

CHECKLIST

DPYR

Doctoral Provisional Year Review

Name:		Student ID:	
Student/ Supervisor	DEPT	Department:	Student Centre
<input type="checkbox"/>	<input type="checkbox"/>	KEEP IN ORDER: 1. Doctoral Registration Summary	<input type="checkbox"/>
<input type="checkbox"/>		<i>Note a: If the Review has taken place, then 2 and 5 are included; if the Review has not taken place, i.e. the student is allowed to continue on a provisional basis for a period of 3-6 months (effectively an extension), then 2 and 5 do not have to be included (which is the case is evident from 8 below).</i> <i>Note b: 2&3 are available on-line [> Current students > Postgraduate students > policies etc. > Doctoral Forms > Provisional year review]</i> 2. DPYR Report – signed by the DPYR committee (see notes a and b above) 3. DPYR Form (see note b above) 4. Press Account student print-out (see 16 below) 5. Report (see note a above)	
N/A	<input type="checkbox"/>	HEAD OF DEPARTMENT (pg. 1 of the DPYR Form): 6. I confirm that the candidate's research proposal has been approved by the PG Committee: <i>box ticked if required, or leave it blank</i> 7. The candidate's research proposal attached: <i>box ticked if required, or leave it blank</i> 8. I recommend that the candidate's registration be: <i>box ticked</i> 9. HOD Signature and Date	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	SUPERVISOR (pg. 2): 10. All boxes ticked and all questions answered 11. Supervisor signature	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CANDIDATE (pg. 3, 4): 12. All questions answered 13. Candidate signature	<input type="checkbox"/>
N/A	<input type="checkbox"/>	JOINT REPORT (pg. 5): 14. Question 1. regarding expected completion date: <i>must agree with the minimum and maximum completion date as stated on the Doctoral Registration Summary</i>	<input type="checkbox"/>
<input type="checkbox"/>		15. All boxes ticked and all questions answered.	
<input type="checkbox"/>	<input type="checkbox"/>	PRESS Account Statement - Student Print-out: 16. The student needs to print out their up-to-date Press Account Statement from SSO and attach to the DPYR	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	PreSS Account- indicative Budget (pg. 6): 17. The "Total Balance" indicated on the student's Press Account Statement should be copied in as the "Current Available Balance" 18. The Table is titled "Proposed Expenditure", i.e. this table is a budget for <u>future</u> spending. "Current Year" means from the day you printed out the PRESS Account Statement (Student Print-out) and for the next year, e.g. April to April, November to November, etc. 19. The sum of 'Conference travel costs' in (1) student print-out, (2) 'Current Year', 'Next Year' and 'Following Year' should sum to \$4800 (4 x \$1200) or less. 20. The sum of 'Total' in (1) student print-out, (2) 'Current Year', 'Next Year' and 'Following Year' should sum to \$11600 (4 x \$2900) or less. 21. Any 'Conference Travel costs' and/or 'Research travel/Field trip costs' for 'Current Year', i.e. planned for in the next 12 months must be justified – give name, location and dates of Conference or Research trip. A hand-written explanation on this page, below the Table is sufficient. (Details/explanation for 'Next Year' or 'Following Year' is not necessary/required.) 22. Supervisor signature	<input type="checkbox"/>
Student Sign Off / Date:		Department Sign Off / Date:	Student Centre Sign off / Date: