



9 September 2004

Dear Colleague

Higher Degree Candidature Annual Progress Report

On the recommendation of its Postgraduate Research Training Sub-Committee, the Graduate Studies Committee unanimously approved the adoption of a University-wide Annual Progress Report for the review of research higher degree candidates.

In addition to the adoption of the report, the *University of Sydney (Amendment Act) Rule 1999* has been amended to make annual progress interviews mandatory for all candidates. The Academic Board adopted the recommendation of the Graduate Studies Committee at its June meeting.

Faculties need to ensure that candidates, supervisors, Postgraduate Co-ordinators and others complete the relevant parts of the report in a timely manner.

I have attached herewith, the Annual Progress Report template we have developed. The template will also be available for download from the Graduate Studies Committee website, <http://www.usyd.edu.au/ab/committees/rtc/index.shtml>.

Guidelines for use of the Report template

The template contains a number of “form fields” some of which permit the user to make selections from a drop-down list and others which prompt the user to fill in appropriate details.

In order to utilise the functions of the form fields, the fields need to be in a protected format. To protect these fields, please do the following:

1. go to the *View* toolbar and select *Toolbars > Forms*
2. click on the padlock icon in the Forms toolbar to activate protection
3. you can now use the form fields (when protection is activated, you will not be able to edit any other parts of the document)
4. once you have finished using the form fields, de-activate protection by clicking on the padlock icon again (the changes you have made to the form fields will remain, and you can now edit other parts of the document).

Form fields appear on pages 1, 5, 6 and 7 of the report template and are shaded in grey.

It is important to note that the Annual Progress Report template has undergone thorough scrutiny by members of the Postgraduate Research Training Sub-Committee and represents the University’s resolve to ensure best practice in the very important process of reviewing research higher degree candidates.

Should you have any questions in relation to the template or the process, please contact my office, 9036 9518 or DoGS@usyd.edu.au. Please be advised that after this round of reviews and receiving your valuable comments and suggestions, the we will review and if appropriate, revise the template.

I thank you in advance for your co-operation.

Yours sincerely

A handwritten signature in black ink, appearing to read "M. Behnia". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Masud Behnia

Dean of Graduate Studies