

LLM (thesis) Progress Report Form

Date Last Modified: October 2012

This form is the means by which progress of LLM by thesis progress is periodically assessed by the student and supervisor(s), and reported to the HOD/HOS or nominee to the Director/Associate Dean of Postgraduate Research. It is a means by which any problems or issues may be identified and appropriate action determined. The Associate Dean of Postgraduate Research uses this form to monitor students' progress and ensure that supervision is effective. The regular submission of progress reports is an enrolment requirement. Failure to fulfil this regulation may lead to termination of enrolment and scholarship (if applicable).

Where a signature is requested either an electronic signature or the typed full name of signatory is acceptable.

This form has three parts:

PART A: Progress Report – to be completed by the Student

PART B: Comments – to be completed by the Senior Supervisor

PART C: Recommendations and Signatures – to be completed by the Student, Senior Supervisor, and Associate Dean of Postgraduate Research

PART A: STUDENT COMMENTS

Name			
UC ID Number		Date of first enrolment:	
Name of any scholarships received:			
Enrolment Status	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	

Supervisory team

Senior Supervisor	
Supervisor	
Supervisor	
Supervisor	

Outline below your progress and achievements over the last 6 months. Indicate what milestones have been achieved, including detailing what chapters or sections of your thesis have been written in draft or final form.

Outline below your research goals for the next 6 months. Indicate what milestones have been set for the next 6 months, including detailing what chapters or sections of your thesis you plan to write in this period.

1. I have submitted work to my supervisory team
I have received written feedback
- Yes No
Yes No
2. I have outstanding resource issues concerning my research
- Yes No

If Yes, please detail:

3. Ethical approval for my thesis research:
- has been obtained is pending is not required

Please provide approval numbers where ethical approvals have been received. If ethics approval is pending please provide details of which ethics board application has been submitted to

4. How often and by what means do you and your supervisory team maintain contact?

Detail the means of contact (e.g., face-to-face; email; Skype) and the frequency of each

5. Do you have any concerns with your English language skills (e.g., reading, writing, speaking, listening) in respect to your PhD work?

Yes No

If yes, please describe these concerns and indicate whether you have sought any support or advice for these concerns (e.g., from your supervisor, or from the Learning Skills Centre)

6. Are there any issues that the Director of Postgraduate Research should be aware of?
- Yes No

If Yes, please comment:

Please now forward the form to your senior supervisor.

PART B: SUPERVISOR COMMENTS

Please provide comments on the student's progress and achievements in the last 6 months:

Please provide comments on the student's thesis goals and milestones for the next 6 months:

7. The **quality** of the student's work is:

a. Very good

b. Good

c. Satisfactory

d. Below acceptable standard

If (d) what measures have been taken to address this?

8. The student's **rate of progress** is:

a. Very good

b. Good

c. Satisfactory

d. Below acceptable standard

If (d) what measures have been taken to address this?

PART C: RECOMMENDATIONS

C1 Senior Supervisor to complete

I recommend that the student's enrolment be:

- Continued
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

I have discussed our comments with the student: Yes No

Please outline any issues that emerged from the discussion with the student:

All members of Supervisory Team to sign below.

_____ Signature of Senior Supervisor	Date _____
_____ Signature of Supervisor	Date _____
_____ Signature of Supervisor	Date _____
_____ Signature of Supervisor	Date _____

Please now return the form to the student.

C2 Student to complete

If you would like to make any comments in response to the comments made by your supervisory team please do so in the box below:

I have discussed this progress report with my supervisor: Yes No

Please outline any issues that emerged from the discussion with your supervisor(s):

Signature of Candidate

Date

Please now forward the form to the Heather Couch – Postgraduate Administrator.

C4: Director of Post-Graduate research to complete

Acting on behalf of the Academic Board, I have resolved that this progress report be:

- Approved
 Declined

I resolve that the candidate's enrolment be:

- Continued
 Continued subject to specified conditions as outlined below
 Terminated

Specified conditions of continued enrolment:

Signature of Director of PG Research/Associate Dean

Date

Comments:

- Letter to Academic Manager for signature
- Copy to Student and Supervisors
- Copy to Student File