



University of
South Australia

Student and
Academic Services

User Guide
Submitting Review of Progress

Graduate Research
Student and Academic Services

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OVERVIEW: REVIEWS OF PROGRESS

To help you plan six months ahead and work towards your final thesis submission, the University has a twice-yearly planning and review cycle to monitor the progress of each student's research project. This regular cycle assists students, supervisors and Research Education Portfolio Leaders (REPL) (or equivalent) to identify and discuss any issues or problems that arise.

You are required to undertake at least two Reviews of Progress each year, no more than six months apart. Reviews must be completed by you, your Principal Supervisor and your REPL (or equivalent).

Students must make satisfactory progress during candidature to obtain approval for continued enrolment in the program (see the [academic regulations](#) relevant to your degree). All research degree students must undertake their Reviews of Progress, including students who are on leave. Students that fail to participate in the Reviews of Progress may be administratively withdrawn (refer [Clause 8.9](#) Academic Regulations).

The due date of your Reviews of Progress will depend on your Research Period enrolment pattern, which is determined at the time of initial enrolment. Reviews of Progress will be available for completion in your research portal approximately 2 months prior to the Review due date (see below table)

Research Period	Due Date for Review of Progress
1	May 31st
2	August 31 st
3	October 31 st
4	February 28th

Note: Students enrolled in a Professional Doctorate that is recognised as a higher degree by research will undertake this planning and review process in the research phase of their degree. Re-enrolment information will be sent separately to research professional doctorate students in their coursework phase.

More information on Reviews of Progress can be found at:

<https://i.unisa.edu.au/students/research-students/commencing-students/reviews-of-progress/>

SUBMITTING YOUR REVIEW OF PROGRESS

You will receive an email approximately 2 months prior to the Review of Progress due date, notifying you that the review is available for completion in your research portal.

Before you log into your portal and complete your review of progress you must meet with your supervisor(s), and REPL (or equivalent) if required, and discuss your progress.

You will need to ensure that the planning and review takes place on time by making appointments with your supervisor(s), and REPL (or equivalent), if required.

Email Reminders:

1. When the Review of Progress is ready for completion in your research portal
2. Weekly reminders until the review is submitted, commencing 3 weeks prior to the review due date
3. A reminder email on the Review of Progress due date, if not yet submitted
4. An email when the Supervisor completes your Review of Progress, letting you know that it has been sent to your REPL (or equivalent)
5. When the REPL (or equivalent) has completed their evaluation of the Review of Progress
6. Weekly overdue notices until the review is submitted, for 3 weeks post due date

Step 1: Login to my Research

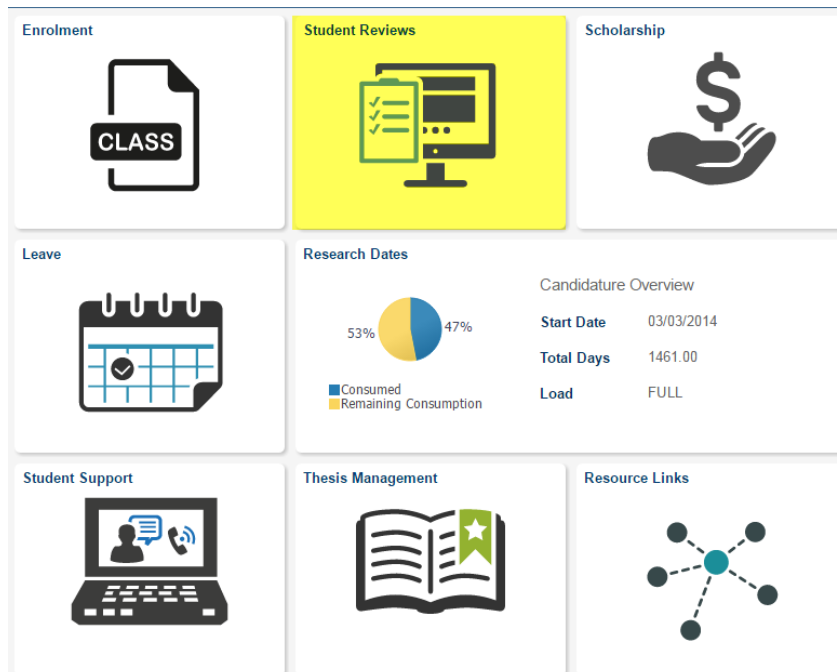
Open the student portal via <https://my.unisa.edu.au/public/studentweb/> and login using your student ID and password.

Select the **Research** tab to open the research student portal.



Step 2: Open the Review of Progress

Open the **Student Reviews** tile



Select the appropriate Review of Progress for the correct Research Period

My Reviews				
Period	Review Status	Date Submitted	Due Date	Outcome
Review of Progress RP 1 2016	Not Submitted		31/05/2016	>

Your Review of Progress will be displayed

Step 3: Update the Review information

Update the Ethics Information as required.

If this section is not relevant to your research degree or Review of Progress, select 'Not Required' or 'No' where appropriate and leave the date field blank.

Ethics Information

Does the research require the use of animals, animal products, human participants or data and/or human tissue requiring ethics approval?

- Yes
 No

Ethics Approval Number

Has appropriate training been completed in order to work with animals or humans?

- Yes
 No
 Not Required

Have any aspects of the research protocol changed since the original was approved was granted? (If yes, please attach details of amendments and any revised protocol approvals)

- Yes
 No
 Not Required

When did the supervisor/s last observe the student undertaking work with animals or humans?

Complete the Research Details section, based on the discussion you had with your Supervisors and REPL (or equivalent).

Research Details

Current State of Research

Detail current state of your research and/ or thesis, including any concerns with your progress

Research Plan

Detail milestones required for the next 6 months, including training activities

Supporting Documentation Attachments

Step 4: Add attachments to your Review of Progress

You may upload any supporting documentation to your Review of Progress. Any comments and attachments that you include in your review will be sent to your Principal Supervisor and REPL (or equivalent) for review.

Supporting documentation may include Academic Units specific requirements, such as proof of workshop attendance. If you are unsure whether there are specific requirements for Reviews of Progress in your local area you should contact your academic Unit Administrators.

To attach Supporting Documentation, select the **Attachments** link and then **Add**.

Research Plan

Detail milestones required for the next 6 months, including training activities

Supporting Documentation Attachments



The file will then appear in the Attachments box.
 You can view the attachment using the **View** button or delete the attachment using the **Minus** button. To close the screen and return to your Review of Progress select **Done**

Step 5: Submit your Review of Progress

Once you have completed your Review of Progress and uploaded any required attachments you will need to read through the declarations and submit. The declarations must be ticked before you are able to submit your Review of Progress.

Once you have completed your Review of Progress and confirmed each of the declarations hit '**Submit**' and the review will be sent to your Principal Supervisor for evaluation and completion.

- I have read and understood the information at [Review of Progress](#)
- The Statement of Agreement has been reviewed and updated (if applicable), OR the Research Induction Plan has been completed (for students in first 6 months of candidature)
- The ethics information for this review is up to date
- I have met with my Supervisor to discuss my progress prior to the submission of this Review
- Any concerns with progress have been discussed and documented in a progress plan or intervention strategy



Note: If you would like to save your Review of Progress to be able to complete and submit at a later date you can hit the 'Save' button and it will remain in your research portal.

When you have submitted your Review of Progress your research portal will display the date that you submitted your review

My Reviews				
Period	Review Status	Date Submitted	Due Date	Outcome
Review of Progress RP 1 2016	Submitted for Review	22/03/2016	31/05/2016	>

Step 6: View your Review of Progress outcome

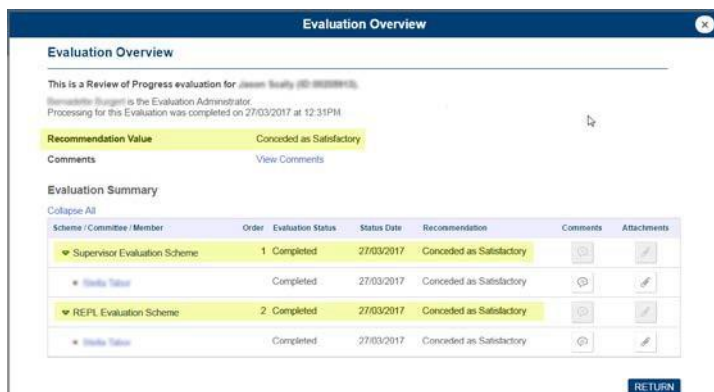
Once your Principal Supervisor has completed their evaluation of your Review of Progress it will be sent to your REPL (or equivalent) for evaluation and completion.

When your REPL (or equivalent) has completed their evaluation of the review you will be able to view the outcome in your research portal by selecting **View Outcome Details**.

Review Details	
Name	Smith, James
Student Id	00000001
Due Date	31/05/2017
Review Status	Submitted for Review
Outcome	Conceded as Satisfactory View outcome details

The **Evaluation Overview** screen will display the recommended outcome from your Principal Supervisor and REPL (or equivalent), including the date that they each submitted the Review and the final overall outcome for your Review.

Click on the **Comments** or **Attachments** buttons to view the comments and/or attachments submitted by your Principal Supervisor and/or REPL (or equivalent)



The screenshot shows the 'Evaluation Overview' window. It includes a title bar, a sub-header, and a main content area. The main content area contains a 'Recommendation Value' section, a 'Comments' section with a 'View Comments' link, and an 'Evaluation Summary' section. The 'Evaluation Summary' section features a table with columns for 'Scheme / Committee / Member', 'Order', 'Evaluation Status', 'Status Date', 'Recommendation', 'Comments', and 'Attachments'. Below the table is a 'RETURN' button.

Scheme / Committee / Member	Order	Evaluation Status	Status Date	Recommendation	Comments	Attachments
Supervisor Evaluation Scheme	1	Completed	27/03/2017	Conceded as Satisfactory		
REPL Evaluation Scheme	2	Completed	27/03/2017	Conceded as Satisfactory		

Click on the **Return** button to go back to the Evaluation Overview screen and then back to your Review details.



The screenshot shows the 'Evaluation Overview' window with details for a 'Supervisor Evaluation Scheme'. It includes a 'Comments' section with a 'View Comments' link and an 'Attachments' section with a table of attached files. Below the attachments table is a 'RETURN' button.

Attached File	Description	View
docx	docx	View

If you have any queries or concerns regarding the outcome of your Review of Progress please contact your Supervisor and REPL (or equivalent).