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| **RESEARCH STUDENT PROGRESS**  **FACULTY MONITORING FORM** |  |

This form must be completed for all full-time and part-time postgraduate research students (MPhil and PhD) and submitted to the appropriate Faculty Research Monitoring Committee. Supervisors and students must comment on progress towards meeting the submission deadline and departments must recommend (if appropriate) whether candidates should be allowed to progress to the next year of study. For further information on Faculty requirements, please refer to the notes of guidance for completion of the form.

***Please note that decisions on the progress of students will be deferred if full information and fully signed forms are not provided.***

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| **1** | **Report on Academic Session *(e.g. 20011/12*)** | |  | | |
| **2** | **Name and Reference Number of Student** | |  | | |
| **3** | **Name of Main/Joint Supervisor[[1]](#footnote-1)** | |  | | |
| **4** | **Name of Second/Joint Supervisor/Assessor** | |  | | |
| **5** | **Department(s)** | |  | | |
| **6** | **Qualification Aim** | |  | | |
| **7** | **Mode of Study** (full- or part-time) | |  | | |
| **8** | **Thesis Title/Subject Area** | |  | | |
| **9** | **Status**  (i.e. internal or external student or staff) | |  | | |
| **10** | **Year of study** | |  | | |
| **11** | **Start Date of Candidature** | |  | | |
| **12** | **Submission Deadline** | |  | | |
| **13** | | **Source of Funding for next year** |  | | |
| **14** | | *Research Training undertaken during the report period*  *Research Training modules followed during the report period :*  *Modules Result if available* | | | |
| **15** | | *Details of conferences attended during the report period* | | | |
| **16** | | *Have further subject-specific research training needs been identified? Please specify* | | | |
| **17** | | *Have any generic/transferable skills training needs been identified? Please specify* | | | |
| **18** | | *Has ethical approval been obtained?* | | | |
| **19** | | *Please tick box if the student is completing a Continuing Professional Development Portfolio*  🞏 | | | |
| **20** | | **Progress Report from the Main or Joint Main Supervisor.** *For students in their second year and beyond the supervisor should comment on whether any targets set in last year’s report have been met, and/or explain why they have not - please see guidance notes:* | | | |
| **21** | | **Comments by the Second Main Supervisor/Secondary Supervisor/Assessor** *– please see notes of guidance before completing* | | | |
| **22** | | **Action Plan for the next 12 months of study –** *please give details of the main targets set for the next twelve months, including dates and particularly the completion of draft chapters. See notes of guidance.* | | | |
| **23** | | ***Please tick box to confirm that reports by the student and the supervisors have been submitted to an******independent departmental monitoring panel and that the student has been interviewed.*** | | |  |
| **24** | | **Recommendation of the Departmental Monitoring Panel** *(Please tick)* | | | |
|  | | Satisfactory progress: should proceed to next year of study  Satisfactory progress: should upgrade from MPhil to PhD  Progress not satisfactory: should change registration from PhD to MPhil  Progress not satisfactory: student should not be allowed to continue  Progress not satisfactory: student should be given opportunity to retrieve situation and be reviewed at next monitoring meeting  Progress not yet fully assessed: to be reviewed at next monitoring meeting before confirming | | |  |
| **25** | | *Is it expected that the student will meet the submission deadline?* | | | |
| **26** | | *If the student is not proceeding satisfactorily, what measures have been taken? Please attach any relevant documentation.* | | | |
| **27** | | **Section to be completed by Postgraduate Student -** *please see notes of guidance before completing*  Please tick if student has failed to provide the required information despite adequate notice and requests. | | | |
| **28** | | **Signature of Student** | | Date : | |
| **29** | | **Signature of Main Supervisor** | | Date : | |
| **30** | | **Signature of Second Main Supervisor/Secondary Supervisor/Assessor** | | Date: | |
| **31** | | **Signature of Head of Department (or designated representative)** | | Date: | |

Apr12

1. In exceptional cases there may be two joint primary supervisors. Please state if this is the case. [↑](#footnote-ref-1)