

Annual Progress Report 20XX – <Student Name>

Student Data

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

Leave of Absence

Start date	End date

Research Supervision

Progress Discussion

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

Comment

Principal Supervision

Describe your supervision over the past 12 months on average

Contact frequency:

Type of contact:

Candidate is based:

Contact Type and frequency:

Do you feel that the type and frequency of contact with your Principal Supervisor 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):

Contact frequency:

Contact type:

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

Contact type:

Contact Type and frequency:

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

Comment

If you would like to confidentially discuss any aspect of your candidature please contact your Faculty HDR Manager, or your Associate Dean HDR to arrange a meeting.

Research Training

Please outline any research training undertaken this year in relation to your project. 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, other. If you have undertaken any training activities relating to industry engagement (entrepreneurship, IP, business incubator for example) then please include them in this section.

What training did you do?

Did you access [HDR Learning Skills training](#)?

What further training do you require to satisfactorily complete your research project?

Research Progress

In this section please detail your progress from your last APR to the closure of the University campus in March 2020. All disruptions occurring after this date due to the global pandemic should be detailed in the 'COVID Impact Report' section below. You are encouraged to be honest in the reporting of your progress and be assured that the University does not use the Annual Progress Report as a punitive tool. It is important that you openly report issues you have encountered 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?

What did you change your to? (Only if, answer to above question is Yes)

What is the new title?

Research project progress milestones

Please reflect on the key activities and list the progress milestones for your research project within the last 12 months.

Please respond by listing: **Milestone, Date Planned, Progress towards Achievement.**
(minimum 400 words)

Please outline any issues you have encountered with your research project until the March 2020.

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.

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

Comments

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:

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](#).

1. Please outline in detail the impact on the COVID-19 Pandemic from March 2020 on your research progress. Where the pandemic has impacted your personal circumstances (living arrangements, family circumstances or mental wellbeing) and this has impacted your research progress you can include this here.
2. Please outline in detail the strategies for mitigating the impact on your research, what worked and what did not?
3. 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

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

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

If you answered no, please explain

Cause of delay

NOTE: Candidates who will not submit by the thesis due date must apply for [Extension of Out of Time Candidature](#) in accordance with the [Out of Time Policy](#)

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

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

Please provide further explanation to any of the identified areas above or send details confidentially to your [Associate Dean HDR](#)

If you would like to confidentially discuss any aspect of your candidature please contact your Faculty HDR Manager, or your Associate Dean HDR to arrange a meeting.

Approval Clearance

Ethics Approval

Does your research project require [ethics approval](#)?

If answered Yes, Has the approval been obtained?

If answered Yes, Final approval/reference number(s)

Defence Trade Control Act (DTCA)

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.

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

Using the [DTCA Cheat Sheet](#), are there any exemptions or exceptions?

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

Please provide additional comments

Publication

Have you setup [ORCID](#)?

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?

If answered Yes, 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

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

Comments

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

Comments

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

yes

If answered Yes, please provide details

Please provide details and fill in the relevant [Changes to Candidature forms](#)

Residency status

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

If answered Yes

Have you lodged a ["Notification of change of Residency Status"](#) form with OHD RTP?

Student Survey (MUSEQ-R)

The Macquarie University [Student Experience Questionnaire – Research \(MUSEQ-R\)](#) is an annual survey asking questions about your experiences and your feedback becomes the basis for improvements. Did you participate in this survey?

Did you participate in this survey?

If answered No, Is there a reason you chose not to participate?

Other

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

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

If you would like to confidentially discuss any aspect of your candidature, please contact your Faculty HDR Manager, or your Associate Dean HDR to arrange a meeting. It is important for HDR candidates to look after their mental 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>

HDR engagement

Were you undertaking an [internship](#) with a [Research End User](#) or an external partner at any stage in the last 12 months?

If answered Yes, please enter the following details.

Name of industry partner company

Name of industry supervisor

Industry Supervisor contact email address

Were you paid for the internship?

Internship start

Internship end

Scholarship

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

If answered yes, please enter the following details.

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

If answered Yes, Additional payment amount per annum

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

If answered Yes, How many hours per week on average have you worked?

Thesis submission

IMPORTANT NOTE:

If you are an international candidate and unable to submit your thesis for examination by your scholarship end date you will be liable for tuition fees for every day that you are enrolled past your scholarship end date.

You must apply at the start of your final semester/Enrolment Period (January or July) for an extension to your fees due date.

Details of the HDR fee extension application process will be emailed to your student email alerting you to check your e student account for a potential fee debt at the start of each enrolment period (January and July).

If you have any questions about this process please contact hdrcurrent@mq.edu.au

Scholarship end date

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

Comments

Discussed with supervisor

If answered No, please enter the reason?

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