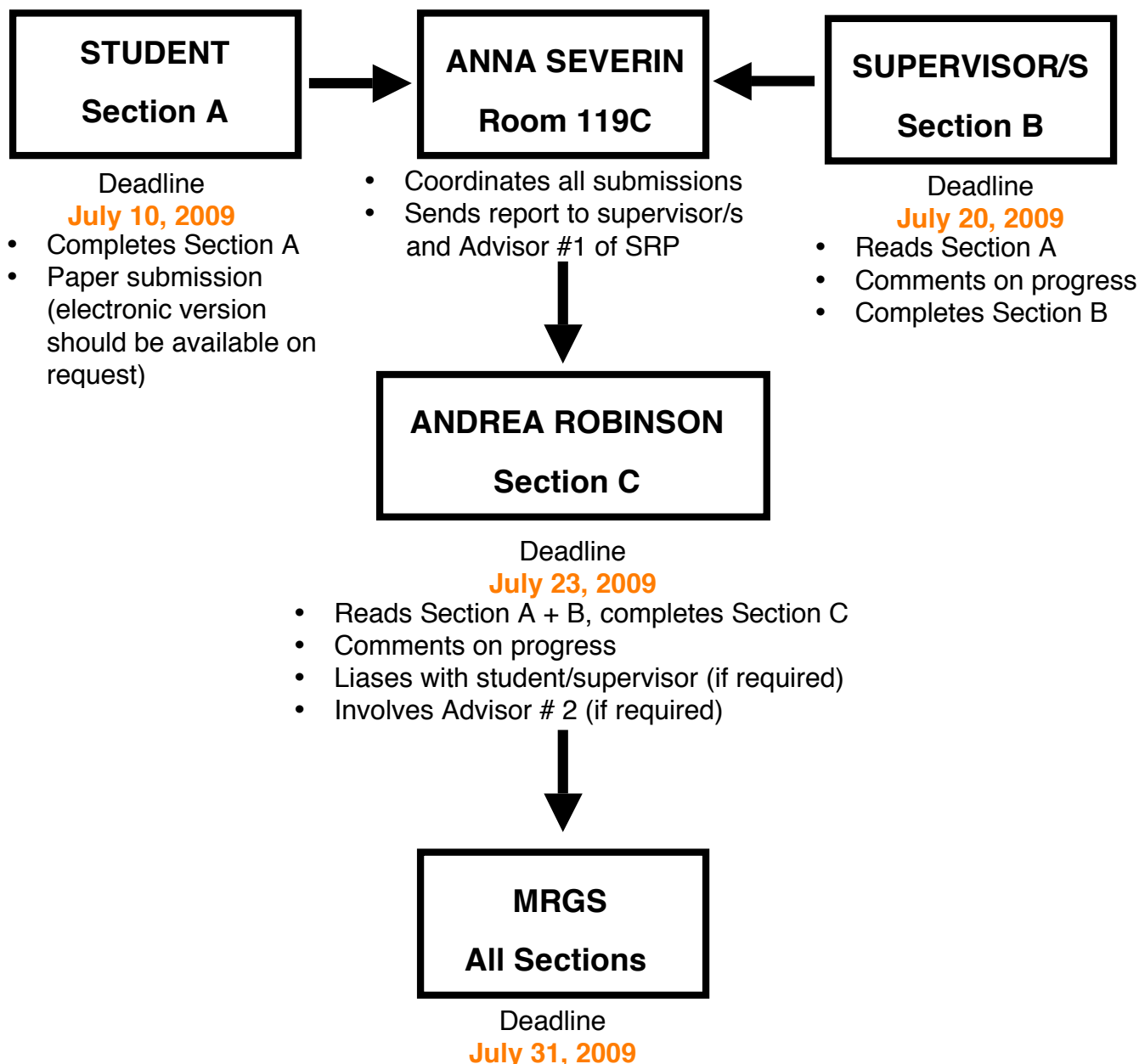


## Procedure for the Submission of MSc/PhD Annual Reports 2009

Annual PhD Reports need to be submitted to MRGS by the end of July. In order to meet this deadline, we will have to **COMPLETE OUR INTERNAL PROCESS BY THURSDAY 23rd of JULY.**

**PLEASE IGNORE THE MRGS TIMELINE PRINTED ON THE MRGS ANNUAL REPORT FRONT PAGE AND FOLLOW THE SCHOOL OF CHEMISTRY TIMELINES AS BELOW:-**



ALL MSc/PhD candidates are asked to submit **TWO COPIES** (including the front page) of their School Annual Report (Section A plus attachments) to Anna Severin (Room 119C) by **FRIDAY 10TH JULY, 2009**. It is very important that you meet this deadline please. An electronic copy of your report should also be available on request.

The PhD Annual Report form can be downloaded from:  
<http://mrgs.monash.edu.au/research/students/progress/progforms.html>

The MSc Annual Report form can be downloaded from:  
<http://www.sci.monash.edu.au/postgrad/mscresearchpolicies/progress.html>

**PLEASE DOWNLOAD THE COMPLETE FORM (A+B+C SECTIONS)**

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**The reporting requirements for MSc/PhD students vary depending on the stage of candidature. When preparing your reports please follow the instructions below:**

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### **Students in first year of candidature**

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- Students with start dates after March 14, 2009, do NOT submit an annual report.
- Students who have had their research plan approved after June 9, 2009, only fill in Section A of the Annual Report.
- Students whose candidature is at the stage between research plan approval but not quite at confirmation stage should submit:
  - Section A of the Annual Report
  - Research Plan
  - Brief comment on progress
  - Brief description of experiments done to date
- Students who are around confirmation stage of their candidature should submit their progress (confirmation) reports before July 14th to enable the confirmation process to be completed by the end of July.

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## Students in second or higher years of candidature

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- Students who have had their candidature confirmed after March 14, 2009 do NOT need to fill in an annual report. You will need to return the MRGS cover sheet together with the 'Request for exemption from completing a report' form. This document is found at:-  
<http://mrgs.monash.edu.au/research/students/progress/progforms.html>

You will need to attach evidence of your confirmation (e.g. email from MRGS).

- Students who have had their candidature confirmed between March 14, 2008 and March 14, 2009 should submit:-
  - Section A of the Annual Report
  - An updated confirmation of candidature report
- All other students should follow the normal annual reporting procedures outlined below. Your report is to consist of:-
  - Section A of the Annual Report
  - ONE-PAGE Introduction to the topic of your thesis
  - And **ONE** of the following:
    - A draft of experimental work conducted in the previous 12 months. Students must also include a summary of key R & D material so that the Student Research Panel can provide feedback; **or**
    - A draft of a paper which has recently been submitted (i.e. since the last annual report in 2008) or which will be submitted in the near future; **or**
    - A progress report provided to external organisations (e.g. CRC's).

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The report will be read by the main supervisor and one advisor, who will assess whether progress is satisfactory. If their views differ, the second advisor will read the report and make a recommendation. A meeting will be convened by the Associate Head Postgraduate Affairs to discuss the matter.

In cases where progress has been deemed to be unsatisfactory, the advisory panel will meet with the student to discuss difficulties that may have slowed progress and where appropriate, devise a plan of action that will assist the student in the conduct of the research program.

## Timeline

Friday, 10th July <b>or before:</b>	Students submit two copies of their reports to Anna Severin.
Tuesday, 14th July <b>or before:</b>	Reports distributed to supervisor and advisor #1.
Monday, 20th July <b>or before:</b>	Receive recommendations from supervisor and first advisor.
Thursday, 23rd July <b>or before:</b>	Associate Head Postgraduate Affairs for comment and approval. Receive recommendations from second advisor and convene Advisory Panel (if necessary).
Friday 31st July:	Reports given to MRGS.

## Exemptions

- Intermission for >9mths between July 1, 2008 - June 30, 2009
- Confirmed candidature between March 13, 2009 – June 13, 2009
- Lapsed candidature
- Submitted thesis

**Assoc. Prof. Andrea Robinson**  
**Associate Head Postgraduate Affairs**