

Action plan template endorsed by Faculty GSC April 2003. Schools may use this template or their own equivalent. Action plans must be completed each semester for all students beyond funding. Please attach action plan to any request for extension of candidature. An action plan for the next 12 months is required for the annual progress report.

Faculty of Health Sciences Graduate Research Student Goal Setting and Reporting Form (Action plan)

Student's Name: *John Doe*

Supervisor's Name: *A/Prof Smith*

Please complete this form and show it to and discuss it with your supervisor. Both you and your supervisor should sign it.

Please comment on your progress towards the research goals listed in your previous action plan.

I set four goals in the last action plan dated 2/02/03 and have met three of them.

Ethical approval for project #3 has been received (Goal #1)

I submitted a manuscript based on project #1 to Physical Therapy (Goal #2)

I have completed data collection in project #2 (Goal #3)

Goal #4 was to commence data collection for project #3 but this was not achieved because of equipment failure. The School's metabolic gas exchange system has continually broken down.

If you were unable to achieve what you set out to do please comment on why and how any issues that prevented you from progressing have been dealt with/can be dealt with.

The School system is old and no longer serviceable. The School is purchasing a new metabolic gas exchange system that will be delivered in three months. In the meantime we have made arrangements to collect data in the School of Exercise and Sports Science lab when their system is not being used.

Please set progress goals for the next six months of your research.

Goal 1: complete data collection for project #3

Goal 2: complete analysis of data for project #2

Goal 3: complete first draft of literature review for thesis

Goal 4: submit ethics approval for final project ie project #4

Are there any other issues concerning your research progress you wish to raise?

I plan to take Leave of Absence for the first semester of 2004 to stay at home and care for my recently born child. In semester 2 2004 he will be placed in child care at my partner's workplace and I will then be able to return to my studies. I have discussed this with my supervisor and she believes that while it will extend the candidature by 6 months it will not prejudice completion.

Student signature: *John Doe*
Date: *4/08/03*

Staff Signature: *A/Prof Smith*
Date: *4/08/03*