

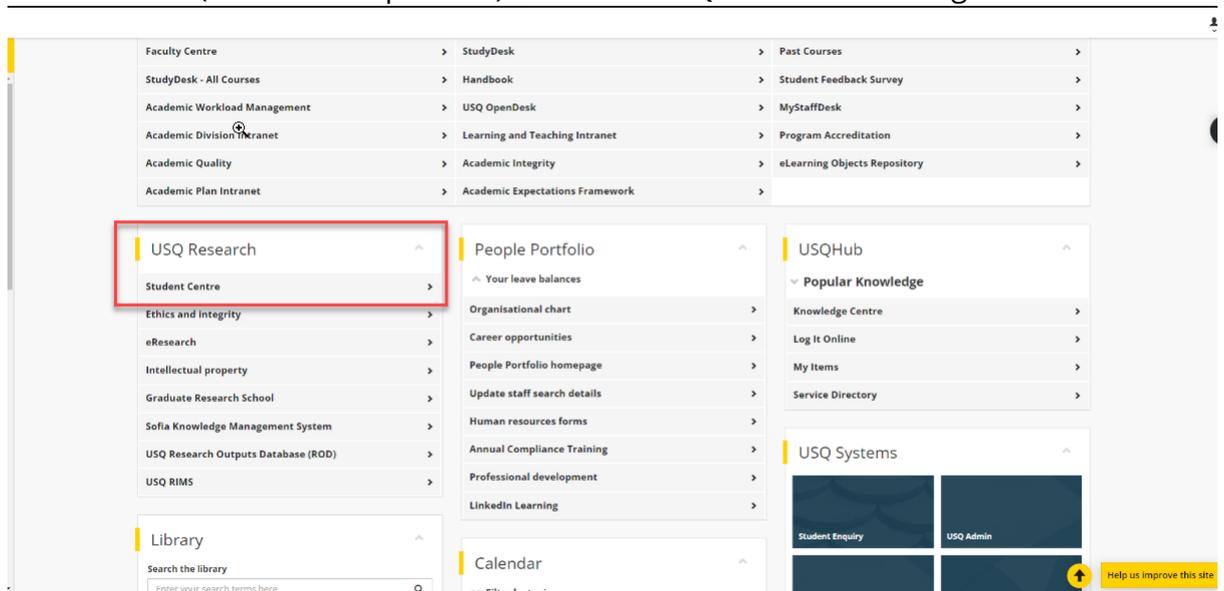
Progress Review – HDR Student

The Progress Review is used for HDR students to monitor their progress and identify if any further support can be provided to the candidate. The Progress Review is completed in conjunction with the candidates Principal Supervisor. Candidates are notified by email if further action is required.

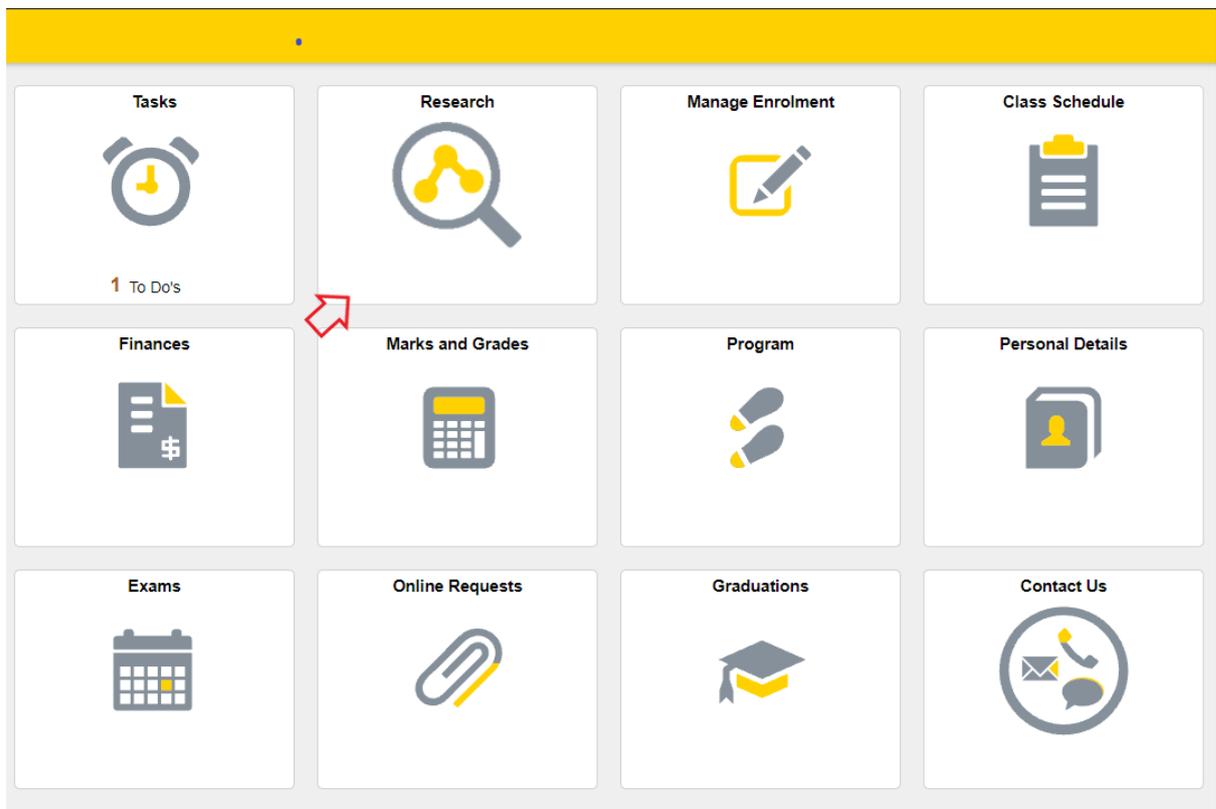
The Progress Review form will be shown to students in their 'Research' tile in their Student Centre under the Candidature menu.

To access the Progress Review

1. Log in to your Student Centre by selecting the **Student Centre** link in UConnect (uconnect.usq.edu.au) under the USQ Research heading.



2. Click on the Research tile.



3. This will open your Candidature Overview page as shown below

Candidature Overview

▼ Doctor of Philosophy

Student ID _____

Candidate Number _____

Thesis Title _____

Supervisors _____

Provisional Candidate | Confirmed Candidate | Under Examination

▼ Other Candidatures

Program	Candidate Number
DBusinessAdmin	<input type="button" value="Switch"/>

▼ Milestones

Program	Description	Milestone Title	Date Required
DBAR	Confirmation of Candidature		14/07/2020
DPHD	Confirmation of Candidature		22/02/2022

(Note: Student name, candidate number, thesis title, Supervisors will be populated with your information)

1. Click on Candidature menu (left hand side) and select Progress Review from the options that appear.

This will open the page as shown below.

The screenshot shows a web interface for a Progress Review. On the left is a navigation menu with the following items: Candidature Overview, Confirmation of Candidature, Candidature (highlighted in yellow), Change of Supervisory Team, Leave Request, Extension Request, and Progress Review (highlighted in yellow). The main content area is titled 'Progress Review' and includes a dropdown for 'Master of Science (Research)'. Below this are fields for Student ID, Candidate Number, Thesis Title, and Supervisors. A 'Scholarship/s:' field contains 'USQ021 USQ Postgraduate Research Scholarship'. There is a section for 'Overall Progress' with a question: '*Is your thesis title different to the one displayed above?' and a radio button for 'No'. Below this is a text area for 'General comments regarding your progress'. At the bottom, there are three sections of radio button questions: '*Based on your approved plan, assess your overall progress' (with options: Ahead of scheduled timeline, Met Scheduled timeline, Behind scheduled timeline, Timeline not met), '*Locating and selecting relevant scholarly readings and/or research literature' (with options: Ahead of scheduled timeline, Met Scheduled timeline, Behind scheduled timeline, Timeline not met), and '*Understanding the concepts and/or research literature in your area of study' (with options: Ahead of scheduled timeline, Met Scheduled timeline, Behind scheduled timeline).

2. Complete the questions in the Progress Review. All '*' questions are mandatory.
3. Attach any supporting documentation as follows:

5.1 Clicking the 'Add Attachment' button

- 6 Read the 'Candidate Declaration' and 'Agree' by selecting 'Yes' on the slider. The 'Send to Supervisor' button will appear for you to select.

*Candidate Rating Comments

Supporting Documents

Please provide documents to support your progress review.

[Add Attachment](#)

Supporting Documents

eastern_view.jpg -

Candidate Declaration

- I declare that I have read and discussed the contents of this Progress Review with my Supervisory Team
- I agree to abide by the University of Southern Queensland's academic regulations and policies. I also understand that it is my responsibility to ensure that I review the Academic Regulations, Rules, Policies, Procedures and Guidelines of the University during my period of study, as they are subject to change.
- I acknowledge that USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact me regarding enrolment, assessment, employment or associated USQ services. Personal information will not be disclosed to third parties without my consent unless required by law.

I agree with the above statement

Yes

[Send to Supervisor](#)

- 7 Your Progress Review has now been submitted to your Principal Supervisor for review. Your Principal Supervisor will review and provide feedback.
- 8 If your Principal Supervisor requires changes, the Progress Review will be returned to you for required changes and you will need to amend and resubmit to your Supervisor. You will be alerted to this via email as follows:



- 9 Once your Principal Supervisor reviews your Progress Review and provides a recommendation, you will need to submit to GRS team. You will be alerted via email when your Progress Review is ready for you to submit with your supervisor recommendation.

USQ Higher Degree by Research

Dear [REDACTED]

Your Progress Review for Doctor of Philosophy has been returned to you for final review of your supervisor recommendations and submission to Graduate Research School. Your due date for submission is 27/09/2021.

You can action this in your [Student Centre](#).

Kind regards

Graduate Research School



- 10 You will need to agree to the Candidate Declaration and select the 'Send to GRS' button to submit.

Candidate Declaration

- I declare that I have read and discussed the contents of this Progress Review with my Supervisory Team
- I agree to abide by the University of Southern Queensland's academic regulations and policies. I also understand that it is my responsibility to ensure that I review the Academic Regulations, Rules, Policies, Procedures and Guidelines of the University during my period of study, as they are subject to change.
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I agree with the above statement

Yes

[Send to GRS](#)

END