**York Graduate Research School**

Department of …….

**Meeting of Thesis Advisory Panel (TAP)**

**1. Student Details** (*to be completed by the student in advance of the TAP meeting*)

Student name:

Student number:

Current registration status: MA/MSc by Research/ MPhil / PhD/ EngD

Supervisor(s):

TAP member(s):

Date registration began:

Date submission of thesis is due:

Mode of study: Full time/ part time

Subject/ Title of thesis:

**2. Student’s Reflection on Research Achievements and Future Research Goals** (*to be completed by the student in advance of the TAP meeting*)

2.1 Please state any research objectives that were set out in the last TAP meeting and whether you have achieved these *(please ignore if this is your first TAP meeting*).

2.2 What would you consider to be your greatest accomplishment in your research since the last TAP meeting?

2.3 If you have faced any difficulties during your research since the last TAP meeting, what were they and how did you overcome these issues?

2.4 What do you hope to achieve in your research before the next TAP meeting and how would this inform the thesis? How do you plan to accomplish this?

**3. Student’s Reflection on Professional Development Planning** (*to be completed by the student in advance of the TAP meeting*)

3.1 Please state any skills and research training needs that were identified in the last TAP meeting and whether you have addressed these *(please ignore if this is your first TAP meeting*):

3.2 What progress have you made in addressing your professional and career development goals? *You may find it helpful to share your personal development plan and/or Skills Forge record of training undertaken with the TAP meeting (for more information on this please see section 9 of the Policy on Research Degrees*).

3.3. What training do you plan to undertake in the future?

3.4 Do you have any training needs that are not currently being addressed?

**4. TAP Meeting** (*to be completed by members of the TAP and the student within ten working days form the date of the meeting*)

4.1 Date of TAP Meeting:

Attended by (list supervisor(s) and TAP members present at the meeting):

4.2 Material submitted for TAP Meeting:

4.3 Report by supervisor on student's progress:

*This should give an overview of the student's progress over the last six months. Highlight any specific strengths or weaknesses and provide recommendations on how the student can build on their strengths and improve any weak areas. If any objectives were set in the previous TAP meeting please note whether these objectives have been achieved.*

4.4 Additional comments from TAP members:

**The evaluation given in this report refers to work done. It does not constitute a prediction of performance for the degree as a whole.**

4.5 (a) Has the student's progress been evaluated and judged to be satisfactory? Yes/No

(b) Have the student's skills and training needs been considered? Yes / No

(c) Has the student had the opportunity discuss their supervision? Yes / No

(*Please ensure the review of supervision document has been completed*)

4.6 Please state any research objectives that need to be achieved by the next TAP meeting:

4.7 Please state any skills and research training needs that the student should address by the next TAP meeting (*please note if such training is compulsory to meeting the requirements of their award*):

4.8 Has the student included a timetable for completion (*only if the student is enrolled on an MPhil/PhD/EngD and has been studying more than 12 months full-time or 24 months part-time*)? Yes / No

4.9 Do the members of the panel agree that this is a realistic timetable? Yes / No

*If no, please discuss with student how they can work towards meeting their deadline or any actions they may consider taking (leave of absence, extension, route/ mode change) to help them complete their studies. Please provide notes of that discussion here.*

4.10 Provisional date for next TAP meeting:

Signed:                                                         Student                                Date:

Signed:                                                         Supervisor                            Date:

Signed:                                                        2nd Supervisor                      Date:

Signed:                                                         TAP member                         Date:

Signed:                                                         TAP member                         Date: