

1. Initial Meeting Report

Should be filled in during September at the start of Year 1 of research studies, unless student has an unusual start date.

Student Name	
Student No.	
Registered Programme (MSc or PhD)	
Full-time/Part-time	
Supervisor Name	
Co-Supervisor (<i>if applicable</i>)	
Supervisory Team (<i>if applicable</i>)	
External Supervisor(s) (<i>if applicable</i>)	
Date of Meeting	
Provisional Title of Project	
Briefly list up to 5 key objectives for the project in the first year	

Induction

Did you attend the University Induction Programme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you read the regulations and schedules of the University for higher degrees by research, in particular the Framework for Delivery of Structured Doctoral Programme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you read the administrative structures and processes of the University relevant to research applications as outlined in the Route of Academic/Administrative Progression to the Research Masters/PhD Degree from application to Thesis Submission?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you read the PhD Supervisory Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you read the University Safety Policy, the Ethical Review and Research Integrity Policy, the Inventions and Patents Policy and the Freedom of Information Policy?	
Did you receive a copy of the Departmental Graduate Handbook?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If applicable, did you attend the Departmental Induction Programme?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has the student been allocated appropriate bench space and desk space in the Department?	Yes/No
If not, outline briefly what the situation is?	
Has the student been trained on the Departmental equipment, and health and safety issues (Chemistry Induction)?	Yes/No

Specific Programme

Proposed Modules to be undertaken during the Programme	Generic/Transferable Modules ⁺	Subject Specific/Advanced Specialist

⁺ Please note that some transferable modules have a quota. If the quota has been reached, students must contact the module co-ordinator.

Agreement

Student: _____

Date: _____

Supervisor: _____

Date: _____

Approved

Name: _____

Date: _____

Name: _____

Date: _____

Name: _____

Date: _____

Name: _____

Date: _____

Approved by Members of the Departmental Supervisory Committee

2. Review Form A

Review should take place during September at the start of Year 2 of research:

Student Name/Student No.	
Supervisor Name	
Date of Meeting	

Part a: To be completed by the student prior to the Year 2 Progress Meeting

Research Indicators:

List Any Presentations, Publications or Scholarships Awarded

Conferences and Courses:

Conferences and Meetings Attended	Name of Conference, and Dates Attended
Visits to Other Laboratories	Name of Laboratory, Purpose of Visit, Duration of Visit
Technical Training Courses	Name of Course and Dates Attended
Taught Research Modules Passed	Name of Module, University Attended, No. of Hours.
Generic Skills Modules Passed	Name of Module, University Attended, No. of Hours
Masterclasses Taken	Name of Masterclass, University Attended, No. of Hours

Additional Information

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 on a separate page how this is so.

Satisfactory: _____

Unsatisfactory: _____

Signed by Student: _____

Date: _____

Part b: To be completed by the supervisor with the supervisory committee during the Year 2 Progress Meeting

Research Progress for Year 1:

Presentation Title	
Scientific Content	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Quality of Presentation	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Ability to Explain Project	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Number of questions asked	
Ability to answer questions	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Does the supervisor assess that the scientific talk is a fair reflection of the research that the student has achieved in Year 1?	

Student Progression Recommendation from Supervisor and Supervisory Committee:

Making good progress and may proceed to Year 2 of the MSc/Ph.D programme	
Progress is lacking in some areas; may proceed to Year 2 of the MSc/Ph.D programme, but additional training and courses must be taken.	
Unsatisfactory progress; PhD - may not proceed to Year 2 of the Ph.D programme, but may transfer to the MSc programme.	
Very poor progress; PhD - may not proceed to Year 2 of the Ph.D or to the M.Sc. Programme; M.Sc. - may not proceed to Year 2 of the M.Sc.	

Student's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Supervisory Committee

Chairperson's Signature: _____

Date: _____

Member's Signature: _____

Date: _____

Member's Signature: _____

Date: _____

3. Review Form B

Review should take place during September at the start of Year 3 of research:

Student Name/Student No.	
Supervisor Name	
Date of Meeting	

Part a: To be completed by the student prior to the Year 3 Progress Meeting

Research Indicators:

List Any Presentations, Publications or Scholarships Awarded

Conferences and Courses:

Conferences and Meetings Attended	Name of Conference, and Dates Attended
Visits to Other Laboratories	Name of Laboratory, Purpose of Visit, Duration of Visit
Technical Training Courses	Name of Course and Dates Attended
Taught Research Modules Passed	Name of Module, University Attended, No. of Hours.
Generic Skills Modules Passed	Name of Module, University Attended, No. of Hours
Masterclasses Taken	Name of Masterclass, University Attended, No. of Hours

Additional Information

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 on a separate page how this is so.

Satisfactory: _____

Unsatisfactory: _____

Signed by Student: _____

Date: _____

Part b: To be completed by the supervisor with the supervisory committee during the Year 3 Progress Meeting

Research Progress for Year 2:

Presentation Title	
Scientific Content	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Quality of Presentation	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Ability to Explain Project	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Number of questions asked	
Ability to answer questions	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Does the supervisor assess that the scientific talk is a fair reflection of the research that the student has achieved in Year 2?	

Student Progression Recommendation from Supervisor and Supervisory Committee:

Making good progress and may proceed to Year 3 of the MSc/Ph.D programme	
Progress is lacking in some areas; may proceed to Year 3 of the Ph.D programme, but additional training and courses must be taken.	
Unsatisfactory progress; may not proceed to Year 3 of the Ph.D programme, but may transfer to the MSc programme and submit MSc.	
Very poor progress; may not proceed to Year 3 of the Ph.D or to the M.Sc. Programme.	

Student's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Supervisory Committee

Chairperson's Signature: _____

Date: _____

Member's Signature: _____

Date: _____

Member's Signature: _____

Date: _____

4. Review Form C

Review should take place during September at the start of Year 4 of research:

Student Name/Student No.	
Supervisor Name	
Date of Meeting	

Part a: To be completed by the student prior to the Year 4 Progress Meeting

Research Indicators:

List Any Presentations, Publications or Scholarships Awarded

Conferences and Courses:

Conferences and Meetings Attended	Name of Conference, and Dates Attended
Visits to Other Laboratories	Name of Laboratory, Purpose of Visit, Duration of Visit
Technical Training Courses	Name of Course and Dates Attended
Taught Research Modules Passed	Name of Module, University Attended, No. of Hours.
Generic Skills Modules Passed	Name of Module, University Attended, No. of Hours
Masterclasses Taken	Name of Masterclass, University Attended, No. of Hours

Student Feedback:

Does the student’s research group have regular formal group meetings?	Yes/No If yes, how often do these take place? If yes, briefly outline reasons why you find these useful or not useful?
Does the student’s supervisor readily make him/herself available to the student to talk about their research?	Yes/No
If the student is having problems with their research does the student ask their supervisor for help?	Yes/No If yes, do you feel that your supervisor is willing to work with you to sort out these problems? Yes/No
Is the student satisfied with the level of supervision they are receiving?	Yes/ No
Does the student feel that they require any further technical training in order to achieve their research goals?	Yes/ No If yes, state the training required.
Has the student had a meeting with their supervisor to discuss research goals for Year 4?	Yes/ No If no, state the date scheduled for this meeting.

Modules Completed

Modules completed in the academic year	Outcome	Credits

Additional Information

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 on a separate page how this is so.

Satisfactory: _____

Unsatisfactory: _____

Signed by Student: _____

Date: _____

Part b: To be completed by the supervisor with the supervisory committee during the Year 4 Progress Meeting

Research Progress for Year 3:

Presentation Title	
Scientific Content	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Quality of Presentation	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Ability to Explain Project	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Number of questions asked	
Ability to answer questions	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Does the supervisor assess that the scientific talk is a fair reflection of the research that the student has achieved in Year 3?	

Student Progression Recommendation from Supervisor and Supervisory Committee:

Making good progress and may proceed to Year 4 of the Ph.D. programme	
Progress is lacking in some areas; may proceed to Year 4 of the Ph.D. programme, but additional training and courses must be taken.	
Unsatisfactory progress; may not proceed to Year 4 of the Ph.D. programme, but may transfer to the M.Sc. programme and submit MSc.	
Very poor progress; may not proceed to Year 4 of the Ph.D. or to the M.Sc. Programme	

Student's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Supervisory Committee

Chairperson's Signature: _____

Date: _____

Member's Signature: _____

Date: _____

Member's Signature: _____

Date: _____

5. Review Form D

To be filled in between September and December of Year 3 (MSc) or Year 5 (PhD) and subsequent years if student has not completed.

Part a and b of the form should be filled in and sent to the Chairperson of the Supervisory Committee one week before the date of the Progress Meeting.

Part a To be filled in by the student prior to the Year 3+ (MSc) or Year 5+ (PhD) Progress Meeting

Student Feedback:

Has the student made an application for extension of registration to the Student Record Office	Yes/No If no, when will this application be made? If yes, has an extension been granted?
Is the student satisfied with the level of supervision they are receiving?	Yes/ No
Has the student completed all experimental work?	Yes/ No If no, state reason why this is the case and expected date for completion of experimental work.
Has the student started to write the thesis?	Yes/No If yes. How many pages of the thesis are written and approximately how long is the finished thesis expected to be? How much of the thesis has the supervisor read to date? How many drafts of the thesis has the supervisor corrected? Estimate (give a %) how much of the thesis is left to write.

Part b To be filled in by the supervisor prior to the Year 3+ (MSc) or Year 5+ (PhD) Progress Meeting

In your opinion does the student have sufficient research data to write-up.	a. Thesis for examination for a Ph.D. Yes/No b. Thesis for examination for a M.Sc. Yes/No
If the student has not finished their experimental work briefly outline reasons why this is the case.	
If experimental work is not finished please indicate a date for completion.	
Is the student making good progress on writing-up the thesis?	Yes/No If no, please state reasons why you think this is the case.

Part c to be filled in during the Progress Review Meeting Recommendations of and Checks by the Committee

An application for extension of registration has been made to the Student Record Office.	Yes/No If no, the committee should determine why this is the case.
The Student Record Office has informed the student that they can extend their registration.	Yes/No If no, the committee should determine why this is the case.
Expected date for completion of experimental work.	
There is already sufficient experimental data to write-up a thesis.	Yes/No If yes Should the thesis be for examination for a. Ph.D. b. M.Sc.
If the student has started writing the thesis does it appear that progress is:	Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Expected date for submission of thesis.	

Student's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Supervisory Committee

Chairperson's Signature: _____

Date: _____

Member's Signature: _____

Date: _____

Member's Signature: _____

Date: _____

5. Declaration of intention to withdraw from postgraduate programme

To be filled in if the student has been registered as a postgraduate student for 1-2 (MSc)/1-4 (PhD) or more years but does not intend to proceed to submit a thesis.

Part a to be filled in by the student

Declaration.

I am no longer registered as a postgraduate student at NUI Maynooth and I understand that the Department of Chemistry is under no obligation to facilitate me if I wish to submit my research for consideration for either a Ph.D. or M.Sc. qualification at a future date.

Name of Student _____

Signature of Student _____

Date _____

Briefly outline your reasons for deciding not to proceed in the postgraduate programme:

Part b to be filled in by the Supervisor

In your opinion does the student have sufficient research data to write-up:	a. Thesis for examination for a Ph.D. Yes/No b. Thesis for examination for a M.Sc. Yes/No
If the student had not finished their experimental work briefly outline reasons why this was the case.	
If the student was carrying out experimental work, estimate how many months it would be before all this work was finished.	_____ months If the student had completed this work, in your opinion would the student have sufficient data to write a thesis for examination for a postgraduate qualification. Yes/No
Was the student making good progress on writing-up the thesis?	Yes/No If no please state reasons why you think this was the case.

Part c: Checks by the Supervisory Committee

In your opinion does the student have sufficient data to submit:	a. Thesis for examination for a Ph.D. Yes/No b. Thesis for examination for a M.Sc. Yes/No
If the student was carrying out experimental work does it appear that progress was:	Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
If the student has started writing the thesis does it appear that progress was:	Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>

Supervisor's Signature: _____

Date: _____

Supervisory Committee

Chairperson's Signature: _____

Date: _____

Member's Signature: _____

Date: _____

Member's Signature: _____

Date: _____