**Te Kaupeka Ako | Faculty of Education**

Master’s Thesis Student Progress Report

**IMPORTANT NOTES**

The student must report on progress to the HOD/HOS (or delegate) via the Senior Supervisor. The progress reports are due twice yearly, following the registration of your research proposal, and are required for the duration of the thesis enrolment.

**Step 1:** Student to complete Section A outlining progress, achievements, setbacks, and plans, then forward to the Senior Supervisor for comments and signature.

**Step 2:** Senior Supervisor to complete and sign Section B, then return to the student for further comments and signature.

**Step 3:** Student to complete and sign Section C and send to the HOS.

**Step 4:** HOS (or delegate) to complete and sign Section D and send to Associate Dean Academic (Section E) for final approval.

**Step 5**: Email completed and signed form to: EducationPGThesisAdmin@canterbury.ac.nz

**SECTION A – STUDENT TO COMPLETE**

|  |  |  |  |
| --- | --- | --- | --- |
| Student name: |  | Student ID: |  |
| Email: |  | Subject: |  |
| Degree: |  | Course Code: |  |
| Senior Supervisor: |  | Thesis Submission Deadline: |  |
| School: |  | Enrolment date: |  |
| Scholarship (if applicable): |  | Status:[ ]  Full-time [ ]  Part-time |
| Summary of progress since last report |
|  |
| Plans for next period of work |
|  |
| Comment, issues, or concerns |
|  |

**SECTION B – SUPERVISOR TO COMPLETE**

|  |
| --- |
| Comments, issues, or concerns |
|  |
| Agreed Action Points |
|  |
| Supervisor Signature: | Date: |
|  |  |

**SECTION C – STUDENT TO COMPLETE**

|  |
| --- |
| Student to complete(The student can comment here on supervisor’s comments about progress) |
|  |
| Student Signature: | Date: |
|  |  |

**SECTION D – HEAD OF SCHOOL (OR DELEGATE) TO COMPLETE**

|  |
| --- |
| Head of School comments |
|  |
| Name and Signature: | Date: |
|  |

**SECTION E – DEAN TO COMPLETE**

|  |  |  |
| --- | --- | --- |
| Dean Comments | [ ]  Approved | [ ]  Not approved |
|  |  |
| Next Progress Report Due: |  |
| Dean Signature: |  |
| Date: |  |

**Once the above sections have been completed and signed, this form is to be sent to:**

EducationPGThesisAdmin@canterbury.ac.nz

**SECTION F – ADMINISTRATION**

|  |  |
| --- | --- |
| Date received by the Faculty: |  |
| Form checked for completion: | [ ]  Yes [ ]  No |
| Enrolment up to date | [ ]  Yes [ ]  No |
| Next due date recorded | [ ]  Yes [ ]  No |
| Details recorded on SMS | [ ]  Yes [ ]  No |
| Student notified | [ ]  Yes [ ]  No |