

Guidelines for HDR Students for completion of the on-line Annual Progress Report (APR)

Consultation and discussion between parties prior to on-line completion of the APR is COMPULSORY

Step 1 – Discussion with Supervisor/s

Prior to completion of the on-line APR, the student should arrange a mutually convenient time with their supervisor(s) to review progress during the past year and to discuss the plan of work for the subsequent twelve months. Students should not complete Section 1 of the APR until discussions with their supervisor(s) have taken place.

Note: Students who are currently on Leave of Absence or are planning to go on Leave of Absence must also complete the APR 2009 (Please refer to Frequently asked Questions <http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow011015.pdf>)

Step 2 – Access SOLS at <http://www.uow.edu.au/student/index.html> and enter your student user name and password. (If you do not remember your student name and password contact the ITS Call Centre (Information Technology Services) on (02) 42213775 or email its.uow.edu.au.)

Step 3 – Click on the “HDR Annual Progress Report” link (If you have not accessed SOLS for sometime you will need to clear your messages before you can access the HDR Annual Progress Report link.)

Step 4 – Read Important Information, Candidature Details and Enrolment Record.

Candidates must read each section by clicking on the relevant link. You should advise Research Student Centre (RSC) immediately of any errors in candidature or enrolment details.

Step 5 - Complete **SECTION 1: HDR CANDIDATE'S**

Click on the link for Section 1 which contains the following questions:

Section 1: HDR CANDIDATE'S REPORT
Question 1: Coursework Report
Question 2: Research Outcome and Achievements for past year
Question 3: Problems and Issues Affecting Research Progress
Question 4: Has the Problems and Issues in Question 3 been addressed
Question 5: Intended Research for next year
Question 6: Other Comments
Question 7: Consultation with Supervisor

You may save and re-enter Section 1 as many times as necessary before final submission. If you have saved your report but have not yet submitted it, you are the only person to whom the work you have entered is visible. You may submit a draft to your supervisor for comment at anytime*. When you are satisfied with your responses in Section 1, send the report to your supervisor by clicking on the “**Submit to Supervisor**” button. The entire page will then be displayed for viewing. If satisfied scroll to bottom and **click final submission option**. *Section 1 of the APR will NOT be submitted to your supervisor until this step is completed.* Once this is done your Principal Supervisor will receive an email message that your APR has been submitted. If you also have a Co-Supervisor, he/she will be able to view, but not edit, your report once you have submitted it. You can obtain a printout of the entire report at anytime by clicking on the “**View the whole report**” button and then clicking on the “**Print**” button.

Step 6 – Read **SECTION 2: SUPERVISOR'S REPORT ON HDR CANDIDATES'S PROGRESS**

You will receive an email notifying you that your supervisor has completed his/her section (Section 2). You must read Section 2 before responding in Section 3.

Step 7 – Complete **SECTION 3: HDR CANDIDATE'S RESPONSE TO SUPERVISOR'S COMMENTS**

Once you have read your supervisor's comments in Section 2 you must acknowledge and respond to the Supervisor's comments by completing Section 3. When you are satisfied with your responses in Section 3, send the report to your HPS by clicking on the ‘**Submit**’ button. The entire page will then be displayed for viewing. If satisfied scroll to bottom and **click final submission option**. *The Student section of the APR will NOT be finalised until this step is completed.*

You will be able to track the progress of your APR via SOLS at anytime. There is a “**Report Status**” box at the start of the APR that will advise you which section is to be completed. HDR Candidates will receive email notification as each Section of the APR is completed.

Step 8 – Regularly Access SOLS to check SOLS Mail messages on the progress of your APR.

***Please note: In some situations the EFTSL may not be a true record due to enrolment reading abnormalities. Please contact RSC if you have any concerns.**

Acronyms: APR – Annual Progress Report HPS – Head of Postgraduate Studies RSC – Research Student Centre

*Your Principal Supervisor can return the report to you at anytime after submission for amendments, unless you select the option of “submitting your report for the final time”.