CHECKLIST

DAR

Doctoral Annual Report

Name:				Student ID:	

Student/ Supervisor	DEPT	Department:			Student Centre
KEEP IN ORDER:					
☐	☐	a) **This Check List**			☐
N/A		b) **Doctoral Registration Summary**			☐
☐		c) **DAR Form** d) **Press Account Student Printout (see *#19* below)**			
DAR Form					
☐	☐	**SUPERVISOR (pg. 1):** 1. I recommend that the candidate's registration be: *one of the boxes must be ticked.* 2. I have discussed my comments and completed the joint report with the candidate: *box ticked.* 3. I have recommended alterations to the candidate's registration: *box ticked if required* 4. Main supervisor's signature 5. Co-supervisor's signature			☐
N/A	☐	**HEAD OF DEPARTMENT (pg. 1):** 6. I recommend that the candidate's registration be: *one of the boxes ticked* 7. I recommend that the alterations to registration be: *if a 'yes' has been ticked for question 3 on the above, one of the boxes will need to be ticked here. If not, may leave it blank.* 8. HoD signature			☐
☐	☐	**CANDIDATE (pg. 2):** 9. All questions answered 10. Candidate signature			☐
☐	☐	**SUPERVISOR (pg. 3):** 11. All boxes ticked and all questions answered			☐
N/A	☐	**JOINT REPORT (pg. 4):** 12. Question 1. regarding expected completion date: *must agree with the minimum and maximum completion date as stated on the Doctoral Registration Summary*			☐
☐		13. All boxes ticked and all questions answered.			
☐	☐	**PReSS Account- indicative Budget (pg. 5):** This is only an indicative budget – you may alter this budget later if you find the need to do so. Also, the column "Current Year" refers to your budget STARTING from the date on your Press Account Statement and ending at the end of this year" 14. The "Total Balance" indicated on the Student's Press Account Statement should be copied in as the "Current Available Balance" 15. The 'Total' for 'Current year' should sum to $2900 plus the 'Current available balance' or less. 16. The sum of 'Conference travel costs' in (1) student print-out, (2) 'Current Year', 'Next Year' and 'Following Year' should sum to $4800 or less. 17. Any 'Conference Travel costs' – please give the name, location and dates of the conference. It is sufficient to hand-write this on this page, below the Table. 18. Any 'Conference Travel costs' and 'Research travel/Field trip costs' in 'Current Year', 'Next Year' or 'Following Year' must be justified. It is sufficient to hand-write this on this page, below the Table. 19. Supervisor signature			☐
☐	☐	**PRESS Account Statement - Student Print-out:** 20. The student needs to print out their up-to-date Press Account Statement from SSO and attach to the DAR			☐

Student Sign Off / Date:	Department Sign Off / Date:	Student Centre Sign off / Date: