Postgraduate Research Student Progress Report

**ANNUAL PROGRESS REVIEW (APR)**

**NOTE:** Please complete this form using **MS Word desktop app**. If you are having issues with this form, then please email rdss@wlv.ac.uk for support.

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| **SECTION A - TO BE COMPLETED BY THE POSTGRADUATE RESEARCH STUDENT** |
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| **Title:** | Choose your title from the dropdown list or type if not in list. |
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| **Family Name:** |       |
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| **First / Given Name(s):** |       |
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| **Student Number:** |       |
|  |  |
| **Faculty:** | Choose Faculty from the dropdown list. |
|  |  |
| **School:** |       |
|  |  |
| **Title of Thesis:** |       |
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| **Mode of Study:** | Full-Time [ ]  | Part-Time [ ]  | Distance Learning [ ]  |
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| **The Degree for which you are registered:** | MPhil [ ]  | PhD [ ]  | Professional Doctorate [ ]  |
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| **Start date of course:** | Select start date of course. |
| ***(If unsure please contact RDSS)*** |  |
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| **APR meeting number (if known?)** |       |  |
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| **Is this also a progression meeting?** | Yes [ ]  | No [ ]  | I don’t know [ ]  |
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| **Have you taken a Leave of Absence or an Extension during the last 12 months?** | Yes [ ]  | No [ ]  |
| **If yes, please give details:** |       |
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| **Details of Supervisory Team:** |       |
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| **Instructions to postgraduate research students** |
| Complete Section A in full. We advise that you complete this form electronically – all boxes are expandable. |
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| **This form should not exceed 1,000 words in total.** |
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| **A1. Reflection on previous action planning** |
| To what extent have you achieved the goals set in action planning for the year under review? |
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| Comments on the extent to which you have achieved the goals set in your personal development plan for the year under review (Please submit your personal development plan as part of your evidence) |
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| **A2. Summary of progress made with your research degree programme** |
| (i) Data gathering and primary research |
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| (ii) Your progress against your thesis plan/structure (Please submit your thesis plan/structure as part of your evidence) |
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| (iii) Other research achievements, including presentations and/or publications |
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| (iv) Please provide a commentary on the impact of your research and how this impact is demonstrated to both specific and non-specific audiences (e.g., publications, conferences, presentations, public engagement and outreach activities). |
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| **A3. Comments or observations you would wish to draw to the attention of the Faculty Research Student Board.** |
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| **A4. Indicative programme of work for the coming year** |
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| (i) Your research work plan |
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| (ii) Your thesis development plan |
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| (iii) Your skills development plan |
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| **A5** |
| **All Postgraduate Research Student projects must undergo full ethical review (and secure approval) before any data collection starts.** |
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| Has ethical approval been obtained yet? | Yes [ ]  | No [ ]  |
| If No, when do you anticipate that you will be making your ethics application? [Month and Year] |       |
| If yes, please provide the date that ethical approval was granted: | Select start date. |
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| **A5a. Has the programme of research changed significantly since the last ethical approval? Have these changes been confirmed?** |
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| If you have the approval confirmation letter, please submit this alongside this APR report[[1]](#footnote-2). If you are not appending your ethics approval confirmation letter to this APR report, please explain the reason for this. |
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| **A6. Anticipated thesis submission date.** |
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| **A7. Please give your current address and a daytime telephone number where you can be contacted to discuss this report.** |
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| **A8. Evidence list** |
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| **Please list here the evidence required for progression as approved by your Faculty Research Student Board. This may include draft chapters, posters, oral presentations, other research outputs, and student’s skills development records and the submission of all the written work required for this stage.** |
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**APR meetings will now be held in person on University campuses. If you have special requirements regarding this in-person meeting (e.g., dates to avoid; accessibility issues) then please note them here.**

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**Exceptional requests to have the APR meeting online should have already been made when you first received notification of your forthcoming APR meeting.**

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| **Date APR form completed:** | Select date APR form completed. |
| **Date APR form received by RDSS:** | Select date APR form received by RDSS. |

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| **SECTION B - TO BE COMPLETED BY DIRECTOR OF STUDIES OR NOMINATED SUPERVISOR** (THIS SECTION IS OPTIONAL. POSTGRADUATE RESEARCH STUDENTS SHOULD NOT DELAY RETURNING THIS FORM TO RDSS IF HAVING THIS SECTION COMPLETED CAUSES DELAYS) |
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| **B1. Comments on progress from supervisor/s (optional):** |
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| **B2. Director of Studies (or nominated Second Supervisor):** |
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| Have you reviewed this APR Report? | Yes [ ]  | No [ ]  |
| Do you agree with the PGR’s account of their progress? | Yes [ ]  | No [ ]  |
| **In the case of Studentship Students commencing their fourth year of study only:**  |
| I confirm that the studentship contract will terminate, and the postgraduate research student has applied for ‘Write Up’  | [ ]  |
| **Have the resource requirements for the programme changed since the submission of the RESPROP and if so, how? Please provide details of additional resources.**  |
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| Please add any further comments below: |
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| Name of the Director of Studies (or nominated Second Supervisor) |
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| Please select date: | Select date. |
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| ***Please forward this form and any supporting evidence to rdss@wlv.ac.uk for Assessors.*** |

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| **Assessors Form – to be completed during APR session** |
| **First Assessor Name:**  |       |
| **Second Assessor Name:**  |       |
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| **PLEASE COMMENT ON THE RESEARCH TRAINING PLAN THAT THE POSTGRADUATE RESEARCH STUDENT HAS SUBMITTED AND, WHERE APPROPRIATE, THEIR COMMENTARY OF TRAINING AGAINST THEIR PREVIOUS PLAN.** **IN ADDITION, PLEASE COMMENT ON ANY TRAINING OR DEVELOPMENT YOU FEEL THAT THE POSTGRADUATE RESEARCH STUDENT WOULD BENEFIT FROM (completion of this section is compulsory)**  |
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| **COMMENTS ON ORAL PERFORMANCE (PRESENTATION OR VIVA):**  |
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| **COMMENTS ON SUBMITTED WORK:**  |
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| **Comments on the quality of the postgraduate research student’s academic writing**  |
| Is the standard of written English of Doctoral quality? If not, what specific aspects require further attention?  | Yes [ ]  | No [ ]  |
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| Would this postgraduate research student benefit from a referral for support with their academic English? | Yes [ ]  | No [ ]  |
| Would this postgraduate research student benefit from a referral to the Learning and Information Skills Team for support with their academic writing? | Yes [ ]  | No [ ]  |

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| **ASSESSMENT OF PROGRESS** |
| ‘Good’ -- Postgraduate research student to proceed to next stage of work, and in the sections above give feedback that could help to improve the postgraduate research student’s work. |
| ‘Satisfactory’ -- Postgraduate research student can proceed, but in the sections above give details of issues the postgraduate research student must address in the next stage of work. |
| ‘Inadequate’ -- The assessors are concerned about progress and would like to recommend 'Proceed with Caution' process is enacted to provide the support needed. APR feedback should outline specific concerns with the work under review.**Please refer to appendix 4 of the research regulations.** |
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| **Please complete as appropriate with ONE answer for each question.** |
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| **Evidence of:** | **Good** | **Satisfactory** | **Not Adequate** | **Not Applicable** |
| Clarity of research focus | [ ]  | [ ]  | [ ]  | [ ]  |
| Completion of literature review | [ ]  | [ ]  | [ ]  | [ ]  |
| Brief review and discussion of the work already undertaken | [ ]  | [ ]  | [ ]  | [ ]  |
| Presentation of the data/findings to date | [ ]  | [ ]  | [ ]  | [ ]  |
| General knowledge of particular field of learning | [ ]  | [ ]  | [ ]  | [ ]  |
| Details of original contribution to knowledge likely to emerge | [ ]  | [ ]  | [ ]  | [ ]  |
| Statement of intended further work | [ ]  | [ ]  | [ ]  | [ ]  |
| Progress of this work so far | [ ]  | [ ]  | [ ]  | [ ]  |

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| **For Progression Stage only, please tick ONE answer for each question.** |
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| **Evidence of:** | **Good** | **Adequate** | **Not Applicable** |
| Original research/advanced scholarship | [ ]  | [ ]  | [ ]  |
| Acquisition/understanding of a substantial body of knowledge | [ ]  | [ ]  | [ ]  |
| Creation and interpretation of new knowledge | [ ]  | [ ]  | [ ]  |
| Ability to make informed judgements on complex issues | [ ]  | [ ]  | [ ]  |
| Ability to adjust research in light of unforeseen problems | [ ]  | [ ]  | [ ]  |
| Personal responsibility/autonomous initiative | [ ]  | [ ]  | [ ]  |
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| **COMMENTS FROM THE POSTGRADUATE RESEARCH STUDENT REGARDING THEIR SUPERVISION** |
| For example: Has the postgraduate research student regularly met with their supervisor (FT 10 times per year; PT 6 times per year); is the postgraduate research student happy with the quality of their supervision? |
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| **ANY FURTHER COMMENTS** |
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| **Recommendation to the PGRT/RSB** |
| That the postgraduate research student continues as a Doctoral Student (PhD, MPhil or Professional Doctorate). | [ ]  |
| That the postgraduate research student continues as a Doctoral Student (PhD, MPhil or Professional Doctorate subject to making minor modifications that once complete are reviewed and approved by the DOS. | [ ]  |
| That the postgraduate research student be transferred to the degree of Master of Philosophy. | [ ]  |
| The Independent Assessors recommend the supervisors place the PGR on the "Proceed with caution" process. Please refer to appendix 4 of the research regulations. | [ ]  |
| That this postgraduate research student be withdrawn from the programme. | [ ]  |
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| **Concerns/issues for the attention of the Director of Studies or RASC:** |
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| **Assessment Panel Members** |
| Confirmation by the following members of the Annual Progress Review Panel: |
| Date of Assessment | Select date of assessment. |
| Room number/Campus |       |
| **Nominated Independent Assessors** |
| First Assessor Name |       | Date | Select a date. |
| Second Assessor Name |       | Date | Select a date. |
|  |
| ***Please sign and date this document and return to Research Degree Student Services at*** ***rdss@wlv.ac.uk*** |
|  |
| ***Research Administration Team (office use only)*** |
| Date of receipt | Select a date. | Date approved by PGRT | Select a date. |
| Date checked | Select a date. | Date received at RSB  | Select a date. |
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| Can the PGRS progress to the next year of study | Yes [ ]  | No [ ]  |
| Copy sent to the Student Loans Company | Yes [ ]  | No [ ]  |

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| **Decision of the PGRT/RSB** |
| That the postgraduate research student continues as a Doctoral student (PhD, MPhil or Professional Doctorate) | [ ]  |
| That the postgraduate research student continues as a Doctoral Student (PhD, MPhil or Professional Doctorate subject to making minor modifications that once complete are reviewed and approved by the DOS | [ ]  |
| That the postgraduate research student be transferred to the degree of Master of Philosophy | [ ]  |
| The Independent Assessors recommend the supervisors place the PGR on the "Proceed with caution" process. Please refer to appendix 4 of the research regulations. | [ ]  |
| That this postgraduate research student be withdrawn from the programme | [ ]  |
|  |
| Final submission deadline date for the postgraduate research student (to be completed by the RSB) | Select a date. |
| Name of the Chair of RSB or Faculty PGR Tutor |       |
| Any Comments |
|       |
| Date | Select a date. |
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| **Once this form has been signed off on behalf of FRC, then the following must occur:** |
| **• Reported to FRSB****• SITS record updated****• Uploaded to eVision record** |
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| **If the outcome is ‘Proceed with Caution’ or any other concerns are noted, then the form is returned to DoS only to discuss with postgraduate research student. If there are no significant issues, then the form can be returned to both postgraduate research student and DoS.** |

1. Please ensure that you keep this letter safe, you will need to append it to all APR Reports and as part of the appendices in your thesis. [↑](#footnote-ref-2)