

RESEARCH DEGREE: Annual Monitoring Form

The pre-populated information in this form is sourced from the University's Student Records system. If you believe that any data is incorrect, **do not alter the data yourself but contact your Graduate School Office** and ask them to amend the data in the Student Records system.

PART A: THE CANDIDATE

1. Student ID:
2. Name in full:
3. Email Address:
4. Date of Registration:
5. Mode of Study:
6. NTU Programme of Study:
7. Title of Research Programme:
8. Registered for:
9. Latest Possible Submission Date:
10. Collaborating Establishment(s):
11. Date RD1PA approved by CRDC
12. Date RD2T approved by CRDC

Please tick which stage applies for this form:

Annual Monitoring RD1PA and Annual Monitoring RD2T and Annual Monitoring

PART B: APPROVED SUPERVISORY TEAM

Name	Designation
	Director of Study 2nd Supervisor 3rd Supervisor (if applicable) Advisor (if applicable)

PART C: FORMAL MEETINGS WITH SUPERVISORS

What was the approximate frequency of meetings with your full supervisory team? (e.g. Weekly, monthly, by arrangement)

Attach all Supervision Record Forms for all supervision meetings that have taken place since you completed your Interim Monitoring. (This should include all records that were not included with your interim monitoring form)

PART D: RESEARCH TRAINING

1. Please confirm that you have attended all required training sessions and workshops.

*I have attended all required training sessions.

*I have not attended all required training sessions.

**Please delete as appropriate*

Please list sessions attended and dates.

If no, please explain (e.g. away doing fieldwork):

2. For full-time students - how many hours have you devoted over the last academic year to paid teaching or research assistant work per week?....hours per week,hours in total

3. Have you attended any language courses this year? **Yes/No**

4. Do you have any additional training needs that should be addressed in the forthcoming academic year? *Please specify here, and discuss at monitoring meeting:*

PART E: ATTACH CANDIDATE'S REPORT ON ACADEMIC PROGRESS TO DATE & PLAN OF WORK:

Please attach report as separate document. The report should be 1000-2000 words. The report can be a review of the last 6 months/next 6 months with evidence attached in the form of draft publications etc. The report needs to state/explain:

1. How far the research plan has been met
2. What difficulties and opportunities have been encountered
3. What changes, if any, have been made to the proposed programme of work
4. A summary of emerging results and your analysis of them
5. Discussion of emerging theoretical insights

Please note that it is useful to consider the discussion of progress on the project (including any review of literature consulted, accounts of practical work, summaries of emerging results or emerging theoretical insights) as initial drafts of texts that may form the basis for separate sections, or chapters, of the research thesis. You should view annual/interim monitoring and project approval and transfer like this, rather than as extra work.

Plan of work should list milestones and a timetable for the next 12 months and should be up to a maximum of a single side of A4 in length. This is not included in the progress report word count.

Student's Name Student's signature Date

PART F: DIRECTOR OF STUDIES REPORT

1. General Comments (to be discussed with the student).

This should include a brief assessment of the student's overall quality and performance. Where issues have been raised or targets not met, please provide a summary of how these will be addressed. Please comment on the student's attendance and efficient use of time, practical ability, record-keeping, does the student show initiative and originality. Please also comment on the student's plans for the forthcoming year, and in particular their feasibility, including any academic or practical obstacles to achieving the plans.

2. Health & Safety

a. Have Health and Safety aspects been considered for this project? **Y/N***

b. Are there any Health and safety issues that have arisen but which were not considered at RD1PA or RD2T stages? (Or, for new students have any Health and Safety issues arisen pre-RD1PA?)

c. If yes, has the Preliminary Risk Assessment (1st year students) or the annual review (2nd, 3rd and 4th year students) been carried out? **Y/N***

3. Ethical Issues

a. Have any new ethical aspects of the project arisen since the last Annual Review? **Y/N***

b. If yes, has ethical approval been granted by the appropriate College Ethical Review Committee(s)? **Y/N***

c. If no, please provide details.

**Please delete as appropriate*

Signed by
Director of Studies Print Name Date

PART G: RECOMMENDATION OF THE REVIEW PANEL

Date of Review Panel:

Please indicate the Review Panel's joint recommendation by deleting the options below that do not apply

We recommend (**please delete as appropriate*):

- (1) that the student be permitted to enrol for the next academic year*
- (2) that the student be permitted to enrol for the next academic year, subject to specified revisions of the student's report or other actions specified in this annual monitoring process*
- (3) that registration is not renewed, and that the student is put on probation for a period of three months, and asked to complete an agreed programme of work/action plan during that period*
- (4) that further consideration is required because the panel was unable to reach an agreed recommendation*. (*In this case, the supervisory team should attach a separate written report*)

Signed by:
Director of Studies Print Name Date

Co-Supervisor Print Name Date

Co-Supervisor Print Name Date

If the Independent Assessor was a member of the panel:

Independent Assessor's
Name Signature Date

PART H: INDEPENDENT ASSESSOR'S REPORT

To be attached as a separate sheet.
To be completed after the Monitoring meeting, if required by the College RDC guidance.

For Office Use Only

Reported to CRDC (insert date):

Chair of CRDC's Name Signature Date

NOTES ON ANY CONDITIONS OR SPECIFIC CONDITIONS REQUIRED BY CRDC:
