# Part-Time PGR Monitoring Checklist

## Year 1
- **At month 0**: Initial registration
- **At month 6**: Return ‘Initial Audit of Training/Skills for Academic and Professional Development Form’
- Return ‘Research Student Routine Progress Review Form’

## Year 2
- **By month 15**: Submit a report on your research
- Provide account of engagement with specific and generic skills courses
- Complete part 1 of the ‘Monitoring Research Student Progress First Year Assessment Form’ and include with submission to the relevant discipline/School authority
- **By month 17**: Interview/Viva and/or presentation on research work
- Return completed ‘Monitoring Research Student Progress First Year Assessment Form’
- **At month 24**: Return ‘Research Student Routine Progress Review Form’

## Year 3
- **At month 30**: Return ‘Research Student Routine Progress Review Form’
- **At month 36**: Deliver a research presentation
- Provide further evidence of course/seminar/conference attendance
- Complete part 1 of the ‘Monitoring Research Student Progress Second Year Assessment Form’ and include with submission to the relevant discipline/School authority

## Year 4
- **By month 37**: Interview/Viva with possible report/paper
- **By month 48**: Return ‘Research Student Routine Progress Review Form’

## Year 5
- **At month 60**: Return ‘Thesis Completion Form’ (Form B)

## Year 6
- **At month 66**: Return ‘Thesis Completion Form’ (Form B)
- **At month 72**: Return ‘Thesis Completion Form’ (Form B)