

PhD Student Progress Report Form

The process of progress reviews for SOMS based students is intended to be a constructive and positive experience for the student and supervisor(s). It should recognise and acknowledge good progress made.

PhD Student:

UCC Student Number:

Date of Initial Registration:

Programme: PhD (Science) **Present Status:** Full Time Part Time **Duration:** ____ Years

Lead Supervisor:

Co-Supervisor(s)/Advisor:

(with Affiliation and Email
Address if SOMS-External)

Monitor: *(To Be Communicated by email from SOMS GSC)*

All 3-Year-PhD students are required to complete 3 to 6-month, 12 month, 24 month, and not later than 36 month reviews. In addition, all 4-Year-PhD students are required to complete a 48 month review. Thereafter, progress updates are required at 6 monthly intervals until the thesis is submitted. It is the responsibility of the Lead Supervisor to ensure that progress review meetings are arranged.

Please tick appropriate box and attach, for

- 3-6 Month Report:** Research Summary Report, Project & Personal Development Plan (Appendix A)
- 12 Month Report:** Research Summary Report
- 24 Month Report:** Research Summary Report
- 36 Month Report for 3-Year PhD:** Research Summary Report and Completion Plan (Appendix B)
- 36 Month Report for 4-Year PhD:** Research Summary Report
- 48 Month Report for 4-Year PhD:** Research Summary Report and Completion Plan (Appendix B)
- Subsequent Report:** Research Summary Report and Completion Plan (Appendix B)
- Re-Review Report:** Research Summary Report

The Research Summary Report of the PhD Student may consist of the presentation given at the progress review meeting. Research Summary Reports should include details of training undertaken, conferences and presentations, publications, software written, and patents filed or granted during the reporting period. A Research Project & Personal Development Plan should be provided latest at the first progress review meeting.

Modules (To Be Completed By PhD Student)

UCC PhD students, registered from October 2013, are required to take a minimum of 15 ECTS as part of the structured PhD requirements. Students should include a printout of their assessed modules from the UCC student portal.

List the modules that you have successfully completed:

List the modules that you are currently taking:

List the modules that you intend to take in the future:

To be completed by the PhD Student prior to progress review meeting:

	Satisfactory	Reservations	Unsatisfactory
Project planning			
Frequency of supervision meetings			
Access to facilities (e.g. computers)			
Work Load (Administration/Teaching)			
Comments from PhD Student (attach additional sheets as necessary)			

To be completed by the Supervisor at the progress review meeting:

	Satisfactory	Reservations	Unsatisfactory
Project planning			
Research outputs			
Communication skills			
Work performance			
Frequency of supervision meetings			
Access to facilities			
Comments from Supervisor(s) and PhD Student (attach additional sheets as necessary)			

Agreed Outcomes of Progress Review Meeting – To Be Completed by Progress Review Panel

Please provide a summary of revisions to Project Plan and any training recommended. A summary of actions is required.

(attach additional sheets as necessary)

Recommendations based on the Progress Review Meeting - To be completed by the Monitor at progress review meeting: Please tick as appropriate.

1. Progress is good and the student should continue with the current plan	
2. There are concerns about progress and some actions are required to get the research back on track. Progress should be re-reviewed in 3-6 months	
If this current review is a re-review, the recommendations of the re-review are:	
1. Progress is back on track and the student should continue with the current plan.	
2. Progress is insufficient to continue on the current programme and it is recommended that the student should change their registration to another programme	
3. Progress is insufficient to continue on the current programme and it is recommended that the student should deregister.	

Progress Review Panel - Signatures

Lead Supervisor: _____ Date: _____

Co-Supervisor(s)/Advisor: _____ Date: _____

_____ Date: _____

Re-Review only: Academic member of
SOMS Graduate Studies Committee: _____ Date: _____

Monitor: _____ Date: _____

At the periodic progress review meetings, Lead Supervisor and Co-Supervisor(s)/Advisor and Monitor (and in case of Re-Reviews an academic member of SOMS Graduate Studies Committee) sign the progress report. The Student will subsequently review the report and sign prior to submission. Any issues arising should be further discussed with a member of the SOMS Graduate Studies Committee.

I confirm that I have read the above actions and recommendations of the Progress Review Panel, and will forward a PDF version of this PhD Student Progress Report Form (with signatures), along with my Research Summary Report (in form of the presentation given at the progress review meeting) to:

somsgs-reports@ucc.ie

PhD Student: _____ Date: _____

Appendix A – Research Project & Personal Development Plan

Both Research Project & Personal Development Plan should be treated as live-documents, to be revised and updated as needed during the PhD project.

Tentative Title of Project:

Research Project Plan:

Personal Development Plan:

Appendix B – Completion Plan

Title of Thesis:

List of Completed Chapters in Thesis:

Completion Plan for Remaining Chapters in Thesis: