This form prompts you to reflect on your progress according to the University’s regulations and the expectations specific to your discipline. This should be done in dialogue with your supervisor with whom you should set goals and identify concerns and actions that need to be taken with a view to completing your research degree in a successful and timely manner.

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

Please refer to the guidance notes at the end when completing this form

**Date of issue: November 2016**

**Period under review: April 2016 – September 2016**

**Part 1 - Student details**

- **Student Name:**
- **Student ID Number:**
- **School:**
- **Degree (e.g. PhD):**
- **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):**

**Part 2 - Student to Complete**

1. Provide dates of formal supervisory meetings:

2. **Research Project**
   2.1 Reflect on the progress you have made towards meeting the goals identified for the last six months. Please give brief details:
2.2 Provide details of the goals you have set for the next six months:

3  
Research, Professional and Generic Skills
3.1 What research, professional and generic/transferable skills have you developed during the last six months? Please give brief details:

3.2 What skills or training needs have you identified for the next six months? Give details:

3.3 Have you discussed career opportunities with your supervisor? YES/NO

3.4 As a result of these discussions what actions have you undertaken regarding your future career?

4  
4.1 Identify any difficulties you have encountered or concerns you may have regarding the progress of your research. Please give brief details:

4.2 Give details of any issues identified in the last review that have not been addressed:

4.3 Have you or your supervisor identified any new issues that need to be addressed? Give details:

5  
If this is the progress monitoring form issued six months prior to the end of your supervised study period, indicate the anticipated submission date and include a completion timetable below (maximum 1 page):

Please refer to guidance notes for directions at this point.
**Part 3 – Supervisor to complete** (should be completed with the student - see guidance notes below)

6 Please comment on your opinion of the student’s progress to date; highlight any achievements or concerns you may have and what actions have been taken:

[Box for comments]

7 Do you expect the student’s thesis to be submitted within the supervised study period (delete as appropriate): YES/NO/DOUBTFUL

If NO or DOUBTFUL, indicate if you think an extension to the thesis submission date will be required (refer to guidance notes) and indicate any action to be taken by, or advice given to, the student:

[Box for comments]

Please refer to guidance notes for directions at this point.

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**Office Use Only**

**Part A**

Are there any issues raised by the monitoring form that require attention or action?  YES/NO

If YES, give details of who is responsible for progressing these:

Assigned by:

Date:

**Part B**

Responsible person(s):

Please give details of any actions to be taken to address the above issues and the timeline.

Please log each of the actions and date completed.

**Part C**

Have the issues raised in Part A been completed to a satisfactory conclusion?  YES/NO

If NO, please discuss with responsible person (Part B).

If YES, complete Part D.
Part D

<table>
<thead>
<tr>
<th>Student’s progress is:</th>
<th></th>
<th>or</th>
<th>Unsatisfactory</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td></td>
<td></td>
<td>Unsatisfactory</td>
<td></td>
</tr>
</tbody>
</table>

Decision by: 
Date: 

Student record updated on: ................. by: ................................ to indicate student’s progress.
Guidance Notes

THIS FORM MUST BE COMPLETED AND RETURNED WITHIN 30 DAYS OF ISSUE; FAILURE TO DO SO MAY RESULT IN PROGRESS BEING RECORDED AS UNSATISFACTORY IN THE STUDENT RECORD

Part 1: Student Details

Students are required to complete Part 1.

Part 2: Student Completes this Section

This section should be completed by you, and will form the basis of a discussion with your supervisor(s). You may want to refer to the form completed in the last review period while doing this.

1 You should provide the dates on which you have had formal meetings with your supervisor(s) to discuss your research.

2.1 Give details of research work undertaken in the last six months and how these related to the research goals and objectives that you set at that time of the last review. If this is your first form, you should reflect on how your work now relates to the goals and objectives you set out with your first meeting with your supervisor(s).

2.2 Give details of the goals you have set for the next six months.

3.1 You should give details of what research, professional and transferable/generic skills you have acquired in the last six months. For example, this could include details of courses and workshops attended, specific training in techniques, conference attendance, presentations given, teaching, public engagement activities, etc.

3.2 Give details of any skills training activities planned for the next six months. You should also include here any skills training requirements that you may have.

3.3 You should indicate as to whether or not you have discussed career opportunities with your supervisor.

3.4 Give details of any actions you have undertaken as a result of these discussions.

4 In this section you should identify any problems or concerns you have that may affect the progress of your research or your professional development. If you have any issues that you do not want to raise with your supervisor(s) but would prefer to discuss in confidence you should contact your School PG Coordinator, your College Graduate School or Head of School.

5 If this is the last review period before the end of your period of supervised study you must provide a timeline for completion that includes any outstanding work to be carried out, a plan for writing the thesis and seeking feedback on drafts and indicate the date on which you anticipate you will submit your thesis.

At this point the student should save the document (remembering to keep a copy) and then email it to your supervisor, copying your College Graduate School, as appropriate. You must then arrange a time to meet with your supervisor to discuss and complete the form with them.

Part 3: Supervisor Completes this Section with the Student

6 Comment on your assessment of the student’s progress to date. If you have encountered difficulties or have concerns about the progress of the student please give details here and what actions have been/need to be taken to address these.

7 If you answer ‘NO’ or ‘DOUBTFUL’ you must give reasons for this assessment and discuss it with the student, identifying what actions need to be put in place or advice you give the student as a consequence. You should also indicate here whether it is likely that the student will require an extension to their submission date. If this is indicated you and the student should be aware that there are restrictions to the granting of extensions.
At this point the supervisor should save the document (remembering to keep a copy) and then email it to your College Graduate School, as appropriate. Copies should be sent to the student and to other members of the supervisory team if appropriate.