**ANNUAL PROGRESS REPORT**

**M.D. Students**

**Please complete this form together with your supervisor. More information can be found in the Postgraduate Handbook.**

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| **When do I return this form?**   * MD January registrants Return by end of Nov. * MD July Registrants Return by end of May   **At what points do I need to fill in an Annual Progress Report Form?**  MD registered after Mar 2020 (Yr. 1, 2).  (Except on the year of Thesis submission; exact date will be specified at each cycle).  **How should I return this document?**  A single document should be emailed to [adptlmd@tcd.ie](mailto:adptlmd@tcd.ie)  Please label your form using the following file name format: *APR\_[MMMYYYY]\_ [your name]\_[your surname]\_[your student number].*  **What should I do if I experience difficulties submitting this form?**  If you are experiencing technical difficulties submitting this form, you can also contact [adptlmd@tcd.ie](mailto:adptlmd@tcd.ie) |
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| **PART A: GENERAL INFORMATION** | |
| **Student Name** |  |
| **Student Email** |  |
| **Student Number** |  |
| **Student Signature**  **(scan acceptable)** |  |
| **Year/Month Started** |  |
| **Current Year**  **(Yr. 1, 2,)** |  |
| **Provisional Title of Thesis** |  |
| **Expected Final Thesis Submission Date** |  |
| **Funding Source(s)** |  |
| **Primary Supervisor Name** |  |
| **Primary Supervisor Email** |  |
| **Name(s) of Additional Supervisors**  **(If any)** |  |

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| **PART B: ECTS COMPLETED** | | | |
| **List module(s) taken or in progress.**  *M.D. students (registered after 2020) need to complete at least 5 ECTS.* | | | |
| **Module Name** | **Module Code** | **Month & Year Taken** | **Credits**  **(list if completed)** |
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| **Total credits taken** | | |  |
| **PLEASE READ THE FOLLOWING INFORMATION**  These can be modules set up by the School specifically for PhD students, modules from taught masters programmes (running in your School or in another School with permission) or modules provided by non-academic units in College for PhD students. In addition, there are courses run by Innovation Academy. The Teaching and Supporting Learning Module is also popular.  Successful completion of modules will be recorded, and progression will be contingent on this. If the required ECTS are not completed by the time of submission, examination of the thesis will not be permitted. Students should discuss their module choices with their supervisor.  These credits will be recorded in the student's transcript from, and progression is contingent on credit accumulation. Please see the following link for more information. [www.tcd.ie/medicine/education/courses/postgraduate/taught/](https://www.tcd.ie/medicine/education/courses/postgraduate/taught/)  Please note that Certificates or Diplomas gained during your Ph.D. are stand-alone and will not be considered as part of ECTS requirement. Modules taken from the Cert in Statistics without gaining the certificate award can be counted toward the ECTS needs of your PhD.  Please see the following link for more information: [www.tcd.ie/medicine/education/courses/postgraduate/research/towards-a-phd.php](https://www.tcd.ie/medicine/education/courses/postgraduate/research/towards-a-phd.php) | | | |
| **PART C: CANDIDATE SECTION (max 2 pages)** | | | |
| **Candidate's self-assessment of work done since last report.**  *Please submit to supervisor for comments and transmission to the Associate Director of Teaching and Learning for M.D.Studies.* | | | |
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| **Please list any publications to date (published or submitted)** | | | |
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| **Please list any conference presentations made to date** | | | |
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| **Please mention any problems, set-backs, etc.,**  *These are important to the PG team in monitoring progress and permitting extensions etc.* | | | |
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| **Please provide details of the plan of research that has been agreed for the next 12 months.** | | | |
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| **PART D: SUPERVISOR SECTION (max 1 page)** | |
| **Supervisor's comments to be discussed with the candidate.** | |
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| **The Supervisor is required to also comment below on progress of the student.** If progress is unsatisfactory, Supervisors may recommend to the Dean of Graduate Studies that the registration of the student should be terminated.  The first year of registration for all students is probationary. The Associate Director of Teaching & Learning for M.D Studies in consultation with the Supervisor will only recommend continuing registration as a research student if the student has clearly established to staff concerned sufficient commitment and degree of promise that it seems reasonable to allow the student to proceed.  **Students who do not maintain adequate contact with their Supervisors may be deemed unsatisfactory and their registration terminated.** | |
| Adequate contact has been maintained with the Supervisor. | 🞎 |
| Adequate contact has not been maintained with Supervisor. | 🞎 |
| If adequate contact has not been maintained with the Supervisor, a meeting with the supervisory team and Associate Director of Postgraduate Teaching and Learning for M.D. Studies will be convened. | |
| **Applicable to students in Year 1 (full time) or Year 2 (part time) only,** **has the student passed the probationary period** and do you recommend continuing registration? | |
| Recommend continuing registration, probationary period passed. | 🞎 |
| Do not recommend continuing registration, probationary period not passed. | 🞎 |
| If continuing registration is not recommended, please note a meeting with the student, supervisory team and Associate Director of Postgraduate Teaching and Learning will be convened. | |
| **Is progress satisfactory** and do you recommend continuing registration? | |
| Progress is satisfactory, recommend continuing registration. | 🞎 |
| Progress unsatisfactory, do not recommend continuing registration. | 🞎 |
| If unsatisfactory, a meeting with the student, supervisory team and Associate Director of Postgraduate Teaching and Learning for M.D. Studies will be convened. | |
| **Completion:**  **If candidate is in final year, do you foresee any delays in thesis submission?** | |
| Yes, foresee delays in thesis submission. | 🞎 |
| No, do not foresee delays in thesis submission. | 🞎 |
| **Signatures (please note scan acceptable)** | |
| **Primary Supervisor Signature** |  |
| **Remote supervision.**  Has the candidate been working and studying remotely this year? Yes or No; if Yes please provide details. | |
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| **CHECKLIST (for your reference)** |

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| **Do I need to submit Annual Progress Report?**  **MD Students:** MD Students registered before March 2020 do not need to submit an Annual Progress Report. MD Students registered in/after March 2020 will be required to submit an Annual Progress Report by 31 Jan, M.D. January registrants by end of Nov; M.D. July Registrants by end of May; except in the year they are submitting their thesis. |
| **Have all questions been answered, and all sections completed?**  Please make sure you complete the form fully. If item is not relevant, insert N/A. |
| **Have I , and has my supervisor  signed the form?**  Electronic signatures are allowed. |
| Please use this format for **file name:** *APR\_[MMMYYYY]\_[your name]\_[your surname]\_[your student number].* |
| **Finally,** A single document should be emailed to [adptlmd@tcd.ie](mailto:adptlmd@tcd.ie) |

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| **FREQUENTLY ASKED QUESTIONS** |

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| **I intend to submit this year. Am I still required to submit a progress report?** |
| You will not need to submit a progress report as you are intending to submit your thesis. However, you need to notify Academic Registry by completing an **INTENTION TO SUBMIT FORM**, otherwise they may assume that you have failed to progress. You can retrieve this form at the following site: [www.tcd.ie/medicine/education/courses/postgraduate/forms](http://www.tcd.ie/medicine/education/courses/postgraduate/forms). |

**FOR OFFICE USE ONLY: DOCUMENT CONTROL**

**SCHOOL OF MEDICINE**

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| **FOR OFFICE USE ONLY: DOCUMENT CONTROL - SCHOOL OF MEDICINE** | |
| **Prepared by:** | **Prof Declan Byrne (Associate Director M.D Studies, PGTL, School of Medicine)** |
| **Reviewed by:** | **Prof Stephen Maher (Director of Postgraduate Teaching & Learning, PGTL, School of Medicine)** |
| **Approved by:** | **Dara O'Mahony (Committee Member, PGTL, School of Medicine)** |
| **Next Review Date** | **This document was approved by the Postgraduate Teaching and Learning Committee (PGTL), School of Medicine who will review every two years. This document may be subject to quality appraisal such as the School review. The next review date of this document will be September 2026** |
| **VERSION HISTORY** | **Version 1 – September 2024** |