CSE Progress Review - Candidate Checklist

* This form has been designed to guide Research candidates and Progress Review Panel Members to ensure that a candidate has met the minimum requirements for their Progress Review.

Candidate Name: _____

Candidate zID: _____

CONFIRMATION REVIEW	2nd ~ 3.75 YEAR REVIEWS	FINAL ON-TIME REVIEW	OVERTIME REVIEW
Has the candidate provided:	Has the candidate provided:	Has the candidate:	Has the candidate:

CONFIRMATION REVIEW

Has the candidate provided:

Literature Review (no page limit)

Research Proposal including: (maximum 15 pages including references and appendices)
- A short introduction
- Key research objectives
- Approach and methodology
- Assessment of resources
- A brief timeline of thesis progress
- Demonstration of capacity to undertake research through preliminary results or equivalent
- Suggested milestones for the next 12 months, already discussed with supervisor

Completion of GSOE9400 (all candidates), for MPhil candidates, completion or 2 additional courses

Attendance at UNSW HDR Welcome and Orientation for new HDR candidates

Completion of Research Integrity Module

Proof of Research Data Management Plan (RDMP) - screenshot or email confirmation; primary supervisor also listed on the RDMP

Proof of Data Archive - screenshot

One page document for milestones (Please complete New Milestones section only)

All Safe Work Procedures and Risk Management Form are up to date- Lab based HDRs only

Will deliver an oral presentation covering all the points mentioned above during the review meeting

Check this box if your thesis involves engagement with industry partners or government agencies, and you spend some time in these organisations

2nd ~ 3.75 YEAR REVIEWS

Has the candidate provided:

☐ • An updated project plan
• Suggested milestones for the next 12 months, already discussed with supervisor
• Details of any recent/current/future publications (optional)

Proof of an updated Data Archive; recently updated saved data - screenshot

One page document for milestones

Safe Work Procedures and Risk Management Form are up to date - Lab based HDRs only

Will deliver an oral presentation covering all the points mentioned above during the review meeting

Check this box if your thesis involves engagement with industry partners or government agencies, and you spend some time in these organisations

Has the Panel:

- Checked the candidate's progress against the milestones set at the most recent review?
- Confirmed new milestones are appropriate for the subsequent review period, as suggested by the candidate?

FINAL ON-TIME REVIEW

Has the candidate:

If it is not possible for the candidate to submit their thesis on-time, Timeline to completion, including timeframes for supervisor feedback & approved by supervisor must be submitted

The reasons for the delay in submission must be documented

One page document for milestones

Safe Work Procedures and Risk Management Form are up to date - Lab based HDRs only

Proof of an updated Data Archive; recently updated saved data - screenshot

Will deliver an oral presentation covering all the points mentioned above during the review meeting

Has the Panel:

• Checked the candidate's progress against the milestones set at the most recent review?
• **The only possible outcomes for a review when the candidate cannot submit on-time are MARGINAL or UNSATISFACTORY**

OVERTIME REVIEW

Has the candidate:

☐ • Confirm they are now on track to submit their thesis by the subsequent census date
• Will deliver an oral presentation covering all the points mentioned above during the review meeting

One Page document for milestones

Safe work procedures and Risk Management for are up to date - Lab based HDRs only

Updated Timeline to completion, including timeframes for supervisor feedback & approved by supervisor

Proof of an updated Data Archive; recently updated saved date - screenshot

Has the Panel:

• Checked the candidate's progress against the milestones set at the most recent review?
• Milestones achieved? SATISFACTORY/MARGINAL
• Milestones not achieved? UNSATISFACTORY