**School of Social Science**

**HDR Portfolio of Academic Achievement**

The aim of this Portfolio of Academic Achievement is to provide a summary of HDR students’ progress across important domains relevant to academic and professional skill development. The document is intended to highlight areas of achievement, as well as areas in which further development or focus may be needed to achieve the HDR candidate’s goals. Throughout their candidature, HDR students are encouraged to reflect on their career profile, reflect of their development and learning needs, and identify UQ and external training and experiences that are most relevant to addressing these needs. The Portfolio of Academic Achievement is a component of the HDR candidature progression process at the School of Social Science. It should be completed cumulatively and submitted at all Progress Reviews.

**Part A. Personal, candidature and career details**

**A1. Personal and candidature details**

|  |  |
| --- | --- |
| Date |  |
| Student’s name |  |
| Student number |  |
| UQ email address |  |
| Current Progress Review |  |
| Current candidature status (FT or PT) |  |
| Field of Study |  |
| Principal Advisor |  |
| Associate Advisor 1 |  |
| Associate Advisor 2 (if applicable) |  |
| Date of candidature commencement |  |
| Date of last Progress Review |  |

**A2. Summary of career plans and goals**

*Provide a summary (max. 300 words) of your career plans for after the completion of your HDR studies, including the type of job that you aspire to have. Reflect on any expected opportunities and barriers to achieving your goals.*

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**Part B. Qualifications, awards, and professional memberships**

**B1 Academic qualifications**

|  |  |  |
| --- | --- | --- |
| Year | Qualification | Institution |
|  |  |  |
|  |  |  |
|  |  |  |

**B2. Awards and prizes**

|  |  |
| --- | --- |
| Year | Description |
|  |  |
|  |  |
|  |  |

**B3. Professional memberships**

For example, the Australian Archaeological Association; the Australian and New Zealand Society of Criminology; the Australian Archaeological Association; the Australian Sociological Association; or the ARC Centre of Excellence for Children and Families over the Life Course.

|  |  |
| --- | --- |
| Year | Description |
|  |  |
|  |  |
|  |  |

**Part C. Teaching experience**

**C1. Teaching activities**

List any teaching activities related to tutoring, guest lecturing, course coordination, and development of teaching materials.

|  |  |
| --- | --- |
| Year | Activity |
|  |  |
|  |  |
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**Part D. Research and creative work**

**D1. Summary statement of themes**

*Provide a brief summary (max. 200 words) of the major past, present and future themes of your work (e.g., honours thesis, academic publications, long-term research interests).*

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**D2. Refereed publications** *(including accepted/in press)*

|  |  |
| --- | --- |
| Publication title and details (including year) | Category*(e.g., book, book chapter, journal article, conference paper, commissioned report)* |
|  |  |
|  |  |
|  |  |

**D3. Non-refereed publications and original contributions** *(including accepted/in press)*

|  |  |
| --- | --- |
| Publication title and details (including year) | Category*(e.g., book review, academic blog piece, discussion paper)* |
|  |  |
|  |  |
|  |  |

**D4. Outputs submitted for publication**

*Include any submitted publications where the outcome is not yet known and unsuccessful submissions.*

|  |  |
| --- | --- |
| Publication title and details (including year) | Category*(e.g., book review, academic blog piece, discussion paper)* |
|  |  |
|  |  |
|  |  |

**D5. Conference and seminar series presentations**

List all conference, seminar-series and poster.

|  |  |
| --- | --- |
| Paper title and details (including year and forum/conference) | Category*(e.g., conference, seminar, or poster presentation)* |
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**D6. Funding support sought and received**

Include unsuccessful and pending applications as well as those granted. Include funding sought from the School of Social Science (e.g., your HDR Research Support funds).

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| --- | --- | --- | --- |
| Year | Granting agency | Amount sought | Outcome (successful, unsuccessful, pending) |
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**D7. Other research-related activities**

List any project management, project budgeting, tender and grant preparation activities.

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| --- | --- |
| Year | Activity |
|  |  |
|  |  |
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**Part E. Service and engagement**

**E1. Service to the School, Faculty and University**

*Examples include committee memberships, other service positions and projects, and serving as a representative of the University on external bodies.*

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| --- | --- |
| Date(s) | Role description |
|  |  |
|  |  |
|  |  |

**E2. External service to profession/discipline**

Include activities such as reviewing for a journal, organising a conference, etc.

|  |  |  |
| --- | --- | --- |
| Service | Date(s) | Role description |
|  |  |  |
|  |  |  |
|  |  |  |

**E3. External service to the community**

Include activities such as presenting to external organisations about your research.

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| --- | --- | --- |
| Service | Date(s) | Role description |
|  |  |  |
|  |  |  |
|  |  |  |

**Part F. Skills and career development**

**F1. Professional development activities completed since commencement of candidature**

Include attendance at School-, Faculty- and University-level professional development activities (e.g., ethics, methods, and writing training; career planning) as well as external professional development activities (e.g., workshops and masterclasses hosted by other institutions). In the final column please reflect on the skills acquired.

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| --- | --- | --- |
| Activity | Date | Skills acquired |
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|  |  |  |
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**F2. Self-assessment of learning and professional development needs**

*Reflect on your career profile, skills and experiences and provide a self-assessment (max. 300 words) of your perceived learning and professional development needs. For example, you may wish to: (a) learn new skills about data/project/funding management; (b) acquire/update skills to support your HDR research and complete your thesis; (c) develop leadership and transferrable skills to support your future career and personal goals; and (d) improve your industry connections and experiences (e.g., through internships and networking).*

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**F3. Learning and professional development planning**

*Please identify concrete UQ and/or external training and activities (e.g., courses, workshops, and other experiences) you intend to undertake before your next Progress Review to address the learning and professional development needs you identified in section F2.*

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| --- | --- | --- |
| Activity | Learning needs addressed or skills developed | Required resources ($) |
|  |  |  |
|  |  |  |
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