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| Postgraduate Office |

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| Doctoral Progress Report Form |

**Date Last Modified:** May 2016

*This form is the means by which progress of PhD studies is periodically assessed by the student and supervisory team, and reported via the HOD/HOS or nominee to the Dean of Postgraduate Research. It is a means by which any problems or issues may be identified and appropriate action determined. The Dean of Postgraduate Research uses this form to monitor students’ progress and ensure that supervision is effective.* *The regular submission of progress reports is an enrolment requirement under PhD Regulation 7. Failure to fulfil this regulation may lead to termination of enrolment and scholarship (if applicable).*

**It is preferred that the form is completed electronically and returned as an email attachment sent to the Postgraduate Office (**[**postgraduate-office@canterbury.ac.nz**](mailto:postgraduate-office@canterbury.ac.nz)**). If necessary the form can be printed and returned in hardcopy.**

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Where a signature is requested either an electronic signature can be inserted or the typed full name of signatory is acceptable.

This form has three parts:

**PART A**: Progress Report – to be completed by the Student

**PART B**: Comments – to be completed by the Senior Supervisor on behalf of the Supervisory Team

**PART C**: Recommendations and Signatures – to be completed by the Student, Supervisors, and Head of Department/School or nominee

**PART A**: **STUDENT COMMENTS**

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| Name |  | | |
| UC ID Number |  | PhD date of first enrolment: |  |
| Department/School: |  | Name of any scholarships received: |  |
| Enrolment Status | Full-time | Part-time | |

**Supervisory team**

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| Senior Supervisor |  |
| Supervisor |  |
| Supervisor |  |
| Supervisor |  |

Outline below your progress and achievements over the last 6 months. Indicate what milestones have been achieved.

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Outline below your research goals for the next 6 months. Indicate what milestones have been set for the next 6 months, including detailing what chapters or sections of your thesis you plan to write in this period.

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1. I rate the **quality** of my work as:

Very Good  Good  Satisfactory  Below my expectations

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| If below expectations what measures have you taken to address this? |

1. I assess my **rate of progress** as:

Very Good  Good  Satisfactory  Below my expectations

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| If below expectations what measures have you taken to address this? |

1. My target thesis submission date is
2. In the past 6 months I have:

Given a departmental seminar? Yes  No

Attended a conference(s)? Yes  No

Given a presentation(s) based on my research? Yes  No

Had research output(s) published

(e.g. journal articles; book chapters; creative works)? Yes  No

1. I have submitted work to my supervisory team Yes  No

If yes have received written feedback Yes  No

1. I have outstanding resource issues concerning my research Yes  No

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| If Yes, please detail: |

1. Ethical approval for my thesis research:

has been obtained  is pending  is not required

1. There are intellectual property issues related to my research that have not been resolved Yes  No

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| If Yes, please detail: |

1. How often and by what means do you and your supervisory team maintain contact?

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| Detail the means of contact (e.g., face-to-face; email; Skype) and the frequency of each |

1. Contact with my supervisory team could be improved? Yes  No

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| If Yes, please comment: |

1. Please provide details below of any way that you think your supervisory team could improve its support of your studies

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1. Do you have any concerns with your English language skills (e.g., reading, writing, speaking, listening) in respect to your PhD work?

Yes  No

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| If yes, please describe these concerns and indicate whether you have sought any support or advice for these concerns (e.g., from your supervisor, or from the Learning Skills Centre) |

1. Have you identified any Health and Safety issues during the past 6 months? Yes  No

If Yes, please describe the issues and what actions, if any were taken:

1. Are there any issues that your HOD/HOS or the Dean of Postgraduate Research should be aware of? Yes  No

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| If Yes, please comment: |

**Please now forward the form to your senior supervisor.**

**PART B: SUPERVISORY TEAM COMMENTS**

Please provide comments on the student’s progress and achievements in the last 6 months:

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Please provide comments on the student’s thesis goals and milestones for the next 6 months:

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The **quality** of the student’s work:

Exceeds the required standard for doctoral work

Is at the required standard for doctoral work

Is below required standard for doctoral work

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| If below the required standard what measures have been taken to address this? |

The student’s **rate of progress** is:

Consistent with submission within 3 EFTS from initial enrolment in the doctoral degree

Consistent with submission between 3 and 4 EFTS from initial enrolment

Consistent with failure to submit with 4 EFTS from initial enrolment

*Students who have transferred from a Master’s thesis to a doctoral have the date of their doctoral enrolment backdated to the date at which they initially enroled in the Master’s thesis.*

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| If consistent with failure to submit within 4 EFTS what measures have been taken to address this? |

1. Are you satisfied with the frequency and means of contact? Yes  No

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| If No, please comment: |

1. Do you have any concerns about the student’s English language skills (e.g., reading, writing, speaking, listening) in respect to his/her work?

Yes  No

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| If yes, please describe these concerns and indicate whether you have offered support or advice to the student and/or directed them to support services (e.g., Learning Skills Centre) |

1. Are there any intellectual property issues which have not been resolved? Yes  No

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| If Yes, please comment: |

1. Are there any issues that the HOD/HOS or the Dean of Postgraduate Research should be aware of? Yes  No

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| If Yes, please comment: |

1. Was the student required to complete any courses during this period of enrolment? Yes  No

If so were these completed to the level required? Yes  No

**PART C: RECOMMENDATIONS AND SIGNATURES**

**C1 Senior Supervisor to complete**

I recommend that the student’s enrolment be:

Continued

Continued subject to specified conditions as outlined below

Discontinued

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| Specified conditions of continued enrolment: |

I have discussed our comments with the student: Yes  No

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| Please outline any issues that emerged from the discussion with the student: |

All members of Supervisory Team to sign below.

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Signature of Senior Supervisor Date

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Signature of Supervisor Date

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Signature of Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor Date

**Please now return the form to the student.**

**C2 Student to complete**

If you would like to make any comments in response to the comments made by your supervisory team please do so in the box below:

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I have discussed this progress report with my supervisor Yes  No

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| Please outline any issues that emerged from the discussion with your supervisor(s): |

Do you give the Postgraduate Office permission to release a copy of this report to Student Support for pastoral care purposes? Yes  No

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Signature of Candidate Date

**Please now forward the form to your Head of Department/School or Postgraduate Coordinator as appropriate.**

**C3: Head of Department/School (or delegate) to complete**

Please comment below on the student’s progress and goals and on the comments made by the student and by the supervisor(s). If any concerns have been raised by either the student or supervisor, please indicate what actions have been taken and any further action you recommend.

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I recommend that the candidate’s enrolment be:

Continued

Continued subject to specified conditions as outlined below

Terminated

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| Specified conditions of continued enrolment: |

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Signature of HOD/S or nominee Date

**C4: Dean of Postgraduate Research to complete**

I resolve that the candidate’s enrolment be:

Continued

Continued subject to specified conditions as outlined below

Terminated

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| Specified conditions of continued enrolment: |

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Signature of Dean of PG Research Date

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| Comments: |