

Minor Review of Progress

Adelaide University Graduate Research School

All remote graduate researchers (including those who are full-time, half-time, writing up outside of the University, on leave of absence, or study away), must complete a Minor Review of Progress unless:

- You first enrolled during the current calendar year
- You submitted your thesis for examination prior to the Minor Review due date

The deadline for completing the Minor Review is 15 April each year.

Graduate Researcher Details

Full name	
Student ID No:	
Current Scholarship holder:	<input type="checkbox"/> Yes <input type="checkbox"/> No
College:	
School:	
Program:	
Candidature start date:	
Attendance Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Half-time

Minor Review Process

1. Complete Section A of this form based on progress (or problems) since your last Progress Review, or, if you have not yet undertaken a review, since the start of your candidature.
2. Circulate the form to all your supervisors
3. Organise a mutually convenient meeting time to discuss with your supervisor(s):
 - a. Your progress since the last Progress Review or, if you have not yet completed a review, since the start of your candidature,
 - b. Any concern(s), problem(s) or grievances(s) that have delayed progress and how these were (or will be) addressed.
 - c. Send the form to your Graduate Research Coordinator for review and certification.
 - d. Review the form following completion by all parties and email a scanned copy to graduate.research@adelaide.edu.au (a confidential statement for the attention of the Pro Vice Chancellor – Graduate Research Training may be provided as a separate attachment if required).

Section A

To be completed by the graduate researcher:

Review of Progress and Planning

1. Please describe briefly the extent of the work completed during the review period.

2. Have you had adequate access to the resources and facilities required to undertake your research during the review period?

Yes No

If 'No', please outline the issue(s) below and the impact they have had on the progress of your research.

3. A - (Where applicable) Are you and your remote supervisor in regular communication with your Adelaide supervisor(s) about the direction and progress of your research?

Yes No N/A

3. B - Are you satisfied with the level of supervisory support you have received during the review period?

Yes No

If 'No', please provide details below, quantifying any disruption to the progress of your research.

4. Please provide details of any other concerns, problems or grievances that have impacted on your research progress during the review period.

The University has a process to assist in the resolution of student grievances. For further information, see the Graduate Research Handbook and the University’s “Student Grievance Resolution Procedure”.

Please note: If you feel unable to raise your problem/grievance within your School or College, you may refer the matter to the Pro Vice Chancellor – Graduate Research Training. You may do this by attaching a separate confidential written report for their attention.

Section B

To be completed by the Principal Supervisor on behalf of the supervisory panel, following discussion with all supervisors.

Assessment of Progress

1. Please summarise the graduate researcher’s progress during the review period.

2. If difficulties with any of the following have affected progress during the review period, please tick the relevant box(es).

- | | |
|--|--|
| <input type="checkbox"/> Academic background | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Settling in (for transferring students) | <input type="checkbox"/> English |
| <input type="checkbox"/> Experimentation | <input type="checkbox"/> Access to resources |
| <input type="checkbox"/> Understanding the work expected | <input type="checkbox"/> Health/Personal |
| <input type="checkbox"/> Communicating with people | <input type="checkbox"/> Supervision |

3. For any impediment(s) to progress identified above, please outline the steps that have been, or will be taken, to resolve disagreements, problems, grievances or delays.

4. Any other comments:

Section C

C1: Certification by Principal Supervisor

I have discussed the progress of the graduate researcher's work with the student, all members of the supervisory panel and the Graduate Research Coordinator.

- Yes No

Principal Supervisor Name

Signature

Date

C2: Certification by Graduate Research Coordinator

After interviewing the graduate researcher, the Graduate Research Coordinator, makes their progress recommendation, signs this section of the form and returns it to the graduate researcher:

- Made acceptable progress
 Made acceptable progress, but with concerns

Please attach supporting evidence in the space provided in Section B Assessment of Progress is insufficient.

- Made unsatisfactory progress.
 - Upgrade to acceptable progress with concerns
 - Progress issues have not been resolved and a three-month period of conditional candidature is recommended; a detailed report, which includes a list of milestones/tasks to be completed by the graduate researcher during the conditional candidature period, is attached to this form.

Graduate Research Coordinator	Signature	Date
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C3: Certification by Graduate Researcher

I agree with the evaluation

I disagree with the evaluation. Details are attached separately.

Note that if you disagree with the assessment, you may attach a report in confidence for the attention of the Pro Vice Chancellor – Graduate Research Training. Refer to Question 4 in Section A (Review of Progress and Planning) above.

Student signature	Date
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Lodgement Details

Please lodge this form , by no later than 15 April, (or the next working day if this date falls on a weekend or public holiday), email a scanned copy to graduate.research@adelaide.edu.au (a confidential statement for the attention of the Pro Vice Chancellor – Graduate Research Training may be provided as a separate attachment if required).

It is recommended that you retain a copy of the completed and signed review for your records.