



THE UNIVERSITY OF  
WESTERN AUSTRALIA  
*Achieve International Excellence*

Graduate Research and Scholarships Office  
**INTERIM PROGRESS REPORT**

**IPR**

**1. STUDENT DETAILS**

FAMILY NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_  
 GIVEN NAMES: \_\_\_\_\_ TITLE: Mr, Ms, Mrs, Dr, etc. \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_  
 DEGREE: \_\_\_\_\_

DOMESTIC STUDENT

INTERNATIONAL STUDENT - Student Visa expiry date: \_\_\_/\_\_\_/\_\_\_

If you have held a scholarship in the past 12 months please complete the following:

Name of scholarship/s:	Expiry date of scholarship/s:
1.	
2.	
3.	

**2. STUDENT'S REPORT ON PROGRESS**

Please outline the progress you have made with your research since you last lodged a formal report to the Board of the Graduate Research School (i.e. Annual Report, previous Interim Report). **Please address specifically the progress that you have made in relation to the issues that prompted the request for an Interim Report** (e.g. need for English language development, request for extension of candidature, identification of research problems and/or other issues that have affected your progress). Please attach additional pages if necessary.

If you have already exceeded your allotted candidature time, or expect to do so, please outline the steps that you have taken to minimise the overrun of time.

### 3. COMPLETION PLAN FOR PROGRAM

The Graduate Research School routinely requests that students submit Completion Plans with applications for extension or for a Completion Scholarship. The Completion Plan is a detailed timeline for completion of the tasks that remain for finalisation of the thesis. (Please see sample Completion Plan on the last page.) It should include a brief description of any strategies that will be employed to overcome logistical or other barriers. The Completion Plan is negotiated between the student and their supervisor/s, detailing the actions required by all parties to reach the point of submitting a thesis for examination.

The Completion plan is essentially an agreement between the student and the supervisor/s. It is lodged with the Graduate Research School as evidence that the parties have discussed and developed strategies and actions, and now have an agreed, realistic timeline for ensuring that the thesis is finished within the time stipulated.

Key points to note when compiling an effective Completion Plan:

- The Completion Plan must be negotiated between the student and the supervisor/s.
- The Completion Plan must take realistic account of any factors that may influence progress (e.g. one or more parties being away or having heavy commitments at particular times, limited availability of required material or resources).
- Dates must be provided.

### 4. STUDENT'S SIGNATURE

Signature:

Date:

### 5. SUPERVISOR(S) REPORT ON STUDENT'S PROGRESS

After discussion with the student of the report on progress and proposed time line do you endorse the information? YES / NO

If NO, please provide more information (attach a separate sheet if necessary):

Please indicate your view of the student's English language competency:

#### Written English

a.  Satisfactory

b.  Needs development

c.  Needs considerable development

#### Spoken English

a.  Satisfactory

b.  Needs development

c.  Needs considerable development

### 6. RECOMMENDATION

I have reviewed the student's interim report and I recommend that :

- the student's progress is satisfactory the student is on track to submit on schedule, and the student's enrolment be continued until the next scheduled report or submission (as applicable).
- the student not be permitted to continue in the program.
- other (please specify):

<b>7. COORDINATING SUPERVISOR, OR PRINCIPAL &amp; COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR - APPROVAL AND COMMENT</b> (Please comment, indicating approval or otherwise).	
Coordinating Supervisor or Principal & Coordinating Supervisor signature:	Date:
<b>Coordinating Supervisor or Principal &amp; Coordinating Supervisor name</b> (please print):	
Graduate Research Coordinator signature:	Date:
<b>Graduate Research Coordinator name</b> (please print):	

<b>7. JOINT SCHOOL (if applicable):</b>	
Coordinating Supervisor or Principal & Coordinating Supervisor signature:	Date:
<b>Coordinating Supervisor or Principal &amp; Coordinating Supervisor name</b> (please print):	
Graduate Research Coordinator signature:	Date:
<b>Graduate Research Coordinator name</b> (please print):	

<b>8. GRADUATE RESEARCH AND SCHOLARSHIPS OFFICE USE ONLY</b>			
<input type="checkbox"/> Re-enrolment approved	<input type="checkbox"/> Re-enrolment not approved	<input type="checkbox"/> Interim Report required	
_____		_____	
Associate Director, Graduate Research & Scholarships, OR Manager, Graduate Research Candidature		Date	
Candidature Officer	<input type="checkbox"/>	Init:	Date:
Scholarships Officer	<input type="checkbox"/>	Init:	Date:
<i>Action Required:</i>			

**SAMPLE EXTRACT FROM A COMPLETION PLAN**

***Please note that this is a sample only, not a form or template - please do not sign and return it.  
Please construct your own plan and sign that.***

The Completion Plan is a detailed timeline for the completion of tasks that remain in order to finalise the thesis. It should include a brief description of any strategies that will be employed to overcome logistical or other barriers. The Completion Plan is negotiated between the student and their supervisor/s and detailing the actions required by all parties to reach the point of submitting a thesis for examination.

The Completion Plan is essentially an agreement between the student and the supervisor/s. It is lodged with the Graduate Research School as evidence that the parties have discussed and developed strategies and actions, and now have an agreed, realistic timeline for ensuring that the thesis is finished within the time stipulated.

Key points to note when compiling an effective Completion Plan:

- The Completion Plan must be negotiated between the student and the supervisor/s.
- The Completion Plan must take realistic account of any factors that might influence progress (e.g. one or more parties being away or having heavy commitments at particular times, limited availability of required material or resources, etc.)

<b>Tasks Completed</b>	<b>Tasks Remaining</b>
<ul style="list-style-type: none"> <li>• Chapters 1-5 final drafts complete</li> <li>• Chapter 6 first draft complete</li> <li>• Chapter 7 draft outline complete</li> <li>• References in Endnote up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Revise Chapter 6</li> <li>• Draft and revise Chapter 7</li> <li>• Write Abstract, Preface, Acknowledgments</li> <li>• Submit Nomination of Examiners Form</li> <li>• Compile and check reference list (Endnote)</li> <li>• Compile and check complete thesis</li> <li>• Print thesis, obtain signatures and submit</li> </ul>

**Timeline(example)**

<b>Task</b>	<b>Date for student to complete</b>	<b>Due date for supervisor's feedback</b>
Chapter 6 revisions	<date>	<date>
Chapter 7 final outline	<date>	<date>
Section 7. A draft	<date>	
Section 7. B draft	<date>	
Section 7. C draft	<date>	
Section 7. D draft	<date>	
Chapter 7 complete first draft	<date>	<date>
Chapter 7 revisions	<date>	<date>
Abstract, Preface and Acknowledgments	<date>	<date>
Submit Nomination of Examiners Form		<date>
References	<date>	
Complete thesis	<date>	<date>
Submit thesis	<date>	

NB: supervisor will be away from ..... to ....., and has agreed to provide feedback on Chapter 6 revisions via email during that time.

Signed ..... (student) .....(supervisor)