This form is used to record the progress of a research student at the end of the first year of research. Assessment is competed via a written report and an associated presentation, interview or viva. When completed the form should be emailed 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 first year report 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.

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

**Date of issue:**

**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):
List of Training Activities:

Postgraduate Research School Induction, Date Attended: .............................................

Ethics Training, Date Attended: .................................................................

Submission Date of First Year Report: .........................................................

Part 2a – Assessment of Report

1. Does the report demonstrate that the student has developed an understanding of their research problem and/or has achieved sufficient background knowledge to proceed with their research? FULLY/ PARTIALLY/ NO

Supporting evidence:

2. Does the report demonstrate that the student is familiar with, and understands the literature relevant to their research topic and wider research area, and can indicate its significance? FULLY/ PARTIALLY/ NO

Supporting evidence:

3. Does the report demonstrate that the student has the capability to conduct the research? FULLY/ PARTIALLY/ NO

Supporting evidence:
4 Does the report demonstrate that the student can appraise research problems critically? FULLY/ PARTIALLY/ NO

Supporting evidence:

5 Does the student have a realistic research plan aiming towards completion within the period of supervised study? FULLY/ PARTIALLY/ NO

Supporting evidence:

6 Has the student successfully completed appropriate discipline specific and generic research training (including course/seminar/conference attendance)? FULLY/ PARTIALLY/ NO

Supporting evidence:

Part 2b – Assessment of Presentation/Interview

Date(s) of presentation/interview ...........................................

1a Summarise the candidate’s ability to present their research:
1b Summarise the outcome of the interview:

[Blank space]

2 Did the candidate display a satisfactory level of competence in English? YES / NO

If NO – what remedial action is proposed?

[Blank space]

Part 2c – Remedial Action

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

[Blank space]

[attach a separate sheet of paper if necessary]

Part 2d – Outcome and Recommendations

First Year Assessment Outcome:

SATISFACTORY

[Blank space]

UNSATISFACTORY

[Blank space]

If UNSATISFACTORY, is a resubmission appropriate? YES / NO

[Blank space]
If YES – specify date by which resubmission is to occur: .................................................................

If NO – make recommendation below:

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 Postgraduate Research School.

1 Lead supervisor comments on assessment:

2 Student comments on assessment:
Part 3 – Signatures & 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 MSc
Withdraw from studies

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

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

School PGR Co-ordinator: .................................................. Date: .................................

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

Approved by Postgraduate Research School:

Signed: ................................................................. Date: .................................
Prepare letter to student

Tuition fee adjusted

End date amended

Extension fee required