**PGR SUPERVISORS’ ANNUAL REPORT**

**TO RESEARCH STUDENT**

*School of xxx*

*This report should be completed by the Supervisor and sent at least two weeks before the Progression Board to the Doctoral Researcher, Research Administrator and Director of Doctoral Programmes, in accordance with School Policy. Please do not send this report to the Independent Reviewer.*

*Please read the ‘Notes for Supervisors’ at the end of this form before completing. Further information is available in Regulation XXVI Research Degree Programmes* [*http://www.lboro.ac.uk/governance/regulations/26/current/*](http://www.lboro.ac.uk/governance/regulations/26/current/) *and in the Code of Practice for Research Degree Programmes* [*http://www.lboro.ac.uk/services/doctoral-college/essential-information/code-of-practice/*](http://www.lboro.ac.uk/services/doctoral-college/essential-information/code-of-practice/)

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| **Name of Doctoral Researcher:** |  | **Type:** | * Full Time * Part Time |
| **Registration Number** |  | | |
| **Research title** |  | | |
| **Principal Supervisor** |  | | |
| **Secondary Supervisor(s)** |  | | |
| **Independent Reviewer** |  | | |
| **Director of Doctoral Programmes** |  | | |
| **This report covers the registration period (from/to)** |  | | |
| **Current Part** |  | | |
| **Initial Registration date** |  | | |

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| 1. **Has the Doctoral Researcher made you aware of any issues that may affect their performance?** |
| * Yes * No |
| **If yes, has any action been taken to date? e.g. Mitigating Circumstances claim with appropriate evidence, signposting to Student Services etc)?**  **Please focus comment on the nature of the adjustments that have been made. *Also see*** [***https://www.lboro.ac.uk/privacy/student-privacy/***](https://www.lboro.ac.uk/privacy/student-privacy/) ***regarding sharing of sensitive and personal data.)*** |

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| 1. **Progress and achievements over the year:** |
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| 1. **Comments on the written report:** |
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| 1. **Comments on:** 2. **Extent and relevance of skills training undertaken during this review period** 3. **Conference attendance** 4. **Publication record** |
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| 1. **Areas of concern:** |
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| 1. **Areas to focus upon/develop:** |
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| 1. **How frequently have you met with the Doctoral Researcher? Other Supervisors? Face to face or Skype or equivalent?** |
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| 1. **Objectives and training recommendations for the next year:** |
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| 1. **Are there any areas of concern which might impact on the submission of the thesis within the funded period?** |
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| 1. **Please indicate the proposed format of the thesis (see sections 9 and 10 of the** [**Code of Practice**](https://www.lboro.ac.uk/services/doctoral-college/essential-information/code-of-practice/9-standard-thesis-format/) **for further details). This should be decided no later than the end of R2 review.** |
| 🞏 Standard thesis 🞏 Alternative thesis 🞏 Awaiting decision |
| **Please include any relevant comments on thesis format here:** |
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**Recommendation to the Progression Board**

**Progress is:**

* Satisfactory
* Unsatisfactory

**Please select one of the options below:**

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**If progress is satisfactory:**

* **1) Progress from R1 to R2**

*By selecting (1), you are confirming that the Doctoral Researcher’s report shows evidence of a viable research programme including a plan for completion, a grasp of appropriate research methods, an element of originality and evidence of adequate progress, including successful achievement of research targets.*

* **2) Progress from R2 to R3**

*By selecting (2), you are confirming that the Doctoral Researcher’s report shows evidence of a clear definition of the research question and methodology, a literature review, research outcomes achieved and a detailed plan of research to be undertaken in R3.*

* **3) Extend R3 by a further 12 months**

*By selecting (3), you are confirming that the Doctoral Researcher’s report shows evidence of a clear definition of the research question(s) and methodology, a literature review, research outcomes achieved, and a detailed plan of research required for submission within a maximum of the 12 months extension period.*

* **4) Continue on Current Part**.

*This is for Part-Time Doctoral Researchers who are mid-part and making satisfactory progress.*

* + 1. ***Mid-way point of Parts R1 and R2.***

*Part-Time Doctoral Researchers are required to produce progress reports of at least 5000 words at the mid-way point of Parts R1 and R2 (typically every 12 months). These should be reviewed in the same way as the end of part reports and the outcome of the mid Part review should be submitted to the Progression Board.*

* + 1. ***Mid-way point of Parts R2 and R3***

*Part-Time Doctoral Researchers are required to produce progress reports of at least 5,000 words at the mid-way point of Parts R2 and R3 (typically every 12 months). These should be reviewed in the same way as the end of part reports and the outcome of the mid Part review should be submitted to the Progression Board.*

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**If progress is unsatisfactory:**

* **5) Defer decision pending revised report and additional progress review meeting**
* **6) Change registration to MPhil** (Extension possibilities having previously been permitted). Only to be used in exceptional circumstances for part time students in the mid part of part R1.
* **7) Terminate registration** (Extension possibilities having previously been permitted)

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**Signature of Supervisors:**

Primary Supervisor Date:

Secondary Supervisor(s) Date:

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**Notes for Supervisors:**

1. **The primary recipient of this report is the Doctoral Researcher,** so please write with them in mind and ensure you send them a copy of this report.
2. Try to identify at least three points for each of the areas/boxes above; the report should be at least 300 words.
3. Please ensure this report is considered and signed by all members of the supervisory team. The Primary Supervisor may sign on behalf of the Secondary Supervisor where they are in agreement.