Annual Progress Report 20XX – <Student Name>

Student Data

Student   Faculty
One ID   Department/School
Course code   Principal supervisor
TBU code   Acting supervisor
Study load   Expected submission date
Liability category
Scholarship

If you identify as a candidate with unmet accessibility requirements that impact your research please email gr.candidatesupport@mq.edu.au.

Leave of Absence

Note that if you have transferred between HDR programs, your previous periods of leave under the former program may not be included here.

Start date	End date

Research Supervision

Progress Discussion

Progress discussion

Have you discussed your research progress with any of your supervisors before completing this report?

Comment

Principal Supervision

Contact frequency [Every 2 months / Weekly / Fortnight / Monthly / Other]

Describe your supervision over the past 12 months on average

Other contact frequency [if Other is selected]

Type of contact: [Email / Face to face / Other / Phone / Zoom or similar]

(Please select all that apply)

[Insert new text paragraph with this question]

Onsite Research Enrolment (onsite enrolment): is a mode of enrolment where the candidate lives within daily commuting distance from the University's Wallumattagal campus. This does not mean daily attendance at campus, but candidates and supervisors will have frequent contact, which may be online, with an agreed, regular attendance schedule on campus to enable the candidate to be embedded in the campus environment and research culture.

Candidates who reside within a daily commute of the University's Wallumattagal campus but who are permanently (less than six (6) months) carrying out research, or research related travel, fieldwork or collaboration activities at a location outside that campus (such as candidates who are employed by industry and carrying out research for their HDR in the course of their employment at an industry location) are considered to be '**onsite**', and expected to have frequent contact with their University supervisor, with an agreed, regular attendance schedule on campus to enable the candidate to be embedded in the campus environment and research culture

Offsite Research Enrolment (offsite) is a mode of enrolment where the candidate lives permanently (greater than 6 months) outside daily commuting distance to the University's Wallumattagal campus. Candidates and Supervisors will have frequent contact via online or other digital means.

Candidate is based: [Offsite - International /Offsite - Interstate / Offsite – NSW / Onsite / Other –

(Please select all that apply)

Other candidate location [if Other is selected]

Contact Type and frequency:

Do you feel that the type and frequency of contact with your Principal Supervisor is sufficient for your point in candidature? –

Comment

Supervisor 2

List the members and roles of your supervision panel (other than your principal supervisor) over the past 12 months. On average, how often have you met or otherwise had contact with your supervision team regarding your research project and how?

Supervisor name:

Supervisor role (e.g. Associate, Adjunct, Research end-user):

Contact frequency: [Every 2 months / Weekly / Fortnight / Monthly / Other]

Supervisor 2 other contact frequency [If other is selected]

Contact type : [Email / Face to face / Other / Phone / Zoom or similar]

(Please select all that apply)

Supervisor 2 other contact type [If other is selected]

Supervisor 3

List the members and roles of your supervision panel (other than your principal supervisor) over the past 12 months. On average, how often have you met or otherwise had contact with your supervision team regarding your research project and how?

Supervisor name:

Supervisor role (e.g. Associate, Adjunct):

Contact frequency [Every 2 months / Weekly / Fortnight / Monthly / Other]

Supervisor 3 other contact frequency [If other is selected]

Contact type: [Email / Face to face / Other / Phone / Zoom or similar]

(Please select all that apply)

Supervisor 3 other contact frequency [If other is selected]

Contact Type and frequency:

Do you feel that the type and frequency of contact with your other supervisor(s) is sufficient for your point in candidature?

Comment

If you would like to confidentially discuss any aspect of your candidature please contact your Department Director of Research Training, Faculty Associate Dean Research Training and Performance or Academic Director Graduate Research to arrange a meeting.

Training

What training did you do?

Please outline any training undertaken this year in relation to your project and professional development. Please include details if there were costs for this training and if it was funded by your department. Examples: project management, writing groups, research methods, conference

presentation, thesis writing, research analysis, writing journal articles, Expansivity, pitchability other.

Graduate Research Development Training

Did you access **additional skills support?**

Training Required [Conference Presentation Skills / Ethics / Other / Project Management / Research Analysis / Research Methods / Thesis Writing / Writing Journal Articles]

What further training do you require to satisfactorily complete your research project? (Please select all that apply)

What further training do you require to support your PhD and prepare you for your career after your PhD?
(Please select all that apply)

Research Progress

In this section please detail your progress from your last APR, or since you enrolled. You are encouraged to be honest in the reporting of your progress and be assured that the purpose of the APR is to enable the University to support your continued candidature and progression. It is important that you openly report issues you have encountered (eg has COVID impacted you and/or your family? Or caused delays to your research such as recruiting research participants?) so that your supervisory team, Department and Faculty can best support you progress in the coming year.

Did you change your research topic this year?

Please describe how it changed (If answered Yes)

What is the new title?

Change of Thesis Title

Have you completed the change of thesis title eForm ?

Research project progress milestones

Please reflect on the key activities, and list the progress milestones for your research project within the last 10 months.
Please respond by listing: **Milestone, Date Planned, Progress towards Achievement**.
(minimum 400 words)

Issues

Please outline any issues you have encountered with your research in 2022.

Plan

Provide a summary of the agreed plan for your research project including activities and progress milestones for the next 12 months
Please respond by listing: **Milestone, and Date Planned**.

Satisfactory progress

Do you view your research progress over the past 10-12 months as satisfactory? If this is your first annual progress review, please answer whether you consider your progress is satisfactory so far. –

Comments

Please explain your answer to the above question.

In reflecting on your own progress, you are encouraged to think about the progress of your research project, and your progress in developing your skills for independent research. If you find regular progress reporting useful, you may wish to discuss with your supervisor the possibility of using the Interim Progress Reports as a tool for self-monitoring. These are completed via eStudent.

Working with children

Does your research project involve children under 18?

Working With Children Check (WWCC) status (Only if, answer to above question is Yes)

In compliance with the Child Protection (Working with Children) Act 2012, anyone working with children under 18 must undergo a Working With Children Check and receive clearance. The WWCC is a requirement of your research enrolment and clearance must be obtained prior to and remain current whilst conducting research involving children or you will be in breach of the Act. This check is free for research candidates and the outcome of your check will be recorded on the student system.
Visit the NSW Government website for [full details](#).

Have you: [Applied and waiting on clearance / Been barred from working the children / Not yet (re)applied for clearance / Received clearance and this is still valid (must be renewed every five years)]

It is important for HDR candidates to look after their wellbeing. Macquarie University offers a range of support services that are available to you at any time during your studies. HDR candidates can access the support services through the University's Wellbeing office: https://students.mq.edu.au/support/wellbeing

Covid-19 Impact Report

All candidates must complete this section to detail the impact of the global pandemic on their research progress. The more detail you provide in this section the better the University will be able to respond to the disruption caused by COVID-19 on the HDR cohort and support your individual progress moving

forward. For details of options available to candidates at this time please see the HDR FAQs on the COVID-19 website.

Impact detail on the COVID-19 Pandemic on research progress in the last 12 months.

Please outline in detail the impact of the COVID-19 Pandemic on your research progress in 2022, if any. Where the pandemic has effected your personal circumstances (living arrangements, family circumstances or metal wellbeing) and this has impacted your research progress you can include this here.

Strategies for mitigating the impact on research, what worked and what did not?

Please outline in detail the strategies for mitigating the impact on your research, what worked and what did not?

Please estimate the time (in months) that this has impacted you

If you have been set back with delays to research, please estimate the time (in months) that this has impacted you at the time of writing this report.

Thesis Submission

Expected submission date (as of 19/09/2022)

Submit thesis

Do you expect to submit your thesis by your expected work submission date (EWS)?

Following fields appear if answered No.

Supervisor discussion

If you answered no, have you discussed your situation with your Principal Supervisor?

Please explain (If answered No)

Cause of delay [Ethics delay / Other / Personal / COVID / Project funding / Project Implementation / Supervision]

NOTE: Candidates who will not submit by the thesis due date must submit a Request to Extend EWS Date eForm in accordance with the HDR Variation to Candidature Policy

Please indicate the cause of the delay in completing your thesis on time.

- You may indicate more than one.
- Poor quality ethics applications requiring further work does not constitute an ethics delay.

(Please select all that apply)

Further explanation

Please provide further explanation to any of the identified areas above or send details confidentially to your Associate Dean RTP (Research Training and Performance)

Approval Clearance

Ethics Approval

Ethics approval required?

Does your research project require ethics approval?

 Has the approval been obtained?

Final approval/reference number(s)

(please list all)

Provide details

Defence Trade Control Act (DTCA)

Controlled activities

The Defence Trade Controls Act outlines measures that are in place to control the transfer of defence and strategic goods technologies. The Act includes provisions regulating: intangible supply of technology relating to defence and strategic goods, such as **supply by electronic means** across Australia's borders. A "controlled activity" is an activity that is regulated under the Act. Completing the Activity Assessment Questionnaire will help determine if your activities are controlled.

Are you or will you be carrying out any 'controlled' activities?

If answered Yes, fill the following details.

DSGL Items

Using the online DSGL Search, does or will your research contain items that are listed on the Defence Strategic Goods List?

 DTCA exemptions or exceptions [Basic scientific research / In the Public domain / Medical equipment specially designed for medical end-use / Minimum necessary information for patent / Other exemptions may apply]

Using the DTCA Cheat Sheet, are there any exemptions or exceptions?
(Please select all that apply)

DSGL exceptions [No exceptions for the supply of Part 2 DSGL items apply / Pre-publication supply / Supply to government and security agency employees [*] / Verbal / oral supply]

For the supply of items listed on Part 2 of the DSGL only (controlled dual-use technology), enter the exceptions that apply? (Please select all that apply)

Please provide additional comments

Publication

ORCID setup

Have you setup ORCID?

Research published

The University provides guidelines on Authorship in the Macquarie University Code for the Responsible Conduct of Research 2019.

It is important that authorship of research outputs is correctly attributed. This ensures that contributors receive the appropriate credit and that people who have not contributed substantially are not inappropriately credited. The Authorship Agreement form is a resource for HDR candidates to use when confirming authorship with other collaborators on research publications. See Research integrity in practice for further information and the Macquarie Authorship Template.

Have you published your research in the last 12 months?

ORCID Number:

Are your publications in PURE?

To log into Pure, click here. If you need any help, please click here to view the quick reference guide for HDR candidates.

Allocated research time

Hours per week [Fewer than 10 hours / 10 to 20 hours / 20 to 30 hours / 30 to 40 hours / 40+ hours]

On average, how many hours per week did you dedicate to your research project over the last 12 months?

Comments

Future hours per week [Fewer than 10 hours / 10 to 20 hours / 20 to 30 hours / 30 to 40 hours / 40+ hours]

On average, how many hours per week will you dedicate to your research project over the next 12 months?

Comments

Changes

Do you anticipate any changes that may affect your progress in the next 12 months e.g. planned leave, relocation or other personal responsibilities?

Details

Please provide details and fill in the relevant Changes to Candidature forms if required – [DU 05/09/2022 – Completed]

Residency status

Status Change

Have you changed your residency status (e.g. from international student to Australian permanent resident) in the last 12 months?

Lodged change form with the GRA

Have you lodged a "Notification of change of Residency Status" form with the GRA?

Student Survey (MUSEQ-R)

Participated in survey

The Macquarie University Student Experience Questionnaire – Research (MUSEQ-R) is an annual survey asking questions about your experiences. Your feedback then becomes the basis for improvements. You will receive an email with the subject: "Graduate Research Candidates Annual Survey 2021" and a link to the survey. Please take the time to complete the survey so that we can continue to improve your experience.

Optional comment [If answered No]

Is there a reason you chose not to participate?

Other

Research progress comments

Do you wish to make any other comments in relation to your progress over the last 12 months?

External award/recognition

If you received an external award/recognition during last 12 months, please provide the award details, including name, amount, duration, etc.

HDR engagement

[NEW TEXT] The following section is about engagement with industry, outside the University sector. Industry is inclusive of businesses, SMEs, government and government agencies, communities or community organisations and NGOs.

In the course of your **research project** are you/have you been engaged with any of the above?

[Yes/No]

Will the **research** work that you have undertaken with the external partner be included in your thesis?

[Yes/No]

Please give details of the industry partner (name, location)

[free text]

Do you have an individual from the industry formally on your supervision panel?

[Yes/No]

Internship [Yes/No]

Did you / are you undertaking an **internship** with a Research End User or an external partner at any stage in the last 12 months?

Pease enter the following details. [If answered Yes]

Name of industry partner company

Name of industry supervisor

Were you paid for the internship?

Internship start

Internship end

Scholarship

Scholarship holder

Are you a scholarship stipend holder or have been during the past 12 months?

Please enter the following details.

Additional payments

Are you receiving any additional payments to your primary scholarship to undertake your research? (Please include stipend paid by Macquarie or an external agency)

Additional payment amount per annum

Other work

Over the past 12 months, have you undertaken paid and/or unpaid work, including teaching, not directly related to your research?

Hours worked?

How many hours per week on average have you worked?

Thesis submission

IMPORTANT NOTE FOR INTERNATIONAL CANDIDATES:
If you are an international candidate and unable to submit your thesis for examination by your scholarship end date please note you will be liable for the International "Out of Time" Fee.

Scholarship end date

Do you expect to submit your thesis by your scholarship end date?

Comments

Discussed with supervisor?

Have you discussed this with your Principal Supervisor?

Please provide reasons

Scholarship holder declaration

- I declare that I am abiding by all of the University's Policies and Rules , and my Conditions of Award. I understand that there are penalties for non-compliance with these conditions and that the University may terminate my scholarship(s) if I have misrepresented my past and/or present circumstances.
- I declare that I understand that, while I may be free to publish any results arising from research completed while on scholarship, any publications must acknowledge that the work was done while holding a scholarship.

Do you agree that the Scholarship holder declaration statements are true and correct?

Candidate declaration

Candidate Declaration

- I declare that the information provided by me in this APR is a true and accurate account of my progress.
- I understand that, the University will make public research profiles for current HDR candidates who have published one or more publication with a Macquarie University byline. This profile will show publications, press/media activities, and impacts, as well as contact information. I understand that in the future the University will implement the display of student-supervisor relationships, and display my scholarship information on my public research profile. I agree that if I do not want my profile to be made public, I will send an email to oneHelp@mq.edu.au.
- I understand I am responsible for informing myself of and complying with the requirements of my program of study
- I declare that I am informed of and comply with Macquarie University's Rules and Policies as set out on the University website and any subsequent amendments. I understand that there are penalties for non-compliance, and that the University may terminate my candidature if I have misrepresented my past/present circumstances.
- I declare I am familiar with and abide by the Australian Code for the Responsible Conduct of Research (2018), the Macquarie Code, and relevant external and internal ethical guidelines.

I have read and understood the declaration statements