



Guidelines for HDR Students for completion of the online Annual Progress Report (APR)

CONSULTATION AND DISCUSSION BETWEEN PARTIES PRIOR TO ONLINE COMPLETION OF THE APR IS COMPULSORY

PLEASE ACCESS YOUR SOLS REGULARLY DURING THE APR PROCESS

Acronyms: APR – Annual Progress Report | HPS – Head of Postgraduate Studies | GRS – Graduate Research School

STEP 1 - DISCUSSION WITH SUPERVISOR/S

Prior to completion of the online APR, the student should arrange a mutually convenient time with their supervisor(s) to review progress during the past year and to discuss the plan of work for the subsequent twelve months. Students should not complete Section 1 of the APR until discussions with their supervisor/s has taken place.

Please note: Students who are currently on Leave of Absence or who are planning to go on Leave of Absence must also complete the APR.

STEP 2 - ACCESS SOLS

Access SOLS at <https://www.uow.edu.au/student/> and enter your student username and password. Any problems with your username or password go to: <https://www.uow.edu.au/its/accounts-passwords/> or contact IMTS Service Centre on (02) 4221 3000 or email student-accounts@uow.edu.au.

Click on the ‘Annual Progress Report’ link. **Please note that if you have not accessed SOLS for some time you will need to clear your messages before you can access the HDR Annual Progress Report link.**

STEP 3 - READ THE IMPORTANT INFORMATION, CANDIDATURE DETAILS AND ENROLMENT RECORD

Candidates must read each section by clicking on the relevant link. You should advise the GRS immediately of any errors in candidature or enrolment details.

STEP 4 - COMPLETE SECTION 1: HDR CANDIDATE’S REPORT

Click on the link for ‘Section 1: HDR Candidate’s Report’ which contains the questions on the following:

Section 1	:	HDR CANDIDATE’S REPORT
Question 1	:	Failed Coursework
Question 2	:	Reasons for Failed Coursework and Academic/Research Misconduct
Question 3	:	Defence Export Controls Permit
Question 4	:	Research Outcome and Achievements for past year
Question 5	:	Industry Partners and External Supervisors
Question 6	:	Publications
Question 7	:	Awards
Question 8	:	Problems and Issues Affecting Research Progress
Question 9	:	Addressing the Problems and Issues Affecting Research Progress
Question 10	:	Coursework Subjects to be completed next year
Question 11	:	Intended Research for next year

Question 12	:	OH&S
Question 13	:	Additional Comments
Question 14	:	Have you discussed your APR with your Supervisor?

You may save and re-enter Section 1 as many times as necessary before final submission. If you have saved your report but have not yet submitted it, you are the only person to whom the work you have entered is visible.

When you are satisfied with your responses in Section 1, send the report to your supervisor by clicking on the 'Submit to Supervisor' button.

The entire page will then be displayed for viewing. If satisfied scroll to bottom and click 'Submit to Supervisor' button. *Section 1 of the APR will NOT be submitted to your supervisor until this step is completed.*

Once this is done your Principal Supervisor will receive an email message that your APR has been submitted.

You can obtain a printout of the entire report at any time by clicking on the 'View the whole report' button and then clicking on the 'Print' button.

STEP 5 – READ SECTION 2: SUPERVISOR’S REPORT ON HDR CANDIDATES’S PROGRESS

You will receive a SOLS message notifying you that your supervisor has completed his/her section (Section 2). You must read Section 2 before responding in Section 3.

STEP 6 – COMPLETE SECTION 3: HDR CANDIDATE’S RESPONSE TO SUPERVISOR’S COMMENTS

Once you have read your supervisor’s comments in Section 2 you must acknowledge and respond to the Supervisor’s comments by completing Section 3.

When you are satisfied with your responses in Section 3, send the report to your HPS by clicking on the 'Submit to HPS' button.

The entire page will then be displayed for viewing. If satisfied scroll to bottom and 'Submit to HPS'. *Section 3 of the APR will NOT be submitted to the HPS until this step is completed.*

STEP 7 – TRACK PROGRESS OF APR

You will be able to track the progress of your APR via SOLS at any time. There is a 'Report Status' box at the start of the APR that will advise you which section is to be completed.

HDR Candidates will receive email notification as each Section of the APR is completed.

Please note: In some situations the EFTSL may not be a true record due to enrolment abnormalities. Please contact GRS if you have any concerns on (02) 4221 5452 or graduate-research-school@uow.edu.au.

