Annual Formal Review

Student Details	
	Supervisors
to	

PhD progress review

The PhD progress review aims to provide a framework for monitoring a PhD student's progress towards their completion of the PhD.

The review aims to monitor:

- Writing up activities

- Development of theory

- Dissemination and impact of results

- Data management activities

- Coding activities (e.g. algorithms, ontologies, etc.)

- Experiments

- Anything else not mentioned by the above but related to the PhD.

Please benchmark your progress against these indicators for all PhD-related activities since the last review.
NOTE: Not **all** the above indicators will be applicable to all PhDs. Please consider only those that are relevant.

Students, Supervisors and Review Panel Members: For more guidance on completing and assessing the progress review see the PGR student handbook and the appropriate guidelines at: https://wiki.cs.cf.ac.uk/PGR_Review

A.1 *Thesis Title* and Hypothesis

1. Please state your current *thesis title*:

2. Please state your current *research hypothesis*:

A.2 Overall Progress

1. How would you assess your progress since your last six monthly report?

    Excellent: Good: Satisfactory: Poor: Unsatisfactory:

2. For each of milestones listed in your *last report* state if they have been completed or not:

Previous Milestone	Status *Complete/On Going/Not Started*

3. Please give details of your progress over the last six months and how you are making progress to completing the PhD *within time*. Please focus on:

- **Research plan**: progress aims, objectives and targets since last report:
    - Any deviations from the last plan,
    - Individual circumstances if applicable
    - List any aims, objectives and targets that have been met.
- **Evidence of achievement**
    - **Written work submitted**: If you have submitted a ***scientific paper***, please state how this relates as a contribution to your PhD (*e.g.* thesis chapter or part of). If you have submitted a thesis chapter then please state how this chapter relates to the whole thesis and the main contributions of this chapter.
    - Briefly give other evidence of achievement, *e.g.* Literature surveyed, development of theory, experiments, coding activities, data capture, dissemination and impact of results.

4. Describe any aspects of your progress that you consider to be less than satisfactory, and how these are being addressed.

5. **Work plan**: Briefly describe the milestones, with deliverables (if applicable), for the next 6 months as summarised in your submitted research plan. For Year 3+4 students the plan should focus on a plan to complete your thesis *within time.*
   Note: It is expected that you will have completed all theoretical, practical implementation and experiments *by the end of Year 3*.

A.3 Supervision

1. On average, how frequently have you met with your supervisor?

   Weekly: Bi-weekly: Monthly: Less Frequently:

2. Would you like to see any changes in your supervisory arrangements? If so please specify:

Note: If you have any issues about your supervision you can raise this issue here. You will also have opportunity to raise any issues at the review panel. If you wish you may raise such issues in confidence directly with the Director of Postgraduate Research Studies (or his deputy). Also note that in general, any urgent supervisory issues should be dealt with, in confidence, as soon as they arise by contacting the Director of Postgraduate Research Studies (or his deputy). Further details of the procedure and a form are available from: https://wiki.cs.cf.ac.uk/PGR_Review (see also the Student Handbook).

A.4 Checklist

I have submitted the following for my Annual Formal Review:

Annual progress Review form (this form) Completed:

Research Plan:

Training Needs Assessment:

List of Supervisor Meetings:

Written Work: For the written work requirement I have submitted *One* of:

Scientific Paper: Report: Thesis Chapter :
                                                 (Year 3+4 only)

Students in Year 3 or 4 **only**:

Thesis Completion Plan:

Submission of Your Self-Assessment Review

Submit via SIMS: For more guidance on submitting the progress review, please see the PGR student handbook and the appropriate guidelines at: https://wiki.cs.cf.ac.uk/PGR_Review

Your Annual Formal Review Meeting

You will be notified in due course of the ***date of your Annual Formal Review Meeting***.
Your main supervisor — who also acts the *review panel convener* – should arrange this date **within one calendar month** after your submission deadline.

Section B: Supervisor's Assessment

*To be completed by the supervisor, **before to the Review Panel***.
Please complete all sections

B.1 *Thesis Title* and Hypothesis

1. Is the student's *thesis title* and *research hypothesis* adequate?   Yes: No:

   Comment on issues relating to the *thesis title* and *research hypothesis*:

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B.2 Overall Progress

1. How would you assess the student's overall progress in the last six months?

   Excellent: Good: Satisfactory: Poor: Unsatisfactory:

2. Please give a short assessment of student's overall progress since the last review, paying particular attention to the achievement of stated **milestones** and **evidence of achievement**. You may wish to highlight particular areas of good progress, areas for improvement or other issues relating to the student's overall performance.
   If the supervisor's assessment is poor or unsatisfactory then the student should supply a plan of remedial action which has been discussed with the supervisor.

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3. Is the student's research plan and timetable for this research over the next six months realistic?
For Year 3+4 students, is there a clear plan for the completion of the thesis?

Yes: No:

Comment on issues relating to the research plan and timetable:

4. **Timescales** Please assess whether the student is on target for thesis submission within three years:

Yes: No:

If *no* please indicate: 1) the reason for any delay in the project and 2) any action taken to address this. Please provide an assessment of the amount of work remaining.
For Year 3 students: Please detail how all theoretical, practical implementation and experimentation be completed by the end of year 3 or state when these are expected to be completed by?

5. **Likelihood to Complete Thesis by end of Year 3** Please indicate the likelihood of the student to complete the PhD *by end of year 3*:

Very likely: Likely: Borderline: Unlikely: Highly Unlikely:

B.3 Attendance

1. Has the student's level of attendance over the last six months been satisfactory?   Yes: No:

2. Please give details of any difficulties experienced:

B.4 Training & Support

1. Are there any matters of organisation or resources, training needs or any other factors with which the School can assist the student in the next stage of research? Are there any other issues you wish to raise?

2. List below any research/skills training courses that have been identified for the student to attend to address any gaps in the students knowledge or skills.

Skills/Knowledge Gap	Course

B.5 Any Other Matters

Are there any other matters you wish the Review Panel to consider?

Submission of Supervisor's Review

Please upload your review to SIMS.
Please then arrange the formal review panel which should be held **within one calendar month** of the submission of the student's review form or submission deadline at the latest.
For more guidance on submitting the progress review, please see the appropriate guidelines at: https://wiki.cs.cf.ac.uk/PGR_Review

Section C: Postgraduate Review Panel Assessment

C.1 *Thesis Title* and Hypothesis

1. Is the student's *thesis title* and *research hypothesis* adequate?   Yes: No:

    Comment on issues relating to the *thesis title* and *research hypothesis*:

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C.2 Overall Progress

1. How would you assess the student's overall progress in the last six months?

    Excellent: Good: Satisfactory: Poor: Unsatisfactory:

2. Please give a short assessment of student's overall progress since the last review, paying particular attention to the achievement of stated **milestones** and **evidence of achievement**. You may wish to highlight particular areas of good progress, areas for improvement or other issues relating to the student's overall performance.
    If the supervisor's assessment was poor is the student's plan of remedial action acceptable?

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3. Is the student's research plan and timetable for this research over the next six months realistic?

    Yes: No:

    Comment on issues relating to the research plan and timetable:

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4. **For Students at the end of Year 3 or Writing up only**:

    Is there a credible plan for the completion of the thesis within 3 years.
    Will all theoretical, practical implementation and experimentation be completed by the end of year 3 or when will this be completed by?
    Is the submitted thesis structure reasonable? Yes: No:

    Comment on issues relating to the thesis structure:

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5. **Written Work**: The student has submitted the following written work:

    Scientific Paper: Report: Thesis Chapter :   PhD progress form (Appendix A):
                                                 (Year 3+ only)
    Please comment on the submitted written work:

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6. **Timescales** Please indicate whether the student is on target for thesis submission by the end of year 3 or when will this be completed: Yes: No:

   If *no* please indicate: 1) the reason for any delay in the project and 2) any action taken to address this.

   [ ]

7. **Likelihood to Complete Thesis** Please indicate the likelihood of the student to complete the PhD *by end of year 3*:

   Very likely: Likely: Borderline: Unlikely: Highly Unlikely:

C.3 Attendance/Supervision

1. Has the frequency of student–supervisor meetings over the last six months been satisfactory?   Yes: No:

2. Please give details of any difficulties experienced and what actions should be taken to remedy them:

   [ ]

C.4 Training & Support

1. Are there any matters of organisation or resources, training needs or any other factors with which the School can assist the student in the next stage of research? Are there any other issues you wish to raise?

2. List below any research/skills training courses that have been identified for the student to attend to address any gaps in the students knowledge or skills.

Skills/Knowledge Gap	Course

C.5 Any Other Matters

Are there any other matters you wish the Review Panel to consider?

Recommendation of the Review Panel

Decisions available to the Annual Formal Review Panel (please tick one box):

- The student has made satisfactory progress (during the probation period or any other year of the programme) and shall be permitted to continue as a candidate for the qualification aim for which he/she is registered:

- The student be permitted to change his/her registration from MPhil to PhD (taking into consideration the viability of the project as well as the progress of the student):

- The student's progress is less than satisfactory and he/she is required to change his/her registration from PhD to MPhil (having satisfied themselves that the revised research project is, or, will be appropriate for an MPhil submission within a revised time-scale, and that the student has made or is making adequate progress toward the revised qualification aim):

- The student's progress is less than satisfactory and he/she be warned of exclusion from research study:

- If *none* of the above decisions can be reached immediately, the Panel may ask for revisions to the report before coming to one of the above decisions (Satisfactory completion of revisions must be certified by the Review Panel before the decision is confirmed.):

  Date set for completion: _____

- In the case of a negative recommendation, the Panel may offer a second (and possibly final) chance (up to 3 months) for a reassessment by the Review Panel:

Feedback to the student

    Written feedback should be provided in the fields of this proforma, please complete all fields and if necessary use additional sheets. Any unsatisfactory aspects should be clearly defined, identifying the underlying cause, and how these should be addressed. The student may discuss any aspects with the Panel and may add comments.

Names

Panel Member 1: Print Name: _____

Panel Member 2: Print Name: _____

Main Supervisor: Print Name: _____

Student: Print Name: _____

Date: _____