



## Higher Degree Candidature Annual Progress Report – 2011

### 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 Faculty 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.

In completing the report, candidates should ensure they have taken the following steps:

1. Candidate completes sections 1 and 2 (Appendix 2, referred to in Section 1, should be completed by the supervisory team for all first year candidates and candidates with changes to their supervisory arrangements; Appendix 3 should be completed by the candidate where variation to candidature details are necessary, as referred to in Section 1).
2. Candidates who are holders of scholarships from the University of Sydney must also complete Section 3.
3. Candidate should ensure that the Supervisor completes Section 4 (and Appendix 2, if necessary).
4. The Annual Progress Interview is held and Appendix 1 is completed.
5. Candidate should ensure that the Postgraduate Co-ordinator completes Section 5 (and Appendix 3, if necessary).
6. Candidate completes Section 6 and returns the report to the Faculty Office.

Candidates are advised to retain a copy of the completed Annual Progress Report for their own records.

The completed report must be returned to the Faculty Office by no later than **Friday 4 December 2011** to:

**Attention: Postgraduate Research Manager**

Faculty of Arts and Social Sciences (A14)

The University of Sydney

NSW 2006 Australia

### DO NOT RETURN THE REPORT 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 scholarship 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 detaching and completing Appendix 3 separately to this form and forwarding the completed candidature variation form to the Faculty Office. Requests to vary candidature must be received by the Faculty 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 Annual 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 required) and 4, the Postgraduate Co-ordinator arranges an interview with the Candidate and ensures that Appendix 1 is complete. The Postgraduate Co-ordinator then completes Section 5 and returns the report to the Candidate to complete Section 6. The Postgraduate Co-ordinator must arrange an interview with the Candidate and ensure that Appendix 1 is completed. 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 Office.

**Please note: If the Postgraduate Co-ordinator is also the Supervisor, Section 5 must be completed by the Head of Discipline/School or Associate Dean.**

**SECTION 1 (To be checked by all candidates)**

Family Name  
Given Name(s)  
SID

**1.1 CONTACT DETAILS**

Make changes if necessary.  
Please print clearly using block letters.

Mailing Address

.....  
New Address  
.....  
.....

State/Country  
Phone

Postcode

.....  
New Postcode  
.....

.....  
New Phone  
.....  
.....

Fax

.....  
New Fax  
.....

USyd Email

Attention: The University sends important Information to this official USyd email address. If you do not wish to use this address, it is very important that you redirect incoming mail to your preferred email address, as the University deems all mail sent to the official USyd address to have been delivered.

**1.2 CANDIDATURE DETAILS**

Degree  
Attendance  
Commenced  
Earliest date for submission  
Latest date for submission  
Discipline  
School  
PG Co-ordinator  
Thesis title

If you wish to vary your candidature, please complete Appendix 3 or make a written request via your Postgraduate Co-ordinator.

If you disagree with any of these details, please contact the Faculty Office.

**1.3 SUPERVISION DETAILS**

Supervisor  
Associate Supervisor(s)

If you are completing an Annual Progress Report for the first time, please ensure all of your supervisors complete Appendix 2.

If you disagree with any of these details, please ask all of your supervisors to complete Appendix 2, then consult your Postgraduate Co-ordinator.

**SECTION 2 (To be completed by all candidates)**

**2.1** 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** prior to your latest date and provide an explanation for this request.

**2.2** How many hours per week are devoted to your candidature?



(d) Details of written reports, publications, exhibitions and presentations or other department workshops 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, and if applicable, your Supervisor have taken or will take to help overcome these problems.

**2.6** Have you undertaken employment this year?

- Yes..... If "Yes", please give details below.
- No

(a) Type of employment:

(b) How many hours per week:

(c) Period of employment:

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

(a) At the University of Sydney:

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(b) Elsewhere:

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**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:

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3.2 Date scholarship commenced:

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3.3 Do you require an extension for 2012?

- 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?

- Yes
- No.....

If "No", how could they be improved.

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4.3 What difficulties interfered with progress? (include employment, personal or technical problems encountered by the candidate)

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

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4.5 What is the likely date of completion of the research program and submission of thesis?:

4.6 Has the candidate:

- (a) diligently and effectively applied himself/herself to his/her project?  Yes  No
- (b) shown initiative consistent with the requirements of the research program/course and level of study?  Yes  No
- (c) made satisfactory progress throughout the past year?  Yes  No

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

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**4.8 Probation (Please complete for candidates who commenced in Semester 1, 2011)**

*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 action 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
- Marginal
- No.....

If "No" or "Marginal", what remedial actions would be recommended (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 requirement(s):

\_\_\_\_\_

\_\_\_\_\_

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 Supervisor, this section must be completed by the Head of Department.**

5.1 I have read Sections 1 to 4 of the report and the report of the interview and wish to comment as follows:

\_\_\_\_\_

\_\_\_\_\_

**5.2 (Complete for first year candidates only)**

- (a) Has the candidate met any special conditions of candidature prescribed by the Faculty?  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 2011?

Yes

No

6.3 Comments:

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\_\_\_\_\_  
Name (Candidate) Signature (Candidate) Date

**Please forward to the Faculty Office. 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

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\_\_\_\_\_  
Signature (Delegated Authority) Date

**Student Name:**

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_ SID: \_\_\_\_\_

Degree: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Panel Chair: \_\_\_\_\_

Panel Members: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments by Reviewers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please tick **only one** box below:

Progress considered satisfactory

Progress considered marginal

Progress considered unsatisfactory

Action recommended:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature  
(Chair of the Review Panel)

\_\_\_\_\_  
Date

Appendix 1 is a form to be completed when the interview of a Candidate is undertaken. It is required that interviews take place annually and in conjunction with the Annual Progress Report Form. The procedure, duration, timeline and administration of the Annual Progress 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 the Chair of the interview panel, please forward to the Faculty Office.**

# Supervisory Team (see over for instructions)

# Appendix 2

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

## Student Name:

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_ SID: \_\_\_\_\_  
Degree: \_\_\_\_\_

## Member 1: **Supervisor** Original Replacement for

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_ Title: \_\_\_\_\_  
Affiliation with the 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 Name(s): \_\_\_\_\_ Title: \_\_\_\_\_  
Affiliation with the 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: \_\_\_\_\_

## Endorsement of Postgraduate Co-ordinator / Head of Department

I recommend 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: \_\_\_\_\_ 10

**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 candidate 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.**

- (a) Co-supervision is no longer permitted.
- (b) All research students must have a Supervisor and at least one Associate Supervisor at all times.
- (c) 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.
- (d) Associate supervisors may be anybody relevant to the candidature provided recommendation (b) and (c) above are satisfied.
- (e) 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 Faculty Office.**

**Student Name:**

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_ SID: \_\_\_\_\_  
 Degree: \_\_\_\_\_

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

Please note that a request 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** (additional statement required – see over for notes)
- 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 semester(s): \_\_\_\_\_
- 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):

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Signature (Candidate): \_\_\_\_\_ Date: \_\_\_\_\_

**Variation endorsement (please tick the appropriate box and state your reasons below)**

I do / do not endorse the requested candidature changes.

Comments:

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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:

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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 Faculty Office.

Request must be received by the Faculty Office 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, and if relevant, its relationship to her/his employment and arrangements for attendance at a University affiliated site. The University is not willing to act simply 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.

## Full-time study

An applicant wishing to convert to full-time candidature should submit, with this form, a detailed explanation including how the change would enhance progress on their research studies.

## 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://sydney.edu.au/handbooks/handbooks\\_admin/postgraduate.shtml](http://sydney.edu.au/handbooks/handbooks_admin/postgraduate.shtml) or by contacting your Faculty Office.