

PROG/REVIEW/005

**Annual PGR Progress Review Form**

## Section A: General Student Information

**This section is to be completed by the student**

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| --- | --- | --- | --- |
| Academic year |  | Name |  |
| ID number |  | School |  |
| Start-date |  | Year of study |  |
| Mode of Study (FT/PT/Thesis Pending) |  | Qualification (PhD, MSc etc) |  |
| Expected thesis submission date |  | Funder  |  |
| Thesis title |  |

Supervisors

|  |  |
| --- | --- |
| Supervisor name |  |
| First co-supervisor name |  |
| Second co-supervisor name (if applicable) |  |

## Section B: Student self-assessment

**This section is to be completed by the student**.

1. Provide a brief overview of the report you have submitted for the progress review as directed by your supervisor (e.g. literature review, description of objectives achieved so far, plan for future work, Gantt chart etc.).

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2. Provide a brief assessment of your progress in relation to your research and general development in the most recent session.

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3. What skills do you consider you have developed over the last year?

4. Number of training credits obtained over the past year? N.B. Your training needs assessment form must be forwarded with this report.

5. Please detail any training or development opportunities not currently provided that you would find useful?

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6. Please reflect on the training you have undertaken and provide feedback on which courses you consider most/least beneficial and detail any training or development opportunities not currently provided that you would find useful.

7. Have you undertaken the following courses since you commenced your studies?

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| --- | --- |
| Research integrity |  |
| Data management |  |
| Equality and diversity training |  |

8. Have you and/or your supervisors identified any issues which are affecting your progress? (e.g. skills gaps, facilities/equipment available, etc). If yes, please give details of the issues identified and how these will be resolved.

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9. Please provide a summary of the objectives you and your supervisory team have agreed for the coming session? (e.g. fieldwork, written work, publication, thesis submission, conference attendance, project management training etc. Please give details of nature, volume and deadlines as appropriate)

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10. Please provide information about any knowledge exchange activities, conferences, grant applications/awards, publications or any public engagement activities you have been involved in.

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11. If you wish to make any other comments about your experience as a research student within the Graduate School, you may do so here – or separately, and confidentially, to the Graduate School. This might include, eg, level of supervision, requirements for future training opportunities or events etc.

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## Section C: Supervisors’ report

**This section should to be completed by the principal supervisor and any co-supervisors who have significant and regular contact with the student. The student should also sign this section to indicate that he/she has received and read a copy of the Supervisor’s report.**

1. Are you in regular contact with the student? Please give approximate frequency, nature (e.g. email, in-person, telephone) and extent of your contact with the student.

Supervisor:

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Co-Supervisor (s):

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2. Where relevant, please confirm:

a) that the student is aware of the various Codes of Practice and Safety Regulations governing their work and the labs where they work and;

b) that the student has completed their own risk assessments covering the work that they are doing, and not relied on risk assessments completed by others.

3. Do you agree with the comments made by the student in part B of the form in relation to training and development and issues concerning progress Yes/No If no please provide details:

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4. Have you identified any issues affecting the student’s progress in the past session? If yes, please specify how these have been managed and give an assessment of the outcome.

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5. Please rank the student’s progress during the review period in relation to the current stage of his/her studies by ticking one of the following:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Satisfactory | Concern | Unsatisfactory **\*** |
| Oral expression of ideas |  |  |  |
| Written expression of ideas |  |  |  |
| Development of research plan/thesis structure |  |  |  |
| Capacity for original ideas |  |  |  |
| Ability to organise own time and tasks |  |  |  |
| Acquisition/Exercise of appropriate skills |  |  |  |
| Understanding of relevant literature |  |  |  |
| Quality of submitted work |  |  |  |
| Overall assessment |  | **\*\*** |  |

\*not yet at the standard to be expected at the relevant stage

**\*\*** If this box is ticked then it will trigger action by the PG Convener to attend a student review in January/February of the next Session in the following cases:

[a] for second year students if this box was ticked also at end of First Year Review

[b] for all Research Council funded students at end of their Second Year

[c] for all students at end of their Third Year

6. Any additional comments from the co-supervisor(s)

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7. Please rank the student’s progress by ticking one of the following:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Excellent |  |  | Very good |  |  | Good |  |  | Adequate |  |  | Unsatisfactory |  |

Please use the space below to provide more detail of your assessment. ***If you assess the student’s progress to be unsatisfactory, a reason must be given***

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**Supervisor Approval**

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| Signed (Supervisor) |  | Date |  |
| Signed (Co-supervisor) |  | Date |  |
| Signed (Co-supervisor)  |  | Date |  |

**Student statement *(Please sign this once the supervisor section has been completed, signed and dated)***

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| --- | --- |
| I confirm that I have met with my Supervisors to discuss the content of this Progress Report |  |
| I confirm that I have received and read my Supervisors’ assessment of my progress and their recommendations as provided in Section C of this form. |  |

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| --- | --- | --- | --- |
| Signed  |  | Date |  |