UTS: SCIENCE

**Spring 2013 Semester Progress Review**

**Doctoral and Masters by Research Degree Courses**

**ELECTRONIC FORM (NOT FOR PRINT-OUT) – FOLLOW INSTRUCTIONS**

STEP 1: Student to complete Student’s section (PART A), save the document, and send electronic copy to Supervisor for Supervisor to complete

STEP 2: Supervisor to complete Supervisor’s section (PART B), save the document, and send electronic copy to Head of School (HoS) for HoS to complete

STEP 3: Head of School to complete PART C and send electronic copy to **Rochelle.Seneviratne@uts.edu.au**

 **by:** **1 November 2013**

STEP 4: Rochelle Seneviratne records receipt of form (Faculty internal files) and forwards form to RAO

STEP 5a: RAO makes Satisfactory recommendations

OR

STEP 5b: RAO recommends Unsatisfactory or Conceded Satisfactory > Contacts Student and Supervisor for follow up action

**SIGNATURES ON HARD COPIES ARE NOT REQUIRED AT THIS STAGE. FINAL SIGN OFF (OR ELECTRONIC EQUIVALENT) OF PRINT-OUT OF THE DOCUMENT TO BE ORGANISED BY THE RAO (STEP 5).**

**THIS FORM IS LOCKED, AND CAN ONLY BE FILLED IN ELECTRONICALLY. ENTER TEXT where you read “Click here to enter text” or see a gray space. SELECT AN OPTION from the drop down menu where you read “Choose an item”. CHECK ON CHECK BOX where you see a gray square that applies to the statement.**

**PART A: STUDENT TO COMPLETE**

FAMILY NAME: Click here to enter text.

GIVEN NAME: Click here to enter text.

STUDENT ID: Click here to enter text.

ATTENDANCE: Choose an item.

COURSE CODE: Choose an item.

NAME OF PRINCIPAL SUPERVISOR: Click here to enter text.

NAME/S OF CO-SUPERVISOR/S: Click here to enter text.

PROJECT TITLE: Click here to enter text.

Rate your progress in relation to your goals and study plan for the semester: Choose an item.

If you have rated your progress as “Less than planned” or “A lot less than planned” type a list of reasons using the space below (max. 1000 characters):

Form completed and sent to Supervisor on: Click here to enter text.

**PART B: SUPERVISOR TO COMPLETE**

I, the Supervisor: Choose an item. the Student’s report.

If you do not endorse the Student’s report type a list of reasons using the space below (max. 1000 characters):

Form completed and sent to Head of School on: Click here to enter text.

**PART C: HEAD OF SCHOOL TO COMPLETE**

[ ]  I have read Student’s and Supervisor’s reports, and I am aware of all issues raised by Student and/or Supervisor

In the space below list any actions to be taken by the School and any recommendations to Faculty for follow-up action (max. 1000 characters):

**PART D: FACULTY RESEARCH OFFICE TO COMPLETE**

Form complete in sections A, B and C received on: Click here to enter text.

**PART E: RESPONSIBLE ACADEMIC OFFICER (RAO) TO COMPLETE**

Based on the information provided in this report I rate this Student’s semester progress: Choose an item.

RAO recommendation for follow-up action (type in space below):

RAO’s signature:

Date: Click here to enter text.

Student’s signature:

Date: Click here to enter text.