**Doctoral Annual Report**

Please note: This is NOT the correct form for the Doctoral Provisional Review Report

Candidate name: Enter name Candidate ID: Enter ID

**SUPERVISOR**

**I recommend that the candidate’s registration be**:

[ ]  Continued [ ]  Terminated (Please attach a Change of Conditions form with details)

[ ]  Continued subject to specific conditions as outlined below

Enter conditions (if applicable)

**I have discussed my comments & completed the joint report with the candidate**:

[ ]  Yes [ ]  No (If no, please comment below)

Enter comment

**I have recommended alterations to the candidate’s registration**: [ ]  Yes [ ]  No

Main supervisor: Enter name Date: Enter date Signature: 

Co-superviser: Enter name Date: Enter date Signature: 

**HEAD OF DEPARTMENT**

Please comment on the candidate’s progress and proposed thesis submission date as appropriate. If any concerns have been raised by the candidate or supervisor, please indicate in a memorandum what action has been taken and what further action you recommend.

**I recommend that the candidate’s registration be**: [ ]  Continued [ ]  Terminated

[ ] Continued subject to specific conditions as outlined below

Enter conditions (if applicable)

**I recommended that the alterations be**: [ ]  Approved [ ]  Not approved

Head of Department: Enter name Date: Enter date Signature: 

**ASSOCIATE DEAN (POSTGRADUATE)**

**I endorse the above recommendations**: [ ]  Yes [ ]  No

Please note any issues which need to be referred to the Dean of Graduate Studies:

Outline any issues here

Associate Dean (PG): Enter name Date: Enter date Signature: 

**CANDIDATE**

*Please note that all postgraduate policies and guidelines are available at:* [*www.auckland.ac.nz/postgraduate*](http://www.auckland.ac.nz/postgraduate)

Candidate name: Enter name Candidate ID: Enter ID

**1. List major achievements during the last year (including papers published, chapters completed, overseas visits, seminars presented, awards, artistic compositions etc):**

Enter text

**2. Reflecting on the goals listed in your previous annual report or provisional year report, were any goals/tasks not achieved? If so, why?**

Enter text

**3. Rate your overall progress during the last year:**

[ ] Very good [ ] Good [ ] Satisfactory [ ] Unsatisfactory

**4. Highlight the major research goals to be undertaken during the coming year:**

Enter text

**5. Supervision quality**

 a. Have you submitted work to your supervisors? [ ]  Yes [ ]  No

b. Have you received written feedback? [ ]  Yes [ ]  No

If no to (a) or (b), please explain below:

Enter text

c. How often and by what means (e.g. email, face-to-face) is contact with your supervisor maintained? Note: Monthly supervision meetings are expected.

Enter text

d. Are you satisfied with the frequency and means of contact? [ ]  Yes [ ]  No

If no to (d), please comment below:

Enter text

e. Do you have any comments or concerns regarding your supervision?

*N.B. If you have any concerns regarding your progress or supervision which cannot be resolved in discussion with your supervisor, you should approach the School of Graduate Studies (ext 86899, email* *postgradinfo@auckland.ac.nz**) who will be able to put you in touch with the appropriate area for further assistance*

Enter text

**6. List any resources needs or other issues that may be limiting your progress:**

Enter text

**I have discussed this section with my supervisor:**  [ ]  Yes [ ]  No

If no, please comment:

Enter text

Candidate: Enter name Date: Enter date Signature: 

**SUPERVISOR**

*Please note that all postgraduate policies and guidelines are available at:* [*www.auckland.ac.nz/postgraduate*](http://www.auckland.ac.nz/postgraduate)

**1. Overall quality of the candidate’s work:**

a. [ ]  Very good d. [ ] Irregular but satisfactory

b. [ ]  Good e. [ ] Below acceptable standard

c. [ ]  Satisfactory

If (d) or (e), what measures have you taken?

Enter text

**2. Overall rate of progress of the candidate:**

a. [ ]  Very good d. [ ] Irregular but satisfactory

b. [ ]  Good e. [ ] Below acceptable standard

c. [ ]  Satisfactory

If (d) or (e), what measures have you taken?

Enter text

**3. How often and by what means (e.g. email, face-to-face) is contact with your student maintained? Note: Monthly supervision meetings are expected.**

Enter text

**4. Are you satisfied with the frequency and means of contact?** [ ]  Yes [ ]  No

If no, please comment:

Enter text

**5. Are there any issues of which the candidate or Head of Department should be aware?**

[ ]  Yes [ ]  No

If yes, what are these?

Enter text

**PLEASE SIGN THE FRONT PAGE OF THE REPORT**

**JOINT REPORT**

1. Please give an expected completion date: Click or tap to enter a date.

2. Is everything required (eg equipment, funds, ethics or other approvals) for completion by this date available? [ ]  Yes [ ]  No

If no, please comment:

Enter text

3. Are there changes needed to the registration conditions/details listed on the front page of this report?

[ ]  Yes [ ]  No

If yes, please give details:

Enter text

4. Use the table below to schedule the remaining major goals/tasks and their timeline:

|  |  |  |
| --- | --- | --- |
|  | **Major goal or task** | **Expected date of completion** |
| 1 | Click or tap here to enter text. | Click to enter date. |
| 2 | Click or tap here to enter text. | Click to enter date. |
| 3 | Click or tap here to enter text. | Click to enter date. |
| 4 | Click or tap here to enter text. | Click to enter date. |
| 5 | Click or tap here to enter text. | Click to enter date. |
| 6 | Click or tap here to enter text. | Click to enter date. |
| 7 | Click or tap here to enter text. | Click to enter date. |
| 8 | Click or tap here to enter text. | Click to enter date. |
| 9 | Click or tap here to enter text. | Click to enter date. |

5. Use the following table to provide details on the current status of the doctoral research:

|  |  |  |
| --- | --- | --- |
|  | **Chapter title or topic (tentative) / Creative work stage** | **Status (please tick)** |
|  |  | Final form | In preparation (% completed) | To do |
| 1 | Enter text |[ ]  % |[ ]
| 2 | Enter text |[ ]  % |[ ]
| 3 | Enter text |[ ]  % |[ ]
| 4 | Enter text |[ ]  % |[ ]
| 5 | Enter text |[ ]  % |[ ]
| 6 | Enter text |[ ]  % |[ ]
| 7 | Enter text |[ ]  % |[ ]
| 8 | Enter text |[ ]  % |[ ]
| 9 | Enter text |[ ]  % |[ ]

6. Comments on progress and achievements since the last report:

Enter comments

7. List any significant factors that might affect the candidate’s ability to submit the thesis/creative work by the date identified above:

List factors

**PReSS Account – indicative budget**

Current available balance ($): Click or tap here to enter text.

Proposed expenditure:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current yearEnter year | Next yearEnter year | Following yearEnter year |
| Consumables | Enter $ | Enter $ | Enter $ |
| Conference travel cost  | Enter $ | Enter $ | Enter $ |
| Research travel/field trip costs | Enter $ | Enter $ | Enter $ |
| Photocopying and printing | Enter $ | Enter $ | Enter $ |
| Other (please describe) Enter text | Enter $ | Enter $ | Enter $ |
| Total | Enter $ | Enter $ | Enter $ |

Approved by supervisor

Signature: 