

**PART A DETAILS OF YOUR CANDIDATURE**

This section is computer generated. Please check that this information is correct. We request that any missing information be filled in and wrong information corrected.

**Student Details:**

Given Name(s): \_\_\_\_\_ Family Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Campus: \_\_\_\_\_  
 ID Number: \_\_\_\_\_ Course Code: \_\_\_\_\_ Degree: \_\_\_\_\_  
 Thesis Title: \_\_\_\_\_  
 School/Centre/Institute: \_\_\_\_\_  
 Cluster: \_\_\_\_\_  
 FOR Code: \_\_\_\_\_ SEO Code: \_\_\_\_\_

Does your research fall within one of the University's Areas of Research Strength?

*(See Completing Your Progress Report, Question 9)*

Please indicate the area:

**Supervisor Details:**

Principal Supervisor's Name:

School/Centre/Institute:

Associate Supervisor's Name:

School/Centre/Institute:

**Student Enrolment History:**

Date of Initial Enrolment: \_\_\_\_\_ Date of Candidature Approval: \_\_\_\_\_

*(Candidature applications must be submitted within six months of equivalent full time enrolment)*

Current Enrolment Status: \_\_\_\_\_ Extensions previously granted (Total months) \_\_\_\_\_

Leave of Absence (intermission) previously taken (Total months): \_\_\_\_\_

Number of months equivalent to full time enrolled as at 10-09-2012: \_\_\_\_\_

Based on current enrolment status, you are required to submit your thesis by:

*(If this is not feasible, you may need to apply for an extension to candidature (See FAQ, Question 8).. Please remember to include a revised timeline).*

Throughout your enrolment, have you received **any** funding support to present at a conference relevant to your program of research? Yes  No

If Yes, please complete below for each conference presented at:

Year	Local/International	\$ Funding received towards conference cost (School, Faculty, OPR, Self, Other (specify Other))
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**PART B: STUDENT REPORT ON PROGRESS**

(Student to complete)

1. You are required to attach a report on your progress, under the following headings:  
*(Please write/type comments below. If required, please attach an additional page, to a maximum of two typed pages).*
- I. The goals you set for the period April - September 2012.
  
- II. Comment on your progress in relation to the goals, work plans and any other achievements.
  
- III. Problems or issues that affected your progress and the strategies identified to overcome them (eg. Infrastructure/equipment, outside work commitments, project funding). Please also indicate any previously reported problems that remain unresolved.
  
- IV. Comment on the involvement of external or industry supervisors (where applicable).
  
- V. Please explain the procedures you have followed, training completed and documentation submitted and approved for each of these aspects of conducting your research:
  - a. Occupational Health and Safety
  
  - b. Human Research Ethics
  
  - c. Animal Research Ethics

d. Institutional Biosafety

VI. An outline of agreed goals and a work plan for the forthcoming six months taking into account your past progress and the time left for your candidature.

VII. Has the nature or direction of your research changed significantly in the last six months? If so, please provide details. Is the project still viable?

2. Please rate your progress for the period April - September 2012 in relation to your goals and work plan (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. Do you wish to apply for an extension to Candidature?  
(See Frequently Asked Questions, Question 8)

YES  NO

If YES, please attach a revised timeline in the form of a Gantt chart.

4. What Research Training activities have you undertaken during this period?

5. On average, how often do you have a formal meeting with your Supervisor(s)?

weekly  fortnightly  at least monthly  less often than monthly

6. Please read declaration below:

It is not unusual for students to feel constrained in what they say in their Progress Report 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 contact details of the person in your Faculty who is responsible for research student matters can be found on the instruction sheet sent to you.

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 sight and sign. If you do not wish to sight your Supervisor(s) report, please indicate this below and sign and date the Report prior to sending it to your Supervisor(s).

It is your responsibility to initiate the process of discussion and the signing of your Report as well as the submission of the completed form to the relevant person in your Faculty.

I have read and understood my Supervisor(s) Report and agree with their assessment of my progress.

YES  NO

If NO, please include in your written report what aspect you disagree with.

Or

I do not wish to sight my supervisor's comments for this report.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART C: SUPERVISOR COMMENTS ON PROGRESS**

(Principal Supervisor to complete)

**RATING OF PROGRESS:**

The Principal Supervisor is responsible for completing this section. It is advised that the Principal Supervisor consult with the supervisory team when completing this Report.

1. Please rate the student's progress **for the period April - September 2012** in relation to their goals and work plan (tick one):

1. very much more than planned

4. less than planned

2. more than planned

5. a lot less than planned

3. about what was planned

2. Please make comment in relation to the progress of the student's project:

a) If you have rated the progress as 1, 2 or 3, please indicate how the project has progressed.

- Additionally, please indicate any areas for development you are aware of which might affect the future progress of the project. Please advise how these might be addressed.

- b) At a level below what was planned (that is, if you ticked 4 or 5 above) please outline below:

- How this will affect the student's overall progress – will he/she complete within candidature time?

- Reasons for the slower rate of progress including equipment failures, infrequency of contact, or other factors.

- Where appropriate:

- Your advice to the candidate to manage the time remaining (e.g. taking Leave of Absence (intermission) where personal or work situations are impending progress).

- A program of remedial action to ensure future progress rates are satisfactory.  
(Please attach comments if necessary).

c) Examiners are now asked to indicate whether a thesis shows evidence that the student has developed each of the University seven generic attributes. Below we list these generic attributes:

Attribute 1 - Evaluate and Synthesize the Research

Attribute 2 – Formulate the Research Questions

Attribute 3 – Design, Conduct and Report the Research

Attribute 4 – Address and Solve Research Problems

Attribute 5 – Critically Analyse

Attribute 6 – Contextualise the Research

Attribute 7 – Understand the Relevance of the Research

Please discuss with your student:

- (i) The extent to which the student is developing in each of these areas,
- (ii) How these attributes will be demonstrated in the thesis, and
- (iii) What the student might do to further develop these qualities.

Please make a brief comment to affirm that this conversation has happened and to indicate where and how the student will be assisted with this development in the forthcoming months.

3. Please comment on your student's progress and competence with respect to the four phases of risk management of occupational health and safety associated with their research. The four phases are: **identify** the hazard, **assess** the risk, **implement** control measures (eg. documenting procedures, monitoring) and **review** the effectiveness of the control measures.

Where appropriate:

- Your advice to the candidate with respect to the implementation of safe work practices, the next phase of risk management, or the next phase of their research.
  
  
  
  
  
  
  
  
  
  
- Training that your student should undertake to ensure effective implementation of control measures.

4. Please comment on your student's progress and competence with respect to the conducting ethical research: incorporating the values of research merit and integrity, justice, beneficence and integrity; identifying and assessing potential ethical risks, designing a research study to minimise and manage ethical risks and reviewing the effectiveness of the control mechanisms.

Where appropriate:

- Your advice to the candidate with respect to implementation of ethical practices, the next phase of ethics approval process, various institutions from which approval to conduct the research must be granted, or the next phase of their research.
  
  
  
  
  
  
  
  
  
  
- Training that your student should undertake to meet the requirements for ethical research.

5. Please tick this box to indicate that the Associate Supervisor(s) has/have been sent a copy of this Progress Report   
Principal Supervisors signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART D: HEAD OF SCHOOL/CENTRE/INSTITUTE SECTION**

(Where the Principal Supervisor is also the Head of School/Centre/Institute then the Associate Dean (R&RT) or their nominee is required to sign below).

The Progress Report has been read and its contents noted:

- a) The student's progress is according to schedule  
(Please write/type comments below)

- b) The student's progress is not according to schedule  
(How will you resolve this? Please write/type comments below)

- c) Please comment on unresolved issues (if any) raised in Part B, 1III and Part C, 2B.

Head of School/Centre/Institute Signature:

Date:

Failure to submit the Progress Report by the due date (9 November 2012) will result in your name being forwarded to the University Postgraduate Research Committee for Unsatisfactory Progress. For further information, please refer to the Higher Degrees by Research Policy, Schedule G2 available online - <http://wcf.vu.edu.au/GovernancePolicy>

Where a student wishes to seek feedback on a specific issue and does not feel it is appropriate to get this through their Supervisors, they should contact their Head of School/Centre/Institute or the Director of Postgraduate Research on (03) 9919 4143.