Part 2 of this form should be completed by the lead supervisor after consultation with other members of the supervisory team, where appropriate; supervisors may find it helpful to complete the form at a formal meeting with the research student. Part 3 should be completed by the student.

Students, supervisors and members of progression committees are reminded that a PhD thesis should normally be submitted within 36 months (or part-time equivalent) and that, except in exceptional and extraordinary circumstances, the Postgraduate Research School will NOT grant an extension beyond 48 months.

Part 1

Student Name:                      Student ID:
Lead Supervisor:                  Other Supervisors:
School:                           Thesis title:
Funding Source:

Part 2 (supervisor to complete)

Students and their supervisors are reminded that it is the Postgraduate Research School’s expectation that a thesis should be submitted no later than the period of supervised study + six months.

All situations in which this is the not the case must be fully documented and may be subject to follow-up action by the Postgraduate Research School.

1  Give the dates on which meetings were held to discuss progress over the last six months.

2  Summarise the current status of the research project (tick all boxes that apply):

   YES  NO
   Research activity completed
   Thesis writing commenced
   Supervisor has seen draft thesis material
   Complete first draft of thesis exists

3a Has the student produced a satisfactory plan for completion and submission of the thesis (a copy of which has been attached to this form)? YES/NO

3b Has the progress towards thesis submission been satisfactory during the last six months? YES/NO

If the answer to 3a or 3b is NO, indicate why not:
4. Do you expect the student’s thesis to be satisfactorily completed (tick one box only)?

Within one year of the supervised study period

YES ☐ NO ☐ DOUBTFUL ☐

Anticipated submission date

If NO or DOUBTFUL, attach a document which explains why and summarises any actions to be taken by, or advice given to, the student.

Part 3 (Student to complete)

1. Do you agree with the supervisor’s assessment? YES/NO

If NO, please provide your comments:

Signatures:

Lead Supervisor: ……………………………………………………  Date: ……………………………

Other Supervisors: ……………………………………………………  Date: ……………………………

……………………………………………………  Date: ……………………………

Student: ……………………………………………………  Date: ……………………………

Postgraduate Research School/School PG Co-ordinator Comments

Student’s progress is (tick one box only: see 2 above):

Satisfactory ☐ or Unsatisfactory ☐

PG Research School Signature: ………………………………………