

**Postgraduate Studies**  
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THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

## Higher Degree Candidates Progress Report

Reporting Period: FROM  TO

### Instructions:

This form represents a report of the candidate's progress for the previous six months and progress planned for the next six months. It consists of five (5) sections: A, B, C, D & E.

### Completion of Form

The candidate is to complete section A and pass the form to the Chief Supervisor who completes section B in consultation with the candidate. The candidate signs section B after reading the Chief Supervisors report.

**Please note** that all supervisors on the candidate's supervisory panel must sign this report.

### Change of Academic Details

Changes of supervisors, attendance status (PT, FT), Faculty/School or Department in which enrolled, and requests for extensions, withdrawals from candidature, etc., should be completed on the *Application for change of conditions of enrolment in MPhil/PhD/EdD* form and forwarded to your Chief Supervisor.

### Unsatisfactory Progress

The Dean's Nominee for Postgraduate Studies is to discuss the situation with the Chief Supervisor, candidate and chairperson of department. Once satisfied that appropriate steps have been taken to rectify any concerns, the Dean's nominee will provide a full report on the situation to the Postgraduate Studies Office with a copy to the chairperson of department, supervisor and candidate.

**Note:** If candidates have concerns they wish to discuss confidentially with someone other than their Chief Supervisor they should contact the Faculty/School Dean's Nominee or the Postgraduate Studies Office.

### Section A – to be completed by candidate

Family Name

First Name

Student ID  PhD/EdD  MPhil  Full-time  Part-time

Department(s)

Chief Supervisor

Thesis Title

Phone  Fax

Email









