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| **UNIVERSITY OF ABERDEEN**  **Physical Sciences**  **Research Student Second Year Report** | UoA_Primary_Logo_RGB |

This form is used to record the progress of a research student after the second year of research. Assessment involves a research presentation, summary of skill development activities and an interview. When completed the original form should be returned to the Postgraduate Research School. A copy of the form should be retained by the student, lead supervisor and relevant school administrator.

Part 1 should be completed by the student, and submitted with their second year  
documentation as directed by their school/discipline.

Part 2 should be used by academic staff to document the outcome of the assessment.

Part 3 records the final decision and must be signed by the Head of School.

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

**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 Supervisors: |
| List of Training Activities:  Research Presentation Date: …………………………………………  Presentation Type (for example, poster, ten minute oral presentation): …………………………………………  Presentation Venue (for example, conference name, discipline event): ………………………………………… | |
| **Date of Submission of Second Year Report:** ………………………………………… | |

**Part 2a – Skills Development**

1 Has the student successfully completed discipline specific and generic research training? YES / NO

Supporting evidence:

2 Has the student presented their research at an appropriate forum? YES / NO

Supporting evidence:

3 If the assessors saw the presentation, please summarise the student’s performance.

**Part 2b – Assessment of Research and Interview**

Date of Interview: ……………………………………………

Material Considered:

REPORT:

RESEARCH PAPER:

OTHER – give details: …………………………………………

Summarise the outcome of the interview here, and then answer questions 1 – 7 below:

1 Has the student met the objectives of the past year? YES / NO

2 Has the student demonstrated some evidence of originality in their research,

as shown by the exercise of independent critical ability? YES / NO

3 Has the candidate’s work been recognised through publication in a peer-reviewed

publication or peer-reviewed international conference/workshop? YES / NO

If NO – do the assessors believe that the research programme has such potential? YES / NO

4 Does the student have the necessary research (and other) skills required to

complete the research programme? YES / NO

5 Do the assessors believe that the research work is on schedule for completion within the

normal period of supervised study for a research degree? YES / NO

6 Does the student have a satisfactory plan for completion of the research and the thesis? YES / NO

7 Are the assessors satisfied that the student is on course for submission within the

maximum period of study (four years for a full-time student)? YES / NO

Outline any remedial action required (if any aspects of the candidate’s performance have been deemed unsatisfactory):

[*attach a separate sheet of paper if necessary*]

Second Year Assessment Outcome:

SATISFACTORY

UNSATISFACTORY

If UNSATISFACTORY, is a resubmission appropriate? YES / NO

If YES – specify date by which resubmission is to occur: ……………………………………………………

If NO – make recommendation below:

Continue – submit for MPhil

Continue – submit for MSc

Withdraw from studies

Assessor 1: Name: ………………………………………………

Signature: …………………………………………. Date: ……………………

Assessor 2: Name: ………………………………………………

Signature: …………………………………………. Date: ……………………

Note: *At this point, Assessor 1 should return the completed form to the school/discipline authority responsible for overseeing this process. A copy should also be forwarded to the Postgraduate Research School.*

1 Lead supervisor comments on assessment:

2 Student comments on assessment:

**Part 3 – Signatures and Actions:**

If SATISFACTORY, confirm change of registration below:

Degree:

Period of Study:

If UNSATISFACTORY, confirm arrangements below:

Resubmission due by (insert date): …………………………………………………..

A new assessment form will be required for the resubmission.

Continue – submit for MPhil

Continue – submit for MSc

Withdraw from studies

Student: …………………………………………………………... Date: …………………………………..

Lead Supervisor: …………………………………………………. Date: …………………………………...

School/Discipline PGR Co-ordinator: ……………………………. Date: ………………………………….

Head of School: ……………………………………………………. Date: …………………………………...

Approved by Postgraduate Research School:

Signed: …………………………………………………………... Date: ……………………………………..

**For Postgraduate Research School/Postgraduate Registry Use**

Prepare letter to Tuition fee End date Extension fee

student adjusted amended required