Research Progress Review

- The formal structure for managing progress and planning key milestones
- Condition of continual enrolment
- Opportunity to outline your achievements over the past 12 months, and plan the next 12 months
- Get help with any issues impeding your progress from an independent panel
Make the most of your Research Progress Review!

- **Positive** and **productive** process
- Review your progress
- Manage your research
- Plan your thesis
- Make the most of your time at UNSW
- Get help with any issues from an independent panel
Planning is critical to the success of every Higher Degree Research candidate.
Progress Reviews - Panels

- Independent and objective review
- At least two members
- Ideally the same Panel should review progress throughout candidature
Progress Reviews - Panels

• Chair – Postgraduate Coordinator (PGC) or a Senior Academic

• Supervisors cannot be Panel members, but should attend the review

• Candidate/supervisor can ask for people to be excluded (not automatically granted)
Progress Reviews
- How are they conducted?

• Both you and your supervisor should have an opportunity to meet with the Review Panel alone

• The way your Review is run will depend on several factors, including disciplinary area, School size and attendance mode

• Talk to your supervisor and/or PGC about how Research Progress Reviews are conducted in your School
Progress Review - Confirmation

- PhD candidates only
- Within first 15 months of commencement
- Confirms that satisfactory progress has been achieved, and an established research plan likely to lead to successful completion has been developed
Progress Reviews - Confirmation

- Research Progress Review interview **plus** a report:
  - Review of research area (literature review)
  - Detailed, feasible research proposal

- Talk to your supervisor and PGC about School and Faculty requirements
Outcomes for Confirmation

**Satisfactory** – progress since commencement has been satisfactory. Candidate can proceed.
- next Research Progress Review in approx. 12 months

**Marginal** – concerns about suitability to complete PhD program
- re-review within 3 months

**Unsatisfactory** – major concerns about suitability to complete PhD program
- leads to show cause
What if you are transferring from Masters to PhD?

- Before consideration for transfer to PhD, your candidature **must** be confirmed.

- If your transfer request doesn’t coincide with your Research Progress Review, an additional Review may be scheduled for Confirmation.
Masters Candidates and Confirmed PhD Candidates

- Research Progress Review takes place annually
- Both full time and part time candidates have an annual review
- Opportunity to assess your progress and ensure you stay on track
Progress Review Outcomes

**Satisfactory** – progress against milestones has been satisfactory
- next Research Progress Review in approx. 12 months

**Marginal** – although some of the milestones were met, others have been partially achieved or have not been achieved
- re-review within 3 months

**Unsatisfactory** – reflects poor progress of the research and suggest the candidature is at risk of non-completion
- re-review within 3 months
What happens if you get an Marginal result?

- New milestones **must** be set detailing remedial action

**Interim review 3 months after initial review:**
- Progress will be measured against the new milestones
- Only possible recommendations are **Satisfactory** or **Unsatisfactory**
What happens if you get an Unsatisfactory result?

Must detail new milestones and remedial actions to address issues raised

• Specific deadlines for milestones must be set
• Develop a plan with your supervisor to ensure you can meet the deadlines

Interim review 3 months after initial review:

• Progress will be measured against the new milestones and deadlines
• Only possible recommendations are Satisfactory or Unsatisfactory
What happens if you get two Unsatisfactory results in a row?

If you are given two Unsatisfactory results in a row, your candidature will be considered for Show Cause

Show Cause is a serious matter

It is an opportunity to stop, consider any issues that have affected your progress, and reset your candidature.
What happens if I’m not happy with the way my Review was carried out?

- You can appeal the outcome of your Review on procedural grounds.
- Appeals must go to the Faculty Higher Degree Committee (HDC)
- Seek advice and assistance from your PGC or Associate Dean (Research Training)
- You can also seek advice from Arc Advocacy
Review Scheduling

- All candidates, both full-time and part-time, need to be reviewed every 12 months

- Reviews are scheduled by your School
  - Auto-email sent with link to review
  - School will let you know time, date and location

Find information about Research Progress Reviews at: http://research.unsw.edu.au/managing-your-candidature

Access the GRIS Manual for Candidates at: https://research.unsw.edu.au/forms-procedures-and-policies-research-candidates
Online Progress Review

Main sections
- Candidate
- Supervisor
- Panel
## Research Progress

### B1.

i. Aims of your higher degree research program:


### B2.

i. Progress over the last 12 months (or since last review):


### B3.

i. List written reports, publications, exhibitions/performances, conference presentations or other achievements in the last 12 months:


### B4.

i. Goals for the next 12 months:


### B5.

i. Have any issues that you raised in your last progress review been addressed?


### B6.

i. Please indicate if any of the following problems affected progress over the past year:

- Academic background
- Settling in
- Experimentation
- Communication
- English language/comprehension and/or writing
- Access to resources
- Understanding work expected
- Health/Personal
Online Progress Review

Main sections
- Candidate
- Supervisor
- Panel
You are not alone

Also:
- Counselling and Psychological Services
- Arc Advocacy

Graduate Research School
- Candidature Management Officer

Faculty
- Associate Deans (Research and Research Training)
- Dean

School
- PGC
- Head of School
- Peers

Supervisor
### Research Progress

**B1.**
1. Aims of your higher degree research program:

**B2.**
1. Progress over the last 12 months (or since last review):

**B3.**
1. List written reports, publications, exhibitions/performances, conference presentations or other achievements in the last 12 months:

**B4.**
1. Goals for the next 12 months:

**B5.**
1. Have any issues that you raised in your last progress review been addressed?

**B6.**
1. Please indicate if any of the following problems affected progress over the past year:
   - Academic background
   - Setting in
   - Experimentation
   - Communication
   - English language/comprehension and/or writing
   - Access to resources
   - Understanding work expected
   - Health/Psychological
What have you done?
• Experiments
• Data collection
• Literature review
• Manuscript preparation
• Completion of chapters

Show what you’ve achieved/not achieved
• Put your progress in context
• It’s ok to mention challenges
• If you don’t engage with this, the Panel may think you haven’t progressed
B4 – Goals for the 12 months

- You can’t demonstrate your progress without goals
- Discuss your goals with your supervisor to make sure you’re on the same path
- Can do in conjunction with development of thesis plan
- Your B4 goals become the B2 bullet points in your next review
B4 Goals
- a poor example

- Make 10 compounds
- Write

What will the panel assess in the next review?
- a better example

• Complete the 1st draft of my literature review and get supervisor’s feedback

• Complete the experimental work for Chapter 2
  ➢ Requires 10 compounds to be synthesised
  ➢ Carry out biological assays on these compounds

• Initiate the experimental work for Chapter 3
  ➢ Develop synthetic strategy to assess key scaffold

• Write first draft of manuscript on the work detailed in Chapter 2
Supporting Progress

Several factors may support your progress:

- Good supervisory relationships
- Appropriate resources
- Understanding what is required
- Being in the right space personally

Be proactive and address the small issues before they become big problems
Supporting progress - good supervisory relationships

- Understanding expectations
- Meet with your supervisors regularly
- Write early and often!
Supporting progress - appropriate resources

- Have a research plan
- Clearly outline resources needed early in candidature
- Have a fall back plan
Research Progress Review Tips

• **Take responsibility**
  Be open and honest and report all issues that have impeded your progress

• **For protracted issues**
  Consider taking leave or enrolling part-time

• **Be proactive**
  Don’t wait for your Progress Review to sort out significant problems!
Questions and discussion