## TIMELINES AND EXPECTATIONS FOR PROBATION/ANNUAL PROGRESS REVIEW

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<th>Timeframe</th>
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| **During your first semester of candidature** | • Be required to meet and discuss with Research Supervisor “Research Training Needs Analysis” template. This identifies training requirements to develop skills and attributes regarded as essential for all research students.  
• Be required to attend both the Research Methods Induction / Research Methods Workshop. Please note that IT students are not required to attend the Research Methods Workshop, but will be required to enrol in INFO5993 Research Methodology  
• Prepare a satisfactory draft literature review  
• Prepare a draft research proposal/plan (guide - http://sydney.edu.au/stuserv/documents/thesisproposal.pdf) |
| **By the end of the first semester of your candidature PhD and MPhil Students.** | Apart from regularly meeting with your Supervisors it is important that you make a special meeting time to focus predominantly on your progress to date, and what is expected in your Probation/Annual Progress Review. |
| **By the end of the second semester of your candidature PhD and MPhil students (irrespective of whether you are full time or part time)** | You will have a Probation/Annual Progress Review. This review is an important milestone for you as it provides a mechanism for feedback about your candidature. The review process is as follows:  
• You will submit your component of the Annual Progress Review report and sight the comments of your supervisor prior to the interview. Your section of the report will summarise your up-to-date research progress and outcomes and your plan for future research to complete your degree. |

**If you are in your first year of probation candidature, you are required to submit a draft Research Proposal and Literature Review. Please note:**

a. **The Research Proposal** must be original and innovative, addressing a research question/s, and outline a clear research plan, research methodology and estimated time lines to complete the thesis. There are no specific length/words for the Research Proposal but it is expected that this be no more than 2 pages.

b. **The Literature Review** is a collection of state of the art knowledge in a specific field which provides clear evidence that you have a clear understanding of the background knowledge relevant to the research project.

c. For the purposes of your Probation APR, by showing that you have a clear understanding as outlined above, you are required to submit a condensed version of your Literature Review for the Panel Committee’s consideration. This is to be no more than 10 pages in length. Your Research Proposal and Literature Review must be saved as a PDF document named ResProposal_LitReview-SURNAME

• You will attend a Probation/Annual Progress Review with a Review Committee consisting of Panel members and a Panel Chair, Academic Staff from within the School. The Supervisor/Auxiliary Supervisor may attend the interview but are not formal panel members. If the Supervisor or Auxiliary Supervisor attends, part of the interview will be conducted with the Supervisor/Auxiliary Supervisor absent.

The Interview will focus on the candidate being able to show:

• That their Literature Review and draft Research Proposal address the above criteria (if a probation student);  
• Their understanding of fundamental and applied research in the context of their research problem;
The role of publications and progress to date in submitting a paper to a conference or journal;
Progress to date to explore and resolve a specific research task and be able to show that they are proactive in pursuing their research project.

If the candidate has indicated that their project has changed, the Panel will discuss reasons for the change as this may impact on submission date of the thesis. This will also be noted in their report.

The Panel will then submit their comments and feedback to the School Research Training Director indicating if Progress has been considered “Satisfactory” or “Marginal”. The Panel Chair will make one of the following recommendations:
• The probation period has been satisfactorily completed
• The candidate will need to be reviewed again prior to having completed one year.

If the recommendation is made “to be reviewed again” as progress is considered “Marginal”, the Supervisor is then required to meet with the student face to face to set Action Items/Action Plan. These Action Items must be met before the follow-up interview takes place in the 9th week following their Probation/Annual Progress Review. The candidate will be required to submit a “Short Report” on how they believe they have met the Action Items within the Timeframes and submit this to the PG Officer 5 days prior to the follow-up interview. The candidate will be required to bring their Report and any other supporting documentation to the follow-up interview, to discuss their progress on meeting the Action Items.

This will form the basis to show if progress is now deemed “Satisfactory” or “Unsatisfactory”. If shown as “Unsatisfactory” the candidate will be asked to “Show Cause” and have 21 days to appeal the decision.

At the end/during each year thereafter, all students.

At the conclusion, or during each year of the research candidature after probation has been successfully met, the candidate will be required to submit their Annual Progress Report and attend an interview with the same format as their initial Probation/Annual Progress Review.

The candidate will need to provide information in relation to the following areas and receive a copy of their supervisor’s comments before attending the interview:
• The problem statement/thesis question;
• Methodology and results so far;
• Publications to date and drafts of publications to be submitted;
• A timeline for completion outlining how future work is to be completed.

If the recommendation is made “to be reviewed again” as progress is considered “Marginal”, the Supervisor is then required to meet with the student face to face to set Action Items/Action Plan. These Action Items must be met before the follow-up interview takes place in the 9th week following their Annual Progress Review. The candidate will be required to submit a “Short Report” on how they believe they have met the Action Items within the Timeframes and submit this to the PG Officer 5 days prior to the follow-up interview. The candidate will be required to bring their Report and any other supporting documentation to the follow-up interview, to discuss their progress on meeting the Action Items.

This will form the basis to show if progress is now deemed “Satisfactory” or “Unsatisfactory”. If shown as “Unsatisfactory” the candidate will be asked to “Show Cause” and have 21 days to appeal the decision.

By the end of the seventh semester of your candidature PhD Students.

If the candidate is in a position to complete their thesis for examination by the end of the seventh semester, the candidate will not be required to attend their APR.

If, however, the candidate will be continuing their candidature into an eighth semester, they will then be required to submit a report to confirm their completion status and the steps involved for completion. This report is to be included in their Annual Progress Review.

The final stages of candidature, all

The submission and completion of the research candidature comprises of the
students following steps:
- Lodgement of a “Notification of Intention to Submit” form with the Graduate School of Engineering & IT three months prior to the submission of the thesis;
- Lodgement of four copies of the thesis (PhD) or three copies (MPhil) which must be suitably bound, to the Graduate School of Engineering. The student can also submit electronically. The “Supervisor’s Certificate” approved by Research Supervisor and School Research Training Director is to be attached;
- The thesis will then be placed “Under Examination” and you will be informed of the outcome once examiners’ reports have been returned and a recommendation is indicated by the School.

For more information regarding your requirements and administration of your candidature please contact:
The Graduate School of Engineering and IT
Room 310 PNR Building J02  engineering.research@sydney.edu.au or 9036 5170