5. How to organise a Progress Review

We strongly suggest that you start planning for your Progress Review in the Research Quarter before it is due. Meet with your advisor to identify a suitable Progress Review Panel and plan for your Progress Review at least 8 weeks before the commencement of the Research Quarter in which your review is due.

You will need to complete the following tasks in the research quarter in which your review is due.

In the first month of the research quarter:

1. send your candidate statement to your Chair
2. distribute your Progress Review documents to your Progress Review Panel and finalise the date/time and venue for your Progress Review meeting. This should be done before the census date of the Research Quarter in which your Progress Review is due.

In the remaining months of the research quarter:

3. prepare for your Progress Review meeting (and presentation if required by your school or institute)
4. meet with your Progress Review Panel for your Progress Review meeting. This needs to be done before the end of the Research Quarter in which your review is due
5. after the progress review meeting your Chair will email their Progress Review report to you. Upload a copy of the Chairs report to your Outcome of Progress Review before the end of the Research Quarter to record the outcome.

If you experience issues organising your Progress Review, seek the support and advice of your Principal Advisor and Chair. To gain a clearer picture of how everyone involved in the Progress Review process collaborates please refer to the roles table below.

> Note that unless your school/institute has fixed dates for review meetings, you can complete your review earlier if your advisory team feels that you're ready. If your school does have fixed dates, your DHDR and Advisor will communicate this to you at commencement.

Prepare for your Progress Review

1. Check requirements - read through the Higher Degree by Research Candidature Progression policy & procedure, the Progress Review website and your school/institute guidelines to understand the specific requirements for your area.
2. Identify your Progress Review Panel - work with your advisor to identify a suitable panel and plan for your Progress Review. Ideally, your advisor should make an initial contact and introduce you to the Progress Review Panel members.
3. Equipment check - ensure that you are familiar with any equipment or software you will need for your progress review.

> Candidates must complete the Research Integrity Module and register for an ORCID prior to their Confirmation Review.

Organise the Progress Review Meeting

1. Organise your Panel - check the availability of the Progress Review Panel members, including the Chair, to attend the Progress Review. Remember to check your School/Institute guidelines for how long you should typically allow for this meeting.
2. Book a room - if required, book a room or set up a zoom link with your Chair as an alternate host.
3. Calendar invitation - send an invitation to your Progress Review Panel.
    i. Check with your school/institute guidelines as to whether you should also invite your advisory team.
4. Share your presentation details - this will be only if required by your school/institute.

> You can use doodle poll to help you find a date and time that suits you and the panel.
>
> If a Confidentiality Agreement is required, please prepare the Confidentiality Agreement and ensure all panel members sign it before sending any project documents to the panel.

Send your documents

You should send your documents by the census date of the research quarter in which your Progress Review is due, and at least 2 weeks before your Progress Review Meeting.

1. Email the following documents through to your Progress Review Panel Chair:
    - confidential candidate statement
    - chair report template for the review you are undertaking:
        - Chair's report – Review 1
        - Chair's report – Review 2
        - Chair's report – Review 3
2. Your Principal Advisor can download the confidential Principal Advisor Statement to email to the Chair directly.
3. Email the following documents to your full Progress Review Panel:
    - remaining candidate documents and project documents in your school/institute guidelines
    - any additional forms if listed in your school/institute guidelines.

> A great tool to distribute your documentation is the UQ Research Data Manager, using the share by email or link function.

On the day of your Progress Review Meeting

1. Bring your documents, presentation (if required) and pens, for both you and the Progress Review Panel.
2. Arrive early to set up and check everything is working and in place.
3. Check your school/institute guidelines for specifics on how this meeting will run.

After your Progress Review Meeting

1. Your reviewers will provide written feedback to the Chair on your progress.
2. The Chair will collate the feedback, complete a Chair's Report and return it to you.
3. Submit an Outcome of Progress Review request to record the outcome, at a minimum please attach the Chair's report and iThenticate report, and provide a link to the RDM for your project and other documents. This should be done even if the outcome is 'Repeat review' or 'Change of program'. Please do not upload your Candidature Statement to this request or to the UQRDM, as this is confidential questionnaire only shared with the Chair of your Review Panel and DHDR.
4. The online request will then go to your Principal Advisor for review, to the DHDR for endorsement, then to the Graduate School to finalise.

> If your iThenticate report is too large to upload you can include it as a an RDM link, along with your project and other documents.

Outcome of Progress Review

Request now

> Please follow up with your Chair if it has been more than five working days since your review and you have not received the Chair's report. Speak with your DHDR if there are further delays.