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**MPHIL/PHD STUDENT PROGRESS REVIEW**

**Deadline 17 May 2021**

**Review period: Previous 12 months**

**PART A - TO BE COMPLETED BY THE STUDENT**

**PART B - TO BE COMPLETED BY A MEMBER OF THE SUPERVISORY TEAM**

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| **This Progress Review is the second part of the two part Annual Monitoring process for doctoral students and MUST be completed.**  **The outcomes of this review and all agreed actions are considered by the Doctoral Review Panel as part of Solent’s Annual Monitoring of Doctoral Students’ progress. Any late submissions will not be considered by the review panel, failure to meet institutional deadlines will result in probation.**  *Please note that sections A.1 and A.2 of this form are* ***mandatory and must always be submitted****, however if you are within 3 months of Transfer section A.3 may be substituted by the Transfer review process. Please refer to guidance note #7 or to the Research Office for information on when this exception is applicable.*  This progress review form covers the previous 12 month period, and new students for the period from their first registration.  You will need to:   * Complete this form electronically, sign and return with any attachments to [research.degree@solent.ac.uk](mailto:research.degree@solent.ac.uk). Copy your completed form and associated attachments to your Supervision team. * Your Director of Studies is responsible for arranging the completion of part B and returning it to [research.degree@solent.ac.uk](mailto:research.degree@solent.ac.uk).   **Deadline: 17 May 2021 (PART A and PART B)**  **Please note: You will NOT be allowed to progress in your studies if this progress review form has not been submitted by the deadline above to be reviewed by the Doctoral Review Panel and/or you have not given sufficiently full responses, such that the Panel is able to make a recommendation.**  This process will also be used to:   1. Provide anonymous information to be used in the Annual Monitoring Report for the Research Degree Committee.   If you have any queries, please contact Research Office via [research.degree@solent.ac.uk](mailto:research.degree@solent.ac.uk) or on extension 3207. |

**Please complete sections A.1, A.2 and A.3: fill in all the boxes below.**

|  |  |
| --- | --- |
| **Surname/Family Name:** |  |
| **First Name(s):** |  |
| **Student ID Number:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start date:** | |  | | | |
| **Mode of Study:** | | Full-Time |  | Part-Time |  |
| **Expected thesis submission date:** | |  | | | |
| **Name of any external collaborating establishment(s)** (if applicable)**:** | | | | | |
|  |  | | | | |

|  |  |
| --- | --- |
| **Provisional thesis title:** | |
|  |

**Doctoral administration:**

|  |  |
| --- | --- |
| Name of Doctoral Coordinator: |  |
| Name of the Faculty/ School you are based in: |  |

**Supervisory Team:**

|  |  |
| --- | --- |
| Your Director of Studies: |  |
| Co-supervisor: |  |
| Co-supervisor (if applicable): |  |
| Advisor (if applicable): |  |

**A.1 – Supervision for previous 12 months (or since first registration for new students)**

**Attach your agreed supervision record from each meeting with your supervisory team; each meeting record should include all of the following:**

* **meeting date**
* **supervisor(s) present**
* **agenda**
* **agreed outcomes**

**You must complete the section below. If you have not attached your supervision records, or are unable to attach a record meeting the minimum required you must give reasons below.** (e.g. if you are in your first year of registration and have not completed a full 12 month cycle of study)

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Have you maintained a regular and frequent contact with your supervisors?  (minimum 7 meetings for part-time students, minimum 9 meetings for full-time students) |  |  |
| If NO, or attached record is incomplete, give reasons: | | |

**A.2 – Research good practice, training and development over the previous 12 months (or since first registration for new students).**

**Good Research Practice**

Doctoral candidates should be aware of potential ethical issues linked to their proposed area of investigation. They should discuss this with their supervisory team and refer to <https://www.solent.ac.uk/research-innovation-enterprise/researcher-support/research-integrity> for further information before completing this section.

It is your responsibility throughout your registration to ensure that any changes to your proposed research include consideration of any ethical implications arising from those changes, and that ethical approval be obtained prior to undertaking any research where ethical approval is required.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 1. I confirm that I completed the online ethical approval application process appropriate to the stage of my research and received approval from the relevant review panel. |  |  |
| 1. I confirm that my proposed research is not at a stage where ethical approval / further ethical approval is a requirement. I undertake to regularly review any ethical implications of my research and to make an application as appropriate before engaging in any research where ethical approval is required. |  |  |
| Additional details (where relevant): | | |

Doctoral candidates should also be aware of potential health and safety considerations in relation to their project. These should include consideration of your health and safety as well as any participants in the research. The supervisory team should advise on the health and safety of any research proposal, including any parts that may be carried out away from the University. 

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| By completing this section, the Doctoral Candidate confirms that they have discussed the health and safety issues involved with the project with their Director of Studies, and where required, have conducted a risk assessment, and that both parties recognise their responsibilities to work in a healthy and safe manner. |  |  |
| Additional details (where relevant): | | |

**Research Training & Skills**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Which research training or skills development have you attended since your last monitoring point? For example internal, external or on-line training, such as seminars, workshops, the Solent Researcher Development Programme sessions or online webinars. |  |  |
| If YES, please list: | | |

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Do you have any additional training needs that should be addressed in the next 12 months? Discuss with your supervisor(s) and please specify below. |  |  |
| If YES, please list: | | |

**Research Development Activities**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Have you undertaken any related research activities since your last monitoring point? For example publications, conference papers, exhibitions, etc? |  |  |
| If YES, please list: | | |

**A.3 – Academic Progress for the previous 12 months**

*Please note, section A.3 may be substituted by the Transfer review process if you are within 3 months of this specific milestone. Please refer to the Doctoral Student Handbook, Guidance note #7 and #8.*

Please submit with this form a) an example of recent work to evidence you are achieving a standard commensurate with your stage of study, and b) a programme of work planned for the next 12 months:

Examples of recent work could include:

1. review of methodology
2. critical review of literature
3. draft of a recent chapter
4. record of a practice-based artefact
5. dataset or analysis of data collection

***NOTE:***

***This report is an integral requirement for your research programme.***

**You will NOT be allowed to progress in your studies if this progress review form and any applicable attachments has not been submitted in good time to be reviewed by the Doctoral Review Panel and/or you have not given sufficiently full responses, such that the Panel is able to make a recommendation.**

|  |  |
| --- | --- |
| * I have completed and attached all relevant documentation for part A1 * I have completed part A2 and; * I understand that failure to ensure that ethical approval is in place prior to undertaking research requiring ethical approval is subject to the University's Academic Misconduct Policies. * I have completed and attached all relevant documentation for part A3 (if applicable) * I have copied the completed form to my supervisory team | |
| **Signed (Student)** |  |
| Date: | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_ |

**PART B – to be completed by a member of the Supervisory team**

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| --- |
| This review should cover the previous 12 months, or for new students the period from their first registration. It accompanies Part A of the progress form completed by your Doctoral student.  Please **complete electronically**, **sign** and **return** this form and any attachments, to [**research.degree@solent.ac.uk**](mailto:research.degree@solent.ac.uk)by:  **Deadline:** **17 May 2021**    If you have any queries, please contact [research.degree@solent.ac.uk](mailto:research.degree@solent.ac.uk) or on extension 3207.    ***Note:****This form is designed to be completed electronically and will expand as necessary. Do not regard the ‘white space’ provided as a constraint on the appropriate length of any comments made.* |

**Please indicate the portion of supervisory workload for each team member over the previous year:**

|  |  |
| --- | --- |
| **Supervisor Name:** | **Percentage:** |
|  |  |
|  |  |
|  |  |
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**B.1 – General comments (to inform the Doctoral review panel)**

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| --- |
| Please write below a brief assessment of the student’s progress over the previous 12 months, including any issues identified and how these are being resolved.  Please also comment on the student’s plans for the forthcoming year, in particular address feasibility and any academic or practical challenges. |
|  |

**B.2 – Health & Safety**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are the Health & Safety aspects of this project under continual review? |  |  |
| If Health & Safety concerns have been identified, has a Preliminary Risk Assessment been carried out? |  |  |

**B.3 – Research Integrity**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Have any new ethical aspects of the project arisen since the last monitoring point? |  |  |
| 1. If YES, has ethical approval been granted by the appropriate Ethics Panel? |  |  |
| If NO to b), please provide details below | | |
|  | | |

**B.4 – Recommendation**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Do you recommend progression? |  |  |
| If there are serious concerns about the progress of the student such that progression is **not** recommended, please provide details of a plan of actions to be completed by the student within a three month probationary period, or give reasons for recommending withdrawal of registration. | | |
|  | | |

**B.5 – Writing up fee reduction**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Will the student enter the write-up phase during the next registration year? |  |  |

By signing below, I, Supervisor for the above-named student, confirm that the supervisory team have been informed of the contents in this progress review and of the recommendation in respect of progression.

|  |  |
| --- | --- |
| **Signed (Supervisor)** |  |
| Print Name: |  |
| Date: | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_ |