|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  | | --- | --- | | Maynooth-University-Logo_CMYK_AW | **Ollscoil Mhá Nuad**  **Maynooth University** |     **Annual Progress Review Form: Biology Department** |  |   **Principles**: The Departmental Research Student Progress Committee (DRSPC) undertakes a formal annual progress reviews of all research students. The purpose of the annual review is to: |  |

* grant permission to progress based on an assessment of the quality of research output to date;
* give students the opportunity to provide feedback on their supervisory arrangements;
* discuss and record any changes to the student’s individualised programme;
* ensure that students have passed their required modules before thesis submission and, where appropriate, that waivers have been ratified by the DRSPC.

The form deals with the student’s research activities, outputs, and progress. The student should **complete this part of the form** **in consultation with their supervisor** and thensubmit the form to the DRSPC ahead of the scheduled progress meeting.

**The recommendations of the DRSPC are recorded in the Annual Progress Review form and returned to the Graduate Studies Office.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  | | --- | --- | | Maynooth-University-Logo_CMYK_AW | **Ollscoil Mhá Nuad**  **Maynooth University** |     **Annual Progress Review: Biology Department** |  | |  |
|  |  |

**To be completed by the student**

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | Student no |
| Telephone: Land and Mobile | Department | E-Mail |
| Year and Term Admitted | Expected Date of Completion | Full-time/Part-time |

**Programme:**

|  |  |
| --- | --- |
| Provisional Title of Thesis / Area of Research |  |
| Supervisor |  |
| Supervisory Team *(if applicable)* |  |
| External Supervisor *(if applicable)* |  |
| Co-Supervisor *(if applicable)* |  |
| Is your research being conducted by Distance Mode:  (If ‘yes’, please state location) | |  |

**Research summary**

The word limits in this section are intended as guidelines only.

**Abstract: (c. 250 words)**

|  |
| --- |
| Provide a brief overview of the aims of your research. |

**Progress in the previous academic year: (c. 250 words)**

|  |
| --- |
| Essentially, your aim here is to convince your committee that you have made enough progress in the previous academic year for the particular stage you are at in your research.  *Please feel free to highlight any issues that you wish to receive advice or feedback on.* |

**Expected completion date:**

**Plan for completion: (c. 500 words)**

|  |
| --- |
| Clearly map out the work you intend to do between now and your expected completion date highlighting any milestones or deliverables. If your "expected completion date" has changed since your last report, you should discuss this here.  *Please feel free to highlight any issues that you wish to receive advice or feedback on.* |

**Research outputs & scholarships**

**NOTE: You should include a list of all your publications, scholarships, etc. completed in the last academic year.**

**When listing publications you should clearly indicate their current status (e.g. in preparation, submitted / under review, accepted, in press, etc.)**

|  |
| --- |
| List publications and presentations |
| Draft chapters completed |
| Scholarships applied for |
| Scholarships in receipt of |
| Other |

**Structured research programme details**

**Credits required:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Credits completed prior to this academic year** | | **Credits completed in this academic year** | | **Total anticipated credits obtained by completion** | |
| Subject Specific Credits | Transferable  Credits | Subject Specific Credits | Transferable  Credits | Subject Specific Credits | Transferable  Credits |
|  |  |  |  |  |  |

**Modules completed**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of modules completed in the current academic year | Subject specific | Transferable | Pass to be recorded\* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\*Please indicate modules here that have to be assessed by your progress committee! This serves as a reminder for the Assessor to check all required documentation is provided and of sufficient quality (according to relevant module descriptor) for the module to be indicated as ‘passed’.*

**Modules to be completed in forthcoming academic year**

|  |  |  |
| --- | --- | --- |
| Proposed modules to be completed in the forthcoming academic year | Subject specific | Transferable |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Time spent on research / non-research activities**

How many hours do you work on average/week?

Please indicate what percentage of your working week in the past year was spent on:

PhD/ research MSc:

Non-research related activities (e.g. demonstrating, etc.):

How would you rate your current work-life balance?

Excellent

Good

Satisfactory

should be improved

Unsatisfactory

If you have selected ‘should be improved’ or ‘unsatisfactory’, which of the following issues affect your ability to maintain good work-life balance?

Demonstrating duties

Supervision of undergraduate project students

Intense period of research (acute)

Continuous pressure to produce research outputs

Writing a publication

Other (if selecting this, please explain briefly below)

**Skill development**

It can be a good idea to reflect on skills you have acquired and wish to acquire during your PhD on a regular basis. We encourage you to spend some time reflecting on the skill categories outlined below adapted from the ANU Research Skills matrix (Inger Mewburn @thesiswhisperer, Australian National University) and/or the Vitae Research Development Framework. Links are provided below for reference to these web resources. You are asked to self-assess your skill development in the different categories below, with the aim of identifying skill categories you want to develop further in the coming academic year(s). **Rating 1-5 (5 being the highest level)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Research technique** | | **Research management** | | **Professional practice** | | **Communication** | |
| Skill category | Rating (1-5) | Skill category | Rating (1-5) | Skill category | Rating (1-5) | Skill category | Rating (1-5) |
| Theoretical knowledge of research methods common to the field |  | Understanding principles of research integrity and ethics |  | Ability to navigate the university environment |  | Ability to write productively in scientific English. |  |
| Practical Proficiency in Research Techniques common to the field. |  | Project planning and time management |  | Ability to take on leadership roles |  | Ability to present at academic seminars and conferences |  |
| Ability to source and manage information for your research |  | Understanding of relevant Health and Safety regulations |  | Networking and collaborating with academic and non-academic communities. |  | Disseminating research in a variety of media (social media, TV, radio) |  |
| Appropriate level of statistical literacy |  | Understanding of research funding landscape |  | Ability to teach and mentor others |  | Ability to produce appropriate graphic representation of research |  |
| Ability and analyse relevant data. |  | Understanding of data management issues. |  | Develop a Strategic approach to career management |  | Writing for and presenting to non-disciplinary audiences |  |
| Ability to critically assess the work of others |  |  |  | Awareness of issues around protection and commercialisation of research. |  |  |  |

After filling in the table, identify and highlight 3-5 skill areas you want to focus on for your professional development in the coming academic year.

<https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view>

**How will you try to further develop your chosen skills (200 words or less)?**

**During my progress meeting, I would like to receive specific advice on:**

Thesis writing

Career development and progression (please expand below)

Work-Life Balance

The structured PhD programme (module selection)

A particular experimental approach, namely (please expand below):

A specific set of data/experimental result (please explain below)

Other (please indicate matter and expand as much as necessary)

**Provide more detail (if you wish) on any of the areas you have indicated above:**

**Optional additional comments**

|  |
| --- |
| Please feel free to include any additional comments you have: |

**To be completed by Departmental Research Student Progress Committee**

|  |  |  |
| --- | --- | --- |
| **Research Progress:**   |  |  | | --- | --- | | * Progress * Unsatisfactory progress   If the progress of a student is not deemed satisfactory, the DRPSC may:   * Progress the student into the next academic year, outlining clear objectives the student must meet before the next annual review. * Record a result of *no progress* at the summer examination board. Students, with the support of their supervisor, may be given the opportunity to re-submit work for assessment prior to start of the academic year. * Change of registration from master’s degree by research to PhD or vice versa. |  |   **DRSPC Comments**: |

By signing, the assessor and advisor also confirm that they have asked the student about their well-being and discussed support for any issues/difficulties the student may be experiencing.

**Approved**

**Name Date**

**Name Date**

*Approval by Members of the Departmental Research Student Progress Committee*

***Upload the completed form as a pdf on the Biology Postgrad Moodle page and keep a copy/the original hard copy for yourself.***