

## Doctoral Annual Report

**Please note: A different form is required for the Doctoral Provisional Review Report**

Candidate's Name:

ID:

### SUPERVISOR

I recommend that the candidate's registration be:

continued ☐

terminated ☐

*Please attach a Change of Conditions Form with details*

continued subject to specified conditions as outlined below ☐

I have discussed my comments and completed the joint report with the candidate Yes ☐

No ☐

If no, please comment:

I have recommended alterations to the candidate's registration:

Yes ☐

No ☐

Main Supervisor *(please print name)*

Signature

Date

Co-Supervisor where applicable *(please print name)*

Signature

Date

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### HEAD OF DEPARTMENT

Please comment on the candidate's progress and proposed thesis submission date as appropriate. If any concerns have been raised by the candidate or supervisor, please indicate in a memorandum what action has been taken and what further action you recommend.

I recommend that the candidate's registration be:

continued ☐

terminated ☐

continued subject to specified conditions as outlined below ☐

I recommend that the alterations to registration be: approved ☐

not approved ☐

Head of Department *(please print name)*

Signature

Date

### ASSOCIATE DEAN (POSTGRADUATE)

I endorse the above recommendations

yes ☐

no ☐

Please note any issues which need to be referred to the Dean of Graduate Studies:

Associate Dean (Postgraduate) *(please print name)*

Signature

Date

## CANDIDATE

Please note that all postgraduate policies and guidelines are available at: [www.auckland.ac.nz/postgraduate](http://www.auckland.ac.nz/postgraduate)

Candidate's Name:

ID:

1. List major achievements during the last year (including papers published, chapters completed, overseas visits, seminars presented, awards, artistic compositions etc)
2. Reflecting on the goals listed in your previous annual report or provisional year report, were any goals/tasks not achieved? If so, why?
3. Rate your overall progress during the last year.
  - a. Very good ☐
  - b. Good ☐
  - c. Satisfactory ☐
  - d. Unsatisfactory ☐
4. Highlight the major research goals to be undertaken during the coming year.
5. Supervision Quality
  - a. Have you submitted work to your supervisor/s? Yes ☐ No ☐
  - b. Have you received written feedback? Yes ☐ No ☐  
If no to (a) or (b), please explain below:
  - c. How often and by what means (e.g. email, face-to-face) is contact with your supervisor maintained?  
(monthly supervision meetings are expected)
  - d. Are you satisfied with the frequency and means of contact? Yes ☐ No ☐  
If no, please comment:
  - e. Do you have any comments or concerns regarding your supervision? N.B. If you have any concerns regarding your progress or supervision which cannot be resolved in discussion with your supervisor, you should approach the School of Graduate Studies (ext 86899, email [postgradinfo@auckland.ac.nz](mailto:postgradinfo@auckland.ac.nz)) who will be able to put you in touch with the appropriate area for further assistance.
6. List any resources needs or other issues that may be limiting your progress

I have discussed this section with my supervisor

Yes ☐

No ☐

If no, please comment:

Candidate (please print name)

Signature

Date

## SUPERVISOR

Please note that all postgraduate policies and guidelines (including Senate Guidelines on Supervision) are available at:  
[www.auckland.ac.nz/postgraduate](http://www.auckland.ac.nz/postgraduate)

1. Overall quality of work of the candidate

- |                 |                          |                               |                          |
|-----------------|--------------------------|-------------------------------|--------------------------|
| a. Very good    | <input type="checkbox"/> | d. Irregular but satisfactory | <input type="checkbox"/> |
| b. Good         | <input type="checkbox"/> | e. Below acceptable standard  | <input type="checkbox"/> |
| c. Satisfactory | <input type="checkbox"/> |                               |                          |

If (d) or (e) what measures have you taken?

2. Overall rate of progress of the candidate

- |                 |                          |                               |                          |
|-----------------|--------------------------|-------------------------------|--------------------------|
| a. Very good    | <input type="checkbox"/> | d. Irregular but satisfactory | <input type="checkbox"/> |
| b. Good         | <input type="checkbox"/> | e. Below acceptable standard  | <input type="checkbox"/> |
| c. Satisfactory | <input type="checkbox"/> |                               |                          |

If (d) or (e) what measures have you taken?

3. How often and by what means (e.g. email, face-to-face) is contact with your student maintained? (monthly supervision meetings are expected)

4. Are you satisfied with the frequency and means of contact? Yes ☐ No ☐

If no, please comment:

5. Are there any issues of which the candidate or Head of Department should be aware? Yes ☐ No ☐

If yes, what are these?

*Please sign the front page of the report*

## JOINT REPORT

1. Please give an expected completion date:

2. Is everything required (eg equipment, funds, ethics or other approvals) for completion by this date available?

Yes ☐ No ☐

If no, please comment:

3. Are there changes needed to the registration conditions/details listed on the front page of this report? Yes ☐ No ☐  
If yes, please give details:

4. Use the table below to schedule the remaining major goals/tasks and their timeline.

	Major Goal/Task	Date of expected completion of goal/task
1		
2		
3		
4		
5		
6		
7 etc		

5. Use the following table to provide details on the current status of the doctoral research.

	Chapter Title or topic (tentative) / Creative work stage	Status (tick)		
		Final Form	In Preparation (% completed)	To Do
1				
2				
3				
4				
5				
6				
7				
8 etc				

6. Comments on progress and achievements since the last report:

7. List any significant factors that might affect the candidate's ability to submit the thesis/creative work by the date identified above.

## PReSS Account – indicative budget

Current available balance	\$
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Proposed Expenditure:

	Current year	Next year	Following year
Consumables	\$	\$	\$
Conference travel costs	\$	\$	\$
Research travel/Field trip costs	\$	\$	\$
Photocopying and printing	\$	\$	\$
Other (please describe)			
	\$	\$	\$
Total	\$	\$	\$

Approved by supervisor:

Signature: