



# Interim Progress Report

Research & Graduate Studies Office

**To be completed by all Higher Degree by research candidates Masters by research, PhD and Professional Doctorates**

## Purpose

1. This report is a record of the candidate's progress. It is required for continuation of candidature and the renewal of scholarships, these are contingent upon satisfactory progress, and **therefore completion of this form is compulsory**. This is NOT the form on which to request changes to candidature.
2. Candidates making a confidential report or request to the Research Higher Degrees Committee may do so on the form entitled 'Miscellaneous Request'.
3. Normally requests take one month to process through the Research Higher Degrees Committee.

## Process

The RAGSO will forward the Interim Progress Report forms to the SR, RHD & EC **during the third week in October** of each year.

The SR, RHD & EC will distribute the documentation to all Principal Supervisors in their School.

Principal Supervisors will meet with students and complete the Interim Progress Report form.

The SR, RHD & EC will sign the reports and return them to the RAGSO by the **second Friday in December** of each year.

**If a candidate is unsure of the date on which they should submit the form they should contact the Research & Graduate Studies Office.**

**Warning – Uncontrolled when printed! The current version of this document is kept on the UB website.**

Authorised by: AB 5/05  
Maintained by: RAGSO  
Review Date: 2010

Original Issue: 2002  
Current Version: 04/08/2005  
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## Interim Progress Report

Section 1 (A)	Contact Details
<b>Student's ID:</b>	
<b>Student's Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone Numbers:</b>	Home Telephone Number : Mobile Telephone Number:
<b>Email address:</b>	
<b>School:</b>	
Section 1 (B) Details provided by RAGSO	Candidature Details
Mode of Enrolment (Part-time or Full-time):	
Commencement Date:	
Submission Date:	
Scholarship: (Please tick the appropriate box)	APA <input type="radio"/> APA (I) <input type="radio"/> UBPRS <input type="radio"/> IPRS <input type="radio"/> CBPRS <input type="radio"/> WRPRS <input type="radio"/> INDUSTRY:.....(PLEASE NAME) SPECIAL UB SCHOLARSHIP:.....
Scholarship expiry date:	
Thesis Title:	
Date, or proposed date, of Confirmation of Candidature:	

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## Interim Progress Report

### Section 2

DATE OF INTERVIEW:

PRINCIPAL SUPERVISOR:

PLEASE PRINT NAME AND SIGN:

\*STUDENT:

PLEASE PRINT NAME AND SIGN & DATE:

***\* Please note: If the interview is conducted via email or by telephone, please ask the student to forward an email confirming that all details/goals that have been listed on this report are a true and accurate record.***

I have discussed the student's report with them and the Associate Supervisor/s.

YES  NO

Associate Supervisor's Comments:

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The student, and Principal Supervisor have agreed upon what Goals for the next six months:

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Principal Supervisor's Comments:

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Signature

Date

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Student's Comments:

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Signature

Date

### Principal Supervisor to complete the following questions:

WILL THE STUDENT TRANSFER TO CONFIRMED PHD OR PROFESSIONAL DOCTORATE STATUS DURING SEMESTER , YEAR?

YES  NO  (please tick the box)

If YES please state date:

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WILL THE STUDENT COMPLETE ON TIME?: YES  NO  (please tick the box)

IF NO PLEASE STATE REASONS WHY:

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IF THE STUDENT HAS EXPERIENCED ANY DIFFICULTIES IN YEAR WHAT PROCESSES HAVE BEEN PUT IN PLACE TO ADDRESS THESE ISSUES:

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CONTINUATION OF ALL AWARDS YES  NO  (please tick the box)

CONTINUATION OF CANDIDATURE YES  NO  (please tick the box)

IF NO PLEASE STATE REASONS WHY:

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School Research, Research Higher Degrees Ethics & Coordinator's Comments:

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Signature

Date

**PLEASE RETURN THIS FORM TO THE RESEARCH & GRADUATE STUDIES OFFICE BY THE SECOND FRIDAY IN DECEMBER OF EACH YEAR.**

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