**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)

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| **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, Apr, June and Year) | |  | |

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

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| **Proposed title of thesis:** |  |

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| Have you had any publications (e.g. conferences, journals etc) since the last review? |  | |
| If so, how many? | | |
| Please give reference details: | | |
| 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? | |  |
| If Yes, why? | | |
| Do you have any recognised disability or special needs which have been formally assessed by ASDAC? <https://myport.port.ac.uk/student-life/help-and-advice/health-and-wellbeing/additional-support-and-disability-advice> |  | |
| If yes, have these been adequately supported? |  | |

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| Do you consider your progress during the last year to have been satisfactory? |  |
| Please explain your answer: |  |
| Have you had regular satisfactory contact with your Supervisor(s) |  |
| 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?  Format of record: Email  SkillsForge  Other |  |
| Have you discussed your Research Training and Personal Development needs with your First Supervisor? |  |
| Have you attended Research Training or Personal Development events as discussed with your First Supervisor? |  |
| 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 | |
| Do you feel your research training needs are being met? |  |
| If no, what additional Research Training or Personal Development events would be beneficial to you? If yes please explain below |  |
| Have objectives and priority tasks for the year ahead been agreed with your supervisors?  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? |  |
| If Yes, and If you have any issues with your supervision the following steps are available to you to resolve any issues:  1.       Discuss your issues with members of the supervisory team;  2.       If 1 is not possible or desirable, contact your Deputy Director of Postgraduate Research (DDPGR);  3.       If 1&2 are not possible or desirable, contact your Head of School if the issue is with people or resources within the school, or the Faculty Director of Postgraduate Research (FDPGR) if the issue is with regulations or university/faculty level people or resources;  4.       If 1, 2 and 3 are not possible or desirable, contact the Director of the Doctoral College. | |

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| **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://w w w.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)?  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: | |
| Please list what evidence you have submitted with this Student Progress Report:  (Please see the [Annual Review website](https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance/annual-reviews-for-postgraduate-research-students) for minimum requirements) | |
| 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? | |
| If the thesis deadline is within the next year, has the appointment of examiners been considered? |  |
| Signed: | 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, presentations slides and development summary must be submitted to [annualreview@port.ac.uk](mailto:annualreview@port.ac.uk) by the advised deadline date.