**Eight month (or final) progress report for Master’s Thesis students**

Reference: Master’s Thesis Policy section 4.8

*The purpose of this report is to ensure that candidates continue to be on track to complete their thesis within the timeframe. For best results, it should be completed promptly – at 8 months for full-time students and at 18 months for half-time students. Supervisors might also take this opportunity to raise questions about the write-up and submission of the thesis.*

SECTION A

Candidate’s last name: Student ID number:

First name: Scholarship/external funding: □ Yes □ No

Degree: Subject:

Enrolment status: □ Full-time □ Half-time

Thesis working title:

Supervisor’s name:

Second or co-supervisor (if applicable):

Date of enrolment for thesis:

Date research proposal approved by the School:

Date of ethics approval (if applicable): Ethics application number (if applicable):

SECTION B

**To be completed by the candidate**

1. Are you aware of any issues or constraints which may delay the completion of your thesis? □ Yes □ No (go to question 2)

If yes, please specify:

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2. How satisfied are you with your progress?

Please comment:

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3. On average, how many hours per week (including weekends) have you dedicated to your thesis/research?

Enter number of hours per week:

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4. Please provide a brief timeline for completing your thesis in a timely manner.

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5. If you need to [withhold access to your thesis](http://www.victoria.ac.nz/documents/policy/research-policy/withholding-of-theses-procedure.pdf) have you applied to do so?

□ Yes □ No □ N/A (go to question 6)

If yes, enter date of application:

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If no, please comment:

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6. Are you on track to be within the maximum 40,000 word limit (or equivalent)?

□ Yes (go to question 7) □ No

If no, please discuss with your supervisor.

7. Do you have particular concerns that you would welcome more help with (from your supervisors, your school or your home faculty)? □ Yes □ No (go to question 8)

If yes, please specify:

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8. Please list any additional achievements (e.g. publications, awards, conference presentations or attendances, artistic presentations or performances) since you enrolled for your thesis.

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Candidate’s signature: Date:

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SECTION C

**To be completed by the supervisor**

1. Are you aware of any issues or constraints which may delay the completion of the thesis? □ Yes □ No (go to question 2)

If yes, please specify:

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2. Please comment on the candidate’s timeline for completion:

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Supervisor’s signature: Date:

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SECTION D

**To be completed by the second or co-supervisor (if applicable)**

Please add any comments on the candidate’s progress:

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Second supervisor’s signature: Date:

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SECTION E

**To be completed by the candidate and the supervisor**

1. We have read and discussed this report

□ Yes (go to question 2) □ No

If no, please comment:

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2. We have agreed on a strategy for completing this thesis on time

□ Yes (go to question 3) □ No

If no, please comment:

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3. We are proposing to apply to upgrade to a PhD

□ Yes □ No

*Note: Conditions apply to a change of enrolment from Master’s to PhD and approvals at School /programme and Faculty level are required. It cannot be assumed that such approval will be given. If you have not already filled out the* [*School/Faculty PhD Approval Form- Upgrade from Masters*](http://www.victoria.ac.nz/fgr/prospective-phds/qualifications-required/convert-from-masters) *you should do so promptly to ensure that a decision is made early enough to allow any change to take place.*

SIGNATURES FOR SECTION E

**Candidate’s signature: Date:**

**Supervisor’s signature Date:**

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SECTION F

**To be completed by the Head of School or nominee**

□ I have reviewed this report and am satisfied with the progress of the candidate; **or**

□ There are issues for resolution and the following actions will be taken :

If action is required, please specify:

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Please enter timeframe for completion of action:

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Name: Signature: Date:

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SECTION G

**To be completed by the Associate Dean (PGR) in the home faculty**

□ I have read the report and noted any issues that require addressing

Please tick at least one of the following boxes to be entered by home Faculty staff into ResearchMaster:

□ No outstanding issues

□ Academic issues

□ Resource issues

□ Other issues

Comment

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Associate Dean (PGR) signature: Date:

*Note: If there are any issues raised in this report that may impact on postgraduate students generally, please advise the Postgraduate Research Administrator in the Faculty of Graduate Research \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

SECTION H

**To be actioned by the School/Faculty Office**

□ Copy sent to student Date:

□ Copy sent to supervisor Date:

□ Original to Faculty Office Date:

□ If the scholarship box in Section A is ticked, copy to Scholarships. Date:

□ Outcome and any comments from section G entered into

Research Master by home Faculty Advisors Date: