

GSE RESEARCH APR Probation or Continuing – ONLINE STUDENT WEB FORM and FAQ’s

To Access Your APR Report

Open your browser and navigate to the GSE Electronic Annual Progress Report Webpage.

To Access your Probation or Continuing Report navigate to:
Current Students > Postgraduate > Research APR >

Click on **Continuing Students** or **Probation Students** as applicable.

<http://sydney.edu.au/engineering/current-students/postgraduate/apr/index.shtml>

The screenshot shows the website's navigation menu with 'Current Students' selected. Under 'Current Students', 'Research APR' is highlighted with a red box. Below the menu, there are two buttons: 'Continuing Students' and 'Probation Students', both also highlighted with red boxes. The page title is 'WELCOME TO THE GRADUATE SCHOOL OF ENGINEERING & INFORMATION TECHNOLOGIES' ELECTRONIC ANNUAL PROGRESS REPORT'.

If Continuing download the **Annual Progress Report(PDF)** and save the document to your desktop.

If Probation download the **Probation Report(PDF)** and save the document to your desktop.

Open the form and complete your submission by filling in the text boxes in the form and save, using the **Save As .pdf** function.

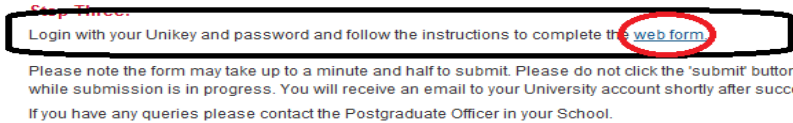
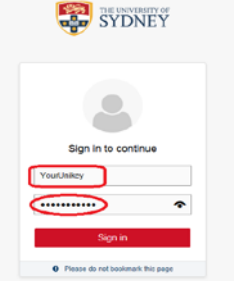
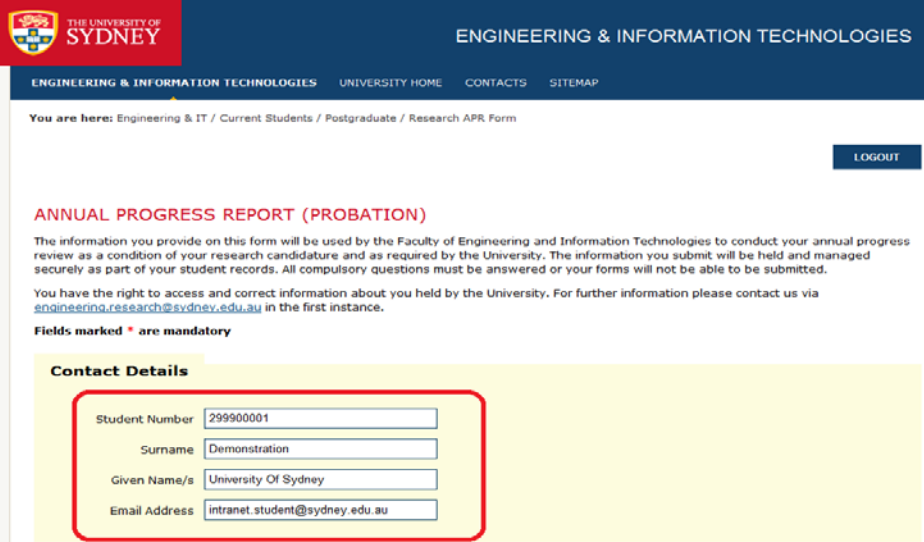
Ensure the form is ready to upload into the GSE APR Web Form.

You must use the APR form available on the webpage as it is current for this semester.

Do not use previous or saved forms from other submissions, these have been superseded.

The screenshot shows the 'HIGHER DEGREE CANDIDATURE ANNUAL PROGRESS REPORT' page. A red box highlights the 'Annual Progress Report(PDF)' link. The page includes instructions: 'Please note that this is a mandatory requirement of your candidature. You have 10 working days to complete this process from the date of the email. Failure to do this may result in you being asked to 'Show Good Cause'.' and 'Step One: Please download the Annual Progress Report (pdf) and save to your desktop. Complete the form and save it in preparation to upload to the web form.'

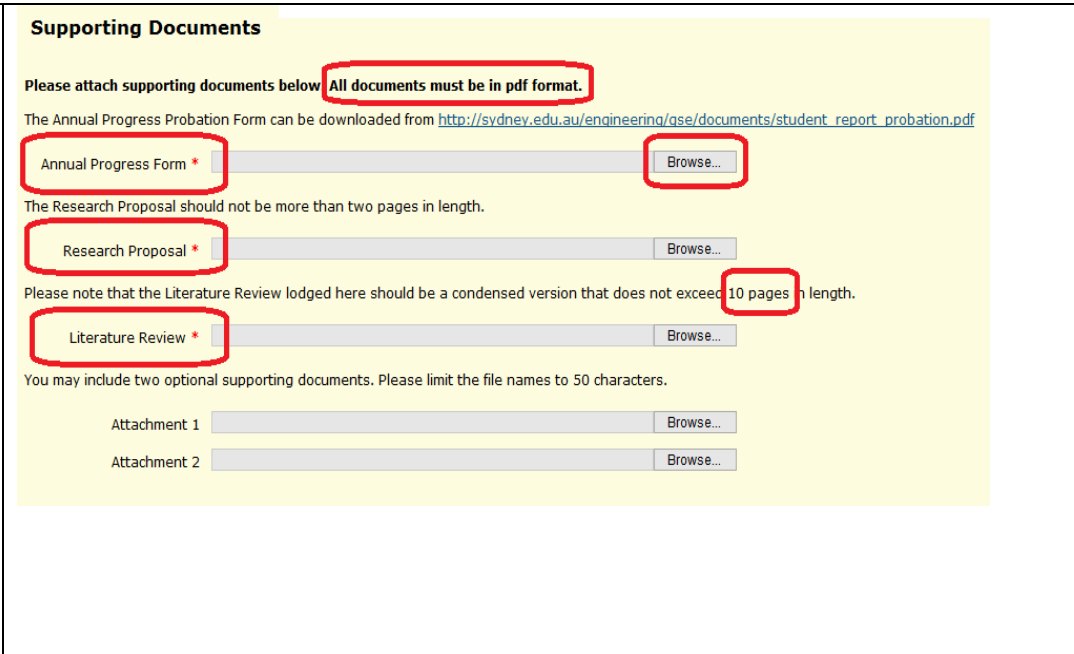
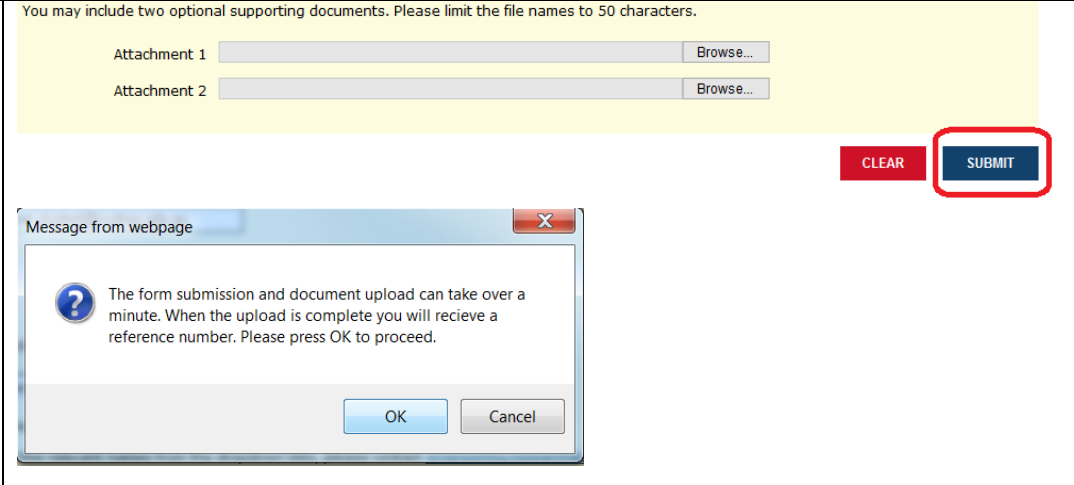
The screenshot shows the 'HIGHER DEGREE CANDIDATURE PROBATION REPORT' page. A red box highlights the 'Probation Report(PDF)' link. The page includes instructions: 'Please note that this is a mandatory requirement of your candidature. You have 10 working days to complete this process from the date of the email. Failure to do this may result in you being asked to 'Show Good Cause'.' and 'Step One: Please download the Probation Report (pdf) and save to your desktop. Complete the form and save it in preparation to upload to the web form.'

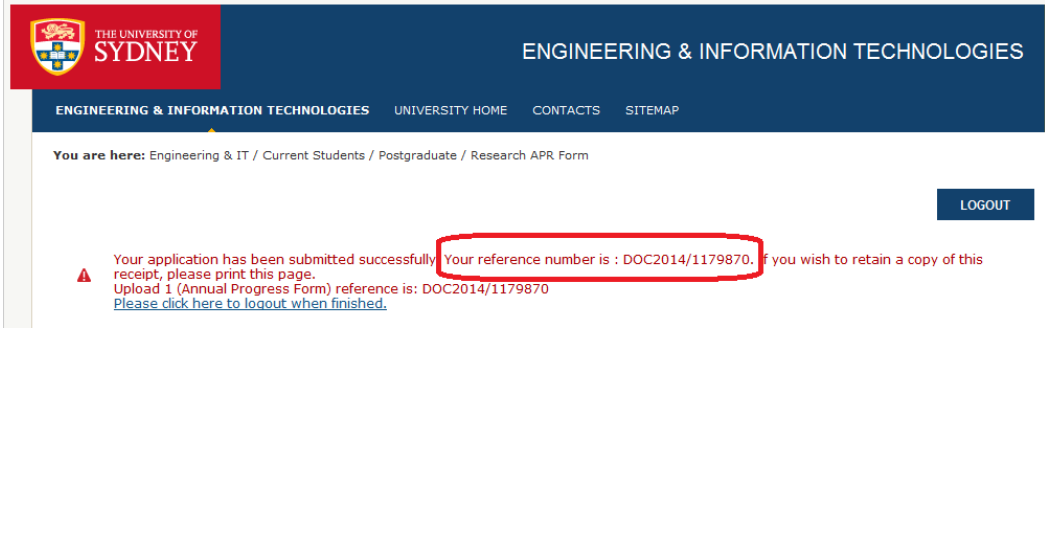
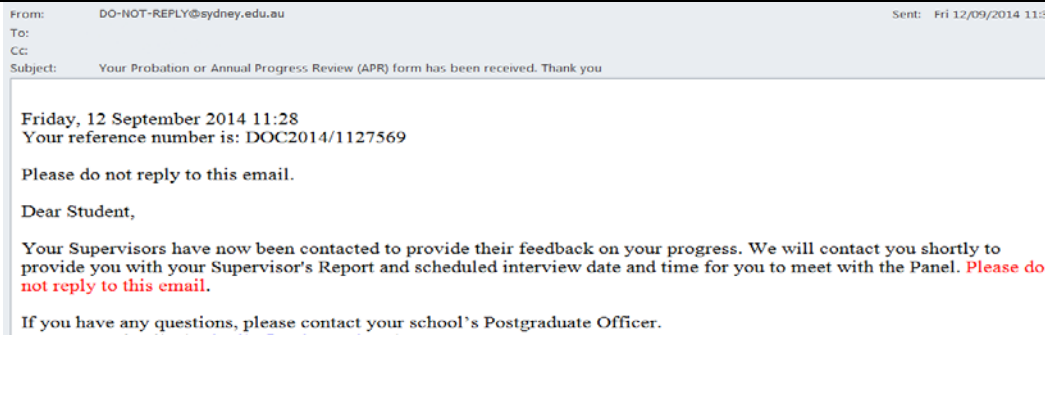
<p>Access the GSE APR Web Form</p> <p>Open the Web Form using the hyperlink on the webpage.</p>	 <p>Step Three: Login with your Unikey and password and follow the instructions to complete the web form.</p> <p>Please note the form may take up to a minute and half to submit. Please do not click the 'submit' button further or quit or exit the page while submission is in progress. You will receive an email to your University account shortly after successful submission.</p> <p>If you have any queries please contact the Postgraduate Officer in your School.</p>
<p>Log in using your unikey and password.</p> <p>Unikey: yourunikey Password: yourpassword</p>	
<p>APR Web Form</p> <p>You must submit the web form electronically, do not send a scanned copy.</p> <p>The web form will open and will be pre-loaded with your student details.</p> <p>Confirm the contact details in the form are correct.</p>	 <p>ENGINEERING & INFORMATION TECHNOLOGIES</p> <p>ENGINEERING & INFORMATION TECHNOLOGIES UNIVERSITY HOME CONTACTS SITEMAP</p> <p>You are here: Engineering & IT / Current Students / Postgraduate / Research APR Form</p> <p>LOGOUT</p> <p>ANNUAL PROGRESS REPORT (PROBATION)</p> <p>The information you provide on this form will be used by the Faculty of Engineering and Information Technologies to conduct your annual progress review as a condition of your research candidature and as required by the University. The information you submit will be held and managed securely as part of your student records. All compulsory questions must be answered or your forms will not be able to be submitted.</p> <p>You have the right to access and correct information about you held by the University. For further information please contact us via engineering.research@sydney.edu.au in the first instance.</p> <p>Fields marked * are mandatory</p> <p>Contact Details</p> <p>Student Number <input type="text" value="299900001"/></p> <p>Surname <input type="text" value="Demonstration"/></p> <p>Given Name/s <input type="text" value="University Of Sydney"/></p> <p>Email Address <input type="text" value="intranet.student@sydney.edu.au"/></p>

<p>There are Mandatory Fields that must be filled in. The form will give an error if these fields are not completed and you will not be able to submit.</p> <p>Mandatory fields are highlighted with a RED asterisk *</p>	<p>ANNUAL PROGRESS REPORT (PROBATION)</p> <p>The information you provide on this form will be used by the Faculty of Engineering and Information Technologies to conduct your annual progress review as a condition of your research candidature and as required by the University. The information you submit will be held and managed securely as part of your student records. All compulsory questions must be answered or your forms will not be able to be submitted.</p> <p>You have the right to access and correct information about you held by the University. For further information please contact us via engineering.research@sydney.edu.au in the first instance.</p> <p>Fields marked * are mandatory</p>
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<p>Select School</p> <p>Use the Drop Down Menu to select your School*</p> <p>You must select from the menu, if you type in free text you will not be able to submit the form.</p>	<p>School Details</p> <p>Please select the appropriate school from the drop down list.</p> <p>School * (Select) [v]</p> <p>School Details</p> <p>Please select the appropriate School * [dropdown list]</p> <p>Please select your Primary [dropdown list]</p>
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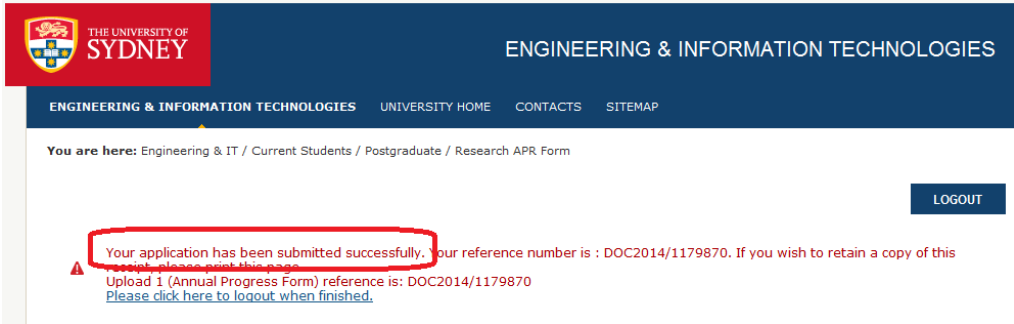
<p>Select Supervisors</p> <p>Use the Drop Down Menu to select your Primary Supervisor* and Auxiliary Supervisor*</p>	<p>Please select your Primary and Auxiliary supervisors from the dropdown list.</p> <p>If you are unsure or cannot find the relevant names from the dropdown lists, please contact engineering.research@sydney.edu.au</p> <p>Primary Supervisor * (Select) [v]</p> <p>Auxiliary Supervisor * (Select) [v]</p>
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Upload Supporting Documents	
<p>You must upload into the form the Mandatory Supporting Documents* that are required for your submission.</p> <p>One mandatory document for Continuing students.</p> <p>Three mandatory documents for Probation Students.</p> <p>All documents must be in .pdf format.</p> <p>Use the Browse button to navigate to and upload the completed and saved documents.</p> <p>For Probation Students the Research Proposal must not exceed TWO pages.</p> <p>The Literature Review must not exceed TEN pages.</p> <p>You have the option to upload two supporting documents if required.</p>	
Submit Web Form	
<p>When you have filled in all the fields and all documents have been uploaded.</p> <p>Click on the SUBMIT button which is located at the bottom of the page.</p> <p>You will get a pop up message advising it can take several minutes for a successful submission. Click OK button.</p> <p>WAIT and do not click the submit button again.</p> <p>The CLEAR button will clear the form and start again.</p>	

<p>Finalise Submission</p> <p>You will receive confirmation that your submission has been successful.</p> <p>When the web form has finished uploading, a message will be displayed AT THE TOP of the form.</p> <p>“Your Application has been submitted successfully “</p> <p>Your Reference Number will be displayed.</p> <p>A list of documents you have submitted will be displayed.</p> <p>When you have confirmation the form has been submitted successfully, LOGOUT of the web form.</p>	 <p>The screenshot shows the top navigation bar of the University of Sydney Engineering & Information Technologies website. Below the navigation, a breadcrumb trail reads: "You are here: Engineering & IT / Current Students / Postgraduate / Research APR Form". A "LOGOUT" button is visible in the top right. A red warning icon is followed by the text: "Your application has been submitted successfully. Your reference number is : DOC2014/1179870. If you wish to retain a copy of this receipt, please print this page. Upload 1 (Annual Progress Form) reference is: DOC2014/1179870. Please click here to logout when finished." The reference number is circled in red.</p>
<p>Confirmation Email</p> <p>You will receive an email in the Outlook inbox confirming your APR form has been received.</p> <p>Your APR review has now started</p> <p>If you have any questions contact your school Post Graduate Officer.</p>	 <p>The screenshot shows an email header with the following details: From: DO-NOT-REPLY@sydney.edu.au; To: (blank); CC: (blank); Subject: Your Probation or Annual Progress Review (APR) form has been received. Thank you. The email body contains the date and time: "Friday, 12 September 2014 11:28" and the reference number: "Your reference number is: DOC2014/1127569". It includes instructions: "Please do not reply to this email." and "Dear Student, Your Supervisors have now been contacted to provide their feedback on your progress. We will contact you shortly to provide you with your Supervisor's Report and scheduled interview date and time for you to meet with the Panel. Please do not reply to this email." It concludes with: "If you have any questions, please contact your school's Postgraduate Officer."</p>

FREQUENTLY ASKED QUESTIONS (FAQ's).

1. How do I know if my form has been submitted successfully?
 - a. A successful submission will be given a reference number at the top of the web page.
 - b. The web form is designed so that only after you have provided all the necessary mandatory information, a reference number will be allocated.
 - c. You should receive a confirmation email in Outlook.

Successful Submission of Web Form	
<p>Successful submission.</p> <p>This message will be displayed at the top of the web page, you may need to scroll up to view.</p>	 <p>The screenshot shows the top of a web page for The University of Sydney, Engineering & Information Technologies. The navigation bar includes links for 'ENGINEERING & INFORMATION TECHNOLOGIES', 'UNIVERSITY HOME', 'CONTACTS', and 'SITEMAP'. Below the navigation bar, the breadcrumb trail reads 'You are here: Engineering & IT / Current Students / Postgraduate / Research APR Form'. A 'LOGOUT' button is visible in the top right corner. The main content area displays a success message: 'Your application has been submitted successfully. Your reference number is : DOC2014/1179870. If you wish to retain a copy of this report, please print this page.' Below this message, it says 'Upload 1 (Annual Progress Form) reference is: DOC2014/1179870' and 'Please click here to logout when finished.'</p>

Example Errors – Unsuccessful submission of web form	
<p>Submission not successful – school not entered.</p> <p>This message will be at the top of the web page, you may need to scroll up to view</p>	<p style="text-align: center;"> School must be selected from the list</p> <p style="text-align: center;">Note: You will need to re-select your attachment files</p>
<p>If your document is not in .pdf format</p>	<p style="text-align: center;"> Supporting document "C:\Users\pmor7841\Desktop\Test 1.docx" is not a PDF</p> <p style="text-align: center;">Note: You will need to re-select your attachment files</p>
<p>Submission not successful – missing a supervisors name.</p>	<p style="text-align: center;"> Primary supervisor must be selected from the list</p> <p style="text-align: center;">Note: You will need to re-select your attachment files</p>
<p>Submission not successful – missing mandatory supporting document.</p>	<p style="text-align: center;"> Supporting document "Annual Progress Form" is mandatory and cannot be left blank</p> <p style="text-align: center;">Note: You will need to re-select your attachment files</p>
<p>If your user email address is incorrect, or If document exceeds the size limits, you will receive a Data Validation error.</p>	<p style="text-align: center;"> Error: The server has rejected your form submission due to a data validation error. Please contact engineering_research@sydney.edu.au for advice.</p>

2. Am I allowed to submit a work in progress, an uncompleted document?

- a. No, all mandatory supporting documents must be completed by your deadline for submission.**
- b. You must complete the APR form in full.**
- c. If this is not possible you must contact your Post Graduate Officer, BEFORE your deadline for submission.**

- 3. After a successful submission, what should I do if I have uploaded and submitted the wrong document?
 - a. Contact your Post Graduate Officer and quote the document name, (APR Form, Literature Review or Research Proposal) and the associated document number, reference ID.
 - b. Email the replacement version to your document to the relevant Post Graduate Officer quoting the document reference ID.

Document Name	
Quote Document name and ID, reference number	

4. What happens if I make multiple submissions?

- a. Contact your Post Graduate Officer and provide the multiple reference numbers.
- b. Indicate which submission is to be retained.

Reference Numbers	
<p>Quote reference number.</p>	

5. What should I do if I have entered the wrong Supervisor name and submitted the form?

- a. Contact your Post Graduate Officer and provide the reference number of your APR submission.
- b. Provide the correct name for your Supervisor.

6. My Supervisors name is not listed in the Drop Down Menu?

- a. Contact the Research Training Coordinator, Graduate School of Engineering and IT.
- b. Provide the name of your Supervisor

Drop Down Menu	
<p>Provide your Supervisors name.</p>	

7. Who should I contact if I need information on how to complete the web form?

- a. If you are unable to complete the form using the guidelines, phone or email your Post Graduate Officer.

8. Can I submit a Literature Review over the 10 page limit?

- a. No, it is recommended that documents meet the page limits.
- b. If documents are larger than the form limits there may be a problem submitting and uploading the document.
- c. If you have problems please contact your Post Graduate Officer.

Page Limits	
10 Page limit for Literature Review	Please note that the Literature Review lodged here should be a condensed version that does not exceed 10 pages in length. Literature Review * <input type="text"/> <input type="button" value="Browse..."/>

9. What should I do if I have two primary supervisors (Co-Supervisor)?

- a. The Co-Supervisor will have specific discretionary tasks, if you are unsure whom to nominate as your primary supervisor for the review, contact the Research Training Coordinator to verify who is your Primary Supervisor for the purpose of your progress review.

engineering.research@sydney.edu.au

Phone: 9036 5170

MAC users.

10. Can I use a MAC device to submit the APR form.

- a. Yes.
- b. You must complete the APR web form using Adobe.**
- c. If you use MAC Preview or other document editor it will corrupt the APR form.
- d. If you submit a corrupt APR form you will have to submit again with a new APR form that has been completed using Adobe.
- e. Adobe is available from the University ICT web page, or contact your Post Graduate Officer for advice.