



# Guidelines for Supervisors, Heads of Postgraduate Studies (HPS) and Associate Deans Research for completion of the online Annual Progress Report (APR)

**SUPERVISORS AND STUDENTS MUST DISCUSS THE CONTENTS OF THE APR PRIOR TO ONLINE COMPLETION**

## STEP 1:

Go to the UOW INTRANET. Select 'SMP/COLS' in the right hand side menu. Then select 'SMP Central' in the left hand side menu. Login to SMP Central using email username and password (students will access the APR via SOLS).

## STEP 2:

- Access APR's via 'APR' link.
- A list will be displayed (as shown below) of all HDR students that have a relationship (i.e. Supervisor, HPS and/or Associate Dean Research in chain of command) to the user.

## Annual Progress Reports

Year:  APR Role:

Indicates supervisory role i.e. Principal, Co-Supervisor or Associate (has sort function)

Look at past APRs by selecting year required

Indicates role of SMP user in relation to APR/Student  
**Note:** some academic staff may have multiple roles

	Std No	Family Name	Initials	Email	Course	Course Name	Course Status	Year	Location	Roles
1	2222222	Smith	SG	sga03	1303	Master of Engineering - Research	Active	2005	Student	Assoc Dean Research
2	2000000	Jones	Y	yh990	201	Doctor of Philosophy	Active	2005	Student	Supervisor
3	9999999	Brown	JW	jwm118	201	Doctor of Philosophy	Active	2005	Student	HPS
4	7777777	Green	KR		201	Doctor of Philosophy	Active	2005	Student	HPS
5	7888888	Black	M	mn220	201	Doctor of Philosophy	Active	2005	Head of Postgraduate Studies	HPS
6	8888888	White	A	ann400	1301	Master of Arts - Research	Active	2005	Student	HPS
7	2111111	Wood	YH	yhs977	201	Doctor of Philosophy	Active	2005	Supervisor	HPS

Can sort by any Heading by clicking on the heading

Double clicking a number in this column will hide records above and bring this record to the top of the list

Click on name and then when open use tabs in top margin to get summary of enrolment and other student details e.g. LOA, EFTSL, photo etc.

Click here to email student

Click on this link to open the actual APR (select Year sort option available)

Indicates the stage in the APR Process and the person next to complete their section of the report

### STEP 3:

Once the student has completed and submitted their section of the APR (Section 1), a pencil icon will be displayed beside the APR Year in the SMP APR table indicating that the person noted in the '**APR Location**' can now read the preceding comments and then complete their section. The entire report will be displayed. The section requiring input will be grey highlighted and have the pencil icon located next to it (Section 2 for Supervisors, Section 4 for HPS and Section 5 for Associate Dean Research).

### STEP 4:

Click on the '**APR Year**' in the '**APR Location**' column to access the APR. The pencil icon indicates the particular user who is next to enter information into the APR (if the pencil is not displayed then view only access is available).

**Note:** The APR will be blank until student submits Section 1 to Supervisor.

### STEP 5:

- '**Preview**' button will display entire APR report. You can obtain a printout of the entire report at any time by clicking on the '**Preview**' button and then clicking on the '**Print**' button.
- Staff can '**Save**' at any time and return to the APR as required. To return the APR to the previous section for amendments/additions etc use '**Return**' button in the top menu.
- '**Publish**' button finalises the section and forwards the APR to the next person in the chain of command.

### IMPORTANT NOTES:

- Save regularly (AT LEAST EVERY 10 - 15 MINUTES) as the system times out when not being used.
- At any time during the process responses can be saved but are not visible to the other persons in the chain of command whilst the APR is still being completed.
- Sections become visible to all users once they are **submitted** by the student or **published** by the relevant academic staff member.
- There may be odd occasions where EFTSL is not a true record due to enrolment recording abnormalities or the supervisor information isn't correct. Please contact the Graduate Research School on (02) 4221 5452 if you have any concerns.