by Research Students

Note: Completion of a Progress Report is compulsory (see Rule 11.13) for all students who are enrolled in their time-based thesis subject except for those students who are on leave of absence or have submitted their thesis to the University Graduate School for examination. If you have submitted your thesis to the University Graduate School recently, and you have received a Progress Report, you are not required to complete and submit it, but please advise your Faculty if this is the case. Otherwise you ARE required to complete a Progress Report.

For students who commenced during or after Spring 2002, please read Supervisor instead of Principal Supervisor, and Alternate Supervisor instead of Co-Supervisor or External Supervisor.

Instructions

Please note that students MUST sign the Progress Report in TWO places – page 2 and page 4.

- Step 1. Complete Part A, which involves checking your details on the cover sheet. Note any changes as necessary.
- Step 2. Complete Part B by answering the questions, attaching a written report and signing on page 2. It is wise to make a copy of your Progress Report at this stage. (Please note that you will also be required to sign Part D, on page 4, after reading the Principal Supervisor's comments.)
- Step 3. Forward the form to your Principal Supervisor for completion of Part C.
- Step 4. You MUST make arrangements to access your Progress Report after your Principal Supervisor has written his/her comments. You are required to sign off in Part D, on page 4, indicating that you have read and understood the comments. Again, we suggest you make a copy of the Progress Report at this stage.
- Step 5. It is your responsibility to return the form to the Faculty Research Administrator by **Friday 31 October 2008** for completion of Part E or F.

Deadline

Completed reports (i.e., Parts A, B, C & D completed and signed where appropriate by students and supervisors) must be submitted to your Faculty Research Administrator by Friday 31 October 2008. It is your responsibility to ensure the report is completed and returned to the Faculty on time.

Late progress reports may result in discontinuation of candidature.

Amendment of Details on Coversheet

If you want to use your coversheet to submit changes of details, just cross out the incorrect information and change it. Once your Supervisor and Responsible Academic Officer have signed off on your report, we take that as approval of all such changes, and will update your record. There is no need to add any additional External Advisors, unless one of these Advisors is also your Alternate Supervisor, as our database does not list External Advisors. **Please do NOT remove the coversheet from the Progress Report.**

Expected Work Submission Date (EWS) – Also refer to the attached document which has NEW information

This is the date we have in our database that shows when we expect you to submit your thesis, according to University Rules. It falls on the day when your funded time is up, and is calculated from dates such as your initial enrolment semester and which DEST rules apply to your RTS status (i.e., pre- or post-2001). The date also takes into account changing attendance patterns during your candidature.

If, after reading the attached explanation, you still do not understand your EWS date, please e-mail us at ugs@uts.edu.au

Review of Decision

The final decision on student Progress Report results will now officially be taken at the Faculty level. The Dean of UGS, Professor Mark Tennant, will, upon request, review Conceded Satisfactory and Unsatisfactory results. For more information please refer to the document entitled "Procedure for Review of Decisions Relating to Unsatisfactory Assessment and Progress" at the following URL: http://www.gradschool.uts.edu.au/policies/policiesprocess/Rev_proc_unsat_assess.pdf

Contact Details

Please return the completed Progress Report to your Faculty Research Administrator.

By post: Address as follows: Name of Research Administrator, Faculty, UTS Postal Address (PO Box 123, Broadway NSW 2007).

In person: If delivering in person, the room details of your Faculty Research Administrator are listed on page 3.

Progress Reports and Re-enrolment

Postgraduate research students, who are enrolled in their time-based thesis subject, are automatically re-enrolled from year to year and from semester to semester. You are not required to complete an enrolment form each year. Your signature on page 2 of your Progress Report is taken as confirmation that you are aware of this continuous re-enrolment process.

Changing Coursework Subjects

If you wish to change any subjects, including adding or deleting coursework subjects for next semester, please fill out a Variation of Program form (VOP form) and submit it to your Research Administrator. If you want to delete any subjects later, you complete another VOP form.

Withdrawal, Leave of Absence

If you want to stop being enrolled in your course, you need to Withdraw from your course (<http://www.gradschool.uts.edu.au/current/currentprocess/Withdrawal.html>). You may be able to suspend your candidature temporarily by going on Leave of Absence (<http://www.gradschool.uts.edu.au/current/currentprocess/leaveapplication.html>). All these forms should go to your Faculty first for approval.

Extension to Candidature

New Rules have come into effect in 2005. If you come to the end of your EWS date, but are not ready to submit your thesis, you need to apply for an extension of candidature. It is up to your Faculty to initially consider the request for extension, **which must be for reasons beyond your control**, and it is then considered by a committee of UGS.

This extension may carry with it a financial penalty, so students and supervisors should not be considering this as a serious option.

Postgraduate Students' Research Information Form

If you have not already done so, you must complete the Postgraduate Students' Research Information Form prior to commencing your research. The form can be downloaded from the UGS website (see page 4 for URL). The purpose of this form is to provide key information to the University and the Government for the administration and risk assessment of research conducted by postgraduate research students. You should fill out this form with the help of your Supervisor and submit it to your Research Administrator for filing. It does not come to UGS. If you do not have a Supervisor yet, please discuss the form with your Research Administrator.

Rules

If you require further information about potential Progress Report outcomes and subsequent effects on candidature, please refer to the UTS Rules (11.13.4 and 11.13.5).

FACULTY CONTACT LIST

Unit	Responsible Academic Officer (RAO)	Research Administrator (RA)
<u>Faculty of Arts and Social Sciences</u>	<p>Sandra (Sandy) Schuck (Education) KG02.02.94 Ph: 9514 5218 Sandy.Schuck@uts.edu.au</p> <p>Katrina Schlunke (Communication) CB03.04.40 Ph: 9514 2294 Katrina.Schlunke@uts.edu.au</p> <p>Jingqing Yang (International) CQ01.02.20 Ph: 9514 7969 Jingqing.Yang@uts.edu.au</p>	<p>Education Ms Margaret McGrath City Campus CB10.05.552 Ph: 9514 3803 Fax: 9514 3939 Email: margaret.mcgrath@uts.edu.au</p> <p>Communication Ms Juleigh Slater City Campus CB03.02.M02 Ph: 9514 1959 Fax: 9514 2296 Email: Juleigh.Slater@uts.edu.au</p> <p>International Ms Ming Liang 10 Quay St - CQ01.02 Ph: 9514 9816 Fax: 9514 1578 Email: Ming.Liang@uts.edu.au</p>
<u>Faculty of Business</u>	<p>Prof. Ian Palmer Haymarket Campus CM05B.05.06 Ph: 9514 3926 Fax: 9514 3513 Email: ian.palmer@uts.edu.au</p>	<p>Ms Elizabeth Ng Haymarket Campus CM05B.05.07 Ph: 9514 3940 Fax: 9514 3513 Email: Elizabeth.Ng@uts.edu.au</p>
<u>Faculty of Design, Architecture & Building</u>	<p>Prof. Kees Dorst City Campus CB06.05.40A Ph: 9514 8805 Fax: 9514 8966 Email: Kees.Dorst@uts.edu.au</p>	<p>Ms Carolyn Wood-Roe City Campus CB06.05.46B Ph: 9514 8080 Fax: 9514 8966 Email: Carolyn.Wood-roe@uts.edu.au</p>
<u>Faculty of Engineering and Information Technology</u>	<p>Prof Jie Lu City Campus CB10.04.554 Ph: 9514 1838 Fax: 9514 4535 Email: Jie.Lu@uts.edu.au</p>	<p>Engineering Ms Phyllis Agius City Campus CB02.05.11 Phone: 9514 2686 Fax: 9514 2633 Email: Phyllis.Agius@uts.edu.au</p> <p>Information Technology Mr.Craig Shuard City Campus CB10.03.522 Ph: 9514 4460 Fax: 9514 1807 Email: craig@it.uts.edu.au</p>
<u>Faculty of Law</u>	<p>Prof. Lesley Hitchens City Campus Ph: 9514 3694 Fax: 9514 3400 Email: Lesley.Hitchens@uts.edu.au</p>	<p>Ms Andrea Myles City Campus – CM05B.03.05 Ph: 9514 3753 Fax: 9514 3400 Email: Andrea.Myles@uts.edu.au</p>
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<u>Faculty of Science</u>	<p>Prof. Greg Skilbeck City Campus CB04.04.481 Ph: 9514 1760 Fax: 9514 1656 Email: Greg.Skilbeck@uts.edu.au</p>	<p>Ms Rochelle Seneviratne City Campus CB04.04.29 Ph: 9514 2490 Fax: 9514 1656 Email: rochelle.seneviratne@uts.edu.au</p>
<u>Institute for Sustainable Futures</u>	<p>A/Prof. Cynthia Mitchell City Campus CB10.11 Ph: 9514 4953 Fax: 9514 4941 Email: cynthia.mitchell@uts.edu.au</p>	<p>Miss Suzanne Cronan City Campus CB10.11 Ph: 9514 4950 Fax: 9514 4941 Email: Suzanne.Cronan@uts.edu.au</p>

Weblinks

Progress Report information, including blank coversheets

<http://www.gradschool.uts.edu.au/policies/progressport.html>

Procedure for Review of Decisions Relating to Unsatisfactory Assessment and Progress

http://www.gradschool.uts.edu.au/policies/policiesprocess/Rev_proc_unsat_assess.pdf

Unsatisfactory Progress: Rules & Consequences Explained

http://www.gradschool.uts.edu.au/policies/policiesprocess/unsatisfactory_progression_rules.pdf

Faculty links page

<http://www.uts.edu.au/about/faculties.html>

Variation of Program (VOP) form

http://www.gradschool.uts.edu.au/policies/policiesprocess/variatio_program.pdf

on-line withdrawal

<http://www.gradschool.uts.edu.au/current/currentprocess/Withdrawal.html>

on-line Leave of Absence (LOA)

<http://www.gradschool.uts.edu.au/current/currentprocess/leaveapplication.html>

Extension of Candidature form

<http://www.gradschool.uts.edu.au/policies/policiesprocess/ExtensionofCandidature.pdf>

Postgraduate Students' Research Information Form

http://www.gradschool.uts.edu.au/policies/policiesprocess/Postgraduate_Students_Research_Information_Form.pdf

UTS Rules

<http://www.gsu.uts.edu.au/rules/11-index.html>

For all other enquiries regarding Progress Reports contact Faculty Research Administrators (listed above) or The University Graduate School:

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