**2014 Mid-Year Progress Report Round**

**INSTRUCTIONS**

* Progress Reports are confidential. Candidates and supervisors are not permitted to read each other’s reports. Please answer all questions honestly.
* Completion of a report when requested is a requirement of candidature/supervision. Failure to submit a required report will be taken as a failure to comply with the Rules Governing Research Higher Degrees and may lead to the termination of candidature, scholarship and Confirmation of Enrolment (if applicable).

**SECTION A – Candidate’s Report**

Complete electronically, save and send as an email attachment to:

research-candidature@newcastle.edu.au by Friday 4 July 2014.

\*\*Note that it is the responsibility of the candidate to submit the report **directly** to the Office of Graduate Studies\*\*

**SECTION B – Supervisor’s Report**

Complete electronically, save and send as an email attachment to:

research-candidature@newcastle.edu.au by Friday 4 July 2014.

**SECTION C – Completion/Progression Plan**

The candidate and their supervisor/s should discuss a progress plan for the remainder of 2014, or for completion of the thesis, save and send as an email attachment to:

research-candidature@newcastle.edu.au by Friday 4 July 2014.

**WHAT HAPPENS NEXT**

All sections of the report will be collated by the Office of Graduate Studies, read by the Dean of Graduate Studies and forwarded to the appropriate Head of School/Nominee and Assistant Dean (Research Training) for review and comment before being returned to the Office of Graduate Studies. If the Head of School/Nominee or Assistant Dean (Research Training) are part of the supervisory team the report will be referred to an independent senior academic for review.

Candidates and supervisors may be contacted regarding issues raised in reports. The completed report will be placed on the candidate’s file for future reference.

**QUESTIONS**

If you have any questions please contact the Office of Graduate Studies on 4921 6537 or email: research-candidature@newcastle.edu.au