RESEARCH STUDENT PROGRESS/CONFIRMATION REPORT

SCHOOL OF HISTORIES AND HUMANITIES

|  |
| --- |
| **When must this report be completed?** This report must be completed for each annual review, as detailed in the School’s Postgraduate Research Handbook. In years 1 and 3 full-time (1, 2, 4, 5 part-time) this review is a progress review on which formal progression to the next academic year is based. In year 2 (3 part-time) it also used to decide confirmation on the PhD register. The School of Histories and Humanities uses the same form for progress and confirmation reviews.**Who should complete which part of this report, and when?** * Students complete Parts A, B, C, D and E, sign Part E, and send the form to their Supervisor(s).
* The Principal Supervisor completes and signs Part F and uploads the form to the folder containing the student’s review material created by the Postgraduate Administrator (postgradhishum@tcd.ie).
* Thesis Committee members complete Part G and after the review meeting with the student submit the form to the Director of Teaching and Learning (Postgraduate).
* The Director of Teaching and Learning (Postgraduate) completes and signs Part H of the form and forwards it to the student, supervisors, thesis committee members and the postgraduate administrator, confirming a progression/confirmation decision.
 |
| **Guidance on the review process**Detailed guidance on the review process and documentation to be submitted by students is provided in the School’s Postgraduate Research handbook, available online. If you have questions or experience difficulties completing this form, please contact the Director of Teaching and Learning (Postgraduate) or Postgraduate Administrator (postgradhishum@tcd.ie). |

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

|  |
| --- |
| **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.

In the School of Histories and Humanities the Principal Supervisor and/or Co-supervisor(s) are also expected to be present at annual review meetings with students. Time is allocated for the student to speak with the Thesis Committee without the supervisor(s) present. Further guidelines are 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 (*under development*). |
| **Name of Thesis Committee Member 1** |  |
| **Email** |  |
| **Name of Thesis Committee Member 2** |  |
| **Email** |  |

*Please add more rows if required.*

| **PART C: LEARNING AND PROFESSIONAL DEVELOPMENT ON THE STRUCTURED PHD** |
| --- |
| In the context of their Structured PhD, students are required to participate in taught modules and obtain between 10 and 30 ECTS in level 9 modules during their PhD. All research students are required to complete the online module CA7000 Research Integrity and Impact in an Open Scholarship Era. All students in the School of Histories and Humanities additionally complete the module HH7021 Research Training 1 (5 ECTS) in year 1 and HH7022 Research Training 2 (5 ECTS) in year 2 (year 3 part-time); module descriptions can be found in the Postgraduate Research Handbook. They are encouraged to complete or audit further modules according to skills needs, as agreed in their research and professional development plan (RPDP). Further information on taught modules can be found in the School’s Postgraduate Research Handbook. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Taught Modules** | **Module Code** | **Month and Year Taken** | **Credits****(list if completed)** |
| Research Integrity and Impact in an Open Scholarship Era | CA7000 |  |  |
| Research Training 1 | HH7021 |  |  |
| Research Training 2 | HH7022 |  |  |
|  |  |  |  |
|  |  |  |  |
| *(Please add more rows if required)* |  |  |  |

|  |
| --- |
| **Other professional development activities** |

|  |  |
| --- | --- |
| Research Seminars in discipline attended[[1]](#footnote-2) |  |
| Other academic seminars, presentations, conferences, lectures, workshops attended |  |
| Internships or fieldwork  |  |
| Other relevant skills training or professional development activities  |  |

|  |
| --- |
| **PART D: SKILLS AND PROFESSIONAL DEVELOPMENT PLANNING** |
| Please outline any specialist skills required or desirable for your research or your professional plans, such as knowledge of foreign languages, technical or practical skills, command of specialist software, statistical expertise, teaching experience, fieldwork experience, etc. Indicate whether you already have this knowledge or experience or what your plans are for acquiring it. |
|  |

|  |
| --- |
| **PART E: STUDENT PROGRESS AND PLANNING** |
| **Student’s self-assessment of progress made since the previous review**Please submit to your Supervisor(s) for further engagement and discussion. Students should not hesitate to mention problems, setbacks etc., since these matters are important in planning and monitoring progress.  |
|  |
| **How frequently have you met with your Supervisor(s) in the period under review?** |
|  |
| **If you are co-supervised, please briefly outline the division of tasks and responsibilities between your Supervisors and practical arrangements that have been agreed.** |
|  |
| **Please list any publications to date (published, accepted, submitted).** |
|  |
| **Please list any academic presentations delivered 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.** |
|  |
| **Please provide a *brief* general plan of work for the period from your next review until thesis submission.** |
|  |
| **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.** |
|  |
| **For students on the Research Master (MLitt) programme: 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 SECTION** |
| --- |
| **Date of Progress/Confirmation review meeting** |  |
| **Please comment on the student’s progress in the past year.**To be completed by Thesis Committee members following a review meeting with the student.  |
|  |
| **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 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 progress/confirmation report. |  |
| **c)** | Continuation on the PhD not recommended at this time: a new progress/ confirmation review to be held as soon as possible after major revision of the review materials |  |
| **d)** | Transfer to the Masters register to submit an MLitt (Research 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** |  |

| **PART H: DIRECTOR OF TEACHING AND LEARNING (POSTGRADUATE)** |
| --- |
| **DTLP’s comments** based on the student’s review materials, review meeting, and the Supervisor’s and Thesis Committee’s comments and recommendations. |
|  |
| **Signature of DTLP** |  | **Date** |  |

*The completed Report form 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 Progress/Confirmation review process should be communicated to Academic Registry by email to* researchprogression@tcd.ie in the format advised by Academic Registry.

1. As part of HH7021 Research Training 1 and HH7022 Research Training 2, all research students are required to attend the research seminar series in the School which is most relevant to their area of research (e.g. Classics Research Seminar, Medieval History Research Centre Seminar, Early Modern History Research Seminar). If this is impossible, for example due to work commitments, you must ensure equivalent exposure to high level academic discourse through other activities (please list under “Other academic seminars, etc.”), to be approved by your supervisor(s) and the Director of Postgraduate Teaching and Learning. [↑](#footnote-ref-2)