

Semester Review and Plan Progress Report for Higher Degree Research Students[[1]](#footnote-1)

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| PART 1 Candidature Details |

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| Given Name(s) |       | Student ID |       |
| Family Name |       | Course | [ ]  PhD[ ]  Other  |
| Principal supervisor |       |
| Other supervisors |       |
| Enrolment for current semester | [ ]  Full Time | [ ]  Part Time |
| Planned enrolment for forthcoming semester | [ ]  Full Time | [ ]  Part Time |
| Current thesis title |       |
| A brief description of your research |       |

The Semester Review and Plan asks you to consider your research degree from two angles the first is what is under perspectives firstly, your research itself – the content and outcomes of your research – and secondly, the development of you as a researcher – your personal and professional skills, capabilities, and contributions. It encompasses a backward looking review and a forward looking plan. And, the resulting four components need to be documented. The diagram below shows where and how to do so.

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|  | **Your research** | **Your development as a researcher** |
| **Reflecting, Reviewing, Assessing your progress** | Reviewing progress against previous goals (column 3) | Reviewing progress against previous goals (column 3) |
| **Planning for next semester** | Setting goals/activities against those goals (columns 1 & 2) | Setting goals/activities against those goals (columns 1 & 2) |

This review is an opportunity for you to reflect on your previous semester’s achievements, how they differed from what was planned, what the actions arising are, including revising your goals for both your research and your personal/professional development for next semester and the rest of your candidature.

**DEADLINES:** All currently enrolled students are required to submit their fully signed Semester Review and Plan by the last Friday in February**,** and the last Friday in August.

The review of progress comprises 2 documents this Progress Report, and your Doctoral Study Plan. The Doctoral Study Plan is part of the UTS Doctoral Framework. For further information, guidance, and resources please refer to [http//www.research.uts.edu.au/framework/index.html](http://www.research.uts.edu.au/framework/index.html) and <https://utscic.edu.au/research/cic-doctoral-study-plan-progression/>

You (the student) are responsible for filling out this report, and completing/updating your Doctoral Study Plan, getting the documents jointly signed off by you and your supervisor, and submitted to our Research Administrator by the due date. You should work closely with your supervisors to do this.

Failure to submit this document and the accompanying Doctoral Study Plan by the due date will normally result in progress being deemed ‘unsatisfactory’ for that semester. This designation can have serious implications for your continued enrolment.

If you have issues or concerns relating to your progress that cannot be specified here, please contact CIC HDR coordinators (Simon Knight & Roberto Martinez-Maldonado) or Georgia Markakis directly.

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| PART 2 Overview of Your Progress |

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| What is your formal expected thesis submission date? |       |
| How many hours per week have you devoted to your research this semester? (Full time students are expected to dedicate 35 hours per week to their work. Part time students are expected to dedicate 17.5 hours per week as a guideline) |       |
| How often have you been in contact with your principal supervisor(s) this semester? |       |
| How have you maintained contact with your principal supervisor? |       |
| How often have you been in contact with your other supervisor(s) this semester? |       |
| How have you maintained contact with your other supervisor(s)? |       |
| Please rate your progress this semester in relation to your goals and work plan for the period (tick one) | [ ]  Very much more than I planned[ ]  More than I planned[ ]  About what I planned[ ]  Less than I planned[ ]  A lot less than I planned |
| Please add any other comments or reflection relevant to the period |  |

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| PART 3 Progress and Planning in Your Research & Professional Development |

Please include a copy of the DSP for your stage of candidature (or attach) – landscape makes best use of the column spaces.

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| PART 4 Supervisor/s Assessment of Your Progress |

***This part should be filled out by the Principal Supervisor, in consultation with the other Supervisors.***

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| Supervisor/s review of progress against what was planned (tick one) | [ ]  Very much more than we planned[ ]  More than we planned[ ]  About what we planned[ ]  Less than we planned[ ]  A lot less than we planned |
| Supervisor/s assessment of progress | [ ]  Satisfactory[ ]  Conceded Satisfactory[ ]  Unsatisfactory |

**Supervisor/s Report** Please briefly report on the highs and lows of this semester, explain your assessment of this student’s progress, note implications for timely completion and provide advice on appropriate actions, as needed.

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| PART 5 Sign Off |

***We (the student and supervisor/s) have discussed and agreed on this Review of Progress and the attached, updated Doctoral Study Plan.***

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| Student signature |       | Date |       |
| Principal Supervisor signature |       | Date |       |
| Other Supervisors signature(s) |       | Date |       |

**PLEASE NOW SUBMIT THIS FORM WITH YOUR UPDATED DOCTORAL STUDY PLAN TO THE CIC RESEARCH ADMINISTRATOR**

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| PART 6 Recommendation by CIC |

***This part should be filled out by the CIC Responsible Academic Officer.***

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| 1. Assessment of progress | [ ]  Satisfactory[ ]  Conceded Satisfactory[ ]  Unsatisfactory |

2. Comments and recommendations for action

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| RAO SignatureRAO Name |       | Date |       |

V1.0 April 2017

1. This template is based on the UTS Institute for Sustainable Futures semester and review plan template 2016. [↑](#footnote-ref-1)