# Appendix 11: M.Ed. Dissertation Progress Report Form

**M.Ed. Dissertation Progress Report Form**

Part A of the form is completed by the student and submitted to the supervisor. The supervisor completes Part B and discusses it with the student. The student then submits the completed and signed form on Blackboard by February 27th.

**Name of student**:

**Student number**:

**Dissertation working title**:

**Name of supervisor**:

**Which of the following are included in your research?** (Delete as appropriate)

* Desk study (e.g. systematic literature review, policy review, historic review)
* Field data: Questionnaires
* Field data: Interviews or focus groups
* Field data: Other (please elaborate)

All projects must abide by Trinity’s policy on good research practice. Data collection, storage and analysis must also adhere to public health guidelines and to Trinity’s guidelines on collecting and storing data when working remotely.

Some projects may require amendments to ethical approval e.g. if changing from face-to- face to online data collection. A document describing this process is available on the Dissertation and ethics modules on Blackboard.

**Do you require an amendment to your ethical approval?** (Delete as appropriate) Yes/No

**Platforms**: MS Forms is available through College for online questionnaires. MS Teams is the College-recommended platform for online interviews/focus groups. Advice on Teams for data collection is available here. Students intending to use TCD Teams need to be added to a Team by a member of staff. Please email [master.education@tcd.ie](mailto:master.education@tcd.ie) if you are using TCD Teams for your data collection and need to be added to a Team.

**PART A**

1. Student’s self-assessment of work done since registration

*This is to be submitted to the supervisor for comments and later transmission to the M.Ed. Co- ordinator. Students should indicate the frequency of contact with their supervisor (cf. sections 8.3 and 8.4 of the M.Ed. Handbook) and progress made on their review of relevant literature, research design and data collection. Students should also mention problems or setbacks experienced, since these matters are important to the M.Ed. Co-ordinator in monitoring progress. Please indicate future work to be conducted and an indicative timeframe.*

**Student’s signature:**

**Date:**

**PART B**

**2. Supervisor's comments**

The substance of these comments should be discussed with your student. If they do not submit Part A, please complete and return Part B to the M.Ed. office by the due date.

Has the student maintained regular contact with you this year as specified in section 8.3 of

the M.Ed. Handbook (via face to face meetings, online tutorials, and/or email)?

Yes/No

Do you foresee any problems which might prevent submission of the Dissertation on or before the deadline?

Yes/No

Have you discussed the substance of these comments with the student?

Yes/No

If no, please indicate why?

**Supervisor’s signature**

**Date**

**PART C**

To be completed by the M.Ed. Programme Co-ordinator.

At this mid-point review stage, please indicate if the student’s progress is deemed satisfactory or non- satisfactory.

Satisfactory Non-satisfactory

Where a student’s progress is deemed non-satisfactory, they will be invited to meet with the M.Ed. Programme Co-ordinator and their supervisor to discuss the issues identified in their progress report form. Where discrepancies arise, the matter will be raised with the School’s Director of Postgraduate Teaching and Learning.