

**Annual Progress Review 2020NNUAL PROGRESS REVIEW**

**SECTION A: GENERAL INFORMATION**

|  |  |
| --- | --- |
| Student Name/ID Number |  |
| School |  |
| Start Date |  |
| Year of Programme |  |
| Submission Deadline |  |
| Mode of Study (FT/ PT/) |  |
| Working Thesis Title |  |
| Primary Supervisor |  |
| Secondary Supervisor(s) |  |
| External Supervisor, if applicable |  |
| Funder, if applicable |  |
| Funding length |  |

**SECTION B: STUDENT SELF-ASSESSMENT**

1. Briefly describe the work that you have submitted for the review (e.g. literature review, draft chapter, oral presentation, documentation of practice, description of objectives achieved so far, plan for future work, Gantt chart etc.)
2. How often do you formally discuss your project with your primary supervisor?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ☐ Once a week | ☐ Twice a month | ☐ Once a month | ☐ Every 6 weeks | ☐ Less often |

1. Approximately how often do you formally discuss your project with your secondary or other supervisors?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ☐ Once a week | ☐ Twice a month | ☐ Once a month | ☐ Every 6 weeks | ☐ Less often |

1. Regarding the frequency of meetings with your supervisor, which of the following applies?

|  |  |  |
| --- | --- | --- |
| ☐ Frequency of meetings is about right | ☐ I would benefit from more frequent meetings | ☐ I would prefer fewer meetings |

1. Please provide a summary of your research progress and general development since your last review (including main achievements, successes and challenges).
2. Please detail any issues you and/or your supervisor identified that are affecting your progress (e.g. skills gaps, facilities/equipment available, feedback, written/oral communication, etc.).
3. Summarise the objectives you and your supervisory team have agreed for the upcoming academic year. Please give details of the nature, volume and deadlines as appropriate.
4. Have you been undertaking GTA work? If so, give brief details, and outline how well you think this has been going?
5. 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.
6. Please rate the Researcher Training Programme provided by the Graduate School.

|  |  |  |  |
| --- | --- | --- | --- |
| Excellent | Very Good | Satisfactory | Poor |
| ☐ | ☐ | ☐ | ☐ |

1. Please provide information about any knowledge exchange activities, events, conferences, grant applications/awards, publications or any public engagement activities you have been involved in.
2. If you have any other comments about your experience as a research student at the University of Glasgow then please write them here; alternatively, you may send comments confidentially to your College Graduate School via email.
3. Please confirm:
   * that ***you*** are aware of the PGR Code of Practice Yes ☐ No ☐
   * that ***you*** are aware of College Codes of practice or handbooks or safety guidance that apply to your programme of study Yes ☐ No ☐
   * that ***you*** are aware of local (School) PGR handbooks, guidance or safety regulations that apply to your programme of study Yes ☐ No ☐
   * that you, have, where relevant, completed your own risk assessments covering the work that you are ***doing*** and not relying on risk assessments completed by others

Yes ☐ No ☐

**SECTION C: SUPERVISORS’ REPORT**

1. Approximately how often do you formally meet with the student?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ☐ Once a week | ☐ Twice a month | ☐ Once a month | ☐ Every 6 weeks | ☐ Less often |

1. Approximately how often do any co-supervisors formally meet with the students?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ☐ Once a week | ☐ Twice a month | ☐ Once a month | ☐ Every 6 weeks | ☐ Less often |

1. Regarding the frequency of meetings with the student, which of the following applies?

|  |  |  |
| --- | --- | --- |
| ☐ Frequency of meetings is about right | ☐ Student would benefit from more frequent meetings | ☐ Student is sufficiently independent and the frequency of meetings could be reduced. |

1. Please summarise feedback given to the student on work submitted for this review.
2. What training and development activities and/or additional support have you recommended to facilitate the student’s progress this session?
3. Have you identified any issues affecting the student’s progress since the last review?

If yes, please specify how these have been managed and give an assessment of the outcome. Include achievements of student

1. Please feedback to your student on the ***main strengths*** of their work and their engagement with the research process. You do not need to comment on each point.

☐ Understanding the research context

☐ Identifying, devising and implementing methodology or theoretical framework

☐ Conducting primary research

☐ Formulating clear, focused arguments

☐ Consistently addressing research questions

☐ Oral communication

☐ Clarity of written work

☐ Planning and managing time/workload

☐ Acquiring/using new skills

Please comment:

1. What, in particular, would you recommend your student to develop further? You do not need to comment on each point.

☐ Understanding the research context

☐ Identifying, devising and implementing methodology or theoretical framework

☐ Conducting primary research

☐ Formulating clear, focused arguments

☐ Consistently addressing research questions

☐ Oral communication

☐ Clarity of written work

☐ Planning and managing time/workload

☐ Acquiring/using new skills

Please comment:

1. Please summarise briefly your assessment of your student’s overall progress.
2. Is continuation of the student recommended? Yes ☐ No ☐

Any concerns regarding unsatisfactory progress, or issues affecting progress, must be discussed with the student and with the other supervisor/s before you return this form to the student.

1. For final year students, please include an assessment of the likelihood of submission according to the planned schedule.
2. If you do not feel that your student will submit on time, what actions or support would you recommend to remediate this?

**Student Confirmation**

***Please confirm once the supervisor section has been completed***

|  |  |
| --- | --- |
| 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. | **☐** |

Confirmation and submission of this section is required. Please do not confirm any statements that are not valid. Any issues with the supervisor statement or with the details on this form must be raised by you with your supervisor or the Graduate School prior to submitting this form.