**Progress Report - Research Master’s Students**

Progress Reports provide an opportunity for research students to: (a) review and track their progress against their overall project plan; (b) reflect upon research and development in past months and structure plans for the next part of the research journey; and (c) raise any issues or concerns regarding progress.

The Progress Report is also a key means by which supervisors and the University monitor and evaluate research students’ progress. The regular submission of Progress Reports is a requirement under the [Research Course Regulations](https://www.canterbury.ac.nz/about-uc/corporate-information/regulations/general-regulations/research-course-regulations). Failure to submit regular Progress Reports may lead to the relevant Dean moving to cancel a student’s enrolment.

We suggest that research students review the [Research Student Supervision Policy](https://www.canterbury.ac.nz/about-uc/corporate-information/policies/research-student-supervision-policy) as part of preparing to complete a Progress Report. Students and their supervisors should also meet to discuss progress prior to completing this report. Research Master’s students may wish to meet with their Faculty Student Advisor or Graduate Research Coordinator for additional support.

**Section A**

*This section should be completed by the student.*

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Senior Supervisor: |  |
| Department/School: |  |
| Qualification (e.g., MSc in Biology): |  |
| Course code (e.g., BIOL690): |  |
| Mode of study: | [ ]  Full-time [ ]  Part-time |
| Details of any scholarships received: |  |
| Thesis working title:  |  |
| Final thesis submission date: |  |

**Research Progress**

***(note: please append a copy of your overall project plan to the submitted progress report)***

|  |  |
| --- | --- |
| Provide some general comments on your progress since your last milestone, in relation to your overall project plan and/or agreed project goals: |  |
| List your project goals and associated due dates for the period between now and your next milestone due date: |  |
| Ethical approval (including [Māori Ethics Consultation](https://www.canterbury.ac.nz/study/study-support-info/study-topics/human-ethics/apply-to-the-human-research-ethics-committee) if applicable) for my research:*Please see* [*Human Ethics*](https://www.canterbury.ac.nz/study/study-support-info/study-topics/human-ethics) *and* [*Animal Ethics*](https://www.canterbury.ac.nz/study/study-support-info/study-topics/animal-ethics) *webpages for more information.* | [ ]  was not required.[ ]  has been obtained.[ ]  has been submitted and I am awaiting the response. |
| An Intellectual Property agreement:*Please ensure that you have sought independent advice regarding IP, and familiarised yourself with UC’s* [*IP Policy*](https://www.canterbury.ac.nz/about-uc/corporate-information/policies/intellectual-property-policy) | [ ]  has been signed with R&I and a copy forwarded to Te Kura Tāura.[ ]  is under discussion.[ ]  is not required. |
| Have you experienced any challenges with academic writing, discussion or presentation since your last milestone?  | [ ]  Yes [ ]  No *If yes, please describe the issues and what actions, if any, you have undertaken to address these issues:*  |
| Have you identified, or had, any Health and Safety issues since your last milestone? | [ ]  Yes [ ]  No *If ‘Yes’, please describe the issues and what actions, if any, were taken to address these issues:* |
| I rate the **quality of my work** as: | [ ]  Very good[ ]  Good[ ]  Satisfactory[ ]  Below my expectations |
| I assess my **rate of progress** as: | [ ]  Very good[ ]  Good[ ]  Satisfactory[ ]  Below my expectations |
| Are there any concerns, barriers to your progress, or changes in personal circumstances that may affect/are affecting your research progress? | [ ]  Yes [ ]  No *If “yes”, please discuss with your supervisory team and detail, here, the nature of these barriers, and how they might be addressed. Alternatively, you may wish to discuss with your Department/School Graduate Research Coordinator, Faculty Student Advisor, or Student Care:* |

 **Scholarly Community Engagement**

*This section allows you to assess your current level of connection to the wider research community and consider which skills you wish to develop.*

|  |  |
| --- | --- |
| Since your last Milestone Report have you given a presentation or presentations based on your research?*If ‘Yes’, please provide details of your presentations (e.g., citations, DOI numbers):* | [ ]  Yes [ ]  No  |
| Since your last Milestone Report have you published a research output (e.g., journal articles, book chapters, creative works)?*If ‘Yes’, please provide details of your research output (e.g., citations, DOI numbers):* | [ ]  Yes [ ]  No  |
| Since your last Milestone Report have you participated in workshops run by your School/Faculty or another research support service, such as Te Kura Tāura | UC Graduate School or Academic Skills Centre?*If “Yes”, please provide details. Planning your development as a researcher is a key part of your research journey. Please reflect on your recent experiences and discuss with your supervisory team whether there are particular skills you want to develop – this could be scholarly, academic and/or professional skills.* | [ ]  Yes [ ]  No  |

**Supervision**

*This section involves reviewing the supervisory relationship between you and your supervisory team. Please use these questions to help guide your discussion.*

|  |  |
| --- | --- |
| I regularly attend agreed supervision meetings: | [ ]  Yes [ ]  No  |
| I have submitted work to my supervisory team according to the agreed schedules:*If no, please provide further information:* | [ ]  Yes [ ]  No  |
| I have received clear, constructive, and timely feedback from my supervisors on my written work:*If no, please provide further information:*  | [ ]  Yes [ ]  No  |
| How often do you meet with your supervisory team? | [ ]  Each week[ ]  Each fortnight[ ]  Each month[ ]  Other (please describe) |
| In your view, is the degree of contact with your supervisory team adequate?  | [ ]  Yes [ ]  No  |
| Please provide details of any way that you think your supervisory team could improve its support of your studies:  |  |

**Signature**

*The University is aware that it can be difficult for students to raise any potential issues relating to supervision and/or their supervisors through milestone reports.*

*If you are experiencing issues with your studies or supervision, you are encouraged to first attempt to resolve these issues informally through discussion with your supervisor. If you do not feel comfortable doing so, please discuss with your Graduate Research Coordinator in the first instance - they will assist you with resolving your concerns. You may also contact the Graduate School for advice and guidance (**graduateschool@canterbury.ac.nz**).*

*Please see the University of Canterbury* [*Concerns and Complaints Guide*](https://www.canterbury.ac.nz/life/support-and-wellbeing/raise-a-concern/concerns-and-complaints-guide) *for full details of how you may raise concerns, both informally and formally.*

*You may also wish to contact the Independent Advocacy Advice service of the UCSA or your preferred student support service (e.g., a Kaiurungi or a Rainbow Advisor).*

[ ]  **I have read and understood the statement above.**

|  |  |
| --- | --- |
| Are there any further issues that your HOD/S or the relevant Dean should be made aware of, or that you wish to raise?*If “yes” please provide details:* | [ ]  Yes [ ]  No  |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD THE FORM TO YOUR SENIOR SUPERVISOR**

***Please ensure that your project plan and any other supporting documents are submitted along with this form***

**Section B**

*This section should be completed by the Senior Supervisor.*

 **Research Progress**

|  |  |
| --- | --- |
| Please provide comment on the student’s progress since their last milestone, in relation to their overall project plan and/or agreed goals. |  |
| The supervisory team have discussed the project goals and associated due dates for the period between now and the next milestone due date and believe these are feasible:*Please provide further comment as needed:*  | [ ]  Yes [ ]  No  |
| I have reviewed and agree with the student’s self-ratings of quality of work and rate of progress:*If no, please provide further information:* | [ ]  Yes [ ]  No  |
| In my view, the student’s work: | [ ]  exceeds the required standard for their course of study.[ ]  is at the required standard for their course of study.[ ]  is below required standard for their course of study.  |
| If the student’s work is, in your view, below the standard required for their course of study, what measures have been taken to address this? |  |
| In my view at the current rate of progress and quality of work, the student will submit their thesis by the final thesis due date:*If ‘No’, please indicate any support required to assist the student to achieve timely completion:* | [ ]  Yes [ ]  No  |
| Are there any concerns (e.g., motivation), barriers to progress (e.g., language skills), or changes in the student’s personal circumstances, that you are aware of that are affecting their research progress?*If “yes”, please detail the nature of these barriers, and how they might be addressed:* | [ ]  Yes [ ]  No  |
| Please outline any other issues that have emerged from discussion of the Progress Report with the student: |  |

**Scholarly Community Engagement**

|  |  |
| --- | --- |
| I confirm that the research outputs listed accurately represent the research student’s scholarly engagement.  | [ ]  Yes [ ]  No  |
| I have considered and discussed relevant research and career development opportunities with the research student. | [ ]  Yes [ ]  No  |

**Supervision**

|  |  |
| --- | --- |
| The student has submitted written work according to agreed schedules. *If no, please provide further information:* | [ ]  Yes [ ]  No  |
| The supervisory team have provided written feedback in line with timelines agreed in the Supervisory Agreement.*If no, please provide further information:* | [ ]  Yes [ ]  No  |
| The supervisory team are satisfied with the frequency and means of contact.*If no, please provide further information:* | [ ]  Yes [ ]  No  |

**Recommendation**

|  |  |
| --- | --- |
| I recommend that the student’s enrolment be: | [ ]  Continued.[ ]  Continued subject to specified supports being put in place. |
| If you have selected “Continued subject to specified supports being put in place” please detail here: |  |
| Please note any other issues that your HOD/HOS or the relevant Dean should be made aware of: |  |

**Signature of Senior Supervisor on behalf of the Supervisory Team**

|  |  |
| --- | --- |
| I confirm that the comments in this report have been discussed with the student and supervisory team.*Please outline any issues that emerged from the discussion with the research student.* | [ ]  Yes [ ]  No  |
| Name/e-signature: |  |
| Date: |  |

**RETURN THE FORM TO THE RESEARCH STUDENT**

**Section C**

*This section must be completed by the student.*

|  |  |
| --- | --- |
| I have discussed this Progress Report with my Senior Supervisor:*Please outline any issues that emerged from the discussion your discussion with your Senior Supervisor/Supervisory team.* | [ ]  Yes [ ]  No  |
| I wish to make the following comments in response to the report from my supervisory team: |  |
| I have read and understood the notes regarding the process for raising concerns, as detailed in Section A, of this report: | [ ]  Yes [ ]  No  |
| I give permission for a copy of this report to be released to Student Care/Student Support for pastoral care purposes: | [ ]  Yes [ ]  No  |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD THE FORM TO YOUR HEAD OF DEPARTMENT/SCHOOL OR THEIR DELEGATE**

***You must ensure that any supporting documents are submitted along with the application. You can download a list of Graduate Research Coordinators (delegates of the HoD/S)*** [***here***](https://www.canterbury.ac.nz/content/dam/uoc-main-site/documents/pdfs/d-other/te-kura-t%C4%81ura---uc-graduate-school/Graduate-Research-Coordinators-uc.pdf)***.***

**Section D**

*This section should be completed by the Head of Department/School (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

|  |  |
| --- | --- |
| I endorse the Supervisor’s recommendation in Section B: | [ ]  Yes [ ]  No  |
| If you have answered “No” or have any other comments, please provide further information here: |  |

**Signature**

|  |  |
| --- | --- |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD TO THE RELEVANT ADMINISTRATOR**

***You must ensure that any supporting documents are submitted along with the application.***

**Section E**

*This section should be completed by the Relevant Dean (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

|  |  |
| --- | --- |
| I resolve that the student’s enrolment be: | [ ]  Continued.[ ]  Continued subject to specified conditions as outlined below.[ ]  Discontinued. |
| Please add any further comments here: Include any required conditions for continued enrolment or reason for discontinuing enrolment. |  |

**Signature**

|  |  |
| --- | --- |
| Name/e-signature: |  |
| Date: |  |