**Progress Review Action Plan**

Notes to student and supervisors:

* This template is for use by students who are required to complete an Interim Progress Report (IPR) or Panel Review Progress Report (PRPR).
* Students are provided with a set period of time to improve progress prior to submitting their Report (PhD – 3 months, MPhil – 2 months, MRes – 1 month)
* Students and supervisors should work together to set objectives and review progress during the designated time. Include details of any activities and/or milestones to be completed during this period, including [training and development activities](https://students.mq.edu.au/study/graduateresearch/tools-support/milestones-and-check-in) to support the student’s progress.
* Students and supervisors should review progress at regular student-supervisor meetings and amend the plan as required.
* At the end of the designated time period, students and supervisors should discuss the final recommendation for the review and complete the IPR or PRPR together.

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| **Student name** | Click or tap here to enter text. | **MQ ID** | Click or tap here to enter text. |
| **Principal supervisor** | Click or tap here to enter text. | **Due date** | Click or tap here to enter text. |

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| **Month 1 activities** | | | | **Progress check** | |
| **Activity/ Milestone** | **Task** | **Notes** | **Timeline for Completion** | **Progress**  **(Satisfactory/incomplete)** | **Action required** |
| Activity | Writing retreat | Attend writing retreat for focussed writing time and 1:1 consultation with learning advisor | 25/05/2022 |  |  |
| Activity | Literature Review | Write 4000 words on literature | 02/06/2022 |  |  |
| Milestone | Faculty protocol |  | 15/06/2022 |  |  |
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| **Month 2 activities** | | | | **Supervisory panel review** | |
| **Activity/ Milestone** | **Task** | **Notes** | **Timeline for Completion** | **Progress**  **(Satisfactory/incomplete)** | **Action required** |
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| **Month 3 activities** | | | | **Supervisory panel review** | |
| **Activity/ Milestone** | **Task** | **Notes** | **Timeline for Completion** | **Progress**  **(Satisfactory/incomplete)** | **Action required** |
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| Additional comments by Student (if desired): | | | | | |
| Additional comments by Supervisor/s (if desired): | | | | | |