



Higher Degree Candidature Annual Progress Report – 200X

IMPORTANT NOTES FOR CANDIDATES

It is the candidate's responsibility to ensure that this report has been completed by all parties before submission to the relevant Faculty/Department Office. A candidate who fails to complete and return the report may be asked to show cause as to why the candidature should not be terminated by reason of unsatisfactory progress.

All candidates must complete Sections 1 and 2. Candidates who are holders of scholarships administered by The University of Sydney must also complete Section 3. The candidate should ensure that the primary Supervisor completes Section 4 and the Postgraduate Co-ordinator completes Section 5. The candidate must then complete Section 6.

Candidates are advised to retain a copy of the completed Annual Progress Report.

The completed report must be returned by no later than **Faculty to insert date** to (for mid year entrants):

Faculty to insert details

University of Sydney
NSW 2006

DO NOT RETURN THE FORM UNTIL YOU HAVE COMPLETED SECTION 6.

IMPORTANT INFORMATION FOR SCHOLARSHIP HOLDERS

Failure to submit a completed report by the due date may result in the discontinuation of the candidate's stipend for which The University of Sydney will not be held responsible.

Variations to candidature (e.g. change from full-time to part-time, requests for suspension/extension, etc.)

Please note that the Faculty must approve all variations to candidature. Candidates who wish to vary their enrolment may do so by completing Appendix 3 before forwarding the completed candidature variation form to the Faculty/Department Office.

Requests to vary candidature must be received by the Faculty/Department Office before 31 March for changes to Semester 1 and before 31 August for changes to Semester 2. If a request is received after these deadlines the request, if approved, will take effect in the next semester.

IMPORTANT NOTES FOR SUPERVISORS

Supervisors must ensure that all candidates who are undertaking their degree by research complete an Annual Progress Report. After the candidate has completed Sections 1 and 2 (and 3 if required), the Supervisor must complete Section 4 and forward the Progress Report to the Postgraduate Co-ordinator. For all first year candidates, or candidates with changes to existing supervisory arrangements, the supervisory team should detach and complete Appendix 2 and forward it to the Postgraduate Co-ordinator for approval.

IMPORTANT NOTES FOR POSTGRADUATE CO-ORDINATORS

Postgraduate Co-ordinators must ensure that an Annual Progress Report is completed and returned by all candidates within their respective discipline/unit who are undertaking their degree by research. After the candidate and Supervisor have completed Sections 1, 2 (3 if necessary) and 4, the Postgraduate Co-ordinator must complete Section 5 and return the report to the candidate. The Postgraduate Co-ordinator should arrange an interview with the candidate and complete Appendix 1. For all first year candidates, or candidates with changes to their supervisory arrangements, the Postgraduate Co-ordinator must also complete Appendix 2 and forward the form to the Faculty/Department Office. **Please note: If the Postgraduate Co-ordinator is also the Primary Supervisor, Section 5 must be completed by the Head of Department/School**

SECTION 1 (To be checked by all candidates)

Please refer to attached APR.Section1.pdf for example of Section 1. The auto entry fields are highlighted in yellow.

SECTION 2 (To be completed by all candidates)

2.1 a) Do you expect to submit your thesis by your latest date (see section 1)? Yes No
If "No", you will need to apply for an extension **separately using Appendix 3** just prior to your latest date.

2.2 How many hours per week is devoted to your candidature? _____

2.3 a) How often do you meet with your Supervisor?
 At least once per week. At least once per semester.
 At least once per month. Communicate by correspondence only.

b) What arrangements do you have with your Associate Supervisor(s)?

c) Do you consider these arrangements to be sufficient? Yes No
If "No", please give details.

2.4 Briefly state your research/study program over the last year (elaborate under the following headings).

a) Aims:

b) Research plan and methodology:

c) Progress to date:

d) Details of written reports, publications, exhibitions and presentations or other department workshop to date:

e) Timetable for completion:

2.5 a) Detail any personal, technical, or other problems that have interfered with the progress of your work.

b) Please indicate steps you have taken or will take to help overcome these problems.

2.6 Have you undertaken employment this year? Yes No

If "Yes", please give details.

a) Type of employment: _____

b) How many hours per week: _____

c) Period of employment: _____

2.7 What opportunity do you have for association and discussion with experts in your field?

a) At the University of Sydney: _____

b) Elsewhere: _____

If you are the holder of a scholarship administered by The University of Sydney, please complete Section 3. When Sections 1 and 2 (and 3 if required) are complete, forward this report to your Supervisor.

NOTE: You are also required to complete Section 6 after your Supervisor and Postgraduate Co-ordinator have completed the relevant sections.

SECTION 3 (To be completed by students who are holders of scholarships)

3.1 Name of scholarship held: _____

3.2 Date scholarship commenced: _____

3.3 Do you require an extension for 2004 Yes No

If you require an extension you should contact the body administering your scholarship and lodge a formal request for the extension.

In addition, if you need an extension of your candidature you will also need to complete Appendix 3.

SECTION 4 (To be completed by the primary Supervisor)

4.1 How often do you meet with the candidate?

- At least once per week.
 At least once per semester.

- At least once per month.
 Communicate by correspondence only.

4.2 Are the general supervisory arrangements satisfactory?
If "No", how could they be improved?

Yes No

4.3 Have any difficulties interfered with progress? (include employment or personal problems encountered by the candidate)

4.4 What is the likely date of completion of the research program and submission of thesis? _____

Please note, if the above date is after the candidate's latest date (see section1), the candidate must apply to the Faculty/Department Office for an extension **separately using Appendix 3.**

4.5 Has the candidate:

- a) diligently and effectively applied himself/herself to his/her project
b) shown initiative consistent with the requirements of the research program/course and level of study
c) made satisfactory progress throughout the past year

Yes No
Yes No
Yes No

4.6 Other comments on the candidate's work and rate of progress: _____

4.7 I recommend continuation of candidature: Yes No

4.8 Probation (Complete for candidates who commenced in semester 1, 200X)

The Graduate Studies Committee resolved that confirmation of candidature at the end of the probationary period should include a statement about the written English expression of the candidate, appropriate to the field of study, to ensure identification of problems and instigation of remedial actions for those who are likely to have difficulty with English expression in the writing of a thesis.

a) Has the candidate demonstrated satisfactory written English expression? Yes No
If no, what remedial actions would you recommend (e.g., Learning Centre courses)?

b) Please recommend one of the following:

- The probation period has been satisfactorily completed
 An extension to the probation period is required for a further semester

I recommend the following additional requirements: _____

4.9 I recommend continuation of candidature: Yes No

Name (Supervisor)

Signature (Supervisor)

Date

Please forward this report form to the Postgraduate Co-ordinator.

For all first year candidates, or candidates with changes to their supervisory arrangements, please also complete Appendix 2 and forward to the Postgraduate Co-ordinator for approval.

SECTION 5 (To be completed by the Postgraduate Co-ordinator)

It is also required that an interview is arranged with the candidate (see Appendix 1).

Please note: If the Postgraduate Co-ordinator is also the Primary Supervisor, this section must be completed by the Head of Department/School

5.1 I have read the report and wish to comment as follows: _____

5.2 (Complete for first year candidates only)

a) Has the candidate met any special conditions of candidature (as outlined in the letter of offer)? Yes No

b) Do you agree with the comments made by the supervisor regarding probation? Yes No
Comments: _____

5.3 I recommend continuation of candidature: Yes No

Name (Postgraduate Co-ordinator)

Signature (Postgraduate Co-ordinator)

Date

Please forward to the candidate

SECTION 6 (To be completed by the candidate)

6.1 Have you had your annual progress interview? Yes No

6.2 Have you read the comments made by your Supervisor and the Postgraduate Co-ordinator on your progress in 200X? Yes No

6.3 Comments: _____

Name (Candidate)

Signature (Candidate)

Date

Please forward to Faculty Office. Please make sure you have completed Section 6.

- IMPORTANT NOTE -
Candidates are advised to retain a copy of the completed annual progress report for their own records.

OFFICE USE ONLY

SECTION 7 (To be completed by the Delegated Authority for postgraduate research candidates)

7.1 Do you recommend continuation of candidature? Yes No

Comments: _____

Signature (Delegated Authority)

Date

Student: _____

Date of Interview: _____

Panel Chair: _____

Panel Members: _____

Comments by Reviewers:

Progress considered satisfactory _____

Progress considered marginal _____

Progress considered unsatisfactory _____

Action recommended:

Signature
(Chair of the Review Panel)

Date

CANDIDATE INTERVIEW

Appendix 1

Appendix 1 is a form to be completed when an interview of a candidate is undertaken. It is required that interviews take place annually and in conjunction with the Progress Report Form. The procedure, duration, timeline and administration of the Candidate Interview is largely up to the Faculty to determine. However, the following regulations should be implemented:

- (a) The Postgraduate Co-ordinator need not necessarily chair the interview or be a part of the panel. The panel (including the chair) can be any academic member of staff within the Faculty.
- (b) The supervisor can not be the chair of the panel or a panel member.
- (c) The supervisor should be involved in only part of the interview. There should be a section of the interview where the supervisor is not present.
- (d) The candidate should have the opportunity to speak freely and openly about any aspect of his/her candidature.
- (e) Feedback should be provided to the candidate at the interview.
- (f) Any outcomes from the interview should be dealt with by the relevant parties.

Once the form is complete and signed by all the Chair of the interview panel, please forward to the Postgraduate Student Administration Unit within the Faculty.

SUPERVISORY TEAM

Appendix 2

(To be completed for first year candidates and candidates with changes to their supervisory arrangements)

(See over for instructions)

Student:

Family Name: _____ Given Names: _____ SID: _____

Degree: _____

Member 1: Supervisor Original Replacement for _____

Family Name: _____ Given Names: _____ Title: _____

Affiliation with University of Sydney: USyd Staff member - Staff No.: _____

Academic Title Holder Conjoint Appointee Clinical Title Holder

Other (please give details) _____

Academic Discipline: _____ School: _____

Research Expertise: _____

Postal Address: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Date: _____

Member 2: Associate Supervisor Original Additional Replacement for _____

Family Name: _____ Given Names: _____ Title: _____

Affiliation with University of Sydney: USyd Staff member - Staff No.: _____

Academic Title Holder Conjoint Appointee Clinical Title Holder

Other (please give details) _____

Academic Discipline: _____ School: _____

Research Expertise: _____

Postal Address: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Date: _____

Approval of Postgraduate Co-ordinator / Head of Discipline:

I approve of the above supervisory arrangements.

Name (Postgraduate Co-ordinator) Signature (Postgraduate Co-ordinator) Date

OFFICE USE ONLY Approval of Board of Postgraduate Studies:

I approve of the above supervisory arrangements.

Signature (Chair): _____ Date: _____

SUPERVISORY TEAM

Appendix 2

Appendix 2 is to be completed by all members of the supervisory team in the case of all first year candidates and any other candidates where supervisory arrangements have changed.

The purpose of the "Supervisory Team" appendix is to:-

1. Confirm details of the **supervision arrangements** for all first year candidates
2. Confirm contact details for supervisory staff who are external to The University of Sydney
3. Confirm that each student has supervision arrangements that comply with the regulations of the University

The following regulations for supervision arrangements have been determined by the Academic Board. **It may be necessary to re-arrange the supervisory team and/or appoint new supervisors in order to comply with these regulations. Please read these carefully.**

- (g) Co-supervision is no longer permitted. Existing candidates may, however, retain co-supervisors until end of candidature.
- (h) All research students must have a supervisor and at least one associate supervisor at all times.
- (i) The supervisor must have a formal affiliation within the discipline in which the student is enrolled. In addition to this recommendation at least one of the supervisory team must be a salaried member of staff or have a conjoint appointment. Where supervisors hold clinical titles with the Faculty, an associate supervisor who is either a salaried member of staff or a conjoint appointment must be appointed. Where necessary the Postgraduate Co-ordinator may be appointed as an additional associate supervisor to fulfil this requirement.
- (j) Associate supervisors may be anybody relevant to the candidature provided recommendations (b) and (c) above are satisfied.
- (k) Any number of associate supervisors may be appointed provided recommendations (b) and (c) above are satisfied.

Where the number of team members exceeds two, please attach additional copies of this form.

Once the form is complete and signed by all supervisory team members, and the Postgraduate Co-ordinator please forward to the Postgraduate Student Administration Unit within the Faculty.

CANDIDATURE VARIATION (See over for instructions)

Appendix 3

Student:

Family Name: _____ Given Names: _____ SID: _____

Degree: _____

Variation requested: (please tick the appropriate box and state your reasons below)

Requests to vary candidature made after 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2) will, if approved, take effect in the following semester.

- I wish to change from **full-time** to **part-time** (additional statement required – see over for notes)
- I wish to change from **part-time** to **full-time**
- I wish to **transfer** my candidature from the degree of _____ to _____ and that credit of _____ semesters be given from my previous candidature.
- I wish to **suspend** my candidature for the following semesters: _____
- I wish to apply for **time away** from the University from _____ to _____
I will be located at _____ (institution),
under the supervision of _____
- I wish to apply for an **extension** of one semester. My current latest date is: _____

Supervisor’s approval: _____ **Date:** _____

I wish to **withdraw** from my degree

State your reasons (attach extra documentation if necessary): _____

Signature (Candidate): _____ Date: _____

Approval of Postgraduate Co-ordinator / Head of Discipline:

I approve / reject the requested candidature changes:

Comments: _____

Name (Postgraduate Co-ordinator) Signature (Postgraduate Co-ordinator) Date

OFFICE USE ONLY Approval of Board of Postgraduate Studies:

I approve / reject the requested candidature changes.

Comments: _____

Signature (Chair): _____ Date: _____

The Board of Postgraduate Studies within the Faculty must approve all variations to candidature. Candidates who wish to vary their enrolment may do so by completing this form and ensuring all the necessary approvals are sought before forwarding it to the Postgraduate Student Administration Unit within the Faculty.

Requests must be received by the Postgraduate Student Administration Unit before 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2). If a request is received after these deadlines the request, if approved, will take effect in the following semester.

Part-time study

An applicant wishing to convert to part-time candidature should submit with this form, a detailed proposal including how the research will be carried out, its relationship to her/his employment and arrangements for attendance at a University affiliated site. The University is not willing to act solely as an examining body. Any research must be under the direction and supervision of the University.

There are certain restrictions that may apply to students on scholarships. Scholarship holders who wish to convert to part-time candidature should check with the Research Office first to make sure the conditions of the scholarship will allow for part-time study.

International students are normally required to undertake full-time candidature under the terms of their entry visa.

Suspension

Candidature is recorded in whole semesters. You may request a period of suspension, e.g. if you have been ill, or need to undertake full-time employment. Suspensions may be requested for one semester or, in exceptional circumstances, for two semesters. Shorter absences will be noted on your student file.

Requests for suspension must be made in advance and not retrospectively.

Scholarship holders must notify the Research Office of any periods of absence.

Time away

There is provision to spend time in another university or institution during your candidature and also to complete your candidature away from The University of Sydney. If you wish to apply for time away or to complete your thesis away, the approval of your supervisor must be sought and the University will want to know what arrangements have been made for your continued supervision.

A PhD candidate pursuing candidature outside Australia must also complete a minimum of two semesters of candidature within the University before submission of the thesis. This need not be immediately prior to submission or a continuous two-semester period. Similarly, Masters students must complete a minimum of one semester within the University.

Extension

Should it appear during your last year of candidature that you will not be able to complete the requirements by the latest date, you should apply for an extension of your candidature. Extensions are granted one semester at a time. Your application should explain why you do not expect to be able to meet the deadline and should refer to any difficulties that might have been experienced during the candidature. Evidence of difficulties is expected to be noted in annual progress reports. Your application should also contain a realistic estimate of the time you require to finish.

You cannot assume that an extension will be granted. An aspect of the research training being undertaken is to complete a project within a deadline. Requests for extension must be made in advance and not retrospectively.

Withdrawal and failure to re-enrol

If your circumstances are such that you are unable to anticipate when you will be able to resume your candidature you should seek to withdraw from your candidature. Should you be able to resume at a later date you would have to re-apply for admission. Some credit might then be given for work that you had done up to your withdrawal, but you would be commencing a new candidature.

If in any year you fail to re-enrol, your candidature will be regarded as having lapsed, and you will be required to re-apply for admission to candidature if you wish to continue your studies.

For more information candidates can obtain a copy of the Postgraduate Studies Handbook at <http://www.usyd.edu.au/publications/pghandbooks/> or by contacting the Postgraduate Student Administration Unit within the Faculty.