## **Progress Review – HDR Student**

The Progress Review is used for HDR students to monitor their progress and identify if any further support can be provided to the candidate. The Progress Review is completed in conjunction with the candidates Principal Supervisor. Candidates are notified by email if further action is required.

The Progress Review form will be shown to students in their 'Research' tile in their Student Centre under the Candidature menu.

## To access the Progress Review

1. Log in to your Student Centre by selecting the **Student Centre** link in UConnect (uconnect.usq.edu.au) under the USQ Research heading.

Faculty Centre	>	StudyDesk	>	Past Courses	>
StudyDesk - All Courses	>	Handbook	>	Student Feedback Survey	>
Academic Workload Management	>	USQ OpenDesk	>	MyStaffDesk	>
Academic Division Intranet	>	Learning and Teaching Intranet	>	Program Accreditation	>
Academic Quality	>	Academic Integrity	*	eLearning Objects Repository	>
Academic Plan Intranet	>	Academic Expectations Framework	>		
	_				
USQ Research	~	People Portfolio	~	USQHub	~
Student Centre	>	A Your leave balances		v Popular Knowledge	
Ethics and integrity	>	Organisational chart	>	Knowledge Centre	>
eResearch	>	Career opportunities	>	Log It Online	>
Intellectual property	>	People Portfolio homepage	>	My Items	>
Graduate Research School	>	Update staff search details	>	Service Directory	>
Sofia Knowledge Management System	>	Human resources forms	>		
USQ Research Outputs Database (ROD)	>	Annual Compliance Training	>	USQ Systems	~
USQ RIMS	>	Professional development	>		
		LinkedIn Learning	>		
Library	~			Student Enquiry USQ Admin	
Search the library		Calendar	^		
Enter your search terms here.	Q	<ul> <li>Filter by topic</li> </ul>			

2. Click on the Research tile.

	,		
Tasks	Research	Manage Enrolment	Class Schedule
Finances	Marks and Grades	Program	Personal Details
Exams	Online Requests	Graduations	Contact Us

3. This will open your Candidature Overview page as shown below

K Exit			<b>۷</b> ۲	ISQ	
Candidature Overview	Candidature	e Overview			
Confirmation of Candidature $\checkmark$					
Candidature ~	Doctor of Pl	hilosophy			
	Student ID				
	Candidate Num	ber			
	Thesis Title				
	Supervisors				
		Provisional Candidate	Confirmed	Candidate	Under Examination
		<b>A</b>			
	→ Other Candi     →	datures			
	Program	Candidate Number			
	DBusinessAdm	n	Switch		
	- Milestones				
	Program	Description	Milestone Title	Date Required	
	DBAR	Confirmation of Candidature		14/07/2020	
	DPHD	Confirmation of Candidature		22/02/2022	

(Note: Student name, candidate number, thesis title, Supervisors will be populated with your information)

1. Click on Candidature menu (left hand side) and select Progress Review from the options that appear.

< Exit	₩USQ
Candidature Overview	Progress Paview @
Confirmation of Candidature	
Candidature ^	✓ Master of Science (Research)
Change of Supervisory Team	Student ID
Leave Request	Candidate Number
Extension Request	Thesis Title
Progress Review	Supervisors
	USQ021 USQ Postgraduate Research Scholarship
	*Is your thesis title different to the one displayed above?
	*Based on your approved plan, assess your overall progress O Ahead of scheduled timeline
	O Met Scheduled timeline
	O Behind scheduled timeline
	O Timeline not met
	*Locating and selecting relevant scholarly readings and/or research literature O Ahead of scheduled timeline
	O Met Scheduled timeline
	O Behind scheduled timeline
	O Timeline not met
	*Understanding the concepts and/or research literature in your area of study
	Ahead of scheduled timeline
	O Met Scheduled timeline
	O Behind scheduled timeline

This will open the page as shown below.

- 2. Complete the questions in the Progress Review. All '\*' questions are mandatory.
- 3. Attach any supporting documentation as follows:
  - 5.1 Clicking the 'Add Attachment' button

*Reason for Extension Request		
I wish to apply for an extension request because]		
Supporting Documents		
Please provide documents to support your extension request.		
Add Attachment		
No attachments for this request.		
I understand that any information provided by me may be reported to Government Departments as required by law.		

5.2 Clicking the 'My Device' icon and select the file you wish to upload



5.3 Click the 'Upload' button followed by the 'DONE' button that will appear in the top right hand corner of the screen. Repeat steps 5.1-5.3 to upload additional documents.

	The Attachment	
Choose From		
My Device		
Upload Clear		
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Extension Request Justification.docx File Size: 11KB		
	File Attachment	
	File Attachment	
Choose From	File Attachment	
Choose From		
Choose From		
Choose From	File Attachment	
Choose From		
Choose From My Device Extension Request Justification.docx File Size: 11KB		

6 Read the 'Candidate Declaration' and 'Agree' by selecting 'Yes' on the slider. The 'Send to Supervisor' button will appear for you to select.

ndidate Rating Comments
oporting Documents
ase provide documents to support your progress review.
dd Attachment
pporting Documents
= stern_view.jpg
didate Declaration declare that I have read and discussed the contents of this Progress Review with my Supervisory Team agree to abide by the University of Southern Queensland's academic regulations and policies. I also understand that it is my responsibility to ensure that I review the Academic Regulations, Rules, Policies, rocedures and Guidelines of the University during my period of study, as they are subject to change. acknowledge that USQ collects personal information to assist the University in providing terrary education and related ancillary services and to be able to contact me regarding enrolment, assessment, employmen sociated USQ services. Personal information into the disclosed to third parties without my consent unless required by law.
ree with the above statement Yes
Send to Supervisor

- 7 Your Progress Review has now been submitted to your Principal Supervisor for review. Your Principal Supervisor will review and provide feedback.
- 8 If your Principal Supervisor requires changes, the Progress Review will be returned to you for required changes and you will need to amend and resubmit to your Supervisor. You will be alerted to this via email as follows:

12		
US	Q Higher Degree by Research	
Dear		
Your Progress Re indicated they re	eview for Doctor of Philosophy has been returned to you as your supervisor has equire more information.	
You can action th	nis in your <u>Student Centre</u> .	
Kind regards		
Graduate Resear	ch School	
<b>WUSQ</b>		

9 Once your Principal Supervisor reviews your Progress Review and provides a recommendation, you will need to submit to GRS team. You will be alerted via email when your Progress Review is ready for you to submit with your supervisor recommendation.



10 You will need to agree to the Candidate Declaration and select the 'Send to GRS' button to submit.

Candidate Declaration • I declare that I have read and discussed the contents of this Progress Review with my Supervise. • I agree to abide by the University of Southern Queensland's academic regulations and policies. Procedures and Guidelines of the University during my period of study, as they are subject to ch • I acknowledge that USQ couldest personal information to assist the University in providing teraing associated USQ services. Personal information will not be disclosed to third parties without my	rry Team I also understand that it is my responsibility to ensure that I review the Academic Regulations, Rules, Policies, ange. education and related ancillary services and to be able to contact me regarding enrolment, assessment, employment or consent unless required by law.
I agree with the above statement	
	Send to GRS

END