

Annual Progress Report

User Guide



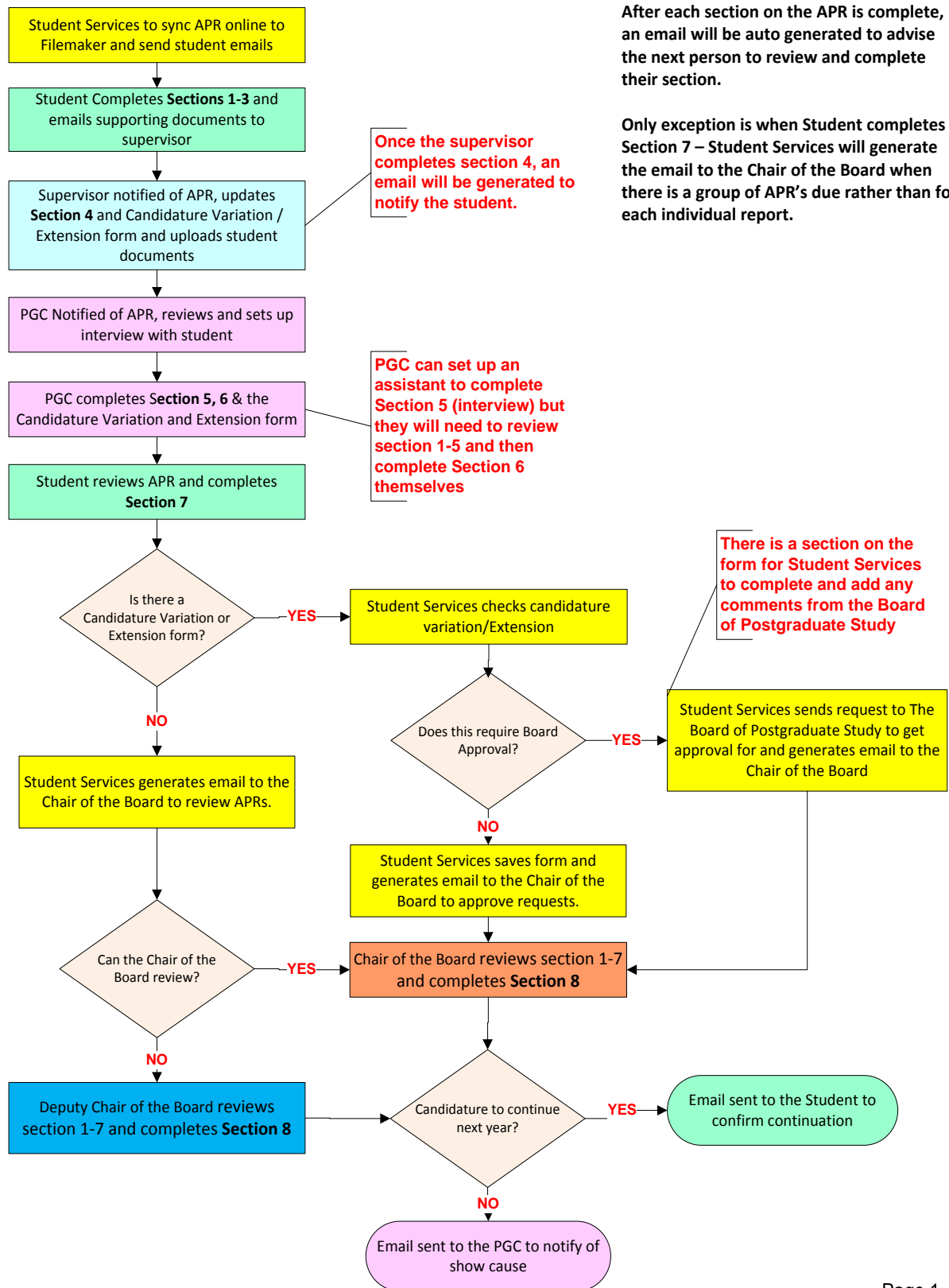
Annual Progress Report

All current research higher degree candidates in the Sydney Medical School, Sydney Nursing School, the Faculty of Dentistry, and the Faculty of Pharmacy MUST complete an APR.

It is the candidate's responsibility to ensure that this report has been completed by all parties. A candidate who fails to complete and submit the report will be asked to show cause as to why the candidature should not be terminated by reason of unsatisfactory progress.

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Annual Progress Review



Section 1 - Completed by the Candidate

This section is to confirm the University has the correct contact and Candidature details and gives you the chance to update or change any details.

INSTRUCTIONS FOR CANDIDATES

- All contact details to be checked by candidates
- Where any details are in correct or incomplete, please follow the link to 'My Uni' to update.

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Section 1

Family Name
Given Names
SID

1.1
CONTACT DETAILS

Mailing Address Use the following link to update contact details. [MY UNI](#)

State/Country
Postcode
Phone(s)

Fax
Email

Attention: The University sends important information to your official student email address and deems all mail sent to this address to have been delivered. It is therefore important that you access this email regularly or redirect incoming email to your preferred email address, as the official student email address cannot be changed.

- All Candidature details to be checked by candidates
- Confirm the name of your PGC is correct
- Where any details are incorrect or you would like to make any changes to your candidature, please click on the "Click here" on the right hand side of the screen and complete the **Candidature Variation Request** form (*Appendix 1*)

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Section 1 (To be checked by ALL candidate)

Family Name
Given Names
SID

1.2
CANDIDATURE DETAILS

Degree	Doctor of Philosophy (Medicine)
Attendance	Full Time
Commenced	FEBRUARY-MARCH 2008
Earliest date	FEBRUARY-MARCH 2011
Latest date	FEBRUARY-MARCH 2012
Discipline	Pathology
School	School of Medical Sciences
PGC	Dr Paul Witting
Thesis Title	Pathogenesis of cerebral malaria

If you wish to vary your candidature, please [click here](#)

Appendix 1: Candidature Variation Form -

The Board of Postgraduate Studies in Dentistry, Medicine, Nursing & Pharmacy must approve all variations to candidature. Candidates who wish to vary their enrolment may do so by completing this form.

Requests must be received by Student Services before 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2). If a request is received after these deadlines the request, if approved, will take effect in the following semester.

Part-time study

An applicant wishing to convert to part-time candidature should submit with this form, a detailed proposal including how the research will be carried out, its relationship to her/his employment and arrangements for attendance at a University affiliated site. The University is not willing to act solely as an examining body. Any research must be under the direction and supervision of the University

There are certain restrictions that may apply to students on scholarships. Scholarship holders who wish to convert to part-time candidature should check with the Research Office first to make sure the conditions of the scholarship will allow for part-time study.

International students are normally required to undertake full-time candidature under the terms of their entry visa.

Suspension

Candidature is recorded in whole semesters. You may request a period of suspension, e.g. if you have been ill, or need to undertake full-time employment. Suspensions may be requested for one semester or, in exceptional circumstances, for two semesters. Shorter absences will be noted on your student file.

Requests for suspension must be made in advance and not retrospectively.

Scholarship holders must notify the Research Office of any periods of absence.

Time away

There is provision to spend time in another university or institution during your candidature and also to complete your candidature away from the University of Sydney. If you wish to apply for time away or to complete your thesis away, the approval of your supervisor must be sought and the University will want to know what arrangements have been made for your continued supervision.

A PhD candidate pursuing candidature outside Australia must also complete a minimum of two semesters of candidature within the University before submission of the thesis. This need not be immediately prior to submission or a continuous two-semester period. Similarly, Masters students must complete a minimum of one semester within the University.

Withdrawal and failure to re-enrol

If your circumstances are such that you are unable to anticipate when you will be able to resume your candidature you should seek to withdraw from your candidature. Should you be able to resume at a later date you would have to re-apply for admission. Some credit might then be given for work that you had done up to your withdrawal, but you would be commencing a new candidature.

If in any year you fail to re-enrol, your candidature will be regarded as having lapsed, and you will be required to re-apply for admission to candidature if you wish to continue your studies.

For more information candidates can obtain a copy of the Postgraduate Studies Handbook at <http://www.usyd.edu.au/fstudent/postgrad/study/pub/handbooks.shtml> or by contacting the Student Services by e-mail medicine.pgapr@sydney.edu.au

INSTRUCTIONS FOR CANDIDATES

- Select the changes you wish to make to your candidature and enter any other relevant information

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Appendix 1

Family Name
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CANDIDATURE DETAILS

Degree	Doctor of Philosophy (Medicine)
Attendance	Full Time
Commenced	FEBRUARY-MARCH 2008
Earliest date	FEBRUARY-MARCH 2011
Latest date	FEBRUARY-MARCH 2012
Discipline	Pathology
School	School of Medical Sciences
PGC	Dr Paul Witting
Thesis Title	Pathogenesis of cerebral malaria

Candidature Variation Requested:

Requests to vary candidature made after 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2) will, if approved, take effect in the following semester.

I wish to change from **full-time** to **part-time**
 I wish to change from **part-time** to **full-time**
 I wish to **suspend** my candidature for the following semesters: Semester 2 2010 Semester 1 2011
 I wish to apply for **time away** from the University from [] (dd/mm/yyyy) to [] (dd/mm/yyyy)
 I will be located at [] (institution),
 under the supervision of []
 I wish to **withdraw** from my degree
 State your reasons (attach extra documentation if necessary): []

Section 2 - Completed by Scholarship Candidates ONLY

ONLY those students who hold a current Scholarship administered by the University of Sydney need complete this section.

- All other students select 'NO' to move onto the next section

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Section 2
To be completed by students who are holders of scholarships administered by the University of Sydney

Family Name
Given Names
SID

2.1 Are you a scholarship holder? Yes No
(If you are unsure whether your scholarship is administered by the University please contact the Research Office on (02) 9351 3250.)

2.2 Name of scholarship held: []

2.3 Date scholarship commenced: [] (dd/mm/yyyy)

2.4 Continuation of scholarship is not required in 2010? Yes No

If you require an extension to your scholarship you should contact the body administering your scholarship and lodge a formal request for the extension. In addition, if you need an extension of your candidature you will also need to complete Appendix 2 and submit this to the Postgraduate Student Administration Unit.

Section 3 - Completed by the Candidate

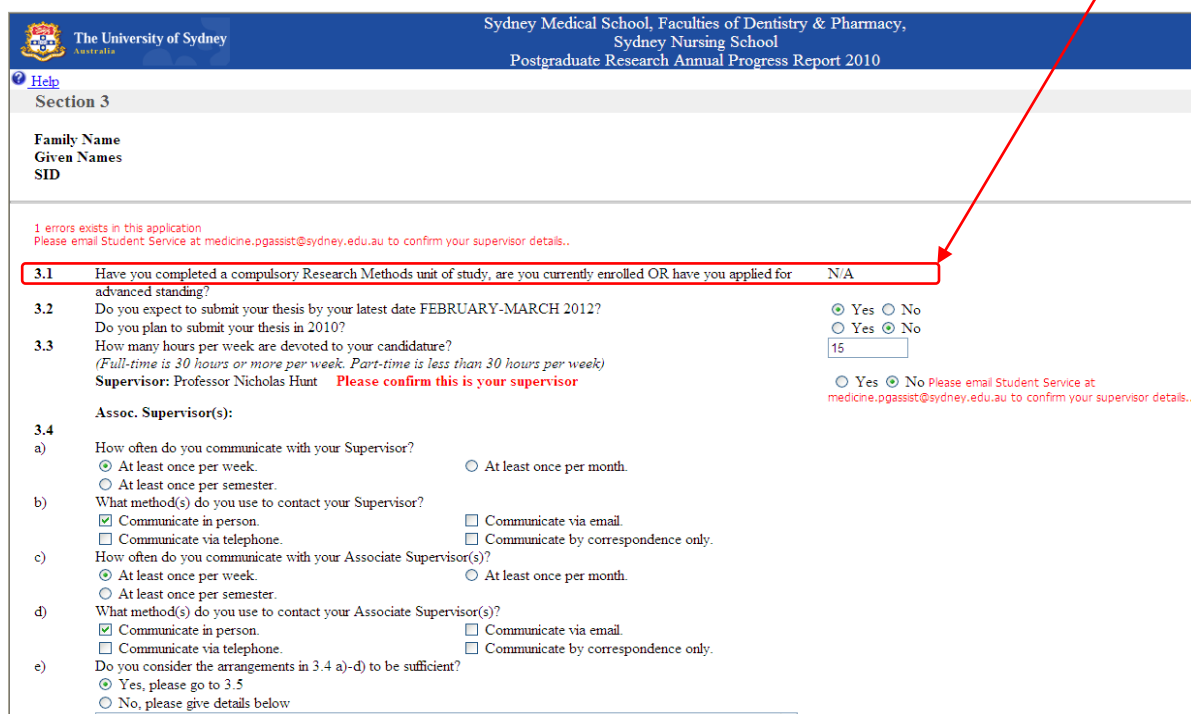
This section is for candidates to describe how their research is going, what they have been doing, what level of support they have received, and to put on record any difficulties or problems they may have faced so far.

ONLY candidates who are completing a Master of Philosophy need to complete Section 3.1

ALL research higher degree candidates MUST complete Section 3.2 – 3.8

INSTRUCTIONS FOR CANDIDATES

- Master of Philosophy candidates who answer 'NO' to question 3.1, MUST arrange to complete a unit of study or apply for advanced standing **as soon as possible** as you will not be eligible to graduate without meeting this requirement –
- You must give an answer for each question in order to submit the APR



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Section 3

Family Name
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1 errors exists in this application
Please email Student Service at medicine.pgassist@sydney.edu.au to confirm your supervisor details..

3.1 Have you completed a compulsory Research Methods unit of study, are you currently enrolled OR have you applied for advanced standing? N/A

3.2 Do you expect to submit your thesis by your latest date FEBRUARY-MARCH 2012?
Do you plan to submit your thesis in 2010? Yes No

3.3 How many hours per week are devoted to your candidature?
(Full-time is 30 hours or more per week. Part-time is less than 30 hours per week)
Supervisor: Professor Nicholas Hunt **Please confirm this is your supervisor** Yes No Please email Student Service at medicine.pgassist@sydney.edu.au to confirm your supervisor details..

Assoc. Supervisor(s):

3.4 a) How often do you communicate with your Supervisor?
 At least once per week. At least once per month.
 At least once per semester.

b) What method(s) do you use to contact your Supervisor?
 Communicate in person. Communicate via email.
 Communicate via telephone. Communicate by correspondence only.

c) How often do you communicate with your Associate Supervisor(s)?
 At least once per week. At least once per month.
 At least once per semester.

d) What method(s) do you use to contact your Associate Supervisor(s)?
 Communicate in person. Communicate via email.
 Communicate via telephone. Communicate by correspondence only.

e) Do you consider the arrangements in 3.4 a)-d) to be sufficient?
 Yes, please go to 3.5
 No, please give details below

- If you do not expect to submit your thesis by your latest date (if due to finish this year or next year) and therefore answer "NO" to question 3.2, you will be required to complete an 'Extension of Candidature' form which the system will automatically direct you to.
- If the Supervisor Details are incorrect, you will NOT be allowed to continue with the form and you will need to notify the Student Services to update them of your new supervisor.



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Section 3

Family Name
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3.5 Briefly state your research/study program over the last year (elaborate under the following headings).

a) Aims:

b) Research plan and methodology:

c) Progress to date:

d) Timetable for completion:

e) Details of written reports, publications, peer-reviewed presentations, workshops:

- Where any question does not relate to you, please enter N/A.

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Section 3

Family Name
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3.6 What opportunity do you have for association and discussion with experts in your field?
a) At the University of Sydney:

b) Elsewhere:

3.7 a) Detail any personal, technical, or other problems that have interfered with the progress of your work.

b) Please indicate steps you, and if applicable, your supervisor have taken to help overcome these problems.

3.8 Have you undertaken employment this year?
 No
 Yes, please give details below
a) Type of employment:

b) How many hours per week:

c) Period of employment:

- Upon completion of question 3.8, the next page will give you an overall summary of all details entered. Please ensure you check all details before saving and submitting your form.
- Once all sections have been completed and the form is submitted;
 - a) Any sections you have missed will be highlighted for you to complete
 - b) Your supervisor will be notified and (s)he will review and complete the next section
 - c) Email your supervisor any other supporting documentation to support your APR (*Max 3 doc*)

Once the Application is submitted – The system will generate a message to confirm it has been submitted.

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Postgraduate Research Annual Progress Report 2010

Annual Progress Report Form Saved (17/08/2010)

This form has been automatically forwarded to the Postgraduate Administration Unit. We recommend that it is printed off for your own purposes.

Help

PLEASE NOTE: Once your supervisor has completed Section 4, you will receive an email to advise you the APR has been updated and you will be able to review any comments before your interview. You will be notified by your Postgraduate Coordinator of your interview date. Upon completion of your interview and the completion of the relevant sections by the Postgraduate Coordinator, you will be notified by email to re-review your form and complete Section 7 which will then be submitted to the Chair of the Board.

Appendix 2 – Extension of Candidature

General information

Should it appear during your last year of candidature that you will not be able to complete the requirements by the latest date for submission, you should apply for an extension of your candidature. Extensions are granted one semester at a time. Your application should explain why you do not expect to be able to meet the deadline and should refer to any difficulties that might have been experienced during the candidature. Evidence of difficulties is expected to be noted in annual progress reports. Your application should also contain a realistic estimate of the time you require to finish.

You cannot assume that an extension will be granted. An aspect of the research training being undertaken is to complete a project within a deadline. Requests for extension must be made in advance.

First request for extension of candidature

You will be required to submit a proposed timeline for completion of your research program in support of your application for extension. This timeline should be very detailed. It will identify the precise activities / tasks remaining to complete the requirements of your research program and the dates at which you expect to accomplish these. This includes the likely date of submission of your thesis. This request must be approved by your supervisor and postgraduate coordinator.

Second request for extension of candidature

Your second request for extension will consider the study plan which you submitted with your prior request and address the difficulties you encountered in meeting the timeframes specified in that proposal. You will submit a new timeline for completion in which you indicate how you intend on overcoming these issues if granted another extension. Again, this timeline should identify the precise activities / tasks remaining to complete the requirements of your research program and the dates at which you expect to accomplish these and submit your thesis. This request must be approved by your supervisor and postgraduate coordinator.

Third / further requests for extension of candidature

Your third or further request for extension will refer to the study plan which you submitted with your prior request and address the difficulties you encountered in meeting the timeframes specified in that proposal. You will submit a new timeline for completion in which you indicate how you intend on overcoming these issues if granted another extension. Again, this timeline should identify the precise activities / tasks remaining to complete the requirements of your research program and the dates at which you expect to accomplish these and submit your thesis.

The recommendations (approval / non-approval) of your supervisor and postgraduate coordinator will be submitted to the Board of Postgraduate Studies Research Subcommittee for consideration and you will be advised of the final outcome accordingly.

Making inquiries and submitting your request for extension

- You may direct any inquiries you have about your request to Student Services via email medicine.pgapr@sydney.edu.au.
- You will be advised by email (using your official University email address) of the result of this request as soon as possible, and if it is successful details of the enrolment procedure will follow.

Section 4 - Completed by the Supervisor

Please review Sections 1-3 which has been completed by the candidate before completing section 4

This section is for the supervisor to confirm how the candidate is going, what level of support they have given, confirm if they recommend continuation for the following year and to put on record any difficulties or problems the candidate may have faced.

INSTRUCTIONS FOR SUPERVISOR

- You must give an answer for each question in order to submit the APR
- Where any questions do not relate to you or does not apply, please enter N/A

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Supervisor Home

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Section 4
To be completed by the Primary Supervisor

Family Name
Given Names
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4.1 a) How often do you communicate with the candidate?
 At least once per week. At least once per month.
 At least once per semester.

b) What method(s) do you use to contact the candidate?
 Communicate in person. Communicate via email.
 Communicate via telephone. Communicate by correspondence only.

4.2 Are the general supervisory arrangements satisfactory? Yes No
If "No", how could they be improved?

- At the end of section 4, there is an attachment facility to upload any documents the student may want to be included in the interview.
- Upon completion of question 4.7, if the candidate has completed a Candidature Variation and/or a Candidature Extension form, the system will bring forward the requests for you to review and approve or disapprove.

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Supervisor Home

Help

Appendix 1

Family Name
Given Names
SID

CANDIDATURE DETAILS

Degree	Doctor of Philosophy (Medicine)
Attendance	Full Time
Commenced	FEBRUARY-MARCH 2008
Earliest date	FEBRUARY-MARCH 2011
Latest date	FEBRUARY-MARCH 2012
Discipline	Pathology
School	School of Medical Sciences
PGC	Dr Paul Witting
Thesis Title	Pathogenesis of cerebral malaria

Candidature Variation Requested:

Requests to vary candidature made after 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2) will, if approved, take effect in the following semester.

I wish to change from full-time to part-time
State your reasons (attach extra documentation if necessary):
The hours are too much.

Approval of Supervisor:

Do you approve the candidature variation from Mary DWYER? Yes No

Comment:

- Once all sections have been completed, the system will show you a summary page where you will be able to review all the details you have entered, as well as those entered by the candidate

Please ensure you check all details before saving and submitting your form.

- Once all sections have been completed and the form is submitted;
 - Any sections you have missed will be highlighted for you to complete
 - The Postgraduate Coordinator will be notified and (s)he will review and complete the next section

PLEASE NOTE: By selecting the ‘Supervisor Home’ link in the top right hand corner of the screen, you will be able to go to your home page and follow the links to review all your students who have started their APR and see what stage they are at.

The University of Sydney 1852		Sydney Medical School, Faculties of Dentistry & Pharmacy, Sydney Nursing School Management System	
Status	Student Name	PGC Name	Thesis Title
3: Annual Progress Report With Supervisor	Veena Jayadev	Dr Victoria Cogger	Andrology (Cytotoxic effects on Human testes)

Section 5 - Completed by the Postgraduate Coordinator or nominated assistant

The Postgraduate Coordinators MUST ensure that an Annual Progress Report is completed and returned by all current research higher degree candidates within their respective discipline/unit.

The PGC can assign an assistant on the system to allow them to complete Section 5 on their behalf, they will need to go into the system via the web-link on the email and enter the Assistants details:

INSTRUCTIONS FOR PGC

- Web-link from email will bring up an applicant's APR, select PGC Home

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PGC Home

Section 1

Family Name	Khaw
Given Names	Loke Tim
SID	308094778

1.1 CONTACT DETAILS

Mailing Address 168 SYDENHAM RD Use the following link to update contact details. [MY UNI](#)

- Click on the 'Assign Admin Assistant'

The University of Sydney Australia
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Sydney Nursing School
Management System

PGC Home Page

[Assign admin assistant](#)
[2010 Annual Progress Report List](#)

- Enter the details of who you want your assistant to be:

The University of Sydney Australia
Sydney Medical School, Faculties of Dentistry & Pharmacy,
Sydney Nursing School
Management System

Edit Admin Assistant
This person can fill out section 5 of the Annual Progress Report on behalf of the PGC.

Name* Joe Bloggs
Email* Joe.Bloggs@sydney.edu.au
Unikey* jolo1111

Email Admin Assistant Email assistant with link (Note, check this a email will be sent to the assistant notify them access has been given.)

Cancel Save

Please NOTE: An email will initially be generated to the assistant to confirm they have been given authorisation on your behalf. Once this has been set up, each time the supervisor completes Section 4 of any APR and submits, your assigned PGC Assistant will be copied into all notification emails with a link of their own to complete Section 5. You will be notified once this has been completed.

INSTRUCTIONS FOR PGC AND/OR PGC ASSISTANT

Please review sections 1-4 which have been completed by the candidate and their supervisor and arrange for the candidate to be interviewed.

This section is for the PGC or nominated official to enter the details of the interview and any information which needs to be raised at this time.

- You must give an answer for each question in order to submit the APR
- Where any question does not relate to you or does not apply, please enter N/A

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SECTION 5 Candidate Interview

Interview Instructions

Annual progress candidate interviews are now mandatory for all postgraduate research candidates.

The procedures, including duration, timeline and administration of the Candidate Interview are up to the Discipline/School to determine. However, the following guidelines are strongly recommended:

1. The Postgraduate Coordinator need not necessarily chair the interview or be a part of the panel. The panel (including the Chair) may be any academic member of staff within the Faculty.
2. The supervisor will not be the chair of the panel or a panel member.
3. The supervisor will only be present for part of the interview.
4. The candidate will have the opportunity to speak freely and openly about any aspect of his/her candidature in the absence of his/her supervisor.
5. Feedback should be provided to the candidate at the time of interview.
6. Any outcomes from the interview should be dealt with by the supervisory team and the Postgraduate Co-ordinator, where appropriate.

Student: DWYER, Genevieve Mary (197790281)

5.1 INTERVIEW DETAILS

a) Date of Interview: (dd/mm/yyyy)

b) Panel Chair:

c) Panel Members:

d) Comments by Reviewers:

5.2 INTERVIEW OUTCOME

Progress considered satisfactory

Progress considered marginal

Progress considered unsatisfactory

Recommended action:

- There is an attachment facility to upload any documents up to 8gb
- Once all sections have been completed, the system will show you a summary page where you will be able to review all the details you have entered, as well as those entered by the supervisor and the candidate
- Please ensure you check all details before saving and submitting your form.
- Once all sections have been completed and the form is submitted;
 - a) Any sections you have missed will be highlighted for you to complete
 - b) Where the PGC assistant has completed Section 5, the PGC will be notified of the completion and requested to complete the next section

Section 6 - Completed by the Postgraduate Coordinator

Please review sections 1-5 which have been completed by the candidate and their supervisor and complete Section 6.

This section is for the PGC to add any additional comments from the outcome of the interview and confirm if they recommend continuation for the following year.

INSTRUCTIONS FOR SUPERVISOR

- You must give an answer for each question in order to submit the APR
- Where any question does not relate to you or does not apply, please enter N/A

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PGC Home

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Section 6
To be completed by the Postgraduate Coordinator

Family Name
Given Names
SID

Please note: If the Postgraduate Coordinator is also the Primary Supervisor, this section must be completed by the Head of Department/School or Associate Dean.

6.1 I have read Sections 1 to 5 of the report and wish to comment as follows:

Testing

6.2 I recommend continuation of candidature for next year:

Yes
 Yes, with an additional review. Date of review (dd mm/yyyy) (optional)
 No

Please attach additional document if space provided is insufficient. [Click to attach additional document.](#)

- Upon completion of question 6.2, if the candidate has completed a Candidature Variation and/or a Candidature Extension form, the system will bring forward the requests for you to review and approve or disapprove.

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HIGHER DEGREE CANDIDATURE ANNUAL PROGRESS REPORT 2010

Appendix 1

Family Name
Given Names
SID

CANDIDATURE DETAILS

Degree	Doctor of Philosophy
Attendance	FT
Commenced	FEBRUARY-MARCH 2006
Earliest date	FEBRUARY-MARCH 2009
Latest date	FEBRUARY-MARCH 2010
Discipline	Paediatrics and Child Health
School	Children's Hospital at Westmead
PGC	Dr Russell C. Dale
Thesis Title	Physical activity in preschool children and its relationship to cultural communities at risk of obesity

Candidature Variation Requested:
 Requests to vary candidature made after 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2) will, if approved, take effect in the following semester.
 Genevieve Mary DWYER wish to change from **full-time** to **part-time**
 List of support documents are:
 * Document.doc
 * Document2.doc
 State your reasons (attach extra documentation if necessary):
 Due financial reasons.

Approval of Supervisor:
 Professor Louise Baur approve requested candidature changes. (01/10/2010)

Approval of Postgraduate Co-ordinator / Head of Discipline:
 Do you approve the candidature variation from Mary DWYER? Yes No
 comment



Appendix 2 Extension of Candidature

Family Name
Given Names
SID

CANDIDATURE DETAILS

Degree	Doctor of Philosophy
Attendance	FT
Commenced	FEBRUARY-MARCH 2006
Latest date	FEBRUARY-MARCH 2010
Are you a scholarship holder?	Yes
If yes, which scholarship/s?	Foundation of Medicine Scholarship
Date commenced	23/09/2008
How many request for extension for this candidature	First Request

Primary Supervisor

Has the candidate diligently and consistently applied herself/himself to the project?	yes
Has the candidate shown initiative consistent with the requirements of the research program/course and level of study?	Yes
Has the candidate made satisfactory progress throughout the past year?	Yes

Have any difficulties interfered with progress? Please detail any personal, technical, or other problems encountered by the candidate and how you have attempted to overcome these.

Not many problems.

Please comment on the feasibility of the candidate's proposed timeline for completion.
Very possible.

Study plan:
Study day and night and day.
Spend along time.

What is the likely date of completion of the research program and submission of thesis?	12/08/2010
Do you support this request for extension of candidature?	Yes

Other Comments
Day and night and fish and chips.

Approval of Postgraduate Co-ordinator / Head of Discipline:

Do you approve the extension of candidature? Yes No

comment

- Once all sections have been completed, the system will show you a summary page where you will be able to review all the details you have entered, as well as those entered by the supervisor and the candidate
- Please ensure you check all details before saving and submitting your form.
- Once all sections have been completed and the form is submitted;
 - a) Any sections you have missed will be highlighted for you to complete
 - b) The student will be notified and (s)he will review and complete the next section

Section 7 - Completed by the Candidate

Please review sections 1- 6.

This section is to be completed AFTER the APR interview and is the last chance for the candidate to complete the final review and see all comments which have been added by the Supervisor and PGC.

It is the candidate's responsibility to ensure that this report has been completed by all parties. A candidate who fails to complete and submit the report will be asked to show cause as to why the candidature should not be terminated by reason of unsatisfactory progress.

INSTRUCTIONS FOR CANDIDATES

- You must give an answer for each question in order to submit the APR
- Where any question does not relate to you or does not apply, please enter N/A

The screenshot shows the online form for Section 7. The header includes 'The University of Sydney' logo and 'Sydney Medical School, Faculties of Dentistry & Pharmacy, Sydney Nursing School, Postgraduate Research Annual Progress Report 2010'. The form title is 'Section 7 To be completed by the candidate'. Below the title are fields for 'Family Name', 'Given Names', and 'SID'. The main content area contains three questions: 7.1 'Have you had your annual progress interview?' with radio buttons for 'Yes' and 'No'; 7.2 'Have you read the comments made by your Supervisor and the Postgraduate Coordinator on your progress in 2010?' with radio buttons for 'Yes' and 'No'; and 7.3 'Do you have any additional comments:' followed by a large text input area.

- Once all sections have been completed, the system will show you a summary page where you will be able to review all the details you have entered, as well as those entered in previous sections
- Please ensure you check all details before saving and submitting your form.
- Once all sections have been completed and the form is submitted;
 - a) Any sections you have missed will be highlighted for you to complete
 - b) The Chair of the Board will be notified and (s)he will review and complete the final section

PLEASE NOTE: Once the Chair of the Board completes the next section, you will NOT be able to access your APR. If you want to keep a record of your APR you will need to save and/or print a copy before you Submit Section 7.

Section 8 - Completed by the Chair of the Board

Please review sections 1-7 and complete Section 8 by 1st Nov which have been completed by the Student, Supervisor and Postgraduate Coordinator.

If you require the Deputy Chair of the Board to complete this APR, please scroll to the bottom of the page and click on 'Request Deputy Sign Off' and an email will be generated to the Deputy Chair of the Board to complete this on your behalf.

This is the final section of the APR to be completed and gives the Chair of the Board the chance to review the entire APR and to complete the sign off adding any additional comments and confirm if they recommend continuation for the following year

INSTRUCTIONS FOR SUPERVISOR

- You must give an answer for each question in order to submit the APR
- Where any question does not relate to you or does not apply, please enter N/A

SECTION 8 (To be completed by the Chair, Combined Board of Postgraduate Studies)

8.1 I recommend continuation of candidature for next year:

Yes

Yes, with an additional review. Date of review (dd/mm/yyyy) (specify)

No

Comments:

Testing

- If the candidate has completed a Candidature Variation and/or a Candidature Extension form, the system will bring forward the requests for you to review and approve or disapprove.

Candidature Variation Requested:

Requests to vary candidature made after 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2) will, if approved, take effect in the following semester.

I wish to change from **full-time** to **part-time**

State your reasons (attach extra documentation if necessary):

The hours are too much

Approval of Supervisor:

Do you approve the candidature variation from Mary DWYER? Yes

Comment:

Testing

Approval of Postgraduate Co-ordinator / Head of Discipline:

Do you approve the candidature variation from Mary DWYER? Yes

Comment:

Approve by scraime

Approval of Chair Board of Postgraduate Studies:

Do you approve the candidature variation from Mary DWYER? Yes No

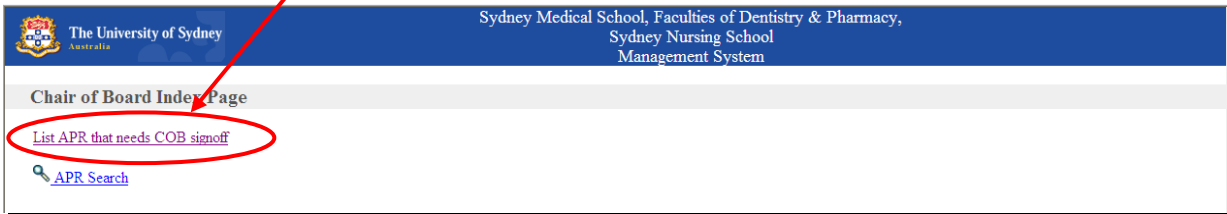
Comment:

Cancel Request Deputy Signoff Save Save and Validate

- Once all sections have been completed, the system will show you a summary page where you will be able to review all the details you have entered, as well as those entered by the Postgraduate Coordinator, the supervisor and the candidate
- Please ensure you check all details before saving and submitting your form.
- Once all sections have been completed and the form is submitted;
 - a) Any sections you have missed will be highlighted for you to complete
 - b) The Student and or PGC will be notified of the completion of the APR
 - c) **The APR will be locked from any further editing**

To view all other submitted APRs select the 'CBO Home' button at the top of each page of the APR.

The Chair of the Board will be able to see a full list of the students who have submitted APR by selecting the "List APR that needs COB sign off" from the home page:



- Click into each APR to review Sections 1-7 and update Section 8.

SID	Student Name	Supervisor Name	Degree Name	Student Signoff
308094778	Loke Tim Khaw	Professor Nicholas Hunt	Doctor of Philosophy (Medicine)	17/08/2010