

**Relevant Procedures and Information:** <https://www.jcu.edu.au/graduate-research-school/forms-and-policies>

**What is this form for?**

This form is used to activate, manage, and review a period of Progress Support. Progress Support is designed to provide specifically targeted and structured support to a candidate who is experiencing progress delays in their HDR candidature. The support should be designed to realign progress with agreed goals and timelines.

**What should I know before I complete this form?**

- The Candidate and their Advisors should refer to the HDR Progress Support Procedure and the Progress Support Workflow in preparing and submitting this form.
- This form includes three sections:
  - Activation of Progress Support
  - Development of the Progress Management Plan ('the Plan')
  - Review of the period of Progress Support
- Progress Support should be undertaken for periods of up to three months with a maximum of two periods (aggregated) during candidature.
- Failure to fulfil the requirements of the Plan may result in the candidate being placed Under Review.

**Roles and Responsibilities**

- Progress Support may be initiated by the candidate, a member of the advisory panel, an ADRE, or the GRS at any time after enrolment and prior to conferral.
- Other relevant others, e.g. external advisor mentors and/or members of the GRS may be asked to provide advice and support to candidates, advisors and ADREs throughout the process.
- PART A: Activation of Progress Support is approved by the relevant ADREs (or nominee).
- PART B: The Progress Management Plan ('the Plan') must be prepared by the Candidate and their Advisors, agreed and signed within 15 working days of activation of Progress Support.
- PART C: Review and Outcome for each period of Progress Support is approved by the ADRE (or nominee).
- College ASOs (or equivalent) are responsible to ensure that the Progress Support Form is lodged with the GRS for noting at the conclusion of the period of progress Support.

**PART A: Activation of Progress Support**

First /Given Name:	
Surname / Family Name:	
Student ID:	
College / Centre:	
Primary Advisor's Name:	
Start date of Progress Support Period:	
Due date for Review of Outcomes:	
Progress Support consumed to date:	

**Associate Dean Research Education Approval of Activation of Progress Support**

Name:	Signature:	Date:
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## PART B: Development of the Progress Management Plan

To be completed by the candidate, primary supervisor and College ADRE (or nominee).

Please outline the reasons why Progress Support has been implemented:

Please outline agreed actions as developed by the Candidate and the Advisory Panel :

### Declaration by the Candidate

I have read the above statements and agree to the proposed plan.

Name:

Signature:

Date:

### Declaration by the Primary Advisor

I have read the above statements and agree to the proposed plan.

Name:

Signature:

Date:

### Declaration by the Associate Dean Research Education Approval

I have read the above statements and approve the proposed plan.

Name:

Signature:

Date:

## PART C: Progress Support Review and Outcome

To be completed by the Candidate and Primary Advisor, in consultation with the Advisory Panel, upon completion of the period of Progress Support.

Please describe if/how the Progress Management Plan has been achieved.

Candidate:

Primary Advisor:

Please comment on anything that has interfered with achieving the goals of the Plan.

Candidate:

Primary Advisor:

Please provide a brief description and/or timetable for the remaining work in your research plan and how you intend to address any issues or concerns that may affect your progress.

Candidate:

Primary Advisor:

### Declaration by the Candidate

I confirm that the comments above are accurate and truthful.

Name:

Signature:

Date:

### Declaration by the Primary Advisor

The candidate's overall achievement of the goals of this period of Progress Support Strategy are:

Satisfactory

Unsatisfactory

Name:

Signature:

Date:

### Associate Dean Research Education (or nominee) Review and Determination

Outcome		Satisfactory: Progress Support Period satisfactorily completed
		Unsatisfactory: Progress Support Period unsatisfactorily completed
Recommendation (s)		The Candidate has met the conditions in their Progress Management Plan and the candidature should be continued
		The Candidate has partially met the conditions in their Progress Management Plan and should undertake a further period of Progress Support
		The Candidate has partially met the conditions in their Progress Management Plan and should be placed Under Review in accordance with the <a href="#">HDR Under Review Procedure</a> .
		The Candidate has failed to meet the conditions in their Progress Management Plan and that the candidature should be placed Under Review in accordance with the <a href="#">HDR Under Review Procedure</a> .
Any other feedback or recommendation (s)		

### Associate Dean Research Education Approval

Name:

Signature:

Date:

**IMPORTANT:** Please ensure that a copy of this completed form is forwarded to [grs@jcu.edu.au](mailto:grs@jcu.edu.au) at completion of the period of Progress Support for noting.