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:  
School:  
University Email Address:  
Part-time/Full-time:  
Supervised Study Start Date:  
Thesis Submission Date:  
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): .............................................
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:
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  
For Postgraduate Research School/Postgraduate Registry Use

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