HDR MILESTONE REPORTING – ANNUAL RESEARCH REPORT AND PLAN EFORM

Version 1.0
Annual Research Report and Plan

The Annual Research Report and Plan provides an opportunity for the student to report on activities over the past year, and to flag any personal, academic or technical problems which may impact on their research and its timely completion. Progress is assessed against the previous Annual Plan.

- Completion of an Annual Research Report and Plan is compulsory for all students enrolled in a higher degree by research (PhD; MPhil; Professional Doctorate). This report must be approved by the Chair of the Supervisory Panel and the Delegated Authority.
- The Annual Research Report and Plan is due 12 months after the previous Annual Research Report and Plan.
- ISIS will be updated on completion of this process and the completed report and plan will be emailed to you at your ANU email address.

Approval Delegation

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Initiation</td>
<td>The Research Candidate provides a detailed report of their activity over the past 12 months and a plan of their activity over the next 12 months.</td>
<td>Research Candidate</td>
</tr>
<tr>
<td>Approval from Chair of Supervisory Panel</td>
<td>The Chair assesses candidate’s understanding of their research project and makes recommendation to the Delegated Authority.</td>
<td>Chair of Supervisory Panel</td>
</tr>
<tr>
<td>Approval College Delegated Authority</td>
<td>The Delegated Authority approves or amends the Chairs’ recommendations.</td>
<td>College Delegated Authority</td>
</tr>
</tbody>
</table>
First Annual Research Plan - Form Guide

This reference guide provides an overview of the process when submitting the Annual Research Report and Plan.

Student Milestone

1. Login to ISIS using your UID and password

2. Navigate to:
   > ISIS > Research > Research Reports
   And select the Annual Report and Plan from the list

<table>
<thead>
<tr>
<th>Research Career</th>
<th>Report</th>
<th>Due Date</th>
<th>Status</th>
<th>Date Completed</th>
<th>eForm</th>
</tr>
</thead>
<tbody>
<tr>
<td>9552 - PhD Arts &amp; Social Sciences</td>
<td>Annual Report and Plan</td>
<td>09/30/2017</td>
<td>Not Completed</td>
<td></td>
<td>Begin eForm</td>
</tr>
<tr>
<td>9552 - PhD Arts &amp; Social Sciences</td>
<td>Oral Presentation</td>
<td>07/01/2016</td>
<td>Not Completed</td>
<td></td>
<td>Begin eForm</td>
</tr>
<tr>
<td>9552 - PhD Arts &amp; Social Sciences</td>
<td>Research Integrity Training</td>
<td>05/31/2016</td>
<td>Not Completed</td>
<td></td>
<td>Begin eForm</td>
</tr>
<tr>
<td>9552 - PhD Arts &amp; Social Sciences</td>
<td>Thesis Proposal Review</td>
<td>01/01/2014</td>
<td>Completed</td>
<td>03/07/2014</td>
<td>Complete</td>
</tr>
<tr>
<td>9552 - PhD Arts &amp; Social Sciences</td>
<td>Annual Plan</td>
<td>07/01/2013</td>
<td>Completed</td>
<td>01/22/2014</td>
<td>Complete</td>
</tr>
</tbody>
</table>

3. The first page is an introduction with details about the Milestone you are completing. Please double check the correct Milestone is selected.
Introduction

Form Details
Candidate Details: [Redacted]
Milestone Type: Annual Research Report and Plan
Milestone Due: 30/09/2017

The Annual Research Report and Plan provides an opportunity for the student to report on activities over the past year, and to flag any personal, academic or technical problems which may impact on their research and its timely completion. Progress is assessed against the previous Annual Plan.
- Completion of an Annual Research Report and Plan is compulsory for all students enrolled in a higher degree by research (PhD; MPhil; Professional Doctorate).
- This report must be approved by the chair of the supervisory panel and the Delegated Authority.
- ISIS will be updated on completion of this process and the completed report and plan will be emailed to you at your ANU email address.

Further information regarding Research Milestones can be found here.

You can save your progress and come back later by pressing the disk icon in the top right of this page.
5. This page provides details on your candidature, citizenship, Supervisory Panel and scholarships, if applicable. Please ensure these details are correct.

**Student Details**

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Address</td>
</tr>
</tbody>
</table>

If any of the personal details listed above are incorrect, please login to [ISIS](https://isis) to change the relevant details.

**Citizenship Information**

<table>
<thead>
<tr>
<th>Citizenship Status</th>
<th>Visa Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>[redacted]</td>
<td>[redacted]</td>
</tr>
<tr>
<td>Residency</td>
<td>[redacted]</td>
</tr>
</tbody>
</table>
## Candidature Details

<table>
<thead>
<tr>
<th>Program</th>
<th>College / School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Type</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>Scholarship Information</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Role</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td></td>
<td>Adviser</td>
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<td></td>
<td>Adviser</td>
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<td>Adviser</td>
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<td></td>
<td>Adviser</td>
</tr>
<tr>
<td></td>
<td>Supervisor</td>
</tr>
<tr>
<td></td>
<td>Chair of Panel</td>
</tr>
</tbody>
</table>
If your maximum submission date is in the next 12 months you will be asked if you expect to submit on time. If not, please provide details on why you cannot meet this date and also provide an indication of when you anticipate you will submit your thesis. Note that a * means this is a compulsory field and you must provide a response.

Submit Details

Enrolment Details
Submission Date Details

Your maximum submission date is 26/03/2017. Do you expect to submit your thesis by this date?*

- Yes
- No

Click on to proceed.
This page provides a summary of the milestones associated with your enrolment. This includes milestones which are overdue, completed and in progress. Please ensure these details are correct.

<table>
<thead>
<tr>
<th>Milestone Description</th>
<th>Due Date</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Plan</td>
<td>31/05/2016</td>
<td>No</td>
</tr>
<tr>
<td>Thesis Proposal Review</td>
<td>31/08/2016</td>
<td>No</td>
</tr>
</tbody>
</table>

If any of the details listed above are incorrect, please contact Student Administration for further assistance.

Click on to proceed.
8. If you are currently enrolled in a course(s), it will be displayed on this page. Here you must indicate whether you expect your coursework enrolment to change over the next 12 months as well as indicating the average number of hours per week you have devoted to your studies. Note that a * means this is a compulsory field and you must provide a response.

If you expect your coursework enrolment will change, please detail these changes in the text box provided.

Click on to proceed.
9. The main body of your plan will be detailed in the Research Planning and Progress Section. In this section you must provide details on the goals you have completed in the last 12 months, the goals which are currently in progress, and any new goals you have identified for the next 12 months. Here you have the option of directly writing the details of your planned goals into the form, or uploading a college provided template or other supporting documentation. You may choose to provide both.

Research Planning and Progress

Detail your plan towards specific goals for your research project for the next 12 months. You should develop these objectives in consultation with your supervisor.

Please select your method(s) of detailing your First Annual Research Plan goals (you may select both options):

- [ ] Document research goals within this form.
- [ ] Upload supporting documentation or a college template.
10. If you wish to detail your research goals within the form, you must provide a Description, Goal Status, Anticipated Completion Date and Plan of your activities towards the completion of each goal. Depending on the status of the goal, you will have to provide an Activity Plan and/or an Activity Report. The Activity Plan is to detail any activity which will be undertaken in the next 12 months. The Activity Report is to detail any activities undertaken in the past 12 months.

Additional goals can be added using the + button in the corner.
If you wish to upload a college template or any other supporting documentation, click the Upload New button. Additional document upload slots can be added by clicking the +.

A pop-up window will appear which allows you to browse your files and upload the document.

Once you have finished documenting your plan, Click on to proceed.
12. You can list any awards or achievements in the last 12 months. This can include: written reports, publications, exhibitions/performances, conference presentations, prizes, grants and awards. You can also upload supporting documentation by checking the box at the bottom of the page and clicking ‘Upload New’.

<table>
<thead>
<tr>
<th>Achievement/award*</th>
<th>Description*</th>
<th>Date Achieved*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Would you like to list any awards/achievements since your last Annual Research Report and/or Plan, including such items as: written reports, publications, exhibitions/performances, conference presentations, prizes, grants and awards etc.?*

- Yes
- No
13. This section is where you indicate whether or not you have enough resources to support your research program as well as whether or not you will be undertaking paid employment during your program. If you feel that additional support could be provided, please provide details in the text box.

**Research Support Details**

Do you feel you have sufficient resources (e.g., computer access, workspace, lab equipment, library resources etc) to support your research program?*

- [ ] Yes
- [x] No, there is additional support that I feel could be provided to assist my studies.

Please provide additional details surrounding the support that you require below.*

The details above will be provided to your supervisor and the delegated authority for further consideration.

If you are undertaking paid employment, please provide the expected hours per week and weeks of employment.
On this page you can outline any issues which have affected your progress by using the checkboxes. If issues have been identified, please elaborate on each in the textbox provided.
15. You can provide feedback on your Supervisory arrangements and include any suggestions or improvements in the text box provided.

Supervisory Arrangements

Candidate feedback

Please provide feedback on, or suggested changes or improvements to, the support provided by your supervisory panel:

You must also indicate how often you met with your primary supervisor and the mode of interaction. If you had alternative arrangements, please detail them in the text box provided.

Candidate - Supervisor Interaction

Please provide an indication of how frequently you meet with your primary supervisor:

Face-to-face:
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

Video:
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

Phone/Email:
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

☐ my supervisor and I have other meeting arrangements that are not listed above.

Click on to proceed.
16. Once you have completed the required form details, you will be able to submit the request to the Chair of Supervisory Panel for their action. Upon submission of the form, candidates will also receive a confirmation email.

Chair of Supervisory Panel Approval

1. The Chair of Supervisory Panel will receive an email notification that form action is required.
2. The Chair of Panel should login to ANU eForms using their login ID and password.
3. The form will appear in the Forms Assigned to Me section

Forms Assigned To Me

<table>
<thead>
<tr>
<th>Form</th>
<th>Assigned By</th>
<th>Date Assigned</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDR Milestone Reporting (v74) - Chair of Panel</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the form to enter

3. The first page is an introduction with details about the Candidate and the Milestone they have completed. It is important that you have discussed the plan with the Candidate before completing this form.
Introduction

Form Details
Candidate Details: 
Milestone Type: Annual Research Report and Plan
Milestone Due: 30/09/2017

The Annual Research Report and Plan provides an opportunity for the student to report on activities over the past year, and to flag any personal, academic or technical problems which may impact on their research and its timely completion. Progress is assessed against the previous Annual Plan.

- Completion of an Annual Research Report and Plan is compulsory for all students enrolled in a higher degree by research (PhD, MPhil, Professional Doctorate). This report must be approved by the chair of the supervisory panel and the Delegated Authority.
- ISIS will be updated on completion of this process and the completed report and plan will be emailed to you at your ANU email address.

Further information regarding Research Milestones can be found here.

You can save your progress and come back later by pressing the disk icon in the top right of this page.

Please review the Annual Research Report and Plan submitted by [Redacted] and provide the assessment of the supervisory panel. It is expected and assumed that you have discussed the responses with the candidate. The candidate will be able to view your comments on completion. As such, it is essential that the panel discuss the plan with the candidate.

Click on to proceed.

4. This page provides details on the Candidate’s candidature, citizenship, Supervisory Panel and scholarships.
### Student Details

**Details**

<table>
<thead>
<tr>
<th>Name</th>
<th>[Redacted]</th>
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</table>

**Citizenship Information**

<table>
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<tr>
<th>Citizenship Status</th>
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</thead>
<tbody>
<tr>
<td>Residency</td>
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</table>

### Candidature Details

**Program**

<table>
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<th>Program Details</th>
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</table>

**Enrolment Type**

<table>
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<tr>
<th>Enrolment Type Details</th>
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</table>

**Status**

<table>
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<tr>
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<th>[Redacted]</th>
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</table>

**Scholarship Information**

<table>
<thead>
<tr>
<th>Scholarship Details</th>
<th>[Redacted]</th>
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</thead>
</table>

### Supervisory Panel

**Name**

<table>
<thead>
<tr>
<th>Name Details</th>
<th>[Redacted]</th>
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</table>

**Role**

<table>
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<tr>
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<tr>
<th>Role</th>
<th>[Redacted]</th>
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</table>

**Chair of Panel**

<table>
<thead>
<tr>
<th>Chair of Panel Details</th>
<th>[Redacted]</th>
</tr>
</thead>
</table>

Version 1.0 June 2016
5. If the Candidate’s maximum submission date is less than 12 months away, they will indicate whether they expect to complete their thesis on time. Please review their responses and indicate whether you agree with their assessment. If you disagree, please provide details in the text box provided.

<table>
<thead>
<tr>
<th>Submission Date Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>maximum submission date is 26/03/2017. The candidate has indicated that they should be able to submit their thesis by 31/05/2025.</td>
</tr>
<tr>
<td>provided the following reasoning for postponing their maximum submission date:</td>
</tr>
<tr>
<td>These are the reasons why I cannot submit on time Reason 1……… Reason 2………</td>
</tr>
<tr>
<td>Do you agree the candidate will be able to submit by the proposed date?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

PLEASE NOTE: The candidate must submit a request for extension.
6. This page provides a summary of the milestones associated with the Candidate’s enrolment for reference. This includes milestones which are overdue, completed and in progress.

<table>
<thead>
<tr>
<th>Milestone Description</th>
<th>Due Date</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Plan</td>
<td>25/05/2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>Thesis Proposal Review</td>
<td>31/05/2016</td>
<td>No</td>
</tr>
</tbody>
</table>

Click on to proceed.

7. The Academic Activity of the Candidate is shown here for review. Take note of any variations to enrolment and their expected research activity.

**Variations to Enrolment**

*Please Note:* The candidate has indicated there are or will be changes to their coursework enrolment. Please review their comments below:

*yes my enrolment will be changing. The following classes will change ....*

**Research Activity**

*has indicated that they have devoted, on average 23 hours per week to their research.*

Click on to proceed.

8. The Research Planning and Progress page is where the Candidate outlines their research Goals. If they have chosen to write the details directly into the form, this information is available for review.
9. If they have chosen to upload their plan or other documentation, these documents can be downloaded by clicking the ‘open’ button next to the document.
10. The Candidate may list any awards and achievements over the past 12 months for review.

Awards and Achievements

<table>
<thead>
<tr>
<th>Achievement/award*</th>
<th>Description*</th>
<th>Date Achieved*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award 1</td>
<td>Award details go here.......</td>
<td>1/05/2016</td>
</tr>
</tbody>
</table>

11. The Candidate will indicate if they require any additional support to complete their studies and provide details. They will also indicate whether they will be undertaking paid employment for reference.

Support and Employment Details

Research Support Details

[Comment]

Employment Details

[Comment]
Click on the button to proceed.
Prior to completing this form, the Supervisory Panel should discuss the Milestone with the Candidate. Please indicate who was present at this discussion by checking the boxes.

### Supervisory Panel

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor Since</th>
<th>Supervisor Type</th>
<th>Participated in Panel Discussion?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td>23/02/2016</td>
<td>Adviser</td>
<td>□</td>
</tr>
<tr>
<td>[Name]</td>
<td>23/03/2016</td>
<td>Adviser</td>
<td>□</td>
</tr>
<tr>
<td>[Name]</td>
<td>23/02/2016</td>
<td>Chair of Panel</td>
<td>□</td>
</tr>
</tbody>
</table>

Please provide the date on which the Supervisory Panel met with the Candidate and any comments you have regarding the discussion.

**Please indicate the date on which [Candidate] met with [Panel] regarding the First Annual Research Plan:**

```
[Date]
```

Please provide comments regarding the Supervisory Panel discussion below:

```
[Comments]
```
11. Assess the Candidate’s progress since enrolling by checking the buttons which best apply. If you have any further comments, place them in the text box provided.

The Candidate may have indicated some issues affecting their progress. Please review their comments and indicate what steps have been taken to address these issues.
Issues affecting progress

[Anonymous] has identified that they have experienced issues in the following areas:

- Interruption to supervision
- Understanding work expected and communication

[Anonymous] provided the following additional comments in relation to these issues:

This is how the issues have affected my progress:

- Issue 1
- Issue 2
- Issue 3

Please elaborate on specific issues identified above by [Anonymous] and indicate what steps (if any) have been taken to address these issues. For instance, steps could include referral to research training, a statistical consulting unit, provision of library guides, referral to the academic skills and learning centre or counselling service etc. If no remediation action has been taken so far, please state this in the box below.

If the research requires ethics approval, detail the type of ethics organisation, the approval status and details and the approval date if it has been approved.
If approval from an external organisation is sought, include the name of the organisation and the reference number if applicable.
You can also upload additional ethics documentation using the ‘Upload New’ button.

Click on to proceed.

Version 1.0 June 2016
The Candidate may provide some feedback regarding the support provided by the Supervisory Panel. Comment on any recommended changes to this support.

Supervisory Arrangements

The candidate, [name], has provided the following feedback regarding the support provided by their supervisory panel:

Here is my feedback on my supervisory arrangements. I think these things could be improved. These things worked well.

Please comment on any changes the Panel recommends to improve the supervisory support provided to the candidate:

You must also indicate how often you met with the Candidate and the mode of interaction. If you had alternative arrangements, please detail them in the text box provided.

Candidate - Supervisor Interaction

Please provide an indication of how frequently you meet with your primary supervisor:

- Face-to-face:
  - Daily
  - Weekly
  - Fortnightly
  - Monthly
  - Greater than one month
  - Not Applicable

- Video:
  - Daily
  - Weekly
  - Fortnightly
  - Monthly
  - Greater than one month
  - Not Applicable

- Phone/Email:
  - Daily
  - Weekly
  - Fortnightly
  - Monthly
  - Greater than one month
  - Not Applicable

☐ my supervisor and I have other meeting arrangements that are not listed above.

Click on to proceed.
If you require any more information from the Candidate or clarification on any details, you can return the form to the Candidate. Please provide comments to the Candidate regarding the information you require.

You can now assess the Milestone as Satisfactory, Requiring further Review, Unsatisfactory (transfer to MPhil) or Unsatisfactory (terminate program). Please provide reasons for the Panel’s assessment.
If you assess the Milestone as Requiring Further Review, you must detail additional or remedial work which the Candidate must undertake, as well as the due date for a Supplementary Review.

As you have identified that further review is required, please detail additional or remedial work to be undertaken by the candidate.*

Please indicate the due date for [Candidate's name]'s next Supplementary Review.*
Once you have completed the required form details, you will be able to submit the Milestone to the College Delegated Authority for approval or back to the Candidate for further comments. You may also review the due date for the Candidate’s next Annual Research Report and Plan. This is 12 months after the submission of the current Plan by default.

Delegated Authority Approval

1. The College Delegated Authority will receive an email notification that form action is required.
2. The Delegated Authority should login to ANU eForms using their login ID and password.
3. The form will appear in the Forms Assigned to Me section
Click on the form to enter

4. The first page is an introduction with details about the Candidate and the Milestone they have completed.

Introduction

Form Details
Candidate Details: [Redacted]
Milestone Type: Annual Research Report and Plan
Milestone Due: 30/09/2017

The Annual Research Report and Plan provides an opportunity for the student to report on activities over the past year, and to flag any personal, academic or technical problems which may impact on their research and its timely completion. Progress is assessed against the previous Annual Plan.

- Completion of an Annual Research Report and Plan is compulsory for all students enrolled in a higher degree by research (PhD; MPhil; Professional Doctorate). This report must be approved by the chair of the supervisory panel and the Delegated Authority.
- ISIS will be updated on completion of this process and the completed report and plan will be emailed to you at your ANU email address.

Further information regarding Research Milestones can be found [here].

You can save your progress and come back later by pressing the disk icon in the top right of this page.
<p>|   | The Delegated Authority should review the following pages. They provide details on the Candidate, their enrolment, their academic activity, their milestones, their research plan, and their research support. |</p>
<table>
<thead>
<tr>
<th>Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
</tr>
<tr>
<td>Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Citizenship Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship Status</td>
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<th>Candidature Details</th>
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<tbody>
<tr>
<td>Program</td>
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<tr>
<td>Enrolment Type</td>
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<tr>
<td>Status</td>
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<tr>
<td>Scholarship Information</td>
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<table>
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<tr>
<th>Supervisory Panel</th>
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<tbody>
<tr>
<td>Name</td>
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<thead>
<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Adviser</td>
</tr>
<tr>
<td>Adviser</td>
</tr>
<tr>
<td>Chair of Panel</td>
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</tbody>
</table>
Enrolment Details

Submission Date Details

[Redacted] maximum submission date is 26/03/2017. The candidate has indicated that they should be able to submit their thesis by 31/05/2025.

The Chair of the Supervisory Panel indicated that they did not support extending thesis submission date to 31/05/2025.

Comments provided by the Chair: Reasons why I disagree with this ...........

Unofficial Transcript Comments

The details recorded in unofficial transcript comments are displayed in the table below for your information. If the table is empty, no details have been recorded.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Milestone Details

The following table provides a summary of the milestones associated with your enrolment.

<table>
<thead>
<tr>
<th>Milestone Description</th>
<th>Due Date</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Plan</td>
<td>25/05/2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>Thesis Proposal Review</td>
<td>31/05/2016</td>
<td>No</td>
</tr>
</tbody>
</table>

### Variations to Enrolment

**Please Note:** The candidate has indicated there are or will be changes to their coursework enrolment. Please review their comments below:

*yes my enrolment will be changing. The following classes will change.....*

### Research Activity

[Student Name] has indicated that they have devoted, on average, 20 hours per week to their research.
Goal #1

Description
First Goal

Goal status* ○ New ○ In Progress ○ Complete
Completion Date: * 3/05/2016

Activity Report
Details on the activities undertaken

Goal #2

Description
Second Goal

Goal status* ○ New ○ In Progress ○ Complete
Anticipated Completion Date: * 31/05/2016

Activity Plan
Details on activities yet to be undertaken

Documentation Upload

[Redacted] has uploaded the following documentation in relation to their First Annual Research Plan:

Milestone Documentation* (Goal layout options.docx) [Open]
6. The Chair of Panel has included details on the Supervisory Panel support, Progress of the Candidate, Ethics approvals and Supervisory Arrangements. Please review these following pages.


Supervisory Panel

Prof [[last name]] participated in the review of this milestone.

The following additional comments regarding the Supervisory Panel discussion were provided for your information:

ghdfghdfdghfghfj

ghdfghdfghfghfj
Progress Assessment

Student progress

The chair (insert name), on behalf of the supervisory panel has provided the following assessment regarding Miss [insert name] candidature to this point.

- [insert name] has made satisfactory progress since enrolling:
  - [insert scale with options: Strongly disagree, Disagree, Neutral, Agree, Strongly agree]

- [insert name] has shown initiative with the requirements of the research program and the level of study:
  - [insert scale with options: Strongly disagree, Disagree, Neutral, Agree, Strongly agree]

- [insert name] has diligently and consistently applied themselves to their project:
  - [insert scale with options: Strongly disagree, Disagree, Neutral, Agree, Strongly agree]

The chair (insert name), on behalf of the supervisory panel has provided the following comments regarding Miss [insert name] progress to date:

Further comments on progress

Issues affecting progress

[insert name] has identified that they have experienced issues in the following areas:
- Interruption to supervision, understanding work expected and communication.

[insert name] provided the following additional comments in relation to these issues:
This is how the issues have affected my progress...... Issue1 ................. Issue2 ................... Issue3 ......................

[insert name] has provided the following information regarding any steps taken to address these issues:
Steps taken to deal with these issues ..............
The chair has detailed the following information regarding ethics approval(s).

<table>
<thead>
<tr>
<th>Ethics Approval #1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation type: <strong>Internal (ANU)</strong></td>
<td></td>
</tr>
<tr>
<td>Approval obtained: Yes</td>
<td></td>
</tr>
<tr>
<td>Approval date: 2/05/2016</td>
<td></td>
</tr>
<tr>
<td>Reference #: 1234</td>
<td></td>
</tr>
<tr>
<td>Details: <strong>Internal Ethics Details</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethics Approval #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation type: <strong>External</strong></td>
</tr>
<tr>
<td>Approval obtained: Yes</td>
</tr>
<tr>
<td>Approval date: 3/05/2016</td>
</tr>
<tr>
<td>Reference #: 4321</td>
</tr>
<tr>
<td>Details: <strong>Details on external Ethics</strong></td>
</tr>
</tbody>
</table>
## Candidate - Supervisor Interaction

The candidate, Ms [Name], has provided the following indication of how frequently they meet with their Primary Supervisor (Prof [Name]):

**Face-to-face:**
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

**Video:**
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

**Phone/Email:**
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

☐ My supervisor and I have other meeting arrangements that are not listed above.

The candidate, Ms [Name], has provided the following feedback regarding the support provided by their supervisory panel:

*Here is my feedback on my supervisory arrangements. I think these things could be improved ............ These things worked well ............*

## Supervisor - Candidate Interaction

The chair (Prof [Name]), on behalf of the supervisory panel, has provided an indication of how frequently they meet with [Candidate Name]:

**Face-to-face:**
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

**Video:**
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

**Phone/Email:**
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

☐ [Name] and I have other meeting arrangements that are not listed above.

The chair (Prof [Name]), on behalf of the supervisory panel, has provided the following feedback regarding the support provided by the supervisory panel:

*Here are the comments on the changes to Panel recommends to improve the support provided.*
7. This page shows the recommended assessment provided by the Chair of Panel. If you require more information from the Chair, you can return the form to the Chair by checking the “require more information” checkbox. Please provide details about the information you require in the text box provided.

Supervisory Panel’s Assessment

The First Annual Research Plan prepared by [Name] has been assessed by the supervisory panel to be "satisfactory". The reasons for this assessment are as follows:

Reasons Why I deem this satisfactory ......

The Chair (Prof [Name]), on behalf of the supervisory panel has suggested the following date be set for a subsequent review:


Delegate’s Assessment

As the Delegated Authority for my area, I:

☐ require more information from the Chair in order to make a decision.

☐ would like to approve this milestone based on the information provided.

8. You may now apply your own rating to the Milestone, either by agreeing with the recommended assessment provided by the Chair of Panel, or by providing an alternative assessment. Please provide details on your decision. If you did not agree with the Chair of Panel’s Assessment, please provide any outcomes of the discussion with the Chair of Panel in the text box provided.
Once you have completed the required form details, you will be able to submit the Milestone to the Student Administrative System or back to the Chair for further comments. Once the form is submitted to the Student system, the Milestone is complete.
Submit

The milestone form is now complete. Submit the form by clicking the submit button below.

The student will be notified of the assessment and receive a copy of the Milestone Record. The student system will be updated accordingly.

Submit assessment to the Student Administrative System