

History Department Information on submission of MA Progress Reports

MA Students in the History Department need to submit a progress report every six months. Once the supervisory and student sections are completed the progress report is to be emailed to the Head of History or delegate via history@canterbury.ac.nz. Once signed off at the department level they will be submitted to the college of Arts' Office.

In History, progress reports must reach the College of Arts Office on fixed dates. These are:

- 1 May.
- 1 November.
 - o If one of these dates falls on a weekend, the deadline will be the following Monday.

If a student has only recently enrolled by May/November, they should note this on the report but still provide a brief account of their progress to date and plans for the next six months.

Students and supervisors should come to an agreement about when the student needs to submit their part of the document to their supervisor for attention. Typically, this would be **one week** before the final deadline, but this may vary if a supervisor or student will be away from the University around the time of the deadline.

Students and supervisors should bear in mind the need for supervisors to complete their part of the form, students to add any further comments and for the Head of Department to sign off the form before this deadline.

The progress report document can be found at:

<http://www.canterbury.ac.nz/arts/qualifications-and-courses/graduate-and-postgraduate-study/>

Typical process for a May progress report:

- **17 April:** Reminder from Director of Graduate Studies to all History Department staff and MA students about impending deadline for Progress Reports.
- **24 April:** Student submits MA Progress Report to senior supervisor with Section A completed.
- **25-28 April:** Supervisor reviews report, meets with student and completes Section B.
- **29 April:** Report submitted to Head of Department for comment and signature via email: history@canterbuy.ac.nz
- **1 May:** Head of Department (or nominee) submits all History MA Progress Reports to the Academic Manager, College of Arts.