Annual Progress Reports (APR)
Guidelines for Supervisors, Heads of Postgraduate Studies (HPS) and Deans

Supervisors and students MUST discuss the contents of the APR prior to on line completion

Go to the UOW INTRANET. Select ‘COLS’ in the right hand side menu. Then select ‘SMP Central’ in the left hand side menu. Login to SMP Central using email username and password. (Students will access the APR via SOLS).

Access APR's via "APR" link. A list will be displayed (as shown below) of all HDR students that have a relationship (i.e. Supervisor, HPS and/or Dean in chain of command) to the user.

Once the student has completed and submitted their section of the APR (Section 1) a pencil icon will be displayed beside the APR Year in the SMP APR table indicating that the person noted in the "APR Location" can now read the preceding comments and then complete their section. The entire report will be displayed. The section requiring input will be grey highlighted and have the pencil icon located next to it (Section 2 for Supervisors, Section 4 for HPS and Section 5 for Deans).

Click on the APR Year in the "APR Location" column to access the APR. The pencil icon indicates the particular user who is next to enter information into the APR (if pencil not displayed then view only access is available) Note: APR will be blank until student submits Section 1 to Supervisor.

"Preview" button will display entire APR report. You can obtain a printout of the entire report at anytime by clicking on the "Preview" button and then clicking on the "Print" button.

Staff can "Save" at anytime and return to the APR as required.

To return the APR top the previous level for amendments/additions etc use "Return" button in the top menu.

"Publish" button finalises the section and forwards the APR to the next person in the chain of command.

At anytime during the process responses can be saved but are not visible to the other persons in the chain of command whilst the APR is still being completed. Sections become visible to all users once they are submitted by the student or published by the relevant academic staff member.

SAVE REGULARLY (AT LEAST EVERY 10 - 15 MINUTES) AS THE SYSTEM TIMES OUT WHEN NOT BEING USED.
*Please Note: There may be odd occasions where EFTSL is not a true record due to enrolment recording abnormalities. Please contact RSC if you have any concerns*