



# Annual Progress Reports

## Who has to complete an Annual Progress Report?

- All doctoral students – submit to MRGS
- All research masters students – submit to ARGS

... unless exempt!

## Who is exempt from completing a report?

### PhD:

- New students who commenced study after 14 March in the current year
- Students who have been on intermission for 9 months or more in the period 1 July in the previous year until 30 June in the current year
- Students who have confirmed their candidature, upgraded from masters to PhD or undertaken mid-candidature review after 14 March in the current year
- PhD staff candidates (but not staff members who are enrolled under standard PhD conditions)
- Students who have submitted their thesis for examination
- Students who have formally withdrawn from candidature
- Students whose candidature has lapsed

## Who is exempt from completing a report?

### Masters:

- Part-time students who commenced study after 14 March in the current year
- Students who have been on intermission for 9 months or more in the period 1 July in the previous year until 30 June in the current year
- Students whose review of candidature was successfully undertaken after 14 March in the current year
- Students who have submitted their thesis for examination
- Students who have not yet commenced the research component of their degree
- Students who have formally withdrawn from candidature
- Students whose candidature has lapsed

## Notification of exemption

- If you believe you are exempt from completing an APR in 2008 please send an exemption form to either MRGS (if PhD candidate) or ARGS (if masters candidate) by 30 June 2008

## The report

- Personalised cover sheet (PhD) or letter (masters)
- Request for exemption form
- Section A : to be completed by student – due 11 July
- Section B : to be completed by supervisor – due 25 July (student and supervisor to sign together)
- Section C : to be completed by Graduate Coordinator - due 1 August

## Purpose of the Annual Progress Report

- Outline progress made in the preceding 12 month period
- Set targets for the next 12 month period
- Document:
  - stage of writing of thesis
  - conference/seminar participation
  - interstate/overseas research or fieldwork
  - publications produced
- Identify and discuss factors affecting candidature

## Highlight factors affecting your progress

- Personal, technical and supervisory difficulties
- Factors beyond your control, i.e. equipment breakdown, illness
- Change in research direction
- Departure/absence of a supervisor
- Infrequent consultation with supervisor
- Excessive supervisory load
- Inadequate resources/facilities
- Employment commitments

## How are the reports processed at MRGS/ARGS?

- Every report is recorded as received and read by MRGS or ARGS staff
- General assessment of progress undertaken according to stage of candidature
- Check for adherence to doctoral/masters regulations
- If the report demonstrates research is on track within the framework of policy – it is simply filed away

## How are the reports processed at MRGS/ARGS?

If the report raises concern, MRGS/ARGS might:

- Consult the Associate Dean (Graduate Research)
- Ask the School to monitor progress
- Request an Interim Progress Report

## Interim Progress Reports

- An Interim Progress Report is a means of obtaining an update on the issues identified in the previous APR and to comment on what progress has been made in resolving the problems
- Report normally sent to candidates in January of the following year
- Usually due by the end of February in the following year
- Similar information is elicited from the candidate, supervisor and Graduate Coordinator as in the APR

## Information and documentation

### Reports/forms available online:

#### PhD forms (now available)

<http://www.mrgs.monash.edu.au/research/students/progress/pr-ogforms.html>

#### Masters forms (will be available within the next week)

<http://www.arts.monash.edu.au/research/graduate-research/current-students/forms/index.php>

## Contacts

### PhD candidates:

- Ms Lara Osborne  
Administrative Officer  
(Candidature, Examinations and Progress)  
Monash Research Graduate School  
Telephone: 9905 1476  
[Lara.Osborne@adm.monash.edu.au](mailto:Lara.Osborne@adm.monash.edu.au)

- for a new cover sheet
- for an extension to submission deadline

## Contacts

### Masters candidates:

- Ms Claire Crewe  
Graduate Research Administrator  
(Training and Support)  
Arts Research Graduate School  
Telephone: 9905 5447  
[claire.crewe@arts.monash.edu.au](mailto:claire.crewe@arts.monash.edu.au)

- for an extension to submission deadline
- for advice

## Remember

This is an enabling process to help you stay on target for thesis submission. Use the annual reporting process as an opportunity to take stock of your research project and timeline, to realign your focus and ensure you have the necessary tools to reach the finish line.