

**PHD PROGRESS REVIEW COMMITTEE FORM**

**SECTION 2 – SUPERVISORY COMMITTEE SECTION\***

\* The supervisory committee must complete this form only; this report is confidential; your PhD student will not receive a copy.

This form should be type written

This form is part of a process designed to enable the supervisory committee to reflect on their PhD student’s progress and the support they have been receiving and to confirm that the student has progressed sufficiently to continue to be registered as a PhD student.

The form should be completed by Lead Supervisor on behalf of the supervisory committee and returned to the School’s Doctoral Office. Your PhD student will also prepare a report on their progress. Once both reports have been received by the Progress Review Committee, your PhD student will be invited to a meeting with the PRC to discuss their progress generally, and to identify any further training or support needs.

**Student and supervisor details**

Student name:

Location:

Start Date:

Mode of study:

Current expiry date:

Title of project:

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| Does the student require an extension of registration?  Yes  No  If yes, please provide full justification: |

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| --- | --- |
| Name of supervisor completing the progress form: | |
| Names of the other members of the supervisory committee: |  |

**Progress report**

1. Has the frequency of meetings with your supervisee been satisfactory?

Yes  No

If No, please elaborate:

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2. Were expectations of supervision discussed and agreed at the beginning of the student's studies?

Yes  No

If Yes, please indicate whether these have been met or whether the type and level of supervision has had to be renegotiated:

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3. Has the student followed up specific actions as requested by you, including submission of work, reports, attending training, conducting experiments?

Yes  No

If No, please give details:

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4. If the student has submitted any work, what is the standard of that work?

Acceptable  Borderline  Unacceptable

If Unacceptable, please give details and recommendations:

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5. Please give a brief report (normally 200 words) on the student's progress and performance in the last 12 months, detail any areas of concern **AND** what actions should be taken (continue on a separate sheet if necessary):

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6. If the Thesis Outline/Research Plan has not been approved, please give the date by which you expect the student to submit the application.

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7. Do you believe that the student is broadly on target to complete their studies at the date agreed (or as formally extended)?

Yes  No

If No, please elaborate:

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8. When do you expect the student to submit their thesis and undertake their viva?

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9. Have you introduced your student to the relevant wider research community and helped them become part of that community?

Yes  No

If Yes, please give details:

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10. Are there any actions required to improve or enhance the student's progress, for example, more frequent submission of written work for discussion, research methods training, presentations at work-in-progress seminars, further discussions and debate through relevant conferences?

Yes  No

If yes, please elaborate (again, please continue on separate sheet if necessary):

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11. Are there, in your view, any resource issues inhibiting the student's progress?

Yes  No

If you have answered Yes, please indicate what these are, and what action if any you have already taken to assist the student in resolving them.

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12. **Progression recommendation**

Please tick one of the following:

i) The student has made satisfactory progress and should be allowed to progress.

ii) In my view, the student has not made satisfactory progress and should be asked to complete additional work outlined below before progression is confirmed.

Details of additional work:

Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **For Official Use Only** | | | |
| SDO Director |  | Date Received |  |