

UNIVERSITY OF TECHNOLOGY, SYDNEY
Progress Report - Spring Semester 2008

Student Name: _____

Student No: _____

Course Code: _____

Course Name: _____

Attendance Pattern: Full time Part time

Faculty: _____

Principal Supervisor: _____

Co-supervisor: _____

Alternate Supervisor: _____

External Supervisor: _____

Thesis Topic: _____

Date of Admission: _____

Assessment Due: _____

Assessment Completed: Yes NoAssessment Outcome: Satisfactory Unsatisfactory / Re-assessment requiredExpected Work Submission Date: _____
(please see the enclosed information for an explanation of the EWS date)

No. of Periods of Leave Taken: _____

Spring 2008 Research Degree Progress Report Doctoral and Masters Degree by Research Students and Supervisor(s)

UTS: UNIVERSITY GRADUATE SCHOOL

This form must be returned to your Faculty/Institute, already signed by your Supervisor(s), by

31 October 2008

Late submission may result in discontinuation.

**IMPORTANT: Students must sign this report in two places:
At the end of Part B (page 2) and Part D (page 4).**

PART A: DETAILS OF YOUR CANDIDATURE (Student to complete)

STUDENT NAME: (please print) _____ **ID** _____

1. Are the details on the cover page of this Report accurate? Yes No
If no, please change the details to reflect your situation. Your Faculty will consider these and make recommendations to change your official records where appropriate.
2. We wish to remind students who have commenced their time-based subject that you will be continuously enrolled in your postgraduate research course and your time-based subject unless the following occurs:
 - You complete the course and submit the thesis
 - You formally notify the University of your withdrawal from the course
 - Your enrolment in the course is discontinued by the University in accordance with the Rules of the University
 - The maximum time to complete the course expires.

PART B: REPORT ON PROGRESS (Student to complete)

1. You should attach a written report on your progress (max. 4 pages), outlining:
 - a. the goals which you set for the semester;
 - b. comment on your progress in relation to the 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. comment on 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)

| | | | |
|-------------------------------|--------------------------|---------------------------|--------------------------|
| very much more than I planned | <input type="checkbox"/> | less than I planned | <input type="checkbox"/> |
| more than I planned | <input type="checkbox"/> | a lot less than I planned | <input type="checkbox"/> |
| about what I planned | <input type="checkbox"/> | | |
3. Have you completed the Postgraduate Students' Research Information Form? Yes No

The purpose of this form (which can be downloaded from the following site: <http://www.gradschool.uts.edu.au/policies/policiesprocess/generalforms.html>) 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, when appropriate and returned to your Faculty. Please do not staple it to this form.

4. If your EWS date falls within the next semester, will the thesis be ready for submission by that EWS date? Yes No N/A
If no, you should discuss / revise your study plan with your supervisor(s) and / or Faculty RAO immediately.
5. When do you plan to submit your thesis? _____
6. How many hours per week have you devoted to your thesis/research this semester? _____
(Full-time students are expected to dedicate a minimum of 35 hours per week to their work. Part-time students need to average 20 hours per week.)
7. How often have you been in contact with your Supervisor(s) this semester?

8. How have you maintained contact with your Supervisor(s) this semester e.g., face-to-face meetings, e-mail, fax?

9. 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.*

10. Are there any issues or concerns you raised in a previous Progress Report that have not been resolved? *Please explain these in more detail in your written Report as necessary.*

Please arrange to have your Supervisor(s) read and comment on your Report. It is recommended that you forward a copy of this Report and other documents to your Supervisor(s) by mail or fax prior to meeting to discuss your progress. Your Supervisor(s) will provide their Report, which you are then expected to **read and sign**.

It is your responsibility to initiate the process of discussion of progress and the signing of Reports as well as the submission of the completed form to the relevant person in your Faculty. **Remember to keep a copy of all documents for your records.**

It is not unusual for students to feel constrained in what they say in their Progress Reports, 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.

The person in your Faculty who has the job of oversight of research student matters will assist you. This person is usually an Associate Dean or person described as the "Responsible Academic Officer" (RAO). Their contact details are listed on page 3 of the *Progress Report Instruction Sheet*.

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.

The final decision on student Progress Report results will now officially be taken at the Faculty level. The Dean of UGS 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

Student's Signature _____ **Date** _____

Please go to Part D and read the instructions regarding Student Sign off – ALL STUDENTS MUST READ THEIR SUPERVISOR'S COMMENTS AND SIGN PART D.

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

1. Rating of Progress by Principal and Co-Supervisor (or Alternate Supervisor)/External Supervisor
The Principal Supervisor is responsible for completing this section in consultation with the student, Co-Supervisor (or Alternate Supervisor) and/or External Supervisor. In the absence of the Principal Supervisor, the Alternate Supervisor on the team is responsible.

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

- | | | | |
|---------------------------------|--------------------------|-----------------------------|--------------------------|
| (1) very much more than planned | <input type="checkbox"/> | (4) less than planned | <input type="checkbox"/> |
| (2) more than planned | <input type="checkbox"/> | (5) a lot less than planned | <input type="checkbox"/> |
| (3) about what was planned | <input type="checkbox"/> | | |

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

- a. any areas for development you are aware of which might affect future progress and/or might need attention;
- b. 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.)

If progress is at a level below what was planned (that is, if you ticked (4) or (5) above), please outline:

- a. how this will affect the student's overall progress - will s/he complete within candidature time?
- b. reasons for the slower rate of progress, including equipment failures, infrequency of contact, or other factors;
- c. where appropriate:
 - (i) actions to resolve matters impeding progress and to ensure completion within funded candidature time;
 - (ii) 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;
 - (iii) a program of remedial action to ensure future progress rates are satisfactory.
(Attach additional pages as needed.)

2. Additional Supervisor's Comment on Student's Report

Please comment generally on the Student's Report.

3. Supervisor's comments on EH&S issues

Please ensure that your student has completed the Postgraduate Students' Research Information Form. (Q.3 in Part B). The purpose of this form (which can be downloaded from the following site: (<http://www.gradschool.uts.edu.au/policies/policiesprocess/generalforms.html>) 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, when appropriate.

4. Overall Assessment

All things considered, the student's progress is:

Satisfactory

Conceded Satisfactory

Unsatisfactory

Reason(s) for recommending Conceded Satisfactory or Unsatisfactory:

Principal Supervisor's signature:

_____ Date _____

Co-Supervisor's (or Alternate Supervisor's) /External Supervisor's signature

_____ Date _____

PART D: 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 _____ Date _____

If no, please say on what aspect you disagree with your Supervisor's(s') assessments (attach additional written material if you wish).

The Student must complete and return this form to the Faculty / Institute Office by:

31 October 2008

The exact address of where to return the report is detailed on the enclosed
"Spring 2008 Progress Report Instruction Sheet"

PART E: ENDORSEMENT OF RESPONSIBLE ACADEMIC OFFICER (Faculty to complete)

I endorse/I do not endorse (delete one) the Student's Report

I endorse/I do not endorse (delete one) the Supervisor's(s') Report

1. Comment on written reports (Student's and Supervisor'(s'))

2. Comment on ratings of progress/overall assessment

3. 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:

4. Recommendation of RAO to UGS for action on the Reports

Progress is Satisfactory

Progress is Conceded Satisfactory

Progress is Unsatisfactory

(See Rule 11.13.4 and 11.20 and Procedures endorsed by the University Graduate School Board, 14/11/00.)

Comments (particularly regarding Conceded Satisfactory or Unsatisfactory):

I note that it is my responsibility to advise the Principal Supervisor and the student where I am not accepting the decision of the Principal Supervisor.

I have noted matters for follow-up by the Faculty in both the Student's and Supervisor's(s') Report(s), including any EH&S issues.

RAO's Name _____ Date _____

Signature of RAO _____

PART F: UNIVERSITY GRADUATE SCHOOL RECORD OF DECISION (UGS to complete)

The University Graduate School records all decisions. The Progress Report plus any related documents are placed on the student file.

The following action has been taken by UGS (tick one)

Progress is Satisfactory, the report and related documents are filed

Record processed: _____ Date: _____

Progress is Conceded Satisfactory, UGS advises student in writing to contact Supervisor for further clarification and to address any outstanding issues.

Progress is Unsatisfactory, and it is the first unsatisfactory report or second unsatisfactory report but not consecutive, UGS sends standard warning letter with additional action or advice as specified by Faculty / Institute.

Noted: _____ Date: _____
Dean, UGS

Additional comments:

PART G: DISCONTINUATION (UGS to complete)

On behalf of University Graduate School Board, the Dean of UGS approves Discontinuation based on the following Faculty / Institute's recommendation (tick one) -

First Unsatisfactory Report, or second Unsatisfactory report but not consecutive, Discontinuation recommended by the Faculty / Institute.

Second Unsatisfactory Report in two consecutive semesters, or in two semesters separated by a period of leave

Third Unsatisfactory Report in candidature as a whole

UGS advises students of the Discontinuation of Candidature with right of appeal.

Approved: _____ Date: _____
Dean, UGS

Additional comments:

