University of Aberdeen

Physical Sciences
Monitoring Research Student Progress
Thesis Completion Form (Form B)

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 (if that is possible). Part 3 should be completed by the student.

**Part 1 (Student Details)**

Name: 
Student ID: 
Lead Supervisor: 
Other Supervisors: 
School: 
Project title: 
Funding Body: 

**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 + twelve months.

All situations in which this is 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):
   - 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?

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 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:

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Signatures:

Lead Supervisor: ___________________________ Date: ______________________

Other Supervisors: ___________________________ Date: ______________________

Student: ___________________________ Date: ______________________

Submit to Postgraduate Research School

**Postgraduate Research School/School Postgraduate Co-ordinator Comments**

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

Satisfactory or Unsatisfactory

Signature: ___________________________ Date: ______________________

**For Postgraduate Research School Use**

Student record updated on: .................. by: ......................... to indicate student’s progress.