UNIVERSITY OF ABERDEEN
Monitoring and Progression
Form (Arts, Humanities & Social Sciences)
(End of Year 1 and Year 2)

This form prompts you to reflect on your progress according to the University’s regulations and the expectations specific to your discipline. This should be done in dialogue with your supervisor with whom you should set goals and identify concerns and actions that need to be taken with a view to completing your research degree in a successful and timely manner.

This form is also used to monitor your progress at the end of your first and second year of research. Your progress is assessed by a piece of work appropriate to the project according to your own school. In other words, the ‘Work of Assessment’ (WfA) may vary depending on the specifics of your field of research.

Students, supervisors and members of Progression Committees are reminded that a PhD thesis should normally be submitted within 36 months (or part-time equivalent) and that, except in exceptional and extraordinary circumstances, the Postgraduate Research School will NOT grant an extension beyond 48 months.

THIS FORM MUST BE COMPLETED AND RETURNED WITHIN 30 DAYS OF ISSUE

Please refer to the guidance notes at the end when completing this form

Date of issue: 
Period under review: 

Part 1 - Student Details

Student Name: 
Student ID Number: 

School: 
Degree (eg PhD): 

University Email Address: 

Part-time/Full-time: 
Funding Source: 

Supervised Study Start Date: 
Supervised Study End Date: 

Thesis Submission Date: 
Months Completed: 

Project Title: 

Lead Supervisor: 
Other Supervisor(s): 

Title of Work Submitted for Assessment (and Word Count): 

Part 2 - Student to Complete

1. Provide dates of formal supervisory meetings

2 Research Project
2.1 Reflect on the progress you have made towards meeting the goals identified for the last six months. Please give brief details:

2.2 Provide details of the goals you have set for the next six months.

3 Research, Professional and Generic Skills
3.1 What research, professional and generic/transferable skills have you developed during the last six months? Please give brief details.

3.2 What skills or training needs have you identified for the next six months? Please give details.

3.3 Have you discussed career opportunities with your supervisor? YES / NO

3.4 As a result of these discussions what actions have you undertaken regarding your future career?

4 Concerns and Problems
4.1 Identify any difficulties you have encountered or concerns you may have regarding the progress of your research. Please give brief details.

4.2 Give details of any issues identified in the last review that have not been addressed.
4.3 Have you or your supervisor identified any new issues that need to be addressed? Please give details.

5 If this is the progress monitoring form issued six months prior to the end of your supervised study period, indicate the anticipated submission date and include a completion timetable below (maximum one page).

Please refer to guidance notes for directions at this point.

Part 3 – Supervisor to Complete

6 Please comment on your opinion of the student’s progress to date; highlight any achievements or concerns you may have and what actions have been taken.

7 Do you expect the student’s thesis to be submitted within the supervised study period (delete as appropriate): YES / NO / DOUBTFUL

If NO or DOUBTFUL, indicate if you think an extension to the thesis submission date will be required (refer to guidance notes) and indicate any action to be taken by, or advice given to, the student.

Please refer to guidance notes for directions at this point.

Part 4 – Evaluation of Work for Assessment (WfA)

1. Evaluate the student’s academic capacity for:

1.1 Working with sources

1.2 Depth/quality of analysis

1.3 Clarity of expression
1.4 Accuracy of referencing

2. Evaluate the student’s overall progress and professional development

2.1 The student has a realistic research plan for timely completion within the supervised period of study.

2.2 The student has successfully completed academic and professional training as identified in consultation with the student’s supervisor(s).

3. The standard of work is appropriate for this stage in the student’s programme.

4. Outline any remedial action (e.g., English language; presentational skills training) required if any aspects of the candidate’s performance have been deemed problematic or unsatisfactory.

5. Outcome and Recommendations

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<thead>
<tr>
<th>SATISFACTORY</th>
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</thead>
<tbody>
<tr>
<td>UNSATISFACTORY: Probation</td>
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<tr>
<td>Specify date by which reassessment is to occur:</td>
</tr>
<tr>
<td>UNSATISFACTORY:</td>
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<tr>
<td>Specify exit point suggested (e.g., MRes):</td>
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<tr>
<td>DISCONTINUATION</td>
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<tr>
<td>Additional Comments:</td>
</tr>
</tbody>
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For Postgraduate Research School/Postgraduate Registry Use

Prepare letter to student
Tuition fee adjusted
End date amended
Extension fee required
Guidance Notes

THIS FORM MUST BE COMPLETED AND RETURNED WITHIN 30 DAYS OF ISSUE; FAILURE TO DO SO MAY RESULT IN PROGRESS BEING RECORDED AS UNSATISFACTORY IN THE STUDENT RECORD

• If you are a full-time student this form will be used at the end of 12 and 24 registered months of research. You will complete a Routine Monitoring Form at 6, 18 and 30 registered months.

• If you are a part-time student this form will be used at the end of 18 and 36 months of research. You will complete a Routine Monitoring Form at 6, 12, 24, and 30 registered months.

• Months when you are suspended do NOT count as registered months.

• At the end of 36 (if you are full-time) or 42 registered months (if you are part-time) you will EITHER complete a Monitoring Form (Year 3) (if you are nearing submission) OR an Extension Form (Year 3).

Part 1: Student Details
You should carefully check your details in Part 1 and notify you’re the Postgraduate Research School of any inaccuracies or omissions.

Part 2: Student completes this section
This section should be completed by you, and will form the basis of a discussion with your supervisors. You may want to refer to the form completed in the last review period while doing this.

1 You should provide the dates on which you have had formal meetings with your supervisors to discuss your research.

2.1 Give details of research work undertaken in the last six months and how these related to the research goals and objectives that you set at that time of the last review. If this is your first form, you should reflect on how your work now relates to the goals and objectives you set out with your first meeting with your supervisors.

2.2 Give details of the goals you have set for the next six months.

3.1 You should give details of what research, professional and transferable/generic skills you have acquired in the last six months. For example, this could include details of courses and workshops attended, specific training in techniques, conference attendance, presentations given, teaching, public engagement activities, etc.

3.2 Give details of any skills training activities planned for the next six months. You should also include here any skills training requirements that you may have.

3.3 You should indicate as to whether or not you have discussed career opportunities with your supervisor.

3.4 Give details of any actions you have undertaken as a result of these discussions.

4 In this section you should identify any problems or concerns you have that may affect the progress of your research or your professional development. If you have any issues that you do not want to raise with your supervisors but would prefer to discuss in confidence you should contact your School Postgraduate Co-ordinator, or the Postgraduate Research School.

5 If this is the last review period before the end of your period of supervised study you must provide a timeline for completion that includes any outstanding work to be carried out, a plan for writing the thesis and seeking feedback on drafts and indicate the date on which you anticipate you will submit your thesis.
At this point the Student should save the document (remembering to keep a copy) and then email it to your supervisor, copying the Postgraduate Research School. You must then arrange a time to meet with your supervisor to discuss and complete the form with them – Part 4 should be left blank.

Part 3: Supervisor completes this section with the student

6  Comment on your assessment of the student’s progress to date. If you have encountered difficulties or have concerns about the progress of the student please give details here and what actions have been/need to be taken to address these.

7  If you answer ‘NO’ or ‘DOUBTFUL’ you must give reasons for this assessment and discuss it with the student, identifying what actions need to be put in place or advice you give the student as a consequence. You should also indicate here whether it is likely that the student will require an extension to their submission date. If this is indicated you and the student should be aware that there are restrictions to the granting of extensions.

At this point the Supervisor should save the document (remembering to keep a copy) and then email it to the Postgraduate Research School. Copies should be sent to the student and to other members of the supervisory team if appropriate. Part 4 should be left blank.

Part 4: The Reviewer(s) completes this section having reviewed Parts 1-3 of the form as well as the Work for Assessment and, where appropriate, any presentation by, or interview of, the student. It is important to remember that, as you may not be a specialist in the area of the student’s work, you are being asked to give an overall assessment of the student’s progress based on your experience as a researcher and supervisor of research students. It is expected that you will rely heavily on the evaluation of the supervisors in Part 3 of the form as well as Part 3 of previous monitoring forms.

1.  In this section you are being asked to record an evaluation largely focused on the student’s academic progress.

   1.1  Is the student evidencing an ability to work with sources (primary and secondary) appropriate to this stage in their research? This may include technical abilities in labs or working with specialist equipment generating data which is being analysed. Comments explaining your evaluation are essential even when the student’s progress is satisfactory.

   1.2  Is the student showing a level of analytical work appropriate for this stage in their research? Comments explaining your evaluation are essential even when the student’s progress is satisfactory.

   1.3  Is the student expressing original thoughts, independent ideas, and critical analysis in a clear and sophisticated manner? In particular, this is the place to comment on issues related to English language skills. Comments explaining your evaluation are essential even when the student’s progress is satisfactory.

   1.4  Is the student appropriately referencing, in a consistent manner, the work being evaluated? This is the place to highlight any issues which might suggest the student is in danger of plagiarising through lack of attention to detail. Comments explaining your evaluation are essential even when the student’s progress is satisfactory.

2.  In this section you are being asked to evaluate the student’s overall progress with particular attention to timely completion and personal development (Parts 2 and 3 of the form will be very helpful as will previous monitoring forms).

   2.1  Is it your view that the student is progressing at a rate appropriate for this stage in their research? Comments explaining your evaluation are essential even when the student’s progress is satisfactory.

   2.2  Is the student undertaking academic and professional training which seems reasonable in developing them as a researcher at this stage in their career? Comments explaining your evaluation are essential even when the student’s progress is satisfactory.
3. In this section you should note an overall evaluation of the student’s progress in relation to their stage of study. This need not be expansive but it is appropriate to highlight issues even if, overall, your evaluation is that the student’s progress is satisfactory. This may, for example, include advice on funding bodies to be approached.

4. In this section, you should note any additional concerns/problems and specific suggestions and recommendations made to the student on addressing them, not already noted above.

5. In this section the overall assessment and recommended outcomes are noted in brief. If the student is satisfactory overall all that is needed is to place an ‘X’ in the box beside Satisfactory. Where the student is being given the chance to resubmit (‘probation’) again mark with an ‘X’ and note the deadline for re-evaluation. If the student’s progress is to be halted there are two options. You may recommend that the student’s studies be discontinued with immediate effect. However, you may wish to recommend that the student transfer to another degree with a view to an earlier completion with an appropriate qualification – for example, an MRes or MLitt by Research or an MPhil depending on the state of the student’s progress and an evaluation of what is feasibly possible for the student to complete in a timely manner.

It is essential to remember that you must provide clear and detailed comments if you are recommending an outcome other than satisfactory. Even when the overall outcome is satisfactory with a recommendation that the student continue with their research, it is important to provide comments supporting this decision. There is no problem with highlighting concerns and issues even if the overall outcome is satisfactory as this will be of benefit to the student, not least because even a satisfactory student can benefit from, and usually desires, critical and helpful comments.

At this point the Reviewer (or, where a panel is involved, the Convener of the Review Panel) should save the document (remembering to keep a copy) and email it to the Postgraduate Research School. Copies should be sent, as appropriate, to members of the Review Panel.