

### Candidate's Details

First /Given Name:	
Surname / Family Name:	
Student ID	
Degree:	

### Guidelines for Completing this Progress Report

**This Progress Report is required during reporting periods 1 November - 30 April and 1 May to 31 October of every year UNLESS you have commenced candidature, submitted your Thesis examination OR successfully completed one of the following milestones (Confirmation of Candidature, Mid-Candidature Review or Pre-Completion Evaluation) during the reporting period.**

The HDR Progress Report enables you and your Advisory Panel to reflect on your progress and to plan for the next phase of candidature.

Please provide honest responses. Providing an indication of potential problems will enable appropriate assistance to be provided to you.

If you have problems that that you do not wish to be discussed with your Advisory Panel, then you should approach the Associate Dean, Research Education within your College or the Deputy/Dean, Graduate Research on your Campus. In addition to this Progress Report, a candidate or an advisor may submit an independent, confidential written report to the Dean, Graduate Research about any concerns relevant to your candidature.

For assistance in completing this Progress Report please contact your College HDR Academic Services Officer in the first instance.

### Instructions

**Please refer to the HDR Progress Report Procedure for further information.**

The steps for completing the Progress Report are as follows:

1. Candidate to prepare an updated version Section 1 of Confirmation of Candidature COC-FORM-01 and Section 2 of COC-FORM-02 if there have been substantial changes to the project (updated COC-FORM-02 not required if Mid-Candidature Review has been completed).
2. Candidate complete sections 1, 2,3 and 4 of this report and forward this and the documents from step 1 to your Advisory Panel with a meeting request for 1-2 weeks in the future and 3-4 weeks prior to the Progress Report due date.
3. The Primary Advisor complete section 3.
4. Advisory Panel complete section 5 and prepare Explanatory statement if required.
5. Candidate meets with Advisory Panel to discuss section 5.
6. Candidate and advisors signs approval and forwards to College HDR Academic Services Officer



## Section 2: Project Work Plan – Candidate to Complete

Please provide details of the work completed to date and details of your work plan for the next phase of your candidature (time until your next Degree Milestone or Progress Report). A Gantt chart or timeline is recommended. This work plan should outline what you are going to do.

Type here

### Section 3: Overview of Progress to Date – Candidate and Primary Advisor to Complete

Have any of the following issues affected your progress during the period covered by this Progress Report? Please answer **Yes** or **No** as appropriate.

	Candidate's Assessment		Primary Advisor's Assessment	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access to Advisors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Academic Background	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health and/or personal problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Responsibilities external to HDR candidature	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Housing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Need to supplement income	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project infrastructure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Research funding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access to facilities or equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Regular student/ advisor contact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
English language skills (written or oral)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Understanding the work expected	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diligence	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Skills required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Primary Advisor to Complete

**Thesis/Exegesis/Creative Work submission due date of candidate:**

Working at the current pace, the candidate should be able to complete their thesis/exegesis/creative work by the above Submission Due Date?

**Yes**
 **Possibly**
 **Unlikely**
 **No**

Are there any additional comments you wish to make in relation to the above assessment?

Type here

## Section 4 –Industry Engagement

Candidature Committee and Candidate to complete this section.

Definition can be found here: <a href="https://www.education.gov.au/news/new-indicators-reporting-higher-degree-research-students">https://www.education.gov.au/news/new-indicators-reporting-higher-degree-research-students</a>		Yes (Provide details)	No
Did the Candidate take part in a work on an industry defined-problem?		<input type="checkbox"/>	<input type="checkbox"/>
Organisation:			
Start date:		End date:	
Did the Candidate take part in a research internship?		<input type="checkbox"/>	<input type="checkbox"/>
Organisation:			
Start date:		End date:	
Was the Candidate jointly supervised by a research end-user?		<input type="checkbox"/>	<input type="checkbox"/>
Name of Advisor:			
Organisation:			
Start date:		End date:	
Was any of the Candidate's research jointly funded or fully funded by a research end-user?		<input type="checkbox"/>	<input type="checkbox"/>
Organisation:			
Start date:		End date:	
Type of support provided:			
Did the Candidate undertake formal training on industry engagement?		<input type="checkbox"/>	<input type="checkbox"/>
Organisation:			
Start date:		End date:	
Type of training provided:			
Did the Candidate undertake any other commercialisation and engagement activities?		<input type="checkbox"/>	<input type="checkbox"/>
Organisation:			
Start date:		End date:	
Brief description:			

## Section 5: Assessment of Progress – Advisory Panel to Complete

Please indicate your overall assessment of the candidate's progress.  
 Where progress is "Satisfactory" only the Primary Advisor and Candidate must sign. AIMS@JCU students must have both AIMS and JCU advisor sign form.  
 Where progress is "Conceded Satisfactory" or "Requires Review", the full Advisory Panel and the Candidate must sign.

1. <b>Assessment of Progress:</b> (Please tick)	<input type="checkbox"/> <b>Satisfactory</b>	<input type="checkbox"/> <b>Conceded Satisfactory</b>	<input type="checkbox"/> <b>Requires Review</b>
2. <b>Definitions</b>	<b>Progress is satisfactory and candidate is on track to complete thesis/exegesis/creative work by submission date</b>	<b>Progress is less than expected for substantive reason(s) that have been addressed and progress is expected to improve</b>	<b>Progress is less than expected without a substantive reason and the candidate is to be placed Under Review as per <a href="#">HDR Under Review Procedure</a></b>
3. <b>Explanatory Statement Required?</b>	<b>Not required</b>	<b>Yes - must outline why situation has arisen and measures in place. If the Candidate and Advisors agree, a single statement signed by both may be supplied. If no agreement between the Candidate and Advisors, consult the College Dean in the first instance.</b>	<b>Yes - The Advisory Panel must provide a statement when placing a HDR candidate Under Review</b>

## Approvals

<u>Required approvals</u>	<u>Satisfactory</u>	<u>Conceded Satisfactory</u>	<u>Requires Review</u>
	Primary Advisor	Primary Advisor	Primary Advisor
	AIMS Primary Advisor (AIMS@JCU only)	AIMS Primary Advisor (AIMS@JCU only)	AIMS Primary Advisor (AIMS@JCU only)
		Secondary Advisor	Secondary Advisor
		Advisor Mentor	Advisor Mentor
	Candidate	Candidate	Candidate
		ADRE	ADRE

## Candidate

Signature:

## Primary Advisor

Name:

Signature:

Date:

<b>Secondary</b>		
Name:	Signature:	Date:
<b>AIMS Primary Advisor (AIMS@JCU only)</b>		
Name:	Signature:	Date:
<b>Additional Advisors including Advisor Mentor</b>		
Name:	Signature:	Date:
Name:	Signature:	Date:
Once the Advisory Panel has signed this section and attached any required documentation, please forward to the College Academic Services Officer for College Dean or nominee approval.		
<b>Associate Dean Research Education signature</b> - I have considered the recommendation and comments above and where applicable, make the comments and/or recommend the actions below.		
Name:	Signature:	Date:
Comments or actions if applicable:		
Please forward to the Graduate Research School at <a href="mailto:grs@jcu.edu.au">grs@jcu.edu.au</a>		

<b>GRS Use Only</b>		
<b>Dean, Graduate Research signature</b> - I have considered the recommendation and comments above and where applicable, make the comments and/or recommend the actions below.		
Name:	Signature:	Date:
Comments or actions if applicable:		