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| ***PLEASE NOTE*** | * ***This form must be typed. Handwritten forms will not be accepted.*** * ***Double-clicking on the check boxes enables you to change them from not-checked to checked.*** * ***Forms are returned to the primary supervisor/co-supervisor (admin lead) who discusses progress with the student and forwards the report to the Faculty Postgraduate Committee*** * ***Referencing: when citing references please specify the referencing style you will use (e.g. APA). This specified style should be used throughout.*** * ***Doctoral Students: Submission of the full confirmation of candidature replaces the requirement for a progress report.*** * ***Admission conditions: Students who have any queries regarding admission conditions please contact your Faculty Postgraduate Office.*** * ***The Code of Conduct for Graduate Research Supervisors can be found here:*** [***https://student.aut.ac.nz/postgraduate-research/pg-forms-policies-and-processes/postgraduate-protocols***](https://student.aut.ac.nz/postgraduate-research/pg-forms-policies-and-processes/postgraduate-protocols) * ***For information on progress report timeframes and submission frequency for your faculty please refer to the*** [***Postgraduate Handbook***](https://student.aut.ac.nz/postgraduate-research/pg-forms-policies-and-processes/postgraduate-handbook) | | | | | | | | | | | | | |
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| **Student ID No** | |  | | | | **Name** | | | |  | | | | |
| **Faculty** | | Choose a Faculty | | | | **School/Dept** | | | |  | | | | |
| **Programme** | |  | | | |  | | | | | | | | |
| **Supervisor Type (select option)** | |  | | | | **Supervisor Type (select option)** [**i**](#Sturcture) | | | |  | | | | |
| **Commencement Date** | |  | | | | **Submission Due Date** | | | |  | | | | |
| **Has a ‘Supervision Agreement’ been completed?**  *Supervisory agreements are compulsory* | | | | | | | | **Yes** |  | | **No** | | |  |
| **Has anything changed that requires an amendment to the supervisory agreement?** | | | | | | | | **Yes** |  | | **No** | | |  |
| **Do you have any admission conditions?**  *Admission conditions are stated on your admission letter and are required to be completed by the timeframe stipulated on the letter.* | | | | | | | | **Yes** |  | | **No** | | |  |
| **Have the admission conditions been completed?** | | | | | | | | **Yes** |  | | **No** | | |  |
| **Research Component** | | Choose an item. | | | **Research Format** | | | Choose an item. | | | | | | |
| **Average number of hours in employment per week:** | | | |  | | |  | | | | | |  | |
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| Change of thesis format | | | | | | | | | | | | | | |
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| ***Note: Changing the format of your thesis may require a new confirmation of candidature form to be submitted. Please consult with your supervisor for guidance.*** | | | | | | | | | | | | | | |
| **Are you changing the format of your thesis?**  *If yes please provide rationale below.* | | | **Yes** | | | |  | **No** | | | |  | | |
| **New Format** | | | Choose an item. | | | | | | | | | | | |
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| Please provide a 2-3 page report using the following headings | | | | | | | | | | | | | | |
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**Working Title**

**Outline of progress to date**

*Specifically address the past six months and any key issues raised in the previous progress report*

**Research Methods – outline any changes/issues to/with methodology**

**Outline any actual or proposed major alterations to the original proposal**

*Include ethical approval or re-approval requirements*

**Identify any problems or difficulties encountered**

**Proposed timetable for the next six months**

*Please provide a timetable for activity to be undertaken over the next six months. Indicate whether an extension of time might be required* ***(if yes please complete a*** [***Change Request/Variation of Record***](https://student.aut.ac.nz/postgraduate-research/pg-forms-policies-and-processes/postgraduate-forms) ***form)***

**Extension required Yes**  **No**

**Any other comments or recommendations**

***Note:*** *If you have comments or concerns regarding your progress and experiences you wish to share confidentially, you may do this through contacting your relevant Faculty Associate Dean Postgraduate or by contacting the Dean of the Graduate Research School, Professor Nigel Harris:* [*nigel.harris@aut.ac.nz*](mailto:nigel.harris@aut.ac.nz)

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| supervisors’ report |
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**Progress in the programme**

*Please provide your report on how your student is progressing within the programme. Please provide details on complications preventing progress as well as their progress towards meeting on your existing timeframes.*

**Are there any matters that remain unresolved from the previous progress report?**

**What are the significant aspects that need to be addressed in the next six months?**

**Additional comments**

**Do you consider your student to be making satisfactory progress?**

**Yes**  **No**  (see notes below)

Please note:

* You should indicate “No” if your student is exceeding the maximum timeframe in the programme, not meeting expected timeframes, not completed their confirmation of candidature within the expected timeframes (doctoral students only). Further criteria for which students may be deemed to not be performing satisfactorily are outlined in the “unsatisfactory progress’ section of the postgraduate handbook.
* *The PGR Specific Progress Plan (SPP) can be initiated by the supervisors, Faculty Associate Dean (Postgraduate) or nominee, or the Dean of the Graduate Research School.*

By indicating ‘no’, a Specific Progress Plan (SPP) will need to be completed by the student and supervisor (appendix 1 of this form) and submitted with this progress report form. The PGR SPP requires a written plan, including milestones to be achieved by a specific time.

**Is any additional support needed?**

<https://www.aut.ac.nz/student-life/student-support>

1. Student health and wellbeing **Yes**  **No**
2. Financial hardship grant **Yes**  **No**
3. Visa extension application support **Yes**  **No**
4. English writing **Yes**  **No**
5. Peer support **Yes**  **No**

Other (please specify):

If your student needs support with their academic writing, you can request a one-to-one appointment with one of the AUT Library’s Postgraduate Learning Advisors. Students need to be referred by their supervisor. Information can be found here:

[https://library.aut.ac.nz/for-lecturers/request-an-academic-literacy-appointment](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibrary.aut.ac.nz%2Ffor-lecturers%2Frequest-an-academic-literacy-appointment&data=05%7C01%7Clisa.herd%40aut.ac.nz%7C674b803afdbf4b5a4a6b08da4839ff7b%7C5e022ca15c044f878db7d588726274e3%7C1%7C0%7C637901711178762295%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rAN9UIopoF9maY80N0Mtn1hHyCPkEzfCBaWGWgeaRmc%3D&reserved=0)

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| Review of PGR SPP Actions from last progress report (If required) |
|  |

*Only complete this section if a Specific Progress Plan (PGR SPP) was required as part of the last progress report (appendix 1).*

**Actions highlighted in the previous PGR SPP**

Please indicate if these actions have been achieved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Person Responsible (i.e. student/supervisor)** | **Due date for completion of action.** | **Review of Actions**  **Achieved Yes/No** | |
| 1. |  |  | Yes | No |
| 2. |  |  | Yes | No |
| 3. |  |  | Yes | No |
| 4. |  |  | Yes | No |
| 5. |  |  | Yes | No |

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|  |
| Student’s response |
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**I confirm that my supervisors have discussed the comments on my progress with me**

**Yes**  **No**

**Are there any contextual or mitigating circumstances that you wish for your supervisors and the university to be aware of?**

**Yes**  **No**

**Please provide a description of these here:**

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| --- | --- | --- | --- | --- | --- |
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| Sign Off and declaration | | | | | |
|  | | | | | |
| **I confirm that I have consulted with the supervisory team on the student’s progress, and am signing the progress report form on behalf of the supervisory team.** | | | | | |
| **Supervisor Type (select option)** |  | **Signature** |  | **Date** |  |
| **Mentor of Primary Supervisor/Co-Supervisor** |  | **Signature** |  | **Date** |  |
| **Student** |  | **Signature** |  | **Date** |  |
| **Associate Dean** |  | **Signature** |  | **Faculty Approval Date** |  |
| **Dean GRS** |  | **Signature** |  | **Date** |  |
|  | | | | | |

# APPENDIX 1 – Specific Progress Plan (PGR SPP)

This section is only to be completed if it is indicated that the student’s progress needs to be reviewed.

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| Specific Progress plan (PGR SPP) |
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**Please note the issues that are contributing to/causing the unsatisfactory progress**

*List these individually below (please be specific and add additional points if necessary)*

1.

2.

3.

4.

5.

**Actions that need to be undertaken to address these issues**

*Please be specific*

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible (i.e. student/supervisor)** | **Due date for completion of action.** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Your next progress report, including a review of the PGR SPP, is due in three months on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other comments:**

Please note: Failure to meet the required actions or milestones outlined in this PGR SPP by the due date will activate the termination of enrolment process (withdrawal from the programme by the university). Refer to the [Progress Report Protocol](https://student.aut.ac.nz/postgraduate-research/pg-forms-policies-and-processes/postgraduate-protocols) for further details.

|  |  |  |  |  |  |
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| Sign Off and declaration | | | | | |
|  | | | | | |
| **Supervisor Type (select option)** |  | **Signature** |  | **Date** |  |
| **Mentor of Primary/Co Supervisor** |  | **Signature** |  | **Date** |  |
| **Student** |  | **Signature** |  | **Date** |  |
| I understand that a failure to meet the required actions or milestones outlined in this PGR SPP by the due date will activate the termination of enrolment process. | | | | **Yes** |  |
| **Associate Dean** |  | **Signature** |  | **Faculty Approval Date** |  |
| **Dean GRS** |  | **Signature** |  | **Date** |  |