


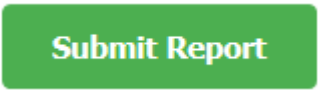
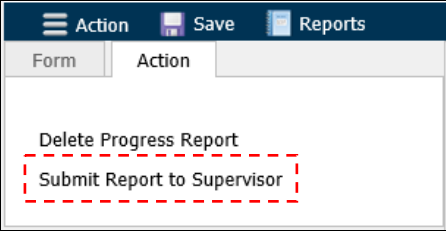

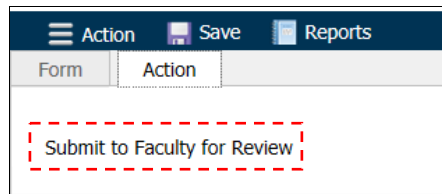


Progress Reports: Frequently Asked Questions

QUESTIONS	ANSWERS
<p>I have received a notification to complete a progress report, but I can't see a current one there to fill in.</p>	<p>You will need to log into the system and create the Progress Report first. Once you have logged in and have entered the 'Progress reviews' section, you will need to click on the orange 'Create Progress Review' button to generate the Progress Report form. (see User Guide for instructions),</p> 
<p>I have completed my report and sent it to my Principal Supervisor, but I can't edit my report.</p>	<p>Once the progress report has been submitted through the system to the next reviewer the report cannot be edited or changed. You are only able to edit a report when it is in the Initial Student entry Workflow Status.</p> <p><u>Progress Reviews List</u></p>  <p><u>Status within an open report</u></p> 
<p>I have received a reminder to complete my report but I already completed it.</p>	<p>The report must be submitted to the principal supervisor or the faculty by the student, it does not automatically move through to the next stage and you must click on the 'Submit Report' button or use the ACTION tab to submit the report.</p> <p><u>Submit to your supervisor:</u></p> <p>'Submit Report' Button at the bottom of the Student Report Page</p>  <p>Action Tab Menu option</p>  <p><u>Submit to your Faculty for review:</u></p> <p>'Submit to Faculty' Button on the Student Declaration page</p> 

Action Tab Menu option

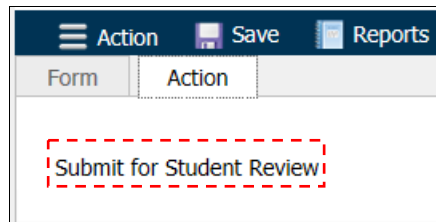


Supervisor submits report back to Student for student declaration:

'Submit' Button on the Supervisor Declaration page



Action Tab Menu option

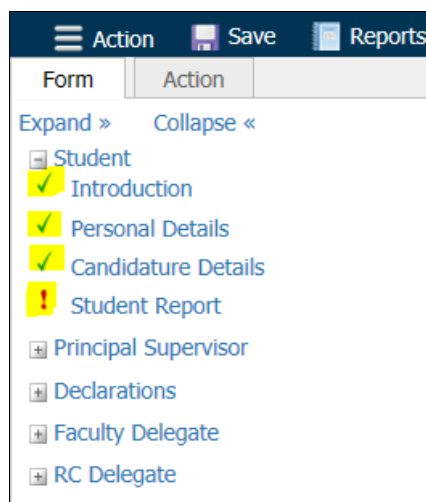


I have clicked on the Submit button/ Submit option in the Action Tab, but my report will not submit.

The report will not submit if mandatory questions have not been filled in or the declaration page has not been complete. Mandatory questions are shown with a red asterisks * next to them.

A screenshot of a form with several input fields. The first field is 'Animal Ethics Approval' with a dropdown menu showing 'Yes'. The second field is 'Animal Ethics Approval Number'. Below these is a question: '(e) On a scale of 1 to 5 please indicate your satisfaction in the level of progress in relation to your goals over the previous 6 months. (1 being most unsatisfactory and 5 being most satisfactory)'. Below the question are radio buttons for 1, 2, 3, 4, and 5. The last field is 'Comments (600 characters or less)'. Red asterisks are placed next to the first two fields and the question.

If a section of the report is completed a green tick ✓ will appear next to the menu item, if there are unanswered questions a red exclamation ! mark will appear.

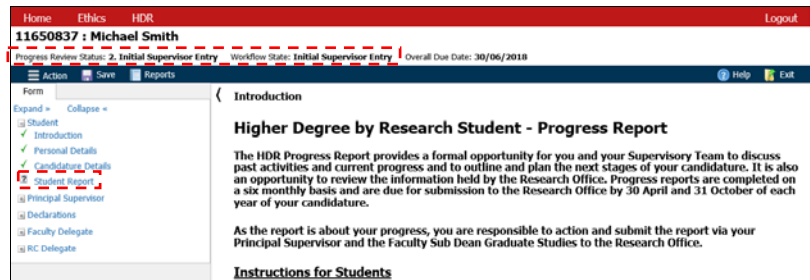


I clicked on the 'Submit Report' button to submit my Progress Report to my Principal Supervisor. After successfully submitting the Progress Report to the next stage, a ? shows next to 'Student Report' in the menu list:

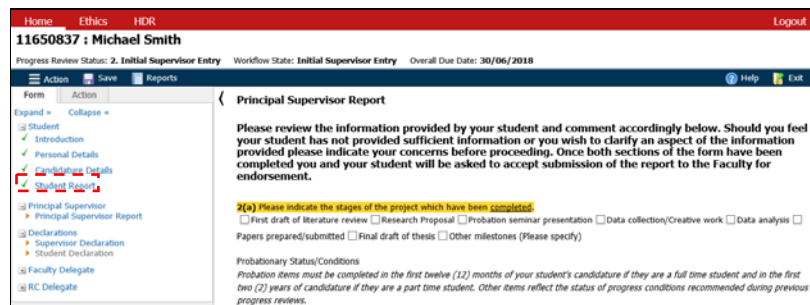


The ? shows next to 'Student Report' in the menu because the Progress Report has now moved to the 'Initial Supervisor Entry' stage and the 'Student Report' is available and required to be reviewed by your Principal Supervisor. Once your Principal Supervisor has logged in and viewed this page it will change to ✓ as displayed below.

Student still logged in after Submitting the Progress Report to the Principal Supervisor for completion:



Principal Supervisor logged in, reviewed the 'Student Report', and then proceeded to the 'Principal Supervisor Report' section to complete it:



I have only recently commenced my studies and have not yet commenced my research why do I need to complete a progress report

All HDR students are required to complete a progress report twice yearly. The reporting periods are for the period 1 May to 31 October and 1 November to 30 April of each year.

While it is understandable that you may not be able to report on research to date, it is expected that you outline your on-going plans and goals for the next reporting period.

It also allows you to familiarise yourself with the routine of the reporting periods and process.

I have just gone on a leave of absence, why do I need to complete my report.

The reporting period is for the previous 6 months. You need to complete a report on the period of study completed prior to the commencement of your leave.

I have just returned from a period of leave.

You will be asked to complete a progress report in the session you returned to study which may cover the period that you were on leave. We understand that you will not have been studying during you leave and this should be noted in your report, however it is expected that you outline your on-going plans and goals for the next reporting period.

My details are not correct in the personal details section of the report and I can't edit them.

This section of the report is read-only and cannot be edited. This information is held in the Division of Student Administration (DSA) official student files. If any details are incorrect you are required to update these either via the [Student Portal](#) or by contacting DSA directly at ask@csu.edu.au.

<p>The report indicates that I started on 1/1 when I commenced study in February.</p>	<p>The system does not use actual commencement dates, but rather shows the session you commenced your studies. For instance if you commenced your studies in session one your commencement date would be represented by 1/1, if you commenced study in session two, it will be represented as 1/7.</p>
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