|  |  |
| --- | --- |
| **CSU_Logo-Mark_RGB for forms.jpg** | **Progress Report for Staff HDR**  **(non CSU degree)** |
| **Academic Staff Higher Degree by Research Workload Support Scheme** | |
| This report is to be completed by CSU staff undertaking a research higher degree elsewhere (not CSU) **only** if they have received a workload allowance for undertaking these studies during the year.  This report has five sections:  Section 1 covers your essential details – please complete all parts of this section.  Section 2 consists of your progress report.  Section 3 should be completed by both yourself and your supervisor  Section 4 should be completed by your supervisor.  Please note that after completing this form you will need to convert it to a PDF to apply electronic signatures at the end of each section. Alternatively you will need to print off and sign the hard copy.  A copy of this completed progress report then must be sent to your Head of School (or line manager), and to the Research Office, who administers the Academic Staff Higher Degree by Research Workload Support Scheme.  This form is for CSU Employee Development and Review Scheme (EDRS) purposes and is in no way a substitute for the academic progress reporting requirements as developed under the academic regulations of the enrolling university. | |
|  | |
| **SECTION 1: Student’s Details** | |
|  | |
| **First Name:** Click here to enter text. **Last Name:** Click here to enter text.  **Staff Number:** Click here to enter text.  **Faculty:** Choose an item. **School:** Choose an item.    **Supervisors:** **Principal Supervisor:** Click here to enter text.  **Co-supervisor(s):** Click here to enter text.  **Institution where I am undertaking study:** Click here to enter text.  **Degree:**  Click here to enter text.  **Candidature:**  Full Time  Part Time  **Thesis Title:**  Click here to enter text.  **Candidature Commencement date:** Click here to enter a date.  **Intended Completion date:** Click here to enter text. | |
| **SECTION 2: Progress Report – to be completed by the student at least every six months** | |
|  | |
| *The timing of progress reports will be negotiated between the supervisor and the student. However, it is expected that the report will be biannual (every six months).*  Briefly describe below the work you have completed in the previous six (6) months or since your last report. Where possible, link the work completed to the agreed goals in your previous report. Please provide details of any seminars attended or given, the literature review, and progress on your research (such as methodologies used, chapters/sections written). Word limit: 100 minimum/ 250 maximum.  Click here to enter text.    Provide a brief description of any difficulties, either academic or otherwise (including resources, IT, support services) encountered since the last report that may have affected your progress or that may affect the achievement of you goals in the foreseeable future. Word limit: 100 minimum/ 150 maximum.  Click here to enter text.    Outline the goals you are setting for the next six (6) months. Word limit: 100 minimum/150 maximum  Click here to enter text.    When do you anticipate submitting your thesis for examination?  Click here to enter text.    Do you plan to take any leave from studies during the next year? If so, what will be the likely impact on your studies?  Click here to enter text.      How often did you meet your supervisor (and/or co-supervisor) since your last report?  Weekly  Fortnightly  Monthly  Other  ***Student Signature***  ***Date:*** Click here to enter a date. | |

|  |
| --- |
| **SECTION 3: MILESTONES AND INTENDED ACTION PLANS – To be completed by the student and the supervisor.** |
|  |
| *Higher Degree by Research students must agree on milestones and target dates with their principal supervisor.*  *In the table below, please change the descriptions of milestones to suit the circumstances of the project.*  *For your first report, please discuss timelines and milestones with your supervisor and agree on these. For all other reports copy your milestones from your last report and update them.*  **Milestones in the table below are indicative only and should be changed to satisfy the specific circumstances of the research project.**   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Milestones** | **When** | **Date completed** | | 1 | Confirmation of Supervisors and Topic title | 1 month | Click here to enter a date. | | 3 | Supervisors and student agree on actions, timelines and milestones | 3 months | Click here to enter a date. | | 4 | First Six monthly Progress Report | 6 months | Click here to enter a date. | | 5 | First Annual Report  Significant Work Presentation  *– Proposal: First outline of literature, theory and method*  *– Draft dissertation outline* | 12 months | Click here to enter a date. | | 7 | Progress Report  *– First draft of literature review chapter*  *– Principal data sources identified and collection underway*  *– Initial draft of Theory and Methodology chapters* | 18 months | Click here to enter a date. | | 8 | Second Annual Progress Report  Significant Work Presentation  *– Data collection substantially complete (principally secondary sources)*  *– Initial analysis underway* | 24 months | Click here to enter a date. | | 9 | Progress Report |  | Click here to enter a date. | | 10 | Third Annual Progress Report  Significant Work Presentation  *– Primary analysis completed* |  | Click here to enter a date. | | 11 | Progress Report  *– Chapter drafts (to be specified)* |  | Click here to enter a date. | | 14 | Annual Progress Report  Significant Work Presentation  *– First full draft of thesis* |  | Click here to enter a date. | | 15 | Progress Report  – *Second full draft of thesis* |  | Click here to enter a date. | | 17 | Notification of Intention to Submit | 3 months before submission | | |
| ***Student Signature:***  ***Date:*** Click here to enter a date.  ***Principal Signature:***  ***Date:*** Click here to enter a date.  (or Co-supervisor) |
|  |
| **SECTION 4: To be completed by the supervisor or co-supervisor.** |
|  |
| **PART A:** Supervisor’s comments and recommendations (attach further pages if required). Please comment on whether the goals for the next six months are achievable/ realistic.  Click here to enter text.  **PART B:** The Supervisor regards the student’s progress is (tick as decided).  satisfactory  satisfactory, but delayed due to circumstances outside the student's control  problematic  unsatisfactory or other  Comments:  Click here to enter text.  ***Supervisor Signature:***  ***Date:*** Click here to enter a date.  ***Student Signature:***  ***Date:*** Click here to enter a date.  *I have read and understand my supervisor’s feedback.* |