HDR MILESTONE REPORTING – SUPPLIMENTARY REVIEW EFORM

Version 1.0

Contents

Supplementary Review

This form can be used for the mid-term review and other supplementary reviews, as required by the Delegated Authority.

A supplementary review is designed to help your Supervisory Panel assess your progress towards completing your thesis within an approved timeframe and to a satisfactory level. This report is used to identify any issues that may prevent this from happening, and where identified, it is the purpose of this report to provide a formal means for your Supervisory Panel to make recommendations on how to proceed.

The specific requirements for a supplementary review will be determined by your College. It is your responsibility to make an appointment with your research supervisor to discuss what is expected in this report. The report may include documents as prescribed by your Chair or the Delegated Authority together with both written and oral assessments.

Approval Delegation

Process	Description	Approver
Form Initiation	The Research Candidate uploads and submits a Supplementary Review as prescribed by their Chair of Panel.	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 from College Delegated Authority	The Delegated Authority approves or amends the Chairs' recommendations.	College Delegated Authority

Supplementary Review - Form Guide

This reference guide provides an overview of the process when submitting the Supplementary Review.

Student Milestone

1.	Login to ISIS using your UID and password
2.	Navigate to: > ISIS > Research > Research Reports And select the Supplementary Review from the list
3.	The first page is an introduction with details about the Milestone you are completing. Please double check the correct Milestone is selected.

Research Career

Program	Report	Due Date	Status	Date Completed	eForm
9552 - PhD Arts & Social Sciences	Annual Report and Plan	09/30/2017	In Progress		Pending Approval
9552 - PhD Arts & Social Sciences	Supplementary Review	07/31/2016	Not Completed		Begin eForm
9552 - PhD Arts & Social Sciences	Oral Presentation	07/01/2016	Not Completed		Begin eForm
9552 - PhD Arts & Social Sciences	Research Integrity Training	05/31/2016	Not Completed		Begin eForm
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

Introduction

Form Id: 1000004711

Form Details
Candidate Details:
Milestone Type: Supplementary Review
Milestone Due: 31/07/2016

This form can be used for the mid-term review and other supplementary reviews, as required by the Delegated Authority.

A supplementary review is designed to help your supervisory panel assess your progress towards completing your thesis within an approved timeframe and to a satisfactory level. This report is used to identify any issues that may prevent this from happening, and where identified, it is the purpose of this report to provide a formal means for your supervisory panel to make recommendations on how to proceed.

The specific requirements for a supplementary review will be determined by your College. It is your responsibility to make an appointment with your research supervisor to discuss what is expected in this report. The report may include documents as prescribed by your chair or the Delegated Authority together with both written and oral assessments.

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.

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

Student Details

Details

Name

Phone

Address

If any of the personal details listed above are incorrect, please login to ISIS to change the relevant details.

Citizenship Information

Citizenship Status   Visa Status

Residency

Canditature Details

Program		**College / School**	
Enrolment Type		**Program Commenced**	
Status		**Academic Load**	
Scholarship Information		**Maximum submission date**	

Supervisory Panel

Name	Role
	Adviser
	Adviser
	Adviser
	Adviser
	Supervisor
	Chair of Panel

Click on [→] to proceed.

5.

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.

6.	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 Description	Due Date	Complete
Annual Plan	1/07/2013	Yes
Thesis Proposal Review	1/01/2014	Yes
Research Integrity Training	31/05/2016	No
Oral Presentation	1/07/2016	No
Supplementary Review	31/07/2016	No
Annual Report and Plan	30/09/2017	In Progress

Click on [→] to proceed.

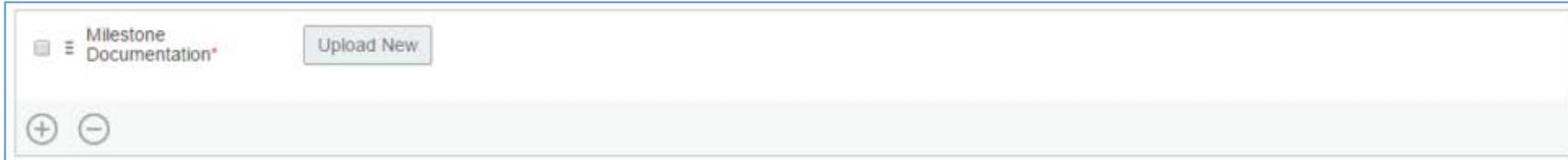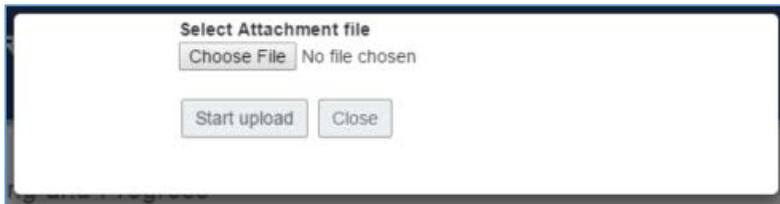|	
7.	The milestone documentation page is where you'll provide details for the supplementary review as determined by your college. You can upload your report and other supporting documentation using by clicking the 'Upload New' button. Additional document upload slots can be added by clicking the +.
	A pop-up window will appear which allows you to browse your files and upload the document.
	Click on to proceed.
8.	Once you have completed the required form details, you will be able to submit the Milestone to the Chair of your Supervisory Panel for approval.
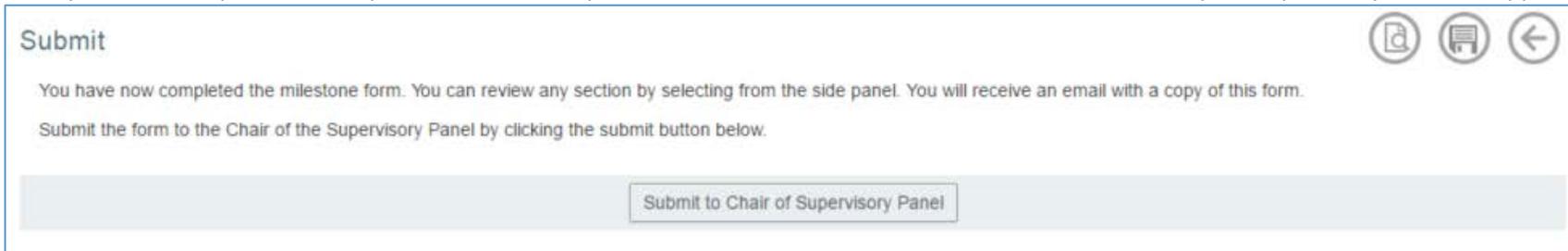
Chair of Supervisory Panel Approval

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** 	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.

Introduction

Form Id: 1000004711

Form Details
Candidate Details: ▮▮▮▮▮▮▮▮
Milestone Type: Supplementary Review
Milestone Due: 31/07/2016

This form can be used for the mid-term review and other supplementary reviews, as required by the Delegated Authority.

A supplementary review is designed to help your supervisory panel assess your progress towards completing your thesis within an approved timeframe and to a satisfactory level. This report is used to identify any issues that may prevent this from happening, and where identified, it is the purpose of this report to provide a formal means for your supervisory panel to make recommendations on how to proceed.

The specific requirements for a supplementary review will be determined by your College. It is your responsibility to make an appointment with your research supervisor to discuss what is expected in this report. The report may include documents as prescribed by your chair or the Delegated Authority together with both written and oral assessments.

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

Please review the Supplementary Review submitted by ▮▮▮▮▮▮ 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   (blurred)

Citizenship Information

Citizenship Status   (blurred)

Residency   (blurred)

Canditature Details

Program	(blurred)	College / School	(blurred)
Enrolment Type	(blurred)	Program Commenced	(blurred)
Status	(blurred)	Academic Load	(blurred)
Scholarship Information	(blurred)	Maximum submission date	(blurred)

Supervisory Panel

Name	Role
(blurred)	Adviser
(blurred)	Adviser
(blurred)	Chair of Panel

<table>
<tr><td></td><td>Click on to proceed.</td></tr>
<tr><td>5.</td><td>

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

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

_____ 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: _____ must submit a request for extension.

</td></tr>
</table>

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.
	Click on to proceed.
7.	The Milestone Documentation section is where the Candidate uploads the required documentation for their Supplimentary Review as indicated by their college. This documentation can be downloaded using the "Open" button.
	Click on to proceed.

8.	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.
	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 ~~Nicole National~~ met with ~~Nicole National~~ regarding the Supplementary Review:*

[   ] [📅]

Please provide comments regarding the Supervisory Panel discussion below:

[   ]

[→]

Click on [→] to proceed.

9.	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.

10.	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.
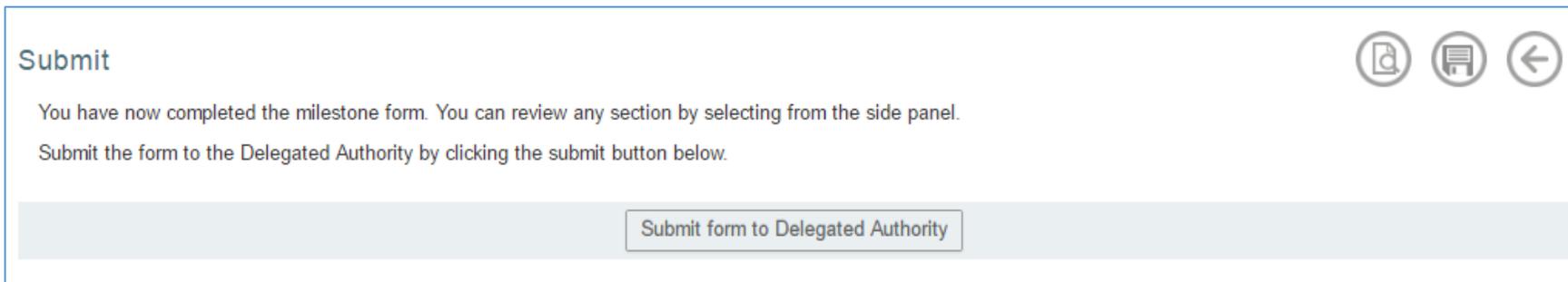
As you have identified that further review is required, please detail additional or remedial work to be undertaken by the candidate:*

Please indicate the due date for ⬚⬚⬚⬚ 's next Supplementary Review:*
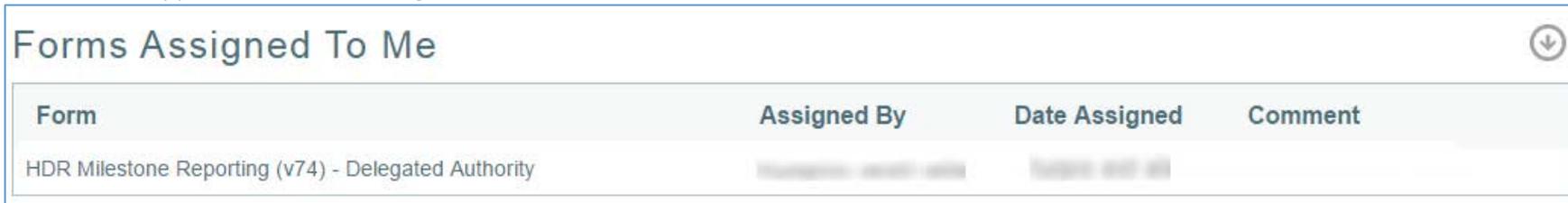
	Click on ⊕ to proceed.
11.	Once you have completed the required form details, you will be able to submit the Milestone to the College Delegated Authority for approval or back to the Candidate for further comments.
	Submit 📄 💾 ⬅
	You have now completed the milestone form. You can review any section by selecting from the side panel.
	Submit the form to the Delegated Authority by clicking the submit button below.
	Submit form to Delegated Authority

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
	Click on the form to enter
4.	The first page is an introduction with details about the Candidate and the Milestone they have completed.

Click on to proceed.

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

Citizenship Information

Citizenship Status

Residency

Canditature Details

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

Supervisory Panel

Name	Role
	Adviser
	Adviser
	Chair of Panel

Enrolment Details

Submission Date 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**.

[____] 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 ([_____]) 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 [_____] unoffical transcript comments are displayed in the table below for your information. If the table is empty, no details have been recorded.

Date	Description	Comments

| 6. | The Milestone Documentation section is where the Candidate uploads the required documentation for their supplimentary Review as indicated by their college. This documentation can be downloaded using the "Open" button.

Click on to proceed. |

| 7. | The Chair of Panel has included details on the Supervisory Panel discussion for review. |

Supervisory Panel

Prof ▓▓▓ participated in the review of this milestone.

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

ghgfjfghfgjfgjfghfgj

| 8. | 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. |

Review and Approval

Supervisory Panel's Assessment

The Supplementary Review prepared by ▓▓▓ has been assessed by the supervisory panel to be **"satisfactory"**. The reasons for this assessment are as follows:

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.

9.	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 ▓▓▓▓▓ Supplementary Review 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
10.	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