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**Progress Report**

|  |  |
| --- | --- |
| **Candidate Name:** |  |
| **Candidate ID Number:** |  |
| **Supervisor Name:** |  |
| **List dates of meetings** | **During the 6-month period, you need to at least list 6 meetings:**  **1-**  **2-**  **3-**  **4-**  **5-**  **6-** |

**Progress record – must be completed by the supervisor:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please comment briefly on student progress:** | | | | |
| **As an overall, the progress of the candidate is:** | | | | |
| **Satisfactory** |  | **Unsatisfactory\*** |  |
| **Please detail any agreed targets for next period:** | | | | |
|  | | | | |
| **Please comment briefly on any further support or training to be provided for the student:** | | | | |
|  | | | | |

**Student Comments**

|  |
| --- |
| **Please comment briefly on your progress:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Signature/approval:** |  | **Date** |  |
| **Supervisor Signature/approval:** |  | **Date** |  |

Both the student and supervisor must approve the comments written on this form.

**What is the purpose of this form?**

The University has a duty of care to do all it reasonably can to support students to complete their program of study and attain the best possible academic outcomes. As part of this it is important that student engagement with all aspects of their program is encouraged and monitored. Postgraduate students are expected to have a meeting with their supervisor every month. This does not have to be in person – it can be by Skype or phone.