



# Help Guide Review of Progress

The Review of Progress (ROP) is generally filled out once per year, and it is a formal requirement of research degree candidature. In the final quarter of each calendar year, it is your responsibility to self-assess your progress against your planned goals, timelines and activities for the year.

Your Supervisors and Faculty are also required to review your progress, and the Graduate Research School (GRS) is responsible for recording your progress.

All currently enrolled students, including those on leave of absence are required to submit a ROP, failure to do so can result in unsatisfactory progress.

The process and timeline for the ROP is:

- Step 1: Student documents and submits ROP to supervisor - No later than the end of the first week of November
- Step 2: Principal (or Co) supervisor returns completed ROP to student - No later than the end of the third week of November
- Step 3: Student acknowledges feedback and submits to faculty - No later than the end of the fourth week of November
- Step 4: Responsible Academic Officer (RAO) makes a final review outcome recommendation - Second week of December to the second week of January

See the [Introduction](#) and [Create forms](#) guides for setup instructions.

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## Candidature Details

Your Student details should be pre-filled, but please check that they are correct. Below the student details there are several questions that you will need to answer:

--- Please ensure you answer questions below ---

Planned thesis submission date: \*  
04/09/2022

Study load:  
Full-time

Your current thesis title is:

--- Please ensure you answer questions below ---

Are you a collaborative degree student? \*  
 Yes  
 No

Are you currently on leave of absence? \*  
No

--- End user engagement ---

During your candidature, did you undertake any research internship as a part of your candidature? \* ⓘ  
No

Is your principal supervisor available to sign off this form? If your principal supervisor is not available (such as on leave for some time and unable to sign this form) select "No" \*  
 Yes, my supervisor listed is available  
 No

Supervisors sign-off delegates:  
Note: By default, your application will be sent to the person who holds the sign-off delegation.

Sign-off delegate?	Position	Preferred Full Name
▶	Co-Supervisor	
▶ ✓	Principal Supervisor	

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1) Enter planned submission

2) Confirm study load is

3) Confirm Thesis Title

4) Indicate whether you are a collaborative degree student. **If you enter "yes"**, a text box will open where you must specify your institution

5) Indicate whether you are on a Leave of Absence

6) Indicate whether you undertook a research

7) Confirm whether your principal supervisor is available to sign off on the ROP. Your supervisor details are in the table below his question.  
**If you select "No"**, your form will be sent to the Research Office for review upon submission instead of your supervisor



## Step 1: Your Progress

The questions on this page will require you to indicate what progress you have made on your research project during the year. You will also be asked whether you have worked the required hours for your project (35 hours full-time; 17.5 hours part-time), as well as indicate any challenges that may have arose and how you overcame them. You can then indicate how your progress this year compares to your planned progress.

Please indicate what progress you made on your research project this year: \*

1) Outline your progress

Have you devoted the required amount of hours per week to your research project this year? \*

Yes  
 No

2) Indicate whether you met your required hours

Report here on the challenges or issues that arose through the year: \* ?

3) Outline what, if any, challenges you faced this year

Please detail how these challenges or issues will be/have been addressed for next year: \* ?

4) Outline what, how you overcame these

Please rate your progress this year against what was planned: \*

Significantly more than planned  
 More than planned  
 As planned  
 Less than planned  
 Significantly less than planned

5) Indicate how your actual progress compares to your plan for this year

The next questions require you to reflect on whether you believe that there will be issues that may hinder your progress next year. You must also specify what your most recent candidature stage assessment.

Do you anticipate any issues in the coming year which might hinder your progress and timely completion? \*

Yes  
 No

Indicate whether you expect there will be issues in the coming year

Please detail the issues that may hinder your progress and outline any mitigating actions to be taken: \*

Please specify the last candidature stage assessment that you were assessed at: \*

Candidature stage 1 - confirmation of candidature

2) Outline what those issues are, and what action you will take to minimise their impact

3) Specify your last candidature stage assessment



## Step 1: Subject and Training Requirements

As part of your candidature, you will be required to complete certain subjects. This page has a table displaying these subjects and you can review their details such as their name session and their status (enrolled, completed etc.).

**If you require recognition of prior learning** for one of these subjects you can submit a “Credit Recognition” request.

**If you need to vary your coursework** to an alternate session, you can submit a “Variation of Program” request.

Table below is read only.

Subjects as per your Study Plan are:

Subject C... ↑	Name	Compulsory?	Year	Session	Status	Subject Type	Faculty
▶ 0000000001	Test Subject		2022	Research Se...	Enrolled	Not Specified	Test Org. Unit
▶ 010023_V2	Language a...				Not Specified	Coursework	FASS.Facult...

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- If you require recognition of prior learning please submit a [Credit Recognition](#) request.
- If you require to vary your coursework to an alternate session please submit a [Variation of Program](#) request.

Summary of required subjects

Links to “Credit Recognition” and “Variation of Program” forms

Next you will need to indicate whether you have fulfilled your Training requirements:

Training Module	Expected date of completion
<a href="#">Consent matters training</a>	End of your current session
<a href="#">Research integrity module</a>	No later than your Stage 1 assessment.

Your training

Please provide updates on your progress below.

Training 1: 'Consent matters training' completed? \*

- Yes  
 No  
 I have sought exemption (*please retain copy of confirmation of the exemption.*)

Training 1: indicate whether completed, or that you have an exemption

Training 2: 'Research integrity module' completed? \*

- Yes  
 No

Training 2: indicate whether



## Step 1: Ongoing Candidature Review

This page requires you to answer a number of questions about your contact with your supervisor. You will select the methods of communication, the frequency of contact, and your satisfaction with the communication.

**Please note that this page is confidential** and your supervisor panel does not have access to it. Only your RAO and the Graduate Research School (GRS) can view your comments. If your supervisor is a RAO and you are not comfortable with placing your comments here, please answer the questions with "My supervisor is a RAO" and contact GRS by emailing [grs@uts.edu.au](mailto:grs@uts.edu.au) if you wish to provide your comments to this section confidentially.

**How have you been in communication with your supervisor? \***

- Face to face
- Email
- Phone calls
- Remote meetings (eg.: Skype/Zoom/WebEx etc.)
- Other

1) Select the methods of communication you've had with your supervisor

**How often have you been in contact with your supervisor(s) this year? \***

2) Indicate how often you have been in contact

**Please comment on how satisfied you are with the communication with your supervisor? \***

- Very Satisfied
- More than satisfied
- Satisfied
- Partly satisfied
- Not at all satisfied

4) Indicate your level of satisfaction with the communication

**Has this mode of communication been helpful? Please provide further comments. \***

5) Comment further on whether the communication has been helpful

After completing these pages, please select "Submit" in the top-right hand corner of the screen. This will send your ROP to your supervisor for their review and outcome recommendation.

Actions



Save

Submit

Delete

Reports



## Step 2: Supervisor's Review of Progress and Future Plans

After your supervisor has completed their review, you will be able to look over their comments on this page.

You do not need to answer any questions on this page, but take note of your supervisor's answers, as you will need to respond to your supervisor's review on the next page.

**Was the student enrolled in any compulsory coursework subject this year? \***

Yes  
 No

**Has the student passed the compulsory coursework subject for the year? \* ?**

Yes  
 No

**Principal (or assigned) supervisor's review of progress against what was planned: \***

Significantly more than planned  
 More than planned  
 As planned  
 Less than planned  
 Significantly less than planned

**Student is on track for the next stage assessment. \***

Yes  
 No

**Please enter a proposed date for the upcoming stage assessment: \***

03/09/2022

**Please comment against the student's progress, including achievements and strengths.**  
Additionally, please indicate:

- any areas for development you are aware of which might affect future progress and/or might need attention;
- any difficulties experienced which were out of the control of the student, e.g., equipment problems, failure of

**Principal (or assigned) supervisor's assessment of progress: \***

Unsatisfactory

**Please categorise the reason for this unsatisfactory outcome: \***

The review was not submitted on time.  
 Compulsory coursework for the session was not completed.  
 The review demonstrates very little progress.  
 The review demonstrates the potential to complete is low.

Supervisor's comments on compulsory coursework

Supervisor's review of actual vs planned progress

Supervisor's comments on your upcoming stage

Supervisor's comments on your progress

Supervisor's assessment of your progress

Supervisor's reasoning for their assessment



## Step 3: Student's Review of Supervisor's Recommendation

On this page you are given the opportunity to agree or disagree with your supervisor's assessment.

**If you agree** with your supervisor's statement, please indicate this on the RM form, then endorse this response by recording your name

I have read and understood my supervisor's assessment and comments regarding my progress and ongoing candidature and agree with their assessment of my progress. \*

?

Yes, I agree

No, I do not agree

1) Select "Yes, I agree"

Name:

\*

2) Endorse your decision by typing your name

Date:

Next, submit your review to your Faculty Responsible Academic Officer (RAO).

Actions ↑

Save

Submit

Delete

---

Reports



**If you disagree** you can provide a statement as to why you disagree with your supervisor’s statement. You must also provide an action plan to support our continued progress, as well as any other supporting documents.

I have read and understood my supervisor’s assessment and comments regarding my progress and ongoing candidature and agree with their assessment of my progress. \*

Yes, I agree  
 No, I do not agree

1) Indicate whether you agree or disagree with your supervisor’s

Please state why you disagree with your supervisor’s assessment \*

2) Indicate why you disagree

Please upload your action plan to support your continued progress in this degree \*

3) Upload your action plan

Attach any additional supporting documents (if needed)

No file

4) Upload any other supporting documentation

Select file

Comment (optional)

5) Add any additional comments here, if necessary

Name: \*

6) Record your name here to endorse your response

Next, submit your review to your Faculty Responsible Academic Officer (RAO).

Actions

Save

Submit

Delete

---

Reports





## What Happens Next?

See [“Managing existing forms \(students\)”](#) to learn how to follow its progress.

Once the outcome has been officially finalised by your Faculty RAO, you will receive an email confirming this.