



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 RDC 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 RDC.

Students must make satisfactory progress during candidature to obtain approval for continued enrolment in the program (see the [Research Degree Policies and Procedures](#) 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 Students that fail to participate in the Reviews of Progress may be administratively withdrawn (refer [Procedure AB-58 P3 Research Degrees Student Progression](#)).

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 31 <sup>st</sup>
2	August 31 <sup>st</sup>
3	October 31 <sup>st</sup>
4	February 28 <sup>th</sup>

**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 RDC 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 RDC, 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 RDC
5. When the RDC 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

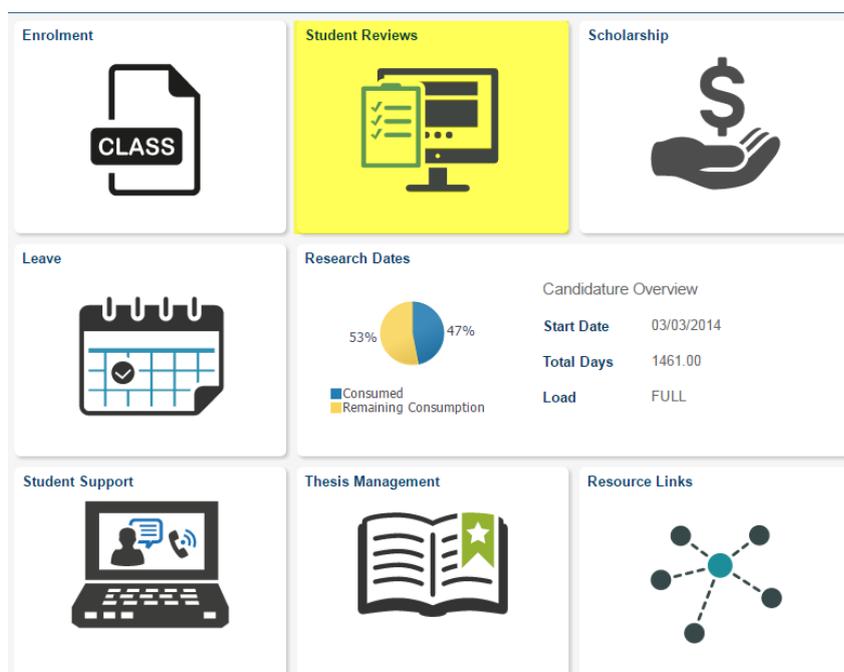
Open the student portal via <https://my.unisa.edu.au/public/studentweb/> and login using your student ID and password.

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 RDC.

#### 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 RDC 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 RDC for evaluation and completion.

When your RDC 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 <a href="#">View outcome details</a>

The **Evaluation Overview** screen will display the recommended outcome from your Principal Supervisor and RDC, 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 RDC

The screenshot shows the 'Evaluation Overview' window. At the top, it states 'This is a Review of Progress evaluation for Jason Leahy (02-0000000000)'. Below this, it indicates 'Processing for this Evaluation was completed on 27/03/2017 at 12:31PM'. A 'Recommendation Value' is shown as 'Conceded as Satisfactory' with a 'View Comments' link. An 'Evaluation Summary' section follows, with a 'Collapse All' link. Below is a table with columns: Scheme / Committee / Member, Order, Evaluation Status, Status Date, Recommendation, Comments, and Attachments. The table lists two evaluation schemes, both completed on 27/03/2017 with a 'Conceded as Satisfactory' recommendation. At the bottom right of the window 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.

This screenshot shows a detailed view of the 'Supervisor Evaluation Scheme'. It includes a 'Comments' section and an 'Attachments' table. The 'Attachments' table has columns for 'Attached File', 'Description', and 'View'. A 'RETURN' button is located at the bottom right.

Attached File	Description	View
...	...	View

If you have any queries or concerns regarding the outcome of your Review of Progress please contact your Supervisor and RDC.