The University of Queensland
Australia

School of Social Science

HDR Progress Review Process

All HDR candidates, advisors and HDR Committee members must ensure they are familiar with the process and purpose of the HDR Progress Reviews. An outline of the process can be found on the Graduate School website here.

2 MONTHS

1

INITIATE
Graduate School HLO emails the progress review schedule to the DHDR.

2

SCHEDULE
DHDR schedules the progress reviews, including location, dates, times and HDR Chairs.

2 MONTHS

3

NOTIFICATIONS
DHDR sends out the schedule to relevant candidates, advisors and HDR Chairs via email.

4

CANDIDATE REQUEST
Candidate initiate the Progress Review request through myUQ.

5

PRINCIPAL ADVISORS
The Principal Advisor and DHDR receive an email notification about the initiated request. The Principal Advisor completes the Principal Advisor Statement.

6

CANDIDATE NOTIFICATION & FINALISATION
Candidate receives automatic endorsement notification & finalises the request, including a link to the RDM folder.

7 DAYS

7

DOCUMENTATION
The candidate and advisors ensure relevant documentation is completed and available to the HDR Chair no less than 7 days before the interview.

If the entire set of documents is not received approx. 10 days before the interview, the HDR Chair will send a reminder to the candidate/PA. If they are not made available at least 7 days before the interview, the HDR Chair cancels the interview and the progress review is postponed until the next research quarter.

8

INTERVIEW
The Candidate, Principal Advisor and Associate Advisor(s) attend the Progress Review Interview

9

CHAIR'S REPORT
The HDR Chair completes the Chair's Report. The candidate, PA, DHDR and Graduate School receive notification about the result of the progress review

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