





Guidelines for Supervisors, HPSs, and AD-HDRs on the Annual Progress Report (APR)

SUPERVISORS & CANDIDATES SHOULD DISCUSS THE APR—SUCH AS PROGRESS, IMPEDIMENTS, AND PLANS— BEFORE COMPLETING THE REPORT ONLINE

STEP 1:

- Login to Universe
- Click the  icon from the left-hand menu
- Under the 'Student Admin' section, click  to access 'SMP Central'
- Login to SMP Central using your email username and password


Note that HDR candidates will use SOLS to access the APR.

STEP 2:

- Click 'APRs' from the left-hand menu. A list that resembles the following screen will appear, revealing all HDR candidates who are associated with the user in their role as supervisor, HPS, or AD-HDR.

Annual Progress Reports

Year: APR Role:

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

Annotations:

- 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
- 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 APR is released, a pencil icon will appear beside the APR Year in the SMP APR table, indicating you can edit and complete your section—in your role that appears in the 'Location' column. Although the *HDR Candidate's Report* is unavailable to supervisors, both *HDR Candidate's Report* and *Supervisor's Report on HDR Candidate's Progress* will be available for HPS and AD-HDR roles.

- a. Click the year in the **'Year'** column to open the APR for editing. The pencil icon against the section heading indicates the next individual in the workflow who should enter information into the APR. If the pencil is not displayed, you can only view the report.
- b. Enter your responses to the questions in the relevant section.
- c. Click **'Save'**, at least every 10 to 15 minutes, to save your updates and to return to the APR later. Otherwise, the system might time out.
- d. If reports need to be revised, the HPS or AD-HDR can return a report to the candidate, supervisor, or HPS by clicking the **"To Student"**, **'To Supervisor'**, or **'To HPS'** buttons respectively.
- e. If a supervisor, when completing the **'Supervisor Recommendations'**, selects **'Probation recommended'** or **'Progress review by AD-HDR'**, the APR will be allocated to both the HPS and AD-HDR.

STEP 4:

The **'Publish'** button finalises the section and forwards the APR to the next designated person in the workflow.

- a. After updating your responses, click **'Check'** to verify that you have addressed all the APR questions.
- b. You can generate a printout of the APR report by clicking **'Preview'** and then **'Print'**.
- c. Once you have finalised your response, click **'Publish'** to submit your report or recommendation.

IMPORTANT NOTES:

- Requests for candidature variations—including Leave of Absence, Change of Study Pattern, Change in Supervision—should be submitted to the Graduate Research School using the appropriate forms as listed **here**.
- Occasionally, because of abnormalities in enrolment records or other reasons, the EFTSL may be incorrect. If the EFTSL seems incorrect, please inform the graduate-research-school@uow.edu.au.