

Annual Progress Reviews

Reference:

<http://www.medfac.usyd.edu.au/currentstudent/postgrad/research/index.php#annual>

All USyd postgraduate research students undergo an annual review of their progress in September / October (including students on suspension). The process includes written reports providing evidence of progress by the student and their supervisors plus an interview.

The annual progress report form is emailed to students directly by USyd. Students must type their responses on the Word document then arrange for their supervisor to complete their sections. The completed form is submitted by the student to the Postgraduate Research Student Administrator prior to interview. (Students and supervisors will be given a date for submission of the form - second last week of September, approximately.)

The Discipline's annual progress review interview panel is comprised of P&CH staff, usually three, and does not include any of the student's supervisors. Interviews are convened at CHW in October. The interviews are a friendly, non-stressful, check of progress and an opportunity for students to raise any areas of concern. The goal is to stay up to date with progress so that the Postgraduate Research Student Team can provide early assistance should any difficulties in candidature arise.

At the annual progress review interview, all students must submit a copy of the following documents to the Chair of the annual progress review interview panel for the Discipline's files:

- **Literature Review** (except students who commenced in Semester 2 who must submit their Literature Reviews in March the following year.)
- **Current drafts of thesis and papers**
- **Thesis outline**

After the annual progress review interview, students will be notified to come to the Postgraduate Research Student Administrator's office to view the written comments of the supervisor, Panel Chair and Postgraduate Co-ordinator. There is opportunity for the student to write a comment and sign the form.

The Postgraduate Research Student Administrator will then post the form to the Faculty.