

## CHECK LIST

- Please do not add new/amended personal, enrolment or candidature details on your Annual Review form, as these will not be processed. Check your personal, enrolment and candidature details in *Access Adelaide* (<https://access.adelaide.edu.au>) and make any amendments online (personal details only) or by completing the relevant form from the Graduate Centre website <http://www.adelaide.edu.au/graduatecentre/policy/>.
- Read and complete the relevant sections of the Annual Review form. Please note that Section A is to be completed by all students before meeting with their supervisor(s). The contents of the Annual Review form may be refined at the ensuing meetings with your supervisor(s) and Head of School/Discipline or Postgraduate Coordinator.
- Make two appointments: one with your supervisor(s) and a second, later appointment, with your Postgraduate Coordinator or Head of School/Discipline† (which your supervisor(s) may attend if desired).
- Keep your appointment with your supervisor(s) and discuss your work. Your supervisor(s) will complete the relevant section of the form and sign in Section C1 before returning the form to you.
- Pass your completed Annual Review Form to your Postgraduate Coordinator or Head of School/Discipline† prior to your scheduled meeting. He or she may wish to interview you alone or together with your supervisor(s).
- Keep your appointment with the Postgraduate Coordinator or Head of School/Discipline†. The Postgraduate Coordinator or Head† then signs in Section C2 before returning the form to you.
- When you have sighted the comments of your supervisor(s) and Postgraduate Coordinator or Head, sign the form in Section C3. Before you sign, please make sure that your supervisor(s) and Postgraduate Coordinator/Head† have all signed in the appropriate Section (C1 or C2 respectively).
- Make a photocopy of your completed and signed Annual Review for your records.
- Return the Annual Review form in person to the Graduate Centre, Level 6, 115 Grenfell Street, or post to Adelaide Graduate Centre, DX650-202, The University of Adelaide, SA 5005 by no later than **31 October 2009**. If it appears likely that you will not be able to have your review completed by **31 October**, your Principal supervisor should arrange for an extension of the deadline by contacting the Graduate Centre on 8303 5882 or by e-mail to: [graduatecentre@adelaide.edu.au](mailto:graduatecentre@adelaide.edu.au).

## PLEASE NOTE

- †Supervisor(s) who are also Postgraduate Coordinators or Heads of Schools/Disciplines CANNOT certify both Sections C1 and C2. Where the Postgraduate Coordinator or Head of School/Discipline are members of your supervisory panel, the School/Discipline certification in C2 should be provided by the Deputy Head. Where the Deputy Head is also a member of the supervisory panel, the certification should be provided by another senior member of the academic staff.
- Failure to return your completed Annual Review form by the due date may result in the suspension of candidature and the discontinuation of any scholarship payments. A suspended student is not insured to access University facilities and is not eligible to submit a thesis for examination.
- Re-enrolment may also be jeopardised where a student is in bad financial standing with the University. Please pay (or enter into a payment agreement) for all library fines, tuition fees or student loans etc by 31 October.

<p><b>HAVE YOU, YOUR SUPERVISOR(S) &amp; THE POSTGRADUATE COORDINATOR OR HEAD OF SCHOOL/DISCIPLINE† SIGNED YOUR ANNUAL REVIEW FORM?</b></p>
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