

# **Research Masters Progress Meetings: Possible Template for the Self-Review Document**

This document provides a guideline as to how you could prepare your self-review. Note there is no prescribed format, but we would not expect it to be longer than 2 pages.

The responsibility for preparing the self-review rests with the candidate. It should be uploaded into eVision at least a week before the meeting is scheduled.

It is very likely that candidates will want to consult their supervisors on the production and material in the self-review document. This should be done with sufficient warning to ensure that the document can be distributed on-time, in negotiation with the supervisor.

## **1. Overview of Project**

Produce an approximately half page description of your research project and why it "matters". This should be written for a general audience (i.e., is not professional disciplinary writing).

## **2. Overview of activities since start date**

Produce an approximately half page description of your activities in the last 6 months.

## **3. Issues**

Comment on any issues or difficulties which have occurred in the reporting period. (if none simple note "*none*").

## **4. Changes**

If there is a plan to undertake any major changes in your research plan, please report on them. Examples of changes which should be reported are:

*Part-time/Full-Time status Adding/Replacing Supervisors*

*Department/EFT splits Major Thesis Topic changes*

(if none simple note "*none*").

## **5. Work Plan**

- Plan for the next 6 months, including list of remaining tasks needed to complete thesis research and writeup.

## **6. Expected Submission Date**

## **7. Thesis outline**

- Chapter headings along with a very short description of what will likely be in each chapter, or a set of major subheadings

## **13. Attached Documents (may not be used for most review reports and/or candidates)**

If there is anything you particularly want to discuss at the review meeting, or report back to the Masters Convener, feel free to attach it/copy it to the of the self-review document. It would be helpful if you had a sentence at the end explaining the reason behind any attachments