



HDR Progress Reports – Guide for Supervisors

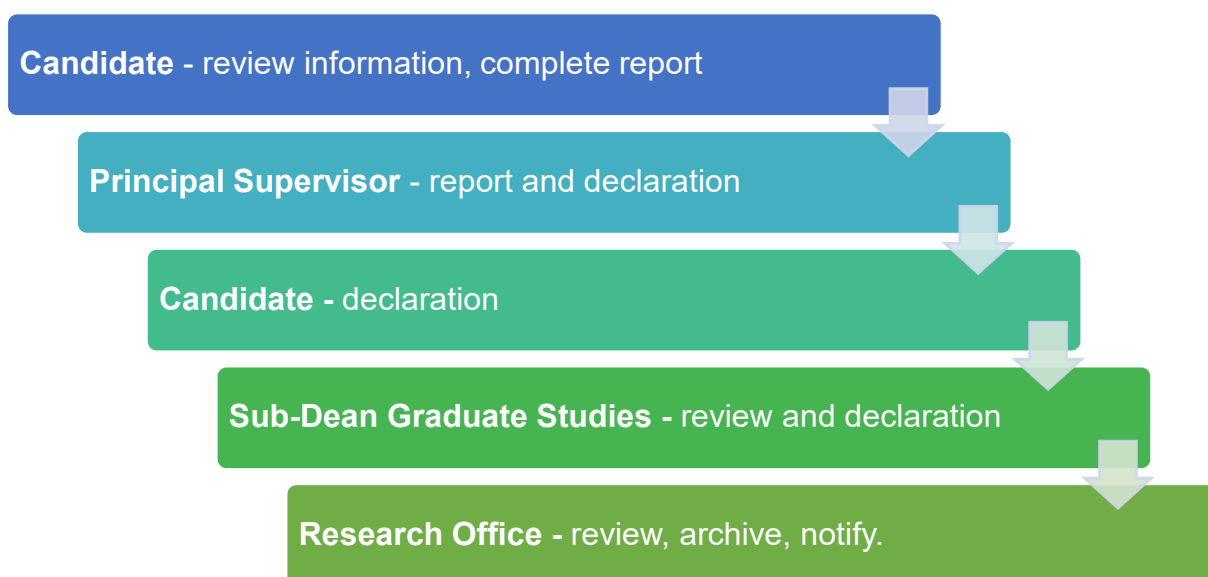
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Overview - Progress Reporting

Each candidate is asked to complete a progress report twice each year, usually in January and July. Reporting is managed with software accessed via a web portal - 'My Research'.

Reporting follows a set workflow, summarised below.



Supervisor – complete progress report

After the candidate completes their section of the progress report, the principal supervisor will receive an email notification about report availability. After notification, open 'MyResearch'.

1. Go to MyResearch - <https://myresearch.csu.edu.au>

- a) The default screen is the 'Dashboard'. Progress reports available for supervisor entry are listed under 'HDR Student Progress Reports' at bottom of dashboard. Select the Student ID to open the report.

Dashboard: CSU Researcher

Staff Quick Links

Supervisor Links

- Forms and Guides
- Professional Development
- Office of Research Services and Graduate Studies
- Supervisor Student List
- Contact Us

RPI and Publications

- Research Productivity Index
- Charles Sturt Research Output (CRO)

Projects Information

- Project Budget
- My Project by Status
- My Org Unit Projects by Status

Library

- Charles Sturt University Library

Project Reports

Project ...	Project ...	Primary ...	Primary ...	Status	Workfl...
No Items					

Page Size: 5 10 20

HDR Student Progress Reports

Student ID	Full Name	Primary Supervisor	Created On	Workflow State
11112323	Mr PhD Student	Mr Bob Supervisor	14/05/2021	Initial Supervisor Entry
			18/02/2020	Initial Supervisor Entry
			13/02/2020	Initial Supervisor Entry

- b) Alternatively,
- [1] go to **'HDR → Manage Progress Reviews'**.
- [2] Select the **'For Review'** tab to display available progress reports.
- [3] Select the Student ID to open the progress report.

ResearchMaster

- Home
- Projects
- HDR
 - 1 Student
 - Manage Progress Reviews
 - Manage HDR eForms
- Reports

Home Manage Progress Reviews Search

Open + New Reports Columns

My Progress Review 2 For Review For Assessment Review

	Student ID	Full Name
3	11112222	Mr PhD Candidate

2. Report screen overview – Principal Supervisor

a) The report screen contains the following components:

1. Progress report status and workflow state
2. Pages – the sections of the report within each stage; allows navigation between sections.
3. Toolbar
 - a. **Save** – save progress and continue working
 - b. **Submit for Student Review** – after completion of supervisor report and supervisor declaration, submit for final student review.
 - c. **Reports** – generate a PDF of the current progress report.
4. Navigation buttons – use these buttons or the 'Pages' menu to navigate between the sections of the report.

b) The status of each section is indicated by icons within the 'Pages' menu.

Icon	Description
	Complete with valid entries
	Mandatory questions on the page are not answered
	The page is not accessible to the user currently signed in
	The page has not been visited
	The page has not been reviewed at the current stage

3. Review Candidate Details and Candidate Report

- a) Review the report information submitted by the candidate by navigating to 'Candidature Details' then 'Candidate Report'.
- b) When ready to complete the supervisor report, navigate to 'Principal Supervisor Report'.

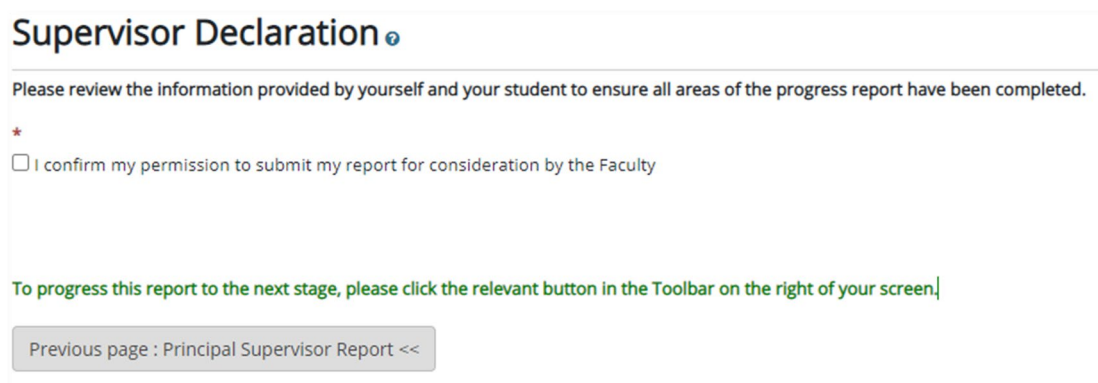
4. Complete Principal Supervisor Report

The screenshot shows the 'Principal Supervisor Report' form. At the top, a blue header bar contains the text: 'Template Name: 2021 - Year End Progress Report | eForm Page: Principal Supervisor Report'. Below this, a status bar indicates 'Status: 2. Initial Supervisor Entry' and 'Workflow State: Initial Supervisor Entry'. The main content area is divided into three sections. On the left, a 'Pages' sidebar lists: 'Student' (with sub-items 'Introduction', 'Candidature Details', and 'Candidate Report'), 'Principal Supervisor' (with sub-items 'Principal Supervisor Report' and 'Supervisor Declaration'), and 'Declarations'. The 'Principal Supervisor Report' item is highlighted with a red exclamation mark. The main area contains the title 'Principal Supervisor Report' followed by two paragraphs of instructions. The first paragraph states: 'Please ensure you review the comments provided by your candidate and complete all of the mandatory fields (these are marked with a red *). It is important to provide sufficient information to enable the Faculty Sub-Dean Graduate Studies to make an accurate assessment of the candidate's progress.' The second paragraph states: 'If you have made a recommendation regarding the continuation of the candidature please ensure you have provided clear instruction regarding any conditions or time lines recommended. If you have significant concerns with the progress of the candidate you are supervising, you may wish to contact your Faculty's [Sub-Dean Graduate Studies](#) to discuss these concerns.' Below these paragraphs is a section titled '2(a) Please indicate the stages of the project which have been completed.' with four checkboxes: 'Expectations Alignment and Communications Plan', 'Individual Development Plan', 'Draft of literature review to standard approved by supervisory team', and 'Research Proposal'. On the right, a 'Toolbar' section contains three buttons: 'Save', 'Submit for Student Review', and 'Reports'.

- a) Complete each question in the report as required.
- b) To view more information about a candidate's probation under 'Probationary Status/Conditions', click the drop-down arrow at left of each item.
- c) To close the expanded view, click OK.

The screenshot shows a dialog box titled 'Event Type *'. It has a search bar with the text 'Milestone' entered. Below the search bar are two buttons: 'OK' and 'Cancel'. A hand icon is pointing at the 'OK' button. To the left of the dialog box, a partial view of a table is visible with a header 'Title' and a search icon. The table contains one row with the text 'GEN - End of Probation Period'.

5. Complete Supervisor Declaration



Supervisor Declaration

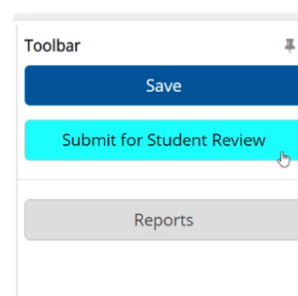
Please review the information provided by yourself and your student to ensure all areas of the progress report have been completed.

☐ I confirm my permission to submit my report for consideration by the Faculty

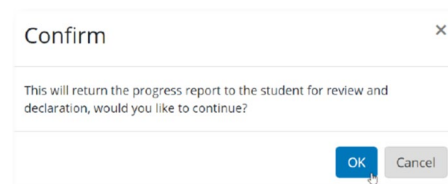
To progress this report to the next stage, please click the relevant button in the Toolbar on the right of your screen.

Previous page : Principal Supervisor Report <<

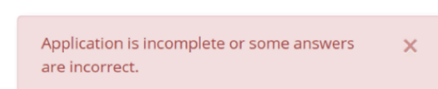
- a) Once the supervisor report is completed, navigate to the 'Supervisor Declaration'. Check "I confirm my permission...", then '**Submit for Student Review**' from the toolbar.



- b) An alert asking for confirmation will be presented. Select '**OK**' to proceed.



- c) An error message will be displayed if questions have not been answered.

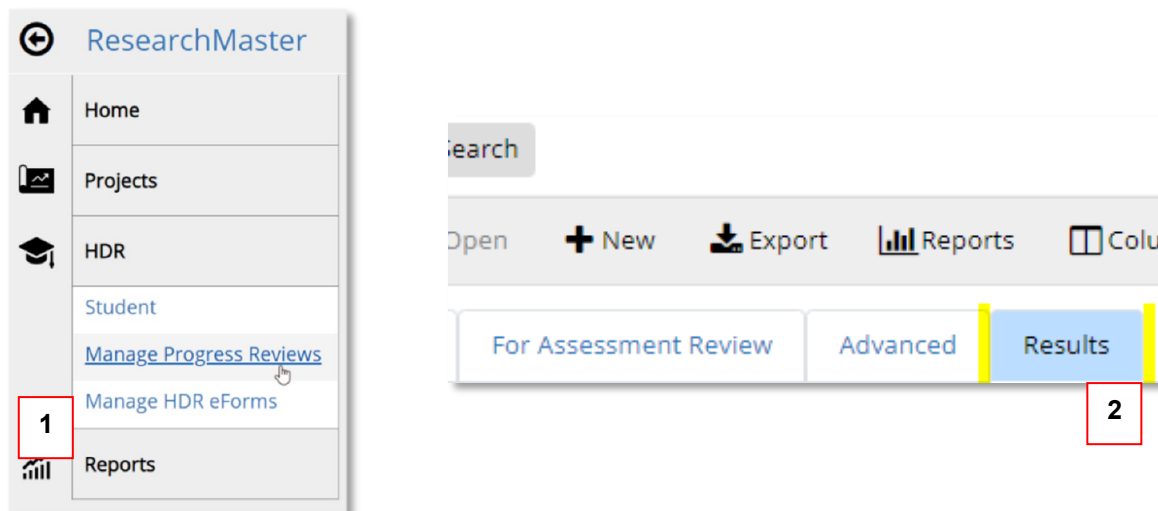


6. What happens next?

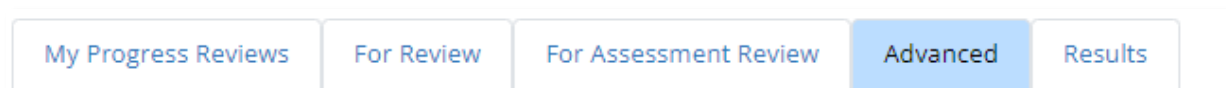
- a) After principal supervisor declaration, the report status will change to 'Initial Supervisor Entry'; no further updates can be made by the principal supervisor.
- b) The student receives a notification to review the supervisor report and complete a student declaration.
- c) The report is sent to the Sub-Dean for final review.
- d) Candidates and supervisors will receive the outcome of the report, which is usually that your candidate is approved to continue. In some cases, the continuation of the candidature may be made subject to meeting certain conditions. If the progress of your candidate is deemed unsatisfactory and/or they are in breach of relevant policies or procedures they may be asked to 'show cause' as to why their candidature should continue.

Viewing previous progress reports

To view a progress report that you have just completed, or progress reports from previous sessions, go to 'Manage Progress Reviews' [1] -> 'Results' [2].



Results can be further refined from the 'Advanced' tab, including searching by year, student name or student ID.



Search by year:

Search On	Operator	Value
Template Name	Includes	2021

Student name:

Search On	Operator	Value
Full Name	Includes	Santa

Student ID:

Search On	Operator	Value
Student ID	Includes	12345678

Need help?

Contact the Graduate Studies team on 02 6933 3578, or graduateresearch@csu.edu.au