Research Supervision

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

☐ YES  ☐ NO

Comment
_____________________________________________________________________________________
_____________________________________________________________________________________

Principal Supervision
Describe your supervision over the past 12 months; on average?

*Contact Frequency
☐ Weekly  ☐ Fortnightly  ☐ Monthly  ☐ Every 2 months  ☐ Other _________

*Type of contact
☐ Face to face  ☐ Phone  ☐ Email  ☐ Skype or similar  ☐ Other _________
(Please select all that apply)

*Candidate is based
☐ On campus  ☐ Sydney Offsite  ☐ Interstate  ☐ International  ☐ Other _________
(Please select all that apply)

Comment
_____________________________________________________________________________________
_____________________________________________________________________________________

*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?

☐ YES  ☐ NO

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
☐ Weekly  ☐ Fortnightly  ☐ Monthly  ☐ Every 2 months  ☐ Other _________

Type of contact
☐ Face to face  ☐ Phone  ☐ Email  ☐ Skype or similar  ☐ Other _________
(Please select all that apply)
Is the type & frequency of contact with your other supervisor(s) sufficient for your point in candidature?

☐ YES ☐ NO

Comment
_____________________________________________________________________________________
_____________________________________________________________________________________

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
☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Every 2 months ☐ Other __________

Type of contact
☐ Face to face ☐ Phone ☐ Email ☐ Skype or similar ☐ Other __________

(Please select all that apply)

Is the type & frequency of contact with your other supervisor(s) sufficient for your point in candidature?

☐ YES ☐ NO

Comment
_____________________________________________________________________________________
_____________________________________________________________________________________

Research Training
What training did you do?

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.

*HDR Learning Skills Training
Did you access HDR Learning skills training? ☐ YES ☐ NO

Training Required
What further training do you require to satisfactorily complete your research project?
Research Progress

*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.

_____________________________________________________________________________________
_____________________________________________________________________________________

Issues

Please outline any issues you have encountered with your research project within the last 12 months

_____________________________________________________________________________________
_____________________________________________________________________________________

*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 year as satisfactory? If this is your first annual progress review, please answer whether you consider your progress is satisfactory so far.

☐ YES ☐ NO

Comments

Please explain your answer to the above question.

_____________________________________________________________________________________
_____________________________________________________________________________________

*Working with children

Does your research project involve children under 18?  ☐ YES ☐ NO

* Working With Children Check (WWCC) status

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:

- ☐ been barred from working with children
- ☐ not yet (re)applied for clearance
- ☐ applied and waiting on clearance
- ☐ received clearance and this is still valid (must be renewed every five years)

**Thesis Submission**

*Submit Thesis*

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

- ☐ YES
- ☐ NO

**Expected Submission date**

_____________________________________________________

*Supervisor discussion*

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

- ☐ YES
- ☐ 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.

- ☐ Project implementation  ☐ Ethics delays  ☐ Supervision
- ☐ Project funding  ☐ Personal Concerns  ☐ Other

Please provide further explanation to any of the identified areas above or send details confidentially to the ADHDR

______________________________________________________________

______________________________________________________________

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

**Ethics Approval**

*Ethics approval required*

Does your research project require ethics approval?

- ☐ YES
- ☐ NO

*Has the approval been obtained?

- ☐ YES
- ☐ NO
- ☐ IN PROGRESS

*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.

*Controlled Activities
Are you or will you be carrying out any ‘controlled’ activities? ☐ YES ☐ NO

*DGSL Items
Using the online DSGL Search, does or will your research contain items that are listed on the Defence Strategic Goods List? ☐ YES ☐ NO

*DTCA exemptions or exceptions
Using the DTCA Cheat Sheet, are there any exemptions or exceptions (Please select all that apply)?
☐ “In the Public domain”
☐ “Basic scientific research”
☐ Medical equipment specially designed for medical end-use
☐ Minimum necessary information for patent applications
☐ No general exemption apply

*DSGL exceptions
For the supply of items listed on Part 2 of the DSGL only (controlled dual-use technology), which of the following exceptions apply?
☐ Verbal/oral supply
☐ Pre-publication supply
☐ Supply to government and security agency employees [*]
☐ No exceptions for the supply of Part 2 DSGL items apply

Please provide additional comments
____________________________________________________________________________________
____________________________________________________________________________________

Publication

The University provides guidelines on Authorship in the Macquarie University Code for the Responsible Conduct of Research 2017.

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.

*Research published
Have you published your research in the last 12 months? ☐ YES ☐ NO

*ORCID setup
Have you set up your ORCID? ☐ YES ☐ NO

In PURE
Are you publications showing in PURE? ☐ YES ☐ NO
Allocated Research Time

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

- □ Fewer than 10 hours
- □ 10 to 20 hours
- □ 20 to 30 hours
- □ 30 to 40 hours
- □ 40+ hours

Comments

_____________________________________________________________________________________

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

- □ Fewer than 10 hours
- □ 10 to 20 hours
- □ 20 to 30 hours
- □ 30 to 40 hours
- □ 40+ hours

Comments

_____________________________________________________________________________________

*Changes*
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  □ NO

*Details*
Please provide details and fill in the Changes to Candidature forms

_____________________________________________________________________________________

Residency Status

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

- □ YES  □ NO

If you answered yes, you are required to notify HDRO

*Lodged change form with HDRO*
Have you lodged a "Notification of change of Residency Status" form with HDRO?

- □ YES  □ NO
**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 and your feedback becomes the basis for improvements. Did you participate in this survey?

- YES
- NO
- NOT ENROLLED AT THAT TIME

Reason
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 research progress over the last twelve months?
___________________________________________________________________________________________

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

**HDR Engagement**

*Internship*
Were you undertaking an internship with a Research End User or an external partner at any stage in the last 12 months?
- YES
- NO

Name of Industry partner company?
___________________________________________________________________________________________

Name of industry supervisor if applicable?
___________________________________________________________________________________________

Were you paid for the internship?
- YES
- NO

Internship Start
___________________________________________________________________________________________

Internship end
___________________________________________________________________________________________
SCHOLARSHIP

Are you a scholarship stipend holder or have been during the past 12 months?
☐ YES ☐ NO

*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)
☒ YES ☐ NO

If YES to the above question, additional payment amount per annum?
☐ Less than 75% of the basic stipend rate ☐ More than 75% of the basic stipend rate

* Other work
Over the past 12 months, have you undertaken paid and/or unpaid work, including teaching, not directly related to your research?
☐ YES ☐ NO

*Hours worked
How many hours per week on average have you worked?
☐ 1 - 14 hours ☐ More than 14 hours
**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 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 hdrmanagement@mq.edu.au

*Do you expect to submit your thesis by your scholarship end date?*  
☐ YES ☐ NO

Scholarship End date  
____________________________________________________________________________________

Comments  
___________________________________________________________________________

*Discussed with your supervisor*  

Have you discussed this with your Principal Supervisor?  
☐ YES ☐ NO

Please provide reasons  
___________________________________________________________________________________________

**Scholarship holder declaration**

- I declare that I am abiding 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.

Are the above Scholarship holder declaration statements true and correct?  ☐ YES

**CANDIDATE DECLARATION**

- I declare that the information provided by me in this form is a true and accurate account of my progress.
- I understand that from February 2018 the University will make public research profiles for current HDR candidates that have published one or more publication with the 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 for 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 with these and that the University may terminate my candidature if I have misrepresented my past/present circumstances.
- I declare I am familiar with and comply with the Australian Code for the Responsible Conduct of Research (2018) the Macquarie Code, and relevant external and internal ethical guidelines. *