



UNIVERSITY
OF SOUTHERN
QUEENSLAND

Office of Research and Higher Degrees

Research Higher Degree Candidate Progress Report Important Information

S2, 2009

Completed progress reports must be **returned to your Faculty Representative (see list below) by no later than 23 October 2009** and forwarded to the Office of Research and Higher Degrees by 30 October 2009.

Applications may be completed:

- electronically OR
- in hard copy in black ink, using capital letters. If you run out of space when answering a question, please attach additional pages as required.

Bi-annual reports are a compulsory requirement of research higher degree enrolment. They are an important record of progress and may be referred to later in the candidature. Reports are used to monitor quality, and information contained in them influences policy and practice in USQ research education.

Faculty Representatives

Faculty of Arts	Lesley Astbury	☎ 4631 1075 ✉ astburyl@usq.edu.au
Faculty of Business	Liz Whatson	☎ 4631 1175 ✉ whatson@usq.edu.au
Faculty of Education	Kathryn Gayler	☎ 4631 1935 ✉ gayler@usq.edu.au
Faculty of Engineering & Surveying	Juanita Ryan	☎ 4631 2522 ✉ ryanj@usq.edu.au
Faculty of Sciences	Sophie Ivory	☎ 4631 5301 ✉ ivory@usq.edu.au

COMPLETION OF REPORT

Candidates and supervisors are strongly encouraged to meet to discuss progress and complete this report.

The report must contain:

- A summary of work undertaken in the past six months
- A plan-timeline for the completion of your degree within the specified time completion*
- Comment on progress in relation to expected completion
- Comments by the principal supervisor (or supervisory team)

It is important that you document any circumstances and/or events which may impact on your ability to complete your studies either within your scholarship tenure, or before your expected submission date. This report may be referred to later if you apply for an extension of scholarship or candidature.

If the candidate and supervisor are unable to meet to complete the report, the candidate should complete the relevant sections before forwarding to their principal supervisor. Once the supervisor has completed and signed the form, they should return it to the candidate. The candidate should review any comments, sign and lodge to the Faculty Representative on or before the requested date.

If a candidate wishes to make a second confidential report (i.e. does not wish to refer some of their comments to their supervisor) they should contact the relevant Associate Dean Research (ADR) to do so. Contact your Faculty representative for further information and availability to discuss your situation.

* Refer to expected submission date schedule below

UNSATISFACTORY PROGRESS / FAILURE TO SUBMIT A REPORT

If a Faculty and/or the Office of Research and Higher Degrees (ORHD) is of the opinion that the standard of a candidate's work is unsatisfactory, the Associate Dean Research or Director, ORHD may make a recommendation that the candidature be reviewed. This may involve continued enrolment on an 'Academic Intervention Strategy' or, in extreme cases, candidature may be cancelled

Failure to submit a progress report (in any semester) by the required date will result in a Fail grade being recorded for that semester's enrolment. Candidates with recorded Fail grades may be asked to 'Show Cause' why they should continue in the program under Academic Regulations.

WHO SHOULD SUBMIT A PROGRESS REPORT?

Candidates currently enrolled in the following programs should submit a progress report:

- Doctor of Philosophy (DPHD)
 - Doctor of Education (DEDU)
 - Engineering Doctorate (ENGD)
 - Doctor of Business Admin Research (DBAR)#
 - Master of Business Research (MBSR)
 - Master of Science (MSCI)
 - Master of Engineering (MENG)
 - Master of Engineering Research (MENR)
 - Master of Philosophy (MPHL)
 - Master of Spatial Science (MSPS)
 - Master of Spatial Science Research (MSSR)
 - Master of Health (MHEA)
- # Candidates in the coursework component of the DBAR program are not required to complete a progress report.

Candidates on approved leave of absence for the period 1 July 2009 to 30 December 2009 (i.e. who have received formal written notification from the Office of Research and Higher Degrees) are not required to complete a progress report.

Candidates who were on approved leave of absence for part of the period 1 July 2009 to 30 December 2009 are required to complete a progress report.

EXPECTED SUBMISSION DATE SCHEDULE

Candidates are expected to complete their research studies and submit a quality dissertation within specific time allocations for their program (refer to the table below).

Requests to extend beyond these dates should be forwarded on a "Request to Vary Candidature" form (available from the Office of Research and Higher Degrees website). Supporting documentation MUST be attached in order for any variation requests to be considered. Requests are not automatically approved. Candidates must make a case of why they did not complete within the expected submission schedule, and have their supervisory team and Associate Dean Research support the request.

Degree	Expected Submission Date (from date of admission)	
	Full-time	Part-time
Doctor of Philosophy Doctor of Education Engineering Doctorate Doctor of Business Admin Research	3 years	6 years
Master of Science	2 years	4 years

Master of Business Research Master of Engineering Master of Engineering Research Master of Spatial Science Master of Spatial Science Research	1.5 years	3 years
Master of Health	Not available	2 years

SUMMARY OF PROCESS

- Step 1 ▶ Candidate downloades Progress Report from the Office of Research and Higher Degrees forms website
- Step 2 ▶ Candidate and Principal Supervisor liaise to discuss and complete report
- Step 3 ▶ Supervisor makes recommendation regarding progress of candidature
- Step 4 ▶ Supervisor or candidate forwards completed report to Faculty Representative (listed on the front page of this document).
- Step 5 ▶ Associate Dean Research reviews the report and actions any issues. Faculty forwards completed report to the Office of Research and Higher Degrees
- Step 6 ▶ Office of Research reviews the report and awards a final grade for the semester.
- Step 7 ▶ Candidate accesses final grade via UConnect on the scheduled grade release date.

Students who are to be placed on an 'Academic Intervention Strategy' or 'Show Cause' will be contacted in writing after the grade release date.