**Research Student Annual Review of Progress: Joint report to be completed by Assessors**

**To be completed for all students EXCEPT those undergoing Confirmation of Registration. This must be completed electronically in Word.**

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| --- | --- |
| Name of Assessors |  |
| Name of Student |  |
| Date of review meeting |  |
| Date form completed |  |

1. Please provide a brief comment on the student’s progress over the past year?
2. If you have any concerns about the student’s progress, please outline these and suggest any actions that might be taken to alleviate these.
3. Do you think the student’s plans for the coming year are appropriate and realistic?

YES / NO

If not, please outline any concerns here.

1. Has the student undertaken appropriate training in the past year to meet his or her needs (in line with the initial Learning Needs Analysis and any updates to this)?

YES / NO

If not, please outline any concerns here.

1. **For students in year 1** (or part-time equivalent), are they on track to undergo Confirmation of Registration within their second year of registration (or part-time equivalent)?

YES / NO

If not, then please provide further comment.

**For students in year 3 and beyond** (or part-time equivalent), what do you estimate their likely completion date to be (month / year)?

1. For students in Year 1 or 3 FT, or Years 1,2 and 5 PT, do you recommend that the student’s registration be continued for a further year?

YES / NO

1. Are there any further points you want to bring to the attention of the School / Department Director of Postgraduate Research Studies?

**PLEASE SEND THIS FORM TO YOUR SCHOOL / DEPARTMENT PGR ADMINISTRATOR BY EMAIL WITHIN TWO WEEKS OF THE ASSESSMENT MEETING.**