Annex 4

to the School of Engineering and Digital Sciences PhD student Handbook

of the autonomous organization of education Nazarbayev University

*Section 1*



**PHD RESEARCH PLAN ORAL DEFENSE**

**SECTION 1 – SUPERVISORY COMMITTEE SECTION\***

\* The Lead Supervisor, in representation of 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 research student.

**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 justification:       |
| 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. 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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7. 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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8. 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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9. 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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10. **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:

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

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| --- |
| **For Official Use Only** |
| DGC Chair  |  | Date Received |  |