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 **Form No. GSF2** (Version 1, 08 February 2017)**Annual Progress Review Form** |   |

**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 Annual Progress Review form comprises of Part A and Part B.

Part A deals with the student’s research activities, outputs, and progress, and supervisor’s comments. The student should **complete this part of the form** **in consultation with your supervisor.** The supervisor completex their part and submit Part A of the form to the DRSPC.

Part B of the form requests feedback from the student on supervisory and departmental support and **should be completed separately and submitted directly by the student to the DRSPC.**

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

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 **Form No. GSF2** (Version 1, 08 February 2017)**Annual Progress Review: Form A** |   |

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**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. |

**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. |

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

|  |  |  |
| --- | --- | --- |
| Proposed modules to be completed in the forthcoming academic year | Subject specific | Transferable |
|  |  |  |
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**Percentage time spent on research / non-research activities**

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

PhD/ research masters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Optional additional comments**

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

**Supervisory and departmental support**

All students should submit their feedback on supervisory and departmental support using Part B of this form.

**Signed by the Student Date**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**To be completed by the supervisor**

|  |
| --- |
| Research Progress: Satisfactory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unsatisfactory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expected Date of Graduation Semester \_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_Supervisor’s Comments Please include comments on the student’s progress since the previous annual progress review (if applicable), and on the student’s plan for completion. The supervisor’s comments should clearly justify their evaluation of satisfactory / unsatisfactory progress. (Please attach as a separate page if necessary)Supervisors Name(s)\_\_\_\_\_\_\_\_\_\_\_ Signature(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**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**  |

**Approved**

**Name Date**

**Name Date**

**Name Date**

**Name Date**

**Name Date**

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

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 **Form No. GSF2** (Version 1, 08 February 2017)**Annual Progress Review: Form B** |   |

 |  |

**To be completed by the student and forwarded to the Departmental Research Progress Committee**

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | Student no |

**Supervisory and Departmental Support**

Please confirm that the level of support from supervisor and department has been satisfactory. If you feel that the support offered has been unsatisfactory, please specify how this is so in the comments section below.

**Satisfactory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unsatisfactory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments, if applicable:**

(Please attach a separate page if necessary)

**Signed by the Student Date**