



MASSEY UNIVERSITY
GRADUATE RESEARCH SCHOOL

Doctoral Research Committee

SIX MONTHLY PROGRESS REPORT FOR DOCTORAL CANDIDATES

Please complete this form (DRC 3) following the instructions below. Your supervisor and your Head of Academic Unit have also both received this request.

CANDIDATE NAME: _____ **ID No:** _____
(Please Print)

| 1. Candidate | 2. Primary Supervisor | 3. Co-Supervisors | 4. Primary Supervisor | 5. Candidate | 6. Head of Academic Unit | 7. GRS |
|-----------------------------|---------------------------------------|--|---|------------------------------|--------------------------|--------------------|
| Complete Part 1 | Review Part 1 | Review | Once all co-supervisors have signed, save a copy for yourself | Review Part 2 | Review | Receipt |
| Email to Primary Supervisor | Complete Part 2 | If in agreement insert digital signature | Send to candidate | Insert digital signature | Insert any comments | Forward to DRC Rep |
| | Insert digital signature | Return to Primary Supervisor | | Email to Supervisor and HoAU | Insert digital signature | |
| | Email to co-supervisors one at a time | | | | Send to GRS | |

Please note: If you wish to apply for a change to your candidature (ie suspension, extension, change of study mode or change of supervisor) you now need to do this separately on the appropriate form. These can be downloaded from <http://grs.massey.ac.nz>.

Timeliness: The fully completed DRC 3 including **all** signatures should be returned to the Graduate Research School no later than 15 April for the March round, or 15 October for the September round. If for any reason this DRC 3 cannot be completed by the due date, please advise the Graduate Research School (doctoral.office@massey.ac.nz or ext 7922/7738/2909). Thank you!

SIX MONTHLY REPORT PROCEDURE

Refer to the Handbook for Doctoral Study for further information on the six monthly reporting process which can be viewed on the web at:

http://grs.massey.ac.nz/massey/research/graduate-research-school/doctoral-degree-administration/handbook-for-doctoral-study/handbook-for-doctoral-study_home.cfm

Changes to Personal Details:

Please note that it is your responsibility to keep the University informed with your up to date personal contact details. If any of your details have changed recently please arrange to update those details by telephoning Massey Contact on 0800 Massey (0800 627739) or emailing contact@massey.ac.nz.

5. Are you currently receiving a Massey Doctoral scholarship? **Yes** **No**
6. Is your research project supported by a grant, scholarship, or contract with an external research agency, company or government department?
(*If in doubt please consult your supervisor.*) **Yes** **No**
- If YES, have you signed any formal agreement? **Yes** **No**
- If YES, has this been returned to the Commercialisation Office? **Yes** **No**
7. If you are located at an 'approved external institution' e.g. a CRI, Fonterra, have you signed that institution's agreement covering Intellectual Property?
(*If in doubt please contact your supervisor.*) **N/A** **Yes** **No**

For further information and advice please see the Commercialisation Office web page located on:

http://research.massey.ac.nz/massey/research/commercialisation/commercialisation_home.cfm

8. Are you currently residing in New Zealand? **Yes** **No**

If not, and you intend to be off shore for longer than three months, have you advised the DRC ?

Yes **No**

If you are intending to travel off shore to conduct research/data collection in the next six months, please refer to the 'Study Off Campus' guidelines in the Doctoral Study Handbook located on http://grs.massey.ac.nz/massey/research/graduate-research-school/doctoral-degree-administration/handbook-for-doctoral-study/handbook-for-doctoral-study_home.cfm

CANDIDATE'S WRITTEN REPORT ON RESEARCH PROGRESS

9. Please briefly comment (up to 250 words) on whether you attained your research objectives stated in the last six monthly report (or Statement of Expectations for provisionally enrolled candidates). If not, why?

SUPERVISOR'S REPORT – PART 2***(To be completed by the co-supervisor, if the supervisor is away)***

Please complete this proforma (DRC 3) as per the instructions on page 1. The DRC 3 should be returned to the Graduate Research School no later than 15 April for the March round, or 15 October for the September round. If for any reason this DRC 3 cannot be completed by the due date, please advise the Graduate Research School (doctoral.office@massey.ac.nz or extn 7922/7738/2909).

Thank you!

1. Is the academic unit able to continue to provide all necessary facilities for the candidate's research? **Yes** **No**

If NO, please elaborate:

2. Do you foresee any obstacles to continued quality supervision? **Yes** **No**

If YES, please elaborate:

3. Are you satisfied with the frequency of consultation with the student? **Yes** **No**

If NO, please elaborate:

4. Do you anticipate any difficulties preventing the candidate completing in the allowed time?

Yes **No**

If YES, what factors (including employment or other commitments) are likely to delay completion?

- | 5. Has the candidate: | Strongly
Disagree | | | | Strongly
Agree |
|---|------------------------------|---|---|---|---------------------------|
| (a) Shown initiative consistent with the requirements of the research programme and doctoral level of study | 1 | 2 | 3 | 4 | 5 |
| (b) Made satisfactory progress in meeting the goals set in the previous six monthly report (or outlined in the Statement of Expectations) | 1 | 2 | 3 | 4 | 5 |

It is the responsibility of the supervisor to keep the candidate regularly informed of their assessment of progress. If you have circled 1-2 in any of the above, please elaborate:

6. Have any of the following problems affected progress? (Please tick)
- | | |
|---|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Access to resources |
| <input type="checkbox"/> Research methodology | <input type="checkbox"/> Understanding work expected |
| <input type="checkbox"/> Health/personal | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Other | |

Please indicate what steps you have taken or will take to help overcome these problems:

SUPERVISOR'S WRITTEN REPORT ON RESEARCH PROGRESS

8. **Please briefly comment (up to 250 words) on the candidate's progress over the past six months.**

CO-SUPERVISOR(S) COMMENTS (OPTIONAL)

9. **Co-supervisor(s) may make comment (up to 250 words) on either or both the candidate and supervisor reports.**

Once you have completed this form, please forward it to the co-supervisors for signature.

| |
|----------------------------|
| SIGNATURES – PART 3 |
|----------------------------|

Please ensure the candidate, supervisor, co-supervisor(s), and Head of Academic Unit have signed this report prior to forwarding the completed proforma and email coversheet to the Graduate Research School.

Please ensure that the candidate, supervisor, and Head of Academic Unit retain a photocopy of this report for information, and for use when completing the next six monthly report.

| SUPERVISOR NAME | SIGNATURES | DATE |
|------------------------------|------------|-------|
| 1. _____ | 1. _____ | _____ |
| CO-SUPERVISOR NAME(S) | | |
| 2. _____ | 2. _____ | _____ |
| 3. _____ | 3. _____ | _____ |
| 4. _____ | 4. _____ | _____ |
| 5. _____ | 5. _____ | _____ |
| 6. _____ | 6. _____ | _____ |

CANDIDATE SIGNATURE _____ **DATE** _____

HEAD OF ACADEMIC UNIT

1. If there have been problems with the candidature in the past six months or there are reoccurring problems which need addressing, please indicate what action has been taken. (Note: Assistance from the DRC College representative or the GRS can be requested)

2. If the candidate is a recipient of a Massey Doctoral Scholarship (refer question 5, Candidates Report), based on the content of this report, do you support the continuation of this Scholarship?

Yes No

SIGNATURE _____ **DATE** _____

NAME (please print) _____