

HDR Progress Report

Student Name : DBA STUDENT TWO QUEST
Date Received : N/A

PREFACE

Important Information

VICTORIA UNIVERSITY - PROGRESS REPORT - 2015
Reporting period: October 2014 - September 2015

IMPORTANT INFORMATION FOR ALL CANDIDATES AND SUPERVISORS:

All graduate researchers are expected to submit regular Progress Reports during candidature. Progress Reports are designed to assist candidates and supervisors to manage the research study and reflect on progress. They provide an opportunity to establish clear goals, review achievements against goals, identify issues that may adversely affect research outcomes and plan the next stage of the project. They also demonstrate to what extent the candidate has been active and is developing as a researcher.

Where a candidate wishes to seek feedback on a specific issue and does not feel it is appropriate to discuss the matter with their supervisors, they should email their College Director, Research Training or the Dean, Graduate Research.

If progress over the reporting period is deemed Marginal, the candidate and supervisors may be required to prepare a Progress Improvement Plan for approval by their College Director, Research Training.

Failure to submit the Progress Report by the due date will result in unsatisfactory progress proceedings being instigated.

Extension of time to submit this Progress Report

You may be able to obtain an extension of time to submit your Progress Report if you have experienced unanticipated difficulties since the report was released, including:

- disruption to supervision (principal and/or associate supervisors);
- documented personal illness or other serious personal difficulties;
- other unforeseen disruption beyond your control that has directly impacted on your ability to submit the Progress Report in a timely manner.

*If you wish to request an **extension of time** to complete this Progress Report, please submit a written request together with relevant supporting documentation to the Graduate Research Centre at least one week prior to the due date. The Graduate Research Centre will review this information and you will be notified in writing of the outcome.*

Exemption from submitting this Progress Report

You are not required to submit a Progress Report if you:

- are on approved intermission which has lasted at least six months;
- have submitted your thesis for examination;
- have a lapsed enrolment status.

*If you wish to request an **exemption** from completing this Progress Report, please submit a written request to the Graduate Research Centre with details of the reason for your exemption request. The Graduate Research Centre will review this information and you will be notified in writing of the outcome.*

Contact

Graduate Research Centre

For further information or assistance, refer to the Graduate Research Studies website or contact the GRC directly.

Phone: 03 9919 4522

Email: quest.grc@vu.edu.au

Website: <http://www.vu.edu.au/managing-research-candidature>

Quest Service Desk

For technical assistance, refer to the Quest website or contact the Quest Service Desk.

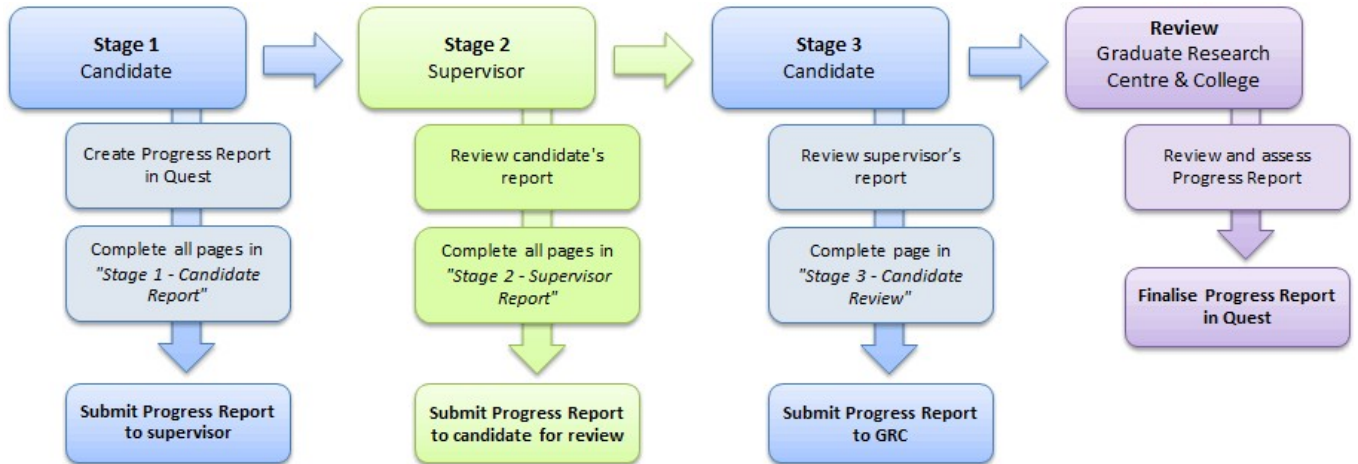
Phone: 03 9919 4278

Email: quest.servicedesk@vu.edu.au

Website: <http://research.vu.edu.au/quest.php>

Quick Guide for Using Quest

Need Help? For detailed tips and instructions, we strongly recommend that you download a copy of the *Quest Online Progress Report Guide* and read the answers to common queries regarding Quest and online Progress Reports which are available on the [Quest Help and FAQs webpage](#).



- **Submit in Stages**


There are three stages in the submission process for the 2015 Progress Reports using Quest. These are outlined in the diagram above (*note: the process may vary slightly should the Supervisor or GRC request additional information during Stage 2 or review*).

For further detail, please consult the *Quest Online Progress Report Guide* available to download on the [Quest Help and FAQs webpage](#).





- **Answer All Questions**

Mandatory questions are marked with a red asterisk (*) and must be completed before the Progress Report can be submitted.


- **Access Help and Tips**

The  help icon, found next to questions and at the top right of each page, will provide you with more information about how to answer each question or use the eForm.

- **Remember to Save**

Use the  floppy disk icon (and the  green tick in some sections) regularly to avoid losing your answers. Each page will save automatically when you click *Next*  or *Back* . Do not use the forward or back buttons in your browser.

- **Print or Save a Copy of Your Progress Report**

You can use the  report icon at any stage to generate a printer friendly version of the Progress Report. Select HTML to open a full copy of the report in a new window, or select PDF to generate a .pdf file which you can save to your computer.


Don't forget to save a copy before you submit your Progress Report! You will lose access to the eForm while it undergoes review by the GRC.

- **Submit Report**

When you have completed your section(s) of the Progress Report, click on the *Action* tab in the top left of the form and click *Submit Progress Report*. The system will then convert the eForm to read-only and send it to the appropriate person in the next stage of the process.

You will receive an email confirmation at submission. Double check that your Progress Report has been successfully submitted by viewing the *Progress Status* in the *My Progress Reviews* page.

- **Comments and Blue Flags**

After you have submitted your Progress Report, your eForm may be returned to you if more information is required by the Graduate Research Centre. These requests will be communicated to you via 'Comments' within the eForm denoted by  blue flags. Further instructions will be provided within the form if the report is returned to you.

STAGE 1 - CANDIDATE REPORT

System Details

The following information reflects your current enrolment data. Please check that this information is correct and, if necessary, indicate any discrepancies in Question 1.1.a. or 1.1.b. below.

Candidate Details

Student ID*

QUEST2

Full Name

DBA STUDENT TWO QUEST

Email address

QUEST.ADMIN@VU.EDU.AU

Campus

City Flinders

Course and Enrolment Details

Current Enrolment Status

Enrolled

Student Type (Local or International)

International

College

CENTRE FOR STRATEGIC ECONOMIC STUDIES

Enrolled Courses

1	Course Code	BPPB
	Course Name	Doctor of Business Administration
	Primary?	Yes
	Enrolment Date	27/02/2012
	Current?	Yes

Confirmation of Candidature Details

This question is not answered.

Thesis Title

Testing for Progress Reports; A study of perseverance

Confirmation of System Information

1.1.a. Please confirm that the information displayed above is correct.*

- I confirm all details shown above are correct
 There is incorrect information shown above

This question is not answered.

Supervision

The Principal Supervisor responsible for completing the supervisor section of this Progress Report is indicated in the "To complete this report?" column. **Do not continue with this progress report if this supervision information is incorrect.** Please contact the Graduate Research Centre immediately by emailing quest.grc@vu.edu.au to have this information updated.

1	Staff ID	QUEST12
	Surname	QUEST
	Given Name	MS SUPERVISOR
	Full Name	MS SUPERVISOR TWELVE QUEST
	Supervisor position	Principal
	College	O5102
	Organisation (if external)	
	Email	QUEST.ADMIN@VU.EDU.AU
	Current record?	Yes
	Principal supervisor responsible for this Progress Report?	Yes

Confirmation of Current Supervision

1.1.b. Please confirm that the current supervision arrangements listed above are correct and up to date.*

- I confirm all supervision details shown above are correct
 There is incorrect supervision information shown above

This question is not answered.

Thesis Submission Details

The following information reflects your current enrolment data. Please check that this information is correct and, if necessary, indicate any discrepancies in Question 1.2. below.

Candidature Timelines

VU Scholarship Recipient?

- Yes No

Total Leave Taken (Days)

.00

Standard Duration

Maximum Duration

Current Expected Completion Date

This is the date you are expected to **submit your thesis** for examination, given your current time fraction.

Confirmation of Candidature Timelines

1.2. Please confirm that the information displayed above is correct and up to date.*

- I confirm all details shown above are correct
 There is incorrect information shown above

This question is not answered.

Application for Approval of a New Submission Date

If your current expected completion date (shown above) falls within the next three months and you are unable to submit your thesis for examination by this date, you will need to seek approval of a new submission date.

Note: Candidates who are in receipt of a university scholarship may also be eligible for an Extension to Scholarship (first extension only). This will be assessed by the GRC upon submission.

1.3. **Do you wish to apply for approval of a new submission date?***

- Yes
 No

This question is not answered.

Candidature Milestones

The following questions relate to specific milestones which are generally applicable to all higher degree research programs and are achieved once during candidature. Please indicate the current status of each of these milestones:

Completion of required coursework

1.4. **Have you completed all required coursework for your degree?***

- Yes - completed prior to September 2014
 Yes - completed since September 2014
 Not yet
 Not applicable to my degree

This question is not answered.

Candidature confirmation

1.5. **Have you achieved candidature confirmation? ***

- Yes - achieved prior to September 2014
 Yes - achieved since September 2014
 No

This question is not answered.

Occupational Health and Safety (OHS)

1.6. **Have you completed an OHS induction since enrolling?***

- Yes
 No

This question is not answered.

1.7. **What is the level of risk/s identified for your project?***

- Low
 Medium
 High

This question is not answered.

1.8. **Have you experienced any issues over the last reporting period in relation to Occupational Health and Safety and abiding by safe work practices?***

- Yes
 No

This question is not answered.

Ethics & Integrity in Research Conduct

1.9. **Have you completed an induction in the ethics and integrity of research since enrolling (for example, through coursework or training workshops)?***

- Yes
 No

This question is not answered.

Ethics and Biosafety Approvals

1.10. **Which of the following areas are applicable to your project? Select all that apply.***

- Human Research Ethics
- Animal Ethics
- Institutional Biosafety
- None of the above

This question is not answered.

Activity Summary

1.12. The Activity Summary is a record of six key activities that are generally applicable to all higher degree research programs.

This section is designed to assist your College in determining how much you have achieved to date and ascertaining whether the work remaining on your project is in line with your proposed timelines.

Please comment on each activity type and indicate:

- your achievements over the reporting period (October 2014 to September 2015) including any delays or difficulties experienced, how these may impact on your timelines and how these issues have been/will be resolved;
- your planned achievements for the next twelve months; and
- whether you are progressing in accordance with the timeline approved at candidature confirmation or your current approved timeline.

Note: Candidates who submitted a Progress Improvement Plan following the September 2014 reporting round should refer to the activities identified as part of the Progress Improvement Plan in the Activity Summary.

Click the Help icon for a description of each activity: *

Please remember to save regularly using the Floppy Disk icon above!

1	<i>[Office Use] Plan ID</i>	1454946
	<i>[Office Use] Activity type</i>	NonAdmin
	<i>[Office Use] Status of record</i>	Active
	Title of Activity	1. Review of Literature
	What have you <u>achieved</u> in this area <u>during</u> the reporting period?	
	What do you <u>plan to achieve</u> in this area over the <u>next 12 months</u>?	
	Is this activity on track with your current approved timeline?	
2	<i>[Office Use] Plan ID</i>	1454947
	<i>[Office Use] Activity type</i>	NonAdmin
	<i>[Office Use] Status of record</i>	Active
	Title of Activity	2. Project Design
	What have you <u>achieved</u> in this area <u>during</u> the reporting period?	
	What do you <u>plan to achieve</u> in this area over the <u>next 12 months</u>?	
	Is this activity on track with your current approved timeline?	
3	<i>[Office Use] Plan ID</i>	1454948
	<i>[Office Use] Activity type</i>	NonAdmin
	<i>[Office Use] Status of record</i>	Active
	Title of Activity	3. Data Collection & Analysis
	What have you <u>achieved</u> in this area <u>during</u> the reporting period?	
	What do you <u>plan to achieve</u> in this area over the <u>next 12 months</u>?	
	Is this activity on track with your current approved timeline?	
4	<i>[Office Use] Plan ID</i>	1454949
	<i>[Office Use] Activity type</i>	NonAdmin

	[Office Use] Status of record	Active
	Title of Activity	4. Chapter Drafts
	What have you <u>achieved</u> in this area during the reporting period?	
	What do you <u>plan to achieve</u> in this area over the <u>next 12 months</u>?	
	Is this activity on track with your current approved timeline?	
5	[Office Use] Plan ID	1454950
	[Office Use] Activity type	NonAdmin
	[Office Use] Status of record	Active
	Title of Activity	5. Publication and Conference Presentations
	What have you <u>achieved</u> in this area during the reporting period?	
	What do you <u>plan to achieve</u> in this area over the <u>next 12 months</u>?	
	Is this activity on track with your current approved timeline?	
6	[Office Use] Plan ID	1454951
	[Office Use] Activity type	NonAdmin
	[Office Use] Status of record	Active
	Title of Activity	6. Researcher Development
	What have you <u>achieved</u> in this area during the reporting period?	
	What do you <u>plan to achieve</u> in this area over the <u>next 12 months</u>?	
	Is this activity on track with your current approved timeline?	

For further tips and instructions on how to complete this section, please download a copy of the *Quest Online Progress Report Guide* from the [Quest Help and FAQs webpage](#).

1.13. **If there have been any other achievements over the reporting period not covered by the above, please list these below.**

This question is not answered.

Factors Affecting Progress

1.14. **How frequently have you met with your Principal Supervisor over the reporting period?***

- Weekly
 Fortnightly
 Monthly
 Other

This question is not answered.

1.15. **Have there been any issues in relation to the means and frequency of contact with your Principal Supervisor?***

- Yes
 No

This question is not answered.

1.16. **How frequently have you met with your Associate Supervisor(s) (includes external/industry supervisors) over the reporting period?***

- Weekly
- Fortnightly
- Monthly
- Other

This question is not answered.

1.17. **Have there been any issues in relation to the means and frequency of contact with your Associate Supervisors?***

- Yes
- No

This question is not answered.

1.18. **If you raised any issues in your last Progress Report, have these been addressed to your satisfaction?***

- Yes
- No
- Not applicable

This question is not answered.

1.19. **Have you experienced any issues in relation to research conduct in accordance with the Australian Code and VU Research Integrity Policy over the last reporting period? ***

- Yes
- No

This question is not answered.

1.20. **Have any of the following affected your progress over this reporting period? Select all that apply.***

- Academic issues
- Health/personal problems
- None of the above
- Delays in obtaining required official approvals (e.g. OHS, Ethics, Biosafety)
- Data collection/analysis issues
- Access to facilities/resources/infrastructure
- Understanding of standard of work expected
- Outside work commitments
- Project funding
- Interruption to supervision
- Other issues

This question is not answered.

1.21. **Please rate your overall progress in relation to your current approved project timeline.***

- On track
- Ahead of schedule
- Behind schedule

This question is not answered.

Candidate Signoff

1.22. **Please rate your progress over this reporting period in relation to your goals and work plan.***

- Excellent: I have achieved much more than planned over the report period
- Good: I have achieved more than planned over the report period
- Satisfactory: I have achieved about what was planned over the report period
- Marginal: I have not met my goals for the report period
- Unsatisfactory: I have made little or no progress over the report period

This question is not answered.

1.23. **Please provide any additional comments regarding this Progress Report.**

This question is not answered.

1.24. **I have completed all relevant sections of this current Progress Report and submit the report for review by my supervisors.***

- I Agree

This question is not answered.

1.25. **Date signed by candidate***

This question is not answered.

Ready to submit?

- * **Select the *Action* tab at the top left of the form, then click '*Submit to Principal Supervisor (Stage 2)*'.**

Email notification will be sent to your principal supervisor to complete their section of the Progress Report. Once your supervisor has completed their section, it will be returned to you to review and complete "Stage 3 - Candidate Review" prior to final submission to the Graduate Research Centre.