



Guidelines for HDR Candidates to complete the Annual Progress Report (APR) online

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

STEP 1 – DISCUSS WITH SUPERVISORS

Before completing the APR online, candidates should arrange a time with their supervisors to review their progress during the past year and to discuss their plan of work for next year. All candidates, even if on a Leave of Absence, must complete the APR.

STEP 2 – ACCESS SOLS

- Login to [SOLS](#) using your student id and password. If unable to login or you need assistance, contact the IMTS Service Centre on (02) 4221 3000. You may need to clear any unread messages before you can access the HDR Annual Progress Report link.
- Click '**Annual Progress Report**' from the left-hand menu. An Edit button will be displayed against the current APR.
- Clicking the Edit button will reveal a table that contains several records—such as Candidature Details, the Candidature Enrolment Record, HDR Candidate's Report, and HPS recommendations—coupled with due dates and other information.

STEP 3 – VERIFY CANDIDATURE DETAILS AND ENROLMENT RECORD

Candidates can verify the Candidature Details and the Candidature Enrolment Record by clicking the relevant link. Report errors in candidature or enrolment to the graduate-research-school@uow.edu.au.

STEP 4 – COMPLETE HDR CANDIDATE'S REPORT SECTION

- Click the link for the 'HDR Candidate's Report'. This report contains the following sets of questions:

HDR CANDIDATE'S REPORT	
1. Ethics and Research Integrity	▶
2. Defence Export Controls Permit	▶
3. Research Outcome and Achievements for 2023	▶
4. Industry Engagement or Partnership	▶
5. Problems and Issues Affecting Research Progress	▶
6. Research Plan for 2024	▶
7. Satisfaction Ratings	▶
8. Time Management	▶
9. International Conferences	▶

[VIEW ALL RESPONSES](#) [BACK TO REPORT CONTENT](#) [SUBMIT](#)

- Click a set of questions to enter, view, and update your responses. Click the Save button to save your responses or use the Cancel button to discard your updates. You can revisit and update your responses any time before the final submission.
- After finalising your responses, click the 'Submit' button. The entire report will appear, enabling you to review your responses.
- If satisfied with your responses, scroll to the bottom and click the 'Submit' button. The APR report will **not** be submitted to your HPS until this step is completed. **Note that, from 2023, your responses will never be visible to your supervisor.**
- To generate a printout of the entire report, click the 'View All Responses' button and select 'Print' from the browser menu.

STEP 5 – TRACK PROGRESS OF APR

Please access SOLS and track your progress during the APR process. The 'Report Status' box on the APR landing page will display the current status and the next step in the workflow. You will receive email notification after each Section of the APR is completed.

On some occasions, because of enrolment variations, the EFTSL may not be accurate. If you feel your EFTSL is inaccurate, contact graduate-research-school@uow.edu.au.