

ENG Progress Review - Candidate Checklist

Candidate Name: _____

Candidate zID: _____

Panel Chair to upload completed form to candidate's review in GRIS

This form has been designed to guide Progress Review Panel Members to ensure that a candidate has met the minimum requirements for their Progress Review

CONFIRMATION REVIEW

Has the candidate provided:

- A detailed literature review?
- A written research proposal? Including:
 - Key research objectives?
 - Approach and methodology?
 - Assessment of resources?
 - A brief timeline of thesis progress?
 - Any preliminary results?
 - Suggested milestones for the next 12 months, already discussed with supervisor
- Completion of GSOE9400 – all candidates
 - For MPhil candidates, completion of 2 additional courses
- Attendance at UNSW HDR Welcome and Orientation for new HDR candidates
- Completion of Research Integrity Module
- Scheduled regular meetings with supervisory panel, including any secondary-supervisor(s)
- Proof of Research Data Management Plan (RDMP) - screenshot or email confirmation; primary supervisor also listed on the RDMP
- Proof of Data Archive - screenshot
- Completed an oral presentation addressing all of the above
- Documentation of milestones set at 3 month meeting after commencement; panel to confirm progress against set milestones

2nd/3rd YEAR REVIEWS

Has the candidate provided:

- An updated project plan
 - Suggested milestones for the next 12 months, already discussed with supervisor
 - Details of any recent/current/future publications (optional)
 - A written report (optional)
- Completed an oral presentation addressing all of the above, plus detail of progress made since last review
- Proof of an updated Data Archive; recently updated saved data - screenshot

Has the Panel:

- Checked the candidate's progress against the milestones set at the most recent review?
- Confirmed new milestones are appropriate for the subsequent review period, as suggested by the candidate?

FINAL ON-TIME REVIEW

Has the candidate:

- If it is not possible for the candidate to submit their thesis on-time, a thesis outline must be submitted which includes:
 - Complete chapter structure of the thesis;
 - Percentage of each chapter that has been completed;
 - Timeline to completion*, including timeframes for supervisor feedback & approved by supervisor
- Suggested milestones for the next 3 months, already discussed with supervisor
- The reasons for the delay in submission must be documented
- Completed an oral presentation addressing all of the above, plus detail of progress made since last review
- Proof of an updated Data Archive; recently updated saved data - screenshot

Has the Panel:

- Checked the candidate's progress against the milestones set at the most recent review?
- Milestones achieved and submission by next census date? SATISFACTORY
- Assigned a MARGINAL or UNSATISFACTORY outcome?

The only possible outcomes for a review when the candidate cannot submit on-time are Marginal or Unsatisfactory

* template available from GRS Engineering

OVERTIME REVIEW

Has the candidate:

- Confirmed they are now on track to submit their thesis by the subsequent census date
 - Completed an oral presentation on their current progress
 - Suggested milestones for the next 3 months, already discussed with supervisor
- Updated timeline to completion, including timeframes for supervisor feedback & approved by supervisor
- Proof of an updated Data Archive; recently updated saved data - screenshot

Has the Panel:

- Checked the candidate's progress against the milestones set at the most recent review?
- Milestones achieved and submission by next census date? SATISFACTORY
- Milestones not achieved, and submission cannot occur by next census date? UNSATISFACTORY