

## Progress Reports

### Summary

All research students are required to submit reports which reflect the progress of their work. These should identify any issues that have arisen and how those problems are going to be resolved.

### Purpose

This protocol recognises the requirement for all research students to submit progress reports. Progress reports are vital to the University's overall monitoring of both individual progress and programme issues.

### Scope

This protocol is to be applied to all students enrolled in research papers. It does not cover coursework components or coursework degrees.

### Application

#### Timeframes

##### Doctoral

A minimum of one progress report per year must be submitted (frequency depends on the student's faculty/school). Submission of a Confirmation of Candidature before the end of the first year replaces the need for a progress report at that time. If the confirmation of candidature is delayed, then a progress report will be required the following month. Faculties will apply their own discretion to the frequency of progress report submission, whereby:

- The Faculties of Design and Creative Technologies, and Te Ara Poutama require a progress report once per annum, or at the discretion of the Associate Dean (Postgraduate).
- For the Faculty of Health and Environmental Sciences the frequency depends on the school/department. Please table below for more information.
- The Faculties of Business, Economics and Law, and Culture and Society require a progress report twice per annum.

##### Masters and Bachelor with Honours

Master of Philosophy students are required to submit a progress report every 6 months at the times detailed in the table below.

All other research students must submit their reports six-monthly from the anniversary of their enrolment start date; or, as requested by their faculty.

Faculty	First Report Due
Culture & Society	February & August
Design & Creative Technologies	March or September
Health & Environmental Sciences	
School of Science	April & October
School of Clinical Sciences	June & December
School of Public Health & Interdisciplinary Studies	July

Faculty	First Report Due
School of Sport & Recreation	May
Te Ara Poutama	May

Please note: the above table indicates when then the progress reports are to be submitted to the Faculty Postgraduate Offices. Reports will be submitted to the following month's University Postgraduate Research Board (UPRB) meeting for Doctoral and Master of Philosophy students.

## Content

Guidelines on the expected content and format can be found on the progress report form. Progress reports must be detailed and fully completed. Brief progress reports with minimal or single word or sentence information will not be accepted.

Once the student has completed their section of the progress report form the supervisors will complete their section of the form and make full comment on progress. It is essential that detailed comments are made. Progress reports are required to be completed in consultation with all supervisors.

If there are issues around progress, the supervisor should be explicit in any misgivings they have regarding a student's progress. Comments must be discussed with the student and a copy made available to them. Supervisors are also required to indicate any remedial action to be taken if required.

When issues, problems or delays have been addressed a plan of action or resolution needs to be included in the report.

## Te Reo Māori

Students undertaking their thesis/dissertation in Te Reo Māori may complete their progress reports in Māori.

## Approval Process

The primary supervisor/co-supervisor (admin lead) (and supervisory mentor, where applicable) and the student will sign the relevant section of the form. The primary supervisor/co-supervisor (admin lead) will sign the progress report form on behalf of the supervisory team after consultation with the full supervisory team. The primary supervisor/co-supervisor (admin lead) will also ensure, if there are any problems, that the student's progress has been appropriately discussed with the Associate Dean (Postgraduate) (ADP) or their equivalent, prior to submitting reports to the Faculty Postgraduate Committee (FPGC). The progress reports are received by the FPGC, Master of Philosophy and doctoral progress reports are then forwarded to the Graduate Research School (GRS) who monitor and report any problems identified to the UPRB.

## Regulations

Students who commence within three months of a progress report due date are not expected to submit until the next round.

Students are required to include a timetable for provision of these reports as part of the supervision agreement.

Progress reports should not be the first point at which a supervisor and student identify there is a problem. Issues are expected to be discussed regularly as part of the supervision relationship. If problems do arise, both parties are expected to take active steps to rectify them within the faculty in the first instance. The reports provide the means

by which the University is apprised of any problems and the steps taken to rectify them. Failure to do so could be disadvantageous to both students and staff.

Students may seek advice in confidence from the ADP on any aspect of their candidature, including problems. Advice can also be sought from the Dean of the Graduate Research School. The Dean of the Graduate Research School provides an independent and confidential point of contact for students and/or supervisors.

### Doctoral Students

If the confirmation of candidature is submitted before the end of the first year it replaces the need for a progress report at that time. However, a report will be required the following month if there is more than a one-month delay. If the student requires an extension to the confirmation of candidature submission date, a progress report with a timeline to submission will be required, and the extension request needs to be highlighted to the Faculty Postgraduate Committee, which will then highlight it to the Graduate Research School.

### Bachelor with Honours Students

Honours students may be required to submit six-monthly progress reports as requested by their faculty.

### Specific Progress Plan (PGR SPP)

Where it has been indicated that a student has not been making satisfactory progress, or has exceeded their required completion timeframe, a Specific Progress Plan (PGR SPP) will need to be completed in consultation with the supervisor(s). The PGR SPP can be initiated by the supervisor(s), Faculty Associate Dean (Postgraduate) or nominee, or the Dean of the Graduate Research School.

The purpose of the PGR SPP is to create a more considered and specific plan for a student who is not progressing satisfactorily or exceeding the normal timeframes. The PGR SPP must provide specific actions to ensure the issues causing the issue or delay are considered, detailed, approved and adhered to.

Failure to meet the required actions or milestones by the dates outlined in the PGR SPP will activate the withdrawal process and result in the student being withdrawn from the programme by the university.

### **PGR SPP Review Process**

Following submission of the PGR SPP a student is required to submit a progress report within three months outlining any progress or issues encountered since the implementation of the PGR SPP.

If it has been determined that the student has not met the required actions or milestones outlined in the PGR SPP, including failure to submit for examination by the submission date or end of an extension period, the ADP will submit a recommendation to the Faculty Assessment Board or (University Postgraduate Research Board for Master of Philosophy and doctoral programmes) for the student to be withdrawn from the programme by the university.

### **Outcome and Withdrawal**

The Faculty Assessment Board or University Postgraduate Research Board (for Master of Philosophy and doctoral programmes) may consider the possible options for transfer to an alternative programme of study. This would be situation-dependent and cannot be guaranteed. Where a withdrawal recommendation has been approved, the student and supervisors will be advised of the outcome in writing. The student should be advised of the support services available.

## Outcome

Submission and monitoring of student progress enables adequate monitoring of progress. It will ensure timely follow-up of any issues and referral to appropriate support or other services should the student require additional support.

## Review

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October 2015

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