

Annual Progress Report – Student /Supervisor Discussion Guidelines

Higher Degree by Research Students

Information to be included with your APR:

- A one-page summary of progress and a timeline of work yet to be completed in order for staff to gain an understanding of progress to date.
- A correct Field of Research (FoR) Code. Each year the Department of Education and Training (DET) requires the University to report on the research fields our Higher Degree by Research (HDR) students are researching. If you have already nominated an FoR code, or if one has been nominated for you prior to approval of your Application for Candidacy, it will be made available in the online report, but you and your Supervisor need to confirm this is correct. If it is not, you will need to decide on a new FoR code to replace it.

If you nominated a new FoR code in last year's APR then it will be made available in the online report and you will only have to confirm that the code is still correct.

The codes are divided into three hierarchical levels: Divisions, Groups, and Fields. View the Australian Bureau of Statistics (ABS) list of codes by Division at;

<http://www.abs.gov.au/ausstats/abs@.nsf/0/4AE1B46AE2048A28CA25741800044242?opendocument>

Once you have located the correct Division, locate the Group and then choose a 6 digit Field code that most accurately describes the research.

- From 2015, all HDR students must confirm completion of the online Research Integrity unit available in Blackboard (via OASIS).
- Statement marked CONFIDENTIAL to report any concerns or issues regarding enrolment/candidacy/supervision. This page will not be submitted to the Higher Degree by Research Review Board, and will be considered instead by the Associate Deputy Vice-Chancellor, Research Training in the Office of Research and Development. **(Optional)**

Coursework (if applicable)

If you are required to undertake coursework units as part of your degree, has satisfactory progress been made in the coursework component?

Candidacy

If you have attained Candidacy, discuss whether or not;

- the nature of your research has significantly changed from that described in your Application for Candidacy;
- you need to submit a revised Application for Candidacy;
- you need to submit a new or revised Application for Ethics Approval;
- the formal discussions/meetings you have had with your supervisor are an appropriate level of contact and if the standard of supervision received is satisfactory.

If you have **not** attained Candidacy, discuss whether you are on track to submit within the designated timeframe (Candidacy Due Date) or whether an Application for Extension of Time to Submit Candidacy should be submitted for approval.

Progress and Facilities

- Have you had any difficulties in your program, either academic or personal, which have affected your progress?
- Do you have adequate access to email and remote access to University networks, according to your needs?
- Discuss and decide on an Anticipated Thesis Completion Date.

On-campus Student Issues

Refer to <http://postgraduateresearch.curtin.edu.au/files/2014/12/GS-EssFac-OnCampus-06-12-13.pdf>

- Do you have adequate access to computing, laboratory and other on-campus facilities, and consumables, as stated in the document outlining "Essential Facilities"?
- What research-related activities, such as conferences or publications, have you participated in within the Enrolling Area/Faculty or elsewhere?
- Discuss the quality of the research culture of the Enrolling Area/Faculty with particular reference to specific activities/events/programs conducted by the Enrolling Area/Faculty, which directly support postgraduate research.

Off-campus Student Issues

Refer to <http://postgraduateresearch.curtin.edu.au/files/2014/12/GS-EssFac-OffCampus-06-12-13.pdf>

- What research-related activities have you participated in within the Enrolling Area/Faculty or elsewhere?
- Discuss the general level of support from your Enrolling Area/Faculty.