Graduate Research School

Research Progress Review System

Candidate Guide

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The Research Progress Review System is designed to simplify the review process by enabling students, supervisors, schools and review panels to complete the review process in an online environment.

As a student, you have the ability to complete your review form and review supervisor comments in preparation for the panel review meeting. In addition, documents can be uploaded and stored in the system and previous reviews (conducted online) will be accessible. Once the panel review has been conducted, you will need to acknowledge that you have seen the comments made by your supervisor and the panel. You will have an opportunity at this stage to add any additional comments on the review process.

This guide is designed to outline the functionality of the online system for a research student. For information on policy and guidelines relating to the Research Progress Review please consult the documentation available on the Graduate Research School website.

SYSTEM REQUIREMENTS

The system is optimised for use in Internet Explorer (Version 7 and above) in a Windows environment. The system is compatible with recent versions of Firefox, Safari and Chrome in a Windows and Mac environment, however some advanced features will not be available and the display of some elements may vary.

TECHNICAL DIFFICULTIES

If you require assistance using the system please view the list of frequently asked questions located on the Research Progress Review website. If your question remains unanswered please contact your postgraduate coordinator for further assistance.

If you are experiencing technical difficulties using the online system please contact the IT Service Centre in the first instance. The issue will then be escalated to the appropriate business area for resolution.
COMPLETING THE REVIEW FORM

When your school has allocated you a form for the review period, an email notification will be sent to your university email account advising you that the form is available to complete online.

To access the online system use the link in the email or navigate directly to https://apr.research.unsw.edu.au

You will need to log into the website using your UNSW zID and password. For information on obtaining and using your zID, please refer to https://www.it.unsw.edu.au/students/username/index.html.

If you are accessing your form from outside the University network, you may need to prefix your student number with ADUNSW as follows:
STUDENT HOME PAGE

The student home page contains a list of all review forms that you have completed online. Each review also has a status that indicates the stage that each form has reached.

(1) List of Student APRs – Click on APR ID to open the form
(2) Current status of the APR

Your input is required when the review is at the stage of ‘Candidate Review’ and when the panel decision has been published. Table 1 provides a summary of each of these review statuses.

Table 1 - APR Statuses

<table>
<thead>
<tr>
<th>APR Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Review *</td>
<td>School has allocated you a review form. You may log in and complete the candidate section. The candidate section has been completed. Awaiting completion of the supervisor section.</td>
</tr>
<tr>
<td>Supervisor Review</td>
<td>The supervisor’s section of the form is complete. You may now view the supervisor’s comments. Awaiting Panel Review.</td>
</tr>
<tr>
<td>Awaiting Panel Decision</td>
<td>The panel review recommendation has been recorded. This will not be available until it has been published by the school.</td>
</tr>
<tr>
<td>Awaiting publication of outcome</td>
<td></td>
</tr>
<tr>
<td>Panel Decision Published *</td>
<td>The panel recommendation has been published by the school. You may now log in and view their comments. You will need to acknowledge the outcome at this stage.</td>
</tr>
<tr>
<td>Completed</td>
<td>The review process has been completed.</td>
</tr>
</tbody>
</table>

*Indicates that Student input is required at this stage

THE REVIEW FORM

From the student home page, click on the APR ID to open the review form.
STATUS

When a form is opened, the ‘Status’ tab displays the history of the current review form. When the form is at the stage of ‘Candidate Review’, you may proceed to complete your sections of the form.

VIEWING THE FORM ON A SINGLE PAGE

The form may be viewed on a single page by following the ‘Printer Friendly Version’ link. This allows for easier printing or saving to a file format (e.g. PDF).

SECTION A - ENROLMENT

Section A displays a summary of your enrolment details. Please review this information carefully to ensure that this information is correct.
If any of your enrolment details are incorrect, please tick the appropriate box and enter the correct information in the space provided.

If your supervisor details are incorrect, please tick the appropriate box and enter the correct information. You may continue to complete the rest of the form and submit it to your supervisor. The Graduate Research School (GRS) will be notified that you have indicated that your enrolment details are incorrect. The information will be updated in the student system accordingly. Once complete, these changes will be reflected on the review form.

If your supervisor details are incorrect, please tick the appropriate box and enter the correct information. You may continue to complete the rest of the form and save this information; however you will not be able to submit the form. This is because the form is submitted to your supervisor when complete.
The GRS will be notified that you have marked your supervisor details as incorrect. They will validate the correct information with your school and update the student system accordingly. You will receive a notification from the GRS when this information has been updated so that you can log in and submit the form to the correct supervisor.

Click the ‘Next’ button to go to the next form section. All information entered will be automatically saved.

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**SECTION B – RESEARCH**

This section is used to detail how your research has progressed against your research plan over the review period.

Identify any issues which have impeded progress towards completion and formulate goals for the next 12 months.
Click the ‘Next' button to go to the next form section. All information entered will be automatically saved.

**SECTION C – CANDIDATURE**

In this section detail the time spent devoted to your project, comment on supervisory arrangements and your access to resources in support of your research program.
Click the ‘Next’ button to go to the next form section. All information entered will be automatically saved.

ATTACHMENTS

In the online system, you have the ability to upload attachments. To do this, select the ‘Add Attachment’ link and browse to the file on your computer.

Attachments of up to 50MB in size are permissible. If the file size exceeds this limit, a link to an external file sharing site may be placed in a text file and uploaded instead.

(1) Select ‘Add Attachment’
(2) Browse to the file on your computer
(3) Click ‘OK’

You may add and delete attachments up until when the form is submitted. Once the form has been submitted, the attachment becomes read-only but may continue to be viewed by clicking on the attachment and opting to ‘Open File’ or ‘Save File As..’ when prompted.
Click on name of attachment

Choose to either open or save the file

To remove an attachment, click the ‘Delete’ icon located beside the filename.

Click ‘Delete’ icon to remove an attachment

Examples of attachments that can be uploaded include thesis chapters, examples of work, literature review or a thesis writing plan.

SUBMITTING THE FORM

When you have completed Sections B and C and uploaded any related attachments, you may proceed to submit the form to your supervisor.
**Note:** Once you submit the form, it will be sent to your supervisor. If you prefer that your supervisor did not see your APR, do **not** submit the form – instead please contact your Postgraduate Coordinator or the Graduate Research School.

If you are a PhD candidate and the current review is for confirmation of candidature, additional information related to the review is available by ticking the appropriate checkbox.

Once you have ensured all information is correct, click the ‘Submit Form’ button.

Once submitted successfully, a row will be added to the review form history on the ‘Status’ tab and the form will be displayed in read-only mode.

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**IF YOU HAVE FORGOTTEN TO INCLUDE INFORMATION ON THE FORM**

If you have submitted your form but failed to include information required for the review, please contact your supervisor who can return the form to you to amend.
Alternatively, if you have submitted the form and it does not include information required by your supervisor, they may return it to you to complete.

If the form is returned to you by your supervisor the status of the review will be changed to ‘Candidate Review’ and you will receive an email notification. A row is added to review history along with the reason for returning the form.

SUPERVISOR SECTION

Once you have submitted the form, your supervisor will complete their section of the form in preparation for the panel review. Once they have submitted the form, you will be notified by email and can log in to the online system to view their comments. To see their comments, open the form and select the ‘Supervisor’ tab.

If the supervisor has uploaded any attachments - for example comments from a joint supervisor, these may be viewed on the ‘Attachments’ tab under the heading ‘Supervisor Attachments’.
PANEL REVIEW

You will be notified by your school of the date and venue of your panel review. Once the panel review has taken place, the outcome is recorded in the online review system.

PANEL REVIEW OUTCOME

Your school will record the outcome of your review in the system. You will receive an email advising you that the review has been recorded. You may then review the comments and recommendation of the panel by logging into the system and opening the review form.

The panel’s comments and recommendation are viewable by selecting the ‘Panel Review’ tab.
PANEL ATTACHMENTS

If the panel or your school has uploaded any attachments - for example a report provided to the panel, these may be viewed on the ‘Attachments’ tab under the heading ‘School / Panel Attachments’.

![Image showing the Attachments tab]

ACKNOWLEDGING THE PANEL OUTCOME

To complete the review process, you are required to acknowledge that you have seen the comments made by your supervisor and the review panel. Once the panel review outcome has been recorded and you have read their comments, open the ‘Acknowledge’ tab on the form.

Tick the box provided to indicate that you have seen the comments made by your supervisor and the review panel.

If you would like to make further comments relating to the review, indicate this by ticking the box labeled ‘I would like to add additional comments’. This will enable you to enter comments in the space provided. These comments will be sent to your school when the form is submitted.

Click the ‘Acknowledge’ button to complete the process.

![Image showing the Acknowledge tab]

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(1) Select ‘Acknowledgement’ tab
(2) Tick box to indicate that you have seen supervisor and review panel comments
(3) Tick box if you would like to add additional comments
(4) Enter additional comments
(5) Click ‘Acknowledge’ button