

(D) Progress Report Form

Section 1: Details of the candidature	
1.1	Student details
	Name
	Registration Number
	Mobile Number
	Email Id.
	Research Subject
	College/Institute for Research Study
	Standard period of study 48 months (4 years)
	Research topic
1.2	Supervisor details
	Name of Supervisor
	College/Institution of Supervisor
1.3	Reporting period: From (1 st of month) To (last day of month): / / to / / This is the 6 12* 18 24 30 36 42 (48)** month student progress report
	* It is the normal expectation that the Assessment will be completed by the end of Year 1. Therefore, the 12 month report should normally be the Transfer Report. ** Not usually required at 48 months, as the normal expectation is that students will submit their theses within 4 years (i.e. the standard period of study).
Section 2: Progress during the reporting period	
2.1	Brief report on progress ahead your previous Report.
	Please refer to the guidance notes at the end of the form for some suggestions on possible matters for report. If this is your first Progress Report (i.e. mid-year report, Year 1), please provide details of your progress and achievements since you started.
2.2	Dissemination of research and networking
	Please provide details of your attendance at any conferences, symposia, workshops etc in the last six months
	Please list conference presentations/published works in the last six months
2.3	Placements/visits
	Provide details of any placements/visits associated with your research that you have undertaken in the last six months

	Describe any associated work or research benefits of the placements / visits and / or good practice that you may have developed
2.4	Generic and subject/professional skills training and development
	Give details of any training that you have undertaken in the last six months
2.5	Taught modules
	Provide details of any taught courses/modules you have undertaken in the last six months
2.6	Other information
	You may wish to use the space below to provide further information
Section 3: Arrangements for the support and supervision of students	
3.1	Supervision
	Detail the regularity and frequency of supervision meetings
	Describe the usual form of meetings (e.g. conference phone call, webcam, email etc.)
3.2	Additional guidance and help
	Have you taken advantage to meet any other Subject Expert(s) of Research area, in addition to your supervisor, to comment upon and to draw attention to your Research work ?
3.3	Facilities/Resources
	Have you encountered any problems with the facilities needed to undertake your research? Have these been resolved?
Section 4: Objectives for the next six months	
4.1	Research activities to be undertaken

4.2	Priorities for generic and subject/professional skills training and development									
4.3	Work on the thesis									
4.4	Other action necessary									
Section 5: Summary of student's progress report										
	To be completed by the supervisor									
	I have read and commented on the above report and confirm that (please complete as appropriate):									
	<table border="1"> <tr> <td>The student's progress is satisfactory</td> <td>Yes/No</td> </tr> <tr> <td>The student's conduct is good</td> <td>Yes/No</td> </tr> <tr> <td>The student's progress is unsatisfactory, but the course of action proposed in section 4.4 of this form should remedy the situation.</td> <td rowspan="2"></td> </tr> <tr> <td>The student's conduct is not good</td> </tr> <tr> <td>Other (please specify).</td> <td>Yes/No</td> </tr> </table>	The student's progress is satisfactory	Yes/No	The student's conduct is good	Yes/No	The student's progress is unsatisfactory, but the course of action proposed in section 4.4 of this form should remedy the situation.		The student's conduct is not good	Other (please specify).	Yes/No
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The student's conduct is good	Yes/No									
The student's progress is unsatisfactory, but the course of action proposed in section 4.4 of this form should remedy the situation.										
The student's conduct is not good										
Other (please specify).	Yes/No									
	NB: The supervisor should also complete a report on the student's progress at six month intervals during the 4 year standard period of study.									
Section 6: Approval of the student's progress report*										
	To be signed by the student and supervisor									
	<table border="1"> <tr> <td>Signature (student)</td> <td>Date</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Signature (supervisor)</td> <td>Date</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Signature (student)	Date			Signature (supervisor)	Date			
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