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|  | **Progress report to be submitted annually to the Head of programme at** **post@hvl.no****Deadline: 1 November** |

# PROGRESS REPORT FOR SUPERVISOR

All supervisors at HVL are required to report annually on the progress of the research projects of all PhD candidates for whom they are the main supervisor. Reporting deadline is 1 November.

Submitted information will be looked over and treated with caution by a small number of people in the administration and leadership of the PhD programme.

The progress report should focus on the progress in the research project and the training component. Should you wish to share sensitive information related to the candidate’s progress like sick leaves or the similar, we recommend you to contact the Head of programme. You MAY NOT submit sensitive information in this form.

You must briefly describe the PhD candidate’s progress during the last year in an open text field. The description should be no longer than half a page (A4 page format).

Candidate and supervisor must answer the questions independent of each other.

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| **Supervisor** |
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| **Candidate** |
|  |
| **Workplace**  |
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| **E-mail** |
|  |
| **Telephone**  |
|  |
| **This is the status for the PhD candidate:** |
| [ ]  The candidate is/has been active during the last 12 months, and I will report on the candidate’s progress [ ]  The candidate has had leave of absence during the last 12 months, and I do NOT wish to report on the candidate’s progress [ ]  I am not sure of the candidate’s level of activity or status regarding leaves of absences, and will report on the candidate’s progress[ ]  The candidate has submitted the thesis, and I do not wish to submit a progress report |
| **Since last year, have there been any changes with consequences for the progress of the PhD project of your PhD candidate?**  |
| [ ]  No[ ]  Yes |

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| **If yes at the question over: In what areas have changes occurred that may have an impact on the progress of your PhD education? You may tick off several boxes if applicable.** |
| [ ]  Project description/methodology[ ]  Supervision[ ]  Infrastructure (physical working situation, equipment)[ ]  Financing[ ]  Other, non-scientific areas |
| **Would you like a meeting with the Head of programme regarding the candidate’s progress?** |
| [ ]  Yes[ ]  No |

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| **Status report** (academic progress, problems, significant changes to the project etc) |
| (The description should be no longer than half a page (A4 page format)) |
| **How will you rate the progress of the PhD candidate?** |
| [ ]  Very good[ ]  Good[ ]  Satisfactorily [ ]  Poor [ ]  Very poor |
| **How satisfied are you with the supervisor-PhD candidate relationship?**  |
| [ ]  Very satisfied[ ]  Satisfied[ ]  Partly satisfied[ ]  Partly dissatisfied[ ]  Dissatisfied[ ]  Very dissatisfied |
| **How satisfied are you with the frequency of the contact with the PhD candidate?**  |
| [ ]  Very satisfied[ ]  Satisfied[ ]  Partly satisfied[ ]  Partly dissatisfied[ ]  Dissatisfied[ ]  Very dissatisfied |
| **Have there been changes to the supervision relationship in the reporting period** (if yes, which) |
| [ ]  No[ ]  Yes. Which? |
| **Number of hours of supervision in the reporting year**  |
|  |
| **Does the cooperation with the candidate work satisfactorily?** (if no, why?) |
| [ ]  Yes[ ]  No. Why? |
| **Is the PhD candidate in the final phase of the project?** |
| [ ]  Yes[ ]  No |
| **Do the candidate plan, with your assistance, to submit the thesis within the next 12 months?** |
| [ ]  Yes[ ]  No |
| **If yes at the question over: Is planning of the assessment committee stated??** |
| [ ]  Yes[ ]  No |
| **When do you find it realistic that your PhD candidate will submit the thesis (month/year)?** |
|  |

**Signature supervisor**

**Date/place**………………………………. **Signature** ……………………………………………………….
 **supervisor**