**HDR STUDENT ANNUAL REPORT FORM**

**SECTION A:**

**candidate TO COMPLETE**

Version date: October 2021

Every candidate for a Higher Degree by Research must submit an Annual Report Form to the Dean, School of Graduate Research by the **Mid-November** listed on the Research ‘Key Dates’.

The candidate is to complete Section A which is a confidential report and will not be read by the Supervisors or College Research Co-ordinators. Candidates can contact the University School of Graduate Research anytime to discuss confidential matters.

The candidate is to complete with the supervisors Section C and this must be signed by the candidate’s Supervisors and the College Research Coordinator.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal details** | | | | | | | | | | |
| Name |  | | | | | | | | | |
| Student ID |  | | | | | | | | | |
| College |  | | | | | | | | | |
| Degree *(tick one)* | MPhil |  | | MTheol |  | PhD |  | DTheol |  | |
| Thesis Title |  | | | | | | | | | |
| **Supervision Details** | | | | | | | | | |
| Principal Supervisor Name | | |  | | | | | | |
| Associate Supervisor 1 Name | | |  | | | | | | |
| Associate Supervisor 2 Name | | |  | | | | | | |
| Associate Supervisor 3 Name | | |  | | | | | | |
| Research Co-ordinator Name | | |  | | | | | | |

**PROGRESS**

**Please explain what you have achieved in the last 12 months of your candidature (e.g. chapters completed, conference presentation, publications)**

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**Has your progress remained satisfactory in the last year? Discuss how your progression goals have been met.**

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| **Self-Evaluation of Progress** | Yes | No |
| Do you expect to complete your thesis by your completion date? (*tick one*) |  |  |
| If no, what factors are likely to prevent you from completing? (*tick all that apply*) | | |
| Employment |  |  |
| Health |  |  |
| Financial |  |  |
| Access to research resources |  |  |
| Access to email / web resources |  |  |
| Interruptions to supervision |  |  |
| English language proficiency |  |  |
| Academic requirements (foreign language, methodology) |  |  |
| Settling in *(transferring or international students)* |  |  |
| Personal |  |  |
| **Do you have any concerns regarding your candidature? If so, please explain.** | | |
|  | | |

If you or your supervisor believes that you are in danger of not completing on time, please discuss intervention strategies, including:

1. Leave of Absence

2. Lapse of Candidature

3. Withdrawal of Candidature

4. Changing from full-time to part-time candidature

In any such circumstances, you are strongly encouraged to consult also with your College Research Coordinator and / or the Dean, School of Graduate Research.

**Supervision**

**How often do you meet with your principal supervisor? (choose 1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fortnightly | Weekly | Monthly | Every 2 months | Quarterly or less |

**How often do you meet with your associate supervisor/s? (choose 1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fortnightly | Weekly | Monthly | Every 2 months | Quarterly or less |

|  |  |  |
| --- | --- | --- |
| Do you feel you have adequate meeting time with your supervisor/s to discuss your research? | Yes | No |
| If ‘No’, would you please explain why? | | |
| Have you recently discussed the expectations of HDR supervision with your supervisor/s? | Yes | No |

Do you have any concerns regarding supervision? If so, please explain.

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**Completion Plan**

Explain what you plan to achieve in the next 12 months of your candidature? Please include a timeline to completion, and the stage now reached in your overall research plan.

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| Are you collecting primary data and is being recorded and stored in a format that complies with the [Australian Code for the Responsible Conduct of Research](https://nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018)and the Management of Data and Information in Research Guide? | Yes | No | |

Please elaborate how and where the data/primary materials are recorded and stored?

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**Privacy Statement**

The information on this form is collected for the primary purpose of creating and maintaining a personal record for you on the student database, attending to administrative matters, corresponding with you and for statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your annual report or to maintain your on-going enrolment. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about your annual progress or matters that concern your enrolment.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the School of Graduate Research on 9131 4924.

**signature**

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| **CANDIDATE**  I have discussed my progress report with my supervisor(s). I give my approval for the release of information about my progress to my sponsor(s). By signing this form I also agree to the provisions set out above regarding the collection and use of information. | | | |
| Name |  | | |
| Signature |  | Date |  |

Please ***email*** the completed form to Registrar, School of Graduate Research: [skashyap@divinity.edu.au](mailto:skashyap@divinity.edu.au)

Throughout your candidature you can expect support and guidance, primarily from your supervisors. If you have problems which you are unable to discuss with your supervisor, in the first instance speak to your College Research Coordinator. If a problem cannot be resolved, contact the Dean, School of Graduate Research.

Full details of the University Appeals Policy is available on the website at:

<https://divinity.edu.au/documents/appeals-policy/>

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| ***School of Graduate Research Office use only*** | | |
| Date received |  |  |