



# **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.

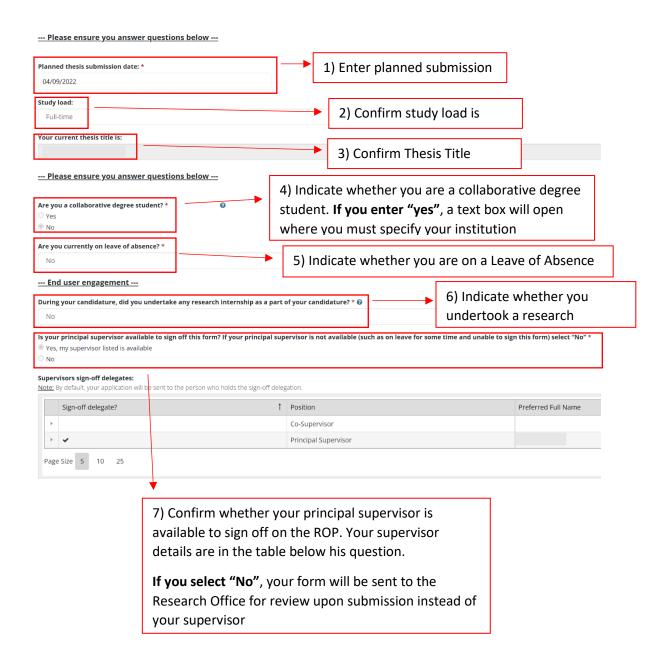
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#### **Candidature Details**

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:

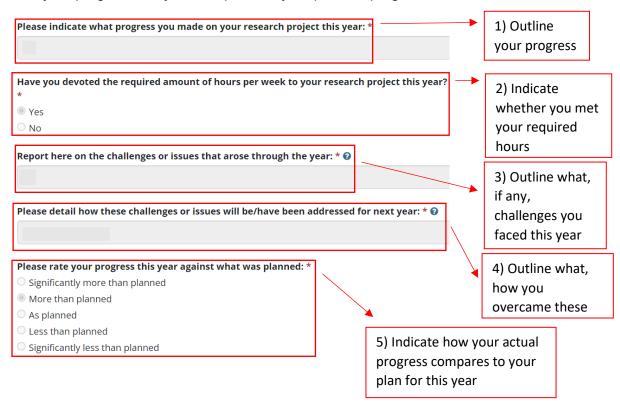




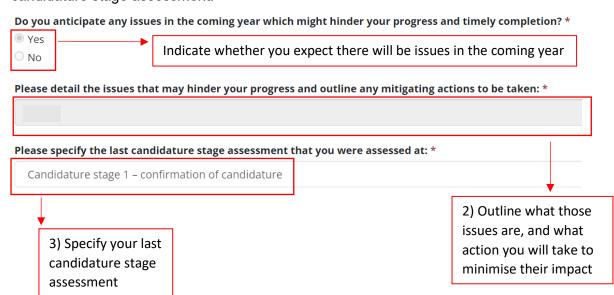


#### **Step 1: Your Progress**

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.



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.







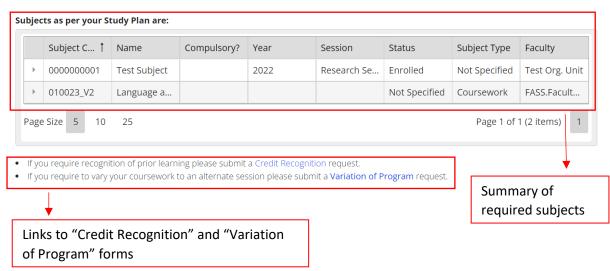
#### **Step 1: Subject and Training Requirements**

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.

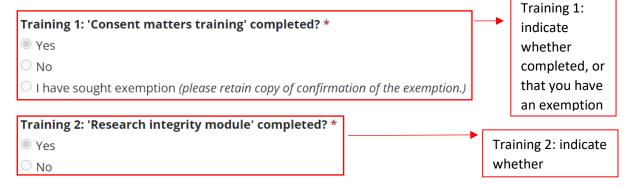
Table below is read only.



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



Please provide updates on your progress below.



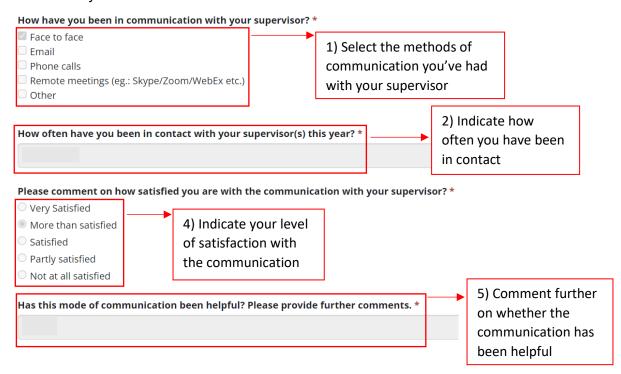




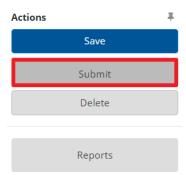
#### **Step 1: Ongoing Candidature Review**

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 if you wish to provide your comments to this section confidentially.



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.



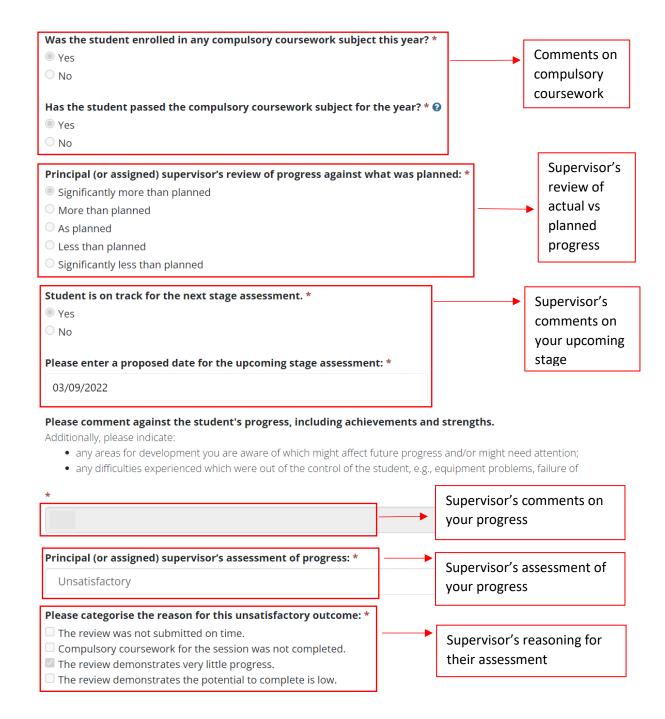




#### Step 2: Supervisor's Review of Progress and Future Plans

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

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





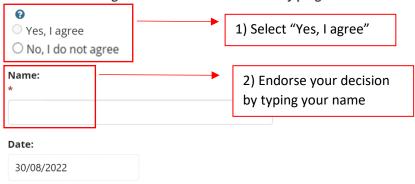


### Step 3: Student's Review of Supervisor's Recommendation

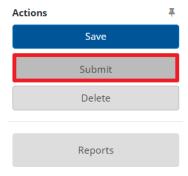
On this page you are given the opportunity to agree or disagree with your supervisor's assessment.

**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. \*



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





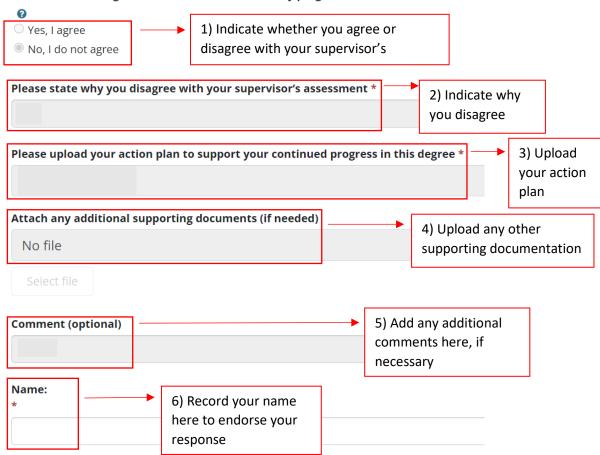




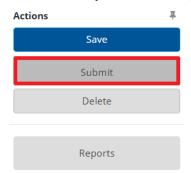


**If you disagree** you can provide a statement as to why you disagree with your supervisor's statement. You must also provide an action plan to support our continued progress, as well as any other supporting documents.

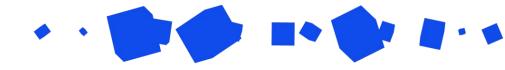
I have read and understood my supervisor's assessment and comments regarding my progress and ongoing candidature and agree with their assessment of my progress. \*



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## **What Happens Next?**

See "Managing existing forms (students)" to learn how to follow its progress.

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