## Instructions
- Graduate Centre sends the candidate's registration summary and instructions for downloading the provisional year review form to the candidate and supervisor/s.
- Candidate and supervisor fill in relevant sections ensuring that the joint or co-supervisor is consulted.
- Supervisor and candidate meet to discuss comments and to complete the joint report.
- Supervisor and candidate sign the forms.
- Any changes are indicated on the registration summary.
- Supervisor forwards all forms, including the candidate’s research proposal (approved by a Dept or Faculty Postgraduate Committee) to the HoD for consideration and signature.
- HoD ensures there are no issues to be dealt with, signs the forms, and forwards them to the Associate Dean (Postgraduate) for signature.
- Associate Dean (Postgraduate) forwards completed forms to the Graduate Centre.

### HEAD OF DEPARTMENT

If any concerns have been raised by the candidate or supervisor, please indicate what action has been taken and what further action you recommend:

[ ] ………………………………………………………………………………………………………………………………………………………………….

[ ] ………………………………………………………………………………………………………………………………………………………………….

[ ] ………………………………………………………………………………………………………………………………………………………………….

I confirm that the candidate’s research proposal has been approved by the PG Committee:  [ ] yes  [ ] no

The candidate’s research proposal is attached  [ ] yes  [ ] no

I recommend that the candidate’s registration be:
- Confirmed  [ ] yes  [ ] no
- Continued on a provisional basis for a period of three to six months (please specify)…………… (number of months)  [ ]
- Discontinued and the candidate recommended for enrolment in another degree……………  [ ]
- Terminated (please attach a memo or DOC6 with details)……………………………………  [ ]

I recommend that the alterations to registration be: approved  [ ]  not approved  [ ]

Signature of Head of Department

Name: ………………………………………………………………………………………………………………………………………………………………….

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:

[ ] ………………………………………………………………………………………………………………………………………………………………….

[ ] ………………………………………………………………………………………………………………………………………………………………….

[ ] ………………………………………………………………………………………………………………………………………………………………….

Signature of Associate Dean (Postgraduate)

Name: ………………………………………………………………………………………………………………………………………………………………….

Date: ………………………………………………………………………………………………………………………………………………………………….

---
Candidate’s Name: …………………………………………………………………………………….  ID: ………………………………………..

SUPERVISOR

Please note that all postgraduate policies and guidelines are available at: http://www.auckland.ac.nz/uoacurrent-pg-policies

1. Overall quality of work of the candidate
   a. Very good ☐
   b. Good ☐
   c. Satisfactory ☐
   d. Satisfactory but irregular ☐
   e. Below acceptable standard ☐
   f. Not known ☐

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

2. Overall rate of progress of the candidate
   a. Very good ☐
   b. Good ☐
   c. Satisfactory ☐
   d. Satisfactory but irregular ☐
   e. Below acceptable standard ☐
   f. Not known ☐

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

3. Has the candidate met all of their provisional goals?
   Yes ☐ No ☐

If No, please comment and list any requirements for extension of provisional registration:
………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………

4. How often and by what means is contact with the candidate maintained (e.g. email, face-to-face)?
………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………

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

If No, please comment:
………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………

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

If Yes, what are these?
………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………

I recommend that the candidate’s registration be:
Confirmed ☐
Continued on a provisional basis for a period of three to six months (please specify)........... (number of months)
Discontinued and the candidate recommended for enrolment in another degree ............. ☐
Terminated ☐

I have consulted the joint or co-supervisor: yes ☐
I have discussed my comments and completed the joint report with the candidate yes ☐
I have suggested alterations to the candidate’s registration yes ☐
The candidate’s research proposal is attached yes ☐

Signature of Supervisor 1 .................................................. Signature of Supervisor 2 ..................................................
Name ............................................................... Date ............................................................... Name ............................................................... Date .............................................................
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I rate the overall quality of my work as:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Very good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Below my expectations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. I assess my overall rate of progress as:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Very good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Below my expectations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. In the last year have you given a departmental seminar?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. In the last year have you attended any conferences?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. In the last year have you given any artistic presentations or performances?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. In the last year have you published anything?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Yes, please give details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Have you submitted work to your supervisor/s?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Have you received written feedback?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. How often and by what means (e.g. email, face-to-face) is contact with your supervisor maintained?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Are you satisfied with the frequency and means of contact?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If No, please comment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. What kinds of assistance from your supervisor have you found to be helpful?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Is there anything your supervisor does that is not helpful?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Are there particular problems and/or issues that you would welcome more help with?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
13. If you have concerns regarding your progress or supervision which cannot be resolved in discussion with your supervisor, you should approach:
- the postgraduate adviser in your department
- the head of your department
- the Associate Dean (Postgraduate) of your faculty
- the Graduate Centre (ext 81321)
- Student Learning Services (ext 88850)
- AUSA Student Advice Hub

Documents available on the School of Graduate Studies website (http://www.auckland.ac.nz/uoa/cs-current-pg-policies) include:
- Resolution of Student Academic Complaints and Disputes Statute
- Doctoral Supervision Policy and Procedures
- Doctoral Candidates – Resources and Support Guidelines

14. Are there any intellectual property issues which have not been resolved?  
   Yes ☐  No ☐
   If Yes, please comment:
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………

15. Briefly list your progress or achievements over the last year (at least ½ page is expected, but not more than one page)
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………

I have completed and discussed the joint report with my supervisor  
   Yes ☐  No ☐
   If No please comment:
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………

I have completed all other relevant sections of the report  
   Yes ☐  No ☐
   If No please comment:
   ……………………………………………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………………………………………

Signature of Candidate……………………………………………………………………………… Date…………………………
Candidate’s Name: …………………………………………………………………………… ID: ………………………………………..

JOINT REPORT

Please note that all postgraduate policies and guidelines are available at: http://www.auckland.ac.nz/uoa/cs-current-pg-policies

1. Please give an expected completion date: ..........................................................................................................................................

2. Are all the resources needed (e.g. equipment, funds) for completion by this date available?  
   Yes ☐ No ☐
   If No, please comment:
   …………………………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………………………

3. Ethical clearance
   a. has been obtained ☐
   b. is pending ☐
   c. is not required ☐

4. What sections of the thesis have been written (in draft or final form)?
   ………………………………………………………………………………………………………………………………………………
   ………………………………………………………………………………………………………………………………………………
   ………………………………………………………………………………………………………………………………………………
   ………………………………………………………………………………………………………………………………………………

5. Are there any changes to the registration conditions/details listed on the front page of this report?  
   Yes ☐ No ☐
   If Yes, please indicate changes on the registration summary which is attached to this report

6. Please agree upon, and briefly describe, the work you expect to be achieved next year:
   …………………………………………………………………………………………………………………………………...………………………
   …………………………………………………………………………………………………………………………………...………………………
   …………………………………………………………………………………………………………………………………...………………………
   …………………………………………………………………………………………………………………………………...………………………
   …………………………………………………………………………………………………………………………………...………………………
   …………………………………………………………………………………………………………………………………...………………………
   …………………………………………………………………………………………………………………………………...………………………
   …………………………………………………………………………………………………………………………………...………………………
   …………………………………………………………………………………………………………………………………...………………………
   …………………………………………………………………………………………………………………………………...………………………

Provisional Year Review 2015 page 5
## PReSS Account – indicative budget

<table>
<thead>
<tr>
<th></th>
<th>Current year 20___</th>
<th>Next year 20___</th>
<th>Following year 20___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumables</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Conference travel costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Research travel/Field trip costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Photocopying and printing</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (please describe)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Approved by supervisor:

______________________________
Signature