# CHECKLIST

## Doctoral Provisional Year Review

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
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### KEEP IN ORDER:

1. Doctoral Registration Summary

**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).

**Note b:** 2&3 are available on-line [> Current students > Postgraduate students > policies etc. > Doctoral Forms > Provisional year review]

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)

### 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: box ticked if required, or leave it blank

7. The candidate’s research proposal attached: box ticked if required, or leave it blank

8. I recommend that the candidate’s registration be: box ticked

9. HOD Signature and Date

### SUPERVISOR (pg. 2):

10. All boxes ticked and all questions answered

11. Supervisor signature

### CANDIDATE (pg. 3, 4):

12. All questions answered

13. Candidate signature

### JOINT REPORT (pg. 5):

14. Question 1. regarding expected completion date: *must agree with the minimum and maximum completion date as stated on the Doctoral Registration Summary*

15. All boxes ticked and all questions answered.

### 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

### 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 future 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

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<table>
<thead>
<tr>
<th>Student Sign Off / Date:</th>
<th>Department Sign Off / Date:</th>
<th>Student Centre Sign off / Date:</th>
</tr>
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Last Revised: 17 Jun 2016