

HIGHER DEGREE RESEARCH – ANNUAL PROGRESS REPORT

DO NOT PRINT THIS FORM.

SAVE the form before completing the required sections of the form electronically. Attach to a Service Request. Service requests can be raised through myGriffith / my Research / My Candidate Centre. Paper copies of this form will not be accepted.

PART 1		CANDIDATE DETAILS	CANDIDATE TO COMPLETE
ID: s2807774	First Name: Luke	Family Name: Lincoln	
Candidature Activities	Work Completed in the last 12 months	Research Targets for the next 12 months	
PhD Milestones eg. induction, annual progress report, confirmation, intention to submit, thesis lodgement	intention to submit	Finalization of thesis	
Research Process eg. Accessing literature, consider methodologies, resourcing, develop tools, fieldwork, deliver tools, gather results, development of techniques, acquisition of relevant reagents.	Reading and downloading additional data for experiments, re-writing programs to run experiments on new data		
Thesis Writing eg. title & abstract, introduction, literature review, methodology, data analysis, discussion, conclusion, other written work or creative activity	Abstract, Intro, Literature Review, Methodology, Experiments and Conclusions sections have finally been written, re-written, edited and finalized		

Candidature Activities (Cont)	Work Completed in the last 12 months	Research Targets for the next 12 months
Coursework (if applicable) eg. required component, concurrent courses		
Approvals/Agreements/Applications eg. IP, Ethics, Industry, Health & Safety, Scholarship		
Outputs/Recognition * eg. conference papers, journals, product development, seminars, prizes, awards, public recognition of research	1 x Journal paper had been published 3 x Conference papers have been published	

* Refereed publications should be submitted through the Office for Research <http://www.griffith.edu.au/research/research-publications/publication-collections>

1. Are you satisfied with your **overall progress** in relation to your activities over the past 12 months?

Yes ☒

No ☐

Comment:

I am very satisfied, I am sorry for completing this form late but I have spent the last six months perfecting the thesis, and both I and my supervisor believe it is ready for submission

2. At this stage, do you expect to submit your thesis by the **maximum submission date**?

Yes ☒

No ☐

Comment:

3. In consultation with your supervisor, provide a timeline for the completion of your thesis

Timeline for completion:

The thesis is ready for submission now

4. Have there been any change(s) to your research program that may result in commercially viable [intellectual property](#), the inclusion of [confidential](#) or sensitive material in your thesis, or the requirement for human or animal [ethics](#) approval?

Yes ☐

No ☒

If Yes, please provide details:

5. On average, your **project is discussed with your supervisor**:

Daily ☐

Weekly ☒

Fortnightly ☐

Monthly ☐

Other [Specify] ☐

6. If you have experienced any **problems/difficulties** that may have impeded your progress, indicate by ticking the boxes below:

☐ Supervision

☐ Financial

☐ Lack of equipment/resources

☐ Work related

☐ Technical

☐ Personal

Other, please specify:

7. Provide a brief description below (or attach a separate sheet) of any problems/difficulties. This is particularly relevant if these problems/difficulties have caused or are likely to impede your progress.

Timeline for completion:

Once **PARTS 2 & 3** have been completed by your principal supervisor, you will need to acknowledge the report in **Part 4**

PART 2	REPORT	PRINCIPAL SUPERVISOR
<p>To be completed by the principal supervisor after consultation with the candidate and other supervisors. With reference to the candidate's response in PART 1 (Section 1), comment on the work completed over the past 12 months including the quality of written/creative work and other outputs:</p>		
PART 2(Cont'd)	REPORT	PRINCIPAL SUPERVISOR
<p>With reference to the candidate's response in PART 1 (Section 2), comment on the research targets planned:</p>		
<p>If you have any further comments on interaction with the candidate, including frequency of meetings, or the progress of the candidate please record them below or attach a separate sheet:</p>		

PART 3	RECOMENDATION	PRINCIPAL SUPERVISOR
I have discussed the progress of the work with the candidate and make the following recommendation:		
<input type="checkbox"/> Continuation of candidature <input type="checkbox"/> Continuation of candidature with specific conditions <input type="checkbox"/> Termination of candidature		
Comments / Conditions (if applicable): eg. interim review		
PART 5	DECLARATION	HDR CONVENOR
PART 6 (A)	RECOMMENDATION	DEAN (RESEARCH)
Required where the HDR Convenor has indicated unsatisfactory progress		
<input type="checkbox"/> Continuation of candidature <input type="checkbox"/> Continuation of candidature with specific conditions <input type="checkbox"/> Termination of candidature		
PART 6 (B)	ACKNOWLEDGMENT	PRINCIPAL SUPERVISOR
If an interview with the candidate and principal supervisor has been undertaken due to issues of concern please indicate date completed.		Date:
Problems identified, actions to be undertaken, and timelines agreed upon at the interview are detailed above and have been confirmed by the candidate and the principal supervisor below.		
Principal Supervisor Name (please type):		Date:
PART 6 (C)	ACKNOWLEDGMENT	CANDIDATE
Candidate Name (please type):		Date:
PART 7	CONTACT DETAILS	
www.griffith.edu.au/higher-degrees-research/contact-us		
PROTECTING STUDENT PRIVACY		
Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan or Telephone (+61 7) 373 57700 or (+61 7) 555 28811.		