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# **HDR MILESTONE REPORTING – ANNUAL RESEARCH REPORT AND PLAN EFORM**

Version 1.0



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## 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

Process	Description	Approver
Form Initiation	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.	Research Candidate
Approval from Chair of Supervisory Panel	The Chair assesses candidate's understanding of their research project and makes recommendation to the Delegated Authority.	Chair of Supervisory Panel
Approval College Delegated Authority	The Delegated Authority approves or amends the Chairs' recommendations.	College Delegated Authority

## 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.	<p>Navigate to: &gt; ISIS &gt; Research &gt; Research Reports And select the Annual Report and Plan from the list</p> <table border="1" data-bbox="181 624 1861 874"> <thead> <tr> <th colspan="6">Research Career</th> </tr> <tr> <th>Program</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><a href="#">Begin eForm</a></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><a href="#">Begin eForm</a></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><a href="#">Begin eForm</a></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>	Research Career						Program	Report	Due Date	Status	Date Completed	eForm	9552 - PhD Arts & Social Sciences	Annual Report and Plan	09/30/2017	Not Completed		<a href="#">Begin eForm</a>	9552 - PhD Arts & Social Sciences	Oral Presentation	07/01/2016	Not Completed		<a href="#">Begin eForm</a>	9552 - PhD Arts & Social Sciences	Research Integrity Training	05/31/2016	Not Completed		<a href="#">Begin eForm</a>	9552 - PhD Arts & Social Sciences	Thesis Proposal Review	01/01/2014	Completed	03/07/2014	Complete	9552 - PhD Arts & Social Sciences	Annual Plan	07/01/2013	Completed	01/22/2014	Complete
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4.	The first page is an introduction with details about the Milestone you are completing. Please double check the correct Milestone is selected.																																										



## Introduction



Form Id: 1000004710

### 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.



Click on



to proceed.



5. This page provides details on your candidature, citizenship, Supervisory Panel and scholarships, if applicable. Please ensure these details are correct.

### Student Details

Details

**Name** [Redacted]

**Phone** [Redacted]

**Address** [Redacted]  
[Redacted]  
[Redacted]

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

### Citizenship Information

<b>Citizenship Status</b>	[Redacted]	<b>Visa Status</b>	[Redacted]
<b>Residency</b>	[Redacted]		



**Candidature Details**

---

<b>Program</b>	XXXXXXXXXXXXXXXXXXXX	<b>College / School</b>	XXXXXXXXXXXXXXXXXXXX
<b>Enrolment Type</b>	XXXXXXXXXXXXXXXXXXXX	<b>Program Commenced</b>	XXXXXXXXXXXXXXXXXXXX
<b>Status</b>	XXXXXXXXXXXXXXXXXXXX	<b>Academic Load</b>	XXXXXXXXXXXX
	XXXXXX and XXXXXXXXXXXXXXXXXXXXXXX	<b>Maximum submission date</b>	XXXXXXXXXXXX
	XXXXXX and XXXXXXXXXXXXXXXXXXXXXXX		
<b>Scholarship Information</b>	XXXXXX and XXXXXXXXXXXXXXXXXXXXXXX		
	XXXXXX and XXXXXXXXXXXXXXXXXXXXXXX		
	XXXXXX and XXXXXXXXXXXXXXXXXXXXXXX		
	XXXXXX and XXXXXXXXXXXXXXXXXXXXXXX		



### Supervisory Panel

Name	Role
[Redacted Name]	Adviser
[Redacted Name]	Supervisor
[Redacted Name]	Chair of Panel

Click on



to proceed.



6.

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.

### 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.



7. 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.

### Milestone Details

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

Milestone Description	Due Date	Complete
Annual Plan	31/05/2016	No
Thesis Proposal Review	31/08/2016	No

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.

### Variations to Enrolment

Do you expect that there will be any variations to your coursework enrolment over the next 12 months?\*

Yes, I expect that my coursework enrolment will change.

No.

---

### Research Activity

Please estimate, on average, the number of hours per week that you have devoted to your studies since commencement:

Hours per week: \*

---



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.

**Goal #1**

**Description**  
Provide a brief description of goal:\*

**Goal status\***  New  In Progress  Complete **Anticipated Completion Date: \***

**Activity Report**  
Detail the activities you have undertaken to complete this goal:\*

**Activity Plan**  
Detail your plan towards completion of this goal over the next 12 months. Your progress will be assessed/reviewed during your next annual research report and plan:\*

+ -

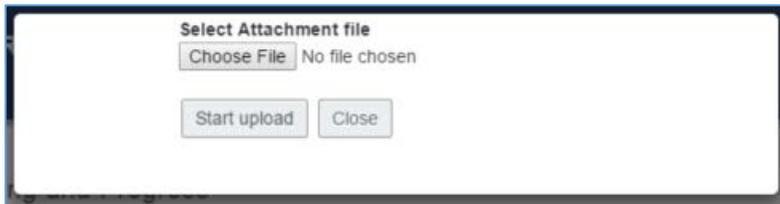
Additional goals can be added using the + button in the corner.



11. 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'

### Awards and Achievements



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

Achievement/award*	Description*	Date Achieved*
<input type="checkbox"/> <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="📅"/>



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  
 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.



### Employment Details

Do you anticipate that you will be paid for any work over the next 12 months (scholarship payments are not considered paid employment)? This includes work inside and outside of the University. Where tutoring work or similar activities are undertaken, please include preparation and marking time.\*

- Yes
- No, I will not have any paid employment.

Please estimate the anticipated hours per week you will spend in paid employment over the next 12 months.

Hours per week: \*

Weeks of employment: \*

Click on



to proceed.

14. 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

### Issues affecting progress

Have any issues affected your progress to date:\*

- |  |   |
|--|---|
| <input type="checkbox"/> None  | <input type="checkbox"/> Academic background                    |
| <input type="checkbox"/> Access to research materials                  | <input checked="" type="checkbox"/> Interruption to supervision |
| <input checked="" type="checkbox"/> Understanding work expected        | <input type="checkbox"/> Employment commitments                 |
| <input type="checkbox"/> Health/personal                               | <input checked="" type="checkbox"/> Communication               |
| <input type="checkbox"/> English language/comprehension and/or writing | <input type="checkbox"/> Financial                              |
| <input type="checkbox"/> Other   |   |

Please elaborate on any specific issues that you have identified above:\*



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 **Required: \* \***

**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.

**Submit**

You have now completed the milestone form. You can review any section by selecting from the side panel. You will receive an email with a copy of this form. Submit the form to the Chair of the Supervisory Panel by clicking the submit button below.

Submit to Chair of Supervisory Panel

### 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

Form	Assigned By	Date Assigned	Comment
HDR Milestone Reporting (v74) - Chair of Panel			

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.



Form Id: 1000004710

## 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.

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- 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

Name [Redacted]

#### Citizenship Information

Citizenship Status [Redacted]

Residency [Redacted]

#### Candidature Details

Program	[Redacted]	College / School	[Redacted]
Enrolment Type	[Redacted]	Program Commenced	[Redacted]
Status	[Redacted]	Academic Load	[Redacted]
Scholarship Information	[Redacted]	Maximum submission date	[Redacted]

#### Supervisory Panel

Name	Role
[Redacted]	Adviser
[Redacted]	Adviser
[Redacted]	Chair of Panel





Click on



to proceed.

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.

#### Submission Date Details

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

*Candidate* provided the following reasoning for postponing their maximum submission date:

*These are the reasons why I cannot submit on time Reason 1..... Reason 2.....*

Do you agree the candidate will be able to submit by the proposed date?\*

Yes

No

PLEASE NOTE: *Department Name* 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.

**Milestone Details**    

The following table provides a summary of the milestones associated with [Candidate Name]'s enrolment.

Milestone Description	Due Date	Complete
Annual Plan	25/05/2016	In Progress
Thesis Proposal Review	31/05/2016	No



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**

---

[Candidate Name] 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.



## 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*

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

### Documentation Upload

*Michael Smith* has uploaded the following documentation in relation to their First Annual Research Plan:

Milestone  
Documentation\* (Goal layout options.docx) [\[Open\]](#)



Click on



to proceed.

10 The Candidate may list any awards and achievements over the past 12 months for review.

### Awards and Achievements



The candidate has listed the following awards/achievements they have received since their last Annual Research Report and/or Plan.

Achievement/award*	Description*	Date Achieved*
Award 1	Award details go here.....	1/05/2016



Click on



to proceed.

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

*Researcher Name* has indicated that they require additional support in order to complete their studies. They have provided the following comments:

*Here are the additional things I will require .....*

#### Employment Details

*Researcher Name* has indicated that they anticipate they will work in paid employment 12 hours per week for 23 weeks of the year.



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**Reference Guide**

Click on



to proceed.



- 12 . 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**    

Please indicate the panel members that participated in the Supervisory Panel discussion regarding [Candidate Name]'s First Annual Research Plan:

Name	Advisor Since	Supervisor Type	Participated in Panel Discussion?
[Name]	23/02/2016	Adviser	<input type="checkbox"/>
[Name]	23/03/2016	Adviser	<input type="checkbox"/>
[Name]	23/02/2016	Chair of Panel	<input checked="" type="checkbox"/> Participated in Panel Discussion

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 Name] met with [Candidate Name] regarding the First Annual Research Plan:\*



Please provide comments regarding the Supervisory Panel discussion below:



Click on



to proceed.

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.

### Student progress

Below is a series of questions relating to the progress of the Candidate. Please provide an indication of whether you agree with the statements in relation to the Candidate's candidature to this point.\*

The Candidate has made satisfactory progress since enrolling:  Strongly disagree  Disagree  Neutral  Agree  Strongly Agree

The Candidate has shown initiative with the requirements of the research program and the level of study:  Strongly disagree  Disagree  Neutral  Agree  Strongly Agree

The Candidate has diligently and consistently applied themselves to their project:  Strongly disagree  Disagree  Neutral  Agree  Strongly Agree

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

---

██████████ has identified that they have experienced issues in the following areas:  
*interruption to supervision, understanding work expected and communication.*

██████████ provided the following additional comments in relation to these issues:  
*This is how the issues have affected my progress..... Issue1 ..... Issue2..... Issue3.....*

Please elaborate on specific issues identified above by ██████████ 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. \*

Click on  to proceed.

12 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.



**Ethics Approval #1**

Organisation Type\*  Internal (ANU)  External

Approval obtained?\*  Yes  No

Details: \*

+ -

If approval from an external organisation is sought, include the name of the organisation and the reference number if applicable.



**Ethics Approval #1**

Organisation Type\*  Internal (ANU)  External

Approval obtained?\*  Yes  No

Approval date\*

Approval Organisation\*

Reference #

Details\*

+ -

You can also upload additional ethics documentation using the 'Upload New' button

I would like to upload documentation relating to ethics approval.

**Ethics Documentation\***

+ -

Additional document upload slots can be added by clicking the + button.

Click on



to proceed.



13 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**, [redacted] 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 [redacted]

**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.



- 14 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.

**Supervisory Panel's Assessment**

I (Chair):\*

- require more information from the candidate in order to make an assessment.
- would like to assess this milestone based on the information provided.

Please provide comments to the candidate regarding the additional information that you require:\*

- 15 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.



- satisfactory.** It is recommended by the panel that candidate continue their program.
- requiring further review.** It is recommended by the panel that an additional review of the candidate's progress be conducted.
- unsatisfactory.** It is recommended by the panel that the candidate transfer to a program for a Master of Philosophy.
- unsatisfactory.** It is recommended by the panel that the candidate be requested to show cause why the candidature should not be terminated for the reasons attached.

#### Supervisory Panel's Assessment

Please provide reasons for your decision.\*

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 Name]'s next Supplementary Review.\*

📅



Click on



to proceed.

- 16 . 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.

### Submit

You have now completed the milestone form. You can review any section by selecting from the side panel.

Submit the form to the Delegated Authority by clicking the submit button below.

Please review the due date for **[Candidate Name]**'s next Annual Research Report and Plan. The date below has been obtained from the Student Administration System, but can be changed if required.\*

### 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



## Forms Assigned To Me



Form	Assigned By	Date Assigned	Comment
HDR Milestone Reporting (v74) - Delegated Authority	[Redacted]	[Redacted]	

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 Id: 1000004710

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



Click on



to proceed.



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**Reference Guide**

- |    |  |
|----|--|
| 5. | 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. |
|----|--|



### Student Details



#### Details

Name [Redacted]

#### Citizenship Information

Citizenship Status [Redacted]

Residency [Redacted]

#### Candidature Details

Program	[Redacted]	College / School	[Redacted]
Enrolment Type	[Redacted]	Program Commenced	[Redacted]
Status	[Redacted]	Academic Load	[Redacted]
Scholarship Information	[Redacted]	Maximum submission date	[Redacted]

#### Supervisory Panel

Name	Role
[Redacted]	Adviser
[Redacted]	Adviser
[Redacted]	Chair of Panel





## Enrolment Details



### Submission Date Details

**Enrolment Details:** maximum submission date is 26/03/2017. The candidate has indicated that they should be able to submit their thesis by 31/05/2025.

**Enrolment Details:** provided the following reasoning for postponing their maximum submission date:

*These are the reasons why I cannot submit on time Reason 1..... Reason 2.....*

The Chair of the Supervisory Panel ( **Enrolment Details:** ) indicated that they **did not support** extending **Enrolment Details:** 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 **Enrolment Details:** unofficial transcript comments are displayed in the table below for your information. If the table is empty, no details have been recorded.

Date	Description	Comments





### Milestone Details



The following table provides a summary of the milestones associated with [redacted]'s enrolment.

Milestone Description	Due Date	Complete
Annual Plan	25/05/2016	In Progress
Thesis Proposal Review	31/05/2016	No



### 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

[redacted] has indicated that they have devoted, on average 23 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 Name]* has uploaded the following documentation in relation to their First Annual Research Plan:

Milestone  
Documentation\* (Goal layout options.docx) [\[Open\]](#)



## Awards and Achievements



The candidate has listed the following awards/achievements they have received since their last Annual Research Report and/or Plan.

Achievement/award*	Description*	Date Achieved*
Award 1	Award details go here.....	1/05/2016



## Support and Employment Details



### Research Support Details

*[Candidate Name]* has indicated that they require additional support in order to complete their studies. They have provided the following comments:

*Here are the additional things I will require .....*

### Employment Details

*[Candidate Name]* has indicated that they anticipate they will work in paid employment 12 hours per week for 23 weeks of the year.

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 ██████ participated in the review of this milestone.

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

*ghgfjghfjgjfghfjg*





### Progress Assessment



#### Student progress

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

[redacted] has made satisfactory progress since enrolling:

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

[redacted] has shown initiative with the requirements of the research program and the level of study:

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

[redacted] has diligently and consistently applied themselves to their project:

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

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

*Further comments on progress*

#### Issues affecting progress

[redacted] has identified that they have experienced issues in the following areas:  
*interruption to supervision, understanding work expected and communication.*

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

*This is how the issues have affected my progress..... Issue1 ..... Issue2..... Issue3.....*

[redacted] 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).

**Ethics Approval #1**

Organisation type: *Internal (ANU)*

Approval obtained: *Yes*

Approval date: *2/05/2016*

Reference #: *1234*

Details: *Internal Ethics Details*

**Ethics Approval #2**

Organisation type: *External*

Approval obtained: *Yes*

Approval date: *3/05/2016*

Reference #: *4321*

Details: *Details on external Ethics*



### Candidate - Supervisor Interaction

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

**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 [redacted]** 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

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

**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

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

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

- Annual Research Report and Plan 25/05/2017.

### 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



### Alternative Assessment

Your milestone assessment differs from the Chair of the Supervisory Panel. It is recommended that you save this form and discuss this decision with the Chair, or Associate Dean HDR, before submission.

As Delegated Authority, I assess [redacted] s First Annual Research Plan as:

- requiring further review.** An additional review of the candidate's progress will be conducted.
- unsatisfactory.** The candidate will be transferred to a program for a Master of Philosophy.
- unsatisfactory.** The candidate will be requested to show cause why their candidature should not be terminated.

Please provide reasons for your decision including the outcomes of your discussion with the Chair of the Supervisory Panel:\*

I would like to upload additional documentation supporting my recommendation

9. 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