*Template:* **Due 31 July each year of supervised training,**

**Report must be typed NOT hand written,**

**Completed report can be submitted electronically from the primary supervisor’s email address as long as both supervisor and candidate have signed undertakings – Section 6 & 7.**

**The supervisor can submit additional comments in the email to which this report is attached.**

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**AUSTRALIAN AND NEW ZEALAND**

**COLLEGE OF VETERINARY SCIENTISTS**

**Fellowship Supervisor and Candidate Annual Report**

Date of Report:

Candidate’s Name:

Supervisor/s Name:

Fellowship Subject:

Training Program Commencement Date:

Name and Year of Applicable Subject Guidelines:

Proposed Examination Date:

**Section 1, Activities:**

1. Outline, in brief, the activities the candidate has undertaken in the course of a typical week and how these compare to those in the weekly activities table in the agreed Fellowship Training Program. Indicate the extent and nature of contact between the supervisor and the candidate.
2. Provide a week-by-week table in the format originally submitted in the Training Program Document showing the progress the candidate has achieved over the past year or any changes that may have occurred or will occur with TRD and externships included. Have there been variations from the approved timetable?

**Section 2, Publications and Presentation:**

1. Describe the progress of the candidate’s original research project.
2. Describe the progress of the candidate’s remaining publication requirement/s.
3. Describe progress on the candidate’s presentation at a national or international scientific meeting. *(Only include if applicable)*

**Section 3, Supplementary Training:** *(include any reports, if these have not already been submitted to the College office)*

1. Describe the progress and/or plans for the candidate’s Externship requirements.
2. **Describe** the progress and/or plans for the candidate’s Training in Related Discipline (TRD) requirements.

**Section 4, Supervisor Comments:**

1. As a result of your annual meeting, what advice have you given the candidate?
2. Would you like to comment to the Training and Credentials Committee regarding any aspect of this candidature? If so please attach comments.

**Section 5, Activity Log Summary:**

**An up-to-date, cumulative Activity Log Summary, which complies with the relevant subject guidelines, must accompany this report.**

**Section 6, Supervisor’s Undertaking:**

 I certify that:

* I have met with the candidate to discuss his/her progress which has resulted in the development of this Annual Supervisor Report
* I agree that the Activity Log Summary included with this document is a true and accurate representation of the activities in which the candidate has been involved
* *(Only include if applicable)* I have viewed and signed the pages of the candidate’s Activity Log

**Signed:**

**Supervisor: Date:**

**Section 7, Candidate’s Undertaking:**

 I certify that:

* I have met with my supervisor to discuss my progress, which has resulted in the development of this supervisor report
* I agree that the Activity Log Summary included with this document is a true and accurate representation of the activities in which I have been involved
* I have completed and submitted the Annual Candidate Report form
* *(Only include if applicable)* I have maintained an Activity Log and will submit for CEC assessment 6–12 months from beginning of supervised training. *(section 2.9 of Fellowship Candidate Handbook)*

**Signed:**

**Candidate: Date:**