# UNIVERSITY OF CANTERBURY TE Whare Wananga o Waitaha

#### School of Law

### LLM (Thesis) Progress Report Form

Date Last Modified: December 2019

This form is the means by which progress of LLM by thesis progress is periodically assessed by the student and supervisor(s), and reported to the HOD/HOS or nominee to the Director/Associate Dean of Postgraduate Research. It is a means by which any problems or issues may be identified and appropriate action determined. The Associate 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. Failure to fulfil this regulation may lead to termination of enrolment and scholarship (if applicable).

Where a signature is requested either an electronic signature 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

**PART C**: Recommendations and Signatures – to be completed by the Student, Senior Supervisor, and Associate Dean of Postgraduate Research

PART A: STUDENT COMMENTS

| UC ID Number                       |             | Date of first enrolment: |  |
|------------------------------------|-------------|--------------------------|--|
| Name of any scholarships received: |             |                          |  |
| Enrolment Status                   | ☐ Full-time | ☐ Part-time              |  |
|                                    |             |                          |  |
|                                    |             |                          |  |
| Supervisory team                   |             |                          |  |
| Supervisory team Senior Supervisor |             |                          |  |
|                                    |             |                          |  |
| Senior Supervisor                  |             |                          |  |

|                                 | your research g   | oals for the next | 6 months. Indica | te what milestones  | have been set for the | e next |
|---------------------------------|-------------------|-------------------|------------------|---------------------|-----------------------|--------|
| utline below y<br>months incli  | iding defailing v | That shaptors or  | occuping or your | ooio you piaii to t | The in the penet.     |        |
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| I have submitted work to my supervisory team     I have received written feedback  | Yes ☐<br>Yes ☐               | No 🗌<br>No 🗍             |  |  |  |
|--|------------------------------|--------------------------|--|--|--|
| 2. I have outstanding resource issues concerning my research   | Yes 🗌                        | No 🗌                     |  |  |  |
| If Yes, please detail:   |                              |                          |  |  |  |
| 3. Ethical approval for my thesis research:  ☐ has been obtained ☐ is pending ☐ is not required.   | red                          |                          |  |  |  |
| Please provide approval numbers where ethical approvals have been received please provide details of which ethics board application has been submitted   |                              | oval is pending          |  |  |  |
| 4. How often and by what means do you and your supervisory team main   | tain contact?                |                          |  |  |  |
| Detail the means of contact (e.g., face-to-face; email; Skype) and the freque  | ency of each                 |                          |  |  |  |
| 5. Do you have any concerns with your English language skills (e.g., read in respect to your PhD work?   | ing, writing, speal<br>Yes □ | king, listening)<br>No □ |  |  |  |
| If Yes, please describe these concerns and indicate whether you have soug these concerns (e.g., from your supervisor, or from the Learning Skills Centil | ht any support or            | _                        |  |  |  |
| 6. If this is a first (6 months) progress report please answer the following of  | questions:                   |                          |  |  |  |
| (i) Have you presented a seminar on your research proposal?  | Yes 🗌                        | No 🗌                     |  |  |  |
| If No, please give details of why this has been delayed and measures in place to resolve this.   |                              |                          |  |  |  |
| If Yes, please attach a report on your seminar, agreed and signed by the Supervisory Team and an External Observer.                                      |                              |                          |  |  |  |
| 7. Are there any issues that the Director of Postgraduate Research should be aware of?  Yes ☐ No ☐   |                              |                          |  |  |  |
| If Yes, please comment:  |                              |                          |  |  |  |

Please now forward the form to your senior supervisor.

#### PART B: SUPERVISOR COMMENTS

| Please provide comments on the student's progress and achievements in the last 6 months:    |  |  |  |  |
|---|--|--|--|--|
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
| Please provide comments on the student's thesis goals and milestones for the next 6 months: |  |  |  |  |
|   |  |  |  |  |
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|   |  |  |  |  |
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|   |  |  |  |  |
|   |  |  |  |  |
| 8. The <b>quality</b> of the student's work is:   |  |  |  |  |
| a. Very good  |  |  |  |  |
| If (d) what measures have been taken to address this?                                       |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
| 9. The student's <b>rate of progress</b> is:  |  |  |  |  |
| a. Very good  |  |  |  |  |
| If (d) what measures have been taken to address this?                                       |  |  |  |  |
|   |  |  |  |  |

#### PART C: RECOMMENDATIONS

| C1 Senior Supervisor to complete  |                            |       |             |
|---|----------------------------|-------|-------------|
| I recommend that the student's enrolment be:  |                            |       |             |
| <ul><li>☐ Continued</li><li>☐ Continued subject to specified conditions as</li><li>☐ Terminated</li></ul> | s outlined below           |       |             |
| Specified conditions of continued enrolment:  |                            |       |             |
| I have discussed our comments with the stude  | nt: Yes 🗌                  | No 🗌  |             |
| Please outline any issues that emerged from the   | ne discussion with the stu | dent: |             |
| All members of Supervisory Team to sign below   | W.                         |       |             |
| Signature of Senior Supervisor  | Date                       |       | <del></del> |
| Signature of Supervisor   | Date                       |       | <del></del> |
| 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: I have discussed this progress report with my supervisor: No 🗌 Yes Please outline any issues that emerged from the discussion with your supervisor(s): Signature of Candidate Date Please now forward the form to Julie Scott, Postgraduate Administrator. C4: **Director of Post-Graduate research to complete** Acting on behalf of the Academic Board, I have resolved that this progress report be: Approved Declined I resolve that the candidate's enrolment be: Continued Continued subject to specified conditions as outlined below Terminated Specified conditions of continued enrolment:

Signature of Director of PG Research/Associate Dean

Comments:

Page 6 of 7

Date

- Copy to Academic Manager for information
- Copy to Student and Supervisors
  Copy to Student File