# ANNUAL REVIEW REPORT

For Postgraduate Research Students registering from 2019-20

|  |
| --- |
| **INFORMATION FOR STUDENTS**  **When do I complete the annual review process?**   * September Registrants should complete their annual review no later than 30th June. * March Registrants should complete their annual review no later than end 31st January.   **At what points in my study do I need to fill in an Annual Review Report Form?**   * PhD full-time: Year 1 & 3. * PhD part-time: Year 1, 2, 4 & 5. * Masters Research full-time: Year 1 (students who submit their thesis in Year 1 do not need to complete an Annual Review Report). * MSc Research part-time: Year 1 and 2 (Research Masters students who submit their thesis in Year 1 or 2 do not need to complete an Annual Review Report in their submission year).   **How should I complete this document?**  Students should complete Parts A, B, C, D and E of the annual review report and return the completed form to their Supervisor no later than the date prescribed by their School. Students should contact their School Administrator to discuss their School’s deadline for completion of the annual review process.  **Who should I contact if I experience difficulties completing this form?**  Please contact your Supervisor or the Director of Teaching and Learning (Postgraduate) in the School you are registered in. |
|  |

| **PART A: GENERAL INFORMATION** | | | |
| --- | --- | --- | --- |
| **Student name** |  | | |
| **Student ID number** |  | | |
| **Student TCD email** |  | | |
| **Degree registered for** | Choose an item. | | |
| **Full-time or part-time** | Choose an item. | | |
| **School where registered** |  | | |
| **Year/month of starting** |  | **Month of registration** | Choose an item. |
| **Current year of study**  **(Year 1, 2, 3, 4, 5, 6)** |  | | |
| **Do you have a funding source? If so, please specify.** |  | | |
| **Provisional title of Thesis** |  | | |
| **Which year are you reporting on?** |  | | |
| **Have you taken any time off-books? If so, please provide dates when off-books.** |  | | |
| **Expected final thesis submission date** |  | | |
| **Name of Primary Supervisor** |  | | |
| **Primary Supervisor email** |  | | |
| **Name(s) of co-supervisor(s) if any** |  | | |

|  |  |
| --- | --- |
| **PART B: THESIS COMMITTEE MEMBERS** | |
| Thesis Committees perform three key functions:   1. Support the academic progress of the student and provide guidance on their development as PhD researchers. 2. Assess and monitor research progress through formal review processes (i.e., annual review and confirmation / transfer interview) and agree an appropriate recommendation. 3. Support the student-supervisor relationship and enhance the overall quality and rigor of the supervision process.   The supervisor and/or co-supervisor(s) can be present at formal annual review meetings with students, with the Chair ensuring that time is allocated for the student to speak with the Thesis Committee without the supervisor(s) present. Note, it is not mandatory for the supervisor to be present.  Further guidance is available in the [Terms of Reference for Thesis Committees](https://www.tcd.ie/graduatestudies/assets/pdf/terms-ref-gsc-23.pdf) and [Thesis Committee Guidelines](https://www.tcd.ie/graduatestudies/assets/pdf/thesis-committee-guidelines.pdf). | |
| **Name of Thesis Committee Member 1** |  |
| **Email** |  |
| **Name of Thesis Committee Member 2** |  |
| **Email** |  |
| **Name of independent expert (if applicable)** |  |
| **Email** |  |

*Please add more rows if required.*

| **PART C: TAUGHT MODULES ON THE STRUCTURED PHD** |
| --- |
| Students are required to participate in taught modules and obtain between 10 and 30 ECTS in level 9 modules during the lifespan of their PhD research.  All PhD students are required to complete the online “Research Integrity and Impact in an Open Scholarship Era” module (CA7000). This module will address the importance of research ethics in the context of open research, the danger of research plagiarism and the necessity to comply with the demands of best research practice as promoted by Trinity’s LERU partners. This module should be completed at any stage prior to the student undertaking their confirmation process.  Some Schools may have specific regulations that require students to obtain more than 10-ECTS of credit or may specify modules that students must take to fulfil their requirements. Please familiarise yourself with the specific requirements within your individual school.  Please refer to the [Research Student Handbook](https://www.tcd.ie/graduatestudies/assets/pdf/research-handbook-21.pdf) for more information about the module options available to students to fulfil the taught components of their Structured PhD. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Name** | **Module Code** | **Month and Year Taken** | **Credits**  **(list if completed)** |
| **Mandatory module:**  Research Integrity and Impact in an Open Scholarship Era | CA7000 |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **PART D: PROFESSIONAL DEVELOPMENT PLANNING** | |
| Students are encouraged to self-reflect and complete a skills audit to identify research and professional goals for achieving before the next annual review meeting. The following skills audit tools are recommended for use [Careers and Employability Skills Audit Tool](https://www.tcd.ie/Careers/PhD-Module/car_emp_skills_audit/story_html5.html) or [PMRP Skills Audit](https://www.tcd.ie/graduatestudies/assets/doc/pmrp-skills-audit-tool.docx).  At the review and confirmation meetings students will be asked to detail the progress in developing their research and professional development goals as identified in their Professional Development Plan (using [Careers and Employability Reflective PDF](https://www.tcd.ie/Careers/PhD-Module/car_emp_skills_audit/story_content/external_files/Skills_Audit_reflective_PDF.pdf) or [PMRP Personal Development Plan](https://www.tcd.ie/graduatestudies/assets/doc/pmrp-pdp-assessment-template.docx) templates).  Please refer to the guidance provided in using the tools above. | |
| **Skills** | **Detail the progress in achieving the research and professional development goals (e.g., workshops completed, training undertaken, or techniques acquired)** |
| **Skill 1** |  |
| **Skill 2** |  |
| **Skill 3** |  |

*Please add more rows if required.*

|  |  |  |  |
| --- | --- | --- | --- |
| **PART E: STUDENT** | | | |
| **Student’s self-assessment of progress made since September / March 20…** (*delete as appropriate*)  Please submit to Supervisor for further engagement and discussion. Students should not hesitate to mention problems, setbacks etc., since these matters are important to the Supervisor, Director of Teaching and Learning (Postgraduate) and Head of School in monitoring progress and permitting extensions etc. | | | |
|  | | | |
| **Please list any publications to date (published or submitted).** | | | |
|  | | | |
| **Please list any conference presentations made to date. Please list any research related activities e.g., application for funding and attendance at academic conferences.** | | | |
|  | | | |
| **List any teaching activities undertaken and the number of hours of teaching you delivered since the last review.** | | | |
|  | | | |
| **Please provide details of the plan of research that has been agreed for the next 12 months.** | | | |
|  | | | |
| **Signature of Student** |  | **Date** |  |

| **PART F: SUPERVISOR** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Supervisor's comments to** **be discussed with the student**. The substance of these observations should be discussed with the student in advance of submission to the Thesis Committee and should include information on the agreed plan of research for the next 12 months. | | | | | | |
|  | | | | | | |
| **Has the student been undertaking their research in Trinity this year?** | | | | Choose an item. | | |
| **If the answer above is no, please state reasons for absence, place of study and supervisory arrangements.** | | | | | | |
|  | | | | | | |
| **Has the student been given an opportunity to teach / demonstrate? How many hours of teaching did the student deliver since the last review?** | | | | Choose an item. | | |
| **If the answer above is no, please state reasons why the student has not engaged in teaching / demonstrating?** | | | | | | |
|  | | | | | | |
| **Please select the recommended outcome of the annual review**  *(Please tick as appropriate)* | **a)** | Continuation on the PhD register. | | | |  |
| **b)** | Continuation on the PhD register after some minor changes have been made to the report. | | | |  |
| **c)** | Continuation on the PhD not recommended at this time: a new report to be written and review to be held again as soon as possible thereafter. | | | |  |
| **d)** | Transfer to the general Masters register to submit a Masters thesis. | | | |  |
| **e)** | Not to continue as a postgraduate research student. | | | |  |
| **If (c) is recommended, please state the conditions that must be satisfied by the student and a timeframe to meet the conditions before the registration for the next year of study can be recommended.** | | | | | | |
|  | | | | | | |
| **Where applicable: Has transfer to the PhD register been recommended? If so, what transfer procedures were followed?**  *Please note that the Director of Teaching and Learning (Postgraduate) needs to notify the Dean of Graduate Studies separately of all transfers to the Ph.D. register.* | | | | | | |
|  | | | | | | |
| **Where the student is in her/his final year of registration, do you foresee any problems which might prevent submission of the thesis on or before the cessation date?** | | | | | | |
|  | | | | | | |
| **Signature of Supervisor** |  | | **Date** | |  | |

| **PART G: THESIS COMMITTEE - FEEDBACK AND RECOMMENDATIONS** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by Thesis Committee members following a meeting between the student and the Thesis Committee members.**  **Please comment on the student’s progress in the past year.** | | | | | | | |
|  | | | | | | | |
| **Please confirm if the student has completed the relevant taught modules?** | | | | | Choose an item. | | |
| **Please confirm if the student has achieved progress in developing their research and professional development goals as identified in their Professional Development Plan?** | | | | | Choose an item. | | |
| **Please select the recommended outcome of the annual review** *(Please tick as appropriate)* | **a)** | Continuation on the PhD register. | | | | |  |
| **b)** | Continuation on the PhD register after some minor changes have been made to the report. | | | | |  |
| **c)** | Continuation on the PhD not recommended at this time: a new report to be written and review to be held again as soon as possible thereafter. | | | | |  |
| **d)** | Transfer to the general Masters register to submit a Masters thesis. | | | | |  |
| **e)** | Not to continue as a postgraduate research student. | | | | |  |
| **If (c) is recommended, please state the conditions that must be satisfied by the student and a timeframe to meet the conditions before the registration for the next year of study can be recommended.** | | | | | | | |
|  | | | | | | | |
| If progress is unsatisfactory, members of a Thesis Committee may recommend to the Dean of Graduate Studies that the student’s registration should be terminated.  The first year of registration is probationary for all students. Directors of Teaching and Learning (Postgraduate) exercise particular care in reviewing the progress of students after one year of research. The Director of Teaching and Learning (Postgraduate) in consultation with the Supervisor and the Thesis Committee will only recommend continuing registration as a research student if the student has clearly established to the 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 Supervisor(s) may be deemed unsatisfactory and their registration terminated.** | | | | | | | |
| **Please confirm if adequate contact has been maintained with the Supervisor(s)** | | | | | Choose an item. | | |
| **If** **adequate contact with the Supervisor(s) has not been maintained, a meeting with the supervisory team and Director of Teaching and Learning (Postgraduate) will be convened.** | | | | | | | |
| **Signature of Thesis Committee Member** | | |  | **Date** | |  | |
| **Signature of Thesis Committee Member** | | |  | **Date** | |  | |
| **Signature of Thesis Committee Member** | | |  | **Date** | |  | |

*The completed Annual Review Report should be kept by the School and a copy provided to the student, Supervisor and Director of Teaching & Learning (Postgraduate) – it should not be circulated further.*

*Only the* ***outcome*** *of the review should be communicated to Academic Registry by email to* [researchprogression@tcd.ie](mailto:researchprogression@tcd.ie) in the format advised by Academic Registry.