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| **PRO-FORM-01**  **HDR Candidature Progress Report** | Description: JCU_Logo_RGB |
| JCU Graduate Research School (GRS) |  |

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| **Candidate’s Details** | | | | | | |
| First /Given Name: | | | | Surname / Family Name: | | |
| Student ID |  | | | Scholarship Holder | | Yes  No |
| Degree: | PhD  Masters  Professional Doctorate | |  | Start Date: | | Full time  Part time |
| Expected degree completion date: | |
| Milestone dates | | | | | | |
| Confirmation of Candidature | | Mid Candidature Seminar | | | Pre-Completion Seminar | |
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| **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 for examination OR successfully completed one of the following milestones (Confirmation of Candidature, Mid-Candidature Review or Pre-Completion Evaluation) during the reporting period. HOWEVER IT IS RECOMMENDED THAT EVERYONE EXPERIENCING DELAYS DUE TO EXCEPTIONAL CIRCUMSTANCES COMPLETE THIS REPORT SO THAT THERE IS A RECORD OF DELAYS.**  The HDR Progress Report enables you and your Advisory Panel to reflect on your progress and to plan the remainder of candidature.  Please provide honest responses. Providing a thorough record of any delays that have occurred, and indications 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. | | | | | | |
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| **Instructions** | | | | | | |
| **Please refer to the HDR Progress Report Procedure for further information.**  The steps for completing the Progress Report are as follows:   1. You should complete this report and forward with relevant attachments to your Advisory Panel with a meeting request to enable completion of the report prior to the due date. 2. The Primary Advisor and Advisory Panel complete the remainder, and discuss with you if required. 3. You and advisors sign approval and forward to College HDR Academic Services Officer | | | | | | |

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| **Section 1: Summary of thesis Progress – Candidate to Complete** | | | | | |
| **Chapter Number OR Creative Work OR Exhibition** | **Proposed Title** | **Progress to date** | **Percent completed / Estimated time to completion** | **Publication outputs (if applicable)** | **Status of publication** |
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*Insert additional rows as required*

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| **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 remainder of your candidature. A Gantt chart or timeline is recommended. This work plan should outline what you are going to do including contingency plans, or “Project Plan B”, to enable a timely thesis submission. |
| Type here |

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| **Section 3: Candidate Research Delay Record - Candidate to Complete** | | |
| **Please use this form to record specific details of any delays that you experienced during the reporting period only. The reporting period is the 6 months prior to the completion of your progress reports which are 1 November - 30 April and 1 May to 31 October of every year.**  **WE ARE NOT EXPECTING THAT YOU WILL FORECAST DELAYS, ONLY RECORD THOSE THAT HAVE OCCURRED IN THE PREVIOUS 6 MONTHS.**  This information may form the basis of a future request for an extension to your candidature, and therefore should be as clear and detailed as possible. Examples are provided to guide you, but you are not limited by them. | | |
| **Project delays: experiments, access to facilities, access to advisors, transport, other** | **Days lost (full time equivalent) due to each delay** | **Contingency plans** |
| Add or delete rows as required. |  |  |
| *Example: In February 2020 The Education/Health Department put a stop to data collection which I was due to commence in February 2020. I have not been able to collect my data.* |  | *I am looking at globally and nationally available datasets that I can access.* |
| *Example: I had planned to go overseas to conduct field work in March 2020, but border closures prevented this.* |  | *I have a paper based on my literature review that will be part of the thesis I could progress while waiting to do my field work. I will also assess other data collection options.* |
| **Delays due to health: physical, mental, supporting family** | **Days lost (full time equivalent) due to each delay** | **Contingency plans** |
| Add or delete rows as required. |  |  |
| *Example: My partner has been deeply affected by COVID-19 and I was required to provide high levels of care, distracting me from my research.* |  | *I took some leave, but there were still delays. Family is now assisting us also, a few hours per day* |
| *Example: My two school age children were at home with me during school closures and this disrupted my ability to progress my studies.* |  | *I took some leave but there were still delays. School is now back in session.* |

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| **TOTAL FULL TIME EQUIVALENT DAYS LOST DUE TO DELAYS DURING THIS REPORTING PERIOD**  ***(PLEASE REMOVE REDUNDANCY IN THE RECORDED DAYS LOST, AND ONLY RECORD THE TOTAL ACTUAL DAYS LOST)*** |  |  |
| **Financial delays: project related, personal circumstances** | **$ Personal:**  **$ Project:** | **Contingency plans** |
| Add or delete rows as required. |  |  |
| *Example: I have lost my job and must find alternative employment to support my family: my studies are not a priority.* |  | *I have identified several jobs through JCU CareerHub and other sources.* |
| *Example: My industry partner suspended funding of the project for a month due to financial concerns.* |  | *I am working with my advisor and JCU Connect to explore alternative partners.* |

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| **Section 4: Other potential issues affecting progress – 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** | | | | |
| Access to Advisors | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Academic Background | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Health and/or personal problems | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Responsibilities external to HDR candidature | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Housing | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Need to supplement income | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Project infrastructure | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Research funding | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Access to facilities or equipment | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Regular candidate/ advisor contact | | | | |  | Yes | |  | No |  | Yes |  | | No |
| English language skills (written or oral) | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Understanding the work expected | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Diligence | | | | |  | Yes | |  | No |  | Yes |  | | No |
| Skills required | | | | |  | Yes | |  | No |  | Yes |  | | No |
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| **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 | | | | | | | | | | | | | | |

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| **Section 5 –Industry Engagement Reporting** | | | | | | | |
| Candidature Committee and Candidate to complete this section. | | | | | | | |
| The Australian Government Department of Education (The Department) has introduced a number of changes to reporting requirements for all Higher Education Providers (HEPs) to implement the 2021-22 Budget measure [Growing industry internships for research PhD students through the Research Training Program (RTP)](https://www.education.gov.au/research-block-grants/resources/growing-industry-internships-research-phd-students-through-research-training-program-implementation). Included in the updated reporting requirements are additional data requirements for HDR internships with a research end-user and HDR joint supervision with a research end user. [The Commonwealth Scholarship Guidelines (Research)](https://www.legislation.gov.au/Details/F2021L01774) were also amended in 2021 to include updated weightings applying to HDR completions in relation to HDR end user engagement in the form of an eligible research internship (07) and non-eligible (08). JCU Higher Degree Research (HDR) Candidates are required to report on their own engagement with research end-users. Examples can be found on the JCU GRS website under [‘Industry engagement’](https://www.jcu.edu.au/__data/assets/pdf_file/0007/2043997/Examples-for-End-User-Reporting.pdf) on what can be reported. | | | | | | | |
| A research end-user is defined as an individual, community or organisation outside of academia that will directly use or benefit from the output, outcome or results of the research. This may include businesses, governments, non-governmental organisations, communities and community organisations.  Research end-users are not:   * Other higher education providers (universities) * Organisations that are affiliates, controlled entities or subsidiaries (such as Research Institutes) of a higher education provider * Equivalents (international or domestic) of the above exclusions   Examples of **inclusions** would be AIMS, CSIRO, THHS would be included. Examples of **exclusions** would be AITHM, Universities and their research institutes. | | | | | | | |
| Activity Type | Question | If yes, name of organisation | Start date | End date | No of days of engagement | Do you have an agreement or written notification of this Y/N?  If Yes, please attach to your progress report | |
| 03 | Are you jointly supervised by a research end user? |  |  |  |  | Yes | No |
| 07 | Have you or are you planning to undertake a Research internship with a research end-user, agreed within the relevant period ( in first 18 months candidature) |  |  |  |  | Yes | No |
| 08 | Research internship undertaken with a research end-user that was not agreed within the relevant period ( NOT in the first 18 months of candidature) |  |  |  |  | Yes | No |

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| **Section 6: Research Data and Information Management requirements – Candidate and Primary Advisor to Complete** | | | |
| Have you completed the metadata records in [*Research Data JCU*](https://research.jcu.edu.au/data/default/rdmp/home)?  Please answer **Yes** or **No** as appropriate. Refer to the [RDIM website](https://www.jcu.edu.au/rdim) for further advice if required. | | | |
| **Candidate to complete Q 1- 3** | | | |
| **Q1. Have you completed your** [**Research Data Management Plan**](https://www.jcu.edu.au/rdim/step-1-plan) **(RDMP)\*?**  **Notes:**   * \*only required if CoC is in 2021 onwards. * Complete initial RDMP by CoC, the RDMP is a “live” document that is refined and updated throughout project, ensure the final update before creating a Data Record. * If you completed your CoC in 2021 onwards but do not yet have a RDMP, you must complete and submit the RDMP with this progress report. | Yes | No:  No: | I am still yet to complete my CoC  My CoC was prior to 2021 |
| **Q2.** [**Have you completed your Data Record**](https://www.jcu.edu.au/rdim/step-3-archive)**?**  **Notes:**   * Complete upon project completion (or throughout project i.e publishing thesis chapters). * If no, ensure advice has been sought through [researchdata@jcu.edu.au](mailto:researchdata@jcu.edu.au). | Yes | No:    No:  No: | I am not yet ready to archive my data  Data not generated as part of thesis  Data are directly embedded in thesis |
| **Q3. Have you completed your** [**Data Publication**](https://www.jcu.edu.au/rdim/step-4-publish)**?**  **Notes:**   * Complete after your Data Record i.e upon project completion (or throughout project i.e thesis chapters) * Please note embargo period may apply if required. * If no, ensure advice has been sought through [researchdata@jcu.edu.au](mailto:researchdata@jcu.edu.au). | Yes | No:  No:  No: | I am not yet ready to publish my data  Data not generated as part of thesis  Data is restricted (due to ethical, contractual or cultural obligations) |
| **Primary Advisor to complete Q 4** | | | |
| **Q4. I am satisfied with the progress of the required metadata records.**  **Notes:**   * If no, do not progress. Review metadata records, direct Candidate to amend and then and re-complete this form. * Contact [researchdata@jcu.edu.au](mailto:researchdata@jcu.edu.au) if you require advice. | Yes | No |  |

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| **Section 7: 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. **Assessment of Progress:** (Please tick) | **Satisfactory** | **Conceded Satisfactory** | **Requires Review** |
| * 1. **Definitions** | **Progress is satisfactory and candidate is on track to complete thesis/exegesis/creative work by submission date** | **Progress is less than expected for substantive reason(s) that have been addressed and progress is expected to improve** | **Progress is less than expected without a substantive reason and additional support is required (see the** [**HDR Progress Support Decision Tree**](https://www.jcu.edu.au/__data/assets/pdf_file/0008/1262942/HDR-PSS-Toolkit-Decision-Tree.pdf) |
| * 1. **Explanatory Statement Required?** | **Not required** | **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. | **Yes -** The Advisory Panel must provide a statement when selecting this option. |

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| **Approvals** | | | | | | |
| **Required approvals** | **Satisfactory** | | **Conceded Satisfactory** | **Requires Review** | | |
| 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: | |
| **Secondary Advisor** | | | | | | |
| Name: | | Signature: | | | Date: | |
| **AIMS Primary Advisor (AIMS@JCU only)** | | | | | | |
| Name: | | Signature: | | | Date: | |
| **Additional Advisors including Advisor Mentor** | | | | | | |
| 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. | | | | | | |

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| **Associate Dean Research Education signature -** 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: | | |
| If progress review is required please see [HDR Progress Support decision tree](https://www.jcu.edu.au/__data/assets/pdf_file/0008/1262942/HDR-PSS-Toolkit-Decision-Tree.pdf) and select support option. | | |
| College will provide Progress support | |  |
| GRS to place candidate Under Review | |  |
| Please forward to the Graduate Research School at [grs@jcu.edu.au](mailto:grs@jcu.edu.au) | | |

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| **GRS Use Only** | | |
| **Dean, Graduate Research signature -** I have considered the recommendation and comments above and where applicable, make the comments and/or recommend the actions below. | | |
| Candidature to be placed Under Review | |  |
| Name: | Signature: | Date: |
| Comments or actions if applicable: | | |