

Annual Progress Report 20XX – <Student Name>

Student Data

Student

One ID

Course code

TBU code

Study load

Liability category

Scholarship

Faculty

Department/School

Principal supervisor

Acting supervisor

Expected submission date

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

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

Leave of Absence

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)

Graduate research student is based: [Offsite - International / Offsite - Interstate / Offsite – NSW / Onsite / Other]

Onsite Research Enrolment (onsite enrolment): is a mode of enrolment where the graduate research student lives within reasonable 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 student to be embedded in the campus environment and research culture.

Graduate research students who reside within a reasonable commute of the University's Wallumattagal campus but who are permanently (more than six (6) months) carrying out research, or research related travel, fieldwork or collaboration activities at a location outside that campus (such as those who are employed by industry and carrying out research for their graduate research program 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 student to be embedded in the campus environment and research culture.

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

(Please select all that apply)

Other 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. If you require conflict resolution support, you may also wish to contact a [Graduate Research Mediator](#) for confidential 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, research data management, writing groups, research methods, conference presentation, thesis writing, research analysis, writing journal articles, Expansivity, pitchability other.

Graduate Research Development Training

Did you access the [Graduate Researcher Development Program](#) (GRDP) to help plan and develop your skills?

Did you access [additional skills support](#)??

Please provide reflection on a particular skill you learned in the past year

(100 words or less)

Why did you do this activity? What skills did you develop through this activity? How do you think you will use these skills now and into the future?). You may use a reflection that you have already provided in your GRDP blog.

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

What further training do you require to support your PhD and prepare you for your career after your PhD?

(Please select all that apply)

Other training required (If selected Other):

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 so that your supervisory team, Department and Faculty can best support your progress in the coming year.

Did you change your research topic this year? [Yes/No]

Please describe how it changed (If answered Yes)

What is the new title?

Change of Thesis Title [Yes / No]

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 2024.

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 [Yes / No]

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 graduate research students and the outcome of your check will be recorded on the student system.

Visit the [Service NSW](#) 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 graduate research students to look after their wellbeing. Macquarie University offers a range of support services that are available to you at any time during your studies. You can access the support services through the University's Wellbeing office: <https://students.mq.edu.au/support/wellbeing>.

Thesis Submission

Expected submission date (as of 18/09/2023)

Submit thesis: [Yes / No]

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

Following fields appear if answered No.

Supervisor discussion [Yes / No]

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 / Project funding / Project Implementation / Supervision]

NOTE: Graduate Research students 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).

Research Management or Approvals

Research Data Management (RDM)

Have you completed RDM Online Training? (yes/no)

Macquarie University supports research data integrity, impact, and transparency. In line with this, students who enrolled after January 2022, are required to complete the Research Data Management Training as part of the [Graduate Research Induction](#) and develop a [Data Management Plan \(DMP\)](#) prior to commencement of data collection and no later than your Confirmation of Candidature.

Have you completed lodgement of a DMP in FoRA? (yes/no)

Is your DMP up to date? (yes/no)

[If no] DMPs are expected to be updated when plans change. Please update your DMP. – COMPLETED

Are you receiving sufficient RDM support from your Principal Supervisors? (yes/no)

Provide details [If answered is No]

Academic Autonomy

Has anyone external to the University attempted to inappropriately influence your research in a way that interferes in your project design, findings or scope?

It is important that you are afforded autonomy around your research with Macquarie University. This includes your right to execute research without undue external influences.

[If answer is yes] Please use the [University Complaints Portal](#) to notify us of what happened. Macquarie University also has a [Countering Foreign Interference Complaint Procedure](#) and will use it to guide the way we support you if required.

If you do not want to formally report an issue but would still like to discuss it with a University representative, you can call 02 9850 1064 to arrange a meeting.

Ethics Approval

Ethics approval required? [Yes / No]

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

Has the approval been obtained?

Final approval/reference number(s)

(please list all)

Provide details

Export Controls and Sanctions

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** within and across Australia's borders. A "controlled activity" is an activity that is regulated under the Act. Contact defencetradecontrols@mq.edu.au for advice if you are unsure how to answer this question.

Are you or will you be carrying out any 'controlled' activities? [Yes / No]

If answered Yes, fill the following details.

DSGL Items

In reviewing the [DSGL](#) please indicate the codes and names of the controlled items that you will be interacting with.

DTCA exemptions or exceptions

Are there any exemptions that apply? If you are in doubt as to whether an exemption may apply, please contact defencetradecontrols@mq.edu.au

Please provide additional comments

Australian Sanctions and other export control laws may apply to your work, even if your work is not captured by the Defence Trade Controls Act. If you are aware that your work may be used in a military application, please indicate it here.

Publication

ORCID setup

At Macquarie University, to be an author on any research output, you are expected to have an Open Researcher and Contributor ID (ORCID).

Have you setup ORCID? [Yes / No]

Research published [Yes / No]

The University provides guidelines on Authorship of research outputs in the [Research Authorship Policy](#).

Authorship needs to be correctly and fairly attributed. Contributors must receive appropriate credit and people who have not contributed substantially must not be credited inappropriately. The Authorship Planning Form is a resource for graduate research students to use when establishing authorship with other collaborators on research publications. When it comes time to submit your thesis, you will also need to complete an [Authorship Contribution Statement](#) for each component of your thesis that is or will be published.

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 graduate research students.

Have you lodged the data underlying this publication into an appropriate repository (as per the [Research Data Management Policy](#))

[Yes/No]

[If answered Yes]

Where did you lodge or archive the data associated with your publication/s?

[free text]

Allocated research time

Hours per week [Full-time/Part-time/Other]

On average, are you working at a full time (35 hours/week) or part time (17.5 hours/week) capacity?

Comments

Future hours per week [Full-time/Part-time/Other]

On average, will you be working at a full time (35 hours/week) or part time (17.5 hours/week) capacity?

Comments

Changes [Yes/No]

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 [If answer to Changes = Yes]

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

Coursework Requirements

Section only available for

PHDMCLNPSY - Doctor of Philosophy Master of Clinical Neuropsychology, PHDMCLPSY - Doctor of Philosophy Master of Clinical Psychology & PHDMORGPSY - Doctor of Philosophy Master of Organisational Psychology

The following section is about any coursework requirements that you are completing as part of a Combined Master/Doctoral Degree. This includes both academic and placement units. Before completing this section, you should consult with the relevant postgraduate coursework degree course director to review your current coursework progress and plan for the following 12 months.

Are you enrolled in a combined degree? [Yes/No]

If Yes – please state which degree; If No – move to next section

Please enter the following details -

Name of postgraduate coursework degree course director

Date of consultation

Method of consultation [email/F2f meeting/online meeting]

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 coursework over the last 12 months?

Please give details of the coursework you have completed in the last 12 months eg unit details and final grades

[free text]

Please give details of the coursework you are currently enrolled in this semester eg unit details

[free text]

Please give details of the coursework you will be undertaking in the coming 12 months eg unit details.

[free text]

Residency status

Status Change [Yes / No]

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 [Yes / No]

Have you lodged a ["Request for Change of Residency Status"](#) eForm with the GRA?

Survey (MUSEQ-R)

Participated in survey: [Yes / No]

The Macquarie University Student Experience Questionnaire – Research (MUSEQ-R) is an annual survey asking questions about your research experience. MUSEQ-R is a parallel reflection to the APR. Your feedback becomes the basis for improvements in your Department/School, Faculty, and in Graduate Research policies. You will receive an email with the subject: "Graduate Research Students Annual Survey 2024" and an individualised link to the survey. Please take the time to complete the survey so that we can continue to enhance our graduate research support services so we can improve your experience. The survey will open on Monday 16th September, and be open throughout October.

Will you complete the survey?

Optional comment [If answered No]

Is there a reason why you do not want to complete the survey?

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.

Graduate Research engagement

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 [Yes / No]

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

Additional payments [Yes / No]

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 [Less than 75% of the basic stipend rate / More than 75% of the basic stipend rate]

Other work [Yes / No]

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 STUDENTS:

If you are an international graduate research student 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? [Yes]

Student declaration

Student 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 graduate research students 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 [Yes]

Supervisor

Discussion With Candidate

Graduate research student discussion

For this report, have you discussed the report requirements and the research progress with the graduate research student?

Comments:

-- None --

Supervisor discussion

For this report, have you discussed the report requirements and the research progress with the graduate research student's other supervisors?

Comments:

-- None --

Supervision Availability

Do you intend to be on leave or OSP for a period of more than 1 month in the next 12 months? -- None --

Please provide details of supervisory arrangements:

-- None --

Research Progress

Please indicate if the graduate research student has had any notable difficulties in any of the following areas since either the last review or since commencement, if this is the first review:

-- None --

Please provide further comments to any of the identified areas above (If 'none of significance' please indicate if the student is near the end of their candidature):

-- None --

Progress Recommendation

Please comment on the graduate research student's responses to this Annual Report:

-- None --

Progress Recommendation [Satisfactory / Unsatisfactory/ Marginal]

You are asked to evaluate the graduate research student's progress in the last 12 months. As per the Graduate Research Continuation Policy, implemented in July 2022, there are three possible recommendations: satisfactory, marginal or unsatisfactory. In evaluating the progress of the graduate research student you are encouraged to consider both the progress of the research project, and the progress of the student developing as an independent researcher:

- Satisfactory progress generally describes progress where a student is meeting their planned research milestones, subject to any setbacks which may be outside the control of the student, and is on a development trajectory indicating timely completion of the degree.
- Marginal progress indicators may include, but are not restricted to:
 - Data collection or writing is slower than expected for this stage of the degree taking into account circumstances beyond the student's control.
 - Delayed/missed candidature milestones as agreed to with the student.
- Unsatisfactory progress indicators may include, but are not restricted to:
 - Consistently missed/failed candidature milestones as agreed to with the student.
 - Analysis, data collection, writing is not to the standard of the degree program and planned milestones are not achievable within the required timeframe of the program.

Where a graduate research student's progress is evaluated as marginal or unsatisfactory, the GRA will assist the Department, Supervisor and the student with relevant academic and research

support, and closer monitoring of progress through additional reporting requirements. These mechanisms are part of an intervention strategy to allow the student to improve their progress prior to determining if candidature should continue. Please refer to the Graduate Research Continuation Policy and Procedure for further information.

Please indicate the recommendation you are making to the Department / School and Faculty regarding this graduate research student's progress in the last year:

-- None --

Please indicate the reasons for this recommendation:

-- None --

Department Review Comments

You are asked to evaluate the graduate research student's progress in the last 12 months. As per the [Graduate Research Continuation Policy](#), implemented in July 2022, there are three possible recommendations: satisfactory, marginal or unsatisfactory. In evaluating the progress of the graduate research student you are encouraged to consider both the progress of the research project, and the progress of the student developing as an independent researcher:

- Satisfactory progress generally describes progress where a student is meeting their planned research milestones, subject to any setbacks which may be outside the control of the student, and is on a development trajectory indicating timely completion of the degree.
- Marginal progress indicators may include, but are not restricted to:
 - Data collection or writing is slower than expected for this stage of the degree taking into account circumstances beyond the student's control.
 - Delayed/missed candidature milestones as agreed to with the student.
- Unsatisfactory progress indicators may include, but are not restricted to:
 - Consistently missed/failed candidature milestones as agreed to with the student.
 - Analysis, data collection, writing is not to the standard of the degree program and planned milestones are not achievable within the required timeframe of the program.

Where a graduate research student's progress is evaluated as marginal or unsatisfactory, the GRA will assist the Department, Supervisor and the Student with closer monitoring of progress through interim reports. This mechanism is designed to provide additional support to the student and supervisors. Please refer to the [Graduate Research Continuation Policy and Procedure](#) for further information.

Progress recommendation: [Satisfactory / Unsatisfactory/ Marginal]

Department review comments:

-- None --