CONTENTS

Research Progress Review System ................................................................. 3
System Requirements ..................................................................................... 3
Technical Difficulties ..................................................................................... 3
Accessing the Review System ...................................................................... 4
Supervisor Home Page .................................................................................. 4
Sorting & Filtering Columns ......................................................................... 5
Student Review History ................................................................................ 6
The Review Form ........................................................................................... 7
Status ............................................................................................................... 8
Candidate Sections ....................................................................................... 8
Supervisor Section ........................................................................................ 9
Attachments .................................................................................................. 10
Submitting The Form ................................................................................... 12
Returning the Form to the Candidate ............................................................ 13
Including Additional Information after Submitting the Form ...................... 13
Panel Review .................................................................................................. 14
Panel Review Outcome .................................................................................. 14
Panel Attachments ......................................................................................... 14
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 supervisor, you have the ability to review the candidate’s comments and provide an assessment of their performance 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.

This guide is designed to outline the functionality of the online review system for a supervisor. 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 website.

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.
ACCESSING THE REVIEW SYSTEM

At the beginning of the review cycle, the school will allocate forms to candidates who are due a review in the current period. You will receive an email advising you when your candidate has submitted the form; you may then proceed to enter your assessment of their progress to date.

To access the website 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.

SUPERVISOR HOME PAGE

The Supervisor Home Page lists all the research candidates that you are currently supervising and their current review status.
(1) The current status of the candidate’s latest review

Your input is required when the form is at the stage of ‘Supervisor Review’. Table 1 provides a summary of each review status.

<table>
<thead>
<tr>
<th>Review Status</th>
<th>Details</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.</td>
</tr>
<tr>
<td>Supervisor Review *</td>
<td>The candidate section has been completed. Awaiting completion of the supervisor section.</td>
</tr>
<tr>
<td>Awaiting Panel Decision</td>
<td>Awaiting Panel Review recommendation.</td>
</tr>
<tr>
<td>Awaiting publication of outcome</td>
<td>The panel review recommendation has been recorded.</td>
</tr>
<tr>
<td>Panel Decision Published</td>
<td>The panel recommendation has been published by the school. Candidates and Supervisors may now log in and view their comments.</td>
</tr>
<tr>
<td>Completed</td>
<td>The review process has been completed and acknowledged by the student.</td>
</tr>
</tbody>
</table>

*Indicates that Supervisor input is required at this stage

**SORTING & FILTERING COLUMNS**

Each of the columns headings (School Code, Student ID, First Name, Last Name etc) may be sorted or filtered by selecting an option from the drop-down menu. The menu is activated by clicking on the column heading.
(1) Click on column heading
(2) Wait for values to load
(3) Select value to filter by

By placing a filter on a column - e.g. Last Name ‘Smith’ - only students who have a last name of ‘Smith’ will be displayed. Remove the filter to display all students. Filters cannot be applied to more than one column simultaneously.

Columns may also be sorted by selecting ‘Sort Ascending’ or ‘Sort Descending’ from the drop-down menu. Sorting can only be applied to a single column at any one time.

To view a candidate’s Review history, click on their Student ID from the Supervisor Home Page.
Click to Student ID to view Candidate’s Review history

This will display a list of all reviews for that candidate which were completed in the online system. The most recent review will be displayed first. To view an individual review form, select the ‘Open’ link.

Once the student has submitted the review form, it will have a status of ‘Supervisor Review’. To provide your assessment of the candidate’s progress, open the review form and review the sections completed by the student.
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).

STATUS

When a form is opened, the ‘Status’ tab displays the history of the current form. When the form is submitted at each stage of the review, a line is added to the review history.

CANDIDATE SECTIONS

Before submitting the form, the candidate must complete the sections of the form outlined in Table 2.
The candidate may also upload attachments to assist in the review process. Examples of the type of attachment a candidate may choose to upload include thesis chapters, examples of work, literature review or a thesis writing plan.

To view attachments uploaded by the candidate select the ‘Attachments’ tab. Uploaded files will be listed under ‘Student Attachments’. To view the attachment, click on the filename and choose to either open or save the attachment.

SUPERVISOR SECTION

The Supervisor section of the form is where you provide an appraisal of the candidate’s progress over the review period. To access this section select the ‘Supervisor’ tab.
Use the form to identify any issues that have affected the student’s progress and what steps have been taken to address them. In addition, this section is used to provide an appraisal of the current supervisory arrangements.

<table>
<thead>
<tr>
<th>Status</th>
<th>A. Enrollment</th>
<th>B. Research</th>
<th>C. Candidature</th>
<th>D. Supervisor</th>
<th>Attachments</th>
<th>Submit Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1.</td>
<td>(5) Has the candidate diligently and consistently applied him/herself to his/her project?</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>(6) Has the candidate shown initiative with the requirements of the research program and the level of study?</td>
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<tr>
<td></td>
<td>(7) Has the candidate made satisfactory progress over the past year or since last review?</td>
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<td></td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attachments of up to 5MB 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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(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.

(1) Click on name of attachment
(2) Choose to either open or save the file

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

(1) Click ‘Delete’ icon to remove an attachment
Examples of attachments that can be uploaded include reports or comments provided by joint or co-supervisors.

**SUBMITTING THE FORM**

When you have completed the Supervisor section and uploaded any relevant attachments, you may proceed to submit the form to the school in preparation for the panel review.

Once you have ensured all information is correct, select ‘Submit to School’ and 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.

(1) Select ‘Submit to School’
(2) Click ‘Submit Form’ button once all details are correct

(1) Row added to review form history
Note: Once you have submitted the form to the school, all comments and any attachments uploaded will be available for the student to review.

RETURNING THE FORM TO THE CANDIDATE

If the candidate has submitted the form, but failed to provide sufficient information for their review to progress, you may return the form to them. This allows the candidate to edit their input and resubmit the form.

To return the form, select the ‘Submit Form’ tab and select the option ‘Return to Candidate’. Enter the reason for returning the form in the space provided. To finish click the ‘Submit Form’ button.

When returned to the candidate, the status of the form will be changed to ‘Candidate Review’ and an email notification will be sent to the student. A row is added to review history along with the reason for returning the form.

INCLUDING ADDITIONAL INFORMATION AFTER SUBMITTING THE FORM
If you after submitting the form to the school you need to add additional information to the candidate’s review form, please contact the relevant school administrator prior to the panel review. They may return the form to you, which will allow you to edit your input and re-submit the form.

**PANEL REVIEW**

The candidate is notified by the school of the date and venue of their panel review. Once the panel review has taken place, the outcome is recorded in the online system.

**PANEL REVIEW OUTCOME**

The comments and recommendation of the panel will be viewable on the review form once made available by the school.

The panel's comments and recommendation can be viewed by selecting the ‘Panel Review’ tab.

![Panel Review Tab](image1)

(1) Panel Review Tab
(2) Panel Review Comments & Recommendation

**PANEL ATTACHMENTS**

If the panel or 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’.
(1) Attachments Tab
(2) List of School/Panel Attachments