

LLM (Thesis) Progress Report Form

Date Last Modified: December 2019

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.

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:

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

- | | |
|---------------------------------------|---|
| a. Very good <input type="checkbox"/> | c. Satisfactory <input type="checkbox"/> |
| b. Good <input type="checkbox"/> | d. Below acceptable standard <input type="checkbox"/> |

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

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

- | | |
|---------------------------------------|---|
| a. Very good <input type="checkbox"/> | c. Satisfactory <input type="checkbox"/> |
| b. Good <input type="checkbox"/> | d. Below acceptable standard <input type="checkbox"/> |

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

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 Julie Scott, 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:

- Copy to Academic Manager for information
- Copy to Student and Supervisors
- Copy to Student File