

BCA (Honours) Student Progress Report

This Report should provide a frank appraisal of the student's progress by both the student and the supervisor. It is to the benefit of both the student and the supervisor that all issues, problems and associated solutions are documented in this report.

The student and supervisor/s are required to read each other's comments and sign each page. Your signatures confirm that you have read the comments. If you have any concerns about the comments made (eg. concerns about change of supervisor, personal problems, other confidential issues), you can:

1. Discuss these concerns with each other;
2. Arrange to discuss these concerns with the Honours Co-ordinator;
3. Submit a separate and confidential comment.

SECTION A: Personal/Candidature Details	
Candidate's Name:	Student No:
Discipline:	UG WAM:
CREA401 Thesis Title:	
CREA401 Supervisor/s:	
CREA402 Creative Submission Title of Work:	
CREA402 Supervisor/s:	
SECTION B: Progress	
STUDENT'S COMMENTS:	
1. Briefly describe your progress to date related to your thesis submission for CREA401.	
SUPERVISOR/S COMMENTS:	
2. To what extent has the student achieved the goals expected at this point in their candidature for their thesis?	

STUDENT'S COMMENTS:

3. Briefly describe your progress to date related to your creative submission for CREA402.

SUPERVISOR/S COMMENTS:

4. To what extent has the student achieved the goals expected at this point in their candidature for their creative submission?

STUDENT'S COMMENTS:

5. Has the progress of your thesis/creative work been affected adversely in any way? Provide details. *If you feel uncomfortable describing these issues here you may complete a 'confidential report' on a separate page and forward it directly to the Honours Co-ordinator.*

Technical/Resource:

Supervisory:

Personal:

Other:

6. What steps have you taken to address these issues?

7. Access to facilities in the past year has been:

	Very Satisfactory			Very Unsatisfactory		
Studio Facilities	1	2	3	4	5	NA
Computer Facilities	1	2	3	4	5	NA
Library Facilities	1	2	3	4	5	NA
Technical Assistance	1	2	3	4	5	NA
Other (please specify):	1	2	3	4	5	NA

SUPERVISORS' COMMENTS:

8. What problems, if any, have affected the candidate's progress to date?

THESIS:

CREATIVE WORK:

9. What steps were taken to address these problems?

THESIS:

CREATIVE WORK:

SECTION C: Timetable for Spring Session

STUDENT'S COMMENTS:

10. Please describe briefly what you intended to accomplish in terms of your thesis/creative submission for Spring session.

July	THESIS: CREATIVE WORK:
August	THESIS: CREATIVE WORK:
September	THESIS: CREATIVE WORK:
October	THESIS: CREATIVE WORK:

STUDENT'S COMMENTS

11. Briefly outline any anticipated personal or work-related issues or commitments that may influence your progress in Spring session:

12. Do you have any other comments that you would like to make about your progress?

SUPERVISORS' COMMENTS:

13. Are the goals established by the student for Spring session realistic and appropriate?

THESIS:

CREATIVE WORK:

14. Do you agree with the student's assessment of any issues or commitments that they may face in Spring session? (see question 11). What strategies do you recommend be implemented to address these issues and/or commitments?

SECTION D: Additional Questions/ Comments

STUDENT TO COMPLETE:

15. Intellectual Property and Confidentiality

Is there likely to be any restriction on the disclosure of information arising out of your research or provided to you, for example, confidential information? Yes/No

16. Ethics

Does your research/creative work involve human subjects or animals? Yes/No

If Yes, have you obtained Ethics approval? Yes/No

If so, when? _____(date)

Last Renewal date: _____

SECTION E: Supervisors' Comments

SUPERVISOR(S) TO COMPLETE:

17. How frequently do you have formal face-to-face supervisory meetings with the candidate?

Weekly

Fortnightly

Monthly

Other

18. What other means do you use to keep in contact with the candidate, and why?

19. Do you have any other comments that you would like to make about the student's progress?

SECTION F: Report Recommendation

20. STUDENT TO COMPLETE:

I have completed the relevant sections of the form and discussed my progress with my supervisor(s). I consider I have:

- Achieved the goals set for Autumn session.
- I haven't achieved all the goals set for Autumn session, but strategies have been put in place to assist my progress for Spring session.
- I am concerned about my progress in Autumn session and I agree that this matter should be discussed with the Honours Co-ordinator.

Student's Signature:

Date:

21. SUPERVISOR(S) TO COMPLETE:

I have completed the relevant sections of the form and discussed my progress with my supervisor(s).

- I/we are satisfied that the candidate has achieved the goals set for Autumn session.
- I/we are aware that not all goals set for Autumn session have been achieved, however appropriate strategies have been put in place to assist the student's progress for Spring session.
- I/we consider that the student has made unsatisfactory progress during Autumn session and recommend:
 - Changes to supervisor: Name of new supervisor _____

Additional comments: _____

CREA401 Supervisor/s Signature: Date:

CREA402 Supervisor/s Signature: Date:

SECTION G: Report Recommendation (continued)

G3. HONOURS CO-ORDIATOR TO COMPLETE:

I have read the BCA(H) candidate's progress report and discussed it with the supervisor(s) as necessary. I recommend that:

Honours Coordinator Signature: Date:

Sub Dean's Signature: Date: