**Research Student Annual Review of Progress:**

**Confirmation of Registration Student / Supervisor Report Form**

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

|  |  |
| --- | --- |
| Name of Student |  |
| Student Number |  |
| Degree Programme |  |
| FT / PT |  |
| Dates 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 copy of your Confirmation Report (as specified by your School / Department). This should include:

* 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, including a detailed plan to completion with realistic timescale
	5. A summary of the subject-specific and generic research skills training that you have undertaken during your registration.
1. Please state your intended submission date? (month / year)

**Please forward this form, together with your progress report, by email to your supervisor/s (as agreed) within FOUR WEEKS of receipt.**

**Please copy in your PGR administrator.**

***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 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? This should include reference to their detailed completion plan and associated timescales.

YES / NO

If not, please provide further comment.

1. Is his / her intended submission date realistic? YES / NO

If not, what would be a realistic date?

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

YES / NO

If not, please outline any concerns.

1. Overall, do you think that the student’s work, and his / her understanding of it, is of a standard that indicates that it will lead to a successful submission of a PhD thesis within 3-4 years registration (or part-time equivalent)?

YES / NO

 If not, please outline any concerns.

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