



This form is used to report on the progress of your research and to address specific concerns when requested by the Graduate Research School. The completed form should be submitted to [pghelp@postgraduate.uwa.edu.au](mailto:pghelp@postgraduate.uwa.edu.au)

### SECTION 1 - STUDENT DETAILS

Student Number

Surname

Given Names

Title

School

Degree

My personal details are correct in studentConnect

**Note:** Your semester address, home address, and emergency contact must be kept up to date:

[student.sims.uwa.edu.au/connect/webconnect](http://student.sims.uwa.edu.au/connect/webconnect)

Student visa expiry date *(if applicable)*

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

Name of scholarship(s)

Scholarship expiry date *(dd/mm/yy)*

1.

2.

3.

### SECTION 2 - STUDENT'S REPORT ON PROGRESS

#### 2.1 Provide a summary of your research progress since you last submitted a report to the Graduate Research School

*Specifically address the progress you have made in relation to the issues that prompted the request for an Interim Progress Report, e.g. identification of research problems, need for English language development, need for extension of candidature, remote commencement, or other issues that have affected your progress.*

*(Attach additional pages if required)*

## 2.2 Issues related to COVID-19

To date, has your research been materially adversely impacted by the COVID-19 pandemic and associated restrictions?

Yes

No

If YES, explain how and the steps you and your supervisors have taken to mitigate these issues.

**Note:** If you or your supervisors are working remotely and have not submitted a Remote Supervision Plan, please attach [postgraduate.uwa.edu.au/staff/supervisors/supervisors/plan-for-extended-periods-of-absence](https://postgraduate.uwa.edu.au/staff/supervisors/supervisors/plan-for-extended-periods-of-absence)

## 2.3 Exceeding your candidature time

Have you exceeded your maximum thesis submission date or expect to do so?

Yes

No

If YES, explain what steps you have taken to minimise your overrun of time.

## SECTION 3 - ENDORSEMENT BY STUDENT

I confirm that the information I have provided is true and correct

Signature of student

Date (dd/mm/yy)



**Student visa holders only:** I am aware of the student visa implications that this application may cause and that I'm required to contact the Department of Home Affairs for visa related enquiries

## SECTION 4 - COMPLETION PLAN

The Completion Plan is **negotiated** between the student and supervisors and is submitted to the Graduate Research School as evidence that the parties have discussed and agreed to a set of actions and strategies to be implemented for timely thesis submission.

The Completion Plan is an **agreement** between the student and supervisors and should include a detailed timeline of remaining tasks and actions to be completed by all parties to ensure the thesis is submitted within the specified time.

The Completion Plan should include:

- A. a list of tasks completed
- B. a list of tasks remaining
- C. an agreed and realistic timeline for completing those tasks by specific dates (*dd/mm/yy*)
- D. a brief description of strategies developed to overcome logistical or other barriers, (e.g. one or more of the parties being away or having commitments at a particular time, limited availability of facilities or resources, etc), and to mitigate for any other factors that may influence progress.

### Completion Plan (Example)

#### A. Tasks Completed

- Chapters 1-5 final drafts complete
- Chapter 6 first draft complete
- Chapter 7 draft outline complete
- References in Endnote up to date

#### B. Tasks Remaining

- Revise Chapter 6
- Draft and revise Chapter 7
- Write Abstract, Preface, Acknowledgments
- Submit Nomination of Examiners Form
- Compile and check reference list (Endnote)
- Compile and check complete thesis
- Print thesis, obtain signatures and submit

#### C. Timeline

Task	Date for student to complete	Due date for supervisor's feedback
• Chapter 6 revisions	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Chapter 7 final outline	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Chapter 7 section A draft	( <i>dd/mm/yy</i> )	
• Chapter 7 section B draft	( <i>dd/mm/yy</i> )	
• Chapter 7 section C draft	( <i>dd/mm/yy</i> )	
• Chapter 7 section D draft	( <i>dd/mm/yy</i> )	
• Chapter 7 complete first draft	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Chapter 7 revisions	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Abstract, Preface, and Acknowledgments	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Submit Nomination of Examiners		( <i>dd/mm/yy</i> )
• References	( <i>dd/mm/yy</i> )	
• Complete thesis	( <i>dd/mm/yy</i> )	( <i>dd/mm/yy</i> )
• Submit thesis	( <i>dd/mm/yy</i> )	

#### D. Strategies

- Supervisor will be away from (*dd/mm/yy*) to (*dd/mm/yy*) and has agreed to provide feedback on Chapter 6 revisions via email during that time.

## SECTION 5 - SUPERVISOR'S REPORT ON PROGRESS

5.1 I have discussed the student's report on progress with the student and endorse this information Yes  No

5.2 The proposed timeline is agreed and realistic Yes  No

5.3 What is 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

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

- The student's progress is satisfactory, the student is on track to submit within the agreed time, and the student's candidature should be permitted to continue until the next scheduled report or thesis submission
- The student's progress is unsatisfactory, the student is not on track to submit within the agreed time, and the student's candidature should not be permitted to continue
- Other (*provide details*)

### Comments

## SECTION 6 - COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR APPROVAL

Signature of Coordinating Supervisor                      Date (*dd/mm/yy*)

Name

Signature of Graduate Research Coordinator                      Date (*dd/mm/yy*)

Name

### Comments

## SECTION 7 - JOINT SCHOOL APPROVAL (IF APPLICABLE)

Signature of Coordinating Supervisor                      Date (*dd/mm/yy*)

Name

Signature of Graduate Research Coordinator                      Date (*dd/mm/yy*)

Name

### Comments

## SECTION 8 - GRS USE ONLY

Re-enrolment approved                       Re-enrolment not approved                       Interim Report required

### Comments