



## PART A. CANDIDATE TO COMPLETE

### Research Supervision

\*1. Have you discussed your research progress with any of your supervisors before completing this Report?

YES       NO

Please provide further comments.

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\*2. In the last 12 months - on average - have you met or otherwise had contact with your Principal Supervisor regarding your research project at least once per fortnight?

YES       NO

Please provide details on the frequency of contact

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\*3. Are you satisfied with the usefulness and frequency of contact with your Principal Supervisor?

YES       NO

Please provide further comments.

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\*4. In the last 12 months - on average - have you met or otherwise had contact with your other supervisors (Associate, Adjunct, etc) regarding your research project regularly? (e.g. fortnightly/monthly)

YES       NO

Please provide details on the frequency of contact.

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\*5. Are you satisfied with the usefulness and frequency of contact with your other supervisor(s)?

- YES       NO

Please provide further information.

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## Research Training Support

\*6. What further research training support do you require to satisfactorily complete your research project?  
(You may indicate more than one)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Project Management       | <input type="checkbox"/> Ethics                         | <input type="checkbox"/> Research Methods |
| <input type="checkbox"/> Research Analysis        | <input type="checkbox"/> Conference Presentation Skills | <input type="checkbox"/> Thesis Writing   |
| <input type="checkbox"/> Writing Journal Articles | <input type="checkbox"/> Other                          | <input type="checkbox"/> None             |

\*Please provide further comments to any of the identified areas above.

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## Research Progress

\*7. Briefly outline the key activities / progress achieved in your research project within the last twelve months. **You can upload a document to your Annual Progress Report as an attachment if you do not have enough space within this answer field.**

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\*8. Have you and your supervisors agreed on a plan for your research project activities/progress over the next twelve months?

YES       NO

If YES, please provide a summary of your research plan for the next 12 months.

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If NO to the above question, please provide further information.

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\*9. Since your last progress review, or commencement of your candidature if this is your first review, do you consider your academic progress to be satisfactory?

YES       NO

Please provide further information based on your answer to the above question.

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\*10. Does your research project involve children under 18?

YES       NO

If YES, are you aware of the new Working with Children check requirement?

YES       NO

**Note:** From 15 June 2013, in compliance with the Child Protection (Working with Children) Act 2012, anyone involving in working with children under 18 will need to apply for clearance check prior to conducting this research. This check is free for research candidates.

For more information and application, please see <https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check> . The outcome of your check will be recorded on the student system. You must obtain this licence prior to commencing your research; otherwise you will be in breach of the Act and this may affect your research enrolment.

## Thesis Submission

\*11. Do you expect to submit your thesis by your candidature end date (expected submission date)?

YES       NO

Please provide further information based on your answer to the above question.

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If you answered No to the above question have you discussed your situation with your Principal Supervisor?

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**NOTE:**

(If you will not submit by your EWS date you will need to complete an Application for [Extension of Out of Time Candidature \(EXTN\) Form](#).

If you are a Domestic student, you may be required to pay a special tuition fee as detailed in the University's Higher Degree Research [Out of Time Policy](#)

If you are an international candidate you will be liable for international tuition fees if you remain enrolled in your research program after the expiry of a scholarship.

**Please indicate the cause of the delay in completing your thesis on time.** *(you may indicate more than one)*

- |  |  |                                 |                                      |
|--|--|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Research implementation | <input type="checkbox"/> project           | <input type="checkbox"/> Ethics | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Project funding         | <input type="checkbox"/> Personal Concerns | <input type="checkbox"/> Other  |                                      |

Please provide further comments to any of the identified areas above.

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## Ethics and Defence Trade Control Act (DTCA) Approval

\*12a. Does your research project require ethics approval?

- YES     NO

If YES to the above question, has the final approval been obtained?

- YES     NO

If YES, please provide the final approval/reference number(s). \_\_\_\_\_

For information on Research Integrity and Ethics refer to <http://www.mq.edu.au/research-policies-procedures-conduct>

\*12b. The **Defence Trade Control Act** (2012) [http://www.mq.edu.au/policy/docs/export\\_control\\_sanction/policy.html](http://www.mq.edu.au/policy/docs/export_control_sanction/policy.html) puts in place new measures to control the transfer of defence and strategic goods technologies and bringing Australia into line with international best practise.

In order to strengthen Australia's export controls, and to stop technology that can be used in conventional and weapons of mass destruction from getting into the wrong hands, the Act includes provisions regulating: intangible supply of technology relating to defence and strategic goods, such as supply by electronic means; and brokering the supply of Defence and Strategic Goods (DSGL) goods and technology

To find out more about whether you need to apply for a permit please complete the online **Activity Assessment Questionnaire** <https://dsgl.defence.gov.au/pages/home.aspx> Through a series of questions, the Activity Questionnaire will assist you to determine if your export, supply, publishing or brokering activity is controlled.



For further enquiries, please email: [defencetradecontrols@mq.edu.au](mailto:defencetradecontrols@mq.edu.au)

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I. Are you or will you be carrying out any “controlled” activities under the DTCA?

YES  NO

A “controlled activity” is an activity that is regulated under the DTCS. You can use the **Activity Assessment Questionnaire** to help determine if your export, supply, brokering or publishing activity is controlled. Please save a copy of the completed Questionnaire for your records.

**If you answered yes**

II. Does or will your research contain items that are listed on the Defence Strategic Goods List?

YES  NO

You can use the Online DSGL Search <https://dsgl.defence.gov.au/Pages/Search.aspx> to help you determine this. Please save a copy of the completed DSGL search for your records.

**If you answered yes**

III. Are there any exemptions or exceptions that may apply?

YES  NO

Please refer to the to the “DTCA Cheat Sheet”

[http://research.mq.edu.au/new/current\\_research\\_staff/defence\\_trade\\_controls\\_act/defence\\_trade\\_controls\\_files/DTCA\\_Cheat\\_Sheet.pdf](http://research.mq.edu.au/new/current_research_staff/defence_trade_controls_act/defence_trade_controls_files/DTCA_Cheat_Sheet.pdf)

**If you answered yes**

IV. Which of the following exemptions apply?

- “In the Public domain”
- “Basic scientific research”
- Medical equipment specially designed for medical end-use
- Minimum necessary information for patent applications
- No general exemption apply

V. For the supply of items listed on **Part 2 of the DSGL only**, which of the following exceptions apply?

**Note:[\*]: i.e. Australian Defence Force, Australian Public Service, Australian Federal Police, Australian State or Territory Police, Australian Intelligence Community where receipt is in the course of his/her official duties.**

- Verbal/oral supply
- Pre-publication supply
- Supply to government and security agency employees [\*]
- No exceptions for the supply of Part 2 DSGL items apply

VI. Please provide any additional comments here.

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## Publication

### NOTE:

The University provides guidelines on Authorship in the **Macquarie University Code for the Responsible Conduct of Research 2015**

It is important that authorship of research outputs is correctly attributed. This ensures that contributors receive the appropriate credit and that people who have not contributed substantially are not inappropriately credited. [http://www.research.mq.edu.au/research\\_integrity/areas\\_of\\_conduct/authorship](http://www.research.mq.edu.au/research_integrity/areas_of_conduct/authorship)

The Authorship Agreement Form is a resource for HDR candidates to use when confirming authorship with other collaborators on research publications

Details on the Code are available at: <http://www.mq.edu.au/research/about-research-at-macquarie/strategy-and-policy/research-integrity>

The MQ Authorship Template Form is available at the following link:  
[http://www.hdr.mq.edu.au/information\\_about/hdr\\_research\\_integrity\\_and\\_misconduct](http://www.hdr.mq.edu.au/information_about/hdr_research_integrity_and_misconduct)

\*13. Did you have any published your research in the last 12 months?

- YES       NO

If YES, list your publication/s below.

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You must also notify the Library of these publications for inclusion in Macquarie University Research Online ([www.researchonline.mq.edu.au](http://www.researchonline.mq.edu.au)). Have you done so?

- YES       NO

## Allocated Research Time

\*14. On average, how many hours per week, did you dedicate to your research project over the last 12 months?

- Fewer than 10 hours       10 to 20 hours       20 to 30 hours  
 30 to 40 hours       40+ hours

Please provide further comments.

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\*15. On average, how many hours per week will you dedicate to your research project over the next 12 months?

- Fewer than 10 hours       10 to 20 hours       20 to 30 hours  
 30 to 40 hours       40+ hours



Please provide further comments.

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Do you anticipate any changes that may affect your progress in the next 12 months e.g. LOA, maternity leave etc?

YES       NO

If YES, please provide details. \_\_\_\_\_

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## Residency Status

\*16. Have you changed your Australian residency status (i.e. from international student to permanent resident) in the last 12 months?

YES       NO

If YES, you must lodge a "Notification of change of Residency Status" form with HDRO available at <http://www.mq.edu.au/research/phd-and-research-degrees/how-to-apply/forms>.

Have you done so?

YES       NO

Will you require accommodation on or near campus in the next 12 months?

(NOTE: The answers to this question are used for planning purposes only. Your Faculty HDR Manager will contact you with details on how to apply for accommodation or visit [Macquarie University housing](#))

YES       NO

Will you require research space on campus in the next 12 months?

(NOTE: The answers to this question are used for planning purposes only. Your Faculty HDR Manager will contact you with details on how to apply for research space)

YES       NO

If YES, how many days a week do you expect to be doing research on campus?

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## Student Survey (MUSEQ-R)

17. Did you participate in this survey?

YES       NO

If NO, please provide a reason.

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## Other

\*18. Do you wish to make any other comments in relation to your research progress over the last twelve months?

YES       NO

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19. If you received an external award during last year, please provide the award details, including name, amount, duration, etc.

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## Student Declaration

### Declaration (ALL candidates)

I hereby declare that the information provided by me in the 2016 Annual Progress Report is an accurate account of my progress. I am familiar with the candidature Rules and Policies.

<http://www.mq.edu.au/about/about-the-university/governance/macquarie-university-council/calendar-of-governance-legislation-and-rules>

I agree to abide by them and any subsequent amendments. I understand that there are penalties for non-compliance with these and that the University may terminate my candidature if I have misrepresented my past and/or present circumstances.

\_\_\_\_\_  
Candidate Name

\_\_\_\_\_  
Student No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### SCHOLARSHIP/AWARD HOLDERS ONLY

You must answer this part if you are presently, or have been during the past 12 months, a scholarship/award holder.

#### Important Information:

While the Scholarship holder may be free to publish any results arising from research completed while on scholarship, any publications must acknowledge that the work was done while holding a scholarship.

Scholarship holders must be aware of and comply with the University's research ethics policies and procedures about the gathering and use of data, and comply with the **Australian Code for the Responsible Conduct of Research, The Macquarie Code** and relevant external and internal ethical guidelines [http://www.research.mq.edu.au/research\\_integrity](http://www.research.mq.edu.au/research_integrity)

The conduct of all Macquarie University research must adhere to **The Macquarie Code** irrespective of its funding source or whether it requires ethical review.

Failure to adhere to **The Macquarie Code (2015)** or the **Australian Code for the Responsible Conduct of Research (2007)** may be a ground for disciplinary action.



All Macquarie University staff and students have an obligation to report any possible breaches of **The Macquarie Code** (2015) or the **Australian Code for the Responsible Conduct of Research** (2007) or possible research misconduct to the Director, Research Ethics and Integrity. The preparation and presentation of reports should follow **The Macquarie Code** and include any advice received from a Research Integrity Advisor, as well as indicating if the individual wishes that their identity is protected. Reports should be made in writing.

## Extra Payment or Work

**\*20.** Are you receiving any additional payments to your primary scholarship to undertake your research? As a holder of a primary scholarship you should not be in receipt of another award, scholarship or salary considered to be equivalent to or to duplicate the purpose and benefits of the scholarship. An equivalent award is defined as an amount of money which is greater than 75% of the basic stipend rate.

YES       NO

If YES to the above question, how much is this per annum?

Less than \$19,716\*       More than \$19,716\*

\*Based on 2016 Australian Postgraduate Award Living Allowance Stipend Rate.

**\*21.** Over the past 12 months, have you undertaken paid and/or unpaid work, including teaching, not directly related to your research?

YES       NO

If YES to the above question, how many hours per week on average have you worked?

1 - 14 hours       More than 14 hours

## Thesis Submission

**\*22.** Do you expect to submit your thesis by your scholarship end date?

YES       NO

Please provide further comments/reasons below.

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### IMPORTANT NOTE:

If you are an international candidate and you are unable to submit your thesis for examination by your scholarship end date you will be liable for fees for every day that you are enrolled past your scholarship end date.

You must apply at the start of your final semester/Enrolment Period (January or July) for an extension to your fees due date.

An email detailing the HDR fee extension application process will be emailed to your student email address alerting you to check your e student account for a potential fee debt at the start of each enrolment period (January and July).

If you have any questions about this process and or your fee liability please contact [hdrmanagement@mq.edu.au](mailto:hdrmanagement@mq.edu.au)



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If NO to the above question, have you discussed this with your Principal Supervisor?

YES    NO

If NO, please provide reasons. \_\_\_\_\_

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## Student Scholarship Declaration

I hereby declare that I am abiding by **The Macquarie Code (2015)**, **The Responsible Conduct of Research (2007)** and the conditions of my scholarship/award. I understand that there are penalties for non-compliance with these conditions and that the University may terminate my scholarship(s) if I have misrepresented my past and/or present circumstances (scholarship/award conditions are available at:

[http://hdr.mq.edu.au/information\\_about/scholarships/forms\\_and\\_conditions](http://hdr.mq.edu.au/information_about/scholarships/forms_and_conditions)

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NAME of Scholarship/Award Holder

Signature

Date