FORM UPR8A

Annual Review – Student Progress Report

To cover progress over the period since the previous review (or start of the programme if in first year)

Postgraduate Research Student (PGRS) Information	Student ID:	
PGRS Name:		

Department:		Start Date: (Progression date for Professional Doctorate students)	
First Supervisor:		**Second Supervisor:**	
Third Supervisor: (if appropriate)		**Review Cohort and Year of Review Submission:** (Oct, Feb, June and Year)	

Study Mode and Route:	Part-time ☐	MPhil ☐	Integrated Doctorate ☐
	Full-time ☐	PhD ☐	MD ☐
			Professional Doctorate ☐

Proposed Title of Thesis:	

Annual Progress Review – Student Report

1	Your First Supervisor will normally attend the review meeting and see this report, however, if you wish for a confidential progress review with only the Independent Reviewers then please indicate as appropriate.	Independent Reviewers only ☐
2	Do you have any recognised disability or special needs which have been formally assessed by ASDAC? (http://www.port.ac.uk/departments/studentsupport/asdac/)	YES ☐ NO ☐
	If yes, have these been adequately supported?	YES ☐ NO ☐
3	Have you had any publications (e.g. conferences, journals etc) since the last review?	YES ☐ NO ☐
	If so, how many?	
	Please give reference details:	
4	A copy of the last year's relevant Progression/Decision Report will be made available to the panel (where available). Are there any outstanding objectives or recommendations?	YES ☐ NO ☐
	If Yes, why?	

5	Do you consider your progress during the last year to have been satisfactory?	YES ☐
		NO ☐
	Please explain your answer:	

6	Have you had regular satisfactory contact with your Supervisor(s)?	YES ☐
		NO ☐
	In the past 12 months the number of formal* meetings with First Supervisor	
	In the past 12 months the number of formal* meetings with other members the supervisory team	
	In the past 12 months the number of formal* meetings with all the supervisory team together	
	Has an email or SkillsForge record of every formal* meeting been made and confirmed by you as an accurate record? If not why not?	YES ☐
		NO ☐
	Format of record: Email ☐ SkillsForge ☐ Other ☐	

*Formal meetings between supervisors and PGRS
A formal meeting between the PGRS and member(s) of the supervision team would normally be prearranged, may have an agenda and will normally result in meeting notes with a list of actions, to be followed up in a subsequent formal meeting. It would be reasonable to expect that such meetings would last at least half an hour. Where it is not possible to meet in person, a telephone or video conference link may need to be used instead. Informal meetings (such as chance meetings in the coffee room/corridor) are less structured, not pre-arranged and are unlikely to result in formal meeting notes with a list of actions.

7	Have you discussed your Research Training and Personal Development needs with your First Supervisor?	YES ☐
		NO ☐
	Have you attended Research Training or Personal Development events as discussed with your First Supervisor?	YES ☐
		NO ☐

All PGRS are expected to undertake ten days (full-time PGRS) and five days (part-time PGRS) of research development activity during each year of registration.

SkillsForge should be used to record all research training and personal development undertaken. In addition to sessions undertaken through the GSDP you can add other personal and research development events into SkillsForge to record your training.

| 7 | Please run and save a pdf copy of your training record and include it with your Student Progress Report submission
You can do this by going to 'Print Page' on the top left of the Development Summary Page of SkillsForge | Report included:
YES ☐
NO ☐ |
	Do you feel your research training needs are being met?	YES ☐
		NO ☐
	If no, what additional Research Training or Personal Development events would be beneficial to you?	

8	Have objectives and priority tasks for the year ahead been agreed with your supervisors?	YES ☐
		NO ☐
	If you are not including your objectives and priority tasks as one of your presentation slides, please list them on a separate sheet and include it with your Student Progress Report submission	
	Are there any problems or issues regarding supervision or resources that you would like to draw to the attention of the Reviewers?	YES ☐
		NO ☒

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	If Yes, have you discussed them with your supervisor(s), Departmental Research Degrees Coordinator or Faculty Research Degree Coordinator?	YES ☐ NO ☐	

9	**All research must be reviewed by the relevant Faculty Ethics Committees, Individual faculties may have different processes for completion of ethical review and PGRS are advised to discuss the requirements with their First Supervisor or the Chair of their Faculty Ethics Committee.** http://www.port.ac.uk/research/ethics/		
	Has all the research undertaken been ethically reviewed by the Faculty Ethics Committee (FEthC) or relevant external body (e.g. NHS)?	YES ☐ NO ☐	
	External Body:		
	What was the result? Favourable opinion ☐ Provisional favourable opinion ☐ Unfavourable opinion ☐		
	Ethical Review Reference:		
	If the outcome was not 'Favourable opinion' what steps will be taken for this work to secure a favourable opinion?		
	If ethical review has not been undertaken by the FEthC or relevant external body but is planned for the future, please provide details:		

10	Please list what evidence you have submitted with this Student Progress Report: (Please see the Annual Review website for minimum requirements)

11	Did you encounter any personal or extenuating circumstances that you feel have impacted negatively on your studies during the last year that you wish to tell the panel about?

12	If the thesis deadline is within the next year, has the appointment of examiners been considered?	YES ☐ NO ☐

Signed*: (PGRS)	Date:

*Typed name is acceptable as a signature if the form is then submitted from an email address that is recorded against the PGRS on the University's Student Records system

This form must be submitted to annualreview@port.ac.uk by the relevant deadline date.
PGRS will also be required to submit the minimum relevant evidence, as agreed by FRDC and published on the Annual Review website[1] by the above date.

October intake – 30 September
February intake – 31 January
June intake (on exceptional approval) – 31 May

If you are unsure which intake applies to you please check SkillsForge to confirm the instances you are registered

on. i.e. 16OCTUP1-1 shows that you are an October intake, 17FEBUP1 shows that you are a February intake.

Interrupted Students – for those students who are on study break for their review submission date, the Research Section will be inform them in writing, in the confirmation of interruption of studies letter, the new deadline by which their next and subsequent Annual Reviews are to be submitted.