**Research Student Annual Report on Progress:**

**To be completed for all students EXCEPT those undergoing Confirmation of Registration**

***Section A: To be completed by the Student (electronically in Word)***

|  |  |
| --- | --- |
| Name of Student |  |
| Student Number |  |
| Degree Programme |  |
| FT / PT |  |
| Date of Registration | Start Date\*:Minimum\*: Maximum\*: |
| Year of Registration(please tick to select) | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 (PT only) | Yr 6 (PT only) |
|  |  |  |  |  |  |
| Name of Supervisors (*Please indicate whether primary or co-supervisor if applicable*) |  |
| Name of Assessors |  |
| Research Topic / Title |  |
| Date form received |  |
| Date form completed and sent to Supervisor/s |  |

\*These dates are available from your record in the RISISweb Portal <https://www.risisweb.reading.ac.uk/si/sits.urd/run/siw_lgn>

1. **Project Progress**

Please attach a summary report (750 – 1500 words) covering the period since you started or since your last formal assessment. This should include the following:

* 1. A summary of how your research project has progressed, including a reflection of how this relates to agreed plans and timescales
	2. Reference to any unanticipated difficulties that have impeded your progress over the period
	3. Information about any written work produced over the period (e.g. draft thesis chapters, publications, conference papers, etc.)
	4. An outline of your project plans for the coming year.

***For students in year 3 and beyond this should include a detailed plan to completion, with realistic timescale.***

* 1. Confirmation that you have completed a Learning Needs Analysis and have updated this where appropriate (or an explanation of why you have not done this).
	2. A summary of the subject-specific and generic skills training you have undertaken during the assessment period.
1. **Please forward this form, together with your progress report, to your supervisor/s (as agreed) within FOUR WEEKS of receipt.**

**PLEASE SEND A COPY BY EMAIL TO YOUR PGR ADMINISTRATOR.**

1. **Please arrange a date for your progress review meeting with your assessors, to be scheduled for around 4 weeks after forwarding your report to your supervisor/s.**

***Section B: To be completed by the Primary Supervisor electronically in Word***

|  |  |
| --- | --- |
| Name of Supervisor completing report |  |
| Date form completed |  |

1. Has this report been written on behalf of all supervisors?

YES / NO

1. Has the student’s progress to date / since last formal assessment been:

Good / Satisfactory / Not satisfactory.

If not satisfactory, briefly outline the ways progress has not been satisfactory and describe what remedial actions have been, or are being, taken.

1. Are the student’s plans for progress (as outlined in their report) appropriate and realistic? For students in year 3 and beyond, this should include reference to their detailed completion plan and associated timescales.

YES / NO

 If not, please provide further comment.

1. Has the student undertaken appropriate subject-specific and generic skills training to meet his or her needs ?

YES / NO

 If no, please outline any concerns.

**Please send the completed form to the PGR Administrator within TWO WEEKS of receipt from the student.**