


Six Monthly Progress Report Guidelines

Candidate login

Check your supervisory panel's correctness in the Research tab before starting the review. If the panel is incorrect, select the *Change Supervisory Panel* and wait for confirmation of the change before starting the 6-monthly review. If you start the report and then indicate the panel is incorrect you will not be able to continue

- Log into the student portal using your **student ID (if you also have staff access don't use your staff number)**-access from the top right hand corner of Massey home page
- Select the *6-month review – Initiation* item from the in-tray
- Click on *6-month review* button in the next screen
- Complete the application
- Don't use the back arrow button on your browser to navigate as you will be logged out, use the back and next tabs on the actual page
- Question 6 manages your goals. Select  to edit your goals then select add goals
- Note: Your comments to the DRC will not be visible to your supervisor or the Head of Academic unit if you choose to add comments in the confidential comment box
- Submit when completed
- The application will follow the following workflow from here:
 - Supervisor
 - Co-supervisor(s)
 - Supervisor
 - Head of Academic Unit
 - Graduate Research School
 - DRC if required

Supervisor login

- Log into the staff portal- access from the top right hand corner of Massey home page
- Select the *6-month review*, it will either be sitting in your portal as a task or it will be in the in-tray-if it has been there for over 5 days- (you may have to use the drop down in the mail to see it)
- Select *6-month review* below the notification
- **Scroll to the bottom of the report to see the review report button which will allow you to see the student's comments**
- Don't use the back arrow button on your browser to navigate as you will be logged out, use the back and next tabs on the actual page
- Complete the progress review

- Select the co-supervisors who need to complete the application. Please make sure the co-supervisors are available to do it because the report will not progress if they do not complete their part.
- If you have co-supervisors that are external to the University then you will need to PDF the report and send it to them. They can then email you their comments which you can then paste into the report.
- To PDF the report, make sure the report is in the browser then select Ctrl + P , then under destination select save as a PDF (if you don't select as PDF it may not save as a readable format). You will need to do this for both the student report section and your own section. You can then save the two report sections to your desktop and send them to the external co-supervisor.
- Select *Submit to co-supervisors*
- Once ALL internal supervisors have completed their part the report will return to you. You will then need to tick the box that asks you to confirm that you have read the report and are satisfied you have sufficient co-supervisors comments. There is also the option to add the external co-supervisor comments which you can copy and paste into the text box.
- You then choose from a drop down box who you want to send the report to (Head of Unit or Postgraduate Coordinator)
- For a demo go to http://smshelp.massey.ac.nz/#t=Deliver_Courses%2FDeliver_Courses_Business_Processes%2FManage_Research_Process_-_Doctorate.htm&rhsearch=602&rhhlterm=602&rhsyns=%20 and scroll half way down the page (the end of the blue boxes of text)

Co-Supervisor login

- Log into the staff portal- access from the top right hand corner of Massey home page
- Select the *6-month review* in the in-tray
- Select *6-month review* below the notification
- **Scroll to the bottom and select view report before completing your section**
- Don't use the back arrow button on your browser to navigate as you will be logged out, use the back and next tabs on the actual page
- Complete the progress review
- Select *Submit*-it will go back to the supervisor
- For a demo go to http://smshelp.massey.ac.nz/#t=Deliver_Courses%2FDeliver_Courses_Business_Processes%2FManage_Research_Process_-_Doctorate.htm&rhsearch=602&rhhlterm=602&rhsyns=%20 and scroll half way down the page (the end of the blue boxes of text)

Supervisor Login

- Log into the staff portal
- Select the *6-month review* in the in-tray
- Select *6-month review* below the notification
- Enter any co-supervisor comments
- Select *Submit*

Note: The candidate's and co-supervisor's reports are visible by selecting *View Candidate's Report / View Co-supervisor's Report*

HoAU Login

- Log into the staff portal- access from the top right hand corner of Massey home page
- Select the *6-month review* in the in-tray
- Select *6-month review* below the notification
- **Scroll down the page and select *View Candidate's Report / View Supervisor's Report***
- Don't use the back arrow button on your browser to navigate as you will be logged out, use the back and next tabs on the actual page
- Complete the progress review
- Select *Submit*. If DRC Referral has been selected, the report will go to the Dean, Research.
- For a demo go to
http://smshelp.massey.ac.nz/#t=Deliver_Courses%2FDeliver_Courses_Business_Processes%2FManage_Research_Process_-_Doctorate.htm&rhsearch=602&rhhlterm=602&rhsyns=%20
and scroll half way down the page (the end of the blue boxes of text)