**PROGRESS SUPPORT PLAN**

This template is to be used whenever a Progress Committee meeting results in an ‘at risk’ determination. The PSP period commences **immediately** with a goal setting phase that should normally be completed **within the first week**. Instructions as follows:

**Progress Committee Chair:**

* **Do not submit the milestone web form yet.** Hold it open for a week while the PSP is created, then submit.
* Please complete Section 1 **before the end of the Progress Committee meeting** and provide the form to the candidate and supervisors
* The start date is **today’s date.**
* The review date is *up to* 12 weeks FTE from this date (for PhD) or 8 weeks FTE (Masters) or pro rata for part time candidates. If leave is to be taken, please extend the review date in accordance with the amount of leave requested (i.e. if 4 weeks leave requested, review date is 16 weeks ahead).
* The review meeting can either be a **2nd milestone attempt** or an **ad hoc review**, as befits the circumstances of the project.
* Remember to **review and endorse the Section 3 Action Plan** when provided to you by the candidate/supervisors at the end of Week 1. You may provide feedback and/or make additional suggestions at this time.

**Candidate/supervisors:**

* Please make a time to meet and complete Sections 2 and 3 **together** **within the next week**. The PC Chair and other Committee members may also be involved in this discussion if desired (at a minimum, the PSP should be based on joint input from the candidate and principal supervisor).
* Once Section 2 and 3 are complete, please email this form back to your Progress Committee Chair for review/comments and endorsement.
* At the end of the PSP period, meet and complete Section 4, and then attach the completed PSP to the online progress meeting form as evidence.

**Please note:**

* If a **period of leave** is to be taken, it is recommended to complete Section 2 and 3 first (unless this creates a wellbeing concern) to enable a rapid return to study at the end of the leave period.
* All instructions in italics may be deleted, and all boxes/tables may be expanded as needed.
* Should you need advice on any aspect of this process, please consult the GRS guidelines: <https://www.latrobe.edu.au/researchers/grs/hdr/candidature/progress-support>

**Section 1: PSP Details**

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| --- | --- | --- | --- |
| **Candidate:** |  | **Student Number:** |  |
| **PSP start date** |  | **PSP review meeting / 2nd milestone attempt date** |  |

**Reason for ‘at risk’ determination:**

*Summarise from milestone meeting report comments. Expand this box as necessary.*

*E.g. “The milestone meeting discussion revealed that there has been a substantial misunderstanding between candidate and supervisors. The candidate has not addressed supervisor feedback and as a result the project has not advanced adequately”.*

**What will a return to ‘satisfactory’ status involve?**

*Explain what ‘satisfactory’ would look like for this project at this stage, and what needs to happen in the PSP period to demonstrate sufficient progress.*

*E.g. “Two things are needed. Firstly, the candidate and supervisors need to agree on a process for how feedback will be addressed from now on. It would help to discuss why feedback hasn’t been effective previously, and what could be done differently. Secondly, the candidate needs to now complete the tasks that were incomplete to a standard that is acceptable for this degree stage, including careful proof reading of drafts”.*

**Section 2: PSP Checklist (to be completed within the first week of the PSP)**

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| --- | --- | --- |
| **Item:** | **Completed** | **Comments/details:** |
| Action plan (Section 3) drafted | Y/N | *The Action Plan should be jointly drafted by the candidate and supervisors, with a focus on constructive improvement. It should serve as evidence of the candidate’s capacity to complete the project.* |
| Development needs identified and included in Action Plan timeline if needed | Y/N/NA | *Developmental supports may include: RED workshops (if aligned with timeframe – please see RED workshop schedule), writing support, Library support, specific support from others in discipline (e.g. re-learning a lab technique from a colleague), completing compliance measures, courses, etc. Describe them here.* |
| Heath/wellbeing supports identified and included in Action Plan timeline if needed | Y/N/NA | *May include: counselling/financial counselling, medical appointments, mentoring/coaching, etc. Describe supports here* |
| Changes to candidature have been undertaken/initiated if needed | Y/N/NA | *May include: changes to supervision team, topic change, change between FT/PT status, applying for LOA or other leave. Please describe here* |
| Changes to supervision meeting schedule during PSP if needed | Y/N/NA | *It is usually recommended that supervision is more ‘hands on’ during a PSP, to ensure effective progress monitoring. If the supervision team needs to temporarily change meeting schedules, please note details here and list meetings dates in the Action Plan. Weekly meetings (FTE) are suggested in most cases.* |
| Should the Progress Committee meet during the PSP period? If so, add to Action Plan | Y/N | *A mid-point meeting might be useful for progress monitoring, especially for part time candidates who might have a lengthy pro-rata PSP. Please note details here if needed.* |
| **Candidate endorsement:** | *Name/signature and date* | |
| **Principal supervisor endorsement:** | *Name/signature and date* | |
| **Progress Committee Chair endorsement:** | *Name/signature and date.* ***Attach to milestone web form and submit.*** | |

**Section 3: Action Plan**

* Goals should be project-oriented, be **sequenced** through the PSP timeframe, and **realistically achievable** within this period.
* Goals may be related to thesis work, and/or skill development, and/or wellbeing, or other development needs, as best suits the individual circumstances.
* It is recommended that large goals (e.g. ‘complete chapter X’) be broken down into smaller pieces and staged across multiple weeks.
* This is intended to be a live document. Progress should be monitored during the PSP period and goal completions should be progressively noted. Adjustments may be made if needed – use the comments box to record this.
* Supervisors should specifically state how they will support candidate progress during the PSP period.
* If this plan is leading up to a 2nd milestone attempt, the list of goals should include (at the end): ‘preparing and submitting revised milestone documents’ or similar.
* Please delete all exemplar text in italics and expand table as needed

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| --- | --- | --- | --- | --- | --- | --- |
| **Goal:** | **Outcome:** | **Supervisor support:** | **Other support:** | **Date**  **due:** | **Complete during PSP** | |
| **Date Completed:** | **Comments:** |
| *E.g. At next supervision meeting, discuss communication challenges and develop a communication plan.* | *E.g. Confirm plan via follow-up email* | *Supervisors will try different approach to feedback with candidate.* | *N/A* | *1/1/23* |  |  |
| *E.g. Re-draft first part of literature review (introduction, method)* | *E.g. approx. 1,000w text redrafted with immediate feedback provided* | *Give fast feedback on first section to avoid delay on second section* |  | *14/1/23* |  |  |
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**Section 4: PSP Summary**

supervisors and candidate to meet and complete

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| **Have the Action Plan goals been met?** | Yes/No |

**Comments:**

**Candidate:** please attach this completed form to your milestone/ad hoc review web form so that it becomes part of your official record.