Thesis Requirements

**Requirement:** Research Report (PhD)

**When:** 1. End of first year of full-time equivalent enrolment  
2. End of second year of full-time equivalent enrolment

**Sign-off:** Supervisor, Auxiliary Supervisor, Third Reader

**Forms:** Research report and completed *Research Report Feedback* form to be submitted to PG Coordinator  

**Objectives:**
All PhD candidates are required to submit Research Reports to the PG Coordinator in their first year (3000-5000 words) and their second year (1500-3000 words) of candidature. The reports may include published or submitted journal papers, and should describe the candidate’s progress to date, together with future thesis plans and an associated “timeline”. One of the major rationales for these reports is to provide students with advice and feedback in a timely manner, should their research program require it.

**Submission and Review:**
This report will be assessed by the candidate’s primary and auxiliary supervisor’s and one other knowledgeable party nominated by the candidate and his/her supervisor (third reader). A meeting between the candidate and their readers is to take place within one month of the report being submitted. The purpose of the meeting is to provide feedback to the candidate and the opportunity to discuss future research plans. A formal Research Report Feedback form will be completed by the three assessors of the report, and returned to the PG Coordinator.  

**Outcomes:**
The Research Report Review form should be submitted with the Annual Progress Review form. Submissions which are judged to be unsatisfactory by their readers must be resubmitted. The student’s readers will make specific recommendations as to what needs to be done and specify a deadline. In the rare cases in which there is a continuing failure to produce a satisfactory report, the School may recommend to the Faculty of Science that a student be required to show cause for why they should remain enrolled.