## Part-Time PGR Monitoring Checklist

<table>
<thead>
<tr>
<th>Year</th>
<th>Time Period</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>At month 0</td>
<td>Initial registration</td>
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<tr>
<td></td>
<td>At month 6</td>
<td>Return ‘Initial Audit of Training/Skills for Academic and Professional Development Form’</td>
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<td></td>
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<td>Return ‘Research Student Routine Progress Review Form’</td>
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<tr>
<td>Year 2</td>
<td>By month 18</td>
<td>Submit a written report on your research</td>
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<td>Provide account of engagement with specific and generic skills courses</td>
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<td></td>
<td>By month 19</td>
<td>Complete part 1 of the ‘Monitoring Research Student Progress First Year Assessment Form’ and include with submission to the relevant discipline/school authority</td>
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<tr>
<td></td>
<td>At month 24</td>
<td>Viva and ten minute presentation on research work at postgraduate research symposium</td>
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<td></td>
<td>Return completed ‘Monitoring Research Student Progress First Year Assessment Form’</td>
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<td></td>
<td>At month 30</td>
<td>Return ‘Research Student Routine Progress Review Form’</td>
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<tr>
<td>Year 3</td>
<td>At month 40</td>
<td>Return ‘Research Student Routine Progress Review Form’</td>
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<td>Submit a written paper in the form of a paper for publication</td>
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<td>Provide further evidence of course/seminar/conference attendance</td>
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<td></td>
<td>At month 40</td>
<td>Complete part 1 of the ‘Monitoring Research Student Progress Second Year Assessment Form’ and include with submission to the relevant discipline/School authority</td>
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<tr>
<td>Year 4</td>
<td>By month 48</td>
<td>Return ‘Research Student Routine Progress Review Form’</td>
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<td></td>
<td>By month 50</td>
<td>Twenty minute presentation at Postgraduate Research Symposium</td>
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<tr>
<td>Year 5</td>
<td>At month 60</td>
<td>Return ‘Thesis Completion Form’ (Form B)</td>
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<tr>
<td>Year 6</td>
<td>At month 66</td>
<td>Return ‘Thesis Completion Form’ (Form B)</td>
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