



Graduate Research School Interim Progress Report

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STUDENT DETAILS

SURNAME: _____ **STUDENT ID:** _____

GIVEN NAMES: _____ **TITLE:** (Dr, Ms, Mr, Miss etc) _____

POSTAL ADDRESS: _____ **Postcode:** _____

TELEPHONE NO: _____ **EMAIL:** _____

SCHOOL: _____

SCHOLARSHIP/S: _____

DEGREE: Doctor of Philosophy

Master of

CANDIDATE'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 (ie Annual Report, previous Interim Report). Please address specifically the progress that you have made in relation to the issues that were raised in your last report (eg English language development, research problems and/or other issues that have affected your progress). Please attach additional pages if necessary.

TIME LINE FOR COMPLETION OF PROGRAMME

The Graduate Research School routinely requests that candidates 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. 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 candidate 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 candidate 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 candidate 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.)
- The Completion Plan must be set out as realistically as possible and then reviewed and revised in light of experience.

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.

<i>Tasks Completed</i>	<i>Tasks Remaining</i>
Chapters 1-5 final drafts complete	Revise Chapter 6
Chapter 6 first draft complete	Draft and revise Chapter 7
Chapter 7 draft outline complete	Write Abstract, Preface, Acknowledgments
References in Endnote up to date	Submit Nomination of Examiners Form
	Compile and check reference list (Endnote)
	Compile and check complete thesis
	Print thesis, obtain signatures and submit

Timeline

Task	Date for candidate to complete	Due date for supervisor's feedback
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 (candidate)(supervisor)

DECLARATIONS AND SIGNATURES

Candidate: _____ Date: _____

SUPERVISOR(S) REPORT ON CANDIDATE'S PROGRESS

After discussion of the above progress and proposed time line with the candidate do you approve the information above? YES/NO

Do you consider the candidate's progress to be satisfactory and recommend that the candidate's enrolment be continued until the next Annual Report. YES/NO

If **NO** to either of the above questions please provide more information and your recommendation for action by the Board of the Graduate Research School :

I have reviewed the candidate's interim report and the supervisor(s) comments. I recommend that:
 the candidate's enrolment be continued until the next Annual Report.
 the candidate not be permitted to continue in the programme.
 other (*please specify*).
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

Coordinating Supervisor: _____ Date: _____

Head of School/Graduate Research Coordinator _____ Date: _____

OFFICE USE ONLY

Action Required/Pro Vice-Chancellor (Research and Research Training) Comments

RE-ENROLMENT APPROVED

RE-ENROLMENT NOT APPROVED

Pro Vice-Chancellor (Research and Research Training), Graduate Research School